NAVAL MILITARY PERSONNEL MANUAL

NAVPERS 15560D

PREFACE

1. **MANUAL TITLE**. Reference to this manual shall be by its title, **Naval Military Personnel Manual**, or by its short title, **MILPERSMAN**.

2. **ARTICLE NUMBERING SYSTEM**. References to articles in this manual shall be by use of their 7-digit identification number, consisting of the Standard Subject Identification Code (SSIC) and a 3-digit extension number, e.g., **5712-010**. The article numbering system permits complete identification. The first four digits identify the SSIC and the last three digits identify the article placement within the section. The article number should be spoken as though it is two separate groups of numbers, broken at the dash. Major subject groups and sections are not titled except in the Table of Contents. If an article is deleted, the article number will not be used again.

3. **REFERRING TO MILPERSMAN AND ARTICLES**. A combined reference to this manual and an article herein shall be by one of the following examples:

Naval Military Personnel Manual, Article 5712-010
MILPERSMAN 5712-010
Article 5712-010 of the Naval Military Personnel Manual

4. **NAVY DIRECTIVES SYSTEM**. Users of this manual are cautioned that proper use of the Navy Directives System is expected and essential. Information not found in this manual may be found in regulatory manuals, regulations, directives, instructions, notices, etc.

5. **EDITORIAL POLICIES**. Editorial policies used for this manual and procedures for submitting changes to it are contained in **MILPERSMAN 5215-010** herein.

6. **DISTRIBUTION**. The basic reissue of the MILPERSMAN and future changes to it will be distributed on the BUPERS Publications/Directives CD-ROM that is published quarterly and scheduled for distribution during the first month of each quarter. The current issue of the MILPERSMAN, article changes approved for the next issue of the MILPERSMAN, and distribution request information are accessible on the NPC web site listed below:

http://www.npc.navy.mil/ReferenceLibrary/BUPERSCD/

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

IN REPLY REFER TO
5215
PERS-013
22 Aug 2002

This reissue of the Naval Military Personnel Manual replaces the 1991 edition and its changes (CH-1 through CH-36). No article changes were completed between CH-36 and this reissue.

NAVPERS 15560D, Naval Military Personnel Manual is issued under Navy Regulations, 1990, Article 0105, for direction and guidance, and contains policy, rules, and practices for administration of military personnel within Navy. Changes shall be effective upon the date specified on individual articles published on the BUPERS CD-ROM and posted on the BUPERS CD-ROM web site. The provisions in this manual which relate to entitlements have been transferred without change from NAVPERS 15560C, Naval Military Personnel Manual that it supersedes and, accordingly, the entitlement portion of these instructions were approved by Department of Defense Military Pay and Allowance Committee under procedures prescribed by Secretary of Defense following 37 U.S.C. 1001.

G. L. HOEWING
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

Approved. Changes and distribution shall be authorized and published by Deputy Chief of Naval Personnel with approval of Chief of Naval Personnel.

Norbert R. Ryan Jr.
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower and Personnel)
Chief of Naval Personnel

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

5215
PERS-532
21 Oct 14

Changes to the Naval Military Personnel Manual included in **Change 48 are effective the date written at the top of each article and below the article number on this change summary.**

DAVID F. STEINDL
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

Changes in articles titled and briefed below are incorporated in this CD-ROM.

Table of Contents - Revised to reflect all current changes.

Article No. and Date Approved	**Article Title**
1001-050 **CH-48** **22 Sep 2014**	**RESERVE PERSONNEL MANAGEMENT ASSISTANCE TEAM (RPMAT) -** • **Cancelled.** Reserve personnel management assistance team (RPMAT) was disestablished and absorbed by Navy Reserve Force Command (NRFC) (N1). NRFC (N1) schedules inspections of all Navy operational support centers (NOSCs). (COG: NAVPERSCOM (PERS-91))

1050-220 **CH-48** **10 Sep 2014**	**RECRUITING ASSISTANCE LEAVE PROGRAM** • Updated the responsible office from OPNAV (N13) to (N130) and associated phone numbers. • **Para 1,** clarified definition and eligibility for the program. • **Para 2b,** added the Department of Defense instruction on non-chargeable leave for recruiting support as a reference. (COG: OPNAV (N130))
1050-370 **CH-48** **11 Sep 2014**	**APPELLATE LEAVE STATEMENT OF UNDERSTANDING** • Removed fax number. (COG: NAMALA)
1133-050 **CH-48** **22 Sep 2014**	**NAVAL RESERVE ENLISTED PROGRAMS - THE TRAINING AND ADMINISTRATION OF THE RESERVE (TAR) ENLISTMENT PROGRAM -** • **Cancelled.** The Training and Administration of the Reserve (TAR) Enlistment Program is obsolete due to the TAR Program being disestablished. (COG: NAVPERSCOM (PERS-91))

1133-062 **CH-48** **3 Aug 2014**	**ACTIVE COMPONENT AND FULL-TIME SUPPORT (FTS) TO SELECTED RESERVE (SELRES) DELAYED AFFILIATION PROGRAM (DAP) -** • Changed the responsible office from OPNAV (N095) to BUPERS-32. • Removed CNO Washington DC 300033Z Jan 10 (NAVADMIN 040/10) reference. • Replaced reference to Fleet RIDE and Perform to Serve with the appropriate Career Navigator terminology and related language changes for clarity and direction throughout this article. • **Para 9a(2)**, removed voluntary training unit (VTU) participation. • **Para 10b**, updated information regarding authoritative references for eligibility and obligation requirements for Selected Reserve SELRES bonus. • **Para 11d**, inserted after SELRES accession, the recruiter shall mail the accession package to NAVPERSCOM (PERS-313) for entry into the member's official military personnel file (OMPF). • **Para 12(table)**, changed the overall policy from N0951 to N132. (COG: BUPERS (BUPERS-32))
1210-080 **CH-48** **3 Aug 2014**	**AEROSPACE EXPERIMENTAL PSYCHOLOGIST DESIGNATION -** • Updated this article to align with other aviation communities. MILPERMSAN 1210-010, 1210-030, and 1210-070 capture these qualifications and procedures. • Article has been revised throughout and should be reviewed in its entirety. (COG: OPNAV (N13))

1212-020 **CH-48** **3 Aug 2014**	**REDESIGNATION PROCEDURES FOR LIMITED DUTY OFFICERS (LDOS) AND CHIEF WARRANT OFFICERS (CWOS) WITHIN THEIR RESPECTIVE COMMUNITY -** • Changed the responsible office from NAVPERSCOM (PERS-414) to BUPERS (BUPERS-3). • Updated reference (a) from SECNAVINST 1210.5A to OPNAVINST 1210.5. • **Para 2a,** applications for redesignation are now submitted to BUPERS (BUPERS-319) vice NAVPERSCOM (PERS-4). • **Para 2b,** changed medical documentation procedures. (COG: BUPERS (BUPERS-3))
1220-030 **CH-48** **4 Aug 2014**	**PARACHUTIST DESIGNATION AND DUTY -** • Inserted OPNAVINST 3501.225C as reference (b). • **Para 1b,** clarified personnel that have P3 operations as an essential part of their military duties and must maintain their qualifications to receive hazardous duty pay. • **Para 2,** clarifies the meaning of competent orders and P3 operations. (COG: OPNAV (N13))
1300-314 **CH-48** **3 Aug 2014**	**DIEGO GARCIA ASSIGNMENTS -** • Updated responsible office's phone number. • **Para 2b(1),** changed "husband or wife" to "one member of the new couple" to comply with same-sex marriage policy. (COG: NAVPERSCOM (PERS-451))

1301-809 **CH-48** **5 Sep 2014**	**COMMAND POLICIES AND PROCEDURES - FOREIGN AREA OFFICER (FAO) ASSIGNMENTS TO MILESTONE BILLETS -** FAO community is implementing a major 0-6 milestone board, and updating changes to the 0-5 milestone policy. • Updated title from "Command Policies and Procedures - Foreign Area Officer (FAO) Assignments to Commander Milestone Billets" to the title above. • Updated the responsible office's code from NAVPERSCOM (PERS-473C) to (PERS-473A). • Article has been revised throughout and should be reviewed in its entirety. (COG: NAVPERSCOM (PERS-473A))
1306-104 **CH-48** **8 Aug 2014**	**PROJECTED ROTATION DATE -** • **Para 1**, inserted "There is no requirement to move members at their projected rotation date (PRD), unless they are completing a required DoD tour overseas, or they have served the maximum amount of consecutive sea duty." • **Para 2b**, inserted new paragraph. • **Para 2c**, inserted new paragraph. • **Para 2f(3)**, inserted "sea duty (type 2) sea shore flow enlisted career path outline in reference (a)." • **Para 6**, change detailing window from 7 months to 12 months. • **Para 10**, removed. (COG: NAVPERSCOM (PERS-451))
1306-125 **CH-48** **3 Sep 2014**	**ENLISTED RECORD FLAGS -** • **New Article.** This article pulls pieces from articles to specifically address when and why an enlisted record is flagged, as well as implications if Sailors state their intent to separate from the Navy. (COG: NAVPERSCOM (PERS-40BB/BUPERS-32))

1320-140 **CH-48** **5 Aug 2014**	**PERMANENT CHANGE OF STATION (PCS) TRANSFER ORDER REPORTING POLICY -** • Changed title from Permanent Change of Station Transfer Orders (PCSTO) Reporting Policy to the title above. • Updated responsible office code and contact information. • **Para 1a-b,** removed reference to NAVPERS 15909G and replaced it with MILPERSMAN 1320-306 and 1320-308. • **Para 2b,** replaced reference to NAVSO P-6034 with JFTR Vol 1. • **Para 2c,** removed reference to MILPERSMAN 1320-080 citation. (COG: NAVPERSCOM (PERS-451))
1420-050 **CH-48** **6 Aug 2014**	**COUNSELING OF OFFICERS WHO FAIL TO SELECT FOR PROMOTION -** • Updated responsible office's phone number. • Inserted SECNAVINST 1420.1B as reference (c). • **Para 1,** updated. • **Para 2a,** inserted counseling details. • **Para 2c,** updated to comply with SECNAVINST 1420.1B. • **Para 2d,** inserted new paragraph to incorporate PERS-4/8 MOA relative to counseling of officers who fail to select for promotion. (COG: NAVPERSCOM (PERS-80))
1420-100 **CH-48** **15 Aug 2014**	**JOINT STAMP REQUIREMENTS FOR ACTIVE DUTY AND RESERVE FULL-TIME SUPPORT PROMOTION BOARDS -** • **New Article.** This article codifies responsibilities of various codes within Navy Personnel Command and Bureau of Naval Personnel to support and execute the joint stamp process requirements per CJCSINST 1330.05. (COG: NAVPERSCOM (PERS-450))

1427-010 **CH-48** **3 Aug 2014**	**PRECEDENCE AMONG ENLISTED MEMBERS -** Changed the responsible office from NAVPERSCOM (PERS-811) to (PERS-812). (COG: NAVPERSCOM (PERS-812))
1770-280 **CH-48** **4 Aug 2014**	**DEATH GRATUITY -** • Updated responsible office code. • Updated references. • This article has been revised throughout and should be reviewed in its entirety. (COG: NAVPERSCOM (PERS-13))

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

5215
PERS-532
22 Jan 15

Changes to the Naval Military Personnel Manual included in **Change 49 are effective the date written at the top of each article and below the article number on this change summary.**

DAVID F. STEINDL
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

Changes in articles titled and briefed below are incorporated in this CD-ROM.

Table of Contents - Revised to reflect all current changes.

Article No. and Date Approved	**Article Title**
1000-010 **CH-49** **30 Dec 2014**	**PAY/PERSONNEL ADMINISTRATIVE SUPPORT SYSTEM (PASS) -** • **Cancelled.** The content of this article is duplicated in MILPERSMAN 1070-190. (COG: NAVPERSCOM (PERS-351))
1050-300 **CH-49** **12 Dec 2014**	**ARMED FORCES LIBERTY PASS -** • **Cancelled.** DoDI 1327.6 Leave and Liberty Policy and Procedures of 22 Apr 2005 was revised 16 Jun 2009 with two subsequent changes. The latest change dated 13 Aug 2013 excludes use of DD Form 345 Liberty Pass, Armed Forces. DD Form 345 has been cancelled. (COG: NAVPERSCOM (PERS-31))

1070-100 **CH-49** **13 Dec 2014**	**ENLISTED FIELD SERVICE RECORD –** • **Cancelled.** With the implementation of the Navy standard integrated personnel system (NSIPS)/electronic service record (ESR), and the final closeout of the enlisted field service record in 2010; this article is no longer required since the enlisted field service record no longer exists. (COG: NAVPERSCOM (313C))
1160-120 **CH-49** **5 Nov 2014**	**HIGH YEAR TENURE –** Updated per ASN (MR&A) Memo of 22 Jan 2013 directing modifications to update HYT criteria and to update policy to reflect current organizational roles and request procedures. • Updated responsible office phone number. • Updated references. • Inserted U ASK NPC E-mail address. • Article has been revised throughout and must be reviewed in its entirety. (COG: OPNAV (N132))
1210-180 **CH-49** **4 Oct 2014**	**COMMAND ASHORE INSIGNIA: QUALIFICATIONS –** Modifications clarify guidance regarding the eligibility to wear the command ashore insignia, and align a list of eligible and non-eligible commands to the pertinent annual OPNAVNOTE 5450 and appropriate non-major command PDMs, as well as command-related MILPERSMAN articles being updated by OPNAV (N131). • Changed the title from "Command Ashore/Major Program Manager Insignia Qualifications" to the title above. • Changed the responsible office from OPNAV (N13) to OPNAV (N131). • **References**, removed NAVPERS 15839I, OPNAVINST 1000.16J, and OPNAVNOTE 5400. • Article has been revised throughout and should be reviewed in its entirety. (COG: OPNAV (N131))

1212-050 **CH-49** **30 Oct 2014**	**INFORMATION DOMINANCE CORPS (IDC) OPTION PROGRAMS** MILPERSMAN 1212-060, Information Warfare Option Program; MILPERSMAN 1212-070, Oceanography Option Program; and MILPERSMAN 1212-080, Intelligence Ocean Program have been consolidated into MILPERSMAN 1212-050. • Article title changed to reflect the consolidation. • Changes made throughout the article detail the requirements of the option programs for designators within the Information Dominance Corps. • Article has been revised throughout and should be reviewed in its entirety. (COG: BUPERS (BUPERS 317B))
1212-060 **CH-49** **30 Oct 2014**	**INFORMATION WARFARE (IW) OPTION PROGRAM –** **Cancelled.** The contents of MILPERSMAN 1212-060, 070, and 080 were incorporated into MILPERSMAN 1212-050. (COG: BUPERS (BUPERS-317))
1212-070 **CH-49** **30 Oct 2014**	**OCEANOGRAPHY (OCEAN) OPTION PROGRAM** – • **Cancelled.** The contents of MILPERSMAN 1212-060, 070, and 080 were incorporated into MILPERSMAN 1212-050. (COG: BUPERS (BUPERS-317))
1212-080 **CH-49** **30 Oct 2014**	**INTELLIGENCE (INTEL) OPTION PROGRAM –** • **Cancelled.** The contents of MILPERSMAN 1212-060, 070, and 080 were incorporated into MILPERSMAN 1212-050. (COG: BUPERS (BUPERS-317))

1213-010 **CH-49** **30 Oct 2014**	**LOW PRESSURE CHAMBER INSIDE INSTRUCTOR/OBSERVER QUALIFICATIONS -** • Updated responsible office phone number. (COG: BUMED (AERO MED))
1220-400 **CH-49** **15 Dec 2014**	**SPECIAL WARFARE BOAT OPERATOR (SB) RATING -** • Removed fax number. • Updated references to reflect newest versions of references (b) and (g). • Changed the Web site from www.swcc.navy.mil to www.sealswcc.com throughout article. • Article has been revised throughout and should be reviewed in its entirety. (COG: OPNAV (N131))
1301-202 **CH-49** **21 Nov 2014**	**OFFICER SPECIAL ASSIGNMENTS - NOMINATIVE BILLETS/NOMINATION OF OFFICERS -** • **Para 1a**, inserted "executive summary" and "other items designated by the formal solicit" into the formal nomination package. • **Para 1b**, changed the wording for adjudication of formal nomination packages within 30 days of receipt. • **Para 1f**, added "flag officer equivalent" to allow senior executive service (SES) and political appointees to submit by-name-requests (BNRs). • **Para 2n**, changed the name of "Command Leadership School" to "Naval Leadership and Ethics Center." Changes routing process for CO, Naval Leadership and Ethics Center to include the President, Naval War College. Makes Naval Leadership and Ethics Center instructor formally nominative. • **Para 3**, Removed table for "Billets Requiring Informal (Written) Proposal" and added the newly approved "Formal Nomination Approval Authority" table. (COG: NAVPERSCOM (PERS-441))

1301-236 **CH-49** **12 Dec 2014**	**OFFICER SPECIAL ASSIGNMENTS - AVIATION ACQUISITION CORPS (AC) UNRESTRICTED LINE (URL) MAJOR PROGRAM MANAGER (MPM) CAREER PATH -** • **New Article.** This article will establish guidance for the Aviation Acquisition Corps unrestricted line major program manager career path established by NAVADMIN 165/09. This article will reduce the length of NAVADMINs by incorporating the guidance contained in recurring messages. (COG: NAVPERSCOM (PERS-434A))
1301-800 **CH-49** **4 Oct 2014**	**COMMAND POLICIES AND PROCEDURES - OVERVIEW -** • Clarifies guidance regarding the criteria and eligibility for command at sea and command ashore, and differentiates between major command and non-major command for use in the major command review board. • Defines and establishes eligibility for CO, command at sea, and command ashore per U.S. Navy Regulations. • Defines and sets criteria for major command (to include post-major command) and non-major command (i.e., CAPT command, CDR command, post-CDR command, and early command) per U.S. Navy Regulations and the Command Qualification Program. • Limits definitions of command to those in command-related Navy officer billet classifications. • Article has been revised throughout and must be reviewed in its entirety. (COG: OPNAV (N131))

1301-806 **CH-49** **2 Oct 2014**	**COMMAND POLICIES AND PROCEDURES - COMMAND ASHORE -** Changes address formal administrative command screen board procedures mandated for all communities to include restricted line and staff corps communities by OPNAVINST 1412.14 (Command Qualification Program). • Changed title from Command Policies and Procedures - Major Command Ashore to the title above. • Updated responsible office phone number, inserted e-mail address, and removed facsimile number. • **References**, inserted (a) through (g). • Article has been revised throughout and should be reviewed in its entirety. (COG: OPNAV (N131))

1306-120 **CH-49** **22 Dec 2014**	**COMMANDING OFFICER SHIPBOARD OPERATIONAL HOLDS (OPHOLD)** • Responsible office changed from PERS-4013B to PERS-4013. • **Para 1a,** commanding officers (COs) of type 2 units (CONUS Sea) may now request OPHOLD for up to 12 months. • **Para 2,** reference to C-3 readiness conditions has been deleted. • **Para 2b,** subparagraph stating COs should not request OPHOLD for non-designated SN has been deleted. • **Para 2d,** added to discuss premium pay for members being held beyond expiration of active duty. • **Para 3,** COMUSFLTFORCOM and COMPACFLT have been added to required addressees on OPHOLD request messages. • **Para 3c,** OPHOLD requests must now indicate if member is a volunteer for OPHOLD. • **Para 4,** the desk code table for type command has been deleted. • Article has been revised throughout and should be reviewed in its entirety. (COG: NAVPERSCOM (PERS-4013))
1306-610 **CH-49** **18 Dec 2014**	**GENERAL DETAIL (GENDET) TARGETED ENLISTMENT PROGRAM (GTEP) -** • **Cancelled.** General Detail (GENDET) Targeted Enlistment Program (GTEP) will be replaced by MILPERSMAN 1306-611 Professional Apprenticeship Career Tract (PACT). This will change cognizant authority from PERS-4010 to BUPERS-32, and will include Career Waypoints-PACT module as the utilization tool for PACT designation. (COG: (NAVPERSCOM (PERS-4010)

1306-611 **CH-49** **15 Dec 2014**	**PROFESSIONAL APPRENTICESHIP CAREER TRACK (PACT) PROGRAM -** • **New Article.** This article provides policy and execution guidance related to the Professional Apprenticeship Career Tract (PACT) Program. It assigns cognizant authority to BUPERS-32 and includes Career Waypoints PACT module as the utilization tool for PACT designation. (COG: BUPERS (BUPERS-32)/OPNAV (N132))
1320-300 **CH-49** **25 Jul 2014**	**TYPES OF ORDERS -** • Updated references. • Updated policy and procedures throughout the entire article. Please review in its entirety. COG: NAVPERSCOM (PERS-451))
1320-302 **CH-49** **30 Dec 2014**	**PREPARATION OF STANDARD TRANSFER ORDER (STO) -** • **Cancelled.** Paragraph 15 of NAVADMIN 244/14 cancelled MILPERSMAN 1320-302. (COG: NAVPERSCOM (PERS-454))
1420-060 **CH-49** **4 Oct 2014**	**FROCKING OF ENLISTED PERSONNEL -** • Updated references and removed fax number. • Removed PERS-4811 as the responsible office and updated PERS-4812 to PERS-812 code. • Combined responsible office phone contact for "active" and "reserve" sections. • **Para 2(table),** changed the E-4 and E-5/6 selectee procedures. • **Para 2k,** inserted "Frocking is not authorized for Sailors advanced under any accelerated advancement programs." (COG: NAVPERSCOM (PERS-812))

1542-020 **CH-49** **12 Dec 2014**	**AVIATION OFFICER CROSS-TRAINING IN DIFFERENT TYPE AIRCRAFT -** **Para 3a,** removed SSN. (COG: NAVPERSCOM (PERS-432))
1820-040 **CH-49** **13 Dec 2014**	**NOTIFICATION OF ELIGIBILITY FOR NON-REGULAR (RESERVE) RETIRED PAY -** Navy Personnel Command (NAVPERSCOM), Reserve Personnel Management Department (PERS-9) is in the process of incorporating the content from BUPERSINST 1001.39F into MILPERSMAN articles which will allow NAVPERSCOM (PERS-9) to perform more responsive policy updates for the fleet. • **New Article.** This article will replace the notification of eligibility (NOE) for non-regular Reserve retirement language resident within chapter 20 of BUPERSINST 1001.39F. (COG: NAVPERSCOM (PERS-912))
1910-050 **CH-49** **4 Oct 2014**	**ENLISTED INVOLUNTARY SEPARATION PAY (NON-DISABILITY) - RESERVE REQUIREMENTS AND OBLIGATIONS** • Removed Ready Reserve IRR gains and Ready Reserve Selected Reserves from the Point of Contact table. • Inserted NAVADMIN 040/10 reference into the reference block. • Removed Perform to Serve and inserted Career Waypoint-Reenlistment throughout the article. • **Para 1e,** inserted. • **Para 3f,** updated procedures for the Ready Reserve process. (COG: OPNAV (N13))

1910-118 **CH-49** **19 Dec 2014**	**SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT - WHEN A RESERVIST BECOMES A MINISTER -** • Updated NAVPERSCOM (PERS-913) and (PERS-911) phone numbers. (NAVPERSCOM (PERS-911)/(PERS-913))
7220-075 **CH-49** **18 Nov 2014**	**GUIDELINES FOR HARDSHIP DUTY PAY - TEMPO (HDP-T) -** **New Article.** This article is Navy's implementation of Hardship Duty Pay - Tempo (HDP-T), which is used to compensate AC and RC Sailors and officers for extended operational deployments. (COG: OPNAV (N130))
7220-100 **CH-49** **25 Oct 2014**	**COMMAND RESPONSIBILITY PAY (CRP) -** • Updated responsible office DSN/COM/fax numbers. • **Para 1**, inserted "operational" and deleted "at-sea." • **Para 3a**, inserted "commanding officers of pre-commissioning units are not authorized CRP. • **Para 4d**, inserted. • **Para 5**, revised entirely. (COG: OPNAV (N130))

OFFICER TRANSFER MANUAL CONVERSION CHART

Old Article Number	New MILPERSMAN Article
1.0 1.1 1.2 1.3 1.4 1.8	1301-100
1.5	1301-102
1.6	Deleted
1.7	1301-010
2.0 2.1	1320-300
2.2	1320-306
2.3	1301-122
2.4	1320-310
2.5	1320-311
2.6	1320-312
2.7	1320-320
2.8	1320-322
2.9	1300-400
2.10	1320-316
2.11 2.12 2.13 2.15	1321-100
2.14 2.16	1320-314
2.17	1320-324
2.18	1320-326
3.0 3.1 3.2 3.3 3.6 3.8 3.9 3.10	1301-104
3.4	1301-106
3.5	1301-108
3.11	1301-110
3.12	1301-112

Old Article Number	New MILPERSMAN Article
3.13	1301-116
3.14	1301-118
3.15	1301-120
3.16	1301-114
4.0 4.14	1300-300
4.1 4.2 4.3	1300-302
4.2	1300-304
4.4 4.5 4.6 4.9 4.10 4.13	1300-308
4.7	1301-104
4.8	1300-310
4.9	1300-306
4.11	1300-312
4.15	1300-314
5.0	1301-201
5.1	1301-202
5.2	1301-203
5.3	1301-204
5.4	1300-600
5.5	Deleted
5.6	1301-205
5.7	1301-206
5.8	1301-207
5.9	1301-208
5.10	1301-209
5.11	1301-210
5.12	Deleted
5.13	1301-212
5.14	1301-213
5.15	1301-214
5.16	1301-215
5.17	1301-216

OFFICER TRANSFER MANUAL CONVERSION CHART

Old Article Number	New MILPERSMAN Article
5.18	1301-217
5.19	1301-218
5.20	1301-219
5.21	1301-220
5.22	1301-221
5.23	1301-222
5.24	1301-223
5.25 5.26	1300-1000
5.27	1300-1100
5.28 5.29 5.34	Deleted
5.30	1301-224
5.31	1611-020
5.32	SECNAVINST 1920.6B
5.33	1301-227
5.35	1301-228
5.36	1301-010
5.37	1301-230
5.38	1301-225
5.39	1301-231
5.40	1300-500
5.41	1300-700
5.42	1301-226
5.43	1301-229
5.44	1301-211
6.0	1301-800
6.1 6.4 6.19	1301-802
6.2	1301-804
6.3	1301-806
6.5	1301-808
6.6	1301-810
6.7	1301-812
6.8	1301-814
6.9	1301-816

Old Article Number	New MILPERSMAN Article
6.10 6.17	Deleted
6.11 6.12 6.13 6.14	1301-818
6.15	1301-820
6.16	1301-822
6.18	1301-826
6.20	1301-824
7.0 7.1 7.2 7.3 7.4 7.5 7.6	1301-900
7.7 7.8 7.9 7.10 7.11 7.12 7.13	1301-902
7.14 7.15 7.16 1.17 7.18 7.19 7.20 7.22 7.23 7.24 7.25	1301-904

OFFICER TRANSFER MANUAL CONVERSION CHART

Old Article Number	New MILPERSMAN Article
8.0 8.1 8.2 8.3 8.4 8.5	1301-700
9.0	Deleted
9.1	1131-020
9.2	1212-010 1212-030
9.3	1300-080
9.4	1100-040 1301-400
9.5	1301-500 1320-150
10.0 10.2	Deleted
10.1 10.9	1920 Series
10.2	1800 Series 1850-040
10.3 10.4	1300-080
10.5	1100-060
10.6	1920-090
10.7	1920-110
10.8	1811-010
10.10	1920-030
10.11	1920-020
10.13 10.15	1920-080 SECNAVINST 1920.6B
10.14 10.16	BUPERSINST 7040.6 BUPERSINST 7040.7
11.0 11.5	Deleted
11.1	1320-150

Old Article Number	New MILPERSMAN Article
11.2	1811.010 SECNAVINST 1811.4E
11.3	1301-600
11.4	SECNAVINST 1001.33C OPNAVINST 1001.20B
Figure 4-9	1300-316
Figure 4-10	1300-316

ENLISTED TRANSFER MANUAL CONVERSION CHART

Old Article Number	New MILPERSMAN Article
1.0 1.01 1.02 1.03 1.04	1306-100
2.0	1306-110 1306-112
2.01	1306-110
2.02	1306-112
3.0 3.01 3.02 3.04	1306-101
3.03	1306-102
3.05	1306-118
3.06	1306-104
3.0613	1306-126
3.07	1306-106
3.073	1306-122
3.09 3.10 3.15 3.16 3.17 3.26 3.30	1306-116
3.14	1306-120
3.11 3.12 3.13	1306-124
3.20	1306-126
3.20 3.21 3.23	1300-1000
3.22	1300-1100
3.24	1306-128
3.25	1306-130
3.27	1306-132
3.28	1306-134
3.29	1306-136

Old Article Number	New MILPERSMAN Article
3.31	1306-138
3.32	1306-140
4.0	1306-126
4.01 4.011 4.012 4.026 4.03	1300-302
4.0 4.018 4.019	1300-300
4.04	1306-104
4.013 4.014 4.015	1300-304
4.016 4.017	1300-306
4.02 4.021 4.022 4.024	1306-106
4.023 4.025 4.05 4.051 4.052 4.06 4.10 4.13	1300-308
4.0512 4.053	1300-310
4.054	1300-312
4.08	1306-120
4.09	1306-200
4.11	1306-300
4.12	1300-314
5.0 5.01	1306-400
5.02	1306-402

ENLISTED TRANSFER MANUAL CONVERSION CHART

Old Article Number	New MILPERSMAN Article
5.03 5.04	1306-404
5.05	1306-406
5.06	1306-408
5.07	1306-410
5.08	1306-412
5.09	1306-414
5.10	1306-416
5.11	1306-418
5.12	1306-420
5.13	1306-422
5.20	1306-424
6.0 6.01	1306-500
6.011 6.0111 6.0112	1306-502
6.012 6.0122 6.0123 6.013 6.0131 6.014 6.015	1306-504
7.0 7.14	1306-600
7.01 7.02	1306-602
7.03	1306-604
7.04 7.05 7.06	1306-606
7.07	1306-608
7.08	1306-610
7.09	1306-612
7.10 7.11 7.12	1306-614
7.13	1306-616

Old Article Number	New MILPERSMAN Article
7.15 7.16	1306-618
8.0	1306-1000
8.01	1306-1002
8.02	1306-1004
8.03	1306-1006
9.01	1306-900
9.02	1306-901
9.03	1306-902
9.04	1306-903
9.05	1306-904
9.06	1306-905
9.07	1306-906
9.08	1306-907
9.10	1306-909
9.11	1306-910
9.12	1306-911
9.13	1306-912
9.14	1306-913
9.15	1306-914
9.16	1306-915
9.16	1306-916
9.16	1306-917
9.17	1306-918
9.18	1306-919
9.19	1306-920
9.20	1306-921
9.21	1306-922
9.22	1306-923
9.23	1306-924
9.24	1306-925
9.25	1306-926
9.26	1306-927
9.27	1306-928
9.28	1306-929
9.29	1306-930
9.30	1306-931
9.31	1306-932
9.32	1306-933

ENLISTED TRANSFER MANUAL CONVERSION CHART

Old Article Number	New MILPERSMAN Article
9.33	1306-934
9.34	1306-935
9.35	1306-936
9.36	1306-937
9.37	1306-938
9.38	1306-939
9.39	1306-940
9.40	1306-941
9.41	1306-942
9.42	1306-943
9.43	1306-944
9.44	1306-945
9.45	1306-946
9.46	1306-947
9.47	1306-948
9.48	1306-949
9.49	1306-950
9.50	1306-951
9.51	1306-952
9.52	1306-953
9.53	1306-954
9.54	1306-955
9.55	1306-956
9.56	1306-957
9.57	1306-958
9.58	1306-959
9.59	1306-960
9.60	1306-961
9.61	1306-962
9.62	1306-963
9.63	1306-964
9.64	1306-965
9.65	1306-966
9.66	1306-967
9.67	1306-968
9.68	1306-969
9.69	1306-908

Old Article Number	New MILPERSMAN Article
10.0 10.01 10.02 10.03 10.04 10.13	1306-800
10.05 10.06 10.07 10.08 10.09 10.10 10.11 10.12	1306-802
10.14 10.15 10.16 10.17 10.18 10.19 10.20 10.21 10.22 10.23	1306-804
11.0 11.01 11.02 11.03 11.04 11.05	1300-600
12.0 12.01 12.02 12.03 12.04 12.05 12.06 12.07	1306-1100

ENLISTED TRANSFER MANUAL CONVERSION CHART

Old Article Number	New MILPERSMAN Article
13.0 13.01 13.02 13.03 13.04 13.05 13.06 13.07 13.08 13.09	1306-1800
14.0 14.01 14.02 14.03 14.04	1306-700
15.0 15.01 15.02 15.03	1300-400
16.0 16.01 16.02 16.03 16.04 16.05 16.06 16.07 16.08 16.09 16.10 16.11 16.12 16.13 16.14 16.15	1300-500

Old Article Number	New MILPERSMAN Article
17.0 17.0 17.01 17.02 17.03 17.04 17.05 17.06 17.07	1306-1600
18.0 18.01	1306-1700
18.02	1306-1702
18.03	1306-1718
18.04	1306-1704 1306-1705 1306-1706 1306-1707 1306-1708 1306-1709 1306-1710 1306-1711 1306-1712 1306-1713
18.05	1306-1714
18.06	1306-1716
19.0 19.01 19.02 19.03 19.04 19.05 19.06	1306-1400
20.0	1306-1500

ENLISTED TRANSFER MANUAL CONVERSION CHART

Old Article Number	New MILPERSMAN Article
20.1 20.2 20.3	1306-1502
20.4	1306-1504
21.0 21.01 21.012 21.014 21.015	1320-300
21.011 21.05	1320-310
21.013	1320-308
21.02	1320-302
21.04	1320-304
21.06 21.07	1320-318
21.08	1320-314
23.0 23.01 23.02 23.03	1306-108
24.0 24.1	1306-1200
24.02	1306-1202
24.03 24.04 24.05	1306-1204
24.06	1306-1206
24.07	1306-1208
24.08 24.09	1306-1210
25.0 25.01 25.02 25.03 25.04	1300-700
Figure 4H	1300-316
Figure 4I	1300-316

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

Article			Primary Cognizance
1000-1999 MILITARY PERSONNEL			
1000-1099 GENERAL			
1000 GENERAL			
	1000-010	Cancelled	
	1000-020	Pay and Personnel Record Maintenance Responsibilities	PERS-351
	1000-021	Command Personnel/Pay Administrative Support System (PASS) Coordinator (CPC)	BUPERS-26
	1000-025	Personnel Transaction Timeliness	BUPERS-261
	1000-030	Active Duty Service Date (ADSD) for Enlisted Personnel	PERS-312E
	1000-040	Fingerprinting	PERS-842
	1000-050	Fingerprinting Procedures	PERS-842
	1000-060	Military Personnel Social Security Number (SSN)	PERS-331
	1000-070	Identification (ID) Tags for Members	PERS-352
	1000-080	Cancelled	
	1000-090	Race Entries on Forms, Records, and Reports	OPNAV (N134E)
	1000-100	Home of Record and Place from which Ordered to Active Duty	PERS-312D
	1000-110	Name and Address Lists of Members of the Navy and Navy Reserve	PERS-00J
	1000-120	Correction of Date of Birth	PERS-331
	1000-130	Name Change of Member	PERS-331
	1000-140	Mailing Address of Members on Inactive Duty	PERS-912/93
	1000-150	Board for Correction of Naval Records (BCNR)	PERS-31C
	1000-160	Naval Discharge Review Board (NDRB)	NDRB
	1000-170	Sailing Diary	BUPERS-26
1001 RESERVE POLICIES AND PROGRAMS			
	1001-010	Cancelled	
	1001-020	Full Time Support (FTS) of the Navy Reserve Officer Program	PERS-92
	1001-030	Civilian Employment of Inactive Duty Navy Reservists	PERS-91
	1001-040	Foreign Travel and Residence of Inactive Duty Navy Reservists	PERS-91
	1001-050	Cancelled	
	1001-060	Assignment of Enlisted Naval Reservists to Active Duty	PERS-80C
	1001-070	Inactive Duty Reservists Who are Students or Graduates of Medical Schools or Theological Studies	PERS-491
	1001-080	Minimum Required Service of Naval Reserve Officers with an Initial 3 to 6 Months of Active Duty for Training in Lieu of 2 or More Years Active Duty	OPNAV (N13)

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1001-090	Minimum Required Active Service of Reserve Officers	OPNAV (N13)
1050	**LEAVE AND LIBERTY**		
	1050-010	Leave Policy	OPNAV (N130)/ PERS-91
	1050-020	Cancelled	
	1050-030	Cancelled	
	1050-040	Cancelled	
	1050-050	Hospitalization While on Leave	OPNAV (N130)
	1050-060	Cancelled	
	1050-070	Special Leave Accrual	OPNAV (N130)
	1050-080	Computation of Leave - Overview	OPNAV (N13)
	1050-081	Computation of Leave - General Instructions	OPNAV (N13)
	1050-082	Computation of Leave - Examples of Charging Leave, Proceed, and Travel Time	OPNAV (N13)
	1050-083	Computation of Leave - Example of Charging Leave During PCS with TDY En Route	OPNAV (N13)
	1050-084	Computation of Leave - Examples of Charging Leave When No Travel and Proceed Time Authorized	OPNAV (N13)
	1050-085	Computation of Leave - Example of Charging Leave When Unaccounted Time Exists	OPNAV (N13)
	1050-090	Leave: Day of Departure/Return	OPNAV (N13)
	1050-100	Leave: Check-in/Check-out Procedures	OPNAV (N13)
	1050-110	Absences Over Leave or Liberty (AOL)	OPNAV (N13)
	1050-120	Separation Leave	OPNAV (N13)
	1050-130	Emergency Leave	OPNAV (N13)
	1050-140	Computation of Emergency Leave Involving Government-Funded Travel	OPNAV (N13)
	1050-150	Leave En Route in Execution of Orders	OPNAV (N13)
	1050-160	Leave During Temporary Duty or Temporary Additional Duty	OPNAV (N13)
	1050-170	Leave in Conjunction with Temporary Additional Duty	OPNAV (N13)
	1050-180	Convalescent Leave	OPNAV (N13)
	1050-190	Sick in Quarters (SIQ) Status	OPNAV (N13)
	1050-200	Rest and Recuperation on Leave Program	OPNAV (N130)
	1050-210	Environmental and Morale Leave (EML)	OPNAV (N13)
	1050-220	Recruiting Assistance Leave Program	OPNAV (N130)
	1050-230	Leave for Midshipmen	OPNAV (N13)
	1050-240	Leave for Naval Academy Midshipmen Candidates Who Are Graduates of Naval Academy Preparatory School	OPNAV (N13)
	1050-250	Foreign Leave Travel	PERS-451H
	1050-260	Leave/Emergency Leave in the Republic of the Philippines	OPNAV (N13)

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1050-270	Administrative Absences	OPNAV (N131) (N131)
	1050-271	Post-Deployment Mobilization Respite Absence for Active Duty Personnel	OPNAV (N130)
	1050-272	Post-Mobilization Respite Absence for Mobilized Reserve Component Personnel	OPNAV (N130)
	1050-280	Definition of Liberty	OPNAV (N13)
	1050-290	Policy Concerning Liberty	OPNAV (N13)
	1050-300	Cancelled	
	1050-310	Appellate Leave	NAMALA
	1050-320	Request Appellate Leave	NAMALA
	1050-330	When the Convening Authority (CA) Acts	NAMALA
	1050-340	Mandatory Appellate Leave	NAMALA
	1050-350	Appellate Review	NAMALA
	1050-360	Procedures for Recalling a Member from Appellate Leave	NAMALA
	1050-370	Appellate Leave Statement of Understanding	NAMALA
	1050-380	Letter Format for Change of Status to Mandatory Appellate Leave	NAMALA
	1050-390	Cancelled	
	1050-400	Accrued Leave Creditable Upon Retirement	PERS-81
	1050-410	Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy	OPNAV (N13)
	1050-420	Adoption Leave	OPNAV (N130)
	1050-430	Paternity Leave	OPNAV (N130)
	1050-440	Administrative Absence to Obtain a Legal Marriage	OPNAV (N130C)
1070	**PERSONNEL RECORDS**		
	1070	Personnel Records	PERS-312E
	1070-010	Security of Personnel Records	PERS-312E
	1070-020	Officer Official Military Personnel File (OMPF)	PERS-313C
	1070-030	Creating the Officer Permanent Personnel Record	PERS-313C
	1070-040	Cancelled	
	1070-050	Cancelled	
	1070-060	Cancelled	
	1070-070	Cancelled	
	1070-080	Enlisted Official Military Personnel File (OMPF)	PERS-313C
	1070-090	Creating the Enlisted Permanent Personnel Record	PERS-313C
	1070-100	Cancelled	
	1070-110	Cancelled	
	1070-120	Cancelled	
	1070-130	Cancelled	

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

Article			Primary Cognizance
	1070-140	Disposition of Enlisted Field Service Record - Immediate Reenlistment	PERS-313C
	1070-150	Requests for Copies of the Permanent Personnel Record	PERS-313C
	1070-160	Cancelled	
	1070-170	Documents Filed in the Permanent Personnel Record	PERS-313C
	1070-180	Officer Photographs	PERS-312E
	1070-190	Signatures in Service Records	PERS-313C
	1070-200	Verification of Field Service Record	PERS-313C
	1070-210	Correction of the Field Service Record	PERS-313C
	1070-220	Citizenship Entries in the Enlisted Personnel Record	PERS-313C
	1070-230	DD 4, Enlistment/Reenlistment Document - Armed Forces of the United States	PERS-313C
	1070-240	NAVPERS 1070/601, Immediate Reenlistment Contract	PERS-313C
	1070-250	NAVPERS 1070/621, Agreement to Extend Enlistment	PERS-313C
	1070-260	NAVPERS 1070/622, Agreement to Recall or Extend Active Duty	PERS-313C
	1070-270	Dependency Application / Record of Emergency Data and Record of Emergency Data	PERS-313
	1070-280	Cancelled	
	1070-290	NAVPERS 1070/605, History of Assignments Exhibit 1 - NAVPERS 1070/605	PERS-313C
	1070-300	NAVPERS 1070/606, Record of Unauthorized Absence	PERS-312E
	1070-310	NAVPERS 1070/607, Court Memorandum	PERS-312E
	1070-320	Administrative Remarks	PERS-313C
	1070-330	NAVPERS 1070/615, Record of Discharge from the U.S. Naval Reserve (Inactive)	PERS-312E
	1070-340	DD 214, Certificate of Release or Discharge from Active Duty	PERS-312E
	1070-350	Cancelled	
1080	**PERSONNEL ACCOUNTING**		
	1080-010	NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards	NAVMAC (Code 10)
	1080-020	NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications	NAVMAC (Code 10)
1100-1199	**RECRUITING**		
1100	**GENERAL**		
	1100-010	Cancelled	
	1100-020	Appointment in the Nurse Corps of the Navy on Active Duty	PERS-4415
	1100-030	Procedures for Effecting Appointments and Delivering Original Commissions	CNRC (13)

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1100-040	In-Service Procurement Programs	PERS-801G
	1100-050	Eligibility Requirements for Membership in the Ready Reserve	PERS-491
	1100-060	Submission of Application of Voluntary Termination of Temporary Appointment and Reversion of Limited Duty Officers (LDOs)	PERS-83
1131	**OFFICER RECRUITING**		
	1131-010	Initial Appointment of Officers in the Regular Navy and Naval Reserve	OPNAV (N13)
	1131-020	Cancelled	
	1131-030	Cancelled	
	1131-040	Appointment of Officers in the Navy Reserve	PERS-91
	1131-050	Medical Enlisted Commissioning Program	PERS-4415
1132	**OFFICER RECALL**		
	1132-010	Navy Reserve 3-Year Recall Program	PERS-492
1133	**ENLISTED RECRUITING**		
	1133-010	First Enlistments and the Military Service Obligation	OPNAV (N13)
	1133-020	Naval Reserve Enlistment Programs - Policy	PERS-91
	1133-030	Naval Reserve Enlisted Programs - The 2-Year Enlistment Program	PERS-91
	1133-040	Naval Reserve Enlisted Programs - The 3-Year Enlistment Apprenticeship Training Program	PERS-91
	1133-050	Cancelled	
	1133-060	Prior Service (PRISE) III Program	OPNAV (N13)
	1133-061	Prior Service Reenlistment Eligibility - Reserve (PRISE-R) Program	OPNAV (N13)
	1133-062	Active Component and Full Time Support (FTS) to Selected Reserve (SELRES) Delayed Affiliation Program (DAP)	BUPERS-32
	1133-070	Fulfillment of the 8-year Obligation	PERS-832
	1133-080	Cancelled	
	1133-090	New Accession Training (NAT) Program	OPNAV (N132)
1160	**REENLISTMENTS AND EXTENSIONS**		
	1160-010	Age Limitation of Enlisted Personnel for Continuation on Active Duty	OPNAV (N13)
	1160-020	Reenlistment Ceremony	PERS-81
	1160-030	Certain Enlistments and Reenlistments Under Continuous Service Conditions	PERS-81

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1160-031	Required Counseling Upon Enlistment and Reenlistment	PERS-811
	1160-040	Extension of Enlistments	PERS-811/812
	1160-050	Voluntary or Involuntary Extension of Enlisted Personnel Beyond Expiration of Enlistment, Fulfillment of Service Obligation, or Expiration of Tour of Active Service	PERS-4811
	1160-060	Agreements of Enlisted Naval Reservists, Fleet Reservists, and Inductees to Remain on Active Duty	PERS-80C PERS-811H
	1160-070	Reenlistment/Extension of Enlistment in the Individual Ready Reserve (IRR)	PERS-4933
	1160-080	Cancelled	
	1160-090	Cancelled	
	1160-100	Selective Training and Reenlistment (STAR) Program	PERS-4811
	1160-110	NAVPERS 15878H, Retention Team Manual	OPNAV (N13)
	1160-120	High Year Tenure (HYT)	OPNAV (N132)
	1160-130	Cancelled	
1200-1299 CLASSIFICATION AND DESIGNATION			
1200	**GENERAL**		
	1200-010	Submarine Patrol Insignia Qualifications	OPNAV (N871)
	1200-020	Deep Submergence Insignia Qualifications	OPNAV (N873)
	1200-030	Small Craft Insignia	OPNAV (N13)
	1200-040	Craftmaster Insignia	OPNAV (N96D2)
	1200-050	Organization of the Enlisted Classification Program	OPNAV (N132G)
	1200-060	Cancelled	
1210	**OFFICER**		
	1210-010	Naval Aviator and Flight Officer Designations	OPNAV (N13)
	1210-020	Naval Astronaut Designation	OPNAV (N13)
	1210-030	Flight Surgeon	OPNAV (N13)
	1210-040	Flight Nurse Subspecialty Designation	OPNAV (N13)
	1210-050	Cancelled	
	1210-060	Cancelled	
	1210-070	Aerospace Physiologist Designation	OPNAV (N13)
	1210-080	Aerospace Experimental Psychologist Designation	OPNAV (N13)
	1210-090	Surface Warfare Officer (SWO) Designation	OPNAV (N96)
	1210-100	Line Officer Designation: Qualified in Submarines	OPNAV (N13)
	1210-110	Engineering Duty Officer Designation: Qualified in Submarines	OPNAV (N13)
	1210-120	Supply Corps Officer Designation: Qualified in Submarines	OPNAV (N13)
	1210-130	Medical Officer Designation: Qualified in Submarines	OPNAV (N13)

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1210-140	Diving Officer	OPNAV (N13)
	1210-150	Surface Warfare Supply Corps Officer Designation	OPNAV (N96)
	1210-160	Surface Warfare Officers (SWO) (111X) Requirements for Command of Surface Ships	OPNAV (N96)
	1210-170	Command at Sea Insignia: Qualifications	OPNAV (N13)
	1210-180	Command Ashore Insignia: Qualifications	OPNAV (N131)
	1210-190	Active Duty Engineering Duty Officer (1440): Qualifications	PERS-445
	1210-200	Inactive Duty Engineering Duty Officer (1445): Qualifications	NAVSEA (10R) PERS-445
	1210-210	Information Warfare Officer Qualification	OPNAV (N2/N6C111)
	1210-220	Naval Special Warfare Officer (Sea-Air-Land and SEAL Delivery Vehicle (SEAL and SDV) Teams)	OPNAV (N13)
	1210-230	Explosive Ordnance Disposal (EOD) Office	BUPERS-3
	1210-240	Flight Meteorologist Qualifications	PERS-449
	1210-250	Special Evaluator/Non-Aeronautically Designated Officers Assigned Duty Involving Flying	PERS-472
	1210-260	Aviation Operations Officers and Non-Aeronautically Designated Officers and Enlisted Assigned Duty Involving Flying	OPNAV (N13)
	1210-270	Officer Designation Codes	OPNAV (N13)
	1210-280	Designation of Limited Duty or Chief Warrant Officer as Eligible to Succeed to Command	OPNAV (N13)
	1210-290	Cancelled	
	1210-300	Surface Warfare Medical Department Officer (SWMDO) Qualifications and Designation	OPNAV (N96)
	1210-310	Navy Ocean Facilities Program (OFP) Officer	PERS-4413 OPNAV (N131K)
	1210-320	Navy Expeditionary Supply Corps Officer Designation	OPNAV (N95)
1212	**OFFICER - DESIGNATOR CODES**		
	1212-010	Lateral Transfer and Change of Designator Codes of Regular and Reserve Officers	PERS-801G
	1212-020	Redesignation Procedures for Limited Duty Officers (LDOs) and Chief Warrant Officers (CWOs) within their Respective Community	BUPERS-3
	1212-030	Redesignation of Regular Permanent and Temporary Limited Duty Officers	PERS-801G
	1212-040	Engineering Duty (ED) Option Program	BUPERS-31
	1212-050	Information Dominance Corps (IDC) Option Programs	BUPERS-317B
	1212-060	Cancelled	
	1212-070	Cancelled	

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1212-080	Cancelled	
1213	**OFFICER - QUALIFICATION CODES**		
	1213-010	Low Pressure Chamber Inside Instructor/Observer Qualifications	BUMED (AERO MED)
	1213-020	Suspension and Removal of Foreign Area Officer (FAO) Additional Qualification Designators (AQDs)	PERS-473C
1214	**OFFICER - SUBSPECIALTY CODES**		
	1214-010	Officer Subspecialty System	PERS-45E
	1214-020	Cancelled	
1220	**ENLISTED**		
	1220-010	Aircrew Program	BUPERS-32
	1220-020	Naval Aircrew Warfare Specialist (NAWS) Designation	BUPERS-321
	1220-022	U. S. Marine Corps (USMC) Combat Aircrew Insignia and Designation	USMC (AMS)
	1220-030	Parachutist Designation and Duty	OPNAV (N13)
	1220-040	Submarine Qualifications Designation for Enlisted Members	OPNAV (N97F)
	1220-050	Enlisted Surface Warfare Specialist (ESWS) Designation	OPNAV (N96)
	1220-060	Enlisted Aviation Warfare Specialist (EAWS) Designation	OPNAV (N98)
	1220-061	Enlisted Nuclear Weapons Security (NWS) Breast Insignia	SSP(SPOOM)
	1220-070	Enlisted Explosive Ordnance Disposal Warfare (EWS) Specialist Designation	OPNAV (N95) NAVPERSCOM (401DF)
	1220-080	Enlisted Diving Salvage Warfare (DSW) Specialist Designation	OPNAV (N85)
	1220-085	Enlisted Specialist Warfare Operator (SEAL) Designation	OPNAV (N95)/ NAVPERSCOM (PERS-401DE)
	1220-090	Enlisted Special Warfare Combatant Craft Crewman (SWCC) Specialist Designation	OPNAV(N95) NAVPERSCOM (PERS-401DI)
	1220-100	Navy Diver (ND) Rating	BUPERS-324F PERS-401DH
	1220-101	U. S. Marine Corps (USMC) Marine Combatant Diver Breast Insignia and Designation	BUPERS-325
	1220-102	Self-Contained Underwater Breathing Apparatus (SCUBA) Diver Program	BUPERS-324F
	1220-110	Cancelled	
	1220-120	Cancelled	
	1220-130	Cancelled	

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1220-140	Cancelled	
	1220-150	Cancelled	
	1220-160	Cancelled	
	1220-170	Cancelled	
	1220-180	Cancelled	
	1220-190	Cancelled	
	1220-200	Explosive Ordnance Disposal (EOD) Rating	BUPERS-324E PERS-401DH
	1220-210	Cancelled	
	1220-220	Cancelled	
	1220-230	Cancelled	
	1220-231	Cancelled	
	1220-232	Cancelled	
	1220-233	Cancelled	
	1220-240	Cancelled	
	1220-250	Cancelled	
	1220-260	Diving Requalification	OPNAV (N13)/ PERS-401DC
	1220-270	Cancelled	
	1220-280	Demolition Requalification	OPNAV (N13)
	1220-290	Cancelled	
	1220-300	Special Warfare Operator (SO) Rating	BUPERS-324 PERS-401DH
	1220-301	Cancelled	
	1220-302	Cancelled	
	1220-310	Cancelled	
	1220-320	Cancelled	
	1220-330	Cancelled	
	1220-340	Cancelled	
	1220-350	Assault Boat Coxswain Qualifications	PERS-402B
	1220-360	Damage Control Scene Leader Qualifications	PERS-402A
	1220-370	Enlisted Expeditionary Warfare (EXW) Specialist Designation	OPNAV (N95)
	1220-400	Special Warfare Boat Operator (SB) Rating	OPNAV (N131)
	1220-410	SEAL/EOD/SWCC/DIVER/AIRR Physical Screening Testing Standards and Procedures	BUPERS-324
1221	**ENLISTED - CLASSIFICTION CODES AND BILLET DESCRIPTIONS**		
	1221-010	Enlisted Occupational Classification Structure	OPNAV (N13)
	1221-020	Cancelled	
	1221-021	Navy Enlisted Classification (NEC) Code Award and Removal Procedures	PERS-4013

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

Article			Primary Cognizance
	1221-030	Purpose and Scope of Navy Personnel Classification System	NAVMAC (CODE 10)
1223	**ENLISTED - RANK, RATE, OR RATING STRUCTURE**		
	1223-010	Enlisted Pay Grades and Titles	NAVMAC (Code 10)
	1223-020	Cancelled	
1236	**ENLISTED - TESTING AND INTERVIEWING**		
	1236-010	Retesting with Armed Forces Classification Test (AFCT) Version of the Armed Services Vocational Aptitude Battery (ASVAB)	OPNAV (N132G)
	1236-020	Post Accession Reclassification Program	OPNAV (N13)
	1236-030	Safeguarding Enlisted Classification Test Material	OPNAV (N13)
1300-1399	**ASSIGNMENT AND DISTRIBUTION**		
1300	**GENERAL**		
	1300-010	Flag Level Review Concerning Personnel Assignment	PERS-451
	1300-020	Cancelled	
	1300-025	Declining Orders to 1630 Commander Sea Duty	PERS-473
	1300-027	Declining Orders to Information Professional (IP) Community (Designator 1600) Lieutenant Commander, Commander, or Captain Milestone Sea Duty	PERS-471
	1300-028	Declining Orders to Oceanography Community (Designator 1800) Commander, or Captain Milestone Assignment	PERS-449
	1300-030	Cancelled	
	1300-040	Cancelled	
	1300-050	Detail of Official U. S. Bands	PERS-4014
	1300-060	Administration of Naval Members Performing Duty with the Army, Air Force, or Coast Guard	PERS-451
	1300-070	Administration of Army and Air Force Members Performing Duty with the Navy	PERS-45J
	1300-080	Cancelled	
	1300-081	Interservice Transfer of an Officer **out of** the Navy	PERS-8331

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1300-082	Interservice Transfer of an Officer **into** the Navy	PERS-83 PERS-911
	1300-090	Permanent Change of Station (PCS) Entitlement Policy - Overview	OPNAV (N13)
	1300-100	Permanent Change of Station (PCS) Entitlement Policy - General and Specific Policies	OPNAV (N13)
	1300-110	Permanent Change of Station (PCS) Entitlement Policy - Determining Effective Date of PCS Orders	OPNAV (N13)
	1300-120	Permanent Change of Station (PCS) Entitlement Policy - Issuing Change of Home Port Certificates	OPNAV (N13)
	1300-130	Permanent Change of Station (PCS) Entitlement Policy - General Reimbursement Rules for POC Travel	OPNAV (N130E)
	1300-140	Permanent Change of Station (PCS) Entitlement Policy - Policies for Unique Categories of Travel/Relocation Entitlements	OPNAV (N13)
	1300-150	Command Sponsorship of Dependents at Overseas Duty Stations - Overview	OPNAV (N130E)
	1300-160	Command Sponsorship of Dependents at Overseas Duty Stations - Applicability and Definitions	OPNAV (N130E)
	1300-170	Command Sponsorship of Dependents at Overseas Duty Stations - Criteria and Status	OPNAV (N130E)
	1300-180	Command Sponsorship of Dependents at Overseas Duty Stations - Status Change, Prohibitions, and Dependent Entry Approval	OPNAV (N130E)
	1300-190	Command Sponsorship of Dependents at Overseas Duty Stations - Policies on Transportation at Government Expense	OPNAV (N130E)
	1300-200	Command Sponsorship of Dependents at Overseas Duty Stations - Policies on Overseas Station Allowances	OPNAV (N130E)
	1300-210	Command Sponsorship of Dependents at Overseas Duty Stations - Policies on Non-Command-Sponsored Dependents	OPNAV (N130E)
	1300-300	Overseas/Remote Service General Information	PERS-451
	1300-302	Suitability and Selection for Overseas Service	PERS-451
	1300-304	Suitability for Overseas Assignment Screening and Reporting	PERS-451
	1300-306	Early Return/Reassignment due to Unsuitability	PERS-451
	1300-308	Tour Lengths and Types	PERS-451
	1300-310	Overseas Extensions	PERS-451
	1300-312	Units Transitioning to Overseas Locations	PERS-451
	1300-314	Diego Garcia Assignments	PERS-451
	1300-316	Dependent Entry Approval Information	PERS-456
	1300-318	Screening Procedures for Global Support Assignment (GSA), Overseas Contingency Operations (OCO) Support Assignment (OSA), Individual Augmentation Manpower Management (IAMM), and Reserve Component (RC) Mobilization Assignments	PERS-4G

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1300-319	Redeployment/Demobilization Screening Procedures for Global Support Assignment (GSA), Overseas Contingency Operations (OCO) Support Assignment (OSA), Individual Augmentation Manpower Management (IAMM), and Reserve Component (RC) Mobilization Assignments	PERS-4G
	1300-320	Nuclear Weapon (NW) Personnel Reliability Program (PRP) Suitability Preliminary Screening	SSP(SP31)
	1300-400	Dislocation Allowance (DLA) and Secretary of the Navy Finds (SECNAVFIND)	PERS-458
	1300-500	Reassignments for Humanitarian Reasons (HUMS)	PERS-459
	1300-600	Twilight Tours	PERS-40
	1300-700	Exceptional Family Member Program	PERS-461
	1300-800	Transfer of Personnel to Operational Duty (Operational Screening)	PERS-40BB/451
	1300-801	Cancelled	
	1300-802	Navy Expeditionary Intelligence Command (NAVEXINTCOM)	BUPERS-408
	1300-803	Coastal Riverine Force (CRF)	PERS-40/ PERS-41
	1300-804	Assignment to Coastal Riverine Force (CRF) Training Evaluation Unit (TEU)	PERS-40/ PERS-41
	1300-1000	Military Couple and Single Parent Assignment Policy	PERS-451
	1300-1100	Immediate Family Member Assignment or Reassignment Policy	PERS-465
	1300-1200	Safety Transfers	PERS-833/ PERS-451
	1300-1300	Assignment of Personnel with Bloodborne Pathogens (BBP)	PERS-454
1301	**OFFICER ASSIGNMENT AND DISTRIBUTION**		
	1301-010	Transfer of an Officer for Medical Treatment	PERS-83
	1301-020	Cancelled	
	1301-030	Cancelled	
	1301-100	Officer Distribution - Overview	PERS-451
	1301-102	Officer Distribution - Process	PERS-451
	1301-104	Officer Distribution - General Tour Lengths and Rotations	OPNAV (N131)
	1301-106	Officer Distribution - Time on Station	OPNAV (N131)
	1301-108	Officer Distribution - Retainability	OPNAV (N131)
	1301-110	Officer Distribution - Prescribed Sea Tour and Recommended Shore Tour Lengths	OPNAV (N131)
	1301-112	Officer Distribution - Command Tour Lengths	OPNAV (N131)
	1301-114	Officer Distribution - Assignment to/from Navy Personnel Command (NAVPERSCOM)	PERS-45
	1301-116	Officer Distribution - U.S. Military Academy and U.S. Air Force Academy Instructor Tour Lengths	OPNAV (N131)

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1301-118	Officer Distribution - Major Defense Acquisition Position Tour Length	OPNAV (N131)
	1301-120	Officer Distribution - Joint Duty Assignment Tour Length	PERS-45J
	1301-122	Officer Distribution - Transfer of Officers to Operational Duty (Operational Screening)	PERS-451 BUMED-M3M125
	1301-200	Officer Special Assignments	OPNAV (N131)
	1301-201	Officer Special Assignments - Ensign Stash Assignments	OPNAV (N131)
	1301-202	Officer Special Assignments - Nominative Billets/Nomination of Officers	PERS-441
	1301-203	Officer Special Assignments - Flag Aide Assignments	PERS-44A
	1301-204	Cancelled	
	1301-205	Officer Special Assignments - U.S. Naval Academy	PERS-440
	1301-206	Officer Special Assignments - White House Activity Assignments	PERS-441
	1301-207	Officer Special Assignments - Defense Attaché System (DAS): Attaché Assignments	PERS-474B
	1301-208	Officer Special Assignments - Navy Recruiting Command	PERS-440A
	1301-209	Officer Special Assignments - Naval Reserve Officer Training Corps (NROTC)	PERS-440A
	1301-210	Officer Special Assignments - Navy Recruit Training Command (NAVCRUITRACOM)	PERS-444C
	1301-211	Officer Special Assignments - Navy Headquarters/Staff Level Equal Opportunity Billets	OPNAV (N134E)
	1301-212	Officer Special Assignments - Navy Flight Demonstration Squadron (Blue Angels) Assignments	PERS-43
	1301-213	Officer Special Assignments - Reserve Fleet Logistics Support Squadron (VR)	PERS-4417
	1301-214	Officer Special Assignments - Naval Leadership Instructor (Facilitator) Assignments	CNL (N7)
	1301-215	Officer Special Assignments - Brig and Transient Personnel Unit (TPU)/Regional Restriction barracks (RRB)	PERS-00D1
	1301-216	Officer Special Assignments - Joint Duty Assignments (JDAs)	PERS-45J
	1301-217	Officer Special Assignments - North Atlantic Treaty Organization (NATO) Billets	PERS-832
	1301-218	Officer Special Assignments - Assignments Outside the Department of Defense (DOD)	PERS-441
	1301-219	Officer Special Assignments - Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) Assignments	OPNAV (N131)
	1301-220	Officer Special Assignments - Engineering Duty Officer (EDO)	OPNAV (N131)
	1301-221	Officer Special Assignments - Full Time Support (FTS)	PERS-4417
	1301-222	Officer Special Assignments - Surface Warfare Officer (SWO) Department Head and Division Officer Assignments to Afloat Billets	PERS-412

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1301-223	Officer Special Assignments - Nuclear Qualified Surface Warfare Officers (SWOs) to Conventionally Powered Ships Conv Powered Ships	OPNAV (N133)
	1301-224	Officer Special Assignments - Prisoner of War (POW) Reassignments	OPNAV (N131)
	1301-225	Officer Special Assignments - Limited Duty (LIMDU)	PERS-83
	1301-226	Officer Special Assignments - Training Instructor Duty	NSTC (N13)
	1301-227	Officer Special Assignments - Officers without Security Clearances	PERS-834
	1301-228	Officer Special Assignments - Officers not in Compliance with Physical Readiness Standards	PERS-676
	1301-229	Officer Special Assignments - Naval Inspector General (NAVINSGEN) Assignments to Staffs of Major Commands	PERS-451 NAVINSGEN EA
	1301-230	Officer Special Assignments - Reassignments of Disabled Officers	PERS-83
	1301-231	Assignment of Personnel with Human Immunodeficiency Virus (HIV)	PERS-8M
	1301-232	Officer Special Assignments - Information Professional (IP) Officer Assignments to Milestone Billets	PERS-471
	1301-233	Officer Special Assignments - Specialty Career Path	PERS-41
	1301-234	Officer Special Assignments - Human Resources (HR) Officer Milestone and Major Command	PERS-4421
	1301-235	Command Policies and Procedures - Specific Policies Related to Selecting Engineering Duty Officers to Command or Major Program Manager Assignments	PERS-445
	1301-236	Officer Special Assignments - Aviation Acquisition Corps (AC) Unrestricted Line (URL) Major Program Manager (MPM) Career Path	PERS-434A
	1301-400	In-Service Procurement Programs	PERS-801G
	1301-500	Consideration of Accessions, Interservice Transfers, and Recalls for Active Duty Promotion Selection Boards	OPNAV (N132D)
	1301-600	Voluntary and Involuntary Recall/Mobilization of Navy's Reserve Component (RC) Personnel	PERS-9
	1301-700	Acquisition Corps	PERS-447
	1301-710	Chaplain Corps (CHC) Active Duty Officer Assignments to Commander and Captain Milestone Billets	PERS-4414
	1301-800	Command Policies and Procedures - Overview	OPNAV (N131)
	1301-802	Command Policies and Procedures - Specific Policies Related to Command	OPNAV (N131)
	1301-804	Command Policies and Procedures - Command Screen by Rank/Designator	OPNAV (N131)
	1301-806	Command Policies and Procedures - Command Ashore	OPNAV (N131)

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1301-807	Command Policies and Procedures - Information Professional (IP) Community (Designator 1600) Milestone and Limited Duty Officer (LDO) (Designator 6420) Commander Command Screens	PERS-471
	1301-808	Command Policies and Procedures - Acquisition Corps (AC) Major Assignment	PERS-447
	1301-809	Command Policies and Procedures - Foreign Area Officer (FAO) Assignments to Milestone Billets	PERS-473A
	1301-810	Command Policies and Procedures - Command of Major Laboratories	PERS-444E
	1301-811	Policies and Procedures - Medical Department Screening for Commanding Officer and Executive Officer	PERS-4415
	1301-812	Command Policies and Procedures - Commanding Officer (CO) of Navy Operational Support Centers (NOSC)	PERS-4417
	1301-814	Command Policies and Procedures - Commanding Officer (CO)/ Officer in Charge (OIC) of Personnel Support Activity (PSA)/ Personnel Support Detachment (PERSUPP DET) and Director of Military Pay	OPNAV (N131)
	1301-816	Command Policies and Procedures - Navy Recruiting District Executive Officer (XO) to Commanding Officer (CO) Fleet Up Policy	OPNAV (N131)
	1301-818	Procedures for Officers not Desiring Orders to Command or Executive Officer	PERS-451
	1301-820	Command Policies and Procedures - Command - Executive Officer (XO) Assignment Coordination	PERS-451
	1301-822	Command Policies and Procedures - Prospective Commanding Officer (PCO)/Prospective Executive Officer (PXO) Pipeline Training	PERS-440
	1301-824	Command Policies and Procedures - Major Fleet Readiness Center Executive Officer (XO) to Commanding Officer (CO) Fleet up Policy	OPNAV (N131)
	1301-826	Command Policies/Procedures - Shore Station Senior Leadership Training Requirements Training	PERS-440 PERS-444
	1301-900	Subspecialty Management, Graduate Education, and Service Colleges	PERS-45E
	1301-902	Selection for Fully-Funded Graduate Education	PERS-440 PERS-45J
	1301-904	Service Colleges	PERS-440/ PERS-45J/ OPNAV (N15)
	1301-906	Navy Officer Leadership Continuum Training	PERS-45/ CPPD

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
1306	**ENLISTED ASSIGNMENT AND DISTRIBUTION**		
	1306-010	Cancelled	
	1306-020	Assignment and Classification of Personnel Assigned a Limited Duty (LIMDU) Designator	PERS-83
	1306-100	Enlisted Distribution Management System	PERS-451/ PERS-4013
	1306-101	Enlisted Assignment System	PERS-40
	1306-102	Type Duty Assignment Codes	PERS-451
	1306-104	Projected Rotation Date (PRD)	PERS-451
	1306-106	Time on Station (TOS) and Retainability/Obligated Service (OBLISERV)	PERS-451
	1306-108	Enlisted Manning Inquiry Report (EMIR)	PERS-4013
	1306-110	Enlisted Duty Preference	PERS-40
	1306-112	NAVPERS 1306/7, Enlisted Personnel Action Request	PERS-40
	1306-114	Early Return for Cause (ERFC) of Enlisted Personnel	PERS-40HH
	1306-116	Prescribed Sea Tour (PST)/Normal Shore Tour (NST)	PERS-40MM PERS-451
	1306-118	Activity Tour upon Completion of an Overseas Department of Defense (DOD) Area Tour	PERS-451
	1306-120	Commanding Officer Shipboard Operational Holds (OPHOLD)	PERS-4013
	1306-122	Permanent Change of Station (PCS) and Permanent Change of Activity (PCA) Move Determination	PERS-451
	1306-124	Tour Extensions and Split Tours	PERS-40
	1306-125	Enlisted Record Flags	PERS-40BB/ BUPERS-32
	1306-126	First-Term Personnel Assignment Policy	PERS-451
	1306-128	Rotation for Construction Rating Personnel	PERS-401
	1306-130	Post-Confinement Assignment Procedures	PERS-4013
	1306-132	Reassignment of Enlisted Personnel Ashore - Completion of Tour (COMPTOUR)	PERS-4013
	1306-134	Assignment Policy when not in Compliance with Physical Readiness Standards	PERS-40
	1306-136	Security Limitations for Surface Nuclear Powered Ships	PERS-403
	1306-138	Fleet Surgical Teams (FSTs)	PERS-407
	1306-140	Cancelled	
	1306-200	Isolated Duty Tours	PERS-451
	1306-250	Guaranteed Choice of Coast for Post-Japan, Guam, and Korea Assignments for Enlisted Personnel	PERS-40
	1306-300	Overseas Tour Extension Incentives Program (OTEIP)	PERS-40CC
	1306-400	Submarine Duty	PERS-403
	1306-402	Qualification for Assignment to Submarine Duty	PERS-403
	1306-404	Request for Submarine Training and Assignment	PERS-403

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1306-406	Reassignment of Qualified Submariners	PERS-403
	1306-408	Performance Monitoring Team (PMT)	PERS-403
	1306-410	Chief of the Boat	PERS-403
	1306-412	New Construction, Overhaul (OVHL)/Depot Modernization Program (DMP)/Conversion or Deactivation/Decommissioning (DECOM)	PERS-403
	1306-414	Special Procedures for Assignment of SSBN Personnel	PERS-403
	1306-416	Processing of Personnel Disqualified from Submarine Duty	PERS-403
	1306-418	Submarine NR-1 and Deep Submergence Unit (DSU) Duty	PERS-403
	1306-420	Assignment to Flag Writer Training for Submarine Qualified Yeoman	PERS-403
	1306-422	Assignment to Submarine Surveillance Equipment Program (SSEP) Groom Teams and Support Billets	PERS-403
	1306-423	Assignment to Undersea Surveillance Detachment Billets	PERS-403DH/ PERS-406
	1306-424	Physical Qualifications for Submarine Duty	PERS-403
	1306-500	Nuclear Power Training	PERS-403
	1306-502	Qualifications for Assignment to Nuclear Propulsion Program Schools	PERS-403
	1306-504	Requests for Assignment to Nuclear Propulsion Training	PERS-403
	1306-600	Service Schools	PERS-4010
	1306-602	Service School Eligibility Requirements	PERS-4010
	1306-604	Active Obligated Service (OBLISERV) for Service Schools	PERS-451
	1306-606	Quota Types and Procurement	PERS-4010 PERS-4011E
	1306-608	Class "A" School Opportunities	PERS-4010
	1306-610	Cancelled	
	1306-611	Professional Apprenticeship Career Track (PACT) Program	BUPERS-32/ OPNAV (N132)
	1306-612	Foreign Nationals and Immigrant Aliens	PERS-4010
	1306-614	Transfer Orders, Family Member Travel, Household Goods Information, and Leave	PERS-451
	1306-616	Ineligible Students Received by Training Activity	PERS-4010
	1306-618	Class "A" School and Rating Entry Requirements	BUPERS-32
	1306-700	Exchanges of Duty (Swaps)	PERS-40BB
	1306-800	Special Procedures for Units Undergoing Construction, or Conversion	PERS-401/ 402D/403/404/ 4010/4013
	1306-801	Enlisted Assignment Screening	PERS-40BB
	1306-802	Surface Ships Undergoing Construction/Conversion	PERS-402D PERS-4013
	1306-803	Special Procedures for Newly Established/Recommissioned Naval Construction Force (NCF) Units	PERS-401 PERS-4013

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1306-804	Newly Established or Transitioning Aircraft Squadrons	PERS-404EL PERS-4013
	1306-900	Assignment of Enlisted Personnel to Special Programs	PERS-409 PERS-4010
	1306-901	Navy Food Management Teams (NFMTs)	PERS-402B
	1306-902	Regional Maintenance Center (RMC)/Ship Repair Facility (SRF) Program	PERS-402
	1306-903	Cancelled	
	1306-904	Brig/Transient Personnel Unit (TPU) Staff	PERS-4010E3
	1306-905	Command Career Counselor Program	PERS-402B
	1306-906	Naval Intelligence Support Center	PERS-402C PERS-403D
	1306-907	Navy Ceremonial Guard	PERS-4010F
	1306-908	Navy Personnel Command (NAVPERSCOM) Transient Monitoring Unit (TMU) Transient Monitoring Unit (TMU)	PERS-TMU
	1306-909	Cancelled	
	1306-910	Cancelled	
	1306-911	Cancelled	
	1306-912	Seabee Underwater Construction Technician (UCT) Program Exhibit 1 - Report of Seabee Underwater Construction Technician (UCT) Program Screening	BUPERS-325/ PERS-401C
	1306-913	Flag Officer Writer (NEC 2514)	PERS-44ES1
	1306-914	Military Assistance Advisory Groups (MAAGs), Military Groups, North Atlantic Treaty Organization (NATO) Commands, Joint Staffs, Attaché (Embassy) Duty, and Similar Activities	PERS-4010G
	1306-915	Navy Leadership Continuum (NAVLEAD) Instructor	PERS-4010D1
	1306-916	Navy Drug and Alcohol Counselor and Intern	PERS-4010D1
	1306-917	Navy Equal Opportunity Advisor (EOA)	PERS-4010D1
	1306-918	Naval Support Unit, State Department	PERS-401
	1306-919	Navy Flight Demonstration Squadron (NAVFLIGHTDEMRON) (Blue Angels)	PERS-404
	1306-920	USS CONSTITUTION	PERS-4010D
	1306-921	Personnel Exchange Program (PEP)	PERS-4010G
	1306-922	Cancelled	
	1306-923	Cancelled	
	1306-924	Mobile Utilities Support Equipment (MUSE) Program	PERS-4011D16
	1306-925	Senior Enlisted Academies (SEAs)	PERS-40G1
	1306-926	Joint Staff Duty with Military Entrance Processing Stations (MEPS)	PERS-4010D
	1306-927	Navy Harbor Pilot Program	PERS-402B
	1306-928	Navy Music Program (MU)	PERS-4014
	1306-929	Navy Manpower Analysis Center (NAVMAC)	PERS-40BB
	1306-930	Historic Ship NAUTILUS (SSN 571)	PERS-403C
	1306-931	Navy Absentee Collection and Information Center (NACIC)	PERS-4010E

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1306-932	Staff Duty with the Broadened Opportunity for Officer Selection and Training (BOOST) Program	PERS-4010K
	1306-933	Cancelled	
	1306-934	Nuclear Trained Personnel Assigned to Nuclear Capable Intermediate Maintenance Activities (IMA)	PERS-403
	1306-935	Command Master Chief (CMC) Program	PERS-40FF
	1306-936	Advancement Examination Developer and Military Exam Leader	PERS-40BB
	1306-937	Flag/Staff Duty for Mess Management Specialists	PERS-44ES2
	1306-938	Cancelled	
	1306-939	White House Communications Agency (WHCA)	PERS-4010F1
	1306-940	Naval Reserve Officer Training Corps (NROTC) Training and Support Personnel	PERS-402SK
	1306-941	Fleet and Family Support Centers (FFSCs)	PERS-61 CNI (N21)
	1306-942	USS ARIZONA Memorial	PERS-4010D
	1306-943	Mobile Environmental Teams (METs)	PERS-404DH
	1306-944	Naval Special Warfare Mobile Communications Detachments (MCD)	PERS-4013
	1306-945	Flag Officer (Staff) Duty	PERS-4010F
	1306-946	Navy Tugmaster Program	PERS-402B
	1306-947	Navy Exchange Service Command (NEXCOM) Fleet Assistance Teams	PERS-402A PERS-402B
	1306-948	Commander Naval Air Forces (CNAF) Aviation Maintenance Management Team (AMMT)	PERS-404
	1306-949	Landing Craft, Air Cushion (LCAC)	PERS-402D
	1306-950	Marine Helicopter Squadron One (HMX 1) (Nighthawks)	PERS-4010F
	1306-951	Assignments Outside the Department of Defense (DOD)	PERS-4010F
	1306-952	Cancelled	
	1306-953	Instructor Duty	PERS-40BB
	1306-954	Recruit Division Commander (RDC) Duty	PERS-4010D
	1306-955	Survival, Evasion, Resistance, and Escape (SERE) Instructor	PERS-4010E3
	1306-956	Naval Reserve Instructor Duty	PERS-402A PERS-402B
	1306-957	Nuclear Propulsion Training Activities	PERS-403
	1306-958	Academic Remedial Training (ART) Instruction Duty	PERS-40BB
	1306-959	Afloat Training Groups (ATGs)	PERS-40BB
	1306-960	Instructor Duty at Field Medical Service Schools (FLDMEDSERVSCOLs)	PERS-407
	1306-961	Cryptologic Technician Interpreter (CTI) Language Instructor Candidates	PERS-408
	1306-962	Instrumental Instructor Duty at Navy School of Music	PERS-4014
	1306-963	Cancelled	
	1306-964	Recruiting Duty	PERS-4010
	1306-965	Career Recruiter Force (CRF)	PERS-4010

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1306-966	Enlisted Rating Detailer	PERS-4010F
	1306-967	Navy/Marine Corps Intranet (NMCI) Network Operations Center (NOC)	PERS-408
	1306-968	Camp David (Naval Support Facility, Thurmont, MD)	PERS-4010F/ Camp David
	1306-969	Cancelled	
	1306-970	Joint Communications Support Element (JCSE)	PERS-40/ JCSE, MacDill AFB
	1306-971	Apprentice Military Environment (AME) Instructor Duty	PERS-4010D
	1306-972	Patrol Coastal (PC) Crew	PERS-4010
	1306-973	Navy Provisional Guard Battalion (Cuba)	PERS-402D
	1306-974	Cancelled	
	1306-975	Navy Special Warfare Meteorology and Oceanography Support Teams (NSW METOC)	PERS-404DH
	1306-976	Enlisted Musician (MU) Assignments to Navy Premier Bands - U.S. Navy Band, Washington, DC and Naval Academy Band, Annapolis, MD	PERS-4014
	1306-977	Cancelled	
	1306-978	Littoral Combat Ship (LCS)	PERS-409
	1306-979	Recruitment/Assignment to Commander, Naval Special Warfare Development Group (COMNAVSPECWARDEVGRU)	PERS-401D/ COMNAVSPEC-WARDEVGRU
	1306-980	Navy Interactive On-Net (ION) Computer Network Exploitation (CNE) Operator Certification Program	PERS-408
	1306-981	Navy Interactive On-Net (ION) Computer Network Exploitation (CNE) Trainer Certification Program	PERS-408
	1306-982	Assignment of Nuclear Trained Master Chief Petty Officers (MCPOs) as Reactor Department Master Chief (RDMC)/ Engineering Department Master Chief (EDMC) in CVN 65 -	PERS-403
	1306-983	Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman Programs Exhibit 1 - Report of medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman Program	BUPERS-327 PERS-407
	1306-984	Naval Special Warfare Command (NAVSPECWARCOM) Tactical Information Operations (TIO) Program	BUPERS-326
	1306-985	United States Special Operations Command (USSOCOM)	PERS-4010G
	1306-986	Qualification for Assignment to Naval Special Warfare Support Activity Duty	PERS-409/ NAVSPECWAR GRU ONE
	1306-987	Instructor Duty for Enlisted Medical Education and Training Campus (METC)	PERS-407

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1306-988	Maritime Civil Affairs and Security Training Screening Requirements	PERS-401
	1306-989	Assignment to Navy Information Operations Command (NIOC) Maryland Fleet Information Operations Center (FIOC) Special Projects/Sea Duty (UIC 48549) and National Security Agency/Central Security Service (NSA/CSS) Special Projects Sea Duty (UIC 48547)	PERS-408/NIOC
	1306-1000	Reenlistment Incentives	PERS-40BB
	1306-1002	Guaranteed Assignment Retention Detailing (Guard 2000) Program	PERS-40BB
	1306-1004	Guaranteed Assignment Retention Detailing (Guard 2000) Program for Nuclear-Trained Personnel	PERS-403
	1306-1006	Assignment to School as a Reenlistment Incentive	PERS-4010
	1306-1100	Personnel Reassignment/Separation Procedures Incident to Activity Deactivation	PERS-83
	1306-1200	Limited Duty (LIMDU)	EPMAC DET TMU
	1306-1202	Limited Duty (LIMDU) Availability Procedures and Assignment Policy	PERS-4013D1 PERS-4013D1L PERS-83
	1306-1204	Accountability of Personnel on Limited Duty (LIMDU)	PERS-4013C
	1306-1206	Limited Duty (LIMDU) Follow-up Care	PERS-4013C
	1306-1208	Disposition and Accounting of Personnel upon Completion of Limited Duty (LIMDU)	EPMAC TPP&H PM/EPMAC DET TMU
	1306-1210	Nuclear-Trained and Submarine Personnel on Limited Duty (LIMDU)	PERS-403F PERS-4013D PERS-4013D1 OPNAV (N133D)
	1306-1300	(Reserved for Future Use)	
	1306-1400	Cancelled	
	1306-1500	Full Time Support (FTS) Program	BUPERS-32
	1306-1501	Enlisted Active Component to Reserve Component (AC2RC) Transition Via the Career Transition Office (CTO)	PERS-97
	1306-1502	Eligibility Requirements and Application Procedures for Conversion and Recall to the Full Time Support (FTS) Program	PERS-913
	1306-1504	General Assignment with the Regular Navy and Removal of Training and Administration of Reserves (TAR) Designator	PERS-913
	1306-1600	Hospitalization of Enlisted Personnel	PERS-83
	1306-1700	Availability Processing - General Information	PERS-40GG
	1306-1702	Availability Processing - Class "O" Former Officer Candidates and Former Officers	PERS-40GG
	1306-1704	Availability Processing - Class "D" - Nominations	PERS-40GG
	1306-1705	Availability Processing - Class "F" - Enlisted NAVET, OSVET, and Others	PERS-40GG

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1306-1706	Availability Processing - Class "H" - Humanitarian Tour Releases	PERS-40GG
	1306-1707	Availability Processing - Graduation From Class "A", "C", and Other Type Schools	PERS-40GG
	1306-1708	Cancelled	
	1306-1709	Cancelled	
	1306-1710	Availability Processing - Class "N" - School Non-Graduates	PERS-40GG
	1306-1711	Availability Processing - Class "R" - Recruit Training Graduates	PERS-40GG
	1306-1712	Availability Processing - Class "X" - Brig and Disciplinary Releases	PERS-40GG
	1306-1713	Availability Processing - Class "Y" - Medical Releases	PERS-40GG
	1306-1714	Availability Processing - Data Item Descriptions and Definitions For Report Submissions	PERS-40GG
	1306-1715	Availability Processing - Initial Submissions	PERS-40GG
	1306-1716	Availability Processing - Tracer Action After Report Submission	PERS-40GG
	1306-1717	Availability Processing - Changes and Deletions After Initial Report Submission	PERS-40GG
	1306-1718	Cancelled	
	1306-1800	Procedures for Members Assigned to Activities Scheduled for Change of Homeport or Permanent Duty Station (PDS)	PERS-402D/ 403/404/4010
1320	**ORDERS TO PERSONNEL**		
	1320-010	Cancelled	
	1320-020	Message Orders for Inactive Duty Reserve Officers	PERS-812
	1320-030	Delegation of Authority to Issue Orders and Administrative Control of Orders and Travel	PERS-455
	1320-040	Required Signatures on PCS Orders Written in the Field	PERS-451H
	1320-050	Cancelled	
	1320-060	Permanent Change of Station Transfer Order (PCSTO), Delivery, Interpretation, and Execution	PERS-455
	1320-070	Cancelled	
	1320-080	Orders Authorizing Travel With or Without Reimbursement	PERS-451
	1320-090	Proceed Time in Execution of Orders	OPNAV (N13)
	1320-100	Travel Time in Execution of Permanent Change of Station (PCS) Orders and Temporary Additional Duty (TAD) Orders	PERS-451
	1320-110	Travel Time in Connection with Call to or Release from Active Duty	OPNAV (N13) PERS-455
	1320-120	Travel Orders for Patients and Attendants	PERS-83
	1320-130	Cancelled	
	1320-140	Permanent Change of Station (PCS) Transfer Order Reporting Policy	PERS-451
	1320-150	Active Duty Navy Definite and Indefinite Recall Program for Reserve Officers	BUPERS-31
	1320-155	Active Duty Navy Definite Recall Program for Reserve Enlisted	OPNAV (N13)

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1320-160	Cancelled	
	1320-170	Medical Examination of Firefighting Instructor Personnel	PERS-4415
	1320-180	Temporary Duty Assignment of Women to Ships and Squadrons	PERS-00W
	1320-190	Cancelled	
	1320-200	Temporary Duty Travel Entitlement Policy	OPNAV (N130)
	1320-210	Permissive TAD Authorization for Residence Hunting	OPNAV (N130E)
	1320-220	Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting	OPNAV (N130E)
	1320-300	Types of Orders	PERS-451
	1320-302	Cancelled	
	1320-304	Preparation of Permanent Change of Station Transfer Order (PCSTO)	PERS-451
	1320-306	Permanent Change of Station (PCS) Transfer Order Delivery and Interpretation	PERS-451
	1320-308	Permanent Change of Station (PCS) Transfer Order Execution	PERS-451
	1320-310	Permanent Change of Station (PCS) Transfer Order Endorsements	PERS-451
	1320-311	Permanent Change of Station (PCS) Orders Modification or Cancellation	PERS-451
	1320-312	Order Clarification and Claims	PERS-451
	1320-314	Temporary Additional Duty (TEMADD) Travel Orders	PERS-451
	1320-316	General Court-Martial Orders	PERS-451 PERS-00D1
	1320-318	Preparation of Standard Transfer Order (STO) for Separation and Hospitalization	PERS-451
	1320-320	Permanent Change of Station (PCS) Orders to Ships under Construction at Civilian Shipbuilding Companies or Yards	PERS-451
	1320-322	Change of Homeport or Permanent Duty Station (PDS) of a Vessel, Ship-Based Squadron or Staff, or Mobile Unit	PERS-451
	1320-324	Permanent Change of Station (PCS) Procedures for Forward Deployed Commands of the Military Sealift Command	PERS-451 MSC-N11
	1320-326	Personnel Support Functions for NATO Southern Region	PERS-451
1321	**ORDERS TO PERSONNEL - OFFICER**		
	1321-010	Cancelled	
	1321-020	Officer Flight Orders (Non-Aeronautically Designated)	PERS-435
	1321-030	Officers Detailed to Recruiting Duty	CNRC (N1/N4)
	1321-040	Detail of Chiefs of Staff, Executive Assistants, Aides, Flag Lieutenants, and Flag Secretaries	PERS-44A
	1321-050	Assignment to Duty of Limited Duty Officers	OPNAV (N13)
	1321-100	Orders for Officer Special Programs	PERS-451
1326	**ORDERS TO PERSONNEL - ENLISTED**		

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

Article			Primary Cognizance
	1326-010	Transfer of Enlisted Personnel on Bureau of Naval Personnel Orders	PERS-451
	1326-020	Permanent and Temporary Flight Order to Enlisted Personnel	PERS-404E
	1326-021	Navy Enlisted Reserve Component (RC) to Active Component (AC) Augmentation Program	PERS-92
1331	**PERSONNEL REQUESTS - OFFICER**		
	1331-010	Officers' Voluntary Extensions of Active Duty	PERS-451
	1331-020	Cancelled	
	1331-030	Officer Applications for Information Warfare Duty Assignment	PERS-472
	1331-040	Navy Chaplain Corps (CHC) Officer Career Status	OPNAV (N097)
1400-1499	**PROMOTION AND ADVANCEMENT**		
1401	**GENERAL SELECTIONS**		
	1401-010	Communication with Administrative Selection Boards	PERS-451F
1414	**ENLISTED QUALIFICATIONS**		
	1414-010	Swimmer Training and Qualifications	OPNAV (N13)
1420	**PROMOTIONS**		
	1420-010	Communication with Officer Promotion Selection Boards	PERS-80
	1420-020	Cancelled	
	1420-030	Regulations Governing Physical Examinations for Promotion of Commissioned Officers and Commissioned Warrant Officers	PERS-80
	1420-040	Promotion of Warrant Officers	PERS-80
	1420-050	Counseling of Officers Who Fail to Select for Promotion	PERS-80
	1420-060	Frocking of Enlisted Personnel	PERS-812
	1420-070	Commander's Responsibility in the Review Process Involving Withhold or Delay of an Officer's Promotion	PERS-80
	1420-100	Joint Stamp Requirements for Active Duty and Reserve Full Time Support Promotion Boards	PERS-450
1426	**PERMANENT PROMOTIONS**		
	1426-010	Permanent Appointment to Active Duty Chief Warrant Officer and Limited Duty Officer Status	PERS-801G

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

Article			Primary Cognizance
1427	**RANK AND PRECEDENCE**		
	1427-010	Precedence Among Enlisted Members	PERS-812
1430	**ADVANCEMENTS IN RATE OR RATING**		
	1430-010	Accelerated Advancement of Recruit Training, Class "A" School Graduates, and Ceremonial Guard	PERS-811 PERS-812
	1430-020	Advancement After Reduction in Rate	PERS-4811 PERS-4812
	1430-030	Cancelled	
	1430-040	Accelerated Advancement for Enlisted Musician (MU) Assignments to Navy Premier Bands	PERS-4014
	1430-050	Accelerated Advancement for Hospital Corpsmen Earning Independent Duty Corpsmen (IDC) Navy Enlisted Classifications (NECs)	BUPERS-325/ PERS-812
1440	**CHANGES IN RANK, RATE, OR RATING**		
	1440-010	Change in Rate or Rating, Authorization	PERS-4811
	1440-020	Conversion to the Navy Counselor (NC) Rating (Less Career Recruiter Force (CRF))	BUPERS-32
	1440-030	Cancelled	
	1440-040	No Fault Reversion to Former Rating	PERS-4811
	1440-050	Cancelled	
	1440-060	Perform to Serve (PTS)	PERS-4011
1450	**REDUCTIONS IN RANK, RATE, OR RATING**		
	1450-010	Reduction in Rate	PERS-832
1500-1599	**TRAINING AND EDUCATION**		
1500	**GENERAL**		
	1500-010	Survival Training Requirements	OPNAV (N98)
	1500-020	First Aid Training Requirements	BUMED (MED-53)
	1500-030	Medical Department Schools	PERS-4415
1510	**ENLISTED TRAINING**		

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1510-010	Cancelled	
	1510-020	Cancelled	
	1510-030	Advanced Electronics Field, Advanced Technical Field, and Nuclear Field Programs	BUPERS-32
1520	**OFFICER TRAINING AND EDUCATION**		
	1520-010	Cancelled	
	1520-020	Officer Education Reports	PERS-312
	1520-030	Submarine Officer Training	OPNAV (N13)
	1520-040	Surface Warfare Officer (SWO) Department Head Screening and Training	PERS-41
	1520-050	Nuclear Propulsion Training (Surface and Submarine)	OPNAV (N133)
	1520-060	Nurse Candidate Program	OPNAV (N13)
1521	**JOINT AND ADVANCED TRAINING**		
	1521-010	Cancelled	
1530	**OFFICER CANDIDATE TRAINING AND EDUCATION**		
	1530-010	Cancelled	
	1530-020	United States Military Academy and Air Force Academy Preparatory Schools	PERS-444
1531	**NAVAL ACADEMY**		
	1531-010	Naval Academy Program	OPNAV (N731C)
	1531-020	Disposition of Midshipmen Disenrolled from the Naval Academy	Naval Academy (3A)
1533	**RESERVE OFFICER TRAINING CORPS (ROTC)**		
	1533-010	Cancelled	
	1533-020	Cancelled	
1540	**FUNCTIONAL TRAINING**		
	1540-010	Required Service of Officers Disenrolled from Special Navy Training Programs	OPNAV (N13)
1542	**FLIGHT TRAINING**		

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1542-010	Lateral Transfer Into Naval Aviation	PERS-313
	1542-020	Aviation Officer Cross-Training in Different Type Aircraft	PERS-432
	1542-030	(Article is being held in abeyance.) Patrol Squadron (VP) Naval Flight Officer (NFO) Program for Aviation Operations Limited Duty Officer (LDO)/Chief Warrant Officer (CWO)	PERS-432
1570	**INACTIVE DUTY TRAINING**		
	1570-010	Training and Participation of Naval Reserve Flag Officers on Inactive Duty	PERS-491
1600-1699	**PERFORMANCE AND DISCIPLINE**		
1600	**GENERAL**		
	1600-010	Deserters	PERS-00D1
	1600-020	Apprehension of Absentees and Deserters	PERS-00D1
	1600-030	Acceptance and Disposition of Returned Deserters	PERS-00D
	1600-040	Procedures for Commands to Which Enlisted Absentees are Attached	PERS-00D
	1600-050	Procedures When an Enlisted Absentee Returns to Naval Jurisdiction	PERS-00D1
	1600-060	Declaration of Desertion	PERS-00D1
	1600-070	Declaration of Return from Desertion	PERS-00D1
	1600-080	When a Deserter Surrenders/is Delivered to a Naval Hospital	PERS-00D1
	1600-090	Removal of Marks of Desertion	PERS-00D1
	1600-100	Lost Time	PERS-00J
	1600-110	Assignment to Navy Correctional Custody Units (CCU)	PERS-00D1
	1600-120	Procedures for Reporting Members as Failed to Report under Permanent Change of Station (PCS)/Temporary Duty (TEMDU) Orders	CNIC (N-14)
1610	**PERFORMANCE AND CONDUCT**		
	1610-010	Navy Performance Evaluation and Counseling System	PERS-311
	1610-020	Disqualification of Officers for Duty Involving Flying	PERS-432D
	1610-030	Procedures for Commands to Which Inactive Reserve Enlisted Personnel Fail to Report for Involuntary Active Duty	PERS-461

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

Article			Primary Cognizance
	1610-040	NAVPERS 5354/2 (Rev. 2-02), Navy Equal Opportunity (EO)/ Sexual Harassment (SH) Formal Complaint Form	OPNAV (N134E)
1611	**PERFORMANCE AND CONDUCT - OFFICER**		
	1611-010	Officer Performance	PERS-83
	1611-020	Officer Detachment for Cause (DFC)	PERS-83
1616	**PERFORMANCE AND CONDUCT - ENLISTED**		
	1616-010	Detachment for Cause (DFC) of Enlisted Personnel	PERS-832
	1616-020	Cancelled	
	1616-030	Denial of Reenlistment for Career Petty Officers	PERS-832
	1616-040	Enlisted Performance (E-6/7/8/9)	PERS-832
1620	**DISCIPLINE**		
	1620-010	Interrogation and Search of Service Members	PERS-00J
	1620-020	Reservists Subject to the Uniform Code of Military Justice (UCMJ)	PERS-00J
1626	**DISCIPLINE - ENLISTED**		
	1626-010	Deferment of Disciplinary Action when Service Records are not Available	PERS-832
	1626-020	Enlisted Service Record Entries After Nonjudicial Punishment (NJP)	PERS-832
	1626-030	Disposition of Enlisted Personnel Upon Completion of Disciplinary Action	PERS-832
1630	**SHORE PATROL AND MILITARY POLICE**		
	1630-010	Naval Security Forces Ashore and Afloat	OPNAV (N09N3)
	1630-020	Shore Patrol	PERS-84
1640	**CONFINEMENT**		
	1640	Confinement	PERS-00D1
	1640-010	Confinement Policy	PERS-00D1
	1640-020	When Confinement is not Appropriate	PERS-00D1
	1640-030	Types of Correctional Facilities and Confinement Parameters	PERS-00D1
	1640-040	Designation of Places for Confinement	PERS-00D1
	1640-050	Cancelled	

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

Article			Primary Cognizance
	1640-060	When to Transfer Post Trial Enlisted Members Temporary Additional Duty (TEMADD) to a Confinement Facility	PERS-00D1
	1640-070	When to Transfer Post-Trial Enlisted Members Temporary Duty (TEMDU) to a Confinement Facility	PERS-00D1
	1640-080	Officer Transfer for Confinement	PERS-00D1
	1640-090	Who Pays for the Transfer	PERS-00D1
	1640-100	What the Member Needs Upon Initial Transfer to Confinement	PERS-00D1
	1640-105	Transferring Prisoners between Confinement Facilities	PERS-00D1
	1640-110	Transporting Personnel to Confinement Facilities	PERS-00D1
	1640-120	Cancelled	
	1640-130	Cancelled	
	1640-140	Escaped Prisoners	PERS-00D1
	1640-150	Navy Parolees/Supervised Releasees	PERS-00D1
1700-1799 MORALE AND PERSONAL AFFAIRS			
1700 GENERAL			
	1700-010	Political Activity of Members on Active Duty	PERS-00J
	1700-020	Participation in Civil Rights Demonstrations	PERS-00J
	1700-030	Development of Morale	PERS-61
1710 RECREATION AND SOCIAL AFFAIRS			
	1710-010	Operation of Navy Morale, Welfare, and Recreation (MWR) Program Policies	CNI (N25)
1730 CHAPLAINS AND RELIGIOUS AFFAIRS			
	1730-010	Use of Lay Leaders in Religious Services	OPNAV (N097)
1731 WORSHIP			
	1731-010	Religious Observances	OPNAV (N097)
	1731-020	Cancelled	
1740 PERSONAL AFFAIRS AND BENEFITS			
	1740-010	Cancelled	
	1740-020	Information Concerning Pregnant Members	OPNAV (N13)
	1740-030	Maternity Care Available Before and After Separation	OPNAV (N13)
1741 INSURANCE			

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1741-010	Cancelled	
	1741-020	Government Life Insurance	PERS-13
	1741-030	Family Service Members' Group Life Insurance	PERS-35
1742	**VOTING**		
	1742-010	Cancelled	
1746	**MESSES AND CLUBS**		
	1746-010	Procedures when Government Messing is not Available	OPNAV (N13)
	1746-020	Procedures when Authorized to Mess Separately	OPNAV (N13)
	1746-030	Meal Passes for Enlisted Personnel	OPNAV (N130)
	1746-040	Cancelled	
1750	**DEPENDENTS AID (ASSISTANCE)**		
	1750-010	Transportation of Student Dependents Between CONUS and Overseas Duty Stations	OPNAV (N13)
1754	**FAMILY SUPPORT PROGRAMS**		
	1754-010	SEA LEGS	CNI (N212)
	1754-020	Family Contacts and Assistance During Deployment	CNI (N215)
	1754-030	Support of Family Members	PERS-00J
1770	**CASUALTIES AND SURVIVORS BENEFITS**		
	1770	Cancelled	
	1770-010	Definitions and Acronyms	PERS-13
	1770-020	Duty Status-Whereabouts Unknown (DUSTWUN) and "Missing" Status Recommendations	PERS-13
	1770-030	Personnel Casualty Report Procedures	PERS-13
	1770-040	Death of Members of the Naval Reserve	PERS-13
	1770-050	Cancelled	
	1770-060	Judge Advocate General Manual (JAGMAN) Reporting Requirements for Line of Duty (LOD) Determinations	PERS-13
	1770-070	Cancelled	
	1770-080	Cancelled	
	1770-090	Reporting Requirements for Suicide Related Behaviors	PERS-13
	1770-100	Reporting Requirements in the Event of a Naval Disaster	PERS-13
	1770-110	Reporting Requirements in the Event of a Joint Services Disaster	PERS-13

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1770-120	Cancelled	
	1770-130	Instructions Regarding Casualties during Hostilities or as a Result of Hostile Acts which could Result in an International Incident	PERS-13
	1770-140	Commanding Officers Letter to Next of Kin	PERS-13
	1770-150	Release of Names of Casualties	PERS-13
	1770-160	Casualty Assistance Calls Program (CACP)	PERS-13
	1770-170	Notification of Next of Kin in Case of Death, Missing, or "Duty Status Whereabouts Unknown" (DUSTWUN) Casualties	PERS-13
	1770-180	Notification of Next of Kin Depending Upon Location of Casualty	PERS-13
	1770-190	Cancelled	
	1770-200	Disposition of Mail and Personal Effects	PERS-13
	1770-210	Manual for Escorts of Deceased Naval Personnel	PERS-13
	1770-220	Cancelled	
	1770-230	Wounded, Ill, and Injured Sailors: Casualty Reporting, Notification, and Bedside Travel	PERS-13
	1770-240	Cancelled	
	1770-250	Navy Dependents: Casualty Reporting and the Submission of Claims for Family Service Members' Group Life Insurance (FSGLI)	PERS-13
	1770-260	Civilian Employee Casualty Reporting, Notification, and Assistance	PERS-13
	1770-270	Funeral Travel	PERS-13
	1770-271	Memorial Service Travel	PERS-13
	1770-275	Presentation of Burial Flags	PERS-13
	1770-280	Death Gratuity	PERS-13
	1780-010	Cancelled	
1800-1899 RETIREMENT			
	1800-010	General Guidelines for Conducting Ceremony for Retirement or Transfer to the Fleet Reserve	PERS-835
	1800-020	Effective Date of Retirement, Issuance of Retirement Orders and Authorization	PERS-835/912
	1800-030	Retired Personnel Service Record and General Information	PERS-13
	1800-040	Placement on Retired List and Responsibility of the Retiree	PERS-83
	1800-050	Cancelled	
	1800-060	Authorization of Naval Reserve Retirement Point Credit for Instruction Received in Connection with Professional Conventions or Similar Meetings	PERS-912
	1800-070	Benefits of the Armed Forces Retirement Home (United States Naval Home and United States Soldiers' and Airmen's Home)	PERS-13

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

Article			Primary Cognizance
1810	**REGULAR NONDISABILITY RETIREMENT**		
	1810-010	Voluntary Retirement of Enlisted Personnel	PERS-83
	1810-020	Submission of Application for Voluntary Retirement from Active Duty	PERS-83
1811	**OFFICER**		
	1811-010	Retention on or Recall to Active Duty in a Retired Status	PERS-8353
1820	**RESERVE NONDISABILITY RETIREMENT**		
	1820-010	Retirement of Members of the Fleet Reserve	PERS-912
	1820-040	Notification of Eligibility for Non-Regular (Reserve) Retired Pay	PERS-912
1830	**FLEET RESERVE**		
	1830-010	Members of Fleet Reserve Subject to the Uniform Code of Military Justice	PERS-832
	1830-020	Officers Appointed from the Fleet Reserve	PERS-832
	1830-030	Physical Examination in Connection with Retirement, Transfers to Fleet Reserve, and as a Fleet Reservist	PERS-83
	1830-040	Transfer to Fleet Reserve and Release from Active Duty	PERS-8354
	1830-050	Transfer to the Fleet Reserve and Retention on Active Duty	PERS-83
	1830-060	Travel or Residence Outside the United States by Fleet Reservists	PERS-83
	1830-070	Duties of Enlisted Members Transferred to the Fleet Reserve	PERS-83
1850	**DISABILITY RETIREMENT**		
	1850-010	General Information Regarding Physical Disability Retirement	PERS-83
	1850-020	Action Following Approved Disability Retirement	PERS-83
	1850-030	Temporary Disability Retired List (TDRL)	PERS-83
	1850-040	Officers on the Temporary Disability Retired List (TDRL) Found Physically Fit or Unfit	PERS-83
1900-1999	**SEPARATION**		
1900	**GENERAL**		
	1900-010	List of Definitions	PERS-832

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1900-020	Convenience of the Government Separation Based on Conscientious Objection (Enlisted and Officers)	PERS-832 PERS-834
	1900-030	Separation of Enlisted or Officer Personnel by Reason of Convenience of the Government - Surviving Family Member	PERS-832 PERS-834 PERS-4911 PERS-4913
	1900-040	Transfer to the Retired List, Retired Reserve, or the Fleet Reserve in a Restricted Status	PERS-832 PERS-834 PERS-913
	1900-808	Physical Examination for Separation	PERS-832
1910	**ENLISTED**		
	1910	Enlisted Administrative Separations (ADSEP)	PERS-832
	1910-010	Administrative Separation (ADSEP) Policy and General Information	PERS-832
	1910-050	Enlisted Involuntary Separation Pay (Non-Disability) - Reserve Requirements and Obligations	OPNAV (N13)
	1910-100	Reasons for Separation	PERS-832
	1910-101	Suspended	
	1910-102	Separation by Reason of Changes in Service Obligation (Active Duty and Inactive Navy Reservist)	PERS-835 PERS-913
	1910-104	Separation by Reason of Expiration of Active Obligated Service (EAOS)	PERS-832
	1910-106	Separation in Lieu of Trial by Court-Martial	PERS-832 PERS-913
	1910-108	Separation by Reason of Convenience of the Government - Early Release to Further Education	PERS-8352
	1910-110	Separation by Reason of Convenience of the Government - Hardship	PERS-40HH
	1910-112	Separation by Reason of Convenience of the Government - Pregnancy	PERS-832 PERS-913
	1910-118	Separation by Reason of Convenience of the Government - When a Reservist Becomes a Minister	PERS-911 PERS-913
	1910-120	Separation by Reason of Convenience of the Government - Physical or Mental Conditions	PERS-835/ PERS-913
	1910-122	Separation by Reason of Convenience of the Government - Personality Disorder(s)	PERS-832 PERS-913
	1910-124	Separation by Reason of Convenience of the Government - Parenthood	PERS-835 PERS-913
	1910-125	Failure to Complete Initial Skills Training Pipeline	OPNAV (N132)
	1910-126	Separation by Reason of Convenience of the Government - Review Action	PERS-832

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1910-127	Separation by Reason of Convenience of the Government - Being an Alien	PERS-832 PERS-913
	1910-128	Separation by Reason of Defective Enlistments and Inductions - Minor	PERS-832 PERS-913
	1910-130	Separation by Reason of Defective Enlistments and Inductions - Erroneous Enlistment	PERS-832 PERS-913
	1910-132	Separation by Reason of Defective Enlistments and Inductions - Defective Enlistments	PERS-832 PERS-913
	1910-133	Failure to Complete Change of Rating (Conversion) Process	PERS-832
	1910-134	Separation by Reason of Defective Enlistments and Inductions - Fraudulent Entry Into Naval Service	PERS-832 PERS-913
	1910-136	Separation From the Delayed Entry Program (DEP)	PERS-832
	1910-138	Separation by Reason of Misconduct - Minor Disciplinary Infractions	PERS-832 PERS-913
	1910-140	Separation by Reason of Misconduct - Pattern of Misconduct	PERS-832 PERS-913
	1910-142	Separation by Reason of Misconduct - Commission of a Serious Offense	PERS-832 PERS-913
	1910-144	Separation by Reason of Misconduct - Civilian Conviction	PERS-832 PERS-913
	1910-146	Separation by Reason of Misconduct - Drug Abuse	PERS-832 PERS-913
	1910-148	Cancelled	
	1910-150	Cancelled	
	1910-152	Separation by Reason of Alcohol Rehabilitation Failure	PERS-832 PERS-913
	1910-154	Separation by Reason of Entry Level Performance and Conduct	PERS-832
	1910-156	Separation by Reason of Unsatisfactory Performance	PERS-832 PERS-913
	1910-158	Separation by Reason of Unsatisfactory Participation in the Ready Reserve	PERS-913
	1910-160	Separation by Reason of Supremacist or Extremist Conduct	PERS-832 PERS-913
	1910-162	Separation by Reason of Family Advocacy Program (FAP) Rehabilitation Failure	PERS-83CC
	1910-164	Separation by Reason of Best Interest of the Service (BIOTS)	PERS-832 PERS-913
	1910-166	Administrative Action for Fleet Reserve/Retired Reserve Eligible Personnel	PERS-832 PERS-913
	1910-168	Separation by Reason of Physical Disability	PERS-83
	1910-170	Separation by Reason of Physical Fitness Assessment (PFA) Failure	PERS-832 PERS-913
	1910-180	Cancelled	

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1910-182	Disposition of Enlisted Personnel Disenrolled from a Navy Officer Candidate Program	NSTC
	1910-184	Disposition of Enlisted Personnel Accepted for Appointment to the Military Academy, the Air Force Academy, or the Coast Guard Academy	PERS-832
	1910-186	Disposition of Enlisted Personnel Disenrolled from the Military Academy, the Air Force Academy, or the Coast Guard Academy	PERS-832
	1910-200	Guidelines on Separation and Suspension of Separation	PERS-832
	1910-202	Counseling and Rehabilitation	PERS-832
	1910-204	Format of NAVPERS 1070/613 (7-06), Administrative Remarks, for Counseling/Warning	PERS-832
	1910-206	Temporary Duty (TEMDU) Transfer for Separation Processing	PERS-832
	1910-208	Administrative Separation (ADSEP) Processing for Members Beyond Expiration of Active Obligated Service (EAOS) or Expiration of Obligated Service (EOS)	PERS-832/913
	1910-210	Processing for all Reasons	PERS-832
	1910-212	Factors Considered in Retention or Separation	PERS-832
	1910-214	Adverse Matter From a Prior Enlistment	PERS-832
	1910-216	Members Awaiting Medical Board Action	PERS-832
	1910-218	Members Assigned to Limited Duty (LIMDU)	PERS-832
	1910-220	Limitations on Separation Actions	PERS-832
	1910-222	Suspension of Separation	PERS-832
	1910-224	Action During the Period of Suspension	PERS-832
	1910-226	Conditional Waivers	PERS-832
	1910-228	Uniforms and Pay Upon Separation	PERS-832
	1910-230	Discharge in Absentia	PERS-832
	1910-232	Pre-Separation Treatment for Drug/Alcohol Dependent Personnel	PERS-832
	1910-233	Mandatory Separation Processing	PERS-832
	1910-300	Guidelines on Characterization of Service	PERS-832
	1910-302	General Considerations on Characterization of Service	PERS-832
	1910-304	Description of Characterization of Service	PERS-832
	1910-306	Limitations on Characterization of Service	PERS-832
	1910-308	Entry Level and Uncharacterized Separations	PERS-832
	1910-400	Administrative Separation (ADSEP) Processing Notification	PERS-832
	1910-402	Notification Procedure	PERS-832
	1910-404	Notice of Administrative Board Procedure	PERS-832
	1910-406	Consultation With Counsel Prior to Electing Rights	PERS-832
	1910-408	Response Time to Notice	PERS-832
	1910-410	When a Member is Processed for Multiple Reasons	PERS-832
	1910-412	How to Prepare a Sworn Affidavit of Service by Mail	PERS-832
	1910-414	Actions of the Commanding Officer (CO)	PERS-832
	1910-500	Guidelines on Conducting an Administrative Board	PERS-832

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1910-502	Administrative Board Composition	PERS-832
	1910-504	Right to Counsel	PERS-832
	1910-506	Senior Member of Board	PERS-832
	1910-508	Witnesses at Administrative Board	PERS-832
	1910-510	Presentation of Evidence	PERS-832
	1910-512	Rights of the Respondent	PERS-832
	1910-514	What is Binding on Administrative Boards	PERS-832
	1910-516	Record of Proceedings for Administrative Separation (ADSEP) Boards	PERS-832
	1910-518	Findings and Recommendations	PERS-832
	1910-600	Forwarding Cases to the Separation Authority (SA)	PERS-832
	1910-700	Separation Authority	PERS-4832
	1910-702	General Guidance for Separation Authority (SA)	PERS-832
	1910-704	Determining Separation Authority	PERS-832
	1910-706	Cancelled	
	1910-708	Separation Authority Action when Using Notification Procedures or Administrative Board is Waived	PERS-832
	1910-710	Procedures When an Administrative Separation Board was Held	PERS-832
	1910-712	General Court Martial Convening Authority (GCMCA) Letter and Message Formats for Directing Administrative Separation (ADSEP)	PERS-832
	1910-800	Actions Which Effect the Separation	PERS-832
	1910-802	Preseperation Interview of Enlisted Personnel	PERS-832
	1910-804	Information to be Provided Upon Separation Regarding Claims for Compensation, Pension, or Hospitalization to be Filed with the Department of Veterans Affairs (VA)	PERS-832
	1910-806	Acknowledgment of Service Upon Separation	PERS-832
	1910-808	Cancelled	
	1910-810	Issuance of Certificates, Buttons, and Pins upon Separation	PERS-832
	1910-812	Place of Separation	PERS-832
	1910-900	Cancelled	
1916	**RELEASE FROM ACTIVE DUTY, RESERVE**		
	1916-010	Release From Active Duty of Reserve and Retired Enlisted Personnel	PERS-4913
	1916-020	Cancelled	
1920	**OFFICER**		
	1920-010	Transfer of an Officer for Administrative Separation Processing	PERS-8331

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	1920-020	Involuntary Separation Pay (Non-Disability) - Overview	PERS-83 OPNAV (N13)
	1920-030	Involuntary Separation Pay (Non-Disability) - Definitions and Policy	OPNAV (N13) PERS-83
	1920-040	Involuntary Separation Pay (Non-Disability) - Eligibility Criteria and Restrictions	PERS-83 OPNAV (N13)
	1920-050	Involuntary Separation Pay (Non-Disability) - Reserve Requirements and Obligations	OPNAV (N13)
	1920-060	Involuntary Separation Pay (Non-Disability) - Pay Calculation and Payment Documentation	PERS-83 OPNAV (N13)
	1920-070	Separation of Officer Personnel by Reason of Supremacist or Extremist Conduct	PERS-834
	1920-080	Release of Officers from Active Duty Prior to Completion of Minimum Required Service	PERS-8331
	1920-090	Release from Active Duty (RAD) Procedures	PERS-8331
	1920-100	Early Release of Officers from Active Duty	PERS-8331
	1920-110	Involuntary Release from Active Duty of Reserve Officers	PERS-911 PERS-921
	1920-120	Revocation of Commissions, Termination of Appointments, and Discharge of Officers by Other than Selection Board Action	PERS-83
	1920-130	Officer Separations, General	PERS-834
	1920-140	Separation Orders for Officers	PERS-834
	1920-150	Cancelled	
	1920-160	Separation of Navy Reserve Officers on Inactive Duty	PERS-4911
	1920-170	Contingent Resignation for Acceptance to Attend Medical Training Under the Armed Forces Health Professions Scholarship Program (AFHPSP) or at the Uniformed Services University of the Health Sciences (USUHS)	PERS-834
	1920-180	Separation of Officers at the Convenience of the Government on the Basis of Pregnancy/Childbirth	PERS-834
	1920-190	Types of Resignations by Officers	PERS-834
	1920-200	Officer Resignation Procedures	PERS-834/911)
	1920-210	Types of Discharge for Officers	PERS-834D
	1920-220	Cancelled	
	1920-230	Separation of Officers Under Various Statutory Provisions not Included in Other Articles	PERS-834
	1920-240	Release of Officers from Active Duty Prior to Completion of Minimum Service Requirement (MSR) to Participate in Activities with Potential Recruiting or Public Affairs Benefit to the Navy	OPNAV (N131/N13)
	1920-250	Administrative Separation of Navy Chaplain Corps Officers upon Loss of Professional Qualifications	OPNAV (N097)

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

Article			Primary Cognizance
4000-4999 LOGISTICS			
4000-4199 GENERAL			
4050 HOUSEHOLD GOODS AND PERSONAL PROPERTY			
	4050-010	Privately Owned Vehicle (POV) Shipment Entitlement Policy	OPNAV (N13)
	4050-020	Household Goods (HHG) Shipment and Storage Entitlement Policy	OPNAV (N130C1)
4600-4699 TRAVEL AND TRANSPORTATION			
4650 PASSENGER TRANSPORTATION/TRAVEL			
	4650-010	Entry into and Departure from the United States by Alien Members of the Navy and Their Families	PERS-00J
	4650-020	Country Clearance and No-Fee Passport Requirements	OPNAV (N413B)
	4650-030	Navy Passenger Transportation	OPNAV (N413B)
5000-5999 GENERAL ADMINISTRATION AND MANAGEMENT			
5000-5199 GENERAL			
5000 GENERAL			
	5000-010	Forms of Addressing Military Members	OPNAV (N00D)
5200-5299 MANAGEMENT PROGRAMS AND TECHNIQUES			
5215 ISSUANCE SYSTEMS			
	5215-010	Procedures for Submission of Changes to NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)	PERS-532
5216 CORRESPONDENCE MANAGEMENT			
	5216-010	Congressional Correspondence	PERS-00L
5219 PUBLICATIONS MANAGEMENT			

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

Article			Primary Cognizance
	5219-010	Publications and Forms Sponsored by Navy Personnel Command	PERS-013
5300-5399 MANPOWER/PERSONNEL (OVERALL CIVILIAN AND MILITARY MATTERS)			
5312 MANPOWER UTILIZATION			
	5312-010	Utilization of Civilian and Military Personnel in Navy Morale, Welfare, or Recreational (MWR) Functions	CNIC (N25)
5352 OVERSEAS DIPLOMACY			
	5352-010	Naturalization of Military Personnel	CNIC (N911A)
	5352-020	Naturalization of Alien Spouse and/or Alien Adopted Children of Military Personnel Ordered to a Foreign County	CNIC (N911A)
	5352-030	Marriage of Naval Personnel to Foreign Nationals	CNIC (N911A)
5360 DEATHS AND FUNERALS			
	5360-010	Navy Military Funerals	PERS-13
	5360-020	Chaplain (Reserve Component) Support of Military Funerals	OPNAV (N097)
5370 STANDARDS OF CONDUCT			
	5370-010	Outside Employment of Members on Active Duty	OPNAV (N131)
	5370-020	Cancelled	
	5370-030	Restrictions on Civilian Employment of Retired Members	PERS-00J
5500-5599 SECURITY			
5510 INFORMATION SECURITY			
	5510-010	Security Clearance Requirements and Procedures for Members Scheduled to Attend Classified Courses of Instruction	PERS-4832
5700-5799 EXTERNAL AND INTERNAL RELATIONS			
5726 COMMUNITY RELATIONS			
	5726-010	Liaison with Civil Agencies	CNI (N214)

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

Article			Primary Cognizance
5760	**ORGANIZATIONS, ASSOCIATIONS, SOCIETIES, INDIVIDUALS, AND COMMERCIAL**		
	ENTERPRISES		
	5760-010	Navy Spouse Organizations and Activities	CNI (N215)
5800-5899	**LAWS AND LEGAL MATTERS**		
5800	**GENERAL**		
	5800-010	Paternity Complaints	PERS-660
5812	**COMMANDING OFFICER'S NONJUDICIAL PUNISHMENT**		
	5812-010	Setting Aside Nonjudicial Punishments (NJP)	PERS-00J
5815	**SENTENCES**		
	5815-010	Executing a Dishonorable or Bad Conduct Discharge	NAMALA
5821	**DELIVERY OF PERSONNEL**		
	5821-010	Delivery of Personnel to Civilian Authorities	PERS-832
6000-6999	**MEDICINE AND DENTISTRY**		
6100-6199	**PHYSICAL FITNESS**		
6110	**PHYSICAL STANDARDS**		
	6110-010	Cancelled	
	6110-020	Physical Risk Classification for Officer and Enlisted Personnel on Inactive Duty	PERS-95
6120	**PHYSICAL EXAMINATIONS**		
	6120-010	Enlisted Physical Qualifications for Certain Duty Assignment and Physical Examination/Medical Screening Prior to Transfer of Duty	PERS-40
	6120-020	Physical Examination and Medical Screening of Officer Personnel Prior to Transfer	PERS-451C
6150	**HEALTH AND MEDICAL RECORDS**		

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

Article			Primary Cognizance
	6150-010	Transfer of Outpatient and Dental Treatment Records, Officer and Enlisted	PERS-312E
6300-6399 GENERAL MEDICINE			
6320 TREATMENT AND HOSPITALIZATION			
	6320-010	Immunization Exemptions	BUMED (M3B25)
7000-7999 FINANCIAL MANAGEMENT			
7000-7099 GENERAL			
7000 GENERAL			
	7000-010	Worthless Checks by Members and/or Their Families	PERS-832
	7000-020	Indebtedness and Financial Responsibility of Members	PERS-832
7040 SPECIFIC APPROPRIATIONS/FUNDING RESPONSIBILITIES			
	7040-010	BUPERSINST 7040.6/7040.7, Financial Management Guide for Permanent Change of Station Travel	OPNAV (N100)
7200-7299 DISBURSING			
7220 MILITARY PAY			
	7220-010	General Information Concerning Pay and Allowances	OPNAV (N13)
	7220-020	Computation of Service for Basic Pay	PERS-82
	7220-030	Computation of Professional Service Dates for Special Pay of Medical and Dental Corps Officers	PERS-822
	7220-040	Cancelled	
	7220-050	Computation of Disability Retired Pay	PERS-82
	7220-060	Cancelled	
	7220-070	Special Pay for Hardship Duty	OPNAV (N130)
	7220-075	Guidelines for Hardship Duty Pay (TEMPO) (HDP-T)	OPNAV (N130)
	7220-080	Incentive Pay for Hazardous Duty	OPNAV (N13)
	7220-090	Diving Pay	OPNAV (N13)
	7220-100	Command Responsibility Pay (CRP)	OPNAV (N130)
	7220-110	Special Pay for Duty Subject to Imminent Danger/Hostile Fire	OPNAV (N130)

NAVAL MILITARY PERSONNEL MANUAL
TABLE OF CONTENTS

	Article		Primary Cognizance
	7220-112	Pay and Allowance Continuation Program (PAC)	OPNAV (N130)
	7220-113	Special Compensation for Assistance With Activities of Daily Living (SCAADL)	CNIC/ BUMED (M9)
	7220-120	Family Separation Allowance (FSA)	OPNAV (N130)
	7220-130	Methods of Computing Retainer Pay for a Member of the Fleet Reserve	PERS-823
	7220-140	Basic Allowance for Subsistence (BAS) - General	OPNAV (N130C)
	7220-150	Basic Allowance for Subsistence (BAS) - Specialized Terms	OPNAV (N130C)
	7220-160	Basic Allowance for Subsistence (BAS) - General Policies	OPNAV (N130C)
	7220-170	Basic Allowance for Subsistence (BAS) - Emergency Conditions	OPNAV (N13)
	7220-180	Basic Allowance for Subsistence (BAS) - Procedures for Members on Sea Duty	OPNAV (N13)
	7220-182	Basic Allowance for Subsistence (BAS) II	OPNAV (N130)
	7220-190	Supplemental and Prorated Subsistence Allowances	OPNAV (N13)
	7220-200	Cancelled	
	7220-210	Dislocation Allowance and SECNAVFIND	PERS-451
	7220-220	Dislocation Allowance (DLA) Entitlement Policy	OPNAV (N130E)
	7220-230	Civilian Clothing Allowance (CCA) for Officers and Enlisted Personnel	OPNAV (N131U)
	7220-240	Overseas Station Allowances Policy	OPNAV (N13)
	7220-250	Overseas Cost-of-Living Allowance (COLA) Policy	OPNAV (N13)
	7220-260	Overseas Housing Allowance Policy	OPNAV (N130E)
	7220-270	Overseas Temporary Lodging Allowance (TLA) Policy	OPNAV (N130E)
	7220-280	Continental United States (CONUS) Temporary Lodging Expense (TLE) Policy	OPNAV (N130E)
	7220-290	Cancelled	
	7220-300	Advance Pay on Permanent Change of Station	OPNAV (N13)
	7220-310	Advance Pay and Allowances	OPNAV (N13)
	7220-320	Pay and Allowances While on Leave	OPNAV (N13)
	7220-330	Checkage of Pay for Excess Leave	OPNAV (N13)
	7220-340	Lump-Sum Payment for Accrued Leave	OPNAV D1036(N130)
	7220-350	Pay and Allowance While Awaiting on Leave Orders or While Sick or Wounded	OPNAV (N13)
	7220-360	Entitlement to Pay and Allowances While Under Investigation for Fraudulent Enlistment Other Than Underage	OPNAV (N13)
	7220-370	Pay Accounts of Retiring Personnel	PERS-835
	7220-380	Dual Compensation Regulation Applicable to the Naval Reserve	OPNAV (N13)
	7220-390	Sell Back of Leave	OPNAV (N13)
	7220-400	Cancelled	
	7220-410	Retroactive Stop Loss Special Pay Compensation	OPNAV (N130)

MILPERSMAN 1000-020

PAY AND PERSONNEL RECORD MAINTENANCE RESPONSIBILITIES

Responsible Office	NAVPERSCOM (PERS-351)	Phone: DSN COM FAX	882-3509 (901) 874-3509 882-2640

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1000.23C

1. **Policy**. The Personnel Support Activity Detachment (PERSUPPACTDET) and Customer Service Desk (CSD) relationship is established under reference (a).

2. **Purpose**. To define responsibility of maintaining pay and personnel records.

3. **Records Responsibilities**. The assignment of pay and personnel accounting responsibilities for all Navy commands are as follows:

a. Active duty commands with authorized disbursing and personnel support billets maintain their own pay and personnel records.

b. PERSUPPDET/CSDs maintain

(1) **pay and personnel records** for active duty commands without personnel and/or disbursing billets.

(2) **personnel records only** for Selected Reserves (SELRES) assigned to units collocated with a PERSUPPACTDET/CSD and without assigned personnel support billets.

c. Navy Reserve activities maintain all pay records for assigned SELRES and the personnel records for SELRES not collocated with a PERSUPPACTDET/CSD.

d. Navy Personnel Command (NAVPERSCOM), Reserve Personnel Management Department (PERS-9) maintains personnel records for Pre-trained Individual Manpower (PIM) not in a drill status; i.e., Individual Ready Reserve (IRR), Retired and Retired Reserve personnel.

e. Defense Finance and Accounting Service (DFAS), Cleveland, OH, maintains pay records for PIM not in a drill status.

4. **Recall/ Mobilization Responsibilities**

a. Upon recall or mobilization, pay and personnel records of Navy Reservists will be maintained by the same activity that provides personnel and disbursing support to the active duty command the member is assigned to.

b. If a PSD/CSD has not been designated, the active duty command or activated unit shall submit a request

- **to** NAVPERSCOM, Pay, Personnel Procedures and Systems Integration Branch (PERS-351),
- **copy to** NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013),

requesting an activity be designated responsibility for pay and personnel support.

5. **Assignment Responsibility**. NAVPERSCOM (PERS-351) is responsible for assignment of pay and personnel responsibilities. Requests for deviations from the above will be submitted to NAVPERSCOM (PERS-351) for review and approval.

MILPERSMAN 1000-021

COMMAND PERSONNEL/PAY ADMINISTRATIVE SUPPORT SYSTEM (PASS) COORDINATOR (CPC)

Responsible Office	BUPERS-26	Phone: DSN COM FAX	882-3509 901) 874-3509 882-2640

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1000.23C (b) 5 U.S.C. §552a, Privacy Act of 1974

1. **Purpose**. To supplement reference (a) and define minimum requirements for the appointment of a command Personnel Administrative Support System (PASS) coordinator (CPC), as well as basic responsibilities of supported commands, supporting Personnel Support Detachments (PERSUPP DETs), customer service desks (CSDs), and designated CPCs.

2. **Background**. The CPC serves as the critical link between an individual Sailor, his or her command, and the supporting personnel support organization. It is the responsibility of the CPC to ensure that all documents and information required to provide Sailor personnel or pay support are relayed to the appropriate supporting organization via the current authorized process and per applicable policies governing timeliness standards.

a. Per reference (a), MILPERSMAN 1000-010, and MILPERSMAN 1000-020, the responsibility of the PASS program is to provide Sailors and commands with personnel, pay, passenger transportation, educational services, and other related support. Designation of the CPC supports the PASS Program in providing required and expected levels of personnel and pay support for all Navy personnel.

b. Reference (a) specifically requires all Navy commands supported by the PASS Program through a PERSUPP DET or CSD (including those units supported for pay only) to designate (in writing) a responsible individual as their CPC.

3. **Requirements**. The CPC will have routine access to personnel information belonging to command personnel (officer, enlisted, and at times civilian) that is protected by reference (b). The unauthorized disclosure of personnel data and personally identifiable information (PII) can result in civil, criminal, or administrative penalties. Therefore, the CPC shall meet the following requirements:

a. Be an individual selected by the commanding officer (CO) whom he or she deems capable of performing in a position of trust. Priority consideration for assignment should be given as follows:

(1) Be a PS3, YN3, NC2 or higher; or

Note: Per reference (a), deployable units supported by a PERSUPP DET Afloat will at a minimum assign a PS2, YN2, or NC2.

(2) Be an E-5 or higher with a minimum of 4 years of service, or a GS-5 or higher civilian employee.

b. Have a minimum of 12 months remaining onboard the command;

c. Be designated in writing, using Exhibit 1;

d. Complete familiarization with the PERSUPP DET or CSD before assignment as a CPC to ensure duties and responsibilities, methods of communication available, and overall CPC expectations are clearly defined and explained. For those Sailors assigned while deployed, familiarization should be completed as soon as possible upon return to homeport; and

e. Complete the training requirements specified in paragraph 4e of this article.

4. **Supporting resources**. In addition to reference (a), the following resources will assist the CPC in the performance of duties:

a. The Navy Personnel Command CPC Resources Web page, a repository with a wide range of links to authoritative guidance, information and user aids, is available at:

http://www.public.navy.mil/BUPERS-NPC/SUPPORT/PAYPERS/CPCRESOURCES/Pages/default2.aspx

b. The CPC Handbook (prepared by the Navy Pay And Personnel Support Center) is a task-based user aid with links to policy guidance and supporting resources. The current version may be downloaded from the CPC resources Web page.

c. The Commander, Naval Installations Command (CNIC) PASS Program Web page provides additional PASS Program policy guidance and information. The CNIC PASS Program Web page is available at:

https://g2.cnic.navy.mil/TSCNICHQ/N1/N14/N141/SOPs/default.aspx.

Note: Obtain the procedures for CNIC Gateway access from the supporting PERSUPP DET or CSD.

d. Navy Standard Integrated Personnel System (NSIPS) users' information is available on Navy Knowledge Online (NKO) at:

https://wwwa.nko.navy.mil.

e. **Navy e-Learning.** Enroll in courses via NKO.

(1) The following Navy e-Learning courses must be completed prior to assuming CPC duties:

a. Privacy and Personally Identifiable Information (PII); and

b. Records Management in the DON: Everyone's Responsibility.

(2) The following Navy e-Learning courses are recommended to enhance CPC general knowledge.

a. Department of the Navy (DON) Records Management: Advanced Topics; and

b. General Forms Management, General Forms User Training.

f. **Non-resident training courses.** The following courses are recommended (but not required), and are available via NKO:

(1) NAVEDTRA: 14056 Navy Customer Service;

(2) NAVEDTRA: 14083A Educational Services Officer; and

(3) NAVEDTRA: 14172 Navy Counselor 1 & C (Recruiter).

5. **Responsibilities**

a. The CO of PASS supported commands shall:

(1) Take into consideration the size and complexity of the command when determining the number of CPCs assigned. While reference (a) only requires assignment of a primary and secondary CPC, additional CPCs may be designated to meet individual unit needs;

(2) Designate (in writing) qualified personnel to serve as CPC using the format provided in Exhibit 1. Provide a copy of the designation letter to the PERSUPP DET or CSD;

(3) Personally counsel newly designated CPCs, stressing the importance of their assignment and the lawful requirement to protect PII at all times;

(4) Ensure prerequisites outlined in paragraph 4e are completed prior to designation;

(5) Routinely meet with the CPC(s) to reemphasize the importance of CPC duties, to verify PII protection, and to address possible issues or barriers found internal to the command and or with the supporting PERSUPP DET or CSD; and

(6) Ensure mandatory attendance of all designated CPCs at PERSUPP DET- or CSD-sponsored training events.

b. The PERSUPP DET or CSD officer in charge or director shall:

(1) Ensure newly designated CPCs are provided training and indoctrination when first appointed. At a minimum, training will include:

(a) PERSUPP DET or CSD organization and points of contact;

(b) Services provided and interface procedures;

(c) Access to and use of the online systems required to perform personnel or pay support (i.e., NSIPS and the Official Military Personnel File (OMPF));

(d) Access to and use of any online systems required to perform document handling or customer relations management (i.e., Transaction Online Processing System (TOPS)); and

(e) Location or organization of authoritative policy guidance, information, training materials, and resources.

(2) Ensure CPCs selected by supported commands have completed all prerequisites (see para 4e) as evidenced by course completion certificates;

(3) Provide regularly scheduled CPC training by those means necessary to ensure all CPCs (including those servicing geographically separated units) have an opportunity to participate. Training can include classroom, video teleconference, direct connect online, phone conference, or any other means that supports the customer commands;

(4) Inform CPCs of all changes in policy or procedure that impact personnel, pay, and transportation entitlements; and

(5) Provide feedback to CO on CPC training attendance and performance.

c. CPCs shall:

(1) Prior to appointment, complete prerequisites outlined in paragraphs 4e and submit certificates of completion to the CO;

(2) Maintain familiarization with reference (a) and the additional training materials listed in this article;

(3) Serve as the initial customer service link between command members and the supporting PERSUPP DET or CSD;

(4) Attend all scheduled CPC Training. If unable to attend, arrange to receive information provided via alternate means;

(5) Obtain and maintain access to the systems and software (i.e., TOPS, NSIPS electronic service record, OMPF, etc.) necessary to complete CPC duties;

(6) Carefully review documents and information routed between the PERSUPP DET or CSD and the supported Sailors to ensure:

(a) All forms are properly completed and signed;

(b) All of the required supporting documentation and attachments are included; and

(c) All of the information provided is sufficient to resolve the transaction in a timely manner;

(7) Promptly transmit documents (at least daily) to ensure compliance with the timeliness policy established by MILPERSMAN 1000-025; and

(8) **In every action, protect PII.** If at any time it is suspected that PII has been compromised, report the incident immediately to the unit CO and officer in charge or Director of the servicing PERSUPP DET, or chief petty officer in charge of the servicing customer service desk.

EXHIBIT 1

1000
Ser
[date]

From: Commanding Officer, **[COMMAND NAME]**
To: **[CPC RATE/RATING, FULL NAME]**

Subj: DESIGNATION AS COMMAND PASS COORDINATOR (CPC)

Ref: (a) OPNAVINST 1000.23 (Series)
(b) MILPERSMAN 1000-021

1. You are hereby designated as Command PASS Coordinator (CPC) for **COMMAND NAME** (UIC **XXXXX)**. You should familiarize yourself with references (a) and (b) to prepare you for your duties.

2. You are being placed in a position of trust, with access to the personnel records, data, and documents pertaining to command personnel. In this assignment, you are accountable for compliance with privacy protection requirements associated with the collection, use, dissemination, and maintenance of Personally Identifiable Information (PII). At all times, you must protect PII and prevent unauthorized access or loss.

3. Specific duties and responsibilities include:

a. Completion of **annual PII training** and familiarity with the practices and procedures required by the DON Privacy Program.

b. Service as the initial customer service link between command personnel and the PERSUPP DET or CSD, including receipt, examination, and timely transmission of documents and information between command members and the PERSUPP DET or CSD .

c. Immediate escalation of issues to appropriate leadership levels of the command and or PERSUPP DET or CSD if problems occur that you cannot resolve.

6. Remember, this position of trust requires your active and vigilant protection of personal information. If, for any reason, you are unable to perform your assigned CPC duties, you are required to immediately inform your chain of command.

[COMMANDING OFFICER SIGNATURE]

Copy to:
Supporting PERSUPP DET or CSD (w/PII and Records Management Training Certificates)

MILPERSMAN 1000-025

PERSONNEL TRANSACTION TIMELINESS

Responsible Office	BUPERS (261)	Phone: DSN COM FAX	882-4363 (901) 874-4363 874-2640

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **General Policy**. Department of Defense (DoD) policy is to achieve a 97 percent timeliness rate for associated pay transactions. While the personnel management community has a major role and responsibility in the timely submission of personnel transactions, personnel administration is ultimately a command responsibility. Timeliness associated with personnel transactions (officer and enlisted), specifically

- gains and losses (activity and strength),
- reenlistments,
- extensions,
- unauthorized absences (UAs), and
- nonjudicial punishments (NJPs);

impact operational planning, personnel accounting, and mission success. Every unit commanding officer (CO)/commander (CDR) is responsible for prompt and accurate submission of personnel transactions to reflect timely accuracy of the command's Officer Distribution Control Report (ODCR)/Enlisted Distribution Verification Report (EDVR).

2. **Specific Policy**. To be consistent with DoD pay policy, Navy policy is to achieve a 97 percent timeliness rate for all personnel transactions within 4 working days of the effective date of the transaction. The goal is to be in full compliance with this policy by the end of fiscal year (FY) 2010.

a. To reach the FY 2010 goal, the following intermediate standards are hereby implemented:

FY 2007	85 percent within 4 working days
FY 2008	90 percent within 4 working days
FY 2009	95 percent within 4 working days
FY 2010	97 percent within 4 working days

b. Unit COs and Personnel Support Detachments (PERSUPP DETs) have shared cooperative responsibility and accountability to ensure these goals are met. COs will make documents and personnel available to PERSUPP DETs so that timely action can be taken.

c. PERSUPP DETs and personnel/administrative offices afloat will take professional and timely action upon receipt of source documents.

3. **Action**

a. Commander, Navy Personnel Command (COMNAVPERSCOM) will monitor and report status of personnel and pay timeliness and accuracy to Chief of Naval Personnel (CHNAVPERS).

(1) COMNAVPERSCOM will pursue and intervene on behalf of field and fleet activities regarding pay and personnel policy and procedures to facilitate most efficient business process.

(2) COMNAVPERSCOM, with Naval Supply Systems Command (NAVSUP), will continue to liaison with appropriate program management offices to continue technological and software developments to improve timeliness and accuracy.

b. Commander, Navy Installations Command (CNIC) will resource and manage the execution of the Pay/Personnel Administration Support System (PASS) program in pursuit of the 97 percent timeliness rate within the 4 working days standard.

MILPERSMAN 1000-030

ACTIVE DUTY SERVICE DATE (ADSD) FOR ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-312E)	Phone: DSN COM FAX	882-3363 (901) 874-3363 882-2851

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Definition of ADSD**. The active duty service date (ADSD) is the actual or adjusted date from which the amount of active military service performed is calculated. The ADSD reflects all periods of active federal military service in commissioned officer, warrant officer, or enlisted status.

2. **How to Calculate the ADSD**. The following is provided to determine the ADSD for enlisted personnel:

a. **Members who have performed no prior active military service**. The date of entry on current tour of active duty.

b. **Members who have performed prior active military service**. Subtract the total of the prior periods of active service from the date of entry on current tour of active duty. If there is lost time (see MILPERSMAN 1600-100 for definition of lost time), advance date by number of days of lost time.

(1) **Example**:

95 01 03	Beginning date of current tour.
-03 06 02	Subtract total of all prior active service (in this example, 3 years, 6 Months, 2 days), including active duty for training.
91 07 02	New adjusted ADSD.
15	(Time Lost) - Advance date by number of days.
91 07 17	New adjusted ADSD.

(2) **Remember**: **Lost time during current period of active duty**. Advance the ADSD by the number of days of lost time.

(3) **Rules**:

(a) **All periods of lost time and periods of active duty or active duty for training of 30 days or less.** Count on a day-for-day basis.

(b) **Tours in excess of 30 days**. Subtract the first day of the tour from the last day of the tour and add 1 day to the remainder.

MILPERSMAN 1000-040

FINGERPRINTING

Responsible Office	NAVPERSCOM (PERS-842)	Phone: DSN COM FAX	882-4445 (901) 874-4445 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	NAVEDTRA 82740, Master-at-Arms, provides fingerprint methods and procedures to follow.

1. **Background**. Fingerprints are the most positive means of identifying individuals. The ridges on the skin of the palmar surfaces of the hands and the planar surfaces of the feet are commonly referred to as papillary or friction ridges. These ridges form on the fetus before birth and remain unchanged throughout life and even after death, until decomposition of skin destroys them. Damage to the skin during a person’s life may either be temporary or permanent. Abrasions and slight cuts that do not permanently affect the skin are corrected in time by nature, and the ridges reappear as they existed before the damage occurred. Deep cuts and injuries affecting the innermost sections of the skin will result in permanent scars but the general pattern will continue to exist.

(see next page)

2. **When to Fingerprint**. Fingerprints will be recorded under the following circumstances:

For members who are	prepare	at time
first term enlistees into the Navy or Naval Reserve who require an Entrance National Agency Check (ENTNAC) background investigation,	DD 2280, Armed Forces Fingerprint Card	and place of enlistment.
first term enlistees into the Navy or Naval Reserve who require a security clearance background investigation,	FD 258, FBI Fingerprint Card or applicant Fingerprint Card	and place that SF 86, Questionnaire for Sensitive Positions (for National Security), background investigation is requested.
Officer Candidates,	FD 258	of appointment.
Reserve Officers,	FD 258	applicant accepts appointment.
Naval Academy Midshipman,	FD 258	member reports to Naval Academy.
Naval Reserve Officer Training Corps (NROTC) Midshipman (Regular Program),	FD 258	they report to their respective NROTC units.
NROTC Midshipman (Contracts Program),	FD 258	they enter the advanced portion of the NROTC Contract Program.
reenlisted with a break in service in excess of 24 months,	FD 258	and place of reenlistment.
is a return deserter,	FD 249, Fingerprint Card	at time of apprehension.

MILPERSMAN 1000-050

FINGERPRINTING PROCEDURES

Responsible Office	NAVPERSCOM (PERS-842)	Phone: DSN COM FAX	882-4445 (901) 874-4445 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Preparation**. Follow the below steps in preparation of fingerprinting an individual.

Step	Action
1	Gather the following items: • Fingerprint or printer's ink. • Ink slab. • Appropriate fingerprint card or form (see MILPERSMAN 1000-040). • Rag cleaning solution.
2	Have the individual being fingerprinted wash their hands with soap and cold water so that they are free of dirt, grease and perspiration.
3	Have the individual being fingerprinted sign fingerprint card or form.
4	Apply a few small dabs of ink on the ink slab.
5	Thoroughly roll the ink back and forth on the slab until a thin, even film covers the surface. **Caution:** If too much ink is used, it will result in the obliteration of ridges. If too little ink is used, it will result in ridge impressions too light and too faint for tracing or counting.

(see next page)

2. **Rolled Impressions**. A rolled impression is made to show the entire friction surface of the finger or thumb, from the tip to 1/4 inch below the first joint. The large area provides all necessary ridge characteristics for correct classification. Follow the steps below to take a rolled impression.

Step	Action
1	Have the individual being fingerprinted relax and refrain from trying to help by exerting any pressure on the ink slab or fingerprint card or form.
2	Starting with the index finger on one hand, roll lightly from the left edge of the finger to the right edge of the finger on the ink slab.
3	Roll the finger on the fingerprint card or form from the right edge to the left edge, exerting only light pressure to provide a clear impression. **Note:** The roll is a single movement.
4	Repeat steps 1 through 3 for the rest of the fingers on both hands.
5	Roll thumb on one hand lightly from the right edge to the left edge on the ink slab.
6	Roll thumb on fingerprint card or form from left edge to the right edge, exerting only light pressure to provide a clear impression. **Note:** The roll is a single movement.
7	Repeat steps 5 and 6 for the other thumb.

Rule: A finger should be noted missing if any portion of it beyond the flexure of the first joint remains. The end of a mutilated finger, in all cases, should be inked and recorded as in the case of a perfect digit.

(see next page)

3. **Plain Impressions**. A plain impression is obtained by pressing the bulb of the finger, on the ink slab and then on paper in the same manner. The purpose is to verify the order of the rolled impressions and to show certain characteristics that are sometimes distorted in the rolled prints. Follow the steps below to take a plain impression.

Step	Action
1	Have the individual being fingerprinted hold their fingers straight and stiff and the hand level with the wrist.
2	Press all the fingers on one hand lightly on the ink slab, pressing the four fingers on it at a slight angle. **Note:** They should be showing the tips to 1/4 inch below the first joint.
3	The person taking the prints should grasp the wrist with one hand and press the fingers on the card with the other hand.
4	Repeat steps 1 through 3 for the other hand.
5	Press the thumb on one hand lightly on the ink slab.
6	Press thumb on the block next to the plain finger impressions.
7	Repeat steps 5 and 6 for the other thumb.
8	Clean hands thoroughly with cloth and cleaning solution.

Rule: A finger should be noted missing if any portion of it beyond the flexure of the first joint remains. The end of a mutilated finger, in all cases, should be inked and recorded as in the case of a perfect digit.

MILPERSMAN 1000-060

MILITARY PERSONNEL SOCIAL SECURITY NUMBER (SSN)

Responsible Office	NAVPERSCOM (PERS-331)	Phone: DSN COM	882-3347 (901) 874-3347

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) DOD Instruction 1000.30 of 1 Aug 2012 (b) 5 U.S.C. §552a Privacy Act of 1974

1. **Policy**:

a. The Social Security number (SSN) will be the sole military personnel unique identifier for Navy personnel, per references (a) and (b), until such time that an alternate identifier is used - department of defense identification (DODID).

b. Change of the military SSN in the official record is made only after an administrative examination of the evidence and approval by Commander, Navy Personnel Command (COMNAVPERSCOM).

c. Since the SSN is essential for personnel identification in the Navy, an applicant must have an SSN prior to being accepted for enlistment or commission in any Navy component.

d. To facilitate pay and personnel record maintenance, the SSN recorded on DD 4 Enlistment/Reenlistment Document Armed Forces of the United States or NAVPERS 1000/4 Officer Appointment Acceptance and Oath of Office must be validated and will be used on all reports, forms, documents, correspondence, and official records concerning a member of the Navy per reference (a).

2. **Command’s Responsibility**. Prior to submission of request for military SSN change, the command shall provide the Service Member with a Privacy Act Statement, per reference (b), as follows:

"The authority to request this information is derived from 5 U.S.C. §301 Departmental Regulations. The purpose is to affect a correction of a military personnel social security number (SSN). It will become a permanent part of the Navy Personnel Records System. Disclosure of the information requested is voluntary; however, failure to provide the information may result in disapproval of the request for change of military SSN."

3. **Member's Responsibility**. The member must submit a written request to the Navy Standard Integrated Personnel System Help Desk, via the commanding officer, with a copy of the Social Security card.

4. **How to Send Documents**. Forward member's letter request, command endorsement, and documentary evidence to the following address listed:

SPAWAR ITC NSIPS/CDM NAS JRB 1330 Military Parkway, RM 104 Fort Worth, TX 76127

5. **Effective Date**. For Navy record purposes, an SSN change is effective from the date of COMNAVPERSCOM authorization as indicated in block 1 on DD 1343 Notification of Change in Service Member's Official Records.

NOTE: Changes to the Service Member's SSN will reflect in all corporate data systems, including the electronic service record. Copies of the DD 1343 may be obtained via OMPF "View", OMPF "My Record", or by written request.

Commander, Navy Personnel Command Records Management Policy Section PERS 313 5720 Integrity Dr Millington, TN 38055

MILPERSMAN 1000-070

IDENTIFICATION (ID) TAGS FOR MEMBERS

Responsible Office	NAVPERSCOM (PERS-352)	Phone: DSN COM FAX	882-3467 (901) 874-3467 882-2640

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVMEDCOMINST 5360.1

1. **Purpose**. Identification (ID) tags are used to assist in ID of servicemembers in the case of injury or death.

2. **When Issued**. Two complete ID tags shall be issued to each member as soon as possible after reporting for active duty.

3. **Who Can Issue**. ID tags may be obtained from any activity possessing graphotype machines suitable for embossing the tags. Commands not possessing facilities for embossing ID tags may request them by mail from the nearest naval activity possessing embossing equipment. Requests should include a list of the personnel for whom tags are required, the appropriate number of blank tags, and the necessary data for preparation of the individual tags.

4. **Where Stocked**. Blank tags and necklaces are standard stock items available through the Navy supply system and are identified as cognizance “D” material.

5. **When Worn**. ID tags shall be worn by each member as follows:

Active Duty	When prescribed by competent authority. At the time of release from active duty, the member shall retain the ID tags for use in case of mobilization.
Inactive Duty	When required by Commander, Navy Reserve Force (COMNAVRESFOR).

6. **ID Tag Specifications**

a. ID tags are:

Monel or other adopted metal
Approximately 2 inches long by 1-1/8 inches wide
About 0.025 inch thick
Finished with rounded corners and smooth edges

b. A necklace consisting of a **25-inch** non-corrosive, non-toxic, and heat resistant material with a **2-1/2 inch extension** of the same material shall be issued with the tags.

c. Completed tags shall be made up with one tag suspended by passing the necklace through the hole in the tag and the second tag suspended by passing the necklace extension through the hole in the tag and securing the extension to the necklace.

7. **ID Tag Content**. Each tag has a capacity for **five lines** of type, **18 spaces to the line**, and shall be embossed by a machine provided for that purpose. The following are the contents of each line:

a. **First Line**: Record the name of the member (last name, first name, and middle initial; e.g., DOE, John R). When the space in the **first line** is insufficient, the **first line** shall contain the last name only. The first name and middle initial are placed on the **second line**.

b. **Third Line**: Record the military personnel ID number (social security number). At the **10th space**, record the letters "USN" regardless of whether Regular or Reservist. At the **14th space**, record the blood type and RH factor.

c. **Fifth Line**:

(1) Record the religious preference of the member. Show any religion or faith group designated by the member. If possible, spell out the preference. For example:

Assembly of God
Baptist
House of David
Orthodox Jew
Protestant
Roman Catholic

(2) Otherwise, use the following meaningful abbreviations. The following examples are picked at random for guidance only and may be adapted to fit the preference expressed:

RELIGION OR FAITH GROUP	ABBREVIATION
African Methodist Episcopal Church	Af Meth Episcopal
Albanian Orthodox Church in America	Albanian Orthodox
American Evangelical Christian Church	Am Evang Chr
Armenian Apostolic Orthodox Church of America	Armenian Ap Ortho
Bohemian and Moravian Brethren	Boh Moravian Breth
Calvary Pentecostal Church	Cal Pentecostal
Christian Unity Baptist	Chr Unit Bap
Christ Unity Science Church	Christ Unity Sci
Church of Jesus Christ of Latter-day Saints	Latter-day Saints
Church of the Brethren	Ch of Brethren
Church of the Nazarene	Ch of Nazarene
Congregational Christian Church	Congregational Ch
Conservation Amish Mennonite	Con Amish Mennon
Disciples of Christ	Dis of Christ
Evangelical and Reformed Church	Evang Reformed
Evangelical Lutheran	Evang Luth
Evangelical United Brethren	Evang United Breth
Free Christian Zion Church of Christ	Free Chr Zion
General Church of New Jerusalem	Ch New Jerusalem
General Six-Principle Baptist	Gen Six-Prin Bap
New Congregational Methodist Church	New Cong Methodist
North American Old Roman Catholic Church	NA Old Roman Cath
Old German Baptist Brethren	Old Ger Bap Breth
Orthodox Presbyterian Church	Ortho Presbyterian
Pentecostal Holiness Church	Pentecos Holiness
Presbyterian Church, USA	Presbyterian USA
Primitive Adventist Christian Church	Prim Adventist Chr
Seventh-day Adventist	7-day Adventist
Slovak Evangelical Lutheran	Slovak Evang Luth
United Free Will Baptist Church	United Free Bap
United Zion Church	United Zion

8. **Member's Death**. In the event of member's death, refer to reference (a), Chapter 4.

MILPERSMAN 1000-090

RACE ENTRIES ON FORMS, RECORDS, AND REPORTS

Responsible Office	CNO (N134E) Navy Equal Opportunity	Phone: DSN COM FAX	882-4283 (901) 874-4283 882-2617

References	(a) 62 FR 58782 (b) OPNAVINST 5354.1E

1. **Procedure**. When entries regarding race and ethnicity are required on personnel forms, records, surveys, reports, or for online reporting, the race categories and standard data item codes listed in the next paragraph must be used (references (a) and (b) refer).

2. **Race Category Definition**. The definition used for race category is a division of mankind that possesses traits that are transmissible by descent and that are sufficient to characterize as a distinctive human type. The correct race categories and standard data item codes to use are:

Race Category	Standard Data Item Code	Definition
American Indian or Alaska Native	A	A person having origins in any of the original peoples of North and South America (including Central America).
Asian	B	A person having origins in any of the original peoples of the Far East, Southeast Asia, or Indian subcontinent. This area includes Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black or African American	C	A person having origins in any of the original peoples of Africa.
Native Hawaiian or Other Pacific Islander	D	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White	E	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
Decline to Respond	F	Decline to Respond is a choice that will be available to members when they choose not to indicate a race preference on any Navy form or online systems. It will not be used in combination with any other code.
Identification Pending	G	Identification Pending will not be an available option to members. It will be used in mortuary affairs and graves registration. This option will be a valid value in all Navy personnel systems. It will not be used in combination with any other code.

3. **Multiple Race Category Selection**. Members may select more than one of the race categories above except for the "Decline to Respond" and "Identification Pending" category. The following matrix is provided to describe race categories and accompanying standard data item codes for members selecting more than one race category.

Race Category	Standard Data Item Code
A, B American Indian or Alaska Native (A), and Asian (B)	H
A, B, C American Indian or Alaska Native (A), and Asian (B), and Black or African American (C)	J
A, B, C, D American Indian or Alaska Native (A), and Asian (B), and Black or African American (C), and Native Hawaiian or Other Pacific Islander (D)	K
A, B, C, D, E American Indian or Alaska Native (A), and Asian (B), and Black or African American (C), and Native Hawaiian or Other Pacific Islander (D), and White (E)	L
A, B, C, E American Indian or Alaska Native (A), and Asian (B), and Black or African American (C), and White (E)	M
A, B, D American Indian or Alaska Native (A), and Asian (B), and Native Hawaiian or Other Pacific Islander (D)	N
A, B, D, E American Indian or Alaska Native (a), and Asian (B), and Native Hawaiian or Other Pacific Islander (D), And White (E)	P

Race Category	Standard Data Item Code
A, B, E, American Indian or Alaska Native (A), and Asian (B), and White (E)	Q
A, C American Indian or Alaska Native (A), and Black or African American (C)	R
A, C, D American Indian or Alaska Native (A), and Black or African American (C), and Native Hawaiian or Other Pacific Islander (D)	S
A, C, D, E American Indian or Alaska Native (A), and Black or African American (C), and Native Hawaiian or Other Pacific Islander (D), and White (E)	T
A, C, E American Indian or Alaska Native (A), and Black or African American (C), and White (E)	U
A, D American Indian or Alaska Native (A), and Native Hawaiian or Other Pacific Islander (D)	V
A, D, E American Indian or Alaska Native (A), and Native Hawaiian or Other Pacific Islander (D), and White (E)	W
A, E American Indian or Alaska Native (A), and White (E)	X
B, C Asian (B), and Black or African American (C)	Y

Race Category	Standard Data Item Code
B, C, D Asian (B), and Black or African American (C), and Native Hawaiian or Other Pacific Islander (D)	Z
B, C, D, E Asian (B), and Black or African American (C), and Native Hawaiian or Other Pacific Islander (D), and White (E)	1
B, C, E Asian (B), and Black or African American (C), and White (E)	2
B, D Asian (B), and Native Hawaiian or Other Pacific Islander (D)	3
B, D, E Asian (B), and Native Hawaiian or Other Pacific Islander (D), and White (E)	4
B, E Asian (B), and White (E)	5
C, D Black or African American (C), and Native Hawaiian or Other Pacific Islander (D)	6
C, D, E Black or African American (C), and Native Hawaiian or Other Pacific Islander (D), and White (E)	7
C, E Black or African American (C), and White (E)	8
D, E Native Hawaiian or Other Pacific Islander (D), and White (E)	9

4. **Ethnic Group Definition**. The definition for the ethnic group category is a segment of the population that possesses common characteristics and a cultural heritage significantly different from that of the general United States population and closely identifies with that cultural heritage. The acceptable codes to use are:

Ethnic Group	Standard Data Item Codes
Other Hispanic descent	1
United States/Canadian Indian Tribes	2
Other Asian descent	3
Puerto Rican	4
Filipino	5
Mexican	6
Eskimo	7
Aleut	8
Cuban	9
Indian	D
Melanesian	E
Chinese	G
Guamanian	H
Japanese	J
Korean	K
Polynesian	L
Other Pacific Island descent	Q
Latin American with Hispanic descent	S
Vietnamese	V
Micronesian	W
Other - A person whose choice of an ethnic group is not listed above and chooses not to be associated with any of those ethnic groups.	X
None - A person choosing not be associated with any particular ethnic group.	Y
Unknown - Not an ethnic group choice. Used to indicate an error or omission that requires correction to include the individual in one of the recognized general classifications. Persons who do not know their ethnic group should choose one of the recognized ethnic groups or use “Other” or “None.”	Z

5. **Review or Update of Race Categories or Ethnic Group**. Effective 6 January 2003, members may review or update their race categories or ethnic group on file with the Navy by going to www.bol.navy.mil. This self-service method will be the permanent and preferred method for members to review or update their race categories or ethnic group. Members who cannot access www.bol.navy.mil may request assistance from their personnel office if the personnel office has access to the Navy Standard Integrated Personnel System (NSIPS). If members are not serviced by the local Personnel Support Activity Detachment (PERSUPPACT DET), they must locate an alternate location for access to www.bol.navy.mil, such as libraries, Internet cafes, and Single Sailor Centers. PERSUPPACT DETs may only access NSIPS records of members that are permanently assigned or serviced to their pay and personnel unit identification code (UIC). Self-identification will be the appropriate method of identifying and recording member's race and ethnicity.

MILPERSMAN 1000-100

HOME OF RECORD AND PLACE FROM WHICH ORDERED TO ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-312D)	Phone: DSN COM FAX	882-3363/3364 (901) 874-3363/3364 882-2001

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVSO P-6034, Joint Federal Travel Regulation (JFTR), Volume 1, Uniformed Service Members (b) 60 Comp.Gen. 142 (1980)

1. **Policy**

a. Per reference (a), the Home of Record (HOR) and/or Place From Which Called (or Ordered) to Active Duty (PLEAD) are used to determine a member's entitlement to travel and transportation allowances or other compensations provided by law. To support these entitlements, these places will be documented in the service record as prescribed below, and shall not be changed except as authorized.

b. Members' current mailing address is required to ensure they can be reached at any time by ordinary mail. Members are responsible for the accuracy of their mailing address, and shall report address changes to their commanding officer (CO) when they occur. Changes to the mailing address do not affect the HOR or the PLEAD.

2. **Home of Record (HOR)**

a. The place declared by the servicemember to be the permanent home, or actual home of the member when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

b. The place recorded as the home of the individual when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted, inducted, or

ordered into the tour of active duty unless there is a break in service of more than 1 full day. **NOTE**: Only if a break in service exceeds 1 full day (more than 24 hours) may the member change the HOR.

c. Use the following table to determine a HOR:

Occasion	**Home of Record**
An individual commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.	The place declared by the servicemember to be the permanent home, or actual home of the member.
An officer appointed from active enlisted status.	Remains the same as that recorded on DD 4 (1-01), Enlistment/Reenlistment Document-Armed Forces of the United States, in effect at the time of appointment.
An enlisted member immediately reenlisted with no break in active service.	Remains the same as that recorded on the DD 4 in effect at the time of reenlistment.
An enlisted member reenlisted after a break in active service that exceeds 1 day (more than 24 hours)	The place declared by the servicemember to be the permanent home, or actual home of the member at the time of reenlistment into the new period of active duty. The new HOR shall be recorded on the new DD 4.
An officer or enlisted member recalled to active duty from an inactive status, after a break in active service that exceeds 1 day (more than 24 hours)	The place declared by the servicemember to be the permanent home, or actual home of the member when ordered into a tour of active duty. If different from the HOR currently recorded in the service record, the new HOR, for officer and enlisted members, shall be recorded on NAVPERS 1070/74 (Rev. 10-05), Report of Home of Record and Place From Which Ordered to Active Duty.

d. Changes in HOR are not authorized during a continuous tour of active duty regardless of changes in the member’s home address during the tour of active duty or enlistment. The official HOR may be changed upon reenlistment or reentry into the service provided there is no overlap in reenlistment contracts and a break in service of more than 1 day has occurred. (Example: Member’s current enlistment expires on the

12th of the month and the member reenlists on the 14th of the month.)

e. Where to record HOR

(1) The initial HOR for officers shall be recorded on NAVPERS 1070/74.

(2) The initial HOR for enlisted members shall be recorded on DD 4.

(3) Changes to the HOR authorized as a result of a break in service shall be recorded as indicated in para. 2c above.

3. **Place From Which Called (or Ordered) to Active Duty (PLEAD)**

a. The place of acceptance in current enlistment, commission, or appointment of members of the regular Services, or of members of the Reserve components when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it is the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.

b. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place where the member attains a military status or where the member enters the Service. **NOTE**: Generally this is the academic institution and not the member's HOR (reference (b)).

c. In the case of a reservist who is not enlisted, commissioned, or appointed for immediate active duty, the place to which orders to active duty are addressed.

d. Where to record the PLEAD

(1) The initial PLEAD for officers shall be recorded on NAVPERS 1070/74.

(2) The initial PLEAD for enlisted members shall be recorded on DD 4.

(3) The PLEAD for a reservist ordered to active duty will be recorded on the members orders to active duty.

NOTE: The PLEAD changes only if there is a break in service exceeding 1 full day, in which case it is the place of entry into the new period of service.

4. **Distribution of NAVPERS 1070/74**

a. **For newly commissioned officers**:

(1) Original: Attach to NAVPERS 1000/4 (Rev. 2-04), Officer Appointment Acceptance and Oath of Office, and forward to Navy Personnel Command (NAVPERSCOM), Selection Board Technical Support Section (PERS-4801), along with the other documents required to create the new officer permanent personnel record.

(2) Duplicate: To newly commissioned officers for retention in their personal files.

b. **For changes authorized as a result of a break in service**:

(1) Original: Forward to NAVPERSCOM, Records Support Branch (PERS-312C).

(2) Duplicate: If the member is an officer, deliver to the officer for retention in their personal files; If the member is enlisted, file in the field service record.

5. **Corrections**

a. A correction to the HOR (for officer and enlisted) may be authorized in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member’s convenience.

b. Approval by NAVPERSCOM (PERS-312D) is required to correct an erroneous HOR. Requests shall be submitted, via the chain of command, to NAVPERSCOM (PERS-312D) for approval, and must include sufficient documentary evidence to support the member’s claim.

MILPERSMAN 1000-110

NAME AND ADDRESS LISTS OF MEMBERS OF THE NAVY AND NAVY RESERVE

Responsible Office	NAVPERSCOM (PERS-00J)	Phone: DSN COM FAX	882-3165 (901) 874-3165 882-2615

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Freedom of Information Act (b) Privacy Act (c) 10 U.S.C. 130b

1. **Policy**

a. Lists containing the names and duty station address pertaining to active duty or reserve personnel may be furnished to any organization or individual external to the government provided the guidelines of references (a), (b), and (c) are followed. Specifically, the duty station address pertaining to **active duty or Reserve personnel** who are

(1) stationed overseas;

(2) on deployable units;

(3) at sensitive units; or

(4) not stationed overseas, on deployable units, or at sensitive units and are below the office director level and not in positions that require frequent interaction with the public;

are **not** releasable to the general public. All other duty station address information is considered releasable.

b. The home address of all U.S. Navy personnel is prohibited from release to any individual or organization external to the government unless specifically authorized by a statute that supercedes references (a) or (b).

MILPERSMAN 1000-120

CORRECTION OF DATE OF BIRTH

Responsible Office	NAVPERSCOM (PERS-331)	Phone: DSN COM FAX	882-2459 (901) 874-2459 882-2660

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Privacy Act of 1974

1. **Policy**. A correction of the date of birth to official records of a member is made only after an administrative examination has shown that evidence presented is indisputable and authority has been granted by Commander, Navy Personnel Command (COMNAVPERSCOM).

2. **Command's Responsibility**. Prior to submitting the request for change of the date of birth, the command shall advise the Service member of the Privacy Act Statement per reference (a), as follows:

"The authority to request this information is derived from 5 U.S.C. 301 Departmental Regulations. The purpose is to effect a correction of the date of birth. It will become a permanent part of the Navy Personnel Records System. Disclosure of information is voluntary; however, failure to provide the information will result in disapproval of the request for a change of the date of birth."

3. **Member's responsibility**:

a. **Request**. The member must forward the date of birth change letter request to the Navy Standard Integrated Personnel System Help Desk via the commanding officer (CO). The request must include the following:

(1)	Social Security number and complete mailing address.
(2)	A statement of the reason for the erroneous recording.
(3)	A copy of the Birth Certificate or other documentary evidence of the correct date of birth. When the evidence submitted is not identified as a public record, a statement by the responsible public official that no public record of birth exists shall be included.
(4)	An affidavit that the applicant is the person referred to in the documentary evidence submitted.

b. **Documentary Evidence.** The request shall be accompanied by appropriate documentary evidence verifying the change in date of birth. Examples of such suitable evidence for establishing the correct date of birth are listed below in order of preference:

Preference	Examples
(1) Most preferred:	• A copy of the **Birth Certificate** provided it is officially certified by competent civilian authority. • A copy of the **Baptismal Certificate** by an ecclesiastical official, provided the baptism date is prior to first entry into the naval service. • A copy of the **Hospital Record of Birth** certified by the official having custody of the records. • A **certified statement of the attending physician** as to the date and place of birth shown in the records.
(2) Family records or other records made subsequent to the time of birth of the member may be accepted when substantiated by another such record. When none of the evidence listed above is available, **two** of these documents in the form specified is acceptable:	• Photographic copy of an **entry in the family Bible** certified by a notary or other public official generally authorized to administer oaths. The certification must state the original has been sighted, that the particular entry appears to have been made contemporaneously with the birth of the member concerned and that no conditions exist tending to discount its authenticity. • **Corrected Birth Certificate** bearing the raised seal of the clerk having custody of the records together with supporting evidence showing the basis for correction. • **Delayed Birth Certificate** showing the birth recorded on a report of the attending physician or midwife and bearing the raised seal of the clerk having custody of the records. • Certified extract from the **census enumerations** of any **two** of the following periods: 1920, 1930, 1940, 1950, or 1960. • Certified copy of a **school document or record**.
(3) Affidavits of relatives, friends, or disinterested parties who knew the applicant from time of birth may be accepted when the evidence above is not available. **Two** affidavits containing the following information are required:	• Full identification of the affiants and their respective ages. • Name, date, and place of birth of the applicant. • Source of knowledge of the above information.

4. **How to send Documents**. Service member will forward letter request via the CO and a copy of the documentary evidence to the following address or facsimile (FAX) number:

SPAWAR Systems Center
BLDG 3 Third Floor
Attn: CDM
2251 Lakeshore Dr
New Orleans, LA 70145

FAX: (504) 697-0342

5. **Effective Date**. For Navy record purposes, a date of birth change is effective from the date of COMNAVPERSCOM authorization as indicated in Block 1 on DD 1343 Notification of Change in Service Member's Official Records.

NOTE: Changes to the Service member's date of birth will reflect in all corporate data systems including the Electronic Service Record. Copies of the DD 1343 may be obtained by written or FAX request to:

Commander, Navy Personnel Command
Records Management/Policy Section
PERS 312E
5720 Integrity Dr
Millington, TN 38055

FAX: (901) 874-2764 (DSN 882)

MILPERSMAN 1000-130

NAME CHANGE OF MEMBER

Responsible Office	NAVPERSCOM (PERS-331)	Phone: DSN COM	882-3347 (901) 874-3347

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) 5 U.S.C. §552a, Privacy Act of 1974 (b) Federal Insurance Contribution Act

1. **Policy**. Change of name in the official record is made only after an administrative examination of evidence and approval by Commander, Navy Personnel Command (COMNAVPERSCOM). A change of surname due to marriage or divorce shall be reported immediately as outlined below. A name may not contain punctuation marks including a hyphen, apostrophe, comma, period, or space.

2. **Command's Responsibility**. Prior to submission of request for name change, the command shall advise the Service Member of the Privacy Act Statement, per reference (a), as follows:

> "The authority to request this information is derived from 5 U.S.C. §301 Departmental Regulations. The purpose is to effect a correction of name. It will become a permanent part of the Navy Personnel Records System. Disclosure of the information requested is voluntary; however, failure to provide the information may result in disapproval of the request for change of name."

3. **Member's Responsibility**. The member must forward name change letter request to the Navy Standard Integrated Personnel System (NSIPS) help desk via the commanding officer. The member's Social Security Number and complete mailing address are required to ensure proper identification. The request shall be accompanied by at least one of the documents listed below as documentary evidence verifying the change in name.

a. Marriage Certificate.

b. Final divorce decree containing provision for restoration of maiden name.

c. Court order authorizing name change.

d. Birth Certificate – may be used only upon initial accession.

e. Naturalization Certificate.

f. Social Security Card.

4. **How to Send Documents**. Forward member's letter request, command endorsement, and a copy of the documentary evidence to the address below. Double packaging the documents is highly recommended, with the inner package marked: "FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties." DD Form 2923 "Privacy Act Data Cover Sheet" should be used to cover the documents containing PII. Using a mailing service that provides tracking capability is also recommended.

SPAWAR ITC NSIPS/CDM
NAS JRB
1330 Military Parkway, RM 104
Fort Worth, TX 76127-1062

5. **Effective Date**. For Navy record purposes, a name change is effective from the date of COMNAVPERSCOM authorization as indicated in block 1 on DD 1343 Notification of Change in Service Member's Official Records.

NOTE: Changes to the Service Member's name will reflect in all corporate data systems (including the electronic service record), and a copy of the approved DD 1343 will be filed in the member's Official Military Personnel File (OMPF). Copies of DD 1343 may be obtained via OMPF - Command View, OMPF - My Record, or by written request to:

Commander, Navy Personnel Command **Records Management Policy Section** **PERS 313** **5720 Integrity Dr** **Millington, TN 38055-3130**

6. **Additional Name Change Requirement**. If not provided as evidence for a name change, member shall complete and submit SSA-7008 Request for Correction of Earning Record to the Social Security Administration to ensure proper recording of reference (b) credit deductions. SSA-7008 is available at local SSA offices and on the SSA Web site at http://www.ssa.gov/online/forms.html.

MILPERSMAN 1000-140

MAILING ADDRESS OF MEMBERS ON INACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-912)	Phone: DSN COM FAX	882-5964 (901) 874-5964 (901) 874-2031
	NAVPERSCOM (PERS-93)	Phone: DSN COM FAX	882-3427 (901) 874-3427 (901) 874-2363

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C 10205 (b) DoD Instruction 1215.13 (c) SECNAVINST 1920.6C (d) BUPERSINST 1001.39F (e) MPM 1910-158

1. **Applicability**. This article applies to all members not on active duty of the Navy Reserve and all retired members of the Navy or Navy Reserve, including the Fleet Reserve and the Temporary Disability Retired List (TDRL).

2. **Definition**. Mailing address is the address at which a member can be reached at any time by first class mail. Rural route numbers with a post office box number are acceptable. However, United States Post Office boxes and addresses such as banking institutions, which some members have designated as the place to receive pay checks, are not acceptable mailing addresses.

3. **Recording of Current Address**. Current address will be recorded in the Inactive Manpower and Personnel Management Information System (IMAPMIS) database and the member’s service record.

4. **Change in Mailing Address**

a. Selected Reservists or Voluntary Training Unit members (both officer and enlisted) will change their current address via the Navy Standard Integrated Personnel System (NSIPS).

Changes will be made by the activity responsible for updating the members' NSIPS data and service record. Members may also update their address utilizing NSIPS' self-service functionality.

b. Individual Ready Reservists (IRR) (both officer and enlisted) shall submit a change of address directly to Commander, Navy Personnel Command, IRR Mobilization and Force Management Division (PERS-93), 5720 Integrity Drive, Millington, TN 38055 . Address changes can also be submitted via email to irr_counselor@navy.mil.

c. Fleet Reservists and Retired Reservists shall submit a change of address directly to Commander, Navy Personnel Command, Reserve Personnel Service Branch (PERS 912), 5720 Integrity Drive, Millington, TN 38055.

5. **Mail Classified as "Undeliverable."** When a member's mail is classified as "undeliverable", the Commanding Officer of the Navy Reserve activity and Commander, Navy Personnel Command, as applicable, shall attempt to locate the member by inquiries to any of the following:

a. The member "via certified mail return receipt requested" at the last known address.

b. Email addresses listed in any available database (NSIPS, IMAPMIS, etc.).

c. The postmaster of the last known address regarding a forwarding address.

d. Next of kin or other relatives.

e. Employer.

f. Defense Finance and Accounting Service (DFAS) Cleveland Center, if the member is receiving retired or retainer pay; and

g. Web based, commercially-available locator.

6. **Reservists Listed as "Unlocatable."** Per references (a) through (c), Ready Reservists are required to keep the Navy informed of their current mailing address. When reasonable attempts fail to obtain a member's correct address, the member

shall be considered “unlocatable” and may be subject to the following:

a. Officers may be transferred to the Standby Reserve-Inactive (USNR-S2 status) or separated in accordance with the procedures contained per reference (c).

b. Enlisted members may be transferred to the Standby Reserve-Inactive (USNR-S2 status) or processed for administrative separation per references (d) and (e).

MILPERSMAN 1000-150

BOARD FOR CORRECTION OF NAVAL RECORDS (BCNR)

Responsible Office	NAVPERSCOM (PERS-31C)	Phone: DSN COM FAX	882-3043 (901) 874-3043 882-2764
	For information concerning BCNR matters:	DSN COMM FAX	224-1316 (703) 614-1316 224-9857

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. 1552 (b) SECNAVINST 5420.193

1. **Purpose**. The Board for Corrections of Naval Records (BCNR) was established per reference (a) to provide a method for correction of error or removal of injustice from naval records without the necessity for private legislation. BCNR is not a part of Navy Personnel Command (NAVPERSCOM). It is a separate shore activity under the direction and supervision of the Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN(M&RA)). Upon presentation of satisfactory evidence by the member concerned, the BCNR may recommend to Secretary of the Navy (SECNAV) that the record be changed.

2. **Who may Submit Applications**. BCNR applications may be submitted by

a. the petitioner,

b. the petitioner’s heir, or

c. the petitioner’s legal representative.

3. **Application Requirements**

a. Applications for review to the BCNR may be submitted, per reference (b), only after having exhausted all available administrative remedies afforded by law, unless waived by BCNR.

b. Additionally, prior to petitioning the BCNR regarding a **discharge**, the case must be reviewed, and a “no change” decision is made, by the Naval Discharge Review Board (NDRB). (See MILPERSMAN 1000-160 regarding final discharges that NDRB does not review.)

c. Applicants or applications must

(1) be submitted within 3 years after the claimant discovers the error or injustice. Petitions submitted later than 3 years after the petitioner discovers the error or injustice may be considered if BCNR finds it to be in the interest of justice. Petitions submitted late should include an explanation for late submission and why consideration of the late submission is in the interest of justice.

(2) identify the specific error or injustice.

(3) contain sufficient information to permit the BCNR to determine whether relief is warranted.

(4) include any other relevant information (i.e., corroborating evidence such as affidavits or other written statements from individuals with personal knowledge of the relevant facts and specific reasons, if any, why expeditious processing is warranted).

Note regarding selection boards: If the petition is to be considered and resolved prior to the convening of a selection board, the petition should be received by BCNR at least 4 months before the selection board convenes.

4. **Where to Obtain an Application**

a. Applications must be submitted on DD 149 (Rev. 5-05), Application for Correction of Military Record Under the Provisions of 10 U.S.C. 1552.

b. Applications and general information can be obtained from

(1) Naval Legal Service Offices (NAVLEGSVCOFFs),

(2) Personnel Support Activity Detachments (PERSUPP DETs),

(3) Department of Veterans Affairs (DVA), or by writing to:

Board for Correction of Naval Records
Department of the Navy
2 Navy Annex
Washington, DC 20370-5100

MILPERSMAN 1000-160

NAVAL DISCHARGE REVIEW BOARD (NDRB)

Responsible Office	Naval Discharge Review Board	Phone:	DSN	325-6600
			COM	(202) 685-6600
			FAX	(202) 685-6581

References	(a) 10 U.S.C. 1553

1. **Policy**. The Naval Discharge Review Board (NDRB) was established to review whether the type and nature of discharge issued a petitioner should be changed, corrected, or modified; and if so, what actions should be made.

2. **Scope**. The NDRB may review all final discharges except those

a. awarded more than 15 years before an application for review was submitted,

b. resulting from a general court-martial, or

c. due to physical disability.

3. **Authority**. The NDRB has no authority to

a. revoke any discharge;

b. reinstate a person in the military service;

c. recall a person to active duty;

d. waive discharge/change reenlistment (RE) code to permit enlistment in the naval or other Armed Forces;

e. cancel enlistment contracts;

f. change, correct, or modify any document other than the discharge document;

g. change the reason for discharge from, or to, physical disability; or

h. determine eligibility for veteran's benefits.

4. **Requirements**. To permit relief, an error must have been found to have existed during the period of enlistment in question. The member's good conduct after discharge, in and of itself, is not sufficient to warrant changing an unfavorable discharge. There is no entitlement to a discharge upgrade, there is no automatic review of a discharge by NDRB, and there is no automatic upgrade of discharge 6 months after discharge. Individuals must submit an application (DD 293 (Rev. 03-04), Application for the Review of Discharge or Dismissal from the Armed Forces of the United States) for a review of the discharge.

5. **Applications**

a. Applications for review (DD 293) and general information can be obtained by writing to:

Secretary of the Navy
Council of Review Boards
720 Kennon Street SE STE 309 (NDRB)
Washington Navy Yard DC 20374-5023

b. Or visit our web site at:

www.hq.navy.mil/ncpb/

MILPERSMAN 1000-170

SAILING DIARY

Responsible Office	BUPERS (BUPERS-26)	Phone: DSN COM FAX	882-4346 (901)874-4346 882-2640

References	(a) OPNAVINST 1000.23C

1. **Policy**. Upon sailing, all ships and deployable units, squadrons, and staffs getting underway will submit a **Sailing Diary** each time they leave port (any port), regardless of time in port. Each member of the ship's company who will not be on board at time of sailing must be reported as **Absent on Sailing**. Upon arriving at a port, a **Sailing Termination Diary** must be submitted to delete the previous Absent on Sailing. The term "**ships company**" refers to all personnel who are attached to an activity in a duty or temporary duty (TDY) status.

2. **Purpose**. In the unfortunate event that a unit may experience some form of disaster on board, it is absolutely imperative that leadership and personnel accounting systems have the most up-to-date personnel information/data possible from that unit. The Sailing Diary provides that vehicle in which this is accomplished.

3. **Responsibilities**

a. See reference (a) on Sailing Diary policy/procedures for **submarines**.

b. **All ships** with components for which they are responsible will report Sailing and Termination Diaries using the **Navy Standard Integrated Personnel System (NSIPS)**. A component is an activity permanently assigned to the ship, but has a different activity title and its own unique unit identification code (UIC).

4. **NSIPS Procedures**. Strict adherence to these requirements is essential in order for Commander, Navy Personnel Command (COMNAVPERSCOM) to provide the status of an activity and personnel in the event of a disaster at sea. The **Active Readiness Information System (ARIS)**, permits the personnel

managers to quickly determine passengers embarked, survivors embarked, personnel on board to temporary additional duty (TAD), and personnel absent when the ship or mobile unit gets underway.

a. **Prior to getting underway**: A diary will be created in **NSIPS**.

b. **Upon sailing**: Release the Sailing Diary in **NSIPS** for all ship's company and embarked personnel.

c. **While underway**:

(1) **Personnel Arrivals**. If personnel arrive while underway, determine the reason they are reporting. See the below table:

PERSONNEL ARRIVALS			
IF:	**TRANSACTION:**	**SUBMITTED BY:**	**METHOD:**
Reporting for duty	Gain	Ships **attached** to Personnel Support Activity Detachment (PERSUPP DET) Afloat	Submit documentation to PERSUPP DET Afloat
		Ships **not attached** to PERSUPP DET Afloat	In NSIPS
Reporting for TAD to augment normal manning **or** embarking as passengers or as survivors	Embarked Passenger	All Ships	In NSIPS

(See next page.)

(2) **Personnel Departures**. If personnel depart while underway, determine the reason they are leaving. See the below table:

PERSONNEL DEPARTURES			
IF:	**TRANSACTION:**	**SUBMITTED BY:**	**METHOD:**
Ship's company member is being transferred to a new duty station	Loss	Ships **attached** to PERSUPP DET Afloat	Submit documentation to PERSUPP DET Afloat
		Ships **not attached** to PERSUPP DET Afloat	In NSIPS
On board for TAD to augment normal manning and are now departing	Debarked Passenger	All Ships	In NSIPS
Ship's company member departing on leave or TAD	Debarked Passenger	All Ships	In NSIPS
An embarked unit, squadron, or staff debarks underway	Unit/Staff Debark	All Ships	In NSIPS
Armed landing party or VBSS team departure or return	Armed Landing Party	All Ships	In NSIPS

(See next page.)

5. **NSIPS Navigation**. The remainder of this article contains information on navigating through the NSIPS diary application panels and their uses.

a. From the **NSIPS Home Screen**, click on **Diary>**, **Sailing Admin>**, **Use>**, **Sailing Admin – Create**.

b. **Sailing Admin – Create** panel will appear. At the bottom of the screen the **UIC** and the **Name of the Ship** under the **Department Description** will be reflected.

c. Click on the **Ship** and a panel with four tabs across the top of the screen will appear. Note what each tab is for; **Sailing Info**, **Absent on Sailing**, **Embark/Debark Passengers**, and **Armed Landing Party**.

(a) **Sailing Info Tab**: Used for information such as sailing beginning/ending dates, sailed from/return to Port, and to report when a unit, squadron, or staff has embarked/debarked with the ship.

(b) **Absent on Sailing Tab**: Used to add or delete personnel absent on sailing or ship’s company personnel who depart/return after getting underway.

(c) **Embark/Debark Passengers Tab**: Used to add or delete embarked/debarked United States (U.S.) military officer and enlisted passengers, foreign military passengers, and civilian passengers.

(d) **Armed Landing Party**: Used to add or delete an armed landing party, or personnel when a VBSS team is landed in a foreign territory or vessel for purposes other than training, shore patrol, or parades.

MILPERSMAN 1001-020

FULL TIME SUPPORT (FTS) OF THE NAVY RESERVE OFFICER PROGRAM

Responsible Office	NAVPERSCOM (PERS-92)	Phone: DSN COM FAX	882-4513 (901) 874-4513 882-2910

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C., Chapter 1209, §12310 (b) SECNAVINST 1920.6C

1. **Background**. The Full Time Support (FTS) of the Navy Reserve officer program was authorized by reference (a) in order to have Reserve officers on active duty "... **to perform duties in connection with organizing**, **administering**, **recruiting**, **instructing**, **or training Reserve components**" and is open to both active duty officers on the Active Duty List (ADL) as well as Ready Reserve officers on the Reserve Active Status List (RASL).

2. **Mission**

a. The mission of the FTS officer program is to

(1) provide full-time training and management of the Navy Reserve,

(2) optimize effectiveness of Navy total force through mobilization and augmentation planning,

(3) optimize readiness of the Navy Reserve for mobilization or peacetime support of active forces, and

(4) facilitate Navy access to Navy Reserve assets.

b. FTS officers provide essential active duty support to the Navy Reserve in the areas of manpower management, personnel administration, mobilization training, logistics support, financial management, and facilities management.

3. **Career Path**. The FTS officer program offers a full active duty career for Reserve officers through captain, with limited opportunity to compete for flag rank. Retention and attrition criteria for FTS officers is defined in reference (b).

a. **Recognize Proficiency**. Recognizing operational proficiency enhances the FTS officer's effectiveness in training and management of the Navy Reserve, the typical FTS officer career path includes a balance of operational and Reserve management assignments.

b. **Maintain Experience**. To maintain a high level of operational experience in the program, FTS Unrestricted Line (URL) officers in all grades follow a sea/shore rotation comparable to their active duty contemporaries. The shore duty assignments that FTS URL officers perform include Reserve management tours based on career progression requirements and billet availability.

c. **Sea/Shore Location**. Reserve management tours may be at field activities throughout the United States (U.S.), as well as on major staffs afloat and ashore.

4. **FTS Designators**. FTS officers are distinguished from their peers **by assignment of 7 as the last digit of their designator**. The following designators comprise the FTS officer program:

Designator Codes	Titles
1117	Surface Warfare
1127	Submarine Warfare
1137	Special Warfare
1147	Explosive Ordnance Disposal
1167	Surface Warfare Officer Trainee
1207	Human Resources
1317	Naval Aviator
1327	Naval Flight Officer
1527	Aerospace Maintenance Duty Officer
3107	Supply Corps

5. **Promotion**. FTS officers are considered for promotion by Reserve promotion boards, and compete for promotion against other FTS officers. Promotion zones and flow points are commensurate with Regular officers.

6. **Program Eligibility**

a. **Accession Methods and Time in Grade**

(1) **Regular active duty officers** are accessed into the FTS officer program through **transfer and redesignation** from the ADL.

(2) **Ready Reserve officers** (to include Selected Reserve (SELRES), Voluntary Training Unit (VTU), Reserve Canvassing Recruiters (CANREC), and Selected Reserve officers currently serving on active duty Recall Orders) are accessed into the FTS officer program through **recall** to active duty from the Ready Reserve.

(3) In general, officers must be **junior to a lieutenant commander (LCDR) with 3 years in grade**.

b. **Break in Service Time**. **Ready Reserve officers** applying for recall to active duty in the FTS officer program should have less than a 4-year break in extended active duty service in order to be provided the opportunity to complete 20 years of qualifying active duty service within 24 years of commissioned service.

c. **Fit for Full Duty**. **Regular active duty and Ready Reserve officers** applying for the FTS program must be Fit for Full Duty in their medical and dental status and must be cleared for detailing to active duty assignments.

d. **Canvasser Recruiter Requirements**. **Canvasser Recruiters** are eligible to apply for redesignation into the **1207** community, but must complete an initial 2 years of recruiting duty before being detailed to their initial Reserve management assignment.

e. **Failed of Selection (FOS) Consideration**.

(1) **Regular officers** on the ADL with one or more FOS are considered on a case-by-case basis based on manning needs, policy and statutory limitations, and future promotability.

(2) **Reserve officers** on the RASL with one FOS are considered on a case-by-case basis based on manning needs, policy and statutory limitations, and future promotability. Reserve officers with two or more FOS are not eligible for the FTS officer program.

f. **Inter-Service Transfers**. Applicants must be affiliated with either the Navy or Navy Reserve; inter-service transfers will not be considered.

g. **Degree**. Applicants must possess a 4-year undergraduate degree to be eligible for the FTS officer program.

h. **Eligibility Requirements Adjustments and Release**. Eligibility requirements for both the **FTS officer program** and for each **FTS officer community** are adjusted prior to each FTS Transfer/Redesignation selection board based on manning levels and the needs of both the FTS and Regular active duty officer communities. These requirements will be released prior to each FTS selection board through the semi-annual NAVADMIN message and will also be posted on the applicable Navy Personnel Command (NAVPERSCOM) FTS-related Web sites.

7. **FTS Transfer and Redesignation Boards**. FTS Transfer and Redesignation Boards are conducted **semi-annually** with detailed **eligibility requirements**, **application deadlines**, and **board convening dates** announced by NAVADMIN message, as well as additional eligibility and application information being posted on applicable NAVPERSCOM FTS officer program websites.
FTS Transfer and Redesignation Boards are also the mechanism for existing FTS officers to request redesignation into another FTS officer community.

8. **Application Procedures**

a. **Addressees and Endorsements**. Officers may apply for FTS officer program by letter

- **to** NAVPERSCOM, Reserve Personnel Management Division (PERS-9),
- **via** their active duty commanding officer (CO) for **Regular** active duty applicants, **or**
- **via** their Reserve unit CO, **or** Reserve unit officer in charge (OIC) for **Ready Reserve** applicants.

Command endorsements are required from all applicants.

b. **Application Content**. Applications must reference this article and should include

- all applicable personal and contact information,
- present command information,
- a brief resume of military duties including
  - qualifications attained,
  - advanced education,
  - aircraft flown,
  - flight hours,
- the FTS officer communities interested in being considered for.

c. **Application Information**. Detailed applications procedures and sample application will be posted on applicable NAVPERSCOM FTS officer program Web sites to assist in the application process for each **FTS Transfer and Redesignation Board**. Both **Regular** active duty and **Ready Reserve** applicants are considered for release by their respective officer community prior to the given FTS board taking place.

9. **Service Obligation**

a. **Regular active duty officers** accepting FTS redesignation must agree to serve a minimum of 2 years as an FTS officer. The 2 year obligated service (OBLISERV) period will run concurrent with military service obligation (MSO) and all other service obligations incurred by the officer.

b. **Redesignated officers** can expect to be reassigned by the FTS detailer within 1 year of their selection to FTS, or at their projected rotation date (PRD), whichever occurs earlier.

c. **Ready Reserve officers** accepting FTS recall must agree to serve on active duty for a minimum of 3 years as an FTS officer.

MILPERSMAN 1001-030

CIVILIAN EMPLOYMENT OF INACTIVE DUTY NAVY RESERVISTS

Responsible Office	NAVPERSCOM (PERS-491)	Phone: DSN COM FAX	882-4481 (901) 874-4481 882-2909

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUPERSINST 1001.39E (b) DOD 5500.7-R, Joint Ethics Regulation (JER)

1. **Policy**. When not on active duty and not in a duty status, members of Reserve components maintain their rank or rate and Reserve status, but are not considered to be employees of the United States (U.S.) or persons discharging any official function in connection with any department or agency of the U.S.

2. **Employment Restriction**. Defined in reference (a), chapter 10, section 1009 and chapter 21, section 2103.

3. **Conflict of Interest**. Defined in reference (a), chapter 4, section 406 and chapter 10, section 1010; and reference (b).

4. **Foreign Employment**. Subject to the approval of the Secretary of State and Secretary of the Navy (SECNAV), members of Reserve components may accept employment in a civil capacity and receive compensation incident thereto with any foreign government or any foreign concern.

MILPERSMAN 1001-040

FOREIGN TRAVEL AND RESIDENCE OF INACTIVE DUTY NAVY RESERVISTS

Responsible Office	NAVPERSCOM (PERS-491)	Phone: DSN COM FAX	882-4482 (901) 874-4482 882-2753

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 5510.30A (b) DOD 4500.54-G, DOD Foreign Clearance Guide (c) COMNAVRESFORINST 1001.5C

1. **Criteria**. This article applies to Navy Reserve personnel on inactive duty, who travel or reside outside the United States (U.S.) and its territories.

2. **Reporting Requirement**. Reservists shall provide their itinerary and overseas mail addresses to their commanding officer (CO), if travel or residence will exceed 30 days. Nondrilling reservists will notify **Commanding Officer**, **Navy Reserve Personnel Center**, **New Orleans**, **LA 70149-7800**.

3. **Security Requirement**

a. Reservists with access to classified information shall notify their CO of future foreign travel and receive an appropriate foreign travel briefing required by reference (a).

b. Refer to reference (b) regarding individual country uniform and civilian clothing restrictions.

4. **Foreign Unit Assignment**. Request for overseas reserve unit assignment should be submitted as outlined in reference (c).

MILPERSMAN 1001-060

ASSIGNMENT OF ENLISTED NAVAL RESERVISTS TO ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-80C)	Phone: DSN COM	882-3208 (901) 874-3208

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	DFAS-CL (NAVSO-P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy) (DFASPPM)

1. **Policy**. Agreements by reservists to remain on active duty must be within the term of their enlistment, or enlistment as extended. If reservists accept recall to active duty beyond the terms of their current enlistment, or enlistment as extended, such obligation may be incurred by NAVPERS 1070/621 (Rev 01-00), Agreement to Extend Enlistment, provided such agreement does not exceed a total aggregate of 48 months when combined with previous extensions on a single enlistment contract. If a recallee’s total extensions will exceed 48 months, the member must reenlist USNR on the date of recall, for a period that equals or exceeds the active duty obligation.

2. Procedures

a. Reservists accepted for voluntary recall to active duty, for a period of 30 days or more including the Active Duty for Special Work (ADSW) and Training and Administration of Reserve (TAR) programs (less Active Duty for Training (ACDUTRA)), are required to complete NAVPERS 1070/622 (Rev. 01-00), Agreement to Recall or Extend Active Duty, sections 1 and 2, for the entire period of obligated service indicated on the recall authorization. Reference (a), parts 8 and 9, provides guidance on preparation.

b. A NAVPERS 1070/622 must be prepared for the entire amount of obligated service. Reservists in the Active Mariner and SAM programs are not required to complete a NAVPERS 1070/622 to cover the initial period of active duty.

MILPERSMAN 1001-070

INACTIVE DUTY RESERVISTS WHO ARE STUDENTS OR GRADUATES OF MEDICAL SCHOOLS OR THEOLOGICAL STUDIES

Responsible Office	NAVPERSCOM (PERS-491)	Phone: DSN COM FAX	882-4481 (901) 874-4481 882-2909

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. (b) DODD 1200.7 of 18 Nov 99 (c) SECNAVINST 1120.13A (d) SECNAVINST 1520.8A (e) SECNAVINST 1520.11 (f) SECNAVINST 1120.4A (g) BUPERSINST 1001.39E

1. **Policy and Procedures**. Navy reservists who are students or graduates of medical or theological schools have limitations placed on their participation in the Navy Reserve per reference (a), sections 12317 and 12682, and reference (b).

2. **Limitations on Medical Students**. Medical student Navy Reserve participation limitations are as follows:

a. Reserve officers with **19X5** designators who are in an accredited medical, osteopathic, or dental program of study located in the United States or the Commonwealth of Puerto Rico are assigned to the Individual Ready Reserve (IRR). Upon completion of their program, they are required to seek reappointment in the appropriate Staff Corps per references (c) and (d).

b. Reserve officers who are participating in the Navy Active Duty Delay for Specialist (NADDS) Physician Program are not authorized Selected Reserve (SELRES) assignments. NADDS physicians remain in an active status and may be assigned to the IRR either as a drilling member in a voluntary training unit or non-drilling member. They are encouraged to participate non-pay and to perform Annual Training so they will have “Observed” fitness reports submitted by Bureau of Medicine and Surgery (BUMED-513). Fitness reports and Navy Reserve Qualification Questionnaires become the primary sources of information for

promotion consideration. (Refer to reference (e) for additional details.)

c. Reserve officers, with designators other than **19XX**, **2105**, or **2205**, and enlisted reservists who are medical, dental, or nursing students may remain in the Ready Reserve; however, per reference (b), upon mobilization, they either may be deferred or shall be mobilized as a student, intern, resident, or fellow status until qualified in the applicable medical specialty, as prescribed by Secretary of the Navy (SECNAV). Order-issuing authorities should be cognizant of the member's student status and be aware of their restricted mobilization. SELRES assignments should be limited to medical units where their skills can be used upon mobilization.

3. **Credentials Attainment**. Upon attaining the prerequisite medical credentials, members will be required to seek reappointment in the appropriate Staff Corps per references (c) and (d).

4. **Religious Studies and Vocations**. Reservists who are pursuing religious studies or working in religious vocations will notify Navy Personnel Command (NAVPERSCOM), Reserve Officer Status Section (PERS-4911) by letter of their educational and vocational intent. They will be assigned as follows:

a. Navy reservists attending recognized theological or divinity schools, or their equivalent, in preparing for religious ministry are ineligible for assignment to the Ready Reserve and will be transferred to USNR-S1, USNR-S2, or Retired Reserve, as appropriate, unless they are accepted into the Chaplain Candidate Program per reference (f). (By statute, they may not be required to serve on active duty or participate in inactive duty training.)

b. Chaplain Candidate Program officers, designated **1945**, are assigned to the IRR. They are encouraged to perform non-pay drills and may perform Active Duty for Training (ADT) with or without pay as authorized by their program manager. They must apply for and accept, if offered, a superseding appointment in the Chaplain Corps within 1 year of meeting Navy and faith group eligibility requirements and comply with other provisions of reference (f).

5. **Ordained Ministers**. Navy reservists who are or become civilian clergy or ministers of religion must apply for appointment in the Chaplain Corps (**4105**) or request a waiver from NAVPERSCOM (PERS-4911) to remain in the Ready Reserve with another designator or rating.

6. **Waivers**. Reservists may send a request to NAVPERSCOM (PERS-4911) for a waiver to retain their present designator if Navy has need for the member to be reappointed as a **4105** or if there would be a significant rank disparity as a result of their appointment in the Staff Corps. A waiver in itself will not authorize retention in the Ready Reserve, AT with pay, or assignment in a pay billet, but rather allows members to continue their careers in their present designator.

7. **Screening Guidance**. Procedures for reporting members in any of the above categories are identified in the screening guidance provided in reference (g).

MILPERSMAN 1001-080

MINIMUM REQUIRED SERVICE OF NAVY RESERVE OFFICERS WITH AN INITIAL 3 TO 6 MONTHS OF ACTIVE DUTY FOR TRAINING IN LIEU OF 2 OR MORE YEARS ACTIVE DUTY

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	664-5052 (703) 604-5050 (703) 604-6957

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 50 U.S.C., Title 456(d)(1), Military Selective Service Act of 1967

1. **Policy**. A member commissioned in a Reserve component upon completion of an officer training program specified, per reference (a), who performs initial Active Duty for training of 3 to 6 months in lieu of 2 or more years of Active Duty, shall be required to serve in a Reserve component until the eighth anniversary of the receipt of such commission.

MILPERSMAN 1001-090

MINIMUM REQUIRED ACTIVE SERVICE OF RESERVE OFFICERS

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	223-2325 (703) 693-2325 224-1189

1. **Policy**. Reserve officers will be eligible for release from active duty after completing their minimum required (obligated) active service, and any additional required (obligated) active service incurred by them.

2. **Minimum Required Active Service**

a. Minimum required active duty service is specified in the directive which describes the program through which the officer obtained a commission or is specified in the service agreement executed by the officer.

b. Reserve officers **involuntarily** called to active duty will not be eligible for release until completion of the period of active duty for which called.

3. **Additional Required Active Service**

a. Additional required active duty service is required of officers who participate in certain undergraduate, postgraduate, and special instructional programs or who voluntarily execute orders which contain a requirement that the officer extend active duty service.

b. This additional required service will be as specified in the directive which describes the program and as agreed to by the officer in the officer’s application or in accepting the official Navy orders which ordered the officer to the program.

MILPERSMAN 1050-010

LEAVE POLICY

Responsible Office	OPNAV (N130)	Phone: DSN COM FAX	664-5477 (703) 604-5477 604-6957
	NAVPERSCOM (PERS-91)	Phone: DSN COM FAX	882-4501 (901) 874-4501 874-7031

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) 10 U.S.C. §701 (b) DoD Instruction 1327.06 of 16 Jun 09 (c) 10 U.S.C. §972 (d) 37 U.S.C. §501 (e) SECNAVINST 1920.6C (f) DJMS, Procedures Training Guide (PTG)

1. **Definition of Leave**. Leave, as defined by reference (a), is the authorized absence of a Service member from a place of duty, chargeable against such member, per reference (b), as amended.

2. **Types of Leave**. The following is a classification of leave types in terms of leave accrued, chargeable, non-chargeable, and subject to checkage:

TYPES OF LEAVE TABLE 1-1	
TYPE OF LEAVE	**DEFINITION**
a. **Earned (Accrued) Leave:**	**Earned leave** is the term used to describe leave accrued to a Service member's credit as of any given date. (1) **Minus Leave Credit.** Earned leave may indicate a minus leave credit, but such amount of minus leave credit must not exceed the amount of leave that would normally be earned during the remaining period of obligated Active Duty (ACDU). (2) **Excess Leave.** A minus leave credit on date of discharge, effective date of first extension of an enlistment, or separation from ACDU is excess leave and is subject to checkage.

TYPE OF LEAVE	DEFINITION
Earned (Accrued) Leave (cont):	(3) **Ordinary Accrual Limit**. The account balance of ordinary earned or accrued leave must be reduced to 60 days at the end of the fiscal year (FY), except in the case of special accrual. However, effective 1 October 2008 through 30 September 2015, a Service member's earned or accrued leave must be reduced to 75 days at the end of the FY. (4) **Special Accrual Limit.** Personnel are authorized special leave accrual up to 120 days while assigned to duty under special circumstances as defined in MILPERSMAN 1050-070.
b. **Chargeable Leave:**	(1) **Annual (Ordinary) Leave -** Leave granted in execution of a command's leave program, chargeable to the Service member's leave account. (2) **Emergency Leave -** Leave granted for a personal or family emergency involving members of their household, immediate family, or a sole surviving relative which requires the Service member's presence whenever the circumstances warrant and the military situation permits. It is chargeable to the Service member's leave account. (3) **Advance Leave** - Leave granted to a Service member with limited or no accrued leave prior to its accrual to the Service member's leave account, based on a reasonable expectation that it will be earned by the Service member during the remaining period of obligated ACDU. This leave may be granted to resolve urgent, personal, or emergency situations. See MILPERSMAN 1050-130. (4) **Reenlistment Leave -** Leave granted to a Service member incident to reenlistment. Up to 90 days may be authorized to Service members, and this leave should begin immediately upon reenlistment. It is chargeable to the Service member's leave account. (5) **Leave in Conjunction with Permanent Change of Station (PCS) -** Leave authorized in conjunction with PCS movement for no less than 30 days delay en route, whenever feasible. It is chargeable to the Service member's leave account. See MILPERSMAN 1050-150.
	(6) **Consecutive Overseas Tour Leave -** Leave authorized for Service members stationed outside the continental United States (OCONUS) who are ordered to a consecutive overseas tour at the same duty station or who are reassigned PCS to another OCONUS duty station. It is chargeable to the Service member's leave account. See MILPERSMAN 1050-410.

Chargeable Leave (cont):	(7) **Terminal Leave -** Leave authorized for Service members at the time of retirement, separation, or release from ACDU. It is chargeable to the Service member's leave account. See MILPERSMAN 1050-120. (8) **Environmental Morale Leave -** Leave granted to a Service member assigned to an overseas duty location that includes extraordinarily difficult living conditions or adverse environmental conditions that would offset the full benefits of annual leave programs. It is chargeable to the Service member's leave account. See MILPERSMAN 1050-210. (9) **Rest and Recuperation (R&R) Leave -** Leave granted (to include Government-funded transportation) to Service members who qualify under conditions designated by the Principal Deputy Under Secretary of Defense (PSUSD) for personnel and readiness (P&R). It is chargeable to the Service member's leave account. The associated leave program, Non-Chargeable R&R Program, is not chargeable to a Service member's leave account. See MILPERSMAN 1050-200 for qualifying criteria. (10) **Court Determination and or Child Support Leave -** Leave granted when a Service member requests leave on the basis of need to attend hearings to determine biological relationship (paternity or maternity) to a child or to determine an obligation to provide child support. Leave shall be granted unless the Service member is serving in or with a unit deployed in a contingency operation, or exigencies of military service require a denial of such a request. It is chargeable to a Service member's leave account.
c. **Non-Chargeable Leave:**	(1) **Convalescent Leave** - A period of authorized absence granted to persons while under medical care which is part of the care and treatment prescribed for a Service member's recuperation or convalescence (to include maternity leave). The Service member's commanding officer (CO) or the hospital commander may grant convalescent leave to patients not yet fit for duty per MILPERSMAN 1050-180. Convalescent leave is not chargeable to a Service member's leave account.
	(2) **Graduation Leave** - A period of authorized absence granted as a delay in reporting to the first duty station in the case of graduates of the U.S. Naval Academy who are appointed commissioned officers in the Armed Forces. Graduation leave is not chargeable to a Service member's leave account and must be used within 3 months of the officer's graduation and before the officer reports to the first duty location or port of embarkation (for permanent duty or with deployed units).

TYPE OF LEAVE	DEFINITION
Non Chargeable Leave (cont):	(3) **Adoption Leave** - A period of authorized absence up to 21 days granted to a Service member who adopts a child under a qualifying adoption. Adoption leave is not chargeable to a Service member's leave account. See MILPERSMAN 1050-420. (4) **Paternity Leave** - A period of authorized absence up to 10 days granted to a married Service member whose wife gives birth to a child and is subsequently used in connection with this birth. Paternity leave is not chargeable to a Service member's leave account. See MILPERSMAN 1050-430. (5) **Recruiting Assistance Leave -** A period of authorized absence up to 14 days to Service members who provide assistance to recruiting. Recruiting assistance leave is not chargeable to a Service member's leave account. See MILPERSMAN 1050-220. (6) **Emergency Leave of Absence -** Non-chargeable leave period of up to 14 days for a qualifying emergency. An emergency leave of absence may only be granted by the Secretary of the Navy and is only authorized once during a career. Emergency leave of absence is not chargeable to a Service member's leave account. Emergency leave of absence is subject to the limitations outlined in reference (b). (7) Rest **and Recuperation Leave -** Leave granted (to include Government-funded transportation) to Service members who qualify under conditions designated by PSUSD (P&R). Non-chargeable R&R is not chargeable to a Service member's leave account. See MILPERSMAN 1050-200 for qualifying criteria.
d. **Leave Subject to Checkage – Excess Leave**	**Excess Leave** is the term used to describe leave granted in excess of earned leave and advance leave, and a period during which the Service member is not entitled to pay and allowances. (1) A minus leave balance at the time of discharge, first extension of an enlistment, separation from ACDU, desertion, or death shall be considered as excess leave without regard to the authority under which the minus leave balance was granted. (2) The pay and allowances received while on excess leave shall be checked upon the Service member's return from such leave.

3. **Entitlement to Leave**. Each member serving in the Navy on ACDU shall be entitled to accrue leave at the rate of 2-½ calendar days for each month of ACDU service, except for periods listed in paragraph 4 below.

4. **Exceptions**. Periods of

a. ACDU of less than 30 consecutive days;

b. ACDU for training with pay of less than 30 consecutive days;

c. Absence from duty without leave;

d. Absence over leave;

e. Unauthorized absence;

e. Confinement as the result of a sentence of a court martial;

f. Lost time per reference (c) and MILPERSMAN 1600-100;

g. Appellate leave; and

h. Excess leave or other periods where member is in a non-pay status.

5. **Forfeiture of Accrued Leave**. Any Service member who is discharged under other than honorable conditions shall forfeit all accrued leave to his or her credit at the time of discharge per reference (d), section 501(e)(1). Additionally, per reference (d), section 501(e)(2), Service members who are discharged before completing 6 months of ACDU service because of a failure to serve satisfactorily are subject to the forfeiture of all accrued leave. This provision applies to all Service members, including those with prior military service (breaks in military service of more than 90 or more consecutive days) who are separated for:

a. **Enlisted Separation Reasons**:

(1) Defective enlistments and inductions (minority and fraudulent entry only);

(2) Entry-level performance and conduct;

(3) Unsatisfactory performance;

(4) Drug and or alcohol abuse rehabilitation failure;

(5) Misconduct (moral and or professional dereliction);

(6) Separation in lieu of trial by court-martial; or

(7) Security (unless the Service member receives an honorable discharge).

b. **Officer Separation Reasons**:

(1) Separation for cause (e.g., officers separated for substandard performance of duty);

(2) Dropped from the rolls;

(3) Misconduct (moral and or professional dereliction);

(4) Separation in lieu of trial by court-martial; or

(5) Security (unless the Service member receives an honorable discharge).

6. **Earned Leave Limits**

a. Limits on earned leave are defined in references (a) and (b). Earned leave may exceed 60 days during a fiscal year (FY), but any earned leave balance exceeding 60 days shall be reduced to 60 days as of the first day of the new FY. During the period beginning on 1 October 2008 through 30 September 2015, earned leave up to 75 days may be retained as of the first day of the new FY.

b. Leave not to exceed 120 days may be accumulated as defined in MILPERSMAN 1050-070. Except for leave accumulated from 1 October 2008 until 30 September 2015, leave in excess of 60 days that has been accrued, per MILPERSMAN 1050-070, shall be lost unless it is used before the end of the third FY after the FY in which it was earned. Special leave accrual earned from 1 October 2008 until 30 September 2015 may be retained until the fourth FY after the FY in which it was earned.

c. Unused leave accumulated in excess of the above stipulated limitations is irrevocably lost and may not be

compensated for with cash. As this policy is based on public law, no waiver authority exists.

d. A Reserve Component (RC) member who accumulates leave during a period of active service may carry over any leave accumulated subject to the limitations in references (a) and (b).

7. **Limits when Separating, Enlisting, Reenlisting, or Extending**. Use the rules specified in the table below to determine earned leave limits during separation, enlistment, reenlistment, or extension:

RULES TO DETERMINE EARNED LEAVE LIMITS
TABLE 1-2

WHEN ...	AND ...	THEN ...
any person is discharged under other than honorable conditions (OTH),		that person shall forfeit all earned leave at time of discharge.
commands desire to maintain the highest standards of conduct and performance,		the commands may authorize Service members in a pay status leave with pay and allowances not to exceed the amount of leave accumulated to date plus any leave the members will earn while in a pay status.
enlisted members on ACDU who signify their intention to enlist or reenlist in the Regular Navy or Navy Reserve on a date immediately following the date of discharge and remain on ACDU,	members who first extend an enlistment, and who are entitled to lump-sum leave payments for unused leave standing to their credit,	the members may elect to sell a portion of the accrued leave and carry forward the remainder to the new or extended enlistment.
personnel are not entitled to a cash settlement,		they shall have unused leave carried over into a new enlistment or an extension of enlistment. This carryover may exceed 60 days.
a minus leave credit balance exists,		that balance shall not be carried over into a new enlistment or first extension of an enlistment, but shall be considered as excess leave and checked accordingly, except as provided in the article concerning checkage of pay for excess leave.

8. **Authority to Grant Leave**. Subject to such supplementary regulations as may be issued by higher authority:

a. COs or officers-in-charge may grant leave and liberty to officers and enlisted personnel under their command or in their charge, subject to such limitations as are set forth in this article and pursuant to regulations prescribed by the Chief of Naval Operations.

b. The chief or commander of a bureau, command, or office of the Navy department is authorized to grant leave and liberty to Service members on duty in their respective bureau, command, or office, pursuant to regulations.

9. **Aggressive Leave Program Rationale**. Experience has shown that vacations and short periods of rest from duty provide benefits to morale and motivation which are essential to maintaining maximum command effectiveness and morale. The lack of such respite from the work environment adversely affects Service member's health, availability, and performance. It also intensifies the separation from home and family that is a normal result of military duties and operational deployments. Thus, it adversely affects the attitudes of the family and influences the morale and performance of the Service member. Promoting periodic annual use of leave is a major consideration in the effort to increase efficiency while reducing manpower and to reduce costs. Persuasive pursuit of these policies at all levels will make a positive contribution to cost savings, morale, and performance.

10. **Annual Leave Program**

a. Officers authorized to grant leave shall establish and regulate schedules to provide for maximum use of earned leave consistent with:

(1) Operational and training requirements; and

(2) The desires of the individual Service members.

b. All personnel shall be provided an opportunity to take leave annually in these programs.

c. COs must include positive programs to encourage the use of leave as it is earned as respite from the work environment.

d. COs shall ensure that Service members do not bear the responsibility of locating and arranging for necessary leave reliefs or any other type of duty standby for periods of leave of 4 days or more which have been requested and granted prior to the publication of any conflicting duty list or watch bill.

11. **Frequency and Length**. When possible, COs should provide the opportunity to take frequent periods of leave, including an opportunity to take one annual leave period of at least 14 consecutive days, to obtain maximum benefit from the objectives of the command's annual leave program.

12. **Using Leave as Accrued**. Officers in command shall encourage and assist all Service members to use, on the average, their 30 days of accrued leave each year.

a. Congress has provided the authority for Service members to carry over 60 days of leave annually (75 days during the period of 1 October 2008 to 30 September 2015) due to the arduous nature of military duties and the understanding that operational schedules at time do not allow Service members to take their full 30 days of earned leave annually.

b. Congress has provided compensation for Service members who, upon separation, were not able to use their leave because military requirements had prevented it. Service members should not be required to expend leave immediately prior to separation simply for the purpose of reducing leave balances.

c. Using the leave system as a source of additional pay through leave sell-back programs, either as a method of compensation or as a career continuation incentive, defeats the intent of Congress to provide for the health and welfare of service personnel.

d. It is specifically intended that large leave balances shall not be accrued expressly for settlement upon separation or release from ACDU.

13. **Refusal to Take Leave**. Personnel who refuse to take leave when the opportunity is afforded by the command, shall be counseled regarding the benefits of taking leave and the rationale of the leave program. Members should further be cautioned that such refusal may result in the loss of earned leave at a later date.

14. **Circumstances for Special Emphasis to Grant Leave**. In pursuing maximum use of leave, particular emphasis shall be placed on granting leave in the following circumstances:

a. Upon PCS;

b. After periods of particularly arduous duty, protracted periods of deployment from homeport, or when there is evidence of deteriorating health or morale;

c. Within the constraints of the command's unit manning document and operational requirements, emergency leave may be authorized when members or their families have been personally affected by natural disasters (i.e. floods, hurricanes, etc.);

d. During the traditional national holiday periods of Thanksgiving and Christmas;

e. For attendance at spiritual retreats or for other religious observances for which liberty is inadequate;

f. Upon reenlistment and augmentation from Reserve component to ACDU;

g. During the pre-processing period incident to release from ACDU to the extent of unused leave; and

h. Immediately preceding retirement, when requested, and to the extent of unused leave.

15. **Successive Leave**. Except under emergency or other unusual circumstances, personnel should not be granted two or more successive periods of leave without performing duty between the termination of one leave and the commencement of the other. This policy is applicable to both regular and holiday weekends.

Example: If a Service member has an approved leave period which terminates on a Friday and has requested another period of leave to commence the following Monday, then the two leave periods shall be combined into one, or the second period of leave disapproved, unless the Service member performs duty on the Saturday or Sunday between the two leave periods.

16. **Granting Emergency Leave**. When responding to emergency leave requests, COs may judiciously authorize up to 30 days of emergency leave. Requests for leave in excess of 30 days must

be authorized by the Secretary of the Navy via the Office of the Chief of Naval Operations (OPNAV), Pay and Compensation Branch (N130). See MILPERSMAN 1050-030 for additional guidance concerning emergency leave.

GRANTING LEAVE IN AN EMERGENCY TABLE 1-3		
WHEN ...	**THEN ...**	**AND ...**
the aggregate of all leave granted (earned plus advance) does not exceed 30 days,	COs may grant leave in emergencies.	
in the CO's judgment, emergency leave exceeding 30 days is warranted,	emergency leave in excess of 30 days must be authorized by the Secretary of the Navy via OPNAV (N130).	
the Service member has expended all accrued and advance leave,	the Secretary of the Navy may grant a Service member a non-chargeable emergency leave of absence for a qualifying emergency,	this leave is only authorized once in a Service member's career.
emergencies require an absence from duty in excess of 60 days,	the Service member will be considered for humanitarian reassignment of a permanent or temporary nature.	
the emergency is considered appropriate by the CO,	officers serving their initial term of obligated service, or enlisted personnel with less than 8 years of service, may be considered for hardship discharges. See reference (e)(officers) and MILPERSMAN 1910-110 (enlisted).	

17. **Granting Advance Leave**. Advance leave is a means whereby Service members with limited leave accrued may be granted leave to resolve emergency or urgent personal or morale problems. When advance leave has been taken and not fully earned back, an additional advance leave period may be granted, but only in such an amount as will ensure that the total unearned leave does not exceed 30 days.

ADVANCE LEAVE TABLE 1-4	
WHEN ...	**THEN ...**
advance leave is authorized,	such advance leave shall normally be limited to the lesser of: • 30 days; • leave that will be earned during the remaining period of ACDU (current enlistment, not including extensions, for enlisted members); or • the amount of leave that will be accrued prior to date of separation while serving an extension.
advance leave in excess of 30 days is considered necessary,	such advance leave must be authorized by the Secretary of the Navy via OPNAV (N130).
a Service member is separated more than 3 months before expiration of their enlistment, including those who reenlist within 24 hours,	advance leave will be treated as excess leave upon separation.
excess leave is authorized in conjunction with advance leave,	care must be taken that leave is not calculated to accrue during the period of excess leave involved. Accrued leave shall be expended prior to advance leave.

NOTE: Advance leave may not be authorized in conjunction with excess leave authorized for a professional degree or an officer procurement program, or for Service members involved in an administrative, disability, or punitive discharge process.

18. **Granting PCS Leave**. See table below for granting PCS related leave and exceptions thereto:

PCS LEAVE TABLE 1-5	
WHEN ...	**THEN ...**
a Service member has been issued PCS orders to a new duty station,	30 days of leave will be authorized, consisting of earned and advance leave only, no excess leave will be allowed.

the following situations occur: • immediate availabilities from hospitals, or alcohol or drug rehabilitation centers; • decommissioning; • separation orders; • a second PCS move within a 12 month period; • a need to meet key deployment; • to or from an SSBN; or • such unusual circumstances as death, illness, or detachment for cause,	exceptions to the 30 day authorized leave may be made.
personnel are returning from overseas isolated duty stations or, in certain instances, upon a Service member's request,	leave up to 60 days may be granted.

19. **Proceed and Travel Time Concurrent with Leave**. Proceed and travel time should only be granted concurrent with leave when in conjunction with an authorized PCS movement.

20. **Granting Graduation Leave**. Use the rules in the table below when granting graduation leave to midshipmen graduates of the U.S. Naval Academy:

GRADUATION LEAVE TABLE 1-6		
WHEN ...	**THEN ...**	**AND ...**
midshipmen are commissioned as officers after graduation from the U.S. Naval Academy,	graduation leave may be granted not to exceed 60 days, to the extent consistent with service requirements and other exigencies,	this leave is not chargeable to the officer's leave account, but must be used within 3 months of the officer's graduation and before the officer reports to the first duty location or port of embarkation (for permanent duty OCONUS or with deployed units).
extensions of this graduation leave period are necessary,	the extensions will be charged to the officer's leave account.	
assigning the former midshipmen to their first duty station,	the number of days for graduation leave will be stipulated in the orders, issued by the department concerned.	

midshipmen are assigned to temporary duty at the U.S. Naval Academy immediately upon graduation,	graduation leave may be granted by the Superintendent, U.S. Naval Academy commencing on the date determined by the superintendent.	

Note: The Department of the Navy currently limits graduation leave to 30 days. Graduation leave may not be carried forward as credit.

21. **Granting Officer Candidate Leave**. Upon graduation of officer candidate training, newly commissioned officers may be authorized 30 days leave, in advance (if necessary) en route to their first permanent duty station.

22. **Granting Reenlistment Leave**. Reenlistment leave applies to enlistments or reenlistments within 24 hours after discharge. Reenlistment leave will be for one period only and shall not exceed either the Service member's earned leave plus 30 days of advance leave, or a maximum of 90 days.

REENLISTMENT LEAVE TABLE 1-7		
WHEN ...	**AND ...**	**THEN ...**
ACDU or RC Sailors enlist or reenlist in the Navy or Navy Reserves within 24 hours of discharge,	are retained on ACDU upon enlistment or reenlistment,	leave may be granted as reenlistment leave.
reenlistment leave is requested to commence immediately upon reenlistment,		leave may be granted as reenlistment leave.
a course of instruction begins within 30 days of reenlistment,		reenlistment leave may be delayed to commence upon completion of the course of instruction.
incident to enlistment,		reenlistment leave may be delayed to commence upon transfer from an overseas station.
duty requirements do not permit reenlistment leave,		reenlistment leave may be delayed to commence at the earliest practical date thereafter.
a member requests his first leave period after reenlistment (with the exception of emergency leave),		that leave is considered reenlistment leave.

23. **Leave Program Administration**. Submit leave request forms via NSIPS ESR e-leave or the command leave administrator (CLA) as a “by direction” request. The NAVCOMPT 3065 Leave Request/ Authorization will only be used by commands without a current operating version of NSIPS e-Leave and is available at: https://navalforms.daps.dla.mil/formsDir/_NAVCOMPT_3065_2901.pdf

a. NSIPS ESR e-Leave and NAVCOMPT 3065 forms **will be** used to grant all types of leave (see note) and record the necessary data for service record and pay record entries.

Note: NSIPS ESR e-Leave and NAVCOMPT 3065 forms **will not** be used to grant leave in connection with transfer orders or to grant liberty.

b. When leave has been requested and approved, the procedures outlined in reference (f) shall be followed.

MILPERSMAN 1050-050

HOSPITALIZATION WHILE ON LEAVE

Responsible Office	OPNAV (N130)	Phone:	DSN COM FAX	225-3304 (703) 695-3304 (703) 695-3311

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone:	Toll Free	1-866-U ASK NPC

References	(a) DODI 1327.06, Leave and Liberty Policy and Procedures, of 16 Jun 09

1. **Rules**. Use the rules given in the table below when dealing with members who are hospitalized or placed in "sick-in-quarters (SIQ)" status while on leave:

WHEN...	**THEN...**
personnel are hospitalized or placed on SIQ status by a civilian physician while on leave,	these personnel shall not be charged leave for the period of hospitalization or SIQ status insofar as leave accounting is concerned.
admitted to a non-naval medical facility or SIQ status,	such personnel shall advise their commanding officer (CO) as soon as practical and request instructions.
personnel are admitted to naval medical facilities,	CO of that facility shall notify the member's CO of the member's hospitalization, ensuring that such notification will arrive prior to the expiration of leave (if practical).
member is hospitalized or SIQ,	chargeable leave will terminate the day preceding and recommence the day following such status.
a member dies while on leave,	member's account will not be charged for leave on the day death occurs.

2. **Safeguards to Prevent Abuse**. Appropriate safeguards may be established to ensure against abuse of hospitalization SIQ while in leave status, provided they are consistent with acceptance of certification from civilian authorities in:

a. Emergency leave validation;

b. Compassionate assignments; and

c. Hardship discharge procedures.

MILPERSMAN 1050-070

SPECIAL LEAVE ACCRUAL

Responsible Office	OPNAV (N130)	Phone: DSN COM FAX	225-3304 (703) 695-3304 (703) 695-3311

References	(a) OPNAV 1050.3 (b) DoD Instruction 1327.06 of 16 Jun 09 (c) 10 U.S.C. 701 (d) 37 U.S.C. 501 (e) DFAS-DJMS, Procedures Training Guide (DFAS-PTG)

1. **Applicability**. The provisions of this article are applicable to all active duty Navy members per reference (a).

2. **Policy**. It is Navy policy to authorize members to accrue up to 120 days earned leave when assigned to duty under any of the circumstances specified under the “Eligibility Criteria” table.

3. **Eligibility Criteria**. Use the rules in the table below to determine member eligibility for special leave accrual:

ELIGIBILITY CRITERIA FOR SPECIAL LEAVE ACCRUAL (Page 1 of 2)		
WHEN members are ...	**AND ...**	**THEN ...**
on active duty for a continuous period of at least 120 days in an area in which they are continuously entitled to hostile fire or imminent danger pay,		members are authorized to accrue up to 120 days earned leave.
serving in a deployable ship, mobile unit, or similar duty,	which, because of operational mission requirements, deploys or operates away from its designated home port or home base for a continuous period of: • at least 60 days, thus preventing normal use of earned leave before it is lost at the end of the fiscal year (FY), • less than 60 days,	members are eligible for special leave accrual. members are not eligible for special leave accrual.
Serving in a deployable ship, mobile unit, or similar duty, permanently home ported or home based outside of the 50 United States, which is required to maintain a higher than normal condition of readiness in port or at home base,	• have deployed or operated away from home port or home base more than 50 percent of the time, thus preventing normal use of earned leave before it is lost at the end of the FY, • personnel have been assigned to a ship or unit for less than 6 months of the FY,	members are eligible for special leave accrual. members are not eligible for special leave accrual.

ELIGIBILILTY CRITERIA FOR SPECIAL LEAVE ACCRUAL (Page 2 of 2)		
WHEN members are ...	**AND ...**	**THEN ...**
serving on other prescribed duty, normally for a continuous period of 60 days or more during the FY,	the situation that is preventing members assigned to such duty from using leave must have been caused by unscheduled operational commitment, national emergency or crisis or operations in defense of national security. Furthermore, the duty should preclude members from taking leave to reduce their leave balance to 60 days before the end of the FY, or 75 days from 1 October 2008 through 30 September 2013,	members are authorized the special leave accrual.
serving on unit, headquarters, and supporting staffs are prohibited from taking leave because of their involvement to support a designated contingency operation,		the provisions of the above authority may be extended to these members.
serving in Joint organizations,		determination of eligibility shall be made by the Joint organization in which the member is serving, as authorized by reference (b).
not losing leave at the end of the FY in which the qualifying period terminates,		these members are not affected by this entitlement regardless of the number of days they served on a qualifying assignment.

4. **Verification Process**

a. **Declaring Eligibility**: Personnel, who believe they are eligible for the special leave accrual, should declare their eligibility to their commanding officer (CO)/officer in charge (OIC).

b. **CO/OIC Responsibilities**:

(1) Ensuring personnel under their command are informed of this entitlement.

(2) Ensuring an appropriate service record entry is made for unit deployment dates of departure and arrival for qualifying assignments as described in “Eligibility Criteria” table.

(3) Verifying member’s eligibility by service record review. In the absence of adequate documentation, an individual’s signed sworn statement based on the “Eligibility Criteria” table is acceptable.

5. **Limitations**

a. Special leave accrual shall not be used to authorize accumulation of leave in excess of 60 days (or 75 days during the period beginning on 1 October 2008 through 30 September 2013) for personnel who do not manage their leave properly.

(1) Members are expected to take advantage of authorized leave periods and use leave authorized incident to permanent changes of duty.

(2) Leave balances that would have been lost at the end of the FY, regardless of whether the member was assigned to prescribed duty, will not be carried over.

b. The rules in table below specifies when special leave accruals are creditable and when they will be lost, with cross-reference to the “Eligibility Criteria” table:

WHEN SPECIAL LEAVE ACCRUAL IS CREDITABLE AND WHEN LOST	
WHEN ...	**THEN ...**
special leave accrual is under “Hostile Fire/ Imminent Danger,” “Deployable Ship/Mobile Unit,” or “Other Duty” criterion,	accrual is creditable in the FY in which the required continuous period of duty is reached, but the qualifying duty need not have commenced in that FY.
members are assigned to units permanently home ported or home based outside of the 50 United States as described by the “Deployable Ship/Mobile Unit Overseas” criterion,	special leave accrual is creditable only in a FY during which the member was assigned for at least 6 months.
leave is accrued in excess of 60 days, or 75 days during the period beginning on 1 October 2008 through 30 September 2013,	it is lost if not used before the end of the third FY following the FY in which the qualifying duty, i.e., deployment, is terminated; however, if the leave in this instance is accrued from 1 October 2008 until 30 September 2013, the carryover period would terminate on the fourth FY after the FY in which the qualifying duty terminated.
personnel are assigned to a deployable ship or mobile unit,	they may qualify for special leave accrual in the FY prior to the FY the ship or mobile unit returns to home port or home base. In this case, the carryover period terminates at the end of the third FY after the FY in which the ship or mobile unit returns from a qualifying deployment; however, if the leave in this instance is accrued from 1 October 2008 until 30 September 2013, the carryover period would terminate on the fourth FY after the FY in which the ship or mobile unit returns from a qualifying deployment.
members detach prior to the end of a deployment,	the date of detachment from the deployed unit is the date that normal leave-taking opportunities are considered once again available.

c. **Example 1**:

(1) Member qualifies for FY 2005 special leave accrual,

(2) member’s ship or mobile unit returns to home port or home base prior to 1 October 2005,

(3) leave accrued in excess of authorized carryover days at the end of FY 2005 must be used by 30 September 2008, or

(4) it will be deducted from the member’s account.

d. **Example 2**:

(1) Member qualifies for FY 2005 special leave accrual,

(2) member’s ship or mobile unit returns to home port or home base on or after 1 October 2005,

(3) leave accrued in excess of authorized carryover days at the end of FY 2005 must be used by 30 September 2009, or

(4) it will be deducted from the member’s account.

e. **Example 3**:

(1) Member qualifies for FY 2009 special leave accrual,

(2) member’s ship or mobile unit returns to home port or home base prior to 1 October 2009

(3) leave accrued in excess of authorized carryover days at the end of FY 2009 must be used by 30 September 2013, or

(4) it will be deducted from the member’s account.

f. **Example 4**:

(1) Member qualifies for FY 2009 special leave accrual,

(2) member’s ship or mobile unit returns to home port or home base on or after 1 October 2009

(3) leave accrued in excess of authorized carryover days at the end of FY 2009 must be used by 30 September 2014, or

(4) it will be deducted from the member's account.

6. **Duty in support of Contingency Operations**. Active duty members who have been recalled from or not authorized annual leave as a consequence of duty assignments in support of a contingency operation are authorized to carryover annual leave in excess of days normally prescribed for carryover per this article. These servicemembers are authorized to retain such leave until the end of the second FY after the FY which such service on active duty is terminated.

7. **Other Special Limits**

a. Reference (c) provides special leave accrual because of reduced leave taking opportunity caused by operational commitment. Consequently, special leave accrual does not apply to individual cases of leave lost due to

(1) hospitalization, or

(2) permanent change of station (PCS) order modifications.

b. Separation payments for unused accrued leave are limited to 60 days during a military career by reference (d).

8. **Administration**

a. Disbursing and administrative procedures are contained in reference (e).

b. Requests for special leave accrual should be submitted via the chain of command (COC) to the approving authority no earlier than the end of the FY, and no later than the end of the first quarter of the following FY.

Example: A request for FY 2008 special leave accrual should be submitted after 30 September 2008, but not later than 31 December 2008.

9. **Request Format**. Requests for special leave accrual, under the "Other Duty" criterion, should provide the following information for all personnel included in the request:

a. Full name, rank/rate, and SSN (XXX-XX-1234, last four digits).

b. Deployments:

(1) Dates, including any deployment period, which started in the previous FY and ended in the FY for which special leave accrual is being requested.

(2) Ship or unit with which deployed.

(3) Hostile fire or imminent danger area.

(4) Contingency operations (unclassified), deployed in support of.

c. Factors preventing use of earned leave while not deployed.

d. Number of days lost at FY end.

e. Narrative explaining any special circumstances to be considered by the approving authority.

f. CO endorsement.

10. **Approving Authority**

a. COs are delegated authority to grant special leave accrual to members eligible under the following criteria given in the “Eligibility Criteria” table:

Hostile Fire/Imminent Danger
Deployable Ship/Mobile Unit
Deployable Ship/Mobile Unit Overseas

b. Navy Echelon II Commanders, e.g.,

Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM),
Commander, U.S. Pacific Fleet (COMPACFLT),
Commander, U.S. Naval Forces Europe (COMUSNAVEUR), and
Commander, U.S. Naval Forces Central Command (COMUSNAVCENT)

have approval authority for special leave accrual under the “Other Duty” criterion.

MILPERSMAN 1050-080

COMPUTATION OF LEAVE - OVERVIEW

Responsible Office	CNO (N13)	Phone: DSN COM FAX	224-5636 (703) 614-5636 225-3311

Governing Directives	DOD Directive 1327.5 of 24 Sept 85 DFAS-DJMS Procedures Training Guide (DFAS PTG), Part 1, Chapter 4

1. **Introduction**. This article on computation of leave has been divided into five individual maps because of its length and complexity, with map titles as listed below.

2. **Purpose**. This article contains general instructions, together with examples, for computing leave that are intended to provide a general understanding of the method of computing leave.

3. **In This Article**. This overview article contains the following sub-titles related to important aspects of computing leave, including detailed examples:

Sub-Title	See MILPERSMAN
General Instructions	1050-081
Examples of Charging Leave, Proceed, and Travel Time	1050-082
Example of Charging Leave During PCS with TDY En Route	1050-083
Examples of Charging Leave When No Travel and Proceed Time Authorized	1050-084
Example of Charging Leave When Unaccounted Time Exists	1050-085

MILPERSMAN 1050-081

COMPUTATION OF LEAVE - GENERAL INSTRUCTIONS

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	224-5636 (703) 614-5636 225-3311

Governing Directives	DOD Directive 1327.5 of 24 Sept 85 DFAS-DJMS Procedures Training Guide (DFAS PTG), Part 1, Chapter 4

1. **Instructions**

a. The primary responsibility for leave accounting is under the cognizance of the DFAS Cleveland Center.

b. Instructions in this article are intended to provide a general understanding of the method of computing leave.

c. Specific instructions concerning leave accounting are contained in the DJMS PTG.

2. **Computing Leave**. Leave is credited at the rate of 2 ½ days for each full month on active service.

3. **When is Leave Not Creditable**

a. Leave is not creditable for any period when the member is in

(1) a lost time,

(2) excess leave, or

(3) other non-pay status.

b. Leave earnings will be reduced for each non-creditable period using the foregoing table.

4. **Computing for Cash Settlement**. Use the rules in table below when making a cash settlement at the end of a period of active service:

WHEN ...	AND ...	THEN ...
leave is computed at the end of a period of active service for the purpose of making cash settlement,	the final leave balance includes a half day total,	the total shall not be advanced to the next higher full day: • the amount to be paid shall be computed by crediting the member with one-half of a day's entitlement. • the total amount shall be rounded to the nearest penny.
a minus leave balance includes a half-day total,		the minus balance shall be increased to the next highest full day.

5. **Determining Leave Between Permanent Change of Stations (PCS's)**

a. In determining leave between PCS's, work backwards to compute the number of days travel, proceed, and leave, according to MILPERSMAN 1320-090, 1320-100, and 1050-150.

b. If both travel in and out of the continental United States (CONUS) are involved, the allowable travel time IN CONUS and OUT CONUS will be added.

c. The number of days remaining, after deducting the proceed and travel time from the elapsed time, is chargeable as leave.

MILPERSMAN 1050-082

COMPUTATION OF LEAVE - EXAMPLES OF CHARGING LEAVE, PROCEED, AND TRAVEL TIME

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 225-3311

Governing Directive	DFAS-DJMS Procedures Training Guide (DFAS PTG), Part 1, Chapter 4

1. **Examples**. Five examples are provided illustrating the computation of leave and then how it is charged, together with proceed and travel time, during permanent change of station (PCS).

Example 1

On 1 December the member was detached for PCS transfer from Washington, D.C. to shore duty in San Francisco, California.

On 21 December the member reported to duty station in San Francisco.

EVENT	EVENT DATE	
Detach old permanent duty station (PDS)	1 December	
Report new PDS	21 December	
COMPUTATION		**NUMBER OF DAYS**
Total elapsed time		20
Travel time allowed		9
Proceed time allowed		0
Travel + proceed time		9
Leave (remaining time)		11
TYPE CHARGED	**PERIOD CHARGED**	**NUMBER OF DAYS**
Date detached leave	1-11 December	11
Travel time	12-20 December	9
Date Reported (day of duty)	21 December	

Example 2

On 21 April unaccompanied member detached from Navy Recruiting Station, Norfolk, VA, under PCS orders to NAS, Agana, Guam, M.I., to report to port of embarkation (POE) not later than 0800, 11 May.

On 11 May member reported at 0750 to POE, Travis, AFB, CA, for Government air transportation to Guam. Delayed in Hawaii awaiting further transportation.

On 15 May member arrived NAS, Agana.

EVENT	EVENT DATE	
Detach old PDS	21 April	
Report POE	11 May	
Report new PDS	15 May	
COMPUTATION		**NUMBER OF DAYS**
Total elapsed time		24
Travel time allowed IN continental United States (CONUS)		1
Travel time allowed OUT CONUS. See NOTE below.		5
Proceed time		4
Travel + proceed time		10
Leave (remaining time)		14
TYPE CHARGE	**PERIOD CHARGED**	**NUMBER OF DAYS**
Date detached - Leave	21 April-4 May	14
Proceed time	5-8 May	4
Travel time	9-14 May	6
Day Reported (day of duty)	15 May	

NOTE: Computed from date of reporting to POE IN CONUS through day of reporting at port of debarkation (POD) in the overseas station. Includes authorized delay awaiting transportation. When computing travel over the International Date Line, consider only calendar days, not actual days.

Example 3

On 3 June member detached from duty station in the Republic of the Philippines under PCS orders to USS SAIL, in port at San Diego, CA.

Authorized 10 days delay in reporting to count as leave and reporting to ship not later than 20 June.

Reported for Government air transportation to CONUS same date. Leave taken IN CONUS.

On 4 June member arrived at POD, Travis Air Force Base, CA.

EVENT	EVENT DATE	
Detach old PDS	3 June	
Report POE	3 June	
Report POD	4 June	
Report ship	20 June	
COMPUTATION		**NUMBER OF DAYS**
Total elapsed time		17
Travel time allowed OUT CONUS. See NOTE below.		2
Travel time allowed IN CONUS		1
Proceed time		4
Travel + proceed time		7
Leave (remaining time)		9
TYPE CHARGE	**PERIOD CHARGED**	**NUMBER OF DAYS**
Date detached (day of leave)	3 June	
Leave	3-12 June	10
Proceed time	13-16 June	4
Travel time	17-19 June	3
Day Reported (day of duty)	20 June	

NOTE: Computed from day of reporting to POE in the Philippines through day of arrival at POD IN CONUS. When computing travel over the International Date Line, consider only calendar days, not actual days.

Example 4

On 23 July an unaccompanied member detached from duty station in Japan under PCS orders to Naval Shipyard, Boston, MA.

Member was authorized 30 days delay in reporting, to count as leave, and to report to new duty station not later than 6 September. Leave taken in CONUS and OUT CONUS.

During period of 24 July-1 August the member was on leave in Japan.

On 2 August the member reported for Government air transportation to CONUS.

During period of 3-9 August the member was on leave in Hawaii.

On 10 August member arrived at POD, San Francisco, CA.

EVENT	EVENT DATE	
Detach old PDS	23 July	
Report POE	2 August	
Report POD	10 August	
Report new PDS	6 September	
COMPUTATION		**NUMBER OF DAYS**
Total elapsed time		45
Constructive travel time allowed OUT CONUS. See NOTE below.		2
Travel time allowed IN CONUS		10
Proceed time allowed		4
Travel + proceed time		16
Leave (remaining time)		29
TYPE CHARGE	**PERIOD CHARGED**	**NUMBER OF DAYS**
Date detached - Leave	23 July-20 August	29
Proceed time	21-24 August	4
Travel time	25 August-5 September	12
Date Reported (day of duty)	6 September	

NOTE: For deriving constructive travel time, see MILPERSMAN 1320-080.

Example 5

On 1 August an unaccompanied member detached under PCS orders from Naval Support Activity, Naples, Italy, to Naval Submarine Base, New London, CT.

The member was granted 30 days delay in reporting to count as leave, 4 days proceed time, and 2 days travel time, to report NLT 2400, 6 September.

On 1 August the member arrived at POD, McGuire AFB, NJ.

On 5 September the member reported to Naval Submarine Base, New London, CT, at 2300 hours.

EVENT	EVENT DATE	
Detach old PDS	1 August	
Report POD	1 August	
Report new PDS	5 September	
COMPUTATION		**NUMBER OF DAYS**
Total elapsed time		35
Travel time allowed OUT CONUS		1
Travel time allowed IN CONUS		1
Proceed time allowed		4
Travel + proceed time		6
Leave (remaining time)		29
TYPE CHARGE	**PERIOD CHARGED**	**NUMBER OF DAYS**
Date detached OUT CONUS and arrived IN CONUS (day of leave)	1 August	
Leave	1-29 August	29
Proceed time	30 August-2 September	4
Travel time	3-4 September	2
Date Reported (day of duty)	5 September	

MILPERSMAN 1050-083

COMPUTATION OF LEAVE - EXAMPLE OF CHARGING LEAVE DURING PCS WITH TDY EN ROUTE

Responsible Office	CNO (N13)	Phone: DSN COM FAX	224-5636 (703) 614-5636 225-3311

Governing Directive	DFAS-DJMS Procedures Training Guide (DFAS PTG), Part 1, Chapter 4

Example 6

On 21 March the member detached for permanent change of station transfer from shore duty Boston to shore duty Great Lakes, with temporary duty (TDY) (9 Apr - 3 May) en route in Detroit.

On 9 April the member reported in to TDY station in Detroit.

On 3 May the member detached from TDY station in Detroit.

On 10 May the member reported in to new duty station, Great Lakes.

EVENT	EVENT DATE	
Detach old permanent duty station (PDS)	21 March	
Report TDY station	9 April	
Detach TDY station	3 May	
Report new PDS	10 May	
COMPUTATION old PDS to TDY station		**NUMBER OF DAYS**
Total elapsed time		18
Travel time allowed		2
Proceed time allowed		0
Travel + proceed time		2
Leave (remaining time)		17
TYPE CHARGE	**PERIOD CHARGED**	**NUMBER OF DAYS**
Date detached (day of leave)	21 March	
Leave	21 March - 6 April	17
Travel time	7 - 8 April	2
COMPUTATION TDY station to new PDS		**NUMBER OF DAYS**
Total elapsed time		7
Travel time allowed		1
Leave (remaining time)		6
TYPE CHARGE	**PERIOD CHARGED**	**NUMBER OF DAYS**
Date detached (last day of TDY)	3 May	
Leave	4 – 8 May	5
Travel time	9 May	1
SUMMARY		
Total leave		22
Total travel time		3
Total elapsed time		25

MILPERSMAN 1050-084

COMPUTATION OF LEAVE - EXAMPLES OF CHARGING LEAVE WHEN NO TRAVEL AND PROCEED TIME AUTHORIZED

Responsible Office	CNO (N13)	Phone: DSN COM FAX	224-5636 (703) 614-5636 225-3311

Governing Directive	DFAS-DJMS Procedures Training Guide (DFAS PTG), Part 1, Chapter 4

Example 7

On 19 June member detached under permanent change of station (PCS) orders from Naval Air Facility, Andrews Air Force Base, Washington, D.C. Orders authorized 5 days leave, no proceed time, and no travel time.

At 0800, 25 June the member reported to Naval Station, Washington, D.C.

EVENT	EVENT DATE	
Detach old permanent duty station (PDS)	19 June	
Report new PDS	0800, 25 June	
COMPUTATION		**NUMBER OF DAYS**
Total elapsed time		5
Leave		5
TYPE CHARGE	**PERIOD CHARGED**	**NUMBER OF DAYS**
Date detached (day of duty)	19 June	
Leave	20 - 24 June	5
Date reported (day of duty)	25 June (reported at or before 0900). See NOTE below.	

NOTE: See MILPERSMAN 1050-150 for applicable rules for charging leave where no travel and proceed authorized.

Example 8

On 23 July, a member, in pay grade E-3, departs Naval Station, Norfolk under PCS orders to NAS Rota, Spain.

Member is ordered to report to NAS Norfolk no later than 1200, 7 August for Government transportation.

Orders authorize 15 days delay in reporting (DELREP), no travel time in Continental United States (CONUS) or proceed time are authorized.

On 7 August member reports at 1000 to NAS Norfolk port of entry (POE).

On 8 August the member arrives at NAS, Rota, Spain.

EVENT	EVENT DATE	
Detach old PDS	23 July	
Report POE	1000, 7 August	
Arrive new PDS	8 August	
COMPUTATION		**NUMBER OF DAYS**
Total elapsed time		16
Travel time OUT CONUS		2
Leave (remaining time)		14
TYPE CHARGE	**PERIOD CHARGED**	**NUMBER OF DAYS**
Date detached (day of duty)	23 July	
Leave	24 July - 6 August	14 (0900 rule applies)
Travel time (date reported)	7 - 8 August	2

MILPERSMAN 1050-085

COMPUTATION OF LEAVE - EXAMPLE OF CHARGING LEAVE WHEN UNACCOUNTED TIME EXISTS

Responsible Office	CNO (N13)	Phone: DSN COM FAX	224-5636 (703) 614-5636 225-3311

Governing Directive	DFAS-DJMS Procedures Training Guide (DFAS PTG), Part 1, Chapter 4

Example 9

This example deals with a situation where unaccounted for time has been generated by a member. A determination of how the member's time is to be charged has to be made, resulting in one of the following three outcomes:

Unauthorized absence (UA),
Allowable travel time, or
Leave.

On 18 November a member detached for permanent change of station (PCS) transfer from Tulsa, OK, to shore duty in San Francisco, CA, with 12 days delay in reporting to count as leave, no proceed time and 6 days travel time, to report NLT 2400 on 6 December.

On 9 December the member reported to new duty station at 1245 hours.

EVENT	EVENT DATE	
Detach old permanent duty station (PDS)	18 November	
Report new PDS	1245, 9 December	
COMPUTATION		**NUMBER OF DAYS**
Total actual elapsed time. See Note 1.		22
Travel time allowed		6
Proceed time allowed		0
Leave time allowed		13
Total allowed elapsed time		18
Unaccounted for time		3
If determined to be UA, then:		
TYPE CHARGE	**PERIOD CHARGED**	**NUMBER OF DAYS**
Leave	18 - 30 November	13
Travel time	1 - 6 December	6
Lost time	7 - 8 December	2 See NOTE 2.
Duty time	9 December	1
If determined to be allowable travel time, then:		
Leave	18 - 29 November	12
Travel time	30 November – 8 December	9 See NOTE 1.
If determined to be leave, then:		
Leave	18 November - 2 December	15 See NOTE 1.
Travel time	3 - 8 December	6

NOTE 1: Leave, travel, and unaccounted for days were reported on NAVCOMPT 3068, Reporting (Arrival) Endorsement to Orders - (Officer - Enlisted) (OCR), prepared after reporting on 9 December.

NOTE 2: Unauthorized absence and commanding officer's determination were reported on NAVPERS 1070/606, Record of Unauthorized Absence.

MILPERSMAN 1050-090

LEAVE: DAY OF DEPARTURE/RETURN

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 (703) 695-3311

Governing Directives	DOD Directive 1327.5 of 24 Sept 85 DJMS Procedures Training Guide (DJMS PTG), Part 1, Chapter 3.

1. **Policy**. Leave granting authorities may authorize the commencement of leave at any time on a day of duty. Special liberty shall not be granted for the purpose of extending leave. Per DoD Directive 1327.5, Leave and Special Liberty shall **not** be combined.

2. **Leave Accounting**. The DJMS PTG, Part 1, Chapter 3, details specific leave accounting procedures.

3. **Determining Day of Duty or Day of Leave**. Use the rules in table below to determine whether a day of departure or return is to be counted as a day of duty or a day of leave:

WHEN ...	THEN ...
leave commences prior to the expiration of the member's normal working hours,	the day of departure is counted as a day of leave.
leave commences after the expiration of the member's normal working hours,	the day of departure from the duty station is a day of duty not charged as leave.
no duties are scheduled for that day, e.g., regular day off,	leave may commence anytime during the day.
a return is made at or before the commencement of the member's normal working hours,	the day of return from leave shall be counted as a day of duty.
a return is made after the commencement of the member's normal working hours,	the day of return from leave shall be counted as a day of leave.
leave commences and terminates on non-duty days,	one of the days shall be charged as leave.

4. **Examples**. The following examples are set forth in the table below to aid in determining the commencement of leave. In each instance the member works Monday through Friday, 0800 to 1630.

Example #	WHEN ...	THEN ...	AND ...
1	a member wants to commence leave at 1630 on Thursday,	Friday is the first day of chargeable leave,	Thursday is a day of duty.
2	member wants to commence leave at 1200 on Tuesday,	Tuesday will be charged as a day of leave,	special liberty may not be granted at 1200, allowing member to combine special liberty and leave.
	leave is authorized at 1630 on Tuesday,	Tuesday is a day of duty, since member worked until 1630.	
	leave is authorized at 1630 on Monday,	Tuesday is the first day of leave.	
3	member wants to commence leave at 0001 Sunday,	Monday is the first day of leave,	Sunday is counted as a day of duty.
	telephone check-out is authorized,	member must be in the immediate geographic area of their duty station (as defined by the local command).	
	leave period also ends on a non-work day, i.e., weekend or holiday,	one of the days will be charged as a day of leave, regardless of time of departure or return.	

MILPERSMAN 1050-100

LEAVE: CHECK-IN/CHECK-OUT PROCEDURES

Responsible Office	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	(703) 695-3311

Governing Directives	DFAS-DJMS Procedure Training Guide (DFAS PTG)

1. **Policy**

a. Commanding officers are authorized to permit members departing on and returning from leave to complete the check-out and check-in procedure by telephone.

b. All members shall be cautioned that they must be in the immediate geographic area of their duty station (as defined by the local command) upon commencement and termination of leave by telephone.

c. Permission to check-out and check-in is authorized as a personal convenience of the member and shall not be used as a means of extending the period of absence chargeable as leave.

2. **Processing Leave Authorization Part 1**. When such telephone procedures are authorized, each member shall complete the following actions:

a. Pick up Part 1 of the leave authorization prior to commencement of leave.

b. Enter the time and date of commencement and termination of leave in the appropriate space and sign the entry immediately after placing each telephone call.

c. Deliver Part 1 to the personnel officer, or other designated officer, at the commencement of the next regular working day subsequent to termination of leave.

3. **Processing Leave Authorization Part 2**. After the member has commenced leave by telephone,

a. record the hour and date of departure;

b. the member designated to perform such duties, properly sign Part 2; and

c. distribute the remaining copies as directed in DFAS-PTG.

4. **Commanding Officer Responsibility and Authority**

a. The commanding officer, and in the case of activities served by a Personnel Support Activity Detachment (PSD), the customer command commanding officer, is responsible for proper compliance with leave policy and regulations.

b. This procedure will both

(1) release the PSD from the burden of investigating some other than standard leave check-in and check-out times, and

(2) continue the authority of the commanding officer to adjust leave check-in and check-out times so that members working weekend shifts or other than “normal” working hours may begin leave on their liberty days or at the end of their workday.

MILPERSMAN 1050-110

ABSENCES OVER LEAVE OR LIBERTY (AOL)

Responsible Office	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	(703) 695-3311

Governing Directives	DOD 7000.14-R, Department of Defense Financial Management Regulation, Volume 7A (DODFMR)

1. **Rules for Determining and Charging AOL**

a. Rules for determining whether absence is unavoidable are contained in Table 1-3-3 of the DODFMR.

b. Use the rules in table below to determine when absences over leave or liberty are chargeable as leave or as lost time:

WHEN absence is over	AND the hour of return is	AND absence is determined to be	THEN it shall be considered as	AND charged as
authorized leave,		unavoidable,	leave	leave.
		avoidable,	absence without leave	lost time.
regular liberty in excess of 24 hours,	at or before 0900,	unavoidable,	leave	leave, starting the day regular liberty status expired through day prior to the day of return.
	After 0900,	unavoidable,	leave	leave, starting the day regular liberty status expired through the day of return.
special liberty in excess of 24 hours, or	at or before 0900,	unavoidable	leave, including the liberty period	leave, starting the day special liberty status commenced through day prior to the day of return.
	After 0900,	unavoidable,	leave, including the liberty period	leave starting the day special liberty status commenced through the day of return.
special liberty and the period of liberty plus absence in excess of 72 hours,	after 0900,	avoidable,	absence without leave	lost time.
	at or before 0900,	unavoidable,	leave, including the liberty period	leave starting the day special liberty status commenced through day prior to the day of return.
	after 0900,	unavoidable,	leave, including the liberty period	leave, starting the day special liberty status commenced through the day of return.

2. **Dealing With Special AOL Situations**

a. Absences over leave or liberty caused by

(1) mental incapacity,

(2) detention by civilian authorities, or

(3) early departure of a mobile unit due to operational commitments,

whether determined to be avoidable or excused as unavoidable, shall not be charged as leave, regardless of duration.

b. Use the rules in the table below to determine whether a particular special case is to be charged as time served or as lost time:

When absence is due to	AND	THEN
mental incapacity,	is excused as unavoidable,	shall be considered as time served.
	is not excused as unavoidable,	shall be considered as lost time.
detention by civilian authorities,	is not excused as unavoidable,	shall be considered as lost time.
early departure of a mobile unit because of operational commitments,	provided member reports to a naval command,	shall be considered as time served.
certain other unusual circumstances, resulting in a member being absent from the member’s duty station,	an exception is considered appropriate by the commanding officer,	details of such cases should be forwarded to Chief of Naval Personnel (N13) for determination.

3. **Computing Leave for Unavoidable AOL**. Periods of absence over regular liberty and special liberty, excused as unavoidable and charged as leave, shall be computed using examples in the table below:

WHEN member departs on	AND member returns at	THEN member is charged
Absence in Excess of 24 Hours Over Regular Liberty		
regular liberty on Friday at 1630, 13 September, to expire on board Monday at 0730, 16 September.	1000, 18 September, with unauthorized absence excused as unavoidable,	3 days leave for period 16-18 September. Comment: day regular liberty expired through day of return, since return was after 0900.
special liberty on Tuesday at 1000, 10 September, to expire on board Wednesday at 0830, 11 September,	1500, 12 September, with unauthorized absence excused as unavoidable,	3 days leave for period 10-12 September. Comment: day special liberty commenced through day of return since period of unauthorized absence exceeded 24 hours. Note: Had the period of unauthorized absence been less than 24 hours, no leave would have been charged.
Total Absence Exceeds 72 Hours		
special liberty on Monday at 1000, 9 September, to expire on board Thursday at 0830, 12 September,	0600, 13 September, with unauthorized absence excused as unavoidable,	4 days leave for period 9-12 September. Comment: day special liberty commenced through day prior to day of return, since member returned prior to 0900, 13 September. Note: The period of unauthorized absence was less than 24 hours, but the period of special liberty plus unauthorized absence exceeded 72 hours.

MILPERSMAN 1050-120

SEPARATION LEAVE

Responsible Office	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	(703) 695-3311

Governing Directive	DFAS-DJMS, Procedures Training Guide (DFAS-PTG)

1. **Policy**

a. When consistent with military requirements, a member may be granted leave which expires,

(1) if active duty, on the day of separation without the necessity of returning to the separation site.

(2) if reserve, prior to the effective date of separation in order that allowable travel time can be completed on the separation date.

b. Separation leave is granted by the member’s commanding officer according to the command’s leave program.

c. Since a member is not required to report to a naval activity for final processing at the expiration of leave, it is imperative that the separating activity accomplish all pre-separation counseling and administrative processing prior to the member’s departure for leave.

d. When separation processing has been completed and the member has departed on leave, such leave may be voluntarily terminated only if the member returns to the command or the separation activity maintaining the member’s records.

e. Travel to the member’s command or the separation activity will be at the member’s own expense.

2. **Policy for Deployed Afloat Units and Overseas Activities**

a. Commanding officers of deployed afloat units and overseas activities may authorize separation leave in the member's orders, which direct transfer to a separation activity in the 48 contiguous United States or District of Columbia (D.C.).

b. Use the rules in the table below to determine actions involved in granting separation leave:

WHEN ...	AND ...	THEN ...	AND ...
members are assigned to deployed afloat units or to overseas activities,	desire separation in one of the 48 contiguous United States or D.C.,	members shall be transferred to the separation activity nearest the port of debarkation in one of the contiguous United States or D.C. for separation processing	subsequent granting of separation leave, that is authorized in the member's transfer orders.
For the purpose of separation leave, a member assigned to an overseas activity,	transferred to a separation activity in one of the 48 contiguous United States or D.C.,	member is considered to have fulfilled the prescribed area tour	a request for exception to the prescribed tour is not required.
member is being separated at current duty station outside the 48 contiguous United States or D.C. according to the article on place of separation contained elsewhere in this Manual (see MILPERSMAN 1910-812),		commanding officers of deployed afloat units and overseas commands may grant separation leave to separating members provided • enlisted member has signed NAVPERS 1070/613, Administrative Remarks entry, and • officer has signed a letter approved by commanding officer,	member has acknowl-edged the statement below:

"I hereby request to be granted (number) days separation leave by (name of command).

I understand that in the event I desire to terminate this leave to reenlist or to continue on active duty I must return to (name and location of command).

I also understand that such return travel is at my own expense and that I have no entitlement to or claim for reimbursement.

I also understand that if I and/or my family members travel at Government expense prior to the effective date of separation to reenlist or to continue on active duty, I will be checked for the amount of Government transportation provided to me and/or my family members."

---

3. **Policy for Deployable CONUS-Based Units and CONUS Activities**. Use the rules in the table below when granting separation leave to members of CONUS units and activities:

WHEN ...	AND ...	THEN ...
CONUS activities and CONUS-based deployable units (ships, VP, VA, NMCB, etc.,) based in any of the 48 contiguous United states or D.C., are not scheduled to deploy during the period of separation leave,		commanding officers may authorize such leave.
a unit is scheduled to deploy, leave 48 contiguous United States or D.C.	call at a port outside this area, during the period of separation leave,	members desiring separation leave shall be transferred to the nearest separating activity for separation processing.

---

4. **Prohibited Actions**. The following actions related to the separation leave are prohibited:

a. Separation leave of active duty members shall not delay separation. At the expiration of the leave period the member will be considered separated.

b. Excess leave shall not be granted as part of separation leave.

c. Separation leave shall not be granted for members who are being administratively discharged.

5. **Separation Leave Composition and Limitations.** Separation leave is ordinary leave and shall consist of accrued and advance leave, not to exceed the amount of leave to be earned by actual day of separation.

a. The commanding officer granting separation leave has the authority to authorize the amount of leave the member will accrue to the date of separation, including an amount exceeding 60 days.

b. A member may be granted all or a portion of accrued and advance leave as separation leave, dependent upon military requirements and the desires of the member.

c. Payment, for unused accrued leave at the time of separation, is limited to payment for a maximum of 60 days per career after 9 February 1976, and will be included in the member’s final check.

6. **Officer Resignation or Release**. Use the rules in table below when granting separation leave to officers resigning or requesting release:

WHEN ...	AND ...	THEN ...
officer is resigning or requesting release from active duty (RAD),	is submitting resignation/RAD requests to Navy Personnel Command (NAVPERSCOM) (PERS-813/ resignations) NAVPERSCOM (PERS-4/RAD),	officer should include a statement concerning the number of days of separation leave approved by their command with command endorsement.
Separation leave cannot be approved at that time (see the rule above),		officer should forward to the appropriate office in the NAVPERSCOM a command endorsed statement of the amount of separation leave authorized, will in advance of receipt of separation order, to ensure separation leave can be completed on the effective date contained in the orders, except as addressed in the General Policy block. Failure to do so may require order modification.

7. **Permissive Actions**. Following is a list of permissive actions relating to separation leave and leave en route, early release, and frequency of use during a career:

a. Separation leave may be granted in conjunction with an early release program.

b. Separation leave may be utilized more than once per career.

8. **Gapping Billets**

a. The granting of separation leave may cause some billets to be necessarily gapped, since the needs of the Navy may preclude providing an early relief for a member who is being separated.

b. Commanding officers authorizing separation leave will do so only when the efficiency and readiness of the command will not be unduly impaired during the period of time when the billet will not be filled.

9. **References**

a. Administrative and disbursing officer procedures are contained in DFAS PPM.

b. Retirement leave is discussed in the article on accrued leave creditable upon retirement (MILPERSMAN 1050-400).

MILPERSMAN 1050-130

EMERGENCY LEAVE

Responsible Office	CNO (N13)	Phone:	DSN	225-3322
			COM	(703) 695-3322
			FAX	225-3311

Governing Directives	OPNAVINST 4650.15 Joint Federal Travel Regulations (JFTR), Volume 1, Chapter 7 DOD Directive 1327.5 of 24 Sept 85

1. **Policy**. Emergency leave should be granted whenever the circumstances warrant, based on the judgment of the commanding officer and the desire of the member. The determination of which eligible dependents, if any, will travel on funded emergency leave shall be the member's (as defined in OPNAVINST 4650.15 and JFTR, Volume I, Chapter 7). Funding availability is not criteria for making a determination. Since most family emergencies are highly time-dependent, swift and sensitive action on emergency leave requests is essential.

2. **Alternatives to Extended Emergency Leave**. Prior to granting extended emergency leave involving excess leave, consideration shall be given to the possibility of a request for either

   a. a humanitarian duty assignment, or

   b. a hardship discharge.

3. **Verifying that Emergency Exists**. Navy policy does not require the use of the American Red Cross to verify all emergency leave situations; however, when the leave-granting authority is uncertain of the validity of an emergency situation, verification assistance should be requested.

4. **Whom to Contact for Assistance**

a. The commanding officer or the member concerned should request the assistance of the

(1) home port contact officer for deployed members;

(2) the military installation nearest the location of the emergency; or, if necessary,

(3) the American Red Cross

to obtain additional information desired concerning the urgency or necessity of the member's presence.

b. Dependents should be encouraged to request assistance in emergency situations from the

(1) American Red Cross,

(2) member's home port contact officer, or

(3) the nearest Navy or other military activity.

5. **Conditions for Granting Emergency Leave**. Emergency leave is authorized in the circumstances set forth below and normally will be granted provided the military situation permits as determined by the fleet, force, or area commander concerned when the existence of an emergency has been determined by letter, telegram, or telephone call from the

family member,
minister,
attending physician, or
other interested party

to the member's command or to the member concerned.

6. **Definition of Emergency Circumstances.** The emergency circumstances needed for granting emergency leave are defined as follows:

a. **Contribution to Welfare of a Dying Member.** When the return of the service member will contribute to the welfare of a dying member of the service member's or spouse's **immediate family**.

(1) **Definition of "Immediate Family."** The Service-member's or spouse's "immediate family" is defined to consist of the following members:

father,
mother,
person standing in **loco parentis,**
spouse,
children,
brother,
sister, or
only living relative.

(2) **Definition of "In Loco Parentis."** "In loco parentis" is defined by DOD Directive 1327.5 as a person who stood in place of a parent to the service member 24 hours a day for a period of at least 5 years before the service member became 21 years old or entered military service.

b. **Death.** Upon the death of a member of the service member's or spouse's immediate family.

c. **Accident or Serious Illness.** When an accident to, or serious illness of, a member of a service member's or spouse's immediate family results in a serious family problem and imposes important responsibilities on the member which must be met immediately, and which cannot be accomplished from the member's duty station or by any other individual or means.

d. **Severe and Unusual Hardship.** When failure of the service member to return home would create a severe and unusual hardship on either the member or the member's family.

7. **Members with Infectious or Contagious Disease**. Personnel undergoing treatment for an infectious or contagious disease shall only be granted leave for emergency reasons and then only when supported by a statement from a medical officer that the leave will not jeopardize the public health.

MILPERSMAN 1050-140

COMPUTATION OF EMERGENCY LEAVE INVOLVING GOVERNMENT - FUNDED TRAVEL

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 (703) 695-3311

Governing Directives	DOD Directive 1327.5 of 24 Sept 85 Joint Federal Travel Regulations (JFTR), paragraph U7205

1. **Policy**. The table below specifies the Federal and DOD policy for charging time spent in emergency leave travel.

WHEN emergency leave travel is ...	**THEN time spent in emergency leave travel shall ...**
authorized at government expense,	not be charged to member's leave account.
not authorized at government expense,	be charged to the member's leave account.

2. **Accounting for Government - Funded Emergency Leave Travel**. Emergency leave involving government-funded travel shall be accounted for as specified in the table below:

WHEN emergency leave is taken ...	AND member is ...	THEN ...	AND ...	AND ...
within Conti-nental United States (CONUS)	assigned Permanent Change of Station (PCS) outside CONUS,	emergency leave to visit a place within CONUS shall commence on the day following the date of arrival at the port (or aerial port) of debarkation within CONUS,	the day of arrival within CONUS shall be accounted for as a day of duty,	the time required to travel from the port (or aerial port) of debarkation to the area of the emergency shall be charged as leave.
		member on emergency leave shall be considered as returned to a duty status upon reporting at a port (or aerial port) of embarkation within CONUS for return to duty outside CONUS,	the day of reporting at the port (or aerial port) of embarkation within CONUS shall be accounted for as a day of duty,	the time required to travel from the area of the emergency to the port (or aerial port) of embarkation shall be charged as leave.
within CONUS	(in accordance with JFTR, par. U7205-B) performing Temporary Additional Duty/Tem-porary Duty (TAD/TDY), or is assigned to a ship which is away from its homeport,	government-funded emergency leave travel shall not be charged as leave,	chargeable leave commences the day following the member's arrival at the permanent duty station (PDS), homeport, or other location to which government funded travel is authorized,	the member shall be considered as returned to a duty status upon reporting to the PDS, homeport, or other location as applicable, for return to duty via government-funded transportation. The day of reporting to the PDS, homeport, or other location, shall be accounted for as a day of duty.

WHEN emergency leave is taken ...	AND member is ...	THEN ...	AND ...	AND ...
outside CONUS,		emergency leave to visit a place outside CONUS shall commence on the day following the date of arrival at the port (or aerial port) of debarkation in the area of the emergency,	the day of arrival at the port (or aerial port) of debarkation shall be accounted for as a day of duty.	
		member on emergency leave to visit a place outside CONUS shall be considered as returned to a duty status upon reporting at a port (or aerial port) of embarkation in the area of the emergency, for return to duty,	the day of reporting at the port (or aerial port) of embarkation, in the area of the emergency, shall be accounted for as a day of duty.	
outside CONUS,	authorized emergency leave to visit a location outside CONUS,	government-funded travel (in accordance with JFTR, par. U7205) that requires routing within CONUS, shall not be charged as leave,	travel within CONUS not authorized at government expense shall be charged as leave.	

3. **Illustrative Examples**. The following four emergency leave examples are provided to illustrate likely scenarios. They assume government-funded transportation is authorized, in accordance with JFTR, par. U7205.

Example 1: Out CONUS PCS – In CONUS Leave. Member assigned PCS outside CONUS and is on emergency leave in CONUS:

Event	Location	Date	Remarks
departs	Germany	1 July	duty station in Germany
arrives	Philadelphia PA	2 July	aerial port of debarkation
departs	Philadelphia PA	2 July	
arrives	San Francisco CA	2 July	area of emergency
departs	San Francisco CA	8 August	the period 3 July to 8 August inclusive chargeable as leave
arrives	Philadelphia PA	9 August	aerial port of embarkation; await government-funded transportation – the day 9 August not chargeable as leave
departs	Philadelphia PA	10 August	
arrives	Germany	11 August	duty station in Germany

Example 2: Out CONUS PCS – Out CONUS Leave. Member assigned PCS outside CONUS and is on emergency leave at different location outside CONUS:

Event	Location	Date	Remarks
departs	Germany	1 July	duty station in Germany
arrives	McGuire AFB NJ	2 July	
departs	McGuire AFB NJ	2 July	
arrives	Travis AFB CA	4 July	
departs	Travis AFB CA	5 July	
arrives	Hickam AFB HI	6 July	aerial port of debarkation
departs	Hickam AFB HI	6 July	emergency leave in Hawaii
arrives	Hickam AFB HI	8 August	the period 7 July to 7 August inclusive chargeable as leave; aerial port of embarkation – awaiting transportation for return to duty
departs	Hickam AFB HI	12 August	the days 8 to 11 August inclusive not chargeable as leave – member awaiting government-funded transportation
arrives	Travis AFB CA	13 August	
departs	Travis AFB CA	13 August	
arrives	McGuire AFB NJ	16 August	
departs	McGuire AFB NJ	18 August	
arrives	Germany	19 August	duty station in Germany

Example 3: In CONUS PCS – Out CONUS Leave. Member assigned PCS in CONUS and is on emergency leave outside CONUS:

Event	Location	Date	Remarks
departs	Norfolk VA	1 July	departs duty station after normal work hours
arrives	Los Angeles International Airport CA	3 July	travels at own expense aerial port of embarkation
departs	Los Angeles International Airport CA	4 July	on government-funded flight
arrives	Manila International Airport PI	6 July	aerial port of debarkation
departs	Manila International Airport PI	6 July	departs on emergency leave in Philippines; the period 7 July to 6 August inclusive chargeable as leave
arrives	Manila International Airport PI	7 August	aerial port of embarkation; awaiting government-funded transportation for return to duty;
departs	Manila International Airport PI	8 August	the days 3 July and 7 August not chargeable as leave – member awaiting government-funded transportation
arrives	Los Angeles International Airport CA	9 August	aerial port of debarkation
departs	Los Angeles International Airport CA	9 August	at own expense
arrives	Norfolk VA	11 August	arrives at duty station after normal working hours; the days 2 July and 10 and 11 August charged as leave - days of travel within CONUS, not authorized at government expense

Example 4: In CONUS PCS – In CONUS Leave. Member is assigned PCS in CONUS and is on emergency leave in CONUS. Member is assigned to a ship homeported in Norfolk VA; member's ship is conducting a port visit in New Orleans LA.

Event	Location	Date	Remarks
departs	New Orleans LA	1 July	departs ship via government-funded transportation
arrives	Norfolk VA	2 July	
departs	Norfolk VA	2 July	commences emergency leave; the period 3 July to 1 August inclusive chargeable as leave
arrives	Norfolk VA	2 August	the days 2 and 3 August not chargeable as leave - member awaiting government-funded transportation
departs	Norfolk VA	4 August	
arrives	Pensacola FL	5 August	arrives aboard ship

---

4. **Actual Period to be charged as Leave**

a. The actual period to be charged as emergency leave shall be determined by "in" and "out" endorsements on leave authorization or travel orders.

b. When this is impossible or impractical to obtain, the member shall furnish a complete itinerary, including

(1) dates,

(2) hours, and

(3) places of all departures and arrivals.

c. This itinerary shall be used to compute the leave period.

MILPERSMAN 1050-150

LEAVE EN ROUTE IN EXECUTION OF ORDERS

Responsible Office	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	(703) 695-3311

Governing Directives	DOD Directive 1327.5 of 24 Sept 85

1. **General Policy**. Any delay authorized in orders directing a permanent change of station (PCS) in excess of allowed proceed time or travel time is chargeable to leave.

2. **Specific Policy**

a. Authorized delay granted in PCS orders may be expressed

(1) in the form of number of days, or

(2) as a specific DELREP date, and may include excess leave in those instances considered necessary by the commanding officer.

b. When the orders direct the reporting at one or more places for Temporary Duty (TEMDU), Temporary Duty Under Instruction (TEMDUINS), Temporary Duty Involving Flight Operations (TEMDIFOPS), or TEMDIFINSOPS, en route to a new ultimate permanent or temporary duty station, the orders may stipulate a “not earlier than” and/or “not later than” date to report at one or more of such places.

(1) The total number of days delay authorized in orders may be exceeded provided neither the detaching month nor the report-no-later-than date is affected.

(2) Any travel time in excess of constructive travel time allowed by the direct route shall be charged as leave.

(3) Any cost of travel in excess of that allowed over the direct route shall be borne by the member.

---

3. **When May Delay be Taken**. Unless otherwise precluded by the terms of the orders and without being specifically stated in the orders, any portion of delay authorized in PCS orders, including those directing consecutive tours of overseas duty, may, at the discretion of the member and as appropriate according to the location of old and new duty stations, be taken prior to or after

a. arrival in the 48 contiguous United States or District of Columbia,

b. reporting to TEMDU station(s) en route, or

c. departure from the contiguous 48 United States or District of Columbia.

NOTE: Delay to be used in visiting foreign countries requires compliance with the article on visits to foreign countries.

---

4. **Rule for Use of Authorized Delays for Officers at POE's**

a. **When** PCS orders for officers authorize delay in reporting for a specific number of days or until a specific date at the port of entry (POE) for transportation to a new destination,

b. **then** such orders preclude the use of the authorized delay after departure from the POE,

c. **and** the date of reporting at the POE must be met unless the orders are modified to the contrary.

---

5. **Address Changes**. Keep old and new duty stations advised of address.

---

6. **Charging Leave, Proceed, and Travel Time**. Proceed time, travel time, and leave are charged in that order. Only that portion of the period between stations which is not authorized as proceed or travel time is chargeable as leave, except that travel time authorized in the orders but in excess of the time properly allowable will be charged as leave. Use the rules in the table below to charge leave or proceed/travel time for given special circumstances:

WHEN ...	THEN ...
the member reports for duty at the new duty station before the stipulated reporting date,	the member shall not be charged with leave equal to the full amount authorized in the orders, but with only so much of it as is actually used after proceed and/or travel time have been deducted.
only proceed and travel time are involved, i.e., leave is not authorized or the member uses a period of time less than the properly allowable combined total of proceed and travel time,	proceed time shall be reduced to the time remaining, if any, after the allowable travel time has been deducted.

7. **Examples**. The following examples are set forth in the table following to aid in determining reporting dates, inclusive leave dates, and amount of leave used. The examples are given in the context of two situations, where the orders authorize

a. proceed, travel, and leave time.

b. only leave time.

IF orders authorized	AND if the member	THEN
4 days proceed, 3 days travel, 10 days leave, and departure date is 1 August,	used the maximum time allotted,	the periods would be accounted for as follows: • 1 August - date detached (day of duty). • 1 to 10 August, inclusive - period of leave. • 11 to 14 August, inclusive - proceed time. • 15 to 17 August, inclusive - travel time. • 18 August, day reported is day of duty.
	reports on 15 August,	the periods would be accounted for as follows: • 1 August - detached • 1 to 7 August, inclusive - period of leave (7 days). • 8 to 11 August, inclusive - proceed time. • 12 to 14 August, inclusive - travel time. • 15 August - date reported is day of duty.
	reports on 7 August	the periods would be accounted for as follows: • 1 August - date detached. • 1 to 3 August, inclusive - proceed time. • 4 to 6 August, inclusive - travel time. • 7 August - Report date (day of duty).
10 days leave, no proceed time, no travel time, and date of detachment is 1 August,	used the maximum time allotted,	the periods would be accounted for as follows: • 1 August - date detached. • 1 to 10 August - leave period. • 12 August - reporting date (day of duty).

MILPERSMAN 1050-160

LEAVE DURING TEMPORARY DUTY OR TEMPORARY ADDITIONAL DUTY

Responsible Office	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	(703) 695-3311

Governing Directive	DOD Directive 1327.5 of 24 Sept 85

1. **Rules for Leave During Temporary Duty or Temporary Additional Duty**. Use the rules in table below when granting leave during temporary duty (TDY) or temporary additional duty (TAD) or when ordering to TDY/TAD from leave status:

WHEN ...	AND ...	THEN ...	AND ...	AND ...
leave is granted at a TAD station,	the member's pay record is not in the custody of the TAD station,	the original Leave Request/Authorization form, NAVCOMPT 3065, will be forwarded to the PDS upon the member's return from leave for recording the leave taken.		
personnel, ordered to TDY or TAD while on leave and when ordered to resume leave status upon completion of such duty, enter into a duty status upon departing from their leave address in compliance with such orders,		upon completion of such TDY or TAD, personnel so ordered shall, unless otherwise directed in the orders, revert to leave status upon arrival at their leave address for the unexpired portion of the leave previously granted,	a charge against leave shall not be made for the period of such duty, including the time required to travel to and from the leave address in the execution of such duty via the mode of transportation authorized in the orders,	personnel so ordered shall endorse on their orders the date and hour of departure from and return to their leave address.
member is on authorized leave,	it becomes necessary to recall the member to duty for reasons of military necessity,	the period of absence shall not be charged to the leave account when the period between departure on leave and the member's receipt of the recall is 72 hours or less,	the remaining time of absences is to be considered travel time, unless it is clearly excessive, in the circumstances, then the entire absence will be charged as leave. Also see note below.	

NOTE: In circumstances where the member will be entitled to travel reimbursement, orders authorizing travel should be issued.

MILPERSMAN 1050-170

LEAVE IN CONJUNCTION WITH TEMPORARY ADDITIONAL DUTY

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 (703) 695-3311

Governing Directive	DOD Directive 1327.5 of 24 Sept 85

1. **Policy.** Leave shall be granted with temporary additional duty (TAD) whenever requested and operationally feasible.

a. This is a particularly useful way to increase the use of leave in mobile units.

b. The amount of leave to be granted with TAD, however, shall not exceed 30 days, unless the leave is emergency leave.

2. **Avoiding Negatives of Concurrent Leave and TAD**

a. Government agencies have been criticized in the past for permitting officer and enlisted personnel to take leave with TAD, where it could be construed that the TAD was arranged both as to time and place in order to provide transportation for leave at government expense.

b. In planning TAD, both the fact and the appearance of TAD arranged to serve the leave desires of the individual shall be scrupulously avoided.

3. **Is TAD Essential?**. Great care must be taken to ensure that when leave is granted with TAD

a. it is clear the TAD is essential, and

b. no additional cost to the government is involved.

4. **Travel by Privately Owned Conveyance**. Travel by privately owned conveyance (POC) should not be authorized except "For Convenience of the Member" in TAD orders, which authorizes leave except when POC will be less costly than anticipated

a. per diem,

b. taxi fares, and

c. gratuities.

5. **Payment of Per Diem**

a. Payment of per diem incident to reporting for TAD earlier than the date specified in the orders is not authorized.

b. To prevent penalty to the service member it is, therefore, incumbent upon the officer authorizing the TAD and leave

(1) to ascertain the member's leave desires, and

(2) to ensure that the orders are written to suit the travel time and desired leave involved.

6. **Issuing Leave Form**. NAVCOMPT 3065, Leave Request/ Authorization, with Leave Control Number (LCN), shall be issued for personnel who are approved for leave with TAD. Approved leave period and LCN shall be annotated on the TAD orders.

MILPERSMAN 1050-180

CONVALESCENT LEAVE

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 (703) 695-3311

Governing Directives	DOD Directive 1327.5 of 24 Sept 85 DFAS-DJMS, Procedures Training Guide (DFAS PTG)

1. **Authority to Grant Convalescent Leave**. Unless otherwise indicated, convalescent leave shall be granted only when recommended by Chief, Bureau of Medicine and Surgery, through action taken upon the report by a medical board or the recommended findings of a physical evaluation board, or higher authority.

2. **Who May Grant Convalescent Leave**. The following individuals in positions of authority may grant convalescent leave to active duty Navy patients subject to a set of conditions:

a. a member’s commanding officer (upon advice of attending physician);

b. commanders of Navy, Army, or Air Force medical facilities, for personnel hospitalized therein; or

c. the commanding officer of the nearest naval hospital for personnel hospitalized in U.S. Public Health Service hospitals or civilian hospitals; and

d. managers of Veterans Administration hospitals within the 50 United States or in Puerto Rico, may grant convalescent leave to active duty Navy patients, with or without reference to a medical board, a physical evaluation board, or higher authority provided that the conditions stated below are met.

3. **Conditions for Granting Convalescent Leave**. All of the following conditions must be met before convalescent leave may be granted:

a. The convalescent leave is being granted subsequent to and because of a period of hospitalization. Hospitalization is defined as formal admission to a medical treatment facility.

b. The member is not awaiting disciplinary action or separation from the service for medical or administrative reasons.

c. The medical officer in charge of the case considers the convalescent leave to be beneficial to the patient's health.

d. The medical officer in charge of the case certifies

(1) the patient is not fit for duty,

(2) the patient will not need hospital treatment during the convalescent leave period contemplated, and

(3) such leave will not delay final disposition of the case.

4. **Providing Recovery After Birth**. To provide an appropriate recovery period for servicemembers who give birth, convalescent leave will normally be granted for 42 days following any uncomplicated delivery. Servicemembers on such convalescent leave may, with their physician's concurrence, terminate their leave status sooner.

5. **Maximum Allowable Leave Rate**

a. When considered necessary by the attending physician convalescent leave may be granted to members on active duty by the member's commanding officer or the hospital's commanding officer for a period of up to 30 days per period of hospitalization.

b. In instances where care is not provided by a federal military hospital, up to 30 days convalescent leave

may be granted by the member's commanding officer upon the recommendation of the attending physician.

---

6. **Exercising Care in Granting Leave**

a. Care shall be exercised in granting convalescent leave to limit the duration of such leave to that which is essential in relation to

(1) diagnosis,

(2) prognosis,

(3) estimated duration of treatment, and

(4) probable final disposition of the patient.

b. Care should be exercised to keep convalescent leave to the minimum amounts required to enable recuperation. The medical treatment facility commanding officer may extend convalescent leave beyond the above time frames if the member's parent command concurs.

c. If considered necessary, the member's commanding officer may require patients receiving care at a facility other than a federal military hospital to be examined by a military medical treatment facility prior to the authorization of additional convalescent leave.

d. Convalescent leave should not delay processing of medical boards or administrative disposition of the member. Members awaiting physical evaluation board (PEB) action may be placed on convalescent leave, but must remain in the local area. Only the PEB may grant exceptions to this policy.

---

7. **Granting Leave to POW's**. Chief of Naval Operations (N130) may grant convalescent leave to repatriated prisoners of war upon their transfer or detachment to the United States with or without action by a medical board or physical evaluation board.

MILPERSMAN 1050-190

SICK IN QUARTERS (SIQ) STATUS

Responsible Office	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	(703) 695-3311

Governing Directive	DOD Directive 1327.5 of 24 Sept 85

1. **Definition**. A member is in this status when excused from duty for treatment, or "medically directed" self-treatment, in home, barracks, or other non-hospital facilities, hotel, motel, occupying beds in dispensaries, etc.

2. **Maximum Time in Status**. The length of time an individual may be placed in this status

a. should normally be no greater than 72 hours, but

b. may be extended to a maximum period of 14 days, when medically directed.

MILPERSMAN 1050-200

REST AND RECUPERATION LEAVE PROGRAM

Responsible Office	OPNAV (N130)	Phone: DSN COM FAX	664-5477 (703) 604-5477 664-6957

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1327.06, Leave and Liberty Policy and Procedures, of 16 Jun 09 (b) 37 U.S.C., Chapter 5, Special Pay (c) DoD Electronic Foreign Clearance Guide (d) NAVSO P-6034 Joint Federal Travel Regulations (JFTR), Volume 1 (e) DoDD 5101.6, U.S. Executive Agent for The United States Central Command R&R Leave Program, of 11 Aug 04 (f) 10 U.S.C., Chapter 40, Rest and Recuperation Absence

1. **Rest and Recuperation (R&R)**:

a. Per reference (a), the Rest and Recuperation (R&R) Leave Program provides Government-funded transportation from the R&R duty location to the designated R&R destination. The R&R Leave Program areas must meet **all** of the following criteria:

(1) Be in an area that is dependent-restricted;

(2) Be in an area designated for imminent danger or hostile fire pay (HFP), as authorized by section 310 of reference (b);

(3) Be in an area in which entry of Service members on official or unofficial travel is controlled (see reference c); and

(4) Be in an area where ordinary annual leave programs have been restricted for military necessity.

b. Regular leave granted in connection with authorized R&R programs is chargeable to the member's leave account. The R&R Program provides Government funded transportation only.

2. **R&R Establishment**. Recommendations to designate a specific duty location as an R&R location shall be made based on the applicable combatant commander's recommendation, through the Joint Staff Personnel Directorate, Manpower and Personnel (J-1) to the Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)).

a. The PDUSD(P&R) shall designate authorized R&R locations and destinations. Authorized R&R locations and destinations are contained in Appendix U of reference (d).

b. Authorized R&R locations shall be recertified every 2 years by the PDUSD(P&R). Recertification requests shall follow the same procedures as initial requests.

3. **R&R Administration**. In addition to the above criteria, the following restrictions apply:

a. Travel under the R&R Leave Program may not be combined with liberty, administrative absences, temporary duty, or travel for other purposes. The combatant commanders are authorized to approve the combination of R&R travel with other authorized travel upon Service member request, providing the combination of travel is in the best interest of the department. This authority may not be delegated below the general or flag officer, (G/FO) or Senior Executive Service (SES) equivalent level. The Department of the Army, DoD Executive Agent for the United States (U.S.) Central Command (USCENTCOM) R&R Leave Program is authorized to approve the combination of R&R travel with other authorized travel for Service members in the USCENTCOM area of responsibility (see reference (e)). This authority may not be delegated below the G/FO or SES equivalent level.

b. Transportation to and from R&R areas shall be provided on a space-required basis, unless otherwise authorized by the PDUSD(P&R), and travel time shall not be charged to the Service member's leave account.

c. Combatant commanders are authorized to approve the combination of a paternity leave of absence with R&R, upon Service member request, providing the combination is in the best

interests of the Navy. The actual leave period at the R&R destination shall be charged to the Service member's leave account, except for the 10-day paternity leave of absence.

d. Transportation shall be to another location outside the U.S. having different social, climatic, or environmental conditions than those at the duty station at which the Service member is serving; or to a location in the U.S.

e. R&R leave periods shall be limited to one per 12-month period assigned to, or one per deployment to, an approved R&R duty location (including extensions). Service members assigned or deployed to an approved R&R location for 18 months or more are authorized one additional R&R leave period after the 18-month point.

f. The applicable combatant commander shall terminate the R&R Leave Program immediately when a location no longer meets the criteria contained in paragraph 1 of this article.

4. **Non-Chargeable Rest and Recuperation (NCR&R) Leave Program**:

a. The NCR&R Leave Program codified in section 705a of reference (f), provides the Secretary of each Service with the authority to grant Service members serving in designated authorized R&R locations with a non-chargeable administrative absence of up to 15 days to be used in conjunction with the benefits provided under the R&R Leave Program. Authorized NCR&R locations are subject to the R&R Leave Program policy established by PDUSD(P&R).

b. Authorized NCR&R leave programs must meet **all** the following criteria:

(1) Be an authorized R&R Leave Program area, or location meeting the criteria contained in paragraph 1 of this article;

(2) Be an area designated as a combat zone by Presidential Executive Order;

(3) Be an area where hardship duty pay is authorized to be paid under section 305 of reference (b), or be an area where Service members are subject to extremely arduous conditions, above and beyond those associated with other deployments or assignments; and

(4) Be an area where U.S. forces have been engaged in combat operations against a hostile force within the last 6 months and where combat operations are expected to continue for the next 6 to 12 months (e.g., where Service members receive HFP).

5. **NCR&R Establishment**. The PDUSD(P&R) shall designate authorized NCR&R duty locations and destinations. Recommendations to designate a specific duty location as an NCR&R location shall be made based on the applicable combatant commander's recommendation, through J-1 to the PDUSD(P&R).

6. **NCR&R Administration**. In addition to the above criteria, the following restrictions apply:

a. NCR&R shall be limited to one per 270-day period assigned to, or one per 270-day deployment to, an approved R&R duty location (including extensions). Service members are limited to either one NCR&R administrative absence of up to 15 days or one R&R leave per 12-month period;

b. Combatant commanders are authorized to approve the combination of a paternity leave of absence with NCR&R, upon Service member request, providing the combination is in the best interests of the Navy; and

c. The applicable combatant commander shall terminate the NCR&R Leave Program immediately upon a location no longer meeting the criteria contained in 4b above.

MILPERSMAN 1050-210

ENVIRONMENTAL AND MORALE LEAVE (EML)

Responsible Office	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	(703) 695-3311

Governing Directives	OPNAVINST 4630.25C DOD 4515.13-R.5 DOD Directive 1327.5 of 24 Sept 85

1. **What Is EML?**

a. EML programs are established at overseas installations, where adverse environmental conditions require specific arrangements for leave in more desirable places at periodic intervals.

b. EML programs involve space-available travel privileges according to OPNAVINST 4630.25C and DOD 4515.13-R.5.

c. The leave taken under the EML program is ordinary leave chargeable to the member's account.

2. **Limitations**

a. Members, regardless of their accompanied status, and/or their family members may be provided space available air transportation from EML destination site. The member's family must be command sponsored to participate.

b. In addition, participants may take no more than **two** EML trips per year.

c. Except those servicemembers assigned to dependent-restricted areas, EML trips for the servicemember may not be taken within 6 months of the beginning or end of the member's tour of duty at the eligible location.

3. **Unified Command Programs**. Unified commanders may establish EML programs in their geographical areas of responsibility, where adverse environmental conditions exist which would offset the full benefit of annual leave programs. Environmental leave programs are intended to supplement in-country leave schedules established in execution of basic leave policy. These programs must include criteria and restraints identified below.

4. **Installation Selection Criteria**.

a. Installations selected to participate must be limited to those which have one or more of the following deficiencies:

(1) Extraordinary **difficult living conditions**, including

(a) geographic isolation,

(b) inadequate commercial transportation, and

(c) lack of adequate cultural and recreational opportunities.

(2) Notably **unhealthful conditions**, including

(a) lack of public sanitation,

(b) inadequate health control measures, and

(c) a high incidence of diseases and epidemics.

(3) Excessive **physical hardship** from

(a) climate,

(b) altitude, or

(c) dangerous conditions affecting life physical well being or mental health.

b. Installations selected to participate must have prescribed tour lengths for accompanied personnel which are shorter than 36 months, the standard overseas tour length for accompanied personnel.

c. Installations selected to participate must be specifically designated as EML origination sites.

---

5. **Other Criteria and Limitations**

a. Places to which EML program personnel may go must be designated for each origination site. Selection should be based on

(1) proximity,

(2) adequacy of cultural and recreational opportunities, and

(3) availability of space-available travel resources.

b. Environmental and morale leave origination sites should not be specified as EML destination sites.

c. Since air transportation regulations basically provide for only one trip per year under EML authorizations, the maximum amount of leave feasible in the command annual leave schedule should be authorized. In-country leave should also be scheduled.

d. The entire authorized absence, including time spent in a travel status, is charged to the member’s leave account.

e. Great care must be exercised in the execution of leave authorizations in conjunction with

(1) temporary additional duty, or

(2) temporary duty.

MILPERSMAN 1050-220

RECRUITING ASSISTANCE LEAVE PROGRAM

Responsible Office	OPNAV (N130)	Phone: DSN COM E-MAIL	664-5477 (703) 604-5477 nxag n130e@navy.mil

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) DoD Instruction 1327.06 of 16 June 2009

1. **What Is the Recruiting Assistance Leave Program?**

a. Members on regular leave between or after "A" or "C" School or apprenticeship training, and prior to reporting to their first permanent duty station, may participate in a program of 5 consecutive days of assistance to recruiting.

b. This assistance includes, but is not limited to, the following items:

(1) Regularly scheduled school canvassing visits;

(2) Speaking at recruiting functions and civic activities;

(3) Follow-up of PRO-Navy-Recruit Training Command referrals; and

(4) Accompanying recruiters on home visits.

2. **How to Document Participation**

a. After completion of recruiting assistance, members must obtain documentation of participation by endorsement from the Navy recruiting district.

b. Upon reporting to next duty station, such documentation will constitute the authority for personnel officers and personnel support detachments to credit member with up to 5 days of non-chargeable leave per reference (a), enclosure (2), paragraphs 1k and 1k(3).

MILPERSMAN 1050-230

LEAVE FOR MIDSHIPMEN

Responsible Office	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	(703) 695-3311

1. **Leave for Midshipmen**

a. Superintendent, United States Naval Academy, may grant leave to midshipmen

(1) under such policies and procedures as the Superintendent may prescribe, and

(2) in such amounts as are not inconsistent with the objectives of the academic and practical curricula.

b. Such leave as may be granted will be granted as a privilege and midshipmen will not be considered to “earn” leave as an accessory to their duty.

2. **Policy for Naval Reserve Midshipmen**

a. Midshipmen, Naval Reserve, under instruction at civilian institutions, are on inactive duty and neither earn nor use leave in a military sense.

b. Commanding officers, to whom midshipmen report for training duty, may grant short periods of leave for recreation in such amounts as are not inconsistent with the training program.

MILPERSMAN 1050-240

LEAVE FOR NAVAL ACADEMY MIDSHIPMEN CANDIDATES WHO ARE GRADUATES OF NAVAL ACADEMY PREPARATORY SCHOOL

Responsible Office	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	(703) 695-3311

1. **Article Purpose**. This article pertains to leave granted to midshipmen candidates between graduation from Naval Academy Preparatory School (NAPS) and entrance into the Naval Academy.

2. **Authority to Grant Leave**

a. Commanding Officer, Naval Academy Preparatory School, is authorized to place in a leave without pay (LWOP) status, with their consent, those midshipmen candidates who have graduated from NAPS.

b. Accrued leave shall be expended prior to placing a midshipman candidate in a LWOP status.

3. **Rights While in LWOP Status**. While in a LWOP status, midshipmen candidates

a. are not entitled to pay and allowances;

b. are subject to court-martial jurisdiction;

c. are entitled to Navy hospitalization, if injured; and

d. do not earn leave.

4. **What LWOP Periods are Creditable For**. Periods of LWOP, as a midshipmen candidate, are creditable for

a. basic pay computation purposes,

b. computing retired pay based on years of service, and

c. determining eligibility for voluntary retirement.

MILPERSMAN 1050-250

FOREIGN LEAVE TRAVEL

Responsible Office	NAVPERSCOM (PERS-451H)	Phone: DSN COM FAX	882-4200 (901) 874-4200 882-2693

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUPERSINST 1050.11H (b) OPNAVINST 4650.15 (c) DOD 4500-G, Department of Defense Foreign Clearance Guide (DOD FCG), Web site **www.fcg.pentagon.mil** (d) State Department, Web site **www.state.gov** (e) Congressional Directory (f) NATO Publication AMOV P-3 of May 98 (NOTAL) (g) BUPERSINST 1320.6G (h) BUMEDINST 6230.15A

1. **Policy**. As stated in reference (a), Navy personnel may visit any place outside the United States (U.S.) without obtaining permission from Navy Personnel Command (NAVPERSCOM). The responsibility for obtaining travel information and for complying with the laws of the countries and/or places to be visited rests with the prospective traveler. Members planning to travel with family members should be aware that the requirements for civilians are not necessarily the same as those for military personnel.

2. **Foreign Leave Travel Authorization**. Unless prohibited by competent authority, commanding officers (COs) may, under this article, authorize foreign leave travel. All countries for which foreign leave is anticipated or authorized, as well as those through which travel is required, must be specifically listed in the detaching endorsement on permanent change of station (PCS) orders or in the leave authorization. Policy for members wishing foreign leave **travel authorization** in connection with PCS orders is contained in reference (b). Information regarding **travel requirements** by personnel taking leave in any foreign country may be obtained by accessing the below:

a. Department of Defense Foreign Clearance Guide (DOD FCG) Web site (reference (c)).

b. Travel advisories to foreign countries that are available on the State Department Web site (reference (d)).

Commands shall review both the DOD FCG (reference (c)) and U.S. State Department travel advisories (on reference (d)) prior to granting leave or travel to foreign countries. When the State Department travel advisory recommends travel to a foreign country be deferred, leave to the country should not be authorized.

NOTE: Foreign leave shall not be granted to a member who is in a disciplinary status, is under investigation for a criminal charge or security violation, or is considered not to be a creditable representative of the Navy.

3. **Alien Members/Dual National Members**

a. Alien members of the Naval Service who return to their country of origin may be subject to certain impositions or controls by the laws of that country which could result in considerable inconvenience or hardship. In some cases alien members have been drafted into the armed forces of their native country or prosecuted for draft evasion. Similar problems may also be encountered by dual national members of the Naval Service who visit their non-U.S. country of nationality. Generally, such dual nationality may arise in the following cases:

(1) Member born in foreign territory to parents at least one of whom is a U.S. citizen.

(2) Member born in the U.S. to parents at least one of whom is a citizen of another country.

(3) Member born with one parent who is a U.S. citizen and one parent who is a citizen of another country regardless of place of birth.

(4) Member born in foreign territory to non-U.S. citizen parents and member eventually becomes a naturalized U.S. citizen.

b. In some cases, the problems of dual nationals are resolved by an international protocol relating to military obligation of dual nationals. The inconveniences and/or legal difficulties of alien or dual national members are minimized to some extent by agreements concerning the status of U.S. forces; however, such agreements have not been concluded with all countries and usually apply only when the member is on official duty assignment in the country concerned. In order to reduce the potential for such problems, members taking leave to a country of

which they are a citizen (except in the case of the Philippines covered in MILPERSMAN 1050-260, Leave/Emergency Leave in the Republic of the Philippines, which requires members requesting leave to submit a country clearance request) should verify that no problem with the other country's draft laws is anticipated prior to commencing travel to such country. In this regard, assistance may be obtained from the following:

Office of the Judge Advocate General
International and Operational Law
Code 10
Pentagon Room 5E793
Arlington, VA 22202

COM (703) 697-9161
DSN 221-9161

4. **Passports and Visas**

a. Requirements for passports vary in each country. It is strongly recommended that members and their families apply for a tourist passport if there is any doubt as to whether one will be needed.

b. Military personnel are not required to obtain visas for many countries provided they present proper military identification. **DD 2 (7-74)**, **Armed Forces of the United States-Geneva Conventions Identification Card (Active)**, is the minimum requirement. Temporary identification cards are not acceptable in most countries. Visas may be obtained in the principal cities of the world from the embassy or a consulate of the country to be visited. The addresses of foreign diplomatic representatives and foreign counselor offices in the U.S. are listed in the Congressional Directory (reference (e)) which is readily available in naval general libraries and most public libraries in the U.S.

5. **North Atlantic Treaty Organization (NATO) Countries**. Military personnel performing leave travel in or through NATO countries shall carry, in addition to PCS orders or leave authorization, NATO Travel Orders in compliance with Status of Forces Agreement (set forth in reference (f)), as required by the DOD FCG (reference (c)). See reference (g) for guidance on completion of NATO Travel Orders. Family members are required to hold a valid passport in which they are described as accompanying a member of a force. The NATO countries are as follows:

Belgium	Lithuania
Bulgaria	Luxembourg
Canada	Norway
Czech Republic	Poland
Denmark	Portugal
Estonia	Romania
France	Slovakia
Germany	Slovenia
Greece	Spain
Hungary	The Netherlands
Iceland	Turkey
Italy	United Kingdom
Latvia	United States

6. **Immunization Requirements**. Navy personnel and their family members shall follow the immunization requirements for foreign leave travel per reference (h).

7. **MAC Transportation**

a. **Travel Arrangements**. The member who is performing the travel is responsible for making transportation arrangements. “Space available” accommodations for leave travel via the Air Mobility Command (AMC) can be expected to be very difficult to obtain and may be available only to intermediate or adjacent destinations. It is imperative that personnel attempting to travel on a space-available basis have sufficient funds to defray travel expenses via commercial means and to cover the cost of hotel accommodations when delayed or when passage by AMC is unobtainable.

b. **Travel Uniform**. Navy personnel on leave or liberty will be in an appropriate uniform when traveling on DOD-owned or controlled aircraft unless civilian attire is authorized due to local extenuating circumstances for political or personal safety reasons or as required by reference (c).

c. **Obtaining Information**. Information regarding travel requirements by personnel taking leave in any foreign country may be obtained by accessing the reference (c) DOD FCG Web site. Travel advisories to foreign countries are available on the reference (d) State Department Web site.

d. **Command Responsibility**. Commands shall review both the DOD FCG (reference (c)) and U.S. State Department travel advisories (on reference (d)) prior to granting leave or travel to foreign countries. This policy applies to personnel traveling

on military and AMC-contracted (Category B) civil aircraft departing from military airfields and commercial gateways.

e. **Clothing Restrictions in Other Countries**. Refer to the current issue of the DOD FCG (reference (c)) regarding an individual country's uniform and civilian clothing restrictions. In compliance with regulations governing AMC transportation, all countries through which travel is o r may be required shall be specifically listed on the leave authorization or in the detaching endorsement on PCS orders.

MILPERSMAN 1050-260

LEAVE/EMERGENCY LEAVE IN THE REPUBLIC OF THE PHILIPPINES

Responsible Office	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	(703) 695-3311

Governing Directives	DOD Foreign Clearance Guide BUPERSINST 1050.11G

1. **General Requirements**

a. Members, requesting leave in Republic of the Philippines, are required to submit a country clearance request.

b. In the case of emergency leave, travel may commence immediately after the clearance request message has been sent; however, a clearance message must be sent.

c. Consult the DOD Foreign Clearance Guide and BUPERSINST 1050.11G for information concerning

(1) travel requirements, and

(2) specific format and content of the clearance request.

d. The DOD Foreign Clearance Guide also lists requirements for Filipino servicemembers and their families who are non-immigrant residents of the U.S.

2. **Status Of Forces Agreement (SOFA) No Longer Exists**. Following withdrawal of U.S. Military Forces, there is no longer a Status Of Forces Agreement (SOFA) with the Philippines. Therefore, the situation and conditions for travel to and within the Philippines have changed significantly for U.S. personnel. See the description of the situation below.

3. **Passports and Visas**. The requirements are as follows:

a. To enter the Philippines, passports are required; and

b. to stay longer than 21 days by non-Filipino citizens, visas are required.

4. **Financial Situation**

a. The financial situation within country is as follows:

(1) U.S. disbursing and check cashing facilities are not available.

(2) Sufficient funds and/or travelers checks should be brought to the Philippines to defray expenses incurred.

(3) Personal checks are not considered acceptable tender by local merchants or hotels.

(4) A limited check cashing facility is available, but is restricted to individuals

(a) assigned temporary duty/temporary additional duty to metro Manila, or

(b) on emergency leave.

b. Contact U.S. Defense Attaché Officer (USDAO) Manila for further instructions.

5. **Travel Arrangements**. The situation for making travel arrangements is as follows:

a. Travelers will pay travel tax on tickets purchased in the Philippines.

b. There are no U.S. travel agencies, i.e., personnel transportation offices, available.

c. It is highly recommended that all travelers have return tickets in hand prior to entering the Philippines.

6. **Other Conditions**. Other significant existing conditions and requirements are as follows:

a. Personnel are not exempt from payment of import and export taxes and customs duties.

b. Personnel are subject to Philippine civil and criminal law and procedure.

c. Visitors may be required to pay immigration and alien registration fees.

d. The U.S. Embassy will only provide those services provided in any other foreign countries.

e. All personnel should ensure complete preparations are made prior to travel to the Philippines.

MILPERSMAN 1050-270

ADMINISTRATIVE ABSENCES

Responsible Office	CNO N13 (N131)	Phone: DSN COM FAX	225-2301 (703) 693-2301 224-1189

References	(a) DODD 1327.5 of 29 Nov 04 (b) SECNAV Policy Memorandum dated 20 Nov 00

1. **Definition**. Per reference (a) administrative absence is a period of authorized absence not chargeable as leave, to attend or participate in activities of a semi-official nature, to benefit the Department of Defense (DOD).

2. **Policy**

a. Care must be taken that the absence contemplated falls clearly within the criteria provided. If it does not, the absence must be handled under normal leave or liberty procedures. The criteria are to be narrowly construed.

b. Administrative absence in excess of 30 consecutive days in a 12-month period must be authorized by Commander, Navy Personnel Command (NAVPERSCOM) (PERS-4).

3. **General Purposes for which Authorized**. Administrative absence may be authorized for the following general purposes:

a. Attendance at meetings sponsored by non-federal societies and organizations directly related to member and Navy.

b. Attendance at meetings related to DOD credit union programs.

c. Participation in and support of competitive amateur sports events.

d. Participation in professional sports events (without compensation) or amateur sports activities with potential regional and/or national recruiting or public affairs benefit to the Navy.

e. Attendance as a witness at criminal proceedings involving public interest.

f. Participation in other programs of the Navy enhancing member's value.

4. **Attendance at Meetings**. Attendance at meetings, sponsored by recognized non-federal

a. technical,

b. scientific,

c. professional medical,

d. professional legal, and

e. professional ecclesiastical

societies and organizations, when the meetings bear direct relationship to the member's professional background, or primary military duties, and clearly enhance the member's value to the service.

5. **Attendance DOD Credit Union Meetings**. Attendance of a member of the board of directors of a DOD credit union at meetings of

a. associations,

b. leagues, or

c. councils

formed by DOD credit unions, the purpose of which is directly related to the DOD credit union program.

6. **Participation in and Support of Sports**. Participation in competitive sports events, and essential support of participants in competitive sports events.

7. **Participation in Professional Sports (without Compensation) or Amateur Sports Activities with Potential Regional and/or National Recruiting or Public Affairs Benefit to the Navy**. Per reference (b), participation in professional sports (without

compensation) or amateur sports activities with potential regional and/or national recruiting or public affairs benefit to the Navy are special cases that are subject to a high degree of scrutiny. When there is the strong expectation that the activities will provide the Navy with significant favorable media exposure likely to enhance national recruiting or public affairs efforts, the requesting member shall submit a request for administrative absence to Chief of Naval Operations (CNO), via

- Commanding Officer (CO) (present duty station),
- Commander, Navy Personnel Command (COMNAVPERSCOM) (PERS-4),
- Chief of Naval Personnel (CHNAVPERS), and
- Vice Chief of Naval Operations.

Requesting members will be expected to use their talents in a manner that generates significant positive national media coverage within the United States. Members who believe they may benefit the Department of the Navy by using their unique talents in professional or amateur sports activities outside the Navy shall submit specific proposals describing how their talents will be used to benefit the Navy's national recruiting or public affairs efforts. In evaluating such a request, the chain of command and CNO will consider the current needs of the Navy, the quality of the member's professional performance to date, the strength of the member's public affairs or recruiting proposal, and the likelihood that the member's accomplishments will be sufficiently noteworthy to generate the desired benefit for the Department of the Navy. Each decision will be made on a case-by-case basis.

8. **Attendance as a Witness**. Attendance in response to a

a. subpoena,

b. summons, or

c. request in lieu of process

as a witness at a state criminal investigative proceeding or criminal prosecution involving substantial public interest, such as major crimes in which the member would be an essential witness.

9. **Participation in Other Navy Programs**. Participation in other official or semi-official programs of the Navy, for which temporary additional duty (TAD) or temporary duty (TEMDU) is not appropriated, which will enhance the member's

a. value to the Navy, or

b. understanding of the Navy, and

c. their relationship to it.

10. **Issuance of TAD Orders**. Policy pertaining to the issuance of TAD authorization orders, for administrative absences, is contained in MILPERSMAN 1320-314.

11. **Special Procedures for Requesting Administrative Absence for Participation in Professional Sports (without compensation) or Amateur Sports Activities with Potential Regional and/or National Recruiting or Public Affairs Benefit to the Navy**

a. Pursuant to the policies contained in paras. 3d and 7 of this article, a Navy member requesting administrative absence to participate in professional sports activities (without compensation) or amateur sports activities with potential recruiting or public affairs benefit to the Navy must request permission from CNO via the members's

- CO,
- COMNAVPERSCOM,
- CHNAVPERS, and
- Vice Chief of Naval Operations.

b. **Contents of Letter of Request**. The proper format for the letter of request to administrative absence to participate in sports activities with potential recruiting or public affairs benefit to the Navy is as follows:

Date

From: [Rank, Name, USN/USNR, SSN/Designator]
To: Chief of Naval Operations
Via: Commanding Officer, [present duty station]
Commander, Navy Personnel Command (PERS 4)
Chief of Naval Personnel
Vice Chief of Naval Operations

Subj: REQUEST FOR ADMINISTRATIVE ABSENCE TO PARTICIPATE IN [activity with potential recruiting or public affairs benefit to the Navy] WHILE SERVING ON ACTIVE DUTY IN THE UNITED STATES NAVY

Ref: (a) MILPERSMAN 1050-270

Encl: (1) Reason for submission of request. [Specific proposals describing how the requesting member's talents will be used to benefit the Navy's national public relations and recruiting efforts]
(2) Copy of applicable contract [or similar binding commitment that guarantees the requesting member an opportunity to pursue an activity providing potential positive public affairs or recruiting benefit]

1. I hereby submit my request for administrative absence to participate in (professional or amateur) sports activities with potential recruiting or public affairs benefit to the Navy while on active duty. My active duty service obligation will expire in [month/year].

2. My reason(s) for requesting to administrative absence to participate in activities with potential recruiting or public affairs benefit to the Navy are provided in enclosures (1) and (2).

3. I fully understand that approval of my request is contingent upon the credibility of my proposal to utilize my talents to benefit the Navy's national recruiting or public affairs efforts. I also realize that in evaluating such a request, the chain of command and ultimately Chief of Naval Operations will consider the current needs of the Navy, the quality of my professional performance to date, the strength of my public affairs or recruiting proposal, and the likelihood that my

accomplishments will be sufficiently noteworthy to generate the desired benefit for the Department of the Navy. Furthermore, I acknowledge that the decision to approve or disapprove my request will be made on a case-by-case basis and that the United States Navy is under no legal or implied obligation to honor my request.

a. To serve in a capacity the Navy deems fit to utilize my service in order to support of Navy public affairs or recruiting.

b. Home of record (city and state recorded as home of record of the member when commissioned/enlisted, reinstated, appointed, inducted, or ordered to relevant tour of active duty) is _____.

4. Place of entry (city and state where the member's appointment acceptance/enlistment and oath of office was signed; for Naval Academy graduates, the place of entry is Annapolis, MD; for Naval Reserve Officer Training Corps (NROTC)/STA-21 graduates, the place of entry is the city and state of the college or university attended)
is _____.

[Signature]

12. **CO's Endorsement**. The following outlines minimum mandatory inclusions required for a properly drafted Command Endorsement Letter:

(1) COs must forward requests for administrative absence to participate in activities with potential recruiting or public affairs benefit to the Navy while on active duty by endorsement within 30 days and must certify information provided in the officer's letter is correct.

(2) The CO's endorsement shall comment on the individual's professional performance to date, the strength of the individual's public affairs or recruiting proposal, and the likelihood that the individual's accomplishments will be sufficiently noteworthy to generate the desired positive benefit for the Department of the Navy. The CO should also provide a recommended disposition of the request.

MILPERSMAN 1050-271

POST-DEPLOYMENT MOBILIZATION RESPITE ABSENCE FOR ACTIVE DUTY PERSONNEL

Responsible Office	CNO (N130)	Phone: DSN COM FAX	225-3304 (703) 695-3304 (703) 695-3311

References	(a) Secretary of Defense Policy Memorandum of 19 Jan 2007 (b) Under Secretary of Defense (Personnel and Readiness) (USD (P&R)) Policy Directive of 18 Apr 2007

1. **General Policy**. This policy is established to recognize members who are required to deploy with a frequency beyond rotation policy goals identified within reference (a) and implemented by reference (b). For active duty members this threshold is established as a ratio of 1 year deployed to 2 years at home station (1:2). Members who exceed 12 months (1 year) “boots on the ground” in a creditable deployment location on or after 19 January 2004 will accrue Post-Deployment Mobilization Respite Absence beginning with the 1st day of the 13th month or within the 1st month of a subsequent deployment to a creditable deployment location with less than 24 months at their home station. Deployment time to creditable deployment locations is cumulative on a month-to-month basis. The 1:2 year ratio for active duty members is retroactive for calculation purposes to 19 January 2004. Actual accrual of administrative absence days, however, is restricted to those members deployed to a qualifying location on or after 19 January 2007. Active duty members who exceed the established threshold may be eligible to receive Post-Deployment Mobilization Respite Absence, a form of administrative absence.

2. **Creditable Deployment Locations**. In order to meet the requirements to qualify for Post-Deployment Mobilization Respite Absence, personnel must be deployed in Afghanistan, Iraq, or with units that routinely conduct operations, or support units that conduct operations in Iraq but are not based in Iraq (Kuwait). Personnel deployed to any other location, including the Horn of Africa and the Arabian Gulf, are not deployed in a creditable location for which accrual of Post-Deployment Mobilization Respite Absence is authorized.

3. **Creditable Time**. Creditable time begins on the day the member arrives at a creditable location through the member's departure (i.e., while the member is boots-on-ground in one of the creditable deployment locations identified above). The 1 year deployed to 2 years at home station ratio is effective for computation purposes as of 19 January 2004, or the date that is 36 months prior to the member's deployment, whichever is most recent. **Note**: Post-Deployment Mobilization Respite Absence days do not accrue for deployment periods exceeding the 1:2 year rotation policy goals prior to **19 January 2007**, **the effective date of this program**. Deployment to creditable locations on or after 19 January 2004 and prior to 19 January 2007 determines the rate of accrual during subsequent deployment to creditable locations as specified in the following table:

Deployment beyond the number of creditable months during the most recent 36 months of Active Duty:		
12	**18**	**24**
Generates for each month or fraction thereof the following number of days for administrative absence		
1	**2**	**4**

4. **Authorization**. Members who meet the qualifying criteria should submit a request, including documentation to their respective commanding officers (COs) for validation and approval of administrative absence.

a. Appropriate forms of documentation for use in establishing an entitlement to Post-Deployment Mobilization Respite Absence include, but are not limited to, travel claims, TDY orders, Combat Zone Tax Exemption or Imminent Danger/ Hazardous Duty pay data (including country code) provided by the servicing Personnel Support Activity Detachment (PERSUPP DET), concurrent FITREPS/evals, deployment awards, etc. Due to the variety of assignment types in Iraq and Afghanistan, COs are authorized discretion in determining the type and validity of available documentation necessary to establish an entitlement to Post-Deployment Mobilization Respite Absence.

b. Active duty members who qualify for administrative absence have 1 year following the completion of deployment to use their Post-Deployment Mobilization Respite Absence. Members who return from deployment due to injury or are deemed to be "not fit for duty" will have 1 year to use their Post-Deployment Mobilization Respite Absence from the day that they are determined to be "fit for duty." Members who are not found to be "fit for duty" and are separated from the Navy may combine this authorized administrative absence with terminal leave.

c. Members may combine administrative absence and chargeable annual leave, but COs should use discretion in allowing the combination of Post-Deployment Mobilization Respite Absence with Special Liberty, as both are types of administrative absence that may serve similar purposes. Members may not sell back administrative absence at any time, and failure to use approved Post-Deployment Mobilization Respite Absence days within the designated time frame will result in loss of the benefit (i.e., Post-Deployment Mobilization Respite Absence days are a "use or lose" entitlement).

5. **Court-Martial or Other Adverse Administrative Action**. In the event that a court-martial or other adverse administrative action has been initiated against a deployed member, the accrual of creditable time is suspended, beginning with the day that charges are preferred, or, adverse administrative action is initiated, pending final resolution of the matter. COs must document suspension date of creditable time and notify Chief of Naval Operations (CNO) (N130), which will make final determination of Post-Deployment Mobilization Respite Absence eligibility, pending final resolution.

6. **Documentation**

a. Once the CO has validated a member's entitlement to a specific number of days of administrative absence, an appropriate NAVPERS 1070/613 (7-06), Administrative Remarks, service record entry should be made to document the entitlement and when the entitlement will expire if an unused balance of days remains, as well as entries to document when the administrative absence is used and when the balance reaches zero or expires.

b. Members taking administrative absence should be provided with no-cost permissive temporary duty orders to reflect line of duty status and authorized absence during the period of Post-Deployment Mobilization Respite Absence. These orders do not provide entitlement to any government reimbursement for travel, lodging, meals or other incidental expenses while on administrative absence. Chargeable leave and/or special liberty authorized in conjunction with Post-Deployment Mobilization Respite Absence should be documented on

- NAVCOMPT 3065 (Rev. 2-83), Leave Request/ Authorization, for annual leave; and
- NAVPERS 1336/3 (Rev. 8-05), Special Request/ Authorization, for Special Liberty.

7. **Examples**

a. **Scenario**: Member serves 13 months deployed in Iraq from 1 January 2005 to 30 January 2006 (prior to the 19 January 2007 program implementation date). Member is assigned to home station until redeployed for 12 months to Afghanistan beginning in February 2007.

Calculation: Member has already exceeded the 12-month deployment point and begins to accrue administrative absence at a rate of 1 day per month upon arrival in a creditable deployment location for months 1 through 5 of the second assignment. After month 5 the member will have completed 18 months of creditable deployment time and will accrue administrative absence days at a rate of 2 days per month for the next 6 months. The final month of this deployment will exceed the 24-month threshold and the member will accrue administrative absence days at a rate of 4 days per month. Member is entitled to 21 days of Post-Deployment Mobilization Respite Absence upon completion of the second deployment to Afghanistan
(5 days + 12 days + 4 days = 21 days administrative absence).

b. **Scenario**: A Hospital Corpsman (HM) serves a 7-month deployment in Iraq from 15 February 2006 to 10 September 2006 and returns to home station. Member is scheduled for second deployment to Iraq for 7 months beginning in May 2007.

Calculation: Member is credited for 7 months of deployment time for initial assignment, and will exceed the 12-month deployment point following the 5th month of the second assignment. For months 6 and 7, the member will accrue administrative absence days at the rate of 1 day per month, for the cumulative deployment time in excess of 12 months. Member is entitled to 2 days of Post-Deployment Mobilization Respite Absence upon completion of the second deployment.

c. **Scenario**: Member serves 15 months in Qatar from 1 February 2005 to 10 April 2006, followed by an immediate 12-month deployment to Afghanistan.

Calculation: Assignment to Qatar is not a creditable deployment location under current guidelines, and, therefore, does not entitle the member to any creditable time.

d. **Scenario**: Member deployed to Iraq for a 12-month period from 1 August 2004 to 31 July 2005 and returned to home station. Member is then redeployed for a 12-month period in Afghanistan from 1 April 2006 to 31 March 2007, but is extended in Afghanistan until 15 June 2007.

Calculation: For first deployment, member is credited for 12 months deployment time, but accrues no Post-Deployment Mobilization Respite Absence days because deployment occurred prior to 19 January 2007. Member is credited with another 9 months of deployment time with no administrative absence days accrued for the period of 1 April 2006 through 31 December 2006. As of 31 December 2006, member is credited with a total of 21 months of deployment. Because member is still deployed as of 19 January 2007 the member will begin to accrue administrative absence days as of that date at the rate of 2 days per month for the months of January and February. As of 1 March 2007 (the 24th month of creditable deployment), member accrues absence days at the rate of 4 days per month for the months of March, April, and May, and for the partial month of June 2007 (4 days + 16 days = 20 days of administrative absence).

MILPERSMAN 1050-272

POST-MOBILIZATION RESPITE ABSENCE FOR MOBILIZED RESERVE COMPONENT PERSONNEL

Responsible Office	CNO (N130)	Phone: DSN COM FAX	225-3304 (703) 695-3304 (703) 695-3311

References	(a) Secretary of Defense Policy Memo of 19 Jan 2007 (b) Under Secretary of Defense (Personnel and Readiness) (USD (P&R)) Policy Directive of 15 Mar 2007 (c) Under Secretary of Defense (Personnel and Readiness) (USD (P&R)) Policy Directive of 18 Apr 2007 (d) Under Secretary of Defense (Personnel and Readiness) (USD (P&R)) Policy Directive of 24 May 2007 (e) 10 U.S.C.

1. **General Policy**. This policy is established to recognize Reserve members who are required to mobilize with a frequency beyond rotation policy goals identified within reference (a) and implemented by references (b), (c), and (d). For Reserve members this threshold is established as a ratio of 1 year mobilized to 5 years demobilized (1:5). Members who exceed 12 months (1 year) mobilization on or after 7 October 2001 will accrue creditable mobilization time for Post-Mobilization Respite Absence calculations beginning with the first day of a subsequent mobilization with less than 60 months of demobilized time. Creditable mobilization time is cumulative, within the rolling 72-month window, and the 1:5-year ratio for Reserve members is retroactive for calculation purposes to 7 October 2001. Actual accrual of administrative absence days, however, is restricted to those members mobilized on or after 19 January 2007. Reserve members who exceed the established mobilization threshold may be eligible to receive Post-Mobilization Respite Absence, a form of administrative absence.

2. **Applicable Types of Mobilization**. Reserve component members must be mobilized under reference (e), sections 12301a, 12302, or 12304, and exceed the mobilization threshold in order to be eligible to receive a Post-Mobilization Respite Absence.

3. **Creditable time**. For the purpose of calculating creditable time, mobilization includes the day the member is mobilized through the date the mobilization is terminated. Computation of creditable time commences 7 October 2001, or the date that is 72 months prior to the member's mobilization, whichever date is most recent. **Note**: accrual of Post-Mobilization Respite Absence days begins on **19 January 2007**, **the effective date of this policy**. If the threshold limits were exceeded before 19 January 2007, no days will accrue for that period. Creditable time is based on duration and type of mobilization orders, and is not related to location of mobilization.

Mobilization beyond following number of creditable months during the most recent 72 months:		
12	**18**	**24**
Generates for each month or fraction thereof the following number of days for administrative absence:		
1	**2**	**4**

4. **Authorization**. Members undergoing demobilization processing at Navy Mobilization Processing Sites (NMPSs) shall be screened for Post-Mobilization Respite Absence eligibility by the supporting Personnel Support Activity Detachment (PERSUPPACT DET). Members should provide documentation, as needed, or PERSUPPACT DETs may access Navy-Marine Corps Mobilization Processing System (NMCMPS) data to assist in validation and computation of accrued Post-Mobilization Respite Absence time, if any. Appropriate forms of documentation for use in establishing an entitlement for Post-Mobilization Respite Absence include, but are not limited to, previous mobilization orders, travel claims, temporary duty (TDY) orders, fitness reports (FITREPS)/evaluations providing mobilization dates, deployment awards, and Personal Summary Record (PSR)/Officer Data Card (ODC) updates. Due to the variety of sources, officers-in-charge (OICs) of PERSUPPACT DETs and NMPS sites are authorized discretion in determining the validity of mobilization documents. Members with periods of involuntary service in another service will need to provide supporting documentation.

5. **Additional Guidance**

a. Members will be afforded the opportunity to use their Post-Mobilization Respite Absence prior to completion of their demobilization and deactivation processing and termination of orders. In order to accomplish this, Reserve component members may be extended under their mobilization orders provided the period of mobilization does not exceed designated limits in law applicable to the authority under which the member was mobilized.

b. Members may combine Post-Mobilization Respite Absence and chargeable pre-separation leave following their demobilization and deactivation processing and prior to termination of their mobilization orders. Except under circumstances described in para. 5c, members may not sell back administrative absence days at any time. Failure to use approved Post-Mobilization Respite Absence days prior to expiration of mobilization orders will result in loss of the benefit (i.e., Post-Mobilization Respite Absence days are a “use or lose” entitlement).

c. Reserve component members who are also Federal, State, or local civilian government employees may be precluded by law from being paid by two government entities for simultaneously serving in a Reserve component status and in their civilian government jobs. This would prevent them from returning to civilian government employment during the period of Post Mobilization Respite Absence. Reservists who are also Federal, State, or local civilian government employees may elect, at the beginning of mobilization, to receive Assignment Incentive Pay (AIP) in lieu of administrative absence days. For this purpose, AIP would be valued at a rate of $200 for each day of administrative absence that otherwise would have been authorized. Additionally, a member may elect, before days are earned, to receive AIP in lieu of a portion of administrative absence days earned, and receive administrative absence days for the remainder of accrued days. **Note**: a member may elect the AIP option in lieu of being awarded administrative absence days; however, the member may not cash in administrative absence days already earned.

d. Upon initial mobilization processing, NMPS PERSUPPACT DETs shall issue a standard NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks, page as part of the personnel/pay gains processing prior to training and deployment to all Federal, State, and local government employees as a means of documenting the member’s choice of administrative absence days, AIP, or a combination of both. This document should be retained for use during demobilization processing, with a copy provided to the member. NAVPERS 1070/613 should contain the following statement:

In the event that Post-Mobilization Respite Absence days are earned as a result of this mobilization, I elect to receive:

_____ *Administrative absence days*
_____ *Assignment Incentive Pay (AIP) at the rate of $200/day*
_____ *A combination of administrative absence days and AIP, as explained below:*
_____
_____

I acknowledge that the election to receive AIP in lieu of administrative absence days must be made in advance of earning Post-Mobilization Respite Absence days; days earned may not be cashed in for AIP, after the fact.

_____
Signature and Date

Note: Reservists who have already completed mobilization processing and are currently mobilized may elect to receive AIP in lieu of administrative absence days, but must state that intention, in writing, and provide to the NMPS PERSUPPACT DET. In the absence of advance notice, AIP cannot be awarded in lieu of administrative absence days.

e. Members who are placed in a “MEDICAL HOLD” (MEDHOLD) status pending resolution of medical issues related to their mobilization duty will be converted to a voluntary active duty status under the authority of reference (e), section 12301(h). That conversion will terminate accrual of the administrative absence accrual entitlement under involuntary authorities. Post-Mobilization Respite Absence days accrued prior to MEDHOLD status may be used prior to separation using criteria established in para. 5b, above.

6. **Court-Martial or Other Adverse Administrative Action**. In the event that a court-martial or other adverse administrative action has been initiated against a mobilized member, the accrual of creditable time is suspended, beginning with the day that charges are preferred, or adverse administrative action is initiated, pending final resolution of the matter. Commanding officers (COs) must document suspension date of creditable time and notify Chief of Naval Operations (CNO) (N130), who will make final determination of Post-Mobilization Respite Absence eligibility, pending final resolution.

7. **Examples**

a. **Scenario**: Reserve member was mobilized on 1 January 2004 and demobilized on 31 December 2004. Member mobilized a second time on 1 October 2006 for a 12-month period expiring 30 September 2007.

Calculation: First mobilization accrued 12 months of creditable time since it occurred within 72 months of the member's current mobilization. From 1 October 2006 to 18 January 2007, the member accrued 4 more months of creditable time, but earned no absences. From 19 January 2007 to 31 March2007, the member accrues 1 day of Post-Mobilization Respite Absence per month for the 4th, 5th, and 6th month. During the 7th through 12th month, member accrues 2 days per month, because member has exceeded 18 months of creditable time (3 days + 12 days = 15 days of Post-Mobilization Respite Absence).

	Prior	Oct06	Nov	Dec	**Jan07**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**
Cumulative mob months	12	13	14	15	16	17	18	19	20	21	22	23	24
Absences accrued					**1**	**1**	**1**	**2**	**2**	**2**	**2**	**2**	**2**

b. **Scenario**: Member mobilized on 15 October 2001 for 15 months. Member mobilized a second time on 1 October 2005 for a 12-month period expiring 30 September 2006.

Calculation: Since both mobilizations occurred prior to the 19 January 2007 implementation date of this program, no Post-Mobilization Respite Absence days are accrued; however, if the member were involuntarily mobilized again before 15 October 2007, the 27 months of mobilization would be creditable. After 15 October 2007, the creditable months would begin to fall outside the 72-month rolling window.

c. **Scenario**: A Seabee is mobilized on 1 October 2002 for a 9-month period. Member remobilized on 1 August 2006 for a second 9-month period, with active duty time extended to 15 months due to injury that occurred during the 7th month of mobilization.

Calculation: The 9-month mobilization period is creditable time since it occurred after 7 October 2001. Member would cross the 12-month threshold during the 3rd month of the second deployment, but would only accrue 1 day of administrative absence per month during the 6th and 7th months, since the policy was implemented on 19 January 2007. Due to the injury, member's mobilization status would be converted to voluntary active duty under reference (e), section 12301(h), voluntary authority, effective during the 7th month of the second mobilization. Member would

accrue 2 days of Post-Mobilization Respite Absence, and would be eligible to use these days prior to demobilization.

	Prior	Aug06	Sep	Oct	Nov	Dec	**Jan07**	**Feb**	Mar	Apr	May	Jun	Jul
Cumulative mob months	9	10	11	12	13	14	15	16	16	16	16	16	16
Absences accrued							**1**	**1**					

d. **Scenario**: Member was mobilized on 1 January 2005 and volunteered to extend on mobilization into a second year of reference (e), section 12302, authority orders. Member then volunteered to continue on active duty on voluntary reference (e), section 12301(d), authority orders on 1 January 2007.

Calculation: Since the entire period of involuntary reference (e), section 12302, mobilization orders occurred before implementation of this new Office of the Secretary of Defense (OSD) policy (effective 19 January 2007), no Post-Mobilization Respite Absence days are earned. Voluntary mobilization orders are excluded from creditable months. Should member be mobilized again under reference (e), sections 12301(a), 12302, or 12304, orders prior to 1 January 2012, then some Post-Mobilization Respite Absence days would accrue, depending on the future mobilization start date.

MILPERSMAN 1050-280

DEFINITION OF LIBERTY

Responsible Office	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	(703) 695-3311

Governing Directive	DOD Directive 1327.5 of 24 Sept 85

1. **Definition: Regular Liberty**. Regular liberty is a routinely authorized absence, at the end of which the member is actually on board or in the location from which the member regularly commutes to work, which lasts from the end of normal working hours on one day to the beginning of normal working hours the next workday.

2. **Definition: Weekend Liberty**. For members whose duty hours follow a traditional American work week, weekend liberty will be from the end of working hours Friday afternoon until the beginning of normal working hours on the following Monday.

3. **Definition: Equivalent Weekend Liberty**. For members who work other schedules, commanding officers will ensure an equivalent weekend liberty, though days of the week may vary.

4. **Maximum Length of Liberty Period**. Except for public holiday weekends or public holiday periods specifically extended by the President, regular liberty periods will not exceed 3 days in length.

5. **Definition: Special Liberty**

a. Special liberty is liberty granted outside of regular liberty periods for unusual reasons, such as

(1) emergencies,

(2) to exercise voting responsibilities of citizenship,

(3) for observance of major religious events, requiring the individual to be continuously absent from work or duty, or

(4) for special recognition.

b. Special liberty will normally not exceed 3 days; under certain circumstances, 4 days special liberty may be authorized.

c. Special liberty periods of 3 to 4 days are intended as compensation for

(1) unusually long working hours,

(2) members on-board ship in overhaul away from home port, or

(3) as recognition's for exceptional performance.

6. **Definition: 3-Day Special Liberty**. 3-day special liberty is a liberty period designed to give a servicemember 3 full days absence from work or duty, usually beginning at the end of normal working hours on a given day and expiring with the start of normal working hours on the 4th day, e.g., from Monday evening until Friday morning.

NOTE: When a 3-day liberty embraces only regular liberty time, such as a Saturday and Sunday with a Monday or Friday national holiday, when scheduled work hours are not included, the time off is treated as regular liberty.

7. **Definition: 4-Day Special Liberty**. 4-day special liberty is a liberty period designed to give a servicemember 4 full days absence from work or duty, usually beginning at the end of normal working hours on a given day and expiring with the start of normal working hours on the 5th day, and including at least 2 consecutive non-work days, e.g., from Wednesday evening until Monday morning.

8. **Restrictions on Combining Liberty and Other Absences**. DOD Directive 1327.5 places specific restrictions on combining regular liberty with special liberty and special liberty with leave. Refer to MILPERSMAN 1050-290.

MILPERSMAN 1050-290

POLICY CONCERNING LIBERTY

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 (703) 695-3311

References	(a) DoD Directive 1327.5 29 Nov 04 (b) Manual for Courts-Martial United States (2008 Edition)

1. **General Policy**. Commanding officers (COs) may grant liberty for any period of 4 days or less. As an instrument of command management, liberty is normally granted to persons **not** required

a. to be physically present to complete unfinished work assignments,

b. for additional essential work, or

c. to maintain a level of operational readiness.

2. **Prohibitions/Limitations/Exceptions to Granting Liberty**. Use the following instructions before granting liberty to a member:

a. **Members with diseases**:

(1) Do not grant liberty to members under treatment for infectious or contagious diseases, while in an infectious stage, except in cases of urgent personal matters.

(2) Before granting liberty to a member with an infectious or contagious disease the CO should first consult with the member’s physician to ensure safety of the public.

b. **Restrictions on combining periods of liberty and/or leave**:

(1) Do not combine periods of special liberty with regular liberty in order to exceed restrictions regarding 4-day special liberty.

(2) Do not combine liberty periods with leave when leaving the immediate geographic area of the duty station, as defined by the local command.

(3) Special liberty may be combined with leave. The member must be physically present within the geographic area (as defined by the local command) for the period of special liberty. If the member is not physically present within the geographic area for the duration of special liberty (when combined with leave), the entire period of leave and special liberty will be charged as leave.

c. **Restrictions on combining periods of liberty with temporary duty (TDY) or temporary additional duty (TAD)**:

(1) Liberty may not be authorized at the beginning or end of a period of TDY or TAD for the purpose of extending the period of TDY/TAD, per reference (a).

(2) This prohibition does not include normal liberty periods which do not result in an extension of the period of TDY/TAD.

(3) Example: A member is sent TDY/TAD to San Diego, CA from Norfolk, VA. The member is in a TDY/TAD status from Monday through Friday, but the member decides to remain in San Diego over the weekend to visit family and fly back on Sunday. The member would be charged leave for Saturday and Sunday because the member extended the period of TDY/TAD.

3. **Extending Liberty Period**. When a member requests an extension of an authorized liberty period, and the time (liberty and extension) exceeds 4 days, that portion exceeding the regular liberty shall be charged to the member’s leave account.

4. **When a Public Holiday Falls on Weekend**. Use the rules in the table below to consider Friday or Monday as a holiday, when a regular holiday falls on a weekend:

WHEN public holiday falls...	THEN ...
on Saturday,	the preceding Friday also will be considered a holiday.
on Sunday,	the following Monday also will be considered a holiday.
within authorized dates of leave,	the holiday is charged as leave.

NOTE: Personnel not on duty are in a regular liberty status on holidays.

5. **Liberty for In-Port Duty on Holidays**. When possible, grant members liberty following in-port duty on national holidays, using the rules in the table below:

WHEN ...	AND ...	THEN ...
this liberty is granted,		it should fall on the first workday following the holiday.
the holiday is a Saturday,	the member has duty on Friday (the federally observed day),	give Monday off as liberty.
the holiday is a Sunday,	the member has duty on Monday (the federally observed day),	give Tuesday off as liberty.

6. **Public Holidays and Dates**. Public holidays are governed by law and will be observed except when military operations prevent. The following table lists public holidays and the dates they are to be observed:

HOLIDAY	DATE OBSERVED
New Year’s Day	1 January
Martin Luther King	the third Monday in January
Presidents Day	the third Monday in February
Memorial Day	the last Monday in May
Independence Day	4 July
Labor Day	the first Monday in September
Columbus Day	the second Monday in October
Veterans Day	11 November
Thanksgiving Day	the fourth Thursday in November
Christmas Day	25 December
Other	when directed by proper authority under law

7. **Depriving Liberty**

a. Subject to reference (b), restriction awarded by courts-martial or at captain’s mast (nonjudicial punishment (NJP)) can result in deprivation of liberty.

b. Assignment of extra duties should not be construed as depriving liberty on shore, except during the hours when the extra duties are performed. Upon completion of the assigned daily extra duty, the member should be granted normal liberty if otherwise entitled to it.

MILPERSMAN 1050-310

APPELLATE LEAVE

Responsible Office	NAMALA	Phone: DSN COM FAX	325-0100 (202) 685-0100 325-0606

1. **Policy**

a. A member who has been sentenced by court-martial to dismissal or an unsuspended punitive discharge and who has completed all awarded confinement, may be placed on appellate leave pending completion of appellate review. A member may **request appellate leave** or be placed on **mandatory appellate leave**. Both types of leave require approval of the officer exercising general court-martial (GCM) or special court-martial (SPCM) jurisdiction over the member.

b. Prior to being placed on voluntary appellate leave a member must be transferred to the appropriate Transient Personnel Unit (TPU), Naval Station or Naval Air Station, for tracking and appellate leave processing.

2. **In this Section**. This section covers these topics:

Topic	See MILPERSMAN
Request Appellate Leave	1050-320
When the Convening Authority acts	1050-330
Mandatory Appellate Leave	1050-340
Appellate Review	1050-350
Procedure for Recalling a Member from Appellate Leave	1050-360
Appellate Leave Statement of Understanding	1050-370
Letter Format for Change of Status to Mandatory Appellate Leave	1050-380

MILPERSMAN 1050-320

REQUEST APPELLATE LEAVE

Responsible Office	NAMALA	Phone: DSN COM FAX	325-0100 (202) 685-0100 325-0606

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Uniform Code of Military Justice (UCMJ) (b) OPNAVINST 5800.9 (c) NAVMED P-117, Manual of the Medical Department (d) NAVSO P-6034, Joint Federal Travel Regulations, Volume I (e) SECNAVINST 5510.30B (f) NAVSUP P-1, Volume II, Naval Supply Systems Command, Supply Ashore (g) BUPERSINST 1750.10C (h) Defense Joint Military System Procedure Training Guide (DJMS PTG)

1. **Scope**. Members sentenced by court-martial to dismissal or an unsuspended punitive discharge, but whose sentence has not yet been approved, may request appellate leave provided all confinement (if any) has been completed. The request may be approved at the discretion of the commander exercising court-martial convening authority, if in the commander's opinion the best interest of the naval service would be served by granting the member's request. Appellate leave removes such Sailors from the physical presence of the command, thus promoting readiness and good order and discipline.

2. **Checklist**. Follow the steps below if the member's appellate leave request has been approved. A member may not be placed on appellate leave until deoxyribonucleic acid (DNA) is obtained, forwarded, and accepted by the United States Army Criminal Investigation Laboratory (USACIL).

Step	Action
1	If convicted of a qualifying military offense, any offense under reference (a), punishable by a sentence with confinement of more than 1 year (regardless of sentence imposed), ensure DNA sample is collected, forwarded to, and accepted by USACIL per reference (b).
2	Arrange for separation physical (including HIV test) to be completed prior to commencement of appellate leave. See MILPERSMAN 1900-808 and reference (c).
3	Offer member formal inpatient treatment prior to separation, if diagnosed as drug and or alcohol dependent (see MILPERSMAN 1910-800). **NOTE**: If member accepts treatment, appellate leave may not commence until treatment is completed or terminated. Ensure member's acceptance or nonacceptance is documented in the service record.
4	Ensure member understands that transportation to selected leave address will be at member's own expense.
5	Counsel member on right to petition the naval clemency and parole board using NAVSO 5815/4 Waiver of Clemency Review or NAVSO 5815/2 Request for Restoration/Clemency. NAVSO 5815/2 and NAVSO 5815/4 can be obtained by using the following link: https://navalforms.documentservices.dla.mil/web/public/forms?p_p_id=eFormsPublicSearchPortlet_WAR_eformsportlets&p_p_action=1&p_p_state=normal&p_p_mode=view&p_p_col_id=column-1&p_p_col_count=2&_eFormsPublicSearchPortlet_WAR_eformsportlets_action=search. A copy of the document must be filed in the service record. **NOTE**: NAVSO 5815/4 is not required for personnel with sentence adjudged on or after 5 November 1993 if approved confinement is less than 12 months.
6	Counsel member regarding shipment of personal property and or household goods (HHG). Eligible members must submit a written request to the general court-martial convening authority or special court-martial convening authority for approval per reference (d). Property should not be transferred to a Navy storage facility. For members stationed in continental United States (CONUS) without family members, HHG shipment is not authorized per reference (d), paragraph U5317.

	For members with family members stationed in CONUS, travel and HHG shipment may be authorized at the discretion of the convening authority (CA) if deemed in the best interest of the member or member's family and the United States per reference (d), paragraph U5370-H. For members stationed outside CONUS, family members' travel and HHG shipment will be authorized or approved to the home of record when the general court-martial (GCM) convening authority determines such to be in the best interest of the Government per reference (d), paragraph U5370-B2.
7	Revoke member's security clearance per reference (e).
8	Revoke member's private vehicle base decal.
9	Confiscate all property of the Government, except one overcoat (if needed) as provided in reference (f), paragraph 25940.
10	Confiscate identification (ID) card(s) of member and dependents.
11	Issue new ID to member and dependents, with an expiration date of 6 months from the date of issue. Successive cards may be reissued for up to 3 months until discharge is affected. Contact Navy and Marine Corps Appellate Leave Activity (NAMALA) for authorization per reference (g).
12	Have member read, initial, and sign NAVPERS 1050/3 Appellate Leave Statement of Understanding. NAVPERS 1050/3 can be accessed by using the following link: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx. File original in service record and provide a copy to the member.
13	Verify service record pages for completeness and accuracy to include verification of DD 93 Record of Emergency Data and witnessed Servicemembers' Group Life Insurance (SLGI) updates (if necessary). Make appropriate entry to document action.
14	Provide member with copy of NAVCOMPT 3065 Leave Request/Authorization. File a copy in the service record.
15	Per reference (a), ensure appropriate reduction in rank entries are entered in Navy Integrated Personnel System (NSIPS). If member is awarded reduction in rank to E-1 at court-martial, utilize reference (a), section 857, article 57. If member is not awarded reduction in rank

	at court-martial, or is reduced, but to a rank higher than that of E-1, utilize reference (a), section 858a, article 58(1).
16	Update NSIPS transient tracking on member (as applicable). This may include: • **Transient – General** (account category code (ACC)), ACC effective date, transient tracking code, etc.); • **Legal Information** (disciplinary action, confinement, appellate leave information); and • **Remarks** (as appropriate).
17	Change ACC to 393. NSIPS activities use transient tracking to change ACC to 393.
18	To change duty status code (DSC) to 136, submit NSIPS leave transaction. NSIPS activities use “Leave,” “Leave Create,” “Absence Type R (Start Appellate Leave),” with days granted 300, per reference (h), paragraph 10255. If the member requests to be paid for all accrued leave, terminate all pay and allowances (including selected reenlistment payments), refer to reference (h), paragraph 10255.
19	Drop member from strength. All personnel placed on appellate leave (mandatory or voluntary) will be administratively dropped from Navy strength at the time appellate leave is executed without regard to status of the CA’s action. NSIPS activities use “Losses”, “Admin Loss”, “Use”, “Admin Loss – Create”; after this is released, DSC will change from 136 to 143 (active duty, admin punitive discharge, drop from strength).
20	Go to MILPERSMAN 1050-330. **NOTE**: If CA action is not received within 120 days of court-martial sentence, initiate tracer action via message to the CA, with follow-up tracer every 30 days thereafter. Include immediate superior in command, Office of the Judge Advocate General, and NAMALA on second and subsequent tracer actions.

MILPERSMAN 1050-330

WHEN THE CONVENING AUTHORITY (CA) ACTS

Responsible Office	NAMALA	Phone: DSN COM FAX	325-0100 (202) 685-0100 325-0606

References	(a) Manual for Courts-Martial (2008)

1. **What to do when the Convening Authority (CA) acts**. Take the following actions once the convening authority (CA) acts:

IF the CA ...	and ...	then ...
disapproves/ remits/ suspends the punitive discharge/ dismissal,	the member's expiration of active obligated service (EAOS) has occurred,	separate the member by reason of EAOS (see MILPERSMAN 1910-104). If high year tenure applies, refer to MILPERSMAN 1160-120. If sanctuary applies, refer to Navy Personnel Command (NAVPERSCOM), Conduct and Separations Division (PERS-83).
	the member's EAOS has **not** occurred,	recall the member (if on request appellate leave) to active duty and/or process for administrative separation per MILPERSMAN 1910-100. If high year tenure applies, refer to MILPERSMAN 1160-120. If sanctuary applies, refer to Navy Personnel Command (NAVPERSCOM), Conduct and Separations Division (PERS-83).

IF the CA ...	and ...	then ...
approves the punitive discharge/ dismissal,	the member is **not** on request appellate leave,	the CA may place the member on mandatory appellate leave (see MILPERSMAN 1050-340).
	the member is on request appellate leave,	effect reduction, forfeiture, confinement, etc., Navy Standard Integrated Personnel System (NSIPS) activities use **Legal – Court Memorandum Create** as appropriate. Submit completed Court Memorandum to report forfeiture, reduction, confinement, etc. File copies in the service record. **Defense MILPAY Office (DMO)** activities submit **E701 FID** to report forfeiture, reduction, confinement, etc. Submit **Activity Loss** transaction to **Navy and Marine Corps Appellate Leave Activity (NAMALA) unit identification code (UIC) 47353**. **NSIPS** activities use **Activity Loss – Create** to transfer member to **NAMALA UIC 47353** (loss reason **TD4 – TEMDU OTHER**). Since this is an administrative transfer only, no proceed, leave, or travel days will be authorized (the **Loss Departure Date** and **Estimated Date of Arrival** will be the same). **DMO** activities submit **SH03 FID** to transfer member to **NAMALA UIC 47353** Update NSIPS Transient Tracking on member as applicable; this may include • **Transient – General** (accounting category code (ACC), ACC effective date, transient tracking Code, etc.), • **Legal Information** (disciplinary action, confinement, appellate leave information).

IF the CA ...	and ...	then ...
approves the punitive discharge/ dismissal,	the member is on request appellate leave,	file a copy of the Court-Martial Promulgating Order and the CA's action in the field service record. Send letter to member for **Change of Status to Mandatory Appellate Leave** (see MILPERSMAN 1050-380). Send service/medical/dental records via certified mail to: **Commanding Officer** **Navy and Marine Corps** **Appellate Leave Activity** **1325 10th Street SE Suite 303** **Washington Navy Yard, DC 20374-5070** **NOTE**: The waiver of appellate review can be verified by contacting the CA's staff judge advocate or legal officer or the appellant's trial defense counsel at the Naval Legal Service Office (NLSO) or Command Services at the Region Legal Service Office (RLSO) advising the CA. Cases, in which appellate review is waived or withdrawn, are reviewed by a judge advocate under Rule 1112, of reference (a). Upon completion of the judge advocate's review, execute the punitive discharge per MILPERSMAN 5815-010; do not transfer records to NAMALA or place member on mandatory appellate leave. Provide the member, by certified mail, a copy of the judge advocate's review and action by the officer exercising general court-martial (GCM) jurisdiction under Rule 1112, of reference (a).

MILPERSMAN 1050-340

MANDATORY APPELLATE LEAVE

Responsible Office	NAMALA	Phone:	DSN COM FAX	325-0101 (202) 685-0101 325-0606

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Uniform Code of Military Justice (UCMJ) (b) OPNAVINST 5800.9 (c) NAVMED P-117, Manual of the Medical Department (d) NAVSO P-6034, Joint Federal Travel Regulations, Volume I (e) SECNAV M-5510.30, Department of the Navy Personnel Security Program (f) NAVSUP P-1, Volume II, Naval Supply Systems Command Manual, Supply Ashore (g) BUPERSINST 1750.10C (h) Defense Joint Military System Procedures Training Guide (DJMS PTG)

1. **Discussion**. Once the convening authority (CA) has approved an unsuspended punitive discharge or dismissal and all confinement (if any) has been completed, the member may be placed on mandatory appellate leave by the officer exercising court-martial jurisdiction over the member. In a majority of circumstances, appellate leave is appropriate; however, the following factors should be considered prior to directing mandatory appellate leave:

a. The quality of the member’s service record;

b. The type and severity of offense(s);

c. The commanding officer’s recommendation (if applicable);

d. The staff judge advocate’s and legal officer’s recommendations;

e. Whether the member has demonstrated a likelihood of productive and beneficial service to the Navy by remaining on active duty pending appellate review;

f. Any hardship or other adverse consequences which the member may experience, if required to take mandatory appellate leave;

g. Any other pertinent information that the member considers appropriate; and

h. The best interest of the service.

2. **Procedures**. Follow the steps below if mandatory appellate leave is directed:

Step	Action
1	A member may not be placed on appellate leave until deoxyribonucleic acid (DNA) is obtained, forwarded, and accepted by U.S. Army Criminal Investigation Laboratory (USACIL). If convicted of a qualifying military offense or any offense under reference (a) punishable by a sentence with confinement of more than 1 year (regardless of sentence imposed), ensure a DNA sample is collected, forwarded to, and accepted by USACIL per reference (b).
2	Complete separation physical (including human immunodeficiency virus (HIV) test) prior to commencement of appellate leave. See MILPERSMAN 1900-808 and reference (c).
3	Offer member formal inpatient treatment prior to separation if diagnosed as drug and or alcohol dependent. See MILPERSMAN 1910-800. **NOTE:** If member accepts treatment, appellate leave cannot commence until treatment is completed or terminated. Ensure member's acceptance or nonacceptance is documented in the service record.

Step	Action
4	Counsel member on right to petition the Naval Clemency and Parole Board using NAVSO 5815/4 Waiver of Clemency Review or NAVSO 5815/2 Request for Restoration/Clemency. NAVSO 5815/4 and NAVSO 5815/2 can be accessed via the following link: https://navalforms.documentservices.dla.mil/web/public/forms?p_p_id=eFormsPublicSearchPortlet_WAR_eformsportlets&p_p_action=1&p_p_state=normal&p_p_mode=view&p_p_col_id=column-1&p_p_col_count=2&_eFormsPublicSearchPortlet_WAR_eformsportlets_action=search. A copy of the document must be filed in the service record. **NOTE:** NAVSO 5815/4 is not required for personnel with sentence adjudged on or after 5 November 1993 if approved confinement is less than 12 months.
5	Counsel member regarding shipment of personal property and or household goods (HHG). Eligible members must submit a written request to the general court martial convening authority (GCMA) or special court martial convening authority (SCMA) for approval per reference (d). Property should not be transferred to a Navy storage facility. For members stationed in continental United States (CONUS) without family members, HHG shipment is not authorized under reference (d), paragraph U5317. For members with family members stationed in CONUS, travel and HHG shipment may be authorized at the discretion of the CA if deemed in the best interest of the member, or the member's family, and the United States. See reference (d), paragraph U5370-H. For members stationed outside CONUS, family members' travel and HHG shipment will be authorized or approved to the home of record when the GCMA determines such to be in the best interest of the Government (see reference (d), paragraphs U5370-B2 and U5240-F).
6	Revoke member's security clearance per reference (e).
7	Revoke member's private vehicle base decal.

Step	Action
8	Confiscate all Government-issued clothing (uniform or civilian) and all property of the Government, except one overcoat (if needed) as provided in reference (f), paragraph 25940.
9	Confiscate identification (ID) card(s) of member and dependents.
10	Issue new ID cards to member and dependents with an expiration date of 6 months from date of issue. Successive cards may be reissued for up to 3 months until discharge is affected. Contact Navy and Marine Corps Appellate Leave Activity (NAMALA) per reference (g).
11	Have member read, initial, and sign NAVPERS 1050/3 Appellate Leave Statement of Understanding. NAVPERS 1050/3 can be accessed via the following link: http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx. File original in service record and provide a copy to the member.
12	Verify service record pages for completeness and accuracy to include verification of DD 93 Record of Emergency Data and witnessed Servicemembers' Group Life Insurance (SGLI) updates (if necessary). Enter appropriate entry to document action.
13	Provide member with copy of NAVCOMPT 3065 Leave Request Authorization. File a copy in the service record.
14	Per reference (a), ensure that appropriate reduction in rank entries are entered in Navy Standard Integrated Personnel System (NSIPS). If member is awarded reduction in rank to E-1 at court-martial, utilize reference (a), article 57. If member is not awarded reduction in rank at court-martial or is reduced, but to a rank higher than that of E-1, utilize reference (a), article 58(a).
15	Update NSIPS transient tracking on member (as applicable). This may include: • **Transient – General** (accounting category code (ACC)), ACC effective date, transient tracking code, etc.); • **Legal Information** (disciplinary action, confinement, appellate leave information); and • **Remarks** (as appropriate).

Step	Action
16	Change ACC to 393. NSIPS activities use transient tracking to change ACC to 393.
17	Change duty status code (DSC) to 136, submit NSIPS leave transaction. NSIPS activities use "Leave," "Leave Create," "Absence Type R (Start Appellate Leave)," with days granted 300, as per reference (h), paragraph 10255. If the member requests to be paid for all accrued leave, terminate all pay and allowances including selected reenlistment payments. Refer to reference (h), paragraph 10255.
18	Drop member from strength. All personnel placed on appellate leave (mandatory or voluntary) will be administratively dropped from Navy strength at the time appellate leave is executed without regard to status CA's action. NSIPS activities use "Losses," "Admin Loss," "Use," "Admin Loss - Create." After this is released, DSC will change from 136 to 143 (active duty, admin punitive discharge, drop from strength).

MILPERSMAN 1050-350

APPELLATE REVIEW

Responsible Office	NAMALA	Phone:	DSN COM FAX	325-0100 (202) 685-0100 325-0606

References	(a) DoD Financial Management Regulation 7000.14-R, Volume 7A

1. **Procedures**. Follow these procedures upon completion of appellate review:

IF ...	THEN ...
the punitive discharge is affirmed,	• execute punitive discharge per Supplemental Court Martial Order (see MILPERSMAN 5815-010). • forward service record to Navy Personnel Command (NAVPERSCOM), Records Support Branch (PERS-312C), Millington, TN • forward health/dental records to Department of Veterans' Affairs (DVA), St. Louis, MO. • pay member (if pay account is still held locally) by check, any remaining credit balance after making checkage for Selected Reenlistment Bonus (SRB) or other indebtedness, if applicable.
the findings and sentence are set aside and a rehearing authorized,	JAG will notify the proper authority to determine whether or not a rehearing will be conducted, or whether the charges will be dismissed.
a rehearing is ordered,	coordinate with NAMALA for return of records to the gaining command or the appropriate transient personnel unit, naval station, or naval air station which supports the authority that ordered the rehearing. See MILPERSMAN 1050-360.

IF ...	THEN ...
the findings and sentence including punitive discharge are set aside and charges dismissed based on lack of factual guilt and not on technicality, and if the member's expiration of obligated service (EAOS) has **not** expired,	• recall member for full duty or process for administrative separation (ADSEP) per MILPERSMAN 1910-126. **NOTE**: Officers will be recalled per MILPERSMAN 1050-360. Coordinate with Chief of Naval Personnel (CHNAVPERS) for orders. • pay the member (if the pay account is still held locally), the amount found standing to member's credit, including compensation for any leave credit unused at the time of the discharge; and mileage allowance to which entitled (transportation in kind). See reference (a), chapter 1, section 010301, para. F, subpara. 2a.
the findings and sentence including punitive discharge are set aside and charges dismissed based on lack of factual guilt and not on technicality, and if the member's EAOS **has** expired,	• recall member for full duty and reenlist with Bureau of Naval Personnel (BUPERS) approval or process for ADSEP per MILPERSMAN 1910-126. **NOTE**: Officers will be recalled per MILPERSMAN 1050-360. Coordinate with CHNAVPERS for orders. • pay the member (if the pay account is still held locally), the amount found standing to member's credit, including compensation for any leave credit unused at the time of the discharge; and mileage allowance to which entitled (transportation in kind). See reference (a), chapter 1, section 010301, para. F, subpara. 2a.

IF ...	THEN ...
the findings and sentence including punitive discharge are set aside and charges dismissed based on technicality and if the member's EAOS has not expired,	• process for ADSEP per MILPERSMAN 1910-126. **NOTE**: Officers will be recalled per MILPERSMAN 1050-360. Coordinate with CHNAVPERS for orders. • Pay the member (if the pay account is still held locally), the amount found standing to member's credit, including compensation for any leave credit unused at the time of the discharge; and mileage allowance to which entitled (transportation in kind). See reference (a), chapter 1, section 010301, para. F, subpara. 2a.
the findings and sentence including punitive discharge are set aside and charges dismissed based on technicality and the member's EAOS has expired,	• separate per MILPERSMAN 1910-104. **NOTE**: Officers will be recalled per MILPERSMAN 1050-360. Coordinate with CHNAVPERS for orders. • pay the member (if the pay account is still held locally), the amount found standing to member's credit, including compensation for any leave credit unused at the time of the discharge; and mileage allowance to which entitled (transportation in kind). See reference (a), chapter 1, section 010301, para. F, subpara. 2a.

MILPERSMAN 1050-360

PROCEDURES FOR RECALLING A MEMBER FROM APPELLATE LEAVE

Responsible Office	NAMALA	Phone:	DSN COM FAX	325-0100 (202) 685-0100 325-0606

1. **Enlisted Members**. Follow the steps below to recall an enlisted member from appellate leave for rehearing, resentencing, or restoration to full duty status.

Step	Action
1	Activities holding the rehearing, resentencing, or restoration to duty will issue recall orders in letter format to the member's last known address and provide funding for transportation and travel costs.
2	Request service/health/dental records be forwarded to your command from Navy and Marine Corps Appellate Leave Activity (NAMALA), Washington, DC, or other activity.
3	After receiving service/health/dental records for members attached to NAMALA: • Submit **Enlisted Administrative Return to Strength** in Navy Standard Integrated Personnel System (NSIPS) (192 TAC in NES). • Use **Transient Tracking** in NSIPS to change account category code (ACC) from 393 to 390. • Submit **Activity Loss** thru NSIPS, transferring member to the command to which the member is reporting to, from appellate leave. • Gaining command/servicing personnel support detachment (PSD) will then submit **Activity Gain** thru NSIPS.

Step	Action
4	After receiving service/health/dental records for members **not** attached to NAMALA: • Submit **Enlisted Administrative Return to Strength** in NSIPS (192 TAC in NES). • Use **Transient Tracking** in NSIPS to change ACC from 393 to 390.
5	If the punishment previously reported has been reduced or set aside by higher authority, and the reduction in punishment affects the member's pay (i.e., paygrade restored, fines or forfeitures returned, etc.): • Contact NSIPS Help Desk for guidance on removing previously reported punishment from record and reinstating paygrade. • Diary Message Reporting System (DMRS) activities use NAVPERS 1070/607 (Rev. 12-75), Court Memorandum.
6	If pay and allowances are not affected, make an appropriate NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry.

2. **Officers**. Follow the steps below to recall an officer from appellate leave for rehearing, resentencing, or restoration to full duty status.

Step	Action
1	Contact Navy Personnel Command (NAVPERSCOM) for recall orders.
2	Upon arrival of officer, submit: NSIPS activities use **Activity Gain**.
3	Ensure officer is placed in appropriate ACC.

MILPERSMAN 1050-370

APPELLATE LEAVE STATEMENT OF UNDERSTANDING

Responsible Office	NAMALA	Phone:	DSN COM FAX	325-0100 (202) 685-0100 325-0606

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoDI 1327.06

1. **Procedures**. Provide NAVPERS 1050/3 Appellate Leave Statement of Understanding to all members placed on appellate leave. NAVPERS 1050/3 can be accessed by using the following link: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx. MILPERSMAN 1050-320 and 1050-340 provide steps to follow when members are placed on appellate leave.

MILPERSMAN 1050-380

LETTER FORMAT FOR CHANGE OF STATUS TO MANDATORY APPELLATE LEAVE

Responsible Office	NAMALA	Phone:	DSN COM FAX	325-0100 (202) 685-0100 325-0606

1. **Procedure**. When the convening authority (CA) approves a punitive discharge/dismissal and the member is on by request appellate leave, the member's court-martial jurisdictional authority will change the member's status from request to mandatory appellate leave. A letter informing the member of the change will be sent in the format below: (Use proper letter format.)

5800
Code/Serial No.
Date

From: Commanding Officer/Officer in Charge
To: Rate/Rank, Name, SSN (XXXX-XX-1234, last four digits) (plus designator for officers)

Subj: CHANGE OF STATUS TO MANDATORY APPELLATE LEAVE

Ref: (a) (Court-martial convening authority) (Special/General) Court-martial Order Number _____ of _____
(b) MILPERSMAN 1050-340
(c) JAGMAN 0152 (only if automatic reduction to E-1 is executed)

1. Reference (a) approves the punitive discharge awarded at your court-martial. Per reference (b), your status has changed from request appellate leave to mandatory appellate leave.

2. You have been reduced to paygrade E-1 as ordered executed per reference (a) or (c).

3. Keep your new command informed of any changes to your leave or home address. You may write to your Commanding Officer at Navy and Marine Corps Appellate Leave Activity, 1325 10th Street SE Suite 303, Washington Navy Yard, DC 20374-5070.

4. You remain subject to orders of competent naval authority until discharge.

MILPERSMAN 1050-400

ACCRUED LEAVE CREDITABLE UPON RETIREMENT

Responsible Office	NAVPERSCOM (PERS-835)	Phone: DSN COM FAX	882-3246 (901) 874-3246 882-2762

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. 701 (b) DODI 1327.06 (c) DJMS Procedures Training Guide (DFAS PTG) (d) DODFMR 7000.14-R, Vol. 7A, Ch. 1

1. **Policy**

a. Accrued leave, creditable at the time of retirement, is compensable in a lump-sum payment not to exceed 60 days of basic pay. References (a), (b), and MILPERSMAN 7220-340 state that no member can sell back more than 60 days during a military career at the rate in effect the day prior to the date of retirement.

b. If the member is continued on Active Duty upon retirement, the lump-sum payment of accrued leave shall be made upon subsequent release from Active Duty at the rate in effect on the last day of Active Duty.

c. Payment for leave accrued prior to 1 September 1976, which is referred to as saved leave, will include basic pay, basic allowance for quarters, and basic allowance for subsistence. Payment for leave accrued on or after 1 September 1976 will include basic pay only.

2. **Absence on Leave at the Time of Retirement**

a. Per MILPERSMAN 1050-120, absence on leave at the time of retirement, or transfer to the Fleet Reserve without the necessity of return to the separation site (if desired) should normally be granted when requested to preclude the loss of leave and to minimize accrued leave.

b. If leave without return to the separation site is desired, the member must actually have retirement or transfer to the Fleet Reserve orders in possession and have completed separation processing prior to departure on leave. The retirement or transfer to the Fleet Reserve date must occur following completion of the authorized leave period.

3. **Procedures**. Administrative and disbursing office procedures are contained in references (c) and (d).

MILPERSMAN 1050-410

CONSECUTIVE OVERSEAS TOURS (COT) LEAVE TRAVEL ENTITLEMENT POLICY

Responsible Office	OPNAV (N13)	Phone:	DSN COM FAX	225-3322 (703) 695-3322 225-3311

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members

1. **Policy Reference**. Consecutive overseas tours (COT) leave travel is described in reference (a), para. U7200.

2. **Relationship to Overseas Tour Extension Incentives**. A servicemember who receives COT leave travel shall not receive any incentive under the Overseas Tour Extension Incentive Program (OTEIP) for the same overseas tour.

3. **Criteria**. The table below lists criteria that entitles a member to COT leave travel.

WHEN ...	AND is ordered to ...	THEN ...
a servicemember is stationed outside the continental United States (OCONUS),	a COT at the same permanent duty station (PDS) involving two full Department of Defense (DoD) area tours, or make a permanent change of station (PCS) from one PDS OCONUS to another PDS OCONUS, **involving two full DoD area tours, or Secretary of the Navy (SECNAV) tours.**	is entitled to receive COT leave travel.

4. **COT Leave Travel Execution.** Unless COT travel is deferred by Navy Personnel Command (NAVPERSCOM),

a. Enlisted Distribution Division (PERS-40CC) for enlisted personnel, and

b. cognizant detailer for officers,

the following rules will apply to execution of COT leave travel:

WHEN home of record (HOR) is in continental United States (CONUS) ...	THEN COT leave shall be taken in conjunction with ...
PCS order, with no temporary duty (TEMDU) provision, requires servicemember to traverse CONUS,	CONUS crossing.
there is TEMDU in CONUS as part of PCS,	TEMDU in CONUS.

WHEN HOR is OCONUS ...	THEN COT leave shall be taken in conjunction with ...
	travel between duty stations, or may be deferred by member.

5. **Deferment of COT Leave Travel**

a. Deferment of COT leave travel, relating to the table above, will only be approved by NAVPERSCOM when unusual circumstances preclude member or dependents from taking COT leave while in CONUS.

b. Requests must be submitted to NAVPERSCOM, and authorization received, prior to member’s transfer.

c. Requests for deferred leave travel, when the servicemember is required to traverse CONUS to complete PCS, should be forwarded to NAVPERSCOM

(1) PERS-40CC for enlisted personnel, and

(2) cognizant detailer for officers.

6. **Re-Tour without Change in PDS**. In connection with a re-tour not involving a change of PDS,

a. full DoD area tour must be completed before leave travel entitlement accrues; and

b. leave travel may be taken between the end of first complete area tour and start of second complete area tour, unless servicemember elects to defer performing COT leave travel until after reporting for the second tour. Unless deferred due to duty in connection with a contingency operation, COT leave travel must be performed prior to the end of the new tour, otherwise the entitlement expires.

7. **Deferment when not Traversing CONUS**

a. A servicemember or dependents who are

(1) not required to traverse CONUS to complete PCS, or

(2) authorized or approved by NAVPERSCOM to defer COT leave travel in connection with travel covered by the table above,

may elect to defer performing COT leave travel until after servicemember reports to new PDS OCONUS.

b. COT leave travel must be performed prior to the end of the new tour, unless member is assigned to a contingency operation as designated by Secretary of Defense.

8. **Dependent COT Leave Travel**. Rules for COT leave travel are given in the table below:

WHEN ...	THEN ...
dependents are entitled to COT leave travel,	they may travel with servicemember at the time servicemember is granted COT leave travel, or travel independently of servicemember. **NOTE**: COT leave travel must be performed prior to the end of the new tour which servicemember begins consecutive tour of duty at the same PDS or reports to another PDS OCONUS.
COT leave travel is deferred,	dependent PCS travel entitlement will be limited to direct travel between old and new PDSs.
dependents leave travel on a re-tour is deferred,	cost limit of leave travel, when taken, is described in reference (a), para. U7200-C.

9. **Cost Limits of COT Leave Travel**. Dependents are able to begin PCS travel anytime after receipt of PCS orders by servicemember. Cost limits for dependent travel will be as specified in the table below:

WHEN ...	AND ...	THEN ...	AND ...
PCS travel is begun by dependents,	a COT leave travel entitlement on their behalf is used,	cost limit of travel entitlement is described in reference (a), para. U7200-C.	
there is no PCS, but rather a re-tour at the same PDS, with or without a change of activity or unit identification code,		COT leave travel entitlement for dependents shall not begin until servicemember completes first prescribed accompanied-by-dependents area tour,	must be performed prior to the end of the new tour which servicemember begins consecutive tour of duty at same PDS, cost to be limited to round trip cost to appropriate leave travel point.

10. **Travel Exceeding HOR Distance**

a. Requests for COT leave travel to any place farther distant than to HOR should be forwarded to Chief of Naval Operations (OPNAV (N130E)), Travel and Transportation Branch Chief, for action.

b. Authorization by OPNAV (N130E) may be granted for unusual circumstances, i.e.,

(1) member’s old and new PDS and HOR in same geographic location; or

(2) travel to HOR in conjunction with travel via designated location of dependents (reference (a), para. U5120-G) when both HOR and designated location of dependents are in same country.

c. Requests must be submitted, and authorization received, prior to member’s transfer.

MILPERSMAN 1050-420

ADOPTION LEAVE

Responsible Office	CNO (N130)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	(703) 695-3311

References	(a) 10 U.S.C 701 (b) DODI 1327.6 of 22 Apr 05 (c) 10 U.S.C 1052 (d) DODI 1341.9 of 29 Jul 96 (e) 8 U.S.C 1431 (f) 8 U.S.C 1433

1. **General Policy**. Per references (a) and (b) commanding officers (COs) may grant up to 21 days of non-chargeable leave of absence to members who adopt a child on or after 1 Jan 06.

a. Adoption leave may be granted in conjunction with ordinary leave.

b. Only one member of a dual military couple is eligible for adoption leave.

2. **Qualification for Adoption Leave**. A member who is eligible for reimbursement of qualified adoption expenses is eligible for adoption leave.

3. **Definition of a Qualifying Adoption**. Per references (c) and (d), a child under 18 years of age is an adoption when arranged by the following:

a. A State or local government agency which has responsibility under State or local law for child placement through adoption.

b. A nonprofit, voluntary adoption agency which is authorized by State or local law to place children for adoption.

c. Any other source authorized by a State to provide adoption placement if the adoption is supervised by a court under State or local law.

d. A foreign government or an agency authorized by a foreign government to place children for adoption, in any case which

(1) the adopted child is entitled to automatic citizenship per reference (e); or

(2) a certificate of citizenship has been issued for such child as defined in reference (f).

4. **Reinstatement of Leave**. Members who have used earned leave to adopt a child, on or after 1 Jan 06, should contact their local Personnel Support Activity Detachment (PERSUPP DET) to have their leave reinstated.

MILPERSMAN 1050-430

PATERNITY LEAVE

Responsible Office	OPNAV (N130)	Phone: DSN COM FAX	224-5565 (703) 614-5565 (703) 695-3311

References:	(a) 10 U.S.C. 701 (b) DoD Instruction 1327.6 of 22 Apr 05

1. **General Policy**. Per reference (a) and in accordance with policies governing authority to grant leave in reference (b), commanding officers (COs) will grant 10 days of non-chargeable leave of absence to a married member of the Navy on active duty, whose wife gives birth to a child, in connection with the birth of the child.

a. Paternity leave may be granted in conjunction with ordinary leave.

b. COs will grant leave on an individual basis dependent on the unit’s mission, specific operational circumstances, and servicemember’s billet.

c. Paternity leave must be taken within 365 days of the birth of the child. Waivers to this policy must be submitted to Office of Chief of Naval Operations (OPNAV), Military Compensation Branch (N130) for approval, with an explanation of circumstances that prevented use of paternity leave.

d. The full 10 days of paternity leave need not be taken in a single block; however, periods of non-chargeable leave may not be taken consecutively in conjunction with liberty or special liberty. For example, 5 days of paternity leave, followed by a weekend, and a second period of paternity leave would not be allowable.

e. The 10-day entitlement remains the same for multiple births (twins, triplets, etc.).

2. **Effective Date**. Per reference (a), this policy is effective as of **14 October 2008**, and applies only with respect to children born on or after that date.

3. **Reinstatement of Leave**. Members who have used earned leave in connection with the birth of a child on or after 14 October 2008 should contact their supporting Personnel Support Detachment (PERSUPP DET) to have up to 10 days of leave reinstated.

MILPERSMAN 1050-440

ADMINISTRATIVE ABSENCE TO OBTAIN A LEGAL MARRIAGE

Responsible Office	OPNAV (N130C)	Phone: DSN COM Email	664-5477 (703) 604-5477 NXAG N130C2@NAVY.MIL
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC

References:	(a) 10 U.S.C. 701 (b) DoD Instruction 1327.06 of 16 Jun 09 (c) USD(P&R) memo of 4 Sep 13 (NOTAL)

1. **General Policy**. Per reference (a) and policies governing authority to grant administrative absences in reference (b), as clarified in reference (c), commanding officers may grant up to 10 days of administrative absence to obtain a legal marriage to Service Members who are part of a couple that desires to get married, but are assigned to duty stations located more than 100 miles from a U.S. state, the District of Columbia, or any other jurisdiction that allows the couple to be married.

a. Eligible Service Members assigned within the Continental United States (INCONUS) may be granted a maximum of 7 days of administrative absence.

b. Eligible Service Members assigned outside CONUS (OCONUS) may be granted a maximum of 10 days of administrative absence.

c. When both members of a couple are Service Members, each member may be granted the applicable number of days based on his or her individual assignment location.

d. Extension requests of this administrative absence period shall be considered by commands on a case-by-case basis. Absence taken beyond the authorized benefit will be charged to the member’s leave account.

e. Administrative absence for marriage may be granted in conjunction with ordinary leave.

2. **Granting Administrative Absence for Marriage.** Commanding officers will determine the appropriate number of days to grant for administrative absence based on travel days, the waiting period associated with state marriage requirements, and command operational requirements.

a. **Travel**

(1) Two travel days will be authorized to members stationed INCONUS and will count towards the 7-day maximum.

(a) Members are authorized to travel to a location of their choice. The number of administrative days authorized will be based on travel and the waiting period for the closest state or jurisdiction that allows the member to be legally married.

(b) Members who live in or within 100 miles of a state or jurisdiction that allows the member to legally marry are not authorized administrative absence under this policy.

(2) Up to 5 travel days will be authorized to members stationed OCONUS and will count towards the 10-day maximum.

(a) For members OCONUS, the number of days authorized, to include travel days, will be at the commanding officer's discretion and based on the member's marriage plans, vicinity to a jurisdiction or country that allows the member to legally marry, and the administrative and legal marriage requirements of that jurisdiction or country.

(b) Commanding officers should use their best judgment to limit the number of travel days where possible (e.g., members stationed in a country that borders a country that allows the member to legally marry, may only need 2 travel days).

(c) Members stationed overseas in a location that allows the member to legally marry, or within 100 miles of such a location, will not be authorized administrative absence under this policy.

b. **State-Mandated Waiting Period**

(1) The waiting period refers to the legally required wait time to obtain a marriage license and or the required wait

time after the marriage license is obtained, but before the marriage may be performed.

(2) The appropriate number of administrative absence days will be granted to meet state- or jurisdiction-mandated waiting period requirements, capping at the 7-day INCONUS or 10-day OCONUS limitation.

(3) Eligible members will complete the state administrative requirements for marriage online or by mail, (where possible) in advance of the administrative absence travel to avoid and or accomplish the state-mandated waiting periods that occur when applying in person.

(4) Commanding officers have the authority to authorize only the appropriate number of days for which the member is required to be present in the state or jurisdiction in which the member is marrying.

(5) Commanding officers will consider unit mission, specific operational circumstances, and Service Member's duties.

3. **Program Administration**. Administrative absence for marriage may be granted only once during the career of a Service Member, regardless of the number of administrative absence days used.

a. Service Members must submit a special request chit (NAVPERS 1336/3 Special Request Authorization) until such time as Navy Standard Integrated Personnel System (NSIPS) e-Leave is updated to facilitate this type of administrative absence. Accompanying the special request chit, members will submit the administrative requirements for the state or jurisdiction in which they are authorized and intending to marry.

b. Administrative absence will be documented in an eligible Service Member's record with a permanent NAVPERS 1070/613 Administrative Remarks (page 13) entry. The signed NAVPERS 1070/613 must be entered into the member's official military personnel file (OMPF). The required language for NAVPERS 1070/613 can be found on the Don't Ask Don't Tell (DADT) Post Repeal Navy Personnel Command Web page at: http://www.public.navy.mil/bupers-npc/support/21st Century Sailor/dadt/Pages/default.aspx

c. Upon return from administrative absence, members are required to provide proof of the new marriage to their command, or the period of absence will be charged as annual leave.

d. If an eligible member elects to go to a state other than the closest state, the member will be authorized the appropriate number of administrative absence days to the closest state, and must take ordinary leave in conjunction to make up the difference in requested days.

e. Eligible members who wish to marry during a permanent change of station (PCS) must request administrative absence from their gaining command prior to executing their orders.

(1) Members executing a PCS to a duty station that allows the member to legally marry, are not eligible for administrative absence under this policy.

(2) Members executing a PCS from a duty station in a state, country, or jurisdiction that does not allow the member to legally marry to a new duty station in a state, country, or jurisdiction that also does not allow the member to legally marry, can be authorized administrative absence enroute. The number of days authorized shall be calculated by the gaining command as if the member was already stationed in the location of the gaining command. For members executing a PCS from an INCONUS duty station that does not allow the member to legally marry to an OCONUS duty station that also does not allow the member to legally marry, or vice versa, the 7-day INCONUS limitation will apply.

MILPERSMAN 1070

PERSONNEL RECORDS

Responsible Office	NAVPERSCOM (PERS-312E)	Phone: DSN COM	882-3407 (901) 874-3407

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **In this Section**. This section covers the following topics:

Topic	SEE MILPERSMAN
Security of Personnel Records	1070-010
Officer Permanent Personnel Record	1070-020
Creating the Officer Permanent Personnel Record	1070-030
Enlisted Permanent Personnel Record	1070-080
Creating the Enlisted Permanent Personnel Record	1070-090
Enlisted Field Service Record	1070-100
Creating the Enlisted Field Service Record	1070-110
Transfer and Disposition of Enlisted Field Service Record – Open	1070-120
Transfer and Disposition of U.S. Navy Enlisted Service Record (ESR) (Jacket) - Closed	1070-130
Disposition of Enlisted Field Service Record - Immediate Reenlistment	1070-140
Requests for Copies of the Permanent Personnel Record	1070-150
Field Service Records not Received	1070-160
Documents Filed in Permanent Personnel Record	1070-170
Officer Photographs	1070-180
Signatures in Service Records	1070-190
Verification of Field Service Record	1070-200
Correction of Field Service Record	1070-210
Citizenship Entries in the Enlisted Personnel Record	1070-220
DD 4, Enlistment/Reenlistment Document - Armed Forces of the United States	1070-230
NAVPERS 1070/601, Immediate Reenlistment Contract	1070-240
NAVPERS 1070/621, Agreement to Extend Enlistment	1070-250

Topic	SEE MILPERSMAN
NAVPERS 1070/622, Agreement to Recall or Extend Active Duty	1070-260
NAVPERS 1070/602, Dependency Application/Record of Emergency Data and DD 93, Record of Emergency Data	1070-270
NAVPERS 1070/604, Enlisted Qualifications History	1070-280
NAVPERS 1070/605, History of Assignments	1070-290
NAVPERS 1070/606, Record of Unauthorized Absence	1070-300
NAVPERS 1070/607, Court Memorandum	1070-310
NAVPERS 1070/613, Administrative Remarks	1070-320
NAVPERS 1070/615, Record of Discharge from the U.S. Naval Reserve (Inactive)	1070-330
DD 214, Certificate of Release or Discharge from Active Duty	1070-340
NAVPERS 1070/125, Limited Duty/Warrant Officer History Card	1070-350

MILPERSMAN 1070-010

SECURITY OF PERSONNEL RECORDS

Responsible Office	NAVPERSCOM (PERS-312E)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 5211.5D (b) SECNAVINST 5720.42F

1. **Security of Information**

a. Personnel records are designated “For Official Use Only” and information shall be divulged from these official personnel records only under references (a) and (b). In any area where these directives conflict, reference (a) will apply. The personnel records shall be safeguarded against loss and against access by unauthorized persons.

b. The personnel records are the property of the United States Government and not of the member concerned. Entries are made only with proper authorization.

MILPERSMAN 1070-020

OFFICER OFFICIAL MILITARY PERSONNEL FILE (OMPF)

Responsible Office	NAVPERSCOM (PERS-313)	Phone: DSN COM FAX	882-3406/3418 (901) 874-3406/3418 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1336.08 of 13 November 2009 (b) BUPERSINST 1070.27C

1. **Policy**

a. The officer official military personnel file (OMPF) is maintained per references (a) and (b), and contains documents which reflect on the character, performance, professional qualifications, and fitness of the member. For members who are serving or have served in a dual officer - enlisted status, the officer OMPF may contain both officer and enlisted documents as deemed necessary by Commander, Navy Personnel Command. The OMPF is maintained in the Electronic Military Personnel Records System at Navy Personnel Command (NAVPERSCOM).

2. **Record Categories**. Documents filed in the officer OMPF are placed in 1 of 20 categories based on type of information in the document. Each category is assigned a unique field code which allows us to group or control access to documents by type. The following outlines categories of documents filed in the officer OMPF. For specific documents, refer to reference (b).

Field Codes	Categories
01	Assignment officer code (currently not used).
02	Photograph (most recent one).
03	Fitness reports - including supplementary materials, letters of explanation, and officer statements.
04	Decorations, medals, and awards – award citations, unit awards, campaign medals, service medals, and marksmanship qualifications.
05	Training and education – tuition assistance forms, college transcripts, diplomas, language proficiency, military service schools, and correspondence course completion certificates.
06	Qualifications – initial designator or designator change, licenses and or certifications, and Navy Reserve qualification questionnaires.
07	Appointments and promotions – appointment acceptance and oath of office, appointment to Navy or Navy Reserve, delivery of temporary or permanent appointment, and correction of appointment.
08	Reserve status – key employee determination, transfer to standby Reserve, United States Navy Reserve (USNR) termination letters, and miscellaneous USNR correspondence.
09	Service determinations, separation and retirement – statements of service, procurement waivers, separation documents, Reserve retirement credit reports, notification of eligibility letter, record of service, and request for conditional release.
10	Miscellaneous professional history – service agreements, Navy Reserve Officers Training Corps disenrollment and or termination, history of assignments, and administrative remarks.
11	Security – clearances, classified information nondisclosure agreements, personnel reliability screening, and security termination statements.
12	Emergency data – Record of Emergency Data, Servicemembers' Group Life Insurance (SGLI) election, SGLI family coverage election, and Reserve Component Survivor Benefit Plan election certificates.
13	Record changes.
14	Personal background data – evidence of citizenship, home of record, and casualty reports.
15	Miscellaneous personal data – birth certificates,

	dependency determination letters, medical reports, and physical examinations.
16	Orders - orders to officer candidate school, Active Duty, first duty station, Inactive Duty, Active Duty for training, recall to Active Duty, and separation.
17	Privileged information - correspondence which is adverse or derogatory in nature (including non-judicial punishment, administrative and or punitive letters, or detachment for cause), family advocacy program documents, prisoner of war data, various board decisions (including field boards, medical boards, and physical evaluation boards), etc.
18	Enlisted record for officer with prior enlisted service.
19	Record requests and or disclosures.
99	Miscellaneous correspondence.

3. **Updating the OMPF**

a. Personnel Offices and or Personnel Support Detachments shall prepare and forward documents to update the officer OMPF as required by the document's governing directive and in compliance with reference (b).

b. Unless otherwise provided in a document's governing directive or the MILPERSMAN, submit documents on a daily basis or as soon as possible thereafter. Do not include letters of transmittal or explanation.

c. Documents should only contain personal information pertaining to the Service member of record. Unless required by the document's governing directive or otherwise considered essential by the office of primary responsibility, third-party personal information (most often **social security number**, home address, phone number, and date and or place of birth) **must be redacted (blacked-out)** from all documents **prior to forwarding to NAVPERSCOM.**

d. Do not submit "nice to have" or "nonessential supporting documentation." Documents submitted which do not meet retention guidelines of reference (b) will be destroyed.

4. **Record Corrections and or Changes**

a. An official document submitted to NAVPERSCOM for filing in the OMPF becomes property of Department of Navy (DON). Except for administrative or clerical errors, documents filed in

a permanent personnel record may not be removed or changed, except by authorization of the Secretary of Navy.

(1) Administrative or clerical errors may be corrected per MILPERSMAN 1070-210, or the regulation requiring the original document. When a document is corrected in the OMPF, corresponding data must be corrected in the Navy Standard Integrated Personnel System and or Electronic Service Record if applicable.

(2) Documents found in the OMPF that are not legible may be replaced by submitting clean readable documents (under a cover letter) to NAVPERSCOM, Records Management Policy Branch (PERS-313).

(3) Other requests for correction or removal of documents should be submitted to Board for Correction of Naval Records per MILPERSMAN 1000-150.

b. A document may be amended or supplemented by correspondence forwarded via official channels.

5. **Record Access and or Review**

a. Access to record is normally limited to:

(1) The officer concerned;

(2) An agent or representative authorized in writing by the officer;

(3) Chief of Naval Personnel (CHNAVPERS);

(4) NAVPERSCOM;

(5) Personnel who are required to review military service records in performance of their official duties;

(6) Duly convened boards of DON;

(7) Courts-martial; and or

(8) As directed by a court order signed by a judge.

b. The detailing function is strictly the responsibility of NAVPERSCOM. Offices or activities shall not review records of

those officers nominated for assignments or in connection with the detailing process, unless specifically approved by CNPC, NAVPERSCOM, or Assistant Commander NAVPERSCOM, Career Management Department (PERS-4).

6. **Documents for Selection Board Review**

a. Documents in the following categories are provided to selection boards:

(1) **For Active Duty officers** - field codes 01 through 10 and (if it exists) 17; or

(2) **For United States Navy Reserve (USNR) Inactive Duty and Full Time Support officers** - field codes 01 through 10, 16, and (if it exists) 17.

b. If requested, field code 15 may be provided to boards for determination of medical status.

MILPERSMAN 1070-030

CREATING THE OFFICER PERMANENT PERSONNEL RECORD

Responsible Office	NAVPERSCOM (PERS-313C)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**

a. The activity that delivers the officer appointment will forward documents listed below to Navy Personnel Command (NAVPERSCOM) (PERS-854) with the "original" NAVPERS 1000/4 (02-04), Officer Appointment Acceptance and Oath of Office (or an equivalent certificate) after it is signed and witnessed. After receiving and validating NAVPERS 1000/4, NAVPERSCOM (PERS-854) will forward the documents to NAVPERSCOM (PERS-313C1) to create the officer permanent personnel record.

b. A copy of each document will be provided to newly commissioned officers. They will be advised to maintain copies of service record documents in their personal files, and to hand-carry them to their first duty station in case there are problems establishing new accounts.

c. An officer record will not be created for an officer candidate or Naval Academy/Naval Reserve Officer Training Corps (NROTC) midshipman who is disenrolled from training and not commissioned. Refer to MILPERSMAN 1070-090, 1070-100, 1070-120, and 1070-130 for information on creating and/or disposition of enlisted records.

2. **Documents Used to Create Record**. The following original or first copy documents, as applicable, are used to create the permanent personnel record:

Title	Form Number
Officer Appointment Acceptance and Oath of Office (Original)	NAVPERS 1000/4
College transcripts	No Form No.
Program Service Agreements (OCS, AOC, NUCPOC, NFOC, OSAM, JAGC, Nurse Corps, etc.) (Original)	Various Form Nos.
NROTC Scholarship/Non-Scholarship Service Agreements (Original)	CNET 1533/38, 1533/83, or 1110/3
Enlistment/Reenlistment Document - Armed Forces of the United States and Annex(es) (Original)	DD 4
Administrative Remarks (Originals)	NAVPERS 1070/613
Certificate of Release or Discharge from Active Duty (Copy No. 2)	DD 214
Montgomery GI Bill Act of 1984 (Original)	DD 2366
Notice of Basic Eligibility (NOBE) (Original)	DD 2384-1
Statement of Understanding Selected Reserve Educational Assistance Program (Original)	OPNAV 1780/1
Drug and Alcohol Abuse Statement of Understanding (Original)	OPNAV 5350/1 or equivalent NAVCRUIT form
Record of Emergency Data (Original) (Used for new accessions by Military Entrance Processing Station or recruiting service in lieu of NAVPERS 1070/602. Must be replaced by NAVPERS 1070/602 when required by MILPERSMAN 1070-270.)	DD 93
Dependency Application/Record of Emergency Data (Part II) (Original)	NAVPERS 1070/602
Department of the Navy Central Adjudication Facility (DON CAF) Security Determinations	No Form No.
Classified Information Nondisclosure Agreement (Original)	SF 312
NROTC Education Cost Record (Original)	CNET 1533/50
Officer’s Report of Home of Record and Place from which Ordered to a Tour of Active Duty (Original)	NAVPERS 1070/74
Report of Medical Examination (Copy)	DD 2808 (Replaced SF 88)
Report of Medical History (Copy)	DD 2807-1 (Replaced SF 93)

NOTE: All documents listed may not apply to all officers. For officers receiving permanent appointments, ensure the enlisted service record is closed and transferred per MILPERSMAN 1070-130.

3. **Where to Send Documents**. Mail documents to:

NAVY PERSONNEL COMMAND (PERS-854)
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-8540

4. **How to Send Documents**

a. Securely fasten documents in a single complete group for each officer with NAVPERS 1000/4 on top. Documents for several officers may be sent in a single mailing envelope or container.

b. Mark the mailing envelope “OFFICER APPOINTMENT - DO NOT OPEN IN MAIL ROOM.”

5. **Interservice Transfer**. In the case of interservice transfers, Assistant Commander Navy Personnel Command (ACNPC) for Personnel Progression, Performance and Security (NAVPERSCOM) (PERS-8)) and ACNPC for Naval Reserve Personnel Management (NAVPERSCOM (PERS-9)) may provide additional documents from the losing service’s officer record. These documents include performance, awards, educational, special qualifications, and military service information for inclusion in the officer permanent personnel record.

MILPERSMAN 1070-080

ENLISTED OFFICIAL MILITARY PERSONNEL FILE (OMPF)

Responsible Office	NAVPERSCOM (PERS-313)	Phone: DSN COM FAX	882-3406/3418 (901) 874-3406/3418 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoDI 1336.08 of 13 Nov 2009 (b) BUPERSINST 1070.27B (c) COMNAVPERSCOMINST 5000.1, NAVPERSCOM Administrative Manual, article 0110-540

1. **Policy**. The Enlisted Official Military Personnel File (OMPF) is maintained per references (a) and (b), and contains documents which reflect on the character, performance, professional qualifications, and fitness of the member. For members who are serving or have served in a dual officer – enlisted status, the Enlisted OMPF may contain both enlisted and officer documents as deemed necessary by Commander, Navy Personnel Command (COMNAVPERSCOM). The OMPF is maintained in the Electronic Military Personnel Records System (EMPRS) at Navy Personnel Command (NAVPERSCOM).

2. **Record Categories**. Documents filed in the Enlisted OMPF are placed in 1 of 16 categories based on the type of information in the document. Each category is assigned a unique field code which allows us to group or control access to documents by type. The following outlines the categories of documents filed in the Enlisted OMPF.

Field Codes	Categories
30	procurement - contracts, enlistment/reenlistment documents (e.g., service agreements and statements of understanding).
31	classification and assignment – history of assignments, (miscellaneous correspondence on classification and assignment).

32	administrative remarks (entries required for permanent retention)
33	separation and retirement – (e.g., DD214, DD215, statements of service, separation orders, reserve retirement point credit reports, RCSBP election, casualty reports, miscellaneous separation and retirement correspondence)
34	miscellaneous professional service history – (e.g., DD1966, Military Processing Record, drug and alcohol abuse statement of understanding, key employee determination, miscellaneous correspondence concerning professional service history)
35	enlisted performance documents – performance evaluations (e.g., fitness reports, service member rebuttal, letters of explanation, performance evaluation correspondence)
36	training and education – (e.g., NAVPERS 1070/604, NAVPERS 1070/881, language proficiency test, college transcript and diploma, completion certificates for courses not documented on NAVPERS 1070/604 or NAVPERS 1070/881)
37	decorations, medals, and awards – personal award citations, (e.g., NAVPERS 1070/880, entitlement letters, weapon qualification letters)
38	adverse information – (e.g., unauthorized absence, in hands of civil authorities, court memorandum, punitive letters, drug and alcohol abuse report, civil conviction/probation report, adverse case files)
39	emergency data/beneficiary slips (e.g., Servicemembers' Group Life Insurance documents)
40	record changes
41	security clearances , termination statement, revocations, classified information nondisclosure agreement
42	security miscellaneous
43	medical documents – (e.g., entry and separation medical examinations, medical history reports, medical board bindings, physical evaluation board hearing, limited duty assignments)
44	record request/disclosures/out of service inquiries/response
45	personal information – (e.g., thrift savings plan election, USN illicit behavior screening)
99	Miscellaneous and temporary information

3. **Record Update**

a. Personnel Offices/Personnel Support Activity Detachments shall prepare and forward documents, as required by the document's governing directive and in compliance with reference (b), to update the Enlisted OMPF.

b. Unless otherwise provided in a document's governing directive or the MILPERSMAN, submit documents on a daily basis or as soon as possible. Do not include letters of transmittal or explanation.

c. For dual-status members, officer documents submitted to NAVPERSCOM per MILPERSMAN 1611-010 or 1611-020 will be filed in the enlisted OMPF if directed by COMNAVPERSCOM. These documents shall be "finish filed" to the OMPF by the NAVPERSCOM office of primary responsibility (OPR). To ensure the documents are entered into the appropriate enlisted field code, the OPR shall stamp the documents "Finish File" in Field Code (appropriate code listed above), OPR PERS-XXX (pers code filing the document) per reference (c).

d. Documents should only contain personal information pertaining to the Service member of record. Unless required by the document's governing directive or otherwise considered essential by the OPR, third-party personal information (most often Social Security Numbers (SSN), home addresses, phone number, and dates/places of birth) must be redacted (blacked-out) from documents before forwarding to NAVPERSCOM.

4. **Record Corrections/Changes**

a. An official document submitted to NAVPERSCOM for filing in the OMPF becomes the property of the Department of Navy (DON). Except for administrative or clerical errors, documents filed in the OMPF may not be removed or changed, except by authorization of the Secretary of the Navy.

(1) Administrative or clerical errors may be corrected per MILPERSMAN 1070-210 or the regulation requiring the original document. When a document is corrected in the OMPF, corresponding data must be corrected in the Navy Standard Integrated Personnel System (NSIPS)/Electronic Service Record (ESR).

(2) Documents found in the OMPF that are not legible may be replaced by submitting clean readable documents, under a cover letter, to NAVPERSCOM, Records Management Policy Branch (PERS-313).

(3) Other requests for correction or removal of documents should be submitted to the Board for Correction of Naval Records per MILPERSMAN 1000-150.

b. A document may be amended or supplemented by correspondence forwarded via official channels.

5. **Record Review/ Access**

a. Access to the record is normally limited to the member concerned, an agent or representative authorized in writing by the member, NAVPERSCOM, personnel who are required to review military service records in the performance of their official duties, duly convened boards of the Department of the Navy, courts-martial, and as directed by a court order signed by a judge.

b. The detailing function is strictly the responsibility of NAVPERSCOM. Offices or activities shall not review records of those members nominated for assignments or in connection with the detailing process unless specifically approved by Chief of Naval Personnel, NAVPERSCOM, or the Assistant Commander, NAVPERSCOM, Career Management Department (PERS-4).

6. **Documents for Selection Board Review**. Documents in field codes 30 through 38 are provided to selection boards.

ENLISTED FICHE FORMATS

FICHE 1E
PROFESSIONAL SERVICE HISTORY

INDIVIDUAL SSN FICHE TYPE NUMBER BAR CODE
INDIVIDUAL'S NAME

	101 23 6644 JONES, FRANK K						1E							[] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []
A	1		PROCUREMENT											
B	15		CLASSIFICATION / ASSIGNMENT											
C	29		ADMINISTRATIVE REMARKS											
D														
E	57		SEPARATION / RETIRMENT											
F														
G	85		MISCELLANEOUS PROFESSIONAL SERVICE HISTORY											

PROCUREMENT – enlistment/reenlistment document, record of military processing–Armed Forces of the United States, immediate reenlistment contracts, agreement to recall/extend, education eligibility, statements of understanding, service agreements.

CLASSIFICATION/ASSIGNMENT – history of assignment, request for voluntary recall to active duty, miscellaneous correspondence on classification and assignment.

ADMINISTRATIVE REMARKS – NAVPERS 1070/613 entries, except crossing the equator, order of blue nose, clothing allowances, leave balances, and training which is documented on the NAVPERS 1070/604.

SEPARATION/RETIREMENT – certificate of release or discharge from active duty (DD 214), statements of service, release/discharge correspondence, retirement points statement.

MISCELLANEOUS PROFESSIONAL SERVICE – drug and alcohol abuse statement of understanding, agreement to remain on active duty, contingent transfer to standby reserves.

FICHE 2E
PERFORMANCE EVALUATION AND TRAINING DATA

INDIVIDUAL SSN FICHE TYPE NUMBER BAR CODE
INDIVIDUAL'S NAME

	101 23 6644 **JONES, FRANK K**						**2E**							**[][][][][][][][][][][][][][]**
A	**1**		**ENLISTED PERFORMANCE DATA**											
B														
C														
D	**43**		**TRAINING / EDUCATION**											
E	**57**		**AWARDS / MEDALS / CITATIONS**											
F	**71**		**ADVERSE INFORMATION**											
G														

ENLISTED PERFORMANCE DATA - counseling record, enlisted evaluations memorandum entries, supplemental evaluation entries.

TRAINING/EDUCATION - NAVPERS 1070/604, correspondence course completion, language proficiency, college transcript and diploma, special application to BOOST/EEAP/ECP,

AWARDS/MEDALS/CITATIONS - personal awards, Battle "E", unit award, sailor of the year.

ADVERSE INFORMATION - unauthorized absence, court memorandum, incident/complaint report, drug and alcohol abuse report, civil conviction/probation report, case files.

FICHE 3E
PERSONAL DATA

INDIVIDUAL SSN
INDIVIDUAL'S NAME

FICHE TYPE NUMBER

BAR CODE

	101 23 6644 JONES, FRANK K		3E			[][][][][][][][][][][][][][][][][][]
A	1		RECORD OF EMERGENCY DATA/BENEFICIARY SLIPS			
B	15		RECORD CHANGES			
C	29		SECURITY CLEARANCES / INVESTIGATIONS			
D	43		SECURITY MISCELLANEOUS			
E	57		MEDICAL DATA			
F	71		OUT OF SERVICE INQUIRIES/RESPONSES			
G	85		MISCELLANEOUS PERSONAL DATA			

RECORD OF EMERGENCY DATA/BENEFICIARY SLIPS - dependent application/record of emergency data.

RECORD CHANGES - correction of navy records by BCNR, social security number and name changes.

SECURITY CLEARANCES/INVESTIGATIONS - classified information nondisclosure agreement, security termination statement, security clearances.

MEDICAL DATA - medical examination report, medical history report, medical board examination finding, medical board physical evaluation board hearing, limited duty assignment approval (medical board).

MISCELLANEOUS PERSONAL DATA - clinical record report (medical board), consultation sheet (medical board), limited duty assignment (medical).

MILPERSMAN 1070-090

CREATING THE ENLISTED PERMANENT PERSONNEL RECORD

Responsible Office	NAVPERSCOM (PERS-313C)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	NAVCRUITCOMINST 1131.2B

1. **Records Creation**. The service record custodian will send the required documents described below to Chief of Naval Personnel to create or reinstate the permanent personnel record when

a member	• completes recruit training, • completes Navy Veteran/Other Service Veteran (NAVET/OSVET) indoctrination, • enters the Naval Academy Preparatory School (NAPS), or • enters or returns to duty in the Navy or Naval Reserve.
a recruit or NAVET/OSVET, before completing training or indoctrination	• is declared a deserter, • is discharged with an entry level separation, or • dies.
an officer candidate or Naval Academy midshipman	• is disenrolled from training and retained in naval service as an enlisted member, • is discharged with an entry level separation, or • dies.

2. **Documents for Member who Completes Recruit Training or NAVET/OSVET Indoctrination**. Send the following documents:

DD 4	Enlistment/Reenlistment Document - Armed Forces of the United States	Original. Print "NAVET/OSVET", as appropriate, between the perforation holes on page 1 (cancelled 9-96). Annex(es). Original(s) in alphabetical order.
DD 2366	Montgomery GI Bill (MGIB) Act of 1984 (MGIB)	Original, when applicable.
DD 2384-1	Notice of Basic Eligibility(NOBE)	Original
OPNAV 1780/1	Statement of Understanding - Selected Reserve Educational Assistance Program	Original
NAVPERS 1070/621	Agreement to Extend Enlistment	Original, when applicable.
NAVPERS 1070/604	Enlisted Qualifications History	Original
OPNAV 5350/1	Drug and Alcohol Abuse Statement of Understanding	Original
DD 93	Record of Emergency Data	First page, second copy, if applicable.
NAVPERS 1070/602	Dependency Application/Record of Emergency Data (Part II)	Original, if applicable.
SF 88	Report of Medical Examination	Original
SF 93	Report of Medical History	Original

3. **Documents for Recruit or NAVET/OSVET Deserter**. If a recruit or NAVET/OSVET is declared a deserter, send a copy of the following documents in addition to the documents listed above:

NAVPERS 1070/606	Record of Unauthorized Absence	
NAVPERS 1070/613	Administrative Remarks	Declaration of desertion message entry.

4. **Documents for Recruit or NAVET/ OSVET Discharged with Entry Level Separation**. If a recruit or NAVET/OSVET is discharged with an entry level separation, send a copy of the following documents in addition to the documents listed under "Completes Recruit Training or NAVET/OSVET Indoctrination:"

NAVPERS 1070/613	Administrative Remarks	Original
DD 214	Certificate of Release or Discharge from Active Duty	Copy No. 2
NAVCOMPT 3067	Detaching (Departing) Endorsement to Orders	Part 5
	Aptitude Board's Report or other documentation authorizing discharge without prior approval of Chief of Naval Personnel.	
NAVPERS 1070/609	Enlisted Performance Record (current for periods through December 1995)	Original, if applicable.

5. **Documents for NAPS Candidate, Except Fleet Personnel**. When candidates, except fleet personnel, enter the NAPS, send the following documents:

DD 4	Enlisted/Reenlistment Document, Armed Forces of the United States	Original
Annexes	When applicable	
NAVPERS 1070/613	Administrative Remarks	Original Only for entries provided with Naval Academy letter of selection.
DD 1966	Record of Military Processing - Armed Forces of the United States	Original
OPNAV 5350/1	Drugs and Alcohol Abuse Statement of Understanding	Original
DD 93	Record of Emergency Data	First page, second copy, or, as appropriate.
NAVPERS 1070/602	Dependency, Application/Record of Emergency Data (Part II).	Original

6. **How to Send the Documents**

a. Securely fasten the documents into a single, complete group for only one member. Several groups may be sent in a single mailing envelope or container to:

Navy Personnel Command
PERS-313C1
5720 Integrity Drive
Millington, TN 38055-3130

b. Mark the mailing envelope "**DO NOT OPEN IN MAIL ROOM**."

MILPERSMAN 1070-140

DISPOSITION OF ENLISTED FIELD SERVICE RECORD - IMMEDIATE REENLISTMENT

Responsible Office	NAVPERSCOM (PERS-313C)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Close the Current Enlistment FSR**

a. Verify the field service record per MILPERSMAN 1070-200.

b. Send only the following documents to the Navy Personnel Command (NAVPERSCOM) (PERS-313C1) to update the permanent personnel record.

NAVPERS FORM NUMBERS	TITLES	
1070/601	Immediate Reenlistment Contracts	Original
1070/615	Record of Discharge from the U.S. Naval Reserve (Inactive)	Original
1070/605	History of Assignments	Original
1070/613	Administrative Remarks	Original. Refer to MILPERSMAN 1070-320.
1070/609	Enlisted Performance Record (Canceled 8-96)	Original (if present in the FSR)
1616/26	Evaluation Report and Counseling Record (E1-E6)	E-4 and below only.
1070/604	Enlisted Qualifications History	Original

2. **How to Send the Documents**

a. Securely fasten the documents in a single complete group. Documents for more than one member may be sent in a single mailing envelope or container.

b. Mark the envelope “REENL - DO NOT OPEN IN MAIL ROOM.”

3. **Open Reenlistment FSR**. File the following documents in the reenlistment U.S. Navy Enlisted (Field) Service Record (FSR):

RIGHT SIDE (Current enlistment documents)		
1	NAVPERS 1070/605	History of Assignments
2	NAVPERS 1070/604	Enlisted Qualifications History
3	NAVPERS 1070/602	Dependency Application/Record of Emergency Data and/or DD 93, Record of Emergency Data
4	SGLV 8286	Servicemen's Group Life Insurance Election and Certificate
5	NAVCOMPT 3072	Dependency Status Action
6	OPNAV 1740/1	Navy Dependent Care Certificate

LEFT SIDE (Previous enlistment documents)		
1	OPNAV 5510/415	Record Identifier for Personnel Reliability Program (supersedes NAVPERS 5510/1)
2	NAVPERS 5510/1	Record Identifier for Personnel Reliability Program (canceled/replaced by OPNAV 5510/415) (if present in FSR)
3	OPNAV 5211/9	Record of Disclosure, Privacy Act of 1974
4	OPNAV 5510/414	Personnel Reliability Program Screening and Evaluation Record (supersedes NAVPERS 5510/3)
5	NAVPERS 5510/3	Personnel Reliability Program Screening and Evaluation Record (canceled/replaced by OPNAV 5510/414) (if present in FSR)
6	OPNAV 5520/20	Certificate of Personnel Security Investigation, Clearance and Access (copy)
7		Current permanent change of station orders and endorsement
8	OPNAV 5350/1	Drug and Alcohol Abuse Statement of Understanding
9	DD 2366	Montgomery GI Bill (MGIB) Act of 1984
10	OPNAV 1780/1	Statement of Understanding - Selected Reserve Educational Assistance Program
11	DD 2384-1	Notification of Basic Eligibility (NOBE)
12	DD 398-2	Personnel Security Questionnaire (National Agency Checklist)
13	SF 86	Questionnaire for National Security Positions
14	NAVPERS 1070/877	Statement of Service

SEPARATOR			
15	NAVPERS 1070/617	Career Performance Data Separator. Group like documents together as listed below. Maintain each category in chronological order with the most recent on top.	
		a.	All personal and unit awards, citations, letters of commendation and appreciation
		b.	NAVPERS 1616/24, Enlisted Performance Evaluation Report (all) (if present in FSR)
		c.	NAVPERS 1616/26, Evaluation Report and Counseling Report (E1-E6) (supersedes NAVPERS 1616/24)
		d.	NAVPERS 1610/2, Fitness Report and Counseling Record (E7-06) (supersedes NAVPERS 1616/24)
		e.	NAVPERS 1070/615, Record of Discharge from the U.S. Naval Reserve (Inactive)
		f.	DD 214, Certificate of Release or Discharge from Active Duty
		g.	NAVPERS 1070/609, Enlisted Performance Record (certified copy) if present in FSR
		h.	NAVPERS 1070/605, History of Assignments (copy)
		i.	NAVPERS 1070/604, Enlisted Qualifications History (copy)
		j.	Individual Accomplishments Report (IRA)

MILPERSMAN 1070-150

REQUESTS FOR COPIES OF THE PERMANENT PERSONNEL RECORD

Responsible Office	NAVPERSCOM (PERS-313C)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 5211.5D, Department of the Navy Privacy Act (PA) Program

1. **Policy**

a. Permanent personnel records are protected under the Privacy Act of 1974, and access shall be in compliance with reference (a). Copies of the permanent personnel record may be requested per this article during the period they are maintained at Navy Personnel Command (NAVPERSCOM).

b. A paper copy will be produced for seal and signature requests, and when only a few specific documents are requested. Copies will be printed on compact disk (CD) for all other official Navy requests.

c. Requests for records must be in writing, in a format approved for the type of request listed below. Telephone requests cannot be accepted.

d. On-line requests may be submitted by Active Duty and Training and Administration of Reserve (TAR) members using the established request procedures offered by the secure web site https://www.bupersaccess.navy.mil.

e. Routine E-Mail requests will not be approved, because they are not private and can easily be forwarded and modified beyond the control of the requestor.

2. **Seal and Signature Requests**

a. Judge advocates may request a seal and signature copy of the complete permanent personnel record to meet official legal requirements.

b. The request must be an official naval letter or naval message. The letter must

(1) state full name and social security number (SSN) of member whose record is required;

(2) state reason for the request; and

(3) be signed by the commanding officer (CO), officer in charge (OIC), or person granted “By direction” authority.

c. Send request to:

Navy Personnel Command
PERS-313D
5720 Integrity Drive
Millington, TN 38055-3130

3. **Command Requests**

a. **Officer Records**. A command may request documents from an officer's record when there is a need for the documents in order to discharge official duties. **Officer Fitness Reports and privileged information will not be provided.**

b. **Enlisted Records**. A command may request documents that are missing in the field service record (FSR), or a copy of the permanent record to replace a lost/destroyed FSR.

c. **Multi-member requests.** A command without access to field service records may request copies of their members’ permanent personnel records on CDs to provide local commanders access to personnel information for making daily administrative and personnel decisions. **Officer Fitness Reports and privileged information will not be provided on multi-member requests**.

d. The request must be an official naval letter or naval message. The letter must

(1) state full name and SSN of member(s) whose record is required;

(2) state the reason for the request (justification for a multi-member request must include the location of field service records, and circumstances preventing their use);

(3) specify either entire record or specific documents needed; and

(4) be signed by the CO, OIC, or person granted "By direction" authority.

e. Send request to:

Navy Personnel Command
PERS-313
5720 Integrity Drive
Millington, TN 38055-3130

NOTE: Do not request special handling (e.g., FedEx, overnight service), as these requests cannot be accommodated.

4. **Member's Request**

a. Members may request a copy of their own permanent personnel record using NAVPERS 1070/882 (Rev. 9-03), Official Military Personnel File (OMPF) Record Request. If NAVPERS 1070/882 is not available, a written request may be made. The request must include

(1) member's full name,

(2) rank or rate,

(3) SSN,

(4) military or civilian address to which the record is to be sent, and

(5) member's signature.

b. Send request to:

Navy Personnel Command
PERS-313
5720 Integrity Drive
Millington, TN 38055-3130

c. Active Duty/TAR personnel may also request their records on-line through BUPERS ACCESS if the mailing address listed therein is correct. Changes to the on-line address must be made through the Personnel Office/Personnel Support Detachment (PERSUPP DET).

NOTE. Do not request special handling (e.g., FedEx, overnight service), as these requests cannot be accommodated.

5. **Facsimile Requests**. Requests in the formats provided above may be faxed to NAVPERSCOM, Systems Operations Branch (PERS-313). The CD(s), or documents from the permanent personnel record, will be mailed.

6. **Mail-Out Request Processing**. Requests are handled on a first-in, first-served basis. Turn-around averages 10-15 days, which varies based on the number of requests received.

7. **NAVPERSCOM On-Site Pickup**

a. **Pickup by Member**. Members may obtain a copy of their own record in person at NAVPERSCOM. The record review room is located in

Wood Hall, Building 769
Room 109
Naval Support Activity Mid-South
Millington, TN

and is open between the hours of 0800 and 1600. Members must present proper identification.

b. **Pickup by Third Party.** Members may authorize a third party to pick up their record for them. Third party requests will be honored only if the third party has a signed

authorization from the member whose record is requested, and proper identification. The request must include

(1) member's full name,

(2) rank or rate,

(3) SSN,

(4) statement that member authorizes "_____" (third party’s full name and SSN) to be the member's agent, and

(5) member’s signature.

NOTE: The signed authorization will be honored on a one-time basis. Separate requests must be submitted each time a third party is authorized to receive a record.

8. **Other Requests**. Direct all other requests for copies of the permanent personnel record to NAVPERSCOM (PERS-313D), or call **1-(866)-U-ASK-NPC (DSN: 882-5672)** for information.

MILPERSMAN 1070-170

DOCUMENTS FILED IN THE PERMANENT PERSONNEL RECORD

Responsible Office	NAVPERSCOM (PERS-313C)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	BUPERSINST 1070.27

1. **Guidelines**. BUPERSINST 1070.27 provides

a. lists of numbered forms and subjective material which are retained or not retained in the permanent personnel record,

b. guidance on how to submit documents for filing,

c. guidance for requesting changes to the document lists, and

d. guidance when revising or consolidating a retainable document.

2. **Privileged Information**

a. Adverse matter is not to be filed in a permanent personnel record or forwarded to Navy Personnel Command without first affording the member an opportunity to review and submit a statement concerning it.

(1) If the member chooses not to make a statement, the declination shall be made in writing and signed and dated by the member.

(2) If no statement or declination has been submitted after having been advised of such, the adverse material will be filed with annotation to that effect.

b. Types of documentation that are filed with the adverse material are

(1) member’s statement in reply to the adverse material.

(2) where there has been a finding of guilty, extracts from the findings and recommendations of courts and boards, including statements of disciplinary action and court-martial orders or promulgating letters of general courts-martial.

c. Adverse material that does not fall under the purview of this article and can be filed in the permanent personnel record without first affording the member the opportunity to submit a statement are

(1) nonjudicial punishment which includes a punitive letter,

(2) conviction by court-martial,

(3) allegations of unauthorized absence, or

(4) any other matters on the basis for which the member was previously accorded an opportunity to submit a statement or other matter for other consideration before the record entry was made.

d. Other types of information of a highly personal nature which are filed are

(1) various board decisions which are a matter of official record.

(2) medical boards.

(3) psychiatric examinations.

MILPERSMAN 1070-180

OFFICER PHOTOGRAPHS

Responsible Office	NAVPERSCOM (PERS-312E)	Phone: DSN COM FAX	882-3406 (901) 874-3406 882-3406

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 5211.5E (DON Privacy Act (PA) Program) (b) SECNAVINST 5720.42F (DON Freedom of Information Act (FOIA) Program) (c) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. Photographs are required for all officers of the Navy and the Navy Reserve, regardless of status, within 3 months after acceptance of each promotion.

2. **Ownership of Photographs**. Photographs submitted become the property of the United States Navy and are generally releasable under references (a) and (b).

3. **Uniform Requirements**. Per reference (c), the preferred uniform shall be Service Khaki, uncovered. When Service Khaki is unavailable, any regulation uniform is acceptable.

4. **Photograph Requirements**. The photograph shall

a. be in color;

b. display a full-length, three-quarter view of the member, left shoulder forward;

c. have a plain, flat background to provide sufficient contrast to highlight details of the uniform; and

d. be 4 inches in width and 6 inches in height.

5. **Title Board Specifications**. A menu or hand-lettered title board shall be placed at or near the member’s left foot so it is clearly readable in the finished photograph. The title board shall contain the following identifying data in 2-inch high letters:

a. Member's last name, first name, and middle initial(s).

b. Grade, last four digits of the social security number, and designator.

c. Date photograph was taken (day, month, year).

Example: APILOT, IRA M.
LCDR/1234/1310
17 APR 07

6. **Photo Services**. Naval activities with an established photographic facility are authorized to produce photographs for this purpose. Additionally, commercial sources are authorized. When Navy or DOD photographic facilities or suitable commercial sources are unavailable, any photograph which complies with the requirements will be accepted. Commands are authorized to reimburse officers that use commercial sources to produce photographs.

7. **Command Reimbursement**. Commands are authorized to reimburse officers for the cost of the official photograph. Officers will complete **SF 1164 (Rev. 11-77)**, **Claim for Reimbursement for Expenditures on Official Business**, or similar reimbursement document and submit the form with official documentary evidence (e.g., receipts, affidavits, or other statement as to the unavailability of government photo facilities) to their commanding officer (or designated representative) for approval and reimbursement.

8. **Distribution**

a. Complete **NAVPERS 1070/884 (04-07)**, **Officer Photograph**, and attach the unaltered photograph. The preferred method of attachment is to print the photograph directly on the form. Taping or stapling the photograph to the form is acceptable should printing directly on the form not be available. Ensure this form contains the member's complete social security number for Official Military Personnel File (OMPF) identification purposes. The member must sign the form. Carefully secure against damage in the mail and forward to Navy Personnel Command (NAVPERSCOM) (PERS-312C) for inclusion in the OMPF. Mail to:

NAVY PERSONNEL COMMAND
PERS-312C
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-3120

b. Photographs that do not meet the specifications of this article will not be processed for inclusion to the OMPF and will be returned to the issuing member for proper submission.

9. **Form**. NAVPERS 1070/884 can be obtained from the following links:

http://www.npc.navy.mil/ReferenceLibrary/Forms/

https://forms.daps.dla.mil/search/

http://buperscd.technology.navy.mil/bup_updt/new_forms/N1070_884.pdf

MILPERSMAN 1070-190

SIGNATURES IN SERVICE RECORDS

Responsible Office	NAVPERSCOM (PERS-313C)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. Signatures and initials in the service record are required to ensure that entries are made by proper authority and that service records are properly maintained.

2. **Signature Authority**

a. The commanding officer, executive officer, or officer in charge signs or initials all service record documents. When activities are supported by Pay/Personnel Administrative Support System (PASS), the Commanding Officer/Officer in Charge/Petty Officer in Charge/Director, Personnel Support Activity (PERSUPPACT)/Detachment (PERSUPPDET) will administer and maintain service records per MILPERSMAN 1000-010.

b. The commanding officer may grant the personnel in the grades listed below, written “By direction” authority to sign the indicated service record documents.

(1) Commissioned officers: All service record documents.

(2) Enlisted E-5 and above and civilian GS-5 and above: All service record documents except DD4, Enlistment/Reenlistment Document - Armed Forces of the United States, and NAVPERS 1070/601 (Rev. 01-00), Immediate Reenlistment Contract.

3. **Signature Requirements**. Authorized individuals must personally sign or initial entries on all service record documents at the time and in the manner prescribed in this Manual or other directives governing service record administration.

4. **Signature Specifications**. Signatures and initials must be in permanent black or blue-black ink and must be legible on all

copies. Below the signature, type the name, rank/rate/grade, and title of the individual signing the service record document.

5. **Use of Facsimile Signatures**. At the discretion of the commanding officer, facsimile signatures may be used for entries on the NAVPERS 1070/604 (Rev. 03-05), Enlisted Qualification History and accumulative entries on the NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks. Facsimile signatures shall not be used on any other document of the service record.

MILPERSMAN 1070-200

VERIFICATION OF FIELD SERVICE RECORD

Responsible Office	NAVPERSCOM (PERS-313C)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	NAVSO P-3069, Source Data System Procedures Manual (SDSPROMAN) DFAS-CL (NAVSO-P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy), Volume II Diary Message Reporting System Users' Manual (DMRSMAN)

1. **Purpose**. The purpose of the verification is to ensure

a. the U.S. Navy Enlisted (field) Service Record (FSR) contains all required documents,

b. the documents are properly completed,

c. documents intended for Navy Personnel Command (NAVPERSCOM) or other activities are not erroneously filed in the FSR, and

d. misfiled documents are properly refiled.

2. **When to Verify**

a. The FSR shall be verified

(1) upon transfer of the member,

(2) upon arrival of the member at final destination,

(3) prior to disposal,

(4) upon immediate reenlistment of enlisted members, or

(5) prior to departure to active duty for training in the case of inactive enlisted naval reservists.

b. Verification may be done by an intermediate command to which a member reports for duty or instruction en route to final destination, but such verification is not required.

3. **How to Verify**. Review shall be accomplished as follows:

a. Ensure the member's records and documents contain the correct name and social security number.

b. Verify the presence of all documents required by other directives and by

(1) Officer - MILPERSMAN 1070-040.

(2) Enlisted - MILPERSMAN 1070-100.

c. Give the member the documents listed in

(1) Officer - MILPERSMAN 1070-060 or 1070-070.

(2) Enlisted - MILPERSMAN 1070-120, 1070-030, or 1070-040.

d. Interview the member to ensure that the NAVPERS 1070/602, Dependency Application/Record of Emergency Data is correct per MILPERSMAN 1070-270.

4. **How to Record Verification**. When the gain/loss entries are initialed following the guidance in MILPERSMAN 1070-290, the signer also certifies the verification of the FSR.

5. **Discrepancies/Corrections**

a. Corrections to the FSR shall be made under MILPERSMAN 1070-210.

b. Discrepancies, which have caused erroneous entries in the Manpower, Personnel and Training Information System, shall be corrected per NAVSO P-3069, DFAS-CL (NAVSO-P) 3050-2, and DMRSMAN.

MILPERSMAN 1070-210

CORRECTION OF THE FIELD SERVICE RECORD

Responsible Office	NAVPERSCOM (PERS-313C)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	BUPERSINST 1610.10 NAVSO – 3069, Source Data Systems Procedures Manual (SDSPROMAN) DFAS-CL (NAVSO-P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy), Volume II BUPERSINST 1900.8

1. **Policy**

a. NAVPERS 1070/600 (Rev. 5-81), U.S. Navy Enlisted (Field) Service Record (FSR). Once information is entered on a service record page it may be corrected at the command level only under this article.

b. The use of interlineation, ditto marks, or the entry of unauthorized abbreviations, symbols, or codes is prohibited in the FSR.

2. **Corrections/Changes to Name, Social Security Number (SSN), or Citizenship**. For changes to name, SSN, or citizenship to the FSR see table:

Topic	MILPERSMAN
Name Change	1000-130
SSN Change	1000-060
Citizenship Change	1070-220

3. **Enlisted Evaluation Reports**. Removal or revision of enlisted evaluation report and counseling record will be made only under BUPERSINST 1610.10.

4. **OCR Documents**. Corrections to Optical Character Recognition (OCR) documents listed below are authorized only by sending new documents cross-referenced to the original documents following NAVSO P-3069 or DFAS-CL (NAVSO P) 3030-2.

NAVPERS 1070/602	Dependency Application/Record of Emergency Data, Part I (Rev. 7-72)
NAVPERS 1070/606	Record of Unauthorized Absence (Rev. 1-77)
NAVPERS 1070/607	Court Memorandum (Rev. 12-75)
NAVPERS 1070/621	Agreement to Extend Enlistment (Rev. 9-87)
NAVPERS 1070/622	Agreement to Recall or Extend Active Duty (Rev. 9-87)

5. **Trial by Civil Authorities**

a. The FSR will not contain any information concerning a trial by civil authorities which resulted in acquittal either at the trial or appellate level. Upon notification of acquittal, service record pages and correspondence concerning the trial will be removed from the FSR and destroyed.

b. If the service record pages contain other retainable information, new pages will be prepared with the retainable information only.

c. If copies of the service record pages or correspondence had been forwarded to Navy Personnel Command (NAVPERSCOM), notification of this action shall be sent to NAVPERSCOM (PERS-83) by official naval letter with copies of supporting documentation.

6. **DD 214, Certificate of Release or Discharge from Active Duty (Rev. 11-88)**. After DD 214 has been issued and distributed, correction of erroneous entries are made following BUPERSINST 1900.8.

7. **Other Errors**

a. When an error **is discovered at the command where it was made and copies of the service record page have not been distributed, or the error is on a service record page (a copy) which is not immediately sent to NAVPERSCOM** (i.e., NAVPERS 1070/604 (Rev. 7-91), Enlisted Qualifications History and NAVPERS 1070/605 (Rev. 10-89), History of Assignments):

(1)	Draw a line in black or blue-black ink through the erroneous entry.
(2)	Authorized individual, per MILPERSMAN 1070-190, initial alongside the lined-out error.
(3)	Make correct entry.
(4)	Authorized individual, initial or sign correct entry.

b. When the error **is discovered at the command where it was made and the service record page has been distributed** (i.e., NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks):

(1)	Remove the erroneous service record entry from the service record and destroy it.
(2)	Make a corrected service record page and conspicuously label it “Corrected Copy.”
(3)	File corrected copy in FSR.
(4)	Forward a corrected copy to NAVPERSCOM (PERS-313D2) by official naval letter which explains briefly the reason for the correction.

c. For corrections to NAVPERS 1070/609 (canceled) **directed by Secretary of the Navy as a result of a Board of Correction of Naval Records decision only**:

(1)	Tape out the entry being corrected.
(2)	Date and type in the authority for making the correction, “Authority for Correction - MILPERSMAN 1070-210.”
(3)	Make a copy of the corrected NAVPERS 1070/609.
(4)	Certify the copy by an entry on the next line and file it in the service record.
(5)	Send the original NAVPERS 1070/609 to NAVPERSCOM (PERS-322).

NOTE: All other corrections to NAVPERS 1070/609 will be made as outlined above for errors discovered at the command where made.

d. When the error is discovered **at a command other than where the error was made and the error is not correctable under the instructions contained above**, the discrepancy will be reported by official naval letter to NAVPERSCOM (PERS-313) via the command at which the error occurred. The command at which the error occurred will endorse the letter to NAVPERSCOM giving full details, recommend corrective action, and attach substantiating documents as appropriate.

MILPERSMAN 1070-220

CITIZENSHIP ENTRIES IN THE ENLISTED PERSONNEL RECORD

Responsible Office	NAVPERSCOM (PERS-313C)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	8 U.S.C. 1101 et seq, Immigration and Nationality Act of 1952 NAVSO P-3069, Source Data System Procedures Manual (SDSPROMAN) Diary Message Reporting System Users' Manual (DMRSMAN)

1. **Policy**

a. An enlisted member's citizenship is recorded on

(1) DD 1966 (Rev. 10-05), Record of Military Processing - Armed Forces of the United States; or

(2) NAVPERS 1070/601 (Rev. 01-00), Immediate Reenlistment Contract.

b. The naturalization certificate and other documents issued by the Immigration and Naturalization Service will not be duplicated and are to remain in the custody of the member.

2. **Changes - Member's Responsibility**. Each foreign national is required to take the original citizenship papers to their personnel office to report any change in citizenship status.

3. **Reporting Requirements**

a. Submit data entries per SDSPROMAN or DMRSMAN.

b. Make NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry to substantiate the change.

MILPERSMAN 1070-230

DD 4, ENLISTMENT/REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES

Responsible Office	NAVPERSCOM (PERS-313C)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	NAVCRUITCOMINST 1130.8F

1. **Policy**. DD 4 is the basic document, which establishes a legal relationship between the U.S. Government and an enlisted member. DD 4 is designed to provide a complete and comprehensive document that specifies the terms of the agreement between the enlistee and the U.S. Government/Armed Forces in clear English to avoid recruit and/or parent misunderstanding.

2. **Preparation and Distribution**

a. Preparation and distribution shall be made by the enlisting activity per NAVCRUITCOMINST 1130.8F.

b. All signatures of enlisting officers and the member enlisting or reenlisting shall be made per MILPERSMAN 1070-190.

MILPERSMAN 1070-240

NAVPERS 1070/601, IMMEDIATE REENLISTMENT CONTRACT

Responsible Office	NAVPERSCOM (PERS-313C)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	NAVSO P-3069, Source Data System Procedures Manual (SDSPROMAN) Diary Message Reporting System User's Manual (DMRSMAN) DFAS-CL (NAVSO-P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy), Volume II

1. **Policy**. NAVPERS 1070/601 (Rev. 01-00), Immediate Reenlistment Contract is an agreement between the U.S. Government and enlisted member who immediately reenlist or enlists in the Navy or Naval Reserve at the same activity following discharge.

2. **Preparation**

a. NAVPERS 1070/601 is a 1-page form. Activities supported by Source Data System (SDS) use a machine-produced document instead of preprinted non-SDS forms.

b. Prepare NAVPERS 1070/601 per NAVSO P-3069 or DFAS-CL (NAVSO-P) 3050-2 and MILPERSMAN 1160-030.

c. Enter signatures on original document per MILPERSMAN 1070-190.

3. **Distribution**

a. Send signed original contract to Navy Personnel Command (PERS-313C1) with other documents for the permanent personnel record per MILPERSMAN 1070-140.

b. File a copy in the enlisted field service record per MILPERSMAN 1070–100.

4. **Reporting Requirements**. Submit data entries per SDSPROMAN, DMRSMAN, or Reserve Standard Training Administration Readiness Support System.

MILPERSMAN 1070-250

NAVPERS 1070/621, AGREEMENT TO EXTEND ENLISTMENT

Responsible Office	NAVPERSCOM (PERS-313C)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVSO P-3069, Source Data System Procedures Manual (SDSPROMAN) (b) DFAS-CL (NAVSO P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy), Volume II (c) Diary Message Reporting System User's Manual (DMRSMAN)

1. **Policy**. NAVPERS 1070/621 (Rev. 01-00), Agreement to Extend Enlistment is an agreement between the U.S. Government and the enlisted member to extend the current enlistment in the Navy or Naval Reserve.

2. **Preparation**

a. NAVPERS 1070/621 is a one-page paper form. Activities supported by the Source Data System (SDS) use a machine-produced document instead of the preprinted non-SDS form.

b. Prepare NAVPERS 1070/621 per reference (a) or reference (b), and MILPERSMAN 1160-040, 1001-060, and 1160-070.

c. Enter signatures on the original document per MILPERSMAN 1070-190.

3. **Distribution**

a. Send the signed original contract to Navy Personnel Command (PERS-313C1).

b. File a copy in the enlisted field service record per MILPERSMAN 1070-100.

4. **Reporting Requirements**. Submit data entries per references (a) and (c) or Reserve Standard Training Administration Readiness Support (RSTARS) System.

MILPERSMAN 1070-260

NAVPERS 1070/622, AGREEMENT TO RECALL OR EXTEND ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-313C)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVSO P-3069, Source Data System Procedures Manual (SDSPROMAN) (b) DFAS-CL (NAVSO P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy), Volume II (c) Diary Message Reporting System Users' Manual (DMRSMAN)

1. **Policy**

a. NAVPERS 1070/622 (Rev. 01-00), Agreement to Recall or Extend Enlistment is a 1-page paper form. Activities supported by the Source Data System (SDS) use a machine-produced document instead of the preprinted non-SDS form.

b. Prepare NAVPERS 1070/622 per references (a) and (b), and MILPERSMAN 1160-040, 1001-060, and 1160-070.

c. Enter signatures on the original document per MILPERSMAN 1070-190.

2. **Distribution**

a. Send the signed original contract to the Navy Personnel Command (PERS-313C1).

b. File a copy in the enlisted field service record per MILPERSMAN 1070–100.

3. **Reporting Requirements**. Submit data entries per references (a) and (c) or Reserve Standard Training Administration Readiness Support System.

MILPERSMAN 1070-270

DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA AND RECORD OF EMERGENCY DATA

Responsible Office	NAVPERSCOM (PERS-313)	Phone DSN: Com: Fax:	882-3406 (901)874-3406 874-2764

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Joint Federal Travel Regulations, Volume 1. (b) DoD Instruction 1300.18 of 8 January 2008.

1. **Policy**

a. NAVPERS 1070/602 Dependency Application/Record of Emergency Data is used for both officer and enlisted members, and serves as an application for dependency allowances and an up-to-date record of emergency data. Members may access or print their NAVPERS 1070/602 via their Electronic Service Record (ESR) in NSIPS by clicking on dependency data. The official signature copy can also be obtained from the Official Military Personnel File (OMPF) via their BUPERS Online (BOL) access.

b. When printed and signed, NAVPERS 1070/602 is the official document used to determine the following:

(1) Person(s) to be notified in case of emergency or death;

(2) Person(s) to receive the death gratuity;

(3) Person(s) to receive unpaid pay and allowances (arrears of pay) including money accrued during a missing or captured status, unused leave, travel, per diem, transportation of family members, transportation of household goods, and savings deposits found due from the Department of the Navy;

(4) Dependents of member to receive allotment of pay if member is missing or unable to transmit funds;

(5) Commercial insurance companies to be notified in case of death;

(6) Person authorized to direct disposition of remains;

(7) Person(s) eligible for transportation to attend burial ceremonies per reference (a), paragraph U5242;

(8) Person(s) eligible for transportation to attend dignified transfer at Dover Air Force Base;

(9) Person(s) eligible for transportation to attend memorial services; and

(10) Designated individual(s) eligible for transportation to the bedside of a wounded, ill, or injured Sailor.

2. **When to Prepare**. Per reference (b), prepare NAVPERS 1070/602 when:

a. A member enters or re-enters the Navy or Navy Reserve following a break in service.

b. There is a change in:

(1) Dependent status or number of dependents.

(2) Name or address of a dependent;

(3) Next of kin other than a dependent;

(4) Name or address of a beneficiary, allottee, or insurer;

(5) Citizenship of spouse;

(6) Religion; or

(7) Any required remarks on reverse side of NAVPERS 1070/602.

3. **When Not Required to Prepare**. Do not prepare a NAVPERS 1070/602 when there is a change in the member's:

a. Status;

b. Grade;

c. Rate;

d. Beneficiary designation on SGLV 8286 Service Member's Group Life Insurance Election and Certificate; or

e. Duty station (see verification below).

4. **Preparation and Distribution**

a. An electronic NAVPERS 1070/602 shall be printed from the Navy Standard Integrated Personnel System (NSIPS) after each data element in the dependency application/date of separation panel and sub-panels have been reviewed, updated, and transactions have been verified.

b. To assist Office of Chief of Naval Operations (OPNAV), Navy Casualty Assistance Branch (N135C) in providing funeral and or memorial service travel as authorized in MILPERSMAN 1770-270 and 1770-271, include the name(s), address(es), and phone number(s) of the Sailor's siblings in the remarks block of the NAVPERS 1070/602.

c. MILPERSMAN 1770-230 lists those conditions when bedside travel may be authorized to support wounded, ill, or injured Sailors. To assist OPNAV (N135C), up to three individuals may be designated by the Sailor. If a designation is desired, enter "Bedside Travel Authorization Requested for (name(s))" in the remarks block of NAVPERS 1070/602. If not previously identified on the NAVPERS 1070/602, include address(es) and phone number(s).

d. If a situation arises in which a new NAVPERS 1070/602 must be executed expeditiously and NSIPS is not available, a DD 93 Record of Emergency Data shall be used. Detailed instructions on the preparation of the paper version of the DD 93 are contained on the reverse side of the form. This document serves as the record of emergency data only and does not replace the dependency application (NAVPERS 1070/602), nor does information provided on the DD 93 post to the required Navy databases; therefore, the electronic NAVPERS 1070/602 contained within NSIPS shall be completed when the system becomes available.

e. When completed and signed, distribute as follows:

(1) The supporting Personnel Support Detachment (PERSUPP DET)/personnel officer (PERSOFF) will submit the original NAVPERS 1070/602 or DD 93 to Navy Personnel Command (NAVPERSCOM) using the e-submission (ESUB) application on BUPERS Online for filing in the official military personnel file (OMPF). The supporting PERSUPP DET/PERSOFF will maintain a copy until ESUB receipt/acceptance by NAVPERSCOM is verified.

(2) Provide one copy to the Sailor.

(3) Provide one copy to the supported customer command. The command shall retain a signed NAVPERS 1070/602 on file for each assigned Sailor.

5. **Verification**

a. The individual Sailor is solely responsible for the accuracy of the information recorded on his or her NAVPERS 1070/602.

b. All Sailors shall verify the accuracy of data on the newest NAVPERS 1070/602 in their OMPF, and the data contained on both the emergency contact and dependency data panels within their electronic service record (ESR).

(1) At a minimum, this data will be verified on the following occasions:

(a) Upon reporting to a new duty station, permanent change of station;

(b) Prior to departure on permanent change of station;

(c) Prior to deployment, regardless of length;

(d) When ordered to periods of temporary duty in excess of 30 days;

(e) On each occasion when an Inactive Duty member comes on Active Duty, including Active Duty training;

(f) Member applies for Government housing;

(g) Member claims reimbursement for dependents' travel; and

(h) Annually.

(2) In addition, Selected Reservists will verify this information within the 180-day period immediately prior to reporting for annual training/Active Duty training.

c. If correct, members will acknowledge this verification by selecting the "Yes" box on the dependency data panel in ESR after the statement "Is Dependency Data correct?"

d. If incorrect, members will immediately contact their supporting PERSUPP DET, personnel office, or command pay/personnel administration support system coordinator to prepare a new NAVPERS 1070/602.

6. **Other Change Reporting Requirements**

a. Members will be directed to update Defense Enrollment Eligibility Reporting System (DEERS) whenever there is a change of dependent status, addition of new dependent, and or change of address of a dependent.

b. Sailors with a military spouse will be counseled that they are obligated to enroll their spouse in DEERS and to make an appropriate Family Service Member's Group Life Insurance (FSGLI) election for their military spouse. Failure by the member to comply will result in automatic FSGLI coverage and a potential indebtedness to the Government for premiums due since the date of the marriage.

MILPERSMAN 1070-290

NAVPERS 1070/605, HISTORY OF ASSIGNMENTS

Responsible Office	NAVPERSCOM (PERS-313C)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	NAVPERS 15909G, Enlisted Transfer Manual

1. **Policy**. NAVPERS 1070/605 (Rev. 10-89), History of Assignments for USN and USNR enlisted members is a chronological record of duty assignments and is maintained throughout member's active and inactive duty career.

2. **Preparation**

a. Enter and verify following information on bottom of form:

(1) Member's name.

(2) Social security number.

(3) Rank/rate (on previous editions of form, enter RANK/RATE as last entry in NAME block).

b. Make entries as events occur. Entries will be initialed by an authorized individual per MILPERSMAN 1070-190.

c. For an enlisted member who immediately reenlists, send original to Navy Personnel Command (PERS-313C) with other documents for permanent personnel record, per MILPERSMAN 1070-140; place a reproduced copy on left side of field service record (FSR); and prepare a new NAVPERS 1070/605 for reenlistment FSR.

RULE: Number additional pages sequentially.

3. **How to Make Entries**. Make entries as follows: (See Exhibit 1.)

Column	Title	Description
1	Gain	Enter effective date (YYMMDD) and abbreviation that best describes gain as follows: **ENL**: First enlistment. **REENL**: Reenlistment. **EXTENL**: Extension of enlistment or active duty obligation. **RECAP**: Recalled to active duty or active duty for special work (ADSW). **DUTY**: Received for permanent duty. **DUIN**: Received for duty under instruction. **TEMDU**: Received for temporary duty. **TEMADD**: Received for temporary additional duty. **ADDU**: Received for additional duty. **IDT**: Received for inactive duty training. **ADT/AT**: Received for active duty for training.
2	Activity	Enter abbreviated title and permanent location or homeport of member's duty station. Verify and establish sea duty commencement date (SDCD) and shore duty commencement date (SHDCD) for active duty members received on board for duty per NAVPERS 15909G. Enter as follows: **SDCD/SHDCD**: (MMYY). Enter authorized corrections as follows: **SDCD/SHDCD AUTH**: (fill in for changes).

Column	Title	Description
3	UIC	Enter unit identification code (UIC) for member's duty station. **NOTE**: Change title of column from DUTIES to UIC on previous editions of this form.
4	Loss	Enter effective date (YYMMDD) and abbreviation that best describes loss as follows: **TRF**: Transferred or detached to another activity. **EXPENL**: Expiration of enlistment or active duty obligation including extensions for continued service. **RAD**: Released from active duty or active duty for training (ADT/AT) and transferred to a reserve component. **DISRE**: Discharged for immediate enlistment/reenlistment, or appointment/ reappointment, or continued service. **DIS**: Discharged. **RET**: Transferred to Retired List (RL), Temporary Disability Retired List (TDRL), Permanent Disability Retired List (PDRL), Retired Reserve, or Fleet Reserve. **TERM**: Dropped from rolls, or missing status.
5	Initials (Gain/ Loss)	Designated command official will verify each entry by initialing this column. Verify **gain entries in GAIN subcolumn** and **loss and other entries in LOSS subcolumn**. **RULE**: Initials also certify verification of FSR per MILPERSMAN 1070-200.

4. **Where to File**. NAVPERS 1070/605 shall be maintained and filed in FSR, per MILPERSMAN 1070-100.

EXHIBIT 1

10 | 31

HISTORY OF ASSIGNMENTS

1. GAIN	2. ACTIVITY	3. UIC	4. LOSS	5. INITIALS	
				GAIN	LOSS
ENL 92NOV16	MEPS COLUMBIA SC	01234	TRF 92DEC01	ABC	ABC
TEMDU 92DEC01	NTC GREAT LAKES	43106	TRF 93FEB19	DEF	DEF
TEMDU 93MAR05	SSC NTC GREAT LAKES	43105	TRF 93APR21	GHI	GHI
DUTY 93MAY15	USS NEVERSAIL (DD-101) NORVA SDCD: 92 MAY	64322	TRF 93OCT07	JKL	JKL
TEMDU 93OCT07	NRMC PORTSMOUTH	55817	TRF 93OCT20	MNO	NMO
DUTY 93OCT20	USS NEVERSAIL (DD-101) NORVA	64322	RAD 96DEC02	JKL	JKL
96DEC06	NRPC NOLA (RECORDS ONLY)	80000	TRF 96DEC15		PQR
IDT 96DEC16	NR MIUW 907 N&MCRC CHASN SC	78900	TRF 98JAN15	STU	STU
ADT 98JAN18	INSHORUNSEAWARGRU 2 NORVA	57126	RAD 98JAN31	VWX	VWX
IDT 98FEB04	NR MIUW 907 N&MCRC CHASN SC	78900		STU	
	(CONTINUE ON REVERSE OF FORM)				

NAME (Last, first, middle initial)	SOCIAL SECURITY NUMBER	RANK/RATE
DOE, JOHN J.	123-45-6789	YN2

MILPERSMAN 1070-300

NAVPERS 1070/606, RECORD OF UNAUTHORIZED ABSENCE

Responsible Office	NAVPERSCOM (PERS-312E)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Defense Joint Military Pay Systems (DJMS) Procedures Training Guide (PTG)

1. **Policy**. NAVPERS 1070/606 (01-77), Unauthorized Absence Record of OCR is used to record periods of unauthorized absence in excess of 24 hours and lost time due to confinement by civil authorities or sickness due to misconduct. Unauthorized absences of 24 hours or less are recorded on NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks.

2. **Preparation and Distribution**

a. Prepare and distribute the NAVPERS 1070/606 per DJMS PTG.

b. The original NAVPERS 1070/606 provides data for the Manpower Personnel and Training Information System (MAPTIS). After MAPTIS is updated, NAVPERS 1070/606 is filed in the member’s permanent personnel record at Navy Personnel Command.

MILPERSMAN 1070-310

NAVPERS 1070-607, COURT MEMORANDUM

Responsible Office	NAVPERSCOM (PERS-312E)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Defense Joint Military Pay System (DJMS) Procedures Training Guide (PTG)

1. **Policy**. NAVPERS 1070/607 (12-75), Court Memorandum is used to record court-martial and nonjudicial punishment actions which affect pay. Punishment which does not affect pay, is recorded on NAVPERS 1070/613 (10-81), Administrative Remarks.

2. **Preparation and Distribution**. Prepare and distribute NAVPERS 1070/607 per reference (a).

MILPERSMAN 1070-320

ADMINISTRATIVE REMARKS

Responsible Office	NAVPERSCOM (PERS-313C)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) 10 U.S.C. Chapter 47, Uniform Code of Military Justice (UCMJ)

1. **Policy**

a. Both the electronic service record (ESR) Administrative Remarks section and the NAVPERS 1070/613 Administrative Remarks filed in the official military personnel file (OMPF) are used to provide a chronological record of significant miscellaneous entries which are not provided for elsewhere, or to provide more detailed information required to clarify entries in other military human resource documents. NAVPERS 1070/613 can be accessed using the following link: http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx.

b. **Adverse Administrative Remarks**

(1) Except as indicated below, adverse entries shall not be made, unless the member concerned is first afforded an opportunity to submit a written statement regarding the adverse material. Should the member not desire to make a statement, the member shall state so in writing. Should the member refuse to acknowledge this right, or refuse to make a written statement documenting the decision not to make a statement, the commanding officer shall document the refusal in writing.

(2) The following types of entries may be made without a written statement or declination from the member:

(a) Nonjudicial Punishment (NJP);

(b) Civil conviction;

(c) Unauthorized absence; or

(d) Any other matters to which the member concerned previously had an opportunity to respond by submitting a statement in rebuttal.

c. Administrative Remarks entries are classified as either "temporary" or "permanent," which determines the disposition and retention of an individual entry.

d. Administrative Remarks entries shall be made in the ESR and verified. If the issuing command does not have ESR access, NAVPERS 1070/613 may be created manually and submitted to the servicing personnel office in order for the remarks to be transcribed into the ESR, verified, and distributed. An Administrative Remarks entry is not considered valid in the ESR until verified.

Note: Administrative Remarks entries created by a Navy recruiting activity as part of the accession process for Navy applicants are not required to be entered into the ESR.

2. **Creating Administrative Remarks**

a. **Using NAVPERS 1070/613 to document Administrative Remarks entries outside the ESR (Manually).**

Block	**Entry**
SHIP OR STATION	Enter the complete name and designation of the ship or station at which the member is serving.
SUBJECT	Enter a subject that best describes the purpose of this entry (e.g., code of conduct counseling).

PERMANENT OR TEMPORARY	Enter an “X” in the appropriate box to identify the required retention period for this remark. If “permanent” is selected, enter the regulation or policy that requires the remark to be retained permanently (e.g., MILPERSMAN 1070-310, CNPC 301822Z DEC 10, etc). See subparagraph 2c below for additional information.
REMARKS	Enter the date of the transaction followed by the entry. Below the transaction, enter the following information for required signatures: For member’s signature, when required, enter “Member’s Signature” followed by a solid line for the signature and date signed. For approving official’s and or witness’ signature, when required, enter name and title of the person authorized to sign this remark and date signed. One entry per page except for entries that require an acknowledgment or additional statement required by regulation. Use single spacing.
"ENTERED AND VERIFIED IN ESR"	For NAVPERS 1070/613 entries created manually, the rank or grade, title, date signed, and signature of the ESR verifying official must be entered, certifying the transaction has been entered in the ESR.

NAME, SSN, BRANCH AND CLASS	Enter the member's full name, social security number, and branch and class of service.

b. **Documenting Administrative Remarks Using the ESR to Create NAVPERS 1070/613.**

(1) Data will be entered into ESR following the procedures outlined in the Navy Standard Integrated Personnel System (NSIPS) ESR Quick Reference Guide for Personnel Specialists. This guide is located under "User Documents" on the Navy Knowledge Online (NKO), NSIPS home page, https://wwwa.nko.navy.mil/portal/nsips/home.

(2) In addition to the fields listed in paragraph 2a above, the following fields are required in the ESR:

Field	**Entry**
PERMANENT AND AUTHORITY (IF PERMANENT)	Enter an "X" in the “permanent” box to identify the remarks that require permanent retention. If “permanent” is selected, enter the authority, regulation, or policy that requires the remark to be retained permanently (e.g., MILPERSMAN 1070-310, CNPC 301822Z DEC 10, etc). See subparagraph 2c below for additional information. **NOTE: Leave blank for temporary Administrative Remarks entries.**
REMOVAL DATE	For "temporary" Administrative Remarks entries, this date is the date the document should be purged from ESR (normally corresponds with transfer or expiration of active service).

REMOVAL REASON	Select the reason the "temporary" Administrative Remarks entry will be purged from ESR.
SUBJECT CODE	Selecting a predefined subject code shortens the pick list of actual subjects.
REMARKS	ESR allows you to make the Administrative Remarks entry or select a preformatted remark by selecting the "Select Remarks Template."
APPROVING OFFICER'S SIGNATURE/WITNESS SIGNATURE	Enter the name and title of the person authorized to sign this entry and the date signed. This same information is required for a witness, if the remark requires a person to witness the Service Member's signature.
MEMBER’S SIGNATURE	If this entry requires the member to sign or acknowledge, the system automatically adds the member's name to printed documents when the date is selected in the "Member's Signature" block.
ACKNOWLEDGEMENT	Enter any acknowledgement or statement the member is required to sign in this section.

c. **Making Entries**

(1) **Temporary Administrative Remarks Entries**. This designation is used for entries that only apply at the current command, acknowledgements that only apply to the current enlistment or reenlistment, or those that have a defined expiration date. Examples of these entries are as follows:

(a) Volunteered for special duty;

(b) Member has read and understands regulations;

(c) Member has attended or been briefed on Navy's policies (e.g., sexual harassment, security, hazing, indoctrination, liberty etc.); and

(d) Other temporary entries routinely entered by a personnel office (e.g., basic allowance for housing (BAH), selective reenlistment bonus (SRB) payments; special duty assignment pay (SDAP), responsibilities while on limited duty (LIMDU), permanent change of station (PCS) screenings etc.).

(2) **Permanent Administrative Remarks Entries**. This designation applies to entries mandated by regulation or correspondence from higher headquarters to be filed in the OMPF (older regulations may still use the term “permanent service record”). These entries include, but are not limited to, the following:

(a) Enlisted disciplinary action;

(b) NJP (also referred to as captain's mast) where pay is not affected;

(c) Civil conviction;

(d) Unauthorized absence;

(e) Entries required as a result of adverse performance evaluation reports, and for members that refuse to sign performance evaluation reports;

(f) Enlisted physical fitness assessment failures;

(g) Retain in service;

(h) Performance or conduct deficiencies;

(i) Sea duty counter or credit; and

(k) Time-in-rate date change.

(3) **Civil Conviction and NJP**

(a) The following “permanent” entries are required even if an appeal has been filed:

Entry for...	shall include...
Civil conviction or action taken by civil authorities which is tantamount to a conviction, whether it is a misdemeanor or felony, which comes to the command's attention.	• date of conviction or action • final charge and specific action for which member was found guilty • court in which convicted • sentence of the court
NJP when pay is not affected	• date of offense • nature of offense, cite article from reference (a). • date of NJP • punishment awarded

(b) In the event the civil conviction is overturned or the NJP appeal is granted, a request for correction to the member's OMPF and ESR shall be made by official naval letter with copies of supporting documentation to Navy Personnel Command (NAVPERSCOM), Records Management Policy Branch (PERS-313) copy to NAVPERSCOM, Personal Performance, Security, Separation Division (PERS-83).

(4) All entries in the ESR shall be verified by a personnel supervisor authorized in writing to sign service record documents.

(5) Entries requiring a member's signature shall be dated and signed by the member. Should the member refuse, the commanding officer shall document the refusal in writing. All signatures shall be in black or blue black ink.

3. **Disposition**

a. Temporary Administrative Remarks entries are retained in the ESR until purged from the system on the removal date **that was entered at the time the entry was made**. Paper copies maintained by the command will be destroyed after the member transfers or is separated.

b. Permanent Administrative Remarks entries shall be printed, signed, and submitted to the NAVPERSCOM (PERS-313) for filing in the OMPF at the time they are created.

(1) The supporting personnel office will submit

documents to the OMPF using the e-submission application on BUPERS Online. The supporting personnel office will provide a copy to the member and maintain a copy on file until OMPF receipt and acceptance is verified.

(2) Electronically signed documents will not be accepted until the OMPF is capable to accept them and specific approval has been provided regarding submission procedures.

4. **Corrections**

a. Unverified ESR transactions are considered “pending” and may be corrected or deleted by the servicing personnel office at any time prior to verification.

b. Temporary Administrative Remarks entries may be deleted or corrected by the servicing personnel office, if created in error, or if it is readily apparent on the face of the document that a clerical error was made.

c. Permanent Administrative Remarks entries shall not be corrected without approval of NAVPERSCOM (PERS-313) or the Board of Corrections for Naval Records (as applicable).

(1) For obvious clerical errors, create a new corrected remark in the ESR, with the words **"CORRECTED COPY"** typed at the end of the subject line. Save, print, and sign the corrected document, but do not verify the document in ESR. Submit the corrected copy along with a copy of the original to NAVPERSCOM (PERS-313) under cover letter explaining the error, and requesting the original entry be replaced by the corrected entry. NAVPERSCOM (PERS-313) approval will be the authority for the NSIPS help desk to delete the original entry and verify the corrected copy.

(2) If the change requested creates a retroactive entitlement to pay and allowances, is a material change, or involves a matter of opinion, judgment or the exercise of discretion, submit the request to the Board for Correction of Naval Records per MILPERSMAN 1000-150.

MILPERSMAN 1070-330

NAVPERS 1070/615, RECORD OF DISCHARGE FROM THE U.S. NAVAL RESERVE (INACTIVE)

Responsible Office	NAVPERSCOM (PERS-312E)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**

a. NAVPERS 1070/615 (Rev. 12-03), Discharge from the U.S. Naval Reserve is prepared the honorable discharge of an enlisted member on inactive duty by reason of expiration of enlistment or expiration of obligated service.

b. Discharge of an enlisted member on inactive duty for any other reason is recorded on NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks.

2. **How to Complete NAVPERS 1070/615**. NAVPERS 1070/615 is a three-part carbon interleaved form and shall be completed as follows: (See exhibit below.)

Item	Entry
From	• Enter the title of the activity head and name of the activity effecting the discharge.
To	• Enter the member's name and current address.
Paragraph 3 First Sentence	• If member is recommended for reenlistment, enter dashes in the space following the word "are." • If member is not recommended for reenlistment, enter the word "not" in the space.
Signature	• Enter the signature block below the text of the letter.
Record Data	• Enter the member's discharge date. • Check the appropriate block indicating whether immediately reenlisted. • Enter the member's name, rate, social security number, and branch and class.

NOTE: For documents to be included in enclosure (3), service record page(s), see MILPERSMAN 1070-130.

3. **Distribution of NAVPERS 1070/615**. Distribute NAVPERS 1070/615 as follows:

a. Part 1 – Deliver or forward to the member.

b. Part 2 - File in the member's field service record (FSR) and process the FSR per MILPERSMAN 1070-130.

c. Part 3 - Retain for recruiting or other local use

4. **How to Make NAVPERS 1070/613 Entry**. The NAVPERS 1070/613 entry shall be made as follows:

(date): Discharged this date.

Reason for discharge: (i.e., misconduct due to drug abuse)

Characterization of service: (i.e., Under Other Than Honorable Conditions)

Reentry code: (i.e., RE-4)

Discharge authority: (i.e., MILPERSMAN _____ and BUPERS 111111ZFEB94)

Home address:

_____
Signature of person with
By direction authority

5. **Where to File NAVPERS 1070/613**. File in the member's FSR and process the FSR per MILPERSMAN 1070-130.

MILPERSMAN 1070-340

DD 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-312E)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUPERSINST 1900.8A

1. **Policy**. The DD 214 is prescribed by Department of Defense for use by all military services. DD 214 is a brief, clear-cut record of a period or term of active military service which provides:

a. military service with information necessary for administrative processing and for enlistment or reenlistment determination.

b. the service member with a brief record of active service.

c. appropriate governmental agencies with an authoritative source of information which they require in the administration of Federal and state laws.

2. **Preparation and Distribution**. DD 214 shall be prepared and distributed per this manual and reference (a).

MILPERSMAN 1080-010

NAVPERS 18068F, MANUAL OF NAVY ENLISTED MANPOWER AND PERSONNEL CLASSIFICATIONS AND OCCUPATIONAL STANDARDS

Responsible Office	NAVMAC (Code 10)	Phone: DSN COM FAX	882-6220 (901) 874-6220 882-6475

References	(a) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupations Standards, Volume 1, Navy Enlisted Occupational Standards (b) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupations Standards, Volume II, Navy Enlisted Classifications (NECs)

1. **Contents - Volume I**

a. Reference (a) contains the occupational standards which express the Navy's requirements for enlisted skills as determined by manpower management. They form the basis upon which personnel are trained, advanced, and distributed. Thus, these requirements are a fundamental underpinning of the Navy Enlisted Occupational Classification System (NEOCS). These requirements are categorized as follows:

(1) **Naval Standards** - express the minimum skills required of enlisted personnel which are not specifically rating-oriented. They include areas and subjects which personnel should have knowledge of, in addition to, required rating skills. They are universal to all rates and ratings except as noted.

(2) **Occupational Standards** - define the enlisted tasks required of specified occupational entities (rates and ratings). They are minimum standards which represent the lowest level of skill required to fulfill Navy needs at a given level of responsibility.

b. Reference (a) also provides

- special physical requirements for specified ratings;
- the normal path of progression to Warrant Officer (WO) and Limited Duty Officer (LDO), and to Senior Chief Petty Officer (SCPO) and Master Chief Petty Officer (MCPO);
- performance test instructions;
- a description of the Navy Occupational Classification System;
- a list of the Primary and Technical Advisors for each rating; and
- guidance for proposing changes to the Navy Enlisted Rating Structure and the Occupational Standards.

2. **Contents - Volume II**. Reference (b) contains each authorized Navy Enlisted Classification (NEC) code. The NEC structure supplements the enlisted rating structure by identifying a non-rating-wide skill, knowledge, aptitude, qualification that must be documented to identify both people and billets for management purposes. Navy Personnel Command (NAVPERSCOM) formulates and implements the NEC Coding System and controls the use of NECs in identifying personnel and billets, and in distribution and detailing.

MILPERSMAN 1080-020

NAVPERS 15839I, MANUAL OF NAVY OFFICER MANPOWER AND PERSONNEL CLASSIFICATIONS

Responsible Office	NAVMAC (Code 10)	Phone: DSN COM FAX	882-6220 (901) 874-6220 882-6475

Reference	(a) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications, Volume I, Major Code Structures, Volume II, The Officer Data Card

1. **Definition**

a. Reference (a) provides a single source document which contains officer occupational classification codes, other structures, and abbreviations required for interpreting the coded entries in such personnel reports and manpower documents as the following:

- OPNAV 1000/2 (Rev. 9-82), Manpower Authorization
- Officer Distribution Control Report (ODCR)
- NMPC Report 4080-1020-3, Reserve Unit Assignment Document (RUAD)

b. Navy Personnel Command (NAVPERSCOM) maintains an automated record of essential information for each naval officer. This record constitutes a central data bank from which management extracts information for use in personnel procurement, training, distribution, planning, career management, and mobilization. Chief of Naval Operations (CNO) identifies qualitative requirements of billets in manpower authorizations by officer occupational classification codes and other codes. Secretary of Defense (SECDEF) utilizes these officer occupational classification codes for manpower management and policy studies and for relating manpower resources in the Armed Forces.

MILPERSMAN 1100-020

APPOINTMENT IN THE NURSE CORPS OF THE NAVY ON ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-4415)	Phone: DSN COM FAX	882-2818 (901) 874-2818 882-2682

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1120.7 (b) NAVMED P-117, Manual of the Medical Department (MANMED), Chapter 15

1. **Eligibility**. Eligibility criteria for appointment of officer and enlisted members in the Nurse Corps, United States (U.S.) Navy on active duty are set forth in detail in reference (a). General criteria include the following:

a. Citizen of the U.S.

b. Physically qualified per reference (b).

c. Able to complete 20 years of active service prior to reaching age 62.

2. **Professional Requirements**. Minimum professional requirements for appointments are as follows:

a. Graduate of a nursing education program that conferred a baccalaureate or an advanced degree in nursing. Program must have been accredited by the National League for Nursing Accrediting Commission (NLNAC) or Collegiate Commission on Nursing Education (CCNE) at the time of graduation.

b. Licensed and in good standing as a registered professional nurse in a state, territory, or commonwealth of the U.S., or the District of Columbia (DC), based upon a licensing examination provided by the National Council of State Boards of Nursing and administered by one of its member boards of nursing.

3. **Application**. Applications must contain the following:

Item	Documentation
a.	DD 2808 (10-05), Report of Medical Examination.
b.	DD 2807/1 (3-07), Report of Medical History.
c.	Educational transcripts. Must be sent with seal from each institution attended with evidence of degree awarded.
d.	Evidence of licensure as a registered professional nurse.
e.	Verification of licensure from each State Board of Nursing which the applicant is, or has been, licensed as a registered professional nurse within the last 10 years.
f.	Statement of understanding that Nurse Corps officers must maintain licensure as a registered professional nurse. Failure to maintain a license may result in separation for cause under the guidance of reference (a). The expense of obtaining and maintaining a license to practice as a professional registered nurse is the responsibility of the individual.
g.	NAVCRUIT 1131/1 (Rev. 11-06), Application for Commission in the U.S. Navy/U.S. Navy Reserve.
h.	SF 86 (Rev. 9-95), Questionnaire for National Security Positions.
i.	FD 258 (Rev. 12-82), Fingerprint Card.
j.	NAVCRUIT 1100/13 (Rev. 3-81), Interviewer’s Appraisal Sheet by two officers in the grade of lieutenant or above, with one being a Nurse Corps officer.
k.	Supporting documents or letters of recommendations from • college or nursing instructor or professor, and • from supervisor of nursing related work experience if within the past 5 years.
l.	Officer applicants must include a letter or statement resigning their current commission contingent upon appointment in the Nurse Corps, U.S. Navy Reserve.

4. **Application Address**. Commanding officers (COs) forward completed applications with an endorsement with brief specific reasons for recommendation to:

Commander, Navy Recruiting Command (N3)

5. **Terms and Obligation**

a. Applicants selected shall be tendered an original appointment in the grade of ensign, lieutenant (junior grade), or lieutenant depending upon the years of education and professional experience specified in reference (a) and ordered to active duty as a Nurse Corps officer.

b. Total obligation is 8 years, 3 of which must be active duty. Time not spent on active duty will be spent in the Inactive Reserve.

MILPERSMAN 1100-030

PROCEDURES FOR EFFECTING APPOINTMENTS AND DELIVERING ORIGINAL COMMISSIONS

Responsible Office	COMNAVCRUITCOM (Code 13)	Phone:	DSN COM FAX	226-4085 (703) 696-4085 226-6938

1. **Introduction**. Commanding officers (COs), officers in charge (OICs), and other designated "Appointing Officers" shall be governed by the following policies and procedures when delivering original appointments (permanent or temporary) in the United States Navy (USN) or United States Navy Reserve (USNR).

2. **Restrictions on the Appointment Documents**

a. The official administering the oath of office must ensure that all restrictions appended to the appointment documents are met prior to the time a candidate is administered the oath. If there is any question regarding the restrictions involved, the administration of the oath shall be delayed until all questions have been resolved.

b. Alterations of names, designators, grades, or dates of rank, shall not be made on appointment papers before or after execution. Pen and ink changes of birth dates and social security numbers (SSNs) may be made upon receipt of authority from Commander, Navy Recruiting Command (COMNAVCRUITCOM). Appointment papers will be reissued by COMNAVCRUITCOM (13) upon notification of an error.

3. **Appointees on Active Duty Concurrently with Appointment**. Appointees who are on active duty or are issued orders to active duty concurrently with appointment shall be reexamined by a naval medical officer if

a. more than 18 months have elapsed since the examination given at the time of application for appointment to commissioned grade.

b. the appointee's physical condition appears to have changed significantly since the examination given at the time of

application for appointment, or information is available to indicate that such a change might have occurred.

c. the appointee states that their physical condition has changed significantly since the examination. When such a reexamination is conducted,

- SF 88 (Rev. 10-94), Report of Medical Examination; and
- SF 93 (Rev. 6-96), Report of Medical History,

shall be forwarded to Chief, Bureau of Medicine and Surgery (BUMED). Appointees who remain on active duty are not required to be reexamined prior to issuance of appointment, unless one of the conditions described above exists.

4. **Restrictions on Delivery of Original Commissions**. Original commissions shall not be delivered if

a. the appointee is under disciplinary action or awaiting such action.

b. the appointee is

(1) on the sick list.

(2) on sick leave.

(3) assigned limited duty (LIMDU) following the approved recommendation of a Board of Medical Survey.

(4) awaiting action upon a report of a Board of Medical Survey or Physical Evaluation Board (PEB).

c. the appointee’s physical condition upon reexamination has materially deteriorated since they were examined for appointment. In questionable cases where a definite finding may not be made at the time of physical examination, the report of the naval medical officer should be sent to Chief, BUMED. In such cases, the appointment shall be withheld pending receipt of further instructions from COMNAVCRUITCOM.

5. **Withholding of Appointment for Other Reasons**

a. If the appointment is withheld for any reason other than those enumerated in the preceding paragraph, COMNAVCRUITCOM (13)

shall be advised immediately. Justification for such action should be submitted at that time.

b. The appointment shall be retained pending further instructions from Navy Personnel Command (NAVPERSCOM)or COMNAVCRUITCOM.

6. **Acceptance of Appointment**

a. An appointee who is found physically qualified shall execute the acceptance and oath of office for appointment. Unless otherwise stated, the appointment is effective from the date of acceptance.

b. The commission which is enclosed with the appointing documents is evidence of the appointment.

(1) Present commissions of Navy Reserve and temporary commissioned Navy officers, as well as appointments as warrant officers, will be considered as terminated on the date preceding the acceptance of permanent appointment in the Navy.

(2) For other than appointees noted below, COs shall report to COMNAVCRUITCOM the circumstances and name of any appointee under their command whose appointment is not effected.

(3) Any appointee who does not desire to accept the appointment tendered shall submit a statement to that effect to COMNAVCRUITCOM, via their CO.

7. **Discharge from Enlisted Status**

a. Appointees serving in enlisted status and appointees serving in temporary commissioned or warrant grade whose permanent status is enlisted shall be honorably discharged from their enlisted status by reason of selected changes in service obligation to accept permanent appointment to officer grade per MILPERSMAN 1910-102. The Appointing Officer shall effect such discharges for selected changes in service obligation as of the day immediately preceding the date of acceptance of the permanent appointment as appropriate.

b. If the Appointing Officer is not the custodian of the enlisted service record, they will notify the service record custodian regarding the type of appointment accepted and the date it was accepted, requesting that the member’s enlisted

status be terminated as of the day immediately preceding the date of acceptance of the permanent appointment.

c. DD 214 (Rev. 2-00), Certificate of Release or Discharge From Active Duty, shall be prepared and the enlisted service record closed for members discharged while on active duty. An appropriate entry on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks, shall be made and the enlisted service record closed for members discharged while on inactive duty.

8. **Receipt of Orders**. Upon acceptance of appointment each officer on active duty will report to their CO for duty until such time as orders are received from NAVPERSCOM. If present orders are to duty in a flying status involving operational or training flights, such orders are automatically continued except in the case of warrant officers. Officers on active duty will receive further orders from NAVPERSCOM.

9. **Mileage/Travel Allowances**. Upon acceptance of appointment, members on active duty do not accrue entitlement to mileage allowance or any other travel allowance by reason of termination of their former officer or enlisted status.

MILPERSMAN 1100-040

IN-SERVICE PROCUREMENT PROGRAM

Responsible Office	NAVPERSCOM (PERS-801G	Phone: DSN COM FAX	882-3170 (901) 874-3170 882-2620

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	OPNAVINST 1420.1

1. **Background**. The Limited Duty Officer (LDO) and the Chief Warrant Officer (CWO) Programs are the premier enlisted-to-officer programs sponsored by the Navy which do not require a college education (although it is highly desired). It has been demonstrated that the Navy has a need for warrant officers who serve and develop as officer technical specialists and for limited duty officers who serve and develop as officer technical managers.

2. **Applicant Preparation**. Competition for acceptance in both the LDO and CWO Programs is intense. People interested in applying to either program should begin preparation as early as possible in their career. All potential candidates are encouraged to gain occupational experience and/or specialized training through school and correspondence courses to better prepare for officer status.

3. **Eligibility**. The LDO and CWO Programs are open to

a. Enlisted personnel of the Regular Navy and Naval Reserve on active duty (including the Training and Administration of the Reserves (TAR) Program) who may seek appointment to chief warrant officer status via the Active Duty Chief Warrant Officer Program or commissioned officer status via the Active Duty Limited Duty Officer Program.

b. Chief warrant officers of the Regular Navy and Naval Reserve on active duty may seek appointment to commissioned officer status via the Active Duty Limited Duty Officer Program.

c. Enlisted personnel of the Naval Reserve on inactive duty who are assigned to a drilling unit may seek appointment to the chief warrant officer status via the Inactive Duty Chief Warrant Officer Program or commissioned officer status via the Inactive Duty Limited Duty Officer Program.

d. Chief warrant officers of the Naval Reserve on inactive duty who are assigned to a drilling unit may seek appointment to commissioned officer status via the Inactive Duty Limited Duty Officer Program.

e. Naval Reservists on Active Duty for Special Work (ADSW) and Naval Reservists assigned duties as Canvasser Recruiters may seek appointment to chief warrant officer status via the Inactive Duty Chief Warrant Officer Program or commissioned status via the Inactive Duty Limited Duty Officer Program.

4. **For Further Information**. Enlisted personnel who want more information about these programs should review OPNAVINST 1420.1 for required submission dates, detailed eligibility requirements, obligation, and other pertinent information.

MILPERSMAN 1100-050

ELIGIBILITY REQUIREMENTS FOR MEMBERSHIP IN THE READY RESERVE

Responsible Office	NAVPERSCOM (PERS-491)	Phone: DSN COM FAX	882-4482 (901) 874-4482 882-2753

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUPERSINST 1001.39E

1. **Policy**. Eligibility requirements are defined in chapter 1 of reference (a).

MILPERSMAN 1100-060

SUBMISSION OF APPLICATION FOR VOLUNTARY TERMINATION OF TEMPORARY APPOINTMENT AND REVERSION OF LIMITED DUTY OFFICERS (LDOS)

Responsible Office	NAVPERSCOM (PERS-4822)	Phone: DSN COM FAX	882-4206 (901) 874-4206 882-2622

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. 5596 (b) 10 U.S.C. 6330 (c) OPNAVINST 1420.1B

1. **Request Procedures**. An officer appointed for temporary service under reference (a), whose permanent status is **chief warrant officer (CWO) or enlisted** may request voluntary termination of their temporary officer appointment and reversion to their permanent grade. Requests for reversion are submitted to Navy Personnel Command (NAVPERSCOM), Officer Retirement Section (PERS-4822) via their commanding officer (CO) (or immediate superior in command (ISIC) as appropriate), and will normally receive favorable consideration provided the obligated service (OBLISERV) requirements described below have been fulfilled.

2. **Guidelines for Submission**. Applications for reversion may be submitted under the following guidelines:

a. If the requested reversion date coincides with the projected rotation date (PRD), then submit the request in time to reach NAVPERSCOM (PERS-4822) **6 to 9 months in advance** of the desired reversion date.

b. If the requested reversion date does not coincide with the PRD, then the request should reach (PERS-4822) **9 to 12 months in advance** to allow ample time to identify a relief.

c. COs may favorably endorse a reversion for **less than 6 months advance** notice if they are willing to accept a gap in the billet. The command endorsement should also indicate if a relief is required.

d. If the request is for reversion to the member's permanent CWO grade and the member will remain on active duty at the same command, then the request should reach NAVPERSCOM (PERS-4822) a **minimum of 3 months in advance**.

e. If the request is for reversion to the member's permanent enlisted grade and transfer to the Fleet Reserve, or discharge, then the requested **reversion date should reflect the first of the month** and **Fleet Reserve or discharge the end of the same month** (i.e., reversion 1 Aug and Fleet Reserve 31 Aug). This will allow time for the officer personnel and pay accounts to be closed out, create enlisted accounts, and affect the discharge or Fleet Reserve.

f. Unless in response to service needs, or Commander, Navy Personnel Command (COMNAVPERSCOM) directs otherwise, requests for reversion may be disapproved if an officer is notified by any means (E-mail, message, telephone, or personal visit) that permanent change of station (PCS) orders will be issued, and the officer is **within 6 months** of the normal PRD.

g. Requests for reasons of hardship will be considered from members who do not meet the criteria described in para. 7; however, documentation for the basis of the hardship must be provided.

3. **Sample Formats**

a. **Sample Format for Reversion and Transfer to the Fleet Reserve (use proper letter format)**:

From: RANK FIRST MI. LAST NAME, USN, SSN/DESIG
To: Commander, Navy Personnel Command (PERS-4822)
Via: Commanding Officer, (Member's Command)

Subj: REQUEST TO REVERT TO PERMANENT ENLISTED GRADE AND TRANSFER TO FLEET RESERVE

Ref: (a) MILPERSMAN 1100-060, 1830-040
(b) SECNAVINST 1920.6C
(c) BUPERSINST 1430.16E, Section 723
(d) 10 U.S.C. 5596

1. Per references (a) through (d), I hereby request to revert to my permanent enlisted status of _____ effective DD/MM/YR and transfer to the Fleet Reserve effective DD/MM/YR (members must revert on the first of the month and transfer to the Fleet Reserve the last day of the same month). I certify that my permanent enlisted time in rate date is _____.

2. (If applicable) I request a _____ month Time-in-Grade waiver. (This is required if your Time-in-Rrate is less than 24 months). (Provide NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks, for enlisted promotion.)

3. Point of contact information (your E-Mail address and telephone number).

FI. MI. LAST NAME

b. **Sample Format for Reversion to CWO and Remain on Active Duty (use proper letter format)**:

From: RANK FIRST MI. LAST NAME, USN, SSN/DESIG
To: Commander, Navy Personnel Command (PERS-4822)
Via: Commanding Officer, (Member's Command)

Subj: REQUEST TO REVERT TO PERMANENT CHIEF WARRANT OFFICER GRADE AND CONTINUE ON ACTIVE DUTY

Ref: (a) MILPERSMAN 1100-060
(b) SECNAVINST 1920.6C
(c) 10 U.S.C. 5596

1. Per references (a) through (c), I hereby request to revert to my permanent chief warrant officer grade of _____ effective DD/MM/YR and continue on active duty. I certify that my permanent CWO_ appointment date is _____.

2. Point of contact information (your E-Mail address and telephone number).

FI. MI. LAST NAME

4. **Requests for Termination of Temporary Appointment, Reversion to Permanent CWO Grade, and Retention on Active Duty**. Temporary LDOs whose permanent status is CWO may request termination of temporary appointment and retention on active duty in their CWO status. Upon approval of the member's request by COMNAVPERSCOM, an administrative reversion letter will be issued by NAVPERSCOM (PERS-4822). The member should provide a copy to the supporting Personnel Support Activity Detachment (PERSUPP DET) to complete

DD 1173, Uniformed Services Identification and Privilege Card; and
DD 214, Certificate of Release or Discharge from Active Duty.

Adjustment to Officer Master Files, Promotion History Files, and pay record will be coordinated by NAVPERSCOM (PERS-4822) and NAVPERSCOM, Officer Career Progression Branch (PERS-480).

5. **Requests for Termination of Temporary Appointment, Reversion to Permanent Enlisted Status, and Transfer to Fleet Reserve**. Provided the member has completed **20 or more years of active service** per reference (b), temporary officers whose permanent status is enlisted may request reversion and transfer to Fleet Reserve. Upon approval of the member's request by COMNAVPERSCOM, reversion orders will be issued by NAVPERSCOM (PERS-4822) and include the date and paygrade authorized for transfer to the Fleet Reserve.

6. **Requests for Termination of Temporary Appointment and Discharge**. Temporary officers whose permanent status is enlisted may request termination of their temporary appointment and discharge by reason of expiration of enlistment. Upon approval of the member's request by COMNAVPERSCOM, reversion orders will be issued by NAVPERSCOM (PERS-4822). Separation will be effected in member's permanent enlisted grade, as described in MILPERSMAN 1910-104.

7. **Obligated Service Requirements**. A temporary officer shall satisfy the following requirements:

a. Retainability requirements incurred as the result of a cost PCS move as described in MILPERSMAN 1301-108.

b. The initial agreement to remain on active duty for a period of **4 years** subsequent to acceptance of the temporary appointment as described in reference (c).

8. **Requesting Withdrawal or Cancellation**. A request for withdrawal or cancellation along with the command's endorsement may be submitted to NAVPERSCOM (PERS-4822) using the same chain of command as the original request for termination of temporary appointment. Provide justification for requesting cancellation or withdrawal. Each request will be considered on a case-by-case basis.

9. **Expungement**. An officer whose request for withdrawal of **request for termination of temporary appointment** has been approved by COMNAVPERSCOM, may, upon written request to NAVPERSCOM (PERS-4822), have termination of temporary appointment related material expunged from their record. Fitness reports will not be expunged.

MILPERSMAN 1131-010

INITIAL APPOINTMENT OF OFFICERS IN THE REGULAR NAVY AND NAVAL RESERVE

Responsible Office	CNO (N13)	Phone:	DSN	223-2321
			COM	(703) 693-2321
			FAX	224-6491

Governing Directives	COMNAVCRUITCOMINST 1131.2B NAVMED P-117, Manual of the Medical Department SECNAVINST 1120.4A, 1120.5A, 1120.6B, 1120.12A, and 1120.13A DOD Directive 1312.3

1. **Recommendation and Authority to Appoint**

a. Persons shall be considered and recommended for initial appointment in the Regular Navy or Naval Reserve by board action as authorized by Chief of Naval Personnel (CHNAVPERS) or higher competent authority. No person shall be initially appointed as a commissioned officer in the Naval Reserve in a grade above lieutenant commander except upon recommendation of a board of officers convened by the Secretary of the Navy.

b. No person shall receive an original appointment as a regular commissioned officer unless they have completed 1 year as a commissioned officer on the Active Duty List (other than as a warrant officer).

c. Reappointment of formerly commissioned officers of an armed force will be administratively determined by CHNAVPERS.

d. Members initially appointed to commissioned grade are appointed by the President, except Reserve commissioned warrant officers are appointed by the Secretary of the Navy. Permanently commissioned officers in the Regular Navy and Naval Reserve officers above the grade of lieutenant commander are appointed by and with the advice and consent of the Senate. When the Senate is not in session, *ad interim* appointments are made, subject to confirmation by the Senate during the next session.

2. **Requirements**

a. Except for Naval Reserve appointment in the Medical Corps, no person shall be appointed to commissioned grade in the Regular Navy or Naval Reserve who is not a citizen of the United States.

b. All members appointed in the Regular Navy or Naval Reserve shall be physically qualified under NAVMED P-117. Waivers of the physical standards recommended by Chief, Bureau of Medicine and Surgery, may be granted upon approval by CHNAVPERS.

c. Appointment in the Regular Navy is limited by statute to persons able to complete 20 years active commissioned service before age 55 (exceptions are physicians, dentists, chaplains, limited duty officers, and commissioned warrant officers).

d. Notwithstanding initial entry grades listed below, prospective appointees for any officer program, Regular or Reserve, with prior commissioned service on active duty or in an active status, shall be granted entry grade credit under statutes and regulations. Policy governing appointments in Medical Corps, Dental Corps, Medical Service Corps, Nurse Corps, Judge Advocate General Corps, and Chaplain Corps are addressed in applicable SECNAV instructions referenced in “Initial Entry Grades and Limiting Ages,” below. Prospective appointees to the line, Supply Corps, and Civil Engineer Corps may be granted 1 day of entry grade credit for each day of prior commissioned service on active duty or in an active status under DOD Directive 1312.3. Entry grade credit shall be used to determine a prospective appointee’s entry grade and date of rank. Dates of rank in all cases are as determined by CHNAVPERS under statutes, regulations, or lineal/promotional policies, as applicable.

e. Except where specifically prohibited, Chief of Naval Operations (CNO) (N13) will consider waivers to limiting ages addressed in “Initial Entry Grades and Limiting Ages,” below, for applicants for active duty with prior commissioned service on active duty, and for applicants for inactive duty with prior commissioned service on active duty or in an active status.

f. Members initially appointed in the Regular Navy or Naval Reserve shall meet the mental, moral, and professional qualifications prescribed.

3. **Application Instructions**. Application for initial appointment as a commissioned officer shall be made under instructions contained in COMNAVCRUITCOMINST 1131.2B and procurement directives.

4. **Initial Entry Grades and Limiting Ages**. Except as authorized in "Requirements," above, or except as otherwise approved by CNO (N1), initial entry grade and limiting ages for an original appointment in the Naval Reserve are as follows:

Initial Entry Grade	Limiting Ages
Conventional Surface Warfare (1165), Engineering Duty Option entering via conventional surface warfare training pipeline (1165), Special Warfare (1185), Special Operations (1195): Initial entry grade ENS	At least 19 but under 29; maximum age limit may be adjusted upward for prior active service on a month-for-month basis up to 24 months. CNO (N13) will consider waivers for active duty personnel in particularly meritorious cases provided they can be commissioned prior to their 31st birthday.
Nuclear Power School Instructor (1105I), Duty at Naval Reactors (1105NR): Initial entry grade ENS	At least 19 but under 29 at time of interview with Deputy Assistant Secretary for Naval Reactors; no waivers unless specifically authorized by Naval Reactors.
Nuclear Power Surface Warfare (1165), Nuclear Power Submarine Warfare (1175), Engineering Duty Option entering via nuclear power training pipeline (1165/1175): Initial entry grade ENS	At least 19 but under 26 ½; waivers may be considered on a case by case basis by Naval Reactors for those who would not exceed 29 ½ at commissioning.
Naval Aviator (1395): Initial entry grade ENS	At least 19 but under 27; month for month waivers up to 24 months will be considered for in-service applicants who possess particularly exceptional qualifications.

Initial Entry Grade	Limiting Ages
Naval Flight Officer (1375), Aviation Maintenance Duty Officer (1525): Initial entry grade ENS	At least 19 but under 27; maximum age limit may be adjusted upward for civilians with prior active service on a month-for-month basis up to 24 months; maximum age limit may be adjusted upward for in-service applicants on a month-for-month basis up to 48 months for continuous active military service.
Engineering Duty (1465): Initial entry grade ENS	At least 19 but under 29; maximum age limit may be adjusted upward for prior active service on a month-for-month basis up to 24 months. Month-for-month waivers beyond 24 months will be considered only for active duty enlisted personnel who possess particularly exceptional qualifications, provided they can be commissioned prior to their 31st birthday.
Cryptology (1615), Merchant Marine Reserve (1625, 1665, 1675, 1695), Intelligence (1635), Public Affairs (1655), Oceanography (1805), Supply Corps (3105), Civil Engineer Corps (5105): Initial entry grade ENS	At least 19 but under 35.
Medical Service Corps (2305): Initial entry grade determined under SECNAVINST 1120.8B	Age determined under SECNAVINST 1120.8B.
Nurse Corps (2905): Initial entry grade determined under SECNAVINST 1120.6B	Age determined under SECNAVINST 1120.6B.
Judge Advocate General Corps (2505): Initial entry grade determined under SECNAVINST 1120.5A	At least 21 but under 35.

Initial Entry Grade	Limiting Ages
Medical Corps (2105), Dental Corps (2205): Initial entry grade determined under SECNAVINST 1120.12A and 1120.13A, respectively	Age determined under SECNAVINST 1120.12A and 1120.13A, respectively.
Chaplain Corps (4105): Initial entry grade determined under SECNAVINST 1120.4A	At least 21 but under 36; waivers as authorized by SECNAVINST 1120.4A.
Line officers under instruction as prospective staff corps officers in 19X5 programs	No age restrictions, but must not exceed the maximum age prescribed for applicable community when eligible for superseding appointment.
Naval Reserve Officers Training Corps (college): Initial entry grade ENS	Must not have reached 27 by 30 June of the calendar year in which eligible for appointment; maximum age limit may be adjusted upward for prior active service on a month-for-month basis, but must be under 30 years on 30 June of the calendar year in which eligible for appointment.

MILPERSMAN 1131-040

APPOINTMENT OF OFFICERS IN THE NAVY RESERVE

Responsible Office	NAVPERSCOM (PERS-91)	Phone: DSN COM	882-4021 (901) 874-4021

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. Active Component (AC) officers separating from active duty and former officers considered qualified by Navy Personnel Command (NAVPERSCOM) may be appointed in the Navy Reserve as specified below.

2. **AC Officers Being Processed for Honorable Separation**

a. AC officers who request separation from the Navy and have satisfied their military service obligation (MSO) may request appointment in the Navy Reserve before separation. AC officers who submit a voluntary resignation and who have not satisfied their MSO will be automatically considered for appointment in the Navy Reserve.

b. Favorable action on resignation requests from officers who have not satisfied their MSO will normally be contingent upon their acceptance of a Navy Reserve appointment (if tendered).

c. Separation orders will specify whether the member has or has not been approved for a Navy Reserve appointment, and whether separation is contingent upon acceptance of a Navy Reserve appointment.

d. The appointment will be forwarded to the member by NAVPERSCOM, Officer Programs Branch (PERS-831) and is to be effected the day after separation.

e. The Navy Reserve appointment shall be in the same grade, with the same date of rank, and normally in the same designator category as that held in the AC.

3. **Former Officers Requesting Reappointment within 3 Years**

a. Former AC and Navy Reserve officers who were honorably separated and did not retain an appointment may request a Navy Reserve appointment from NAVPERSCOM, Reserve Personnel Administrative Branch (PERS-91) within 3 years following the date of their separation.

b. The Navy Reserve appointment will normally be in the same grade and designator category as previously held. NAVPERSCOM (PERS-91) will adjust the member's pay entry base date. If the period of separation is in excess of 6 months, NAVPERSCOM (PERS-831) will adjust the member's date of rank.

c. Member must request a Navy Reserve appointment in writing. E-mail requests must be encrypted and forwarded to NAVPERSCOM (PERS-91) via a Navy Reserve officer recruiter (facsimile request will not be accepted). Request must be endorsed by the recruiter and must include:

(1) Name, designator at time of separation, address, and phone number;

(2) Statement of the reason for not requesting, receiving, or retaining a Navy Reserve commission at the time of separation;

(3) Declaration of intent to affiliate with the Selected Reserves upon reappointment;

(4) Copy of the member's DD-214, Certificate of Release or Discharge from active duty;

(5) Copy of the member's separation orders (if separated from active duty);

(6) Copy of an updated SF 86 Questionnaire for National Security Positions, if period of separation is more than 1 year; and

(7) Copy of DD 2807-1 Report of Medical History and DD 2808 Report of Medical Examination completed within 2 years, with a copy of the DD 2807 completed within last 90 days. DD 2807-1 and DD 2808 may be accessed by using the following link http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm.

4. **Former Officers Requesting Reappointment after 3 Years**. After 3 years from the date of separation, former Navy Staff Corps officers who held designators 210X, 220X, 230X, and 410X may request appointment in the Navy Reserve via an authorized direct commissioning program. Applicants must meet all of the eligibility requirements of the direct commissioning program.

a. Officers who held designators other than those listed above may request a waiver from the 3-year policy. Each case will be evaluated based on the officer's service record and needs of the Navy at the time of application. Applicants must meet all eligibility requirements of the Direct Commissioning Program. NAVPERSCOM, Reserve Officer Status Branch (PERS-911) will convene a professional review panel for final approval or disapproval of all re-appointment requests requiring a waiver.

b. Applicants must request the waiver in writing to NAVPERSCOM (PERS-911) via a Navy Reserve officer recruiter. All re-appointment requests from former Navy officers separated over more than 3 years must contain the same enclosures as those within 3 years, and also include a current dated and signed resume.

MILPERSMAN 1131-050

MEDICAL ENLISTED COMMISSIONING PROGRAM

Responsible Office	NAVPERSCOM (PERS-4415)	Phone: DSN COM FAX	882-2818 (901) 874-2818 882-2682

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1420.1A (b) OPNAVINST 1120.7 (c) SECNAVINST 1920.6C

1. **Purpose**. The Medical Enlisted Commissioning Program (MECP) gives active duty enlisted personnel, including Full-Time Support (FTS), an opportunity to complete the requirements for a baccalaureate degree in nursing and earn a commission as a Nurse Corps officer.

2. **Applications**. Due annually by 1 October. Eligibility criteria and application procedures for MECP are found in reference (a).

3. **Pay**. MECP selectees will receive full pay and allowances for their enlisted paygrades and will be eligible for advancement while attending college on a full-time basis. Tuition, fees, books, and other expenses must be paid by the MECP candidate.

4. **Obligation**

a. Upon graduation, candidates will be commissioned as **Ensign**, **Nurse Corps**, **United States Navy** and incur a commissioned obligation of 8 years, 4 of which must be served on active duty.

b. Candidates will be commissioned upon completion of MECP and must successfully complete Officer Indoctrination School.

5. **License Requirements**

a. Nurse Corps officers must obtain and maintain a license to practice as a registered professional nurse from a state,

territory, or the District of Columbia based on a licensing examination provided by the National Council of State Boards of Nursing and administered by one of its member boards of nursing.

b. Obtaining and maintaining a license to practice is the responsibility of the officer. Officers failing to become licensed may be appointed in a different category to complete any incurred active duty obligation, or separated for cause under the guidance of references (b) and (c).

MILPERSMAN 1132-010

NAVY RESERVE 3-YEAR RECALL PROGRAM

Responsible Office	NAVPERSCOM (PERS-492)	Phone: DSN COM FAX	882-4512 (901) 874-4512 882-2910

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone Toll Free:	1-866-U ASK NPC

1. **Policy**

a. Officers of the Navy Reserve may volunteer for recall to fill specific advertised Reserve program billets in Full Time Support (FTS) of the Navy Reserve. The recall shall be for a specified period not to exceed 3 years.

b. Temporary recall of Reserve officers is not designed as a career active duty program. It is intended to be a constructive part of an officer's Selected Reserve career. Officers recalled will not be placed on the active duty list and may not serve under a temporary recall for more than 3 continuous years. The opportunity for Navy Reserve officers to serve on active duty shall be maximized by limiting additional tours by officers previously recalled under this article. Additional recall tours may be permitted only for senior officers (O-5 and above) whose previous tour was served as a junior officer (O-4 and below).

2. **Billet Vacancies**. Activities with Navy Reserve program billets to be filled under this article shall notify Navy Personnel Command (NAVPERSCOM), FTS/Ready Reserve OCM Section (PERS-492) of the billet requirements not later than 6 months prior to the desired fill date to allow adequate time for advertisement and selection.

3. **Eligibility**. Officers applying for recall must

a. be able to serve on active duty for the period of time advertised.

b. not be in a failed of selection for promotion status (not applicable for O-6 applicants).

c. be in, selected to, or below the grade advertised for the billet. If in the grade advertised, must not have more than 3 years in grade.

d. be a satisfactory drilling Ready Reservist. Applicants being considered for billets responsible for developing policy affecting the Reserve component shall have a minimum of 3 years Selected Reserve experience immediately preceding recall.

e. meet physical requirements for recall to active duty.

f. have less than 13 years of total active duty service.

4. **Application**. Interested officers shall apply by letter to NAVPERSCOM (PERS-492) via their Reserve unit commanding officer (CO). Applications should include the following information:

a. Rank/name/SSN/designator.

b. Desired billet.

c. Date available for recall.

d. Mailing address/phone number.

e. Summary of military and civilian experience relevant to the billet.

f. Any other information requested in the billet advertisement.

5. **Selection**

a. Criteria for selection are professional performance, experience, and suitability for the billet advertised.

b. The selection board will be chaired by

- NAVPERSCOM, Director, Navy Reserve Personnel Management Division (PERS-49); or
- a designated representative.

Additional board membership will be provided from

- NAVPERSCOM (PERS-492);

- NAVPERSCOM, Career Management Department (PERS-4);
- Chief of Naval Operations (CNO) (N095); and
- the gaining activity.

c. The billet advertisement will provide the selection board convening date. Selectees will be notified by telephone to negotiate recall orders. Non-selectees will be notified by letter.

6. **Fitness Reporting**. Officers recalled under this article are compared only with other temporary recall officers in the same grade and competitive category.

MILPERSMAN 1133-010

FIRST ENLISTMENTS AND THE MILITARY SERVICE OBLIGATION

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3853 (703) 695-3853 224-6502

Governing Directives	10 U.S.C. 403, 603, 651, 903, 2104, 2105, 2107, 4348, 6959, 9348, 10101, 10142, 10143, 10145, 10146, 10204, and 12103 DOD Directive 1332.23 SECNAVINST 1920.6B SECNAVINST 1000.7D

1. **Authority**

a. Chief of Naval Personnel (CHNAVPERS) issues instructions to the Navy Recruiting Command and to the Naval Reserve Force that set forth the terms of enlistment in the Regular Navy and Naval Reserve for which applicants are to be accepted, the rates and ratings in which first enlistments may be made, and other specific qualifications applicable to first enlistments.

b. Commanding Officer, Naval Reserve Personnel Center, shall maintain adequate and current information on members of the Individual Ready Reserve who have a remaining obligation, including accurate mailing addresses, military qualifications, physical qualifications, and such other information as deemed appropriate under the regulations of 10 U.S.C. 10204.

2. **Enlistment Location**

a. Unless modified by other instructions for CHNAVPERS, first enlistments in the Regular Navy or Naval Reserve are authorized to be made only by Navy Recruiting Command or Naval Reserve Force.

b. Reserve personnel enlisting in the Regular Navy while on active duty may be enlisted at their present duty station.

c. Commands and activities involved in accession of individuals into the Navy shall make sure the individual understands the Military Service Obligation (MSO).

3. **Age Requirements**

a. The minimum age for which men and women are accepted for enlistment in the Regular Navy or the Naval Reserve is 17 years with written parental consent or 18 years without parental consent. The maximum age for enlistment in the Regular Navy is 35 years. The maximum age for enlistment of prior service is determined by adding the individual's years of prior service to 35.

b. The maximum calendar age of an enlisted member of the Naval Reserve shall not exceed 62 years (not beyond their 63rd birthday). The maximum computed age for enlistment or reenlistment in the Naval Reserve shall not exceed 39 years. The computed age of an applicant for enlistment in the Naval Reserve is determined by subtracting member's prior qualifying years of military service for retirement purposes (active duty and inactive duty) from member's calendar age.

c. Enlisted members shall not exceed the age that will allow them to complete 20 years of qualifying service for retirement by their 60th birthday.

4. **Personnel Required to Serve 6 or 8 Years**

a. Personnel in the categories listed below are required to serve a total of 6 or 8 years, as the case may be, from date of induction, appointment, or enlistment. This service may be either active duty or inactive duty, or a combination of both. The terms "inducted" and "enlisted" as used in this article refer to initial entry of personnel into any of the Armed Forces including a reserve component thereof.

b. Each person who entered initial military service on or after 1 June 1984 shall serve a total period of 8 years from the date of enlistment, appointment, or, when authorized by law, induction. Any portion of the MSO that is not active duty or active duty for training shall be performed in a reserve component as defined in 10 U.S.C. 10101, 10142, 10143, 10145, and 10146; any combination of active duty for Ready Reserve service, as prescribed in the application DOD and Navy regulations may be used to fulfill the MSO.

c. Each male who, on or after 9 November 1979, and each female who, on or after 1 February 1978, became a member of the Regular Navy or Naval Reserve shall serve in the Regular Navy and/or Naval Reserve for a total of 6 years, unless discharged sooner. Any part of such service that is not active duty or active duty for training shall be performed as a member of the Naval Reserve on inactive duty.

d. Males without prior military service between the ages of 17 and 18 1/2 who, prior to 1 August 1963, enlisted directly into the Ready Reserve of the Naval Reserve with a requirement to perform initial active duty for training of 3 to 6 months, acquired an 8-year military service obligation.

e. Each male who, on or after 9 August 1955, became a member of the Regular Navy or Naval Reserve before his 26th birthday and is not in the category above, shall serve in the Regular Navy and/or Naval Reserve for a total of 6 years, unless discharged sooner. Any part of such service that is not active duty or active duty training shall be performed as a member of the Naval Reserve on inactive duty.

5. **Procedures for Discharge or Separation**. The MSO is considered terminated when a member is discharged, except the MSO is not terminated upon discharge or other type of separation for the purpose of immediate entry or reentry in the same or any other component of the military services, or for the purpose the entry into an officer's training program in which the person remains a member of a military service. Service performed before and after such a discharge or other type of separation shall be counted toward fulfillment of such obligation.

6. **Procedures for Discharge Prior to Completion of MSO**

a. Generally, discharge of a member prior to fulfilling a MSO shall be permitted only when it has been determined that the member has no potential for service under conditions of full mobilization, except as follows:

"Delayed entry" is an enlistment in which a Servicemember's entry on active duty or initial active duty for training is postponed under regulations prescribed by the Secretary of the Navy. Members in a delayed entry status incur an MSO.

b. Persons who enlist in the Ready Reserve under 10 U.S.C. 12103 for the express purpose of agreeing to a

subsequent enlistment in a regular component of the military services are in the "Active Component Delayed Enlistment Program" (DEP). DEP members who fail to enlist in a regular component of the Armed Forces may be ordered to involuntary initial active duty for training and to complete the remainder of the MSO in a reserve component.

c. Clarification of the relationship of DEP to MSO and the Pay Entry Base Date (PEBD) is as follows:

(1) **01 October 1979 to 31 May 1984**: DEP does not count toward MSO, but does to PEBD.

(2) **01 June 1984 to 31 December 1984**: DEP counts toward both MSO and PEBD.

(3) **01 January 1985 to present**: DEP counts toward MSO, but not to PEBD.

d. Persons who enlisted in the Ready Reserve under 10 U.S.C. 12103 for service in a reserve component and whose initial active duty for training or active duty is postponed are in the "Reserve Component Delayed Entry into Training" (DET). DET members who fail to report for initial active duty for training or active duty may be ordered to involuntary initial active duty for training or to active duty to complete the remainder of the MSO in a reserve component.

e. DEP/DET members may also be discharged for any of the reasons specified in the discharge regulations. Individuals discharged from the DEP/DET will not be credited for service in fulfillment of the MSO incurred, and any future enlistment or appointment of such persons shall be treated as an original entry into military service.

7. **Discharge for Underage Entry**. A Servicemember whose enlistment or appointment is declared void because the Servicemember is underage and who is released as the result of such action may not be considered to have acquired an MSO; however, service rendered under a void underage enlistment, when characterized as honorable, shall be creditable toward fulfilling any subsequent MSO acquired by the Servicemember. Such credit would not alter the terms of any subsequent enlistment for specific periods of active component or reserve component service. If such service was performed only in a

delayed entry status, it will not be credited to fulfillment of the MSO.

8. **Discharge for Clergy Members**. Upon written application, a Servicemember may be discharged from a reserve component of a military service if the Servicemember has become a member of the clergy and satisfactorily establishes that

a. the ministry is their main and primary vocation.

b. their religion faith group is organized exclusively or substantially for religious purposes.

c. their standing in the faith group is recognized as that of a minister or leader.

d. they are certified by an appropriate official of the faith group to be a fully qualified member of the clergy in good standing.

9. **Service Academy and ROTC.** An enlisted Servicemember who accepts appointment to a service academy as a cadet or midshipman under 10 U.S.C. 403, 603, or 903, or as an ROTC cadet or midshipman under Section 2107, retains enlisted status in spite of such appointment. If an appointment is terminated before graduation, or if a cadet or midshipman refuses to accept a commission offered following graduation, the period of concurrent enlisted service shall be counted toward fulfillment of the MSO, resulting from the enlistment being served at the time of the appointment. Credit described above does not alter the authority for ordering disenrolled cadets or midshipman to active duty.

a. **ROTC Advanced Training (College Program).** An officer appointed under 10 U.S.C. 2104 shall have a MSO of 8 years from the date of appointment minus any prior enlisted service prior to entry into advanced training under regulations of DOD Directive 1215.8 of 25 March 1994.

b. **ROTC Scholarship Recipients.** An officer appointed under 10 U.S.C. 2107 shall have a MSO of 8 years from the date of appointment.

c. **Military Junior Colleges Scholarship Recipients.** An officer appointed under 10 U.S.C. 2107a shall have a MSO of 8 years from the date of appointment.

d. **Failure to Complete Training or to Accept Appointment.** The MSO shall be equivalent to the period for which the member is ordered to serve on active duty in a Reserve Component under 10 U.S.C. 2105, 2107, or 2107a.

10. **Credit for Direct Appointments as a Cadet or Midshipman**

a. **Commissioned Officers.** Enlisted service performed concurrently while serving as a cadet or midshipman does not count towards fulfillment of the MSO incurred as a result of commissioning.

b. **Service Academy Appointments.** An officer appointed under 10 U.S.C. 403, 603, or 903 shall incur a MSO of 8 years from the date of appointment. If an appointment is terminated before graduation or if a cadet or midshipman refuses to accept a commission offered following graduation, the MSO shall be equivalent to the period for which the member is ordered to serve on active duty or in the Reserve components under 10 U.S.C. 4348, 6959, or 9348, and according to DOD Directive 1332.23.

11. **Unsatisfactory Participation in the Ready Reserve**. A person who incurs a MSO and who subsequently fails to perform satisfactorily any required reserve training may not be discharged, except as outlined in “Procedures for Discharge Prior to Completion of MSO,” above.

12. **Interservice and Intercomponent Transfers**. Transfer of Servicemembers who have a remaining MSO between military services or components of a military service shall be accomplished under MILPERSMAN 1910-102 for enlisted personnel and SECNAVINST 1000.7D for officer members. Obligated military service performed before and after an authorized transfer shall be counted toward fulfillment of the MSO.

13. **Induction**. In time of war or national emergency, or when otherwise authorized by law, a person who is inducted under 10 U.S.C., and who completes the required period of active training and service, shall continue to hold their appointment or enlistment contract to serve as a reservist and shall be required to fulfill the term of obligation unless discharged by the Secretary of the Navy.

MILPERSMAN 1133-020

NAVAL RESERVE ENLISTED PROGRAMS - POLICY

Responsible Office	NAVPERSCOM (PERS-91)	Phone: DSN COM FAX	882-4482 (901) 874-4482 882-2753

Governing Directives	COMNAVCRUITCOMINST 1130.8F, Enlisted Recruiting Manual COMNAVCRUITCOMINST 1133.8A, Naval Reserve Recruiting Manual

1. **Enlistment Programs**. There are several avenues for enlistment in the Naval Reserve. First term enlistments include the following:

2-Year Enlistment Program
3-Year Enlistment Apprenticeship Training Program
Training and Administration of the Reserve (TAR) Enlistment Program (TEP)
Navy Veteran (NAVET) Program
Other Service Veteran (OSVET) Program
SEABEE Veteran (CBVET) Program
Accelerated Initial Accession (AIA) Program
Advanced Pay Grade (APG) Program

2. **Eligibility Requirements**. Specific eligibility requirements for first term programs may be found in

a. COMNAVCRUITCOMINST 1130.8F, Enlisted Recruiting Manual; and

b. COMNAVCRUITCOMINST 1133.1, Naval Reserve Recruiting Manual

for enlistment of personnel with prior naval service or prior service with other branches.

3. **Former USN Members**. Members of the regular Navy released from active duty are assigned to the Individual Ready Reserve (IRR) to complete the remainder of their military service obligation (MSO). As members of the IRR they are obligated to

a. advise Commanding Officer, Naval Reserve Personnel Center, New Orleans, LA 70149-7800, of their current address;

b. promptly respond to all official correspondence; and

c. report for a 1-day annual muster when directed by official notification.

4. **Inter-Service Transfer**. Under 10 U.S.C. 512, members of another component who are approved by that service for enlistment in the Naval Reserve must enlist for a period sufficient to complete the training requirements and service obligation incurred under their original contract.

5. **MSO Completion**. Members who have fulfilled their MSO may enlist or reenlist in the Naval Reserve per COMNAVRESCRUITCOMINST 1133.8A, or may extend their enlistment within the provisions of MILPERSMAN 1160-070. Enlistment, reenlistment, or extension shall be in the Ready Reserve.

6. **Non-Prior Service**. Non-prior service personnel incur an 8-year MSO, 6 of which must be served in the Selected Reserve (SELRES). The remainder of their enlistment may be either in the SELRES or the Individual Ready Reserve (IRR).

7. **APG and OSVET Programs**. Individuals enlisting in the Naval Reserve Advanced Pay Grade (APG) and Other Service Veteran (OSVET) programs at a temporary pay grade shall complete the requirements for permanent advancement to that pay grade prescribed in COMNAVRESCRUITCOMINST 1133.8A.

NOTE: Requests for transfer to the IRR prior to completing the 6-year drilling obligation will be submitted, via the chain of command, to

Commander, Naval Surface Reserve Force (Code 3111D); or

Commander, Naval Air Reserve Force (Code 502B).

MILPERSMAN 1133-030

NAVAL RESERVE ENLISTED PROGRAMS - THE 2-YEAR ENLISTMENT PROGRAM

Responsible Office	NAVPERSCOM (PERS-91)	Phone: DSN COM FAX	882-4482 (901) 874-4482 882-2753

Governing Directives	10 U.S.C. 12102 and 12103

1. **Purpose**. This program provides for first enlistment in the Naval Reserve of male and female applicants for a period of 8 years under authority of 10 U.S.C. 12102 and 12103.

2. **Process**. See following table:

Step	Action
1	Applicants in this program are enlisted for 2 years of active duty in either the Seaman or Fireman apprenticeships.
2	At the completion of their initial obligation, they may request reenlistment for a minimum of 48 months via the ENCORE Program.
3	If authorized reenlistment, they will be guaranteed a Class “A” school for which they are mentally, morally, and physically qualified if vacancies exist.

3. **Advancement to E-4**

a. Applicants who have either enlisted into the program or are on active duty prior to 1 May 1993 are authorized an accelerated advancement to paygrade E-4 after successfully completing Class “A” school.

b. Applicants enlisting into the 2-Year Enlistment Program after 1 May 1993, are not authorized accelerated advancement to paygrade E-4.

4. **Montgomery GI Bill (MGIB)**. Applicants in this program may elect to participate in the MGIB by having $100 per month reduced from their pay during the first 12 full months of active duty.

NOTE: This $1200 is non-refundable.

5. **Obligated Service**. All members of this program have a continuous active duty obligation of 24 months followed by 72 months in the Individual Ready Reserve (IRR).

MILPERSMAN 1133-040

NAVAL RESERVE ENLISTED PROGRAMS - THE 3-YEAR ENLISTMENT APPRENTICESHIP TRAINING PROGRAM

Responsible Office	NAVPERSCOM (PERS-91)	Phone:	DSN COM FAX	882-4482 (901) 874-4482 882-2753

Governing Directives	10 U.S.C. 12102 and 12103

1. **Purpose**. This program provides for first enlistment of male and female applicants in the Naval Reserve for a period of 8 years under authority of 10 U.S.C. 12102 and 12103.

2. **Process**. See following table:

Step	Action
1	Applicants in this program are enlisted for 36 months of active duty in either the Seaman, Airman, or Fireman apprenticeship without a school guarantee.
2	Upon completion of their initial obligation, they may request reenlistment for a minimum of 48 months via the ENCORE Program.
3	If approved to reenlist via ENCORE, applicants will either remain in their rating (if already designated) or be offered a Class “A” school in another rating for which they are mentally, morally, and physically qualified if vacancies exist.

3. **Montgomery GI Bill (MGIB)**. Applicants in this program may elect to participate in the MGIB by having $100 per month reduced from their pay during the first 12 months of active duty.

NOTE: This $1200 is non-refundable.

4. **Obligated Service**. All members of this program have a continuous active duty obligation of 36 months followed by 60 months of duty in the inactive reserves.

MILPERSMAN 1133-060

PRIOR SERVICE (PRISE) III PROGRAM

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-0888 (703) 695-0888 224-6502

Governing Directives	OPNAVINST 1160.6A COMNAVCRUITCOMINST 1130.8F BUPERSINST 1430.16E

1. **Background**

a. The PRISE III Program offers reenlistment opportunities and rating conversion to Navy Veterans (NAVETs) who reenlist after a 24-hour break in service who are not eligible to reenlist in their previously held ratings per COMNAVCRUITCOMINST 1130.8F.

b. For personnel effecting continuous service conversion and reenlistment refer to MILPERSMAN 1160-090.

2. **Eligibility Requirements**. Specific PRISE III eligibility requirements are set forth below:

a. Have been discharged in an undesignated status or designated in a rating which per COMNAVCRUITCOMINST 1130.8F is not open to NAVETs.

b. Have at least 180 consecutive days of prior naval service, but no more than 6 years prior naval service.

c. Meet COMNAVCRUITCOMINST 1130.8F basic enlistment eligibility requirements, including broken service and time-in-service eligibility requirements for NAVETs.

d. Have been recommended for reenlistment on date of discharge.

e. Must be able to obligate service for the 4/5/6 year obligor rating/program they are being guaranteed without exceeding high year tenure for the paygrade in which they are

reenlisting. COMNAVCRUITCOM approval must be obtained for obligated service of less than 4 years.

f. Meet physical, moral and mental requirements for a PRISE III-eligible rating, as specified in COMNAVCRUITCOMINST 1130.8F. Current (less than 2 years old) Armed Forces Vocational Aptitude Battery (ASVAB) line scores must be used to determine rating eligibility.

3. **Reenlistment Provisions**

a. When approved for conversion via “A” school, applicants will be reenlisted in the U.S. Navy for a period of 2 years and concurrently sign a reenlistment agreement to obligate an additional 24 months or more upon satisfactory completion of the required Class “A” school conversion training. Any person who fails to execute their extension agreement with the Navy will be discharged at EAOS, or when directed by N13. An RE-4 reenlistment code will be assigned.

(1) The maximum paygrade for accessions via the PRISE III program is E-3, except for NAVETs guaranteed Advanced Electronics Computer Field (AECF), Cryptologic Technician Interpretive (Native Speaker) (CTI(N)) or the Nuclear Field (NF). The maximum accession paygrade for NAVETs reenlisting for AECF, CTI(N) or NF is E-4. No waivers to enlist at a higher paygrade are authorized. NAVETs reenlisting via the PRISE III program in paygrade E-3 and below will enlist in the source apprenticeship (SN, AN, or FN) of their guaranteed rating/program. NAVETs guaranteed AECF, CTI(N) or NF will be enlisted in the SN apprenticeship if reenlisting in paygrade E-3 and below or in their old rating if reenlisting in paygrade E-4.

(2) The PRISE III/Paygrade Reduction Annex contained in COMNAVCRUITCOMINST 1130.8F will be used for all NAVETs who reenlist via the PRISE III Program.

(3) NAVETs reenlisting via PRISE III for the SEAL Challenge Program must meet all MILPERSMAN 1220-100 - 1220-330 eligibility criteria. They will be accessed as GENDETs in paygrade E-3 and below with a guarantee for BUDS, EOD or Diver training, and be ordered to TPU Great Lakes (UIC 32458). The following NAVPERS 1070/613, Administrative Remarks must be placed in the service record:

"Member is being ordered to Transient Personnel Unit (TPU) Great Lakes for in-processing. Upon reporting to TPU Great Lakes, members shall be screened by the Dive Motivator at Recruit Training Command Great Lakes to ensure member meets physical readiness test requirements for the SEAL Challenge Program."

(4) The PRISE III program is not a reenlistment incentive program. PRISE III reenlistees may be eligible for SRB, however, recruiting personnel shall make no verbal or written promises or guarantees regarding SRB eligibility. If guaranteed a PRISE III "A" school that is SRB-eligible, they must sign the following NAVPERS 1070/613:

"I understand I have been approved to enlist in the _____ rating for 2 years for the sole purpose of conversion to the _____ rating after "A" school. I understand the rating to which I am converting is listed on the current SRB Award Level NAVADMIN; however, SRB eligibility must be verified through BUPERS (PERS-811/815). I understand I may only be eligible for the SRB award level in effect, if any, on the date of my next reenlistment after "A" school. No guarantees of SRB eligibility or SRB payment have been offered to me as an enlistment guarantee."

b. A member may qualify for Selective Reenlistment Bonus (SRB) or, if member has never previously received an Enlistment Bonus (EB) from any service, may qualify for EB if otherwise eligible per OPNAVINST 1160.6A. Payment of EB for enlistment executed under this article is not guaranteed.

4. **Failure to Complete School Required for Conversion**

a. NAVETs enlisting via the PRISE III Program who do not complete "A" school will be subject to reclassification (PERS-4010S), forced conversion into another rating based on the needs of the Navy, Navy Personnel Command (NAVPERSCOM) (PERS-815) or retained in a non-designated status.

b. If for some reason the "A" school guaranteed at enlistment is not available once on active duty, another "A" school will be assigned as determined by NAVPERSCOM (PERS-4010).

5. **Effecting Rating Conversion**. Rating conversion will be effected upon satisfactory completion of Class “A” school, or basic A-1 phase (of those schools having advanced phases) as prescribed in BUPERSINST 1430.16E.

MILPERSMAN 1133-061

PRIOR SERVICE REENLISTMENT ELIGIBILITY – RESERVE (PRISE-R) PROGRAM

Responsible Office	OPNAV (N13)	Phone:	DSN	224-2305
			COM	(703) 693-2305
			FAX	(703) 614-6502

References	(a) COMNAVCRUITCOMINST 1130.8H (b) BUPERSINST 1001.39F (c) BUPERSINST 1430.16F (d) BUPERSINST 1900.8C (e) COMNAVRESFORINST 1001.5F (f) OPNAVINST 1100.4C (g) SECNAVINST 1770.3D

1. **Purpose.** This article along with references (a) through (g) provides policy and implements guidance for the management of the Prior Service Reenlistment Eligibility – Reserve (PRISE-R) program.

2. **Background.** The PRISE-R program is a Reserve affiliation program that allows Navy Veterans (NAVETs) and Other Service Veterans (OSVETs) to affiliate with the Selected Reserve (SELRES) into Career Reenlistment Objectives (CREO) 1 and 2 ratings as listed in the Career Opportunity Matrix. PRISE-R is formerly known as Reserve Selected Conversion for Reenlistment (RESCORE) program.

a. Members will be accessed into the Navy Reserve by Navy Recruiting Command (NAVCRUITCOM) in coordination with the Bureau of Naval Personnel (BUPERS), Enlisted Community Management Branch (BUPERS-32), Enlisted Community Manager (ECM) and counted against Reserve component end-Strength. This program is funded under Reserve Personnel, Navy (RPN).

b. For the purpose of this instruction, the “Permanent” rate is defined as the rate the members currently hold as reflected in Navy Personnel Systems. The “Temporary” rate is defined as the rate to which the members are requesting to convert.

c. Navy personnel who desire to transition from Active Component to Reserve Component and are within the End of Active Obligated Service (EAOS) window as designated per MILPERSMAN 1440-060, must utilize Perform to Serve (PTS) with SELRES option.

3. **Program Requirements**. Applicants must meet basic enlistment eligibility requirements as listed in reference (a) in addition to meeting the following requirements:

a. Must be in pay grades E3 through E6 in CREO 2 and 3 ratings, and within the following Time in Service (TIS) criteria as calculated from their Pay Entry Base Date (PEBD) upon enlistment:

Pay grade	TIS from PEBD
Designated E3	Fewer than 8 years
E4	Fewer than 10 years
E5 & E6	Fewer than 16 years

b. Assigned to one of the following categories:

(1) Individual Ready Reserve (IRR).

(2) NAVETs or OSVETs as defined in reference (f).

c. Not currently receiving any type of Reserve bonus.

d. Not have any Non-Judicial Punishment (NJP) or convictions in civilian or military courts within the past 48 months.

e. Break in service cannot exceed 10 years.

f. Hold a current rating listed in the Career Opportunity Matrix as Category 2 or 3. Members with a CREO Category 1 rating, or assigned a Navy Enlisted Classification (NEC) code in the Critical Skills NEC's listing, are not eligible for PRISE-R, unless the members are no longer qualified to serve in their current rating (vision impairment, loss of security clearance, etc.). Conversions are authorized from CREO category "3" to "1", "3" to "2", or "2" to "1" only.

g. Must not have previously enlisted under the RESCORE, CB RESCORE or CB-VET program, and failed to make rate permanent.

h. Must have served a minimum of 24 months in their present rating.

i. Must meet minimum Armed Services Vocational Aptitude Battery (ASVAB) scores for specific rating which member is applying as prescribed in MILPERSMAN 1306-618.

4. **Program Obligation**. All members must obligate in the SELRES (drill pay status) for a minimum of 4 years (or up to High Year Tenure if less) from the date of enlistment or affiliation. Members requiring "A" school for conversion must be able to obligate for a minimum of 4 years. If members choose to accept an authorized bonus for the requested conversion rate, they must obligate in the SELRES (drill pay status) for a minimum of 6 years from the date of enlistment or affiliation. Any time remaining on the member’s enlistment after the OBLISERV commitment may be served in the SELRES or the Individual Ready Reserve (IRR).

5. **Training Requirements**. Training requirements for members under the PRISE-R program will be outlined on NAVPERS 1070/613(Rev.7-06), Administrative Remarks contract Annexes. Members will be required to complete an “A” or “C” school, or participate in the Navy-wide advancement examination and have a Standard Score (SS) of 37 to make the new rate permanent.

a. Service School Requirements

(1) For ratings that require service school training, PRISE-R accessions will receive Active Duty for Training (ADT) for “A” and/or “C” schools per contract Annexes.

(2) Sailors guaranteed an “A” or “C” school must report to the required school within 365 days from the date of affiliation. Prudent planning and preparation is required by the Sailor, the Navy Reserve Activity (NRA) and the quota management process to ensure sufficient “A” or “C” school seats are available to meet the demand and to ensure the Sailor is actively pursuing PRISE-R program requirements.

(3) “A” School Extensions

(a) An extension may be granted by Commander, Navy Reserve Forces Command (COMNAVRESFORCOM), Training Division (N7) on a case by case basis if a Sailor is not able to report to the required “A” or “C” school within 365 days of affiliation. NRA Commanding Officers must submit requests for extensions at least 60 days prior to the 365th day.

(b) Extension request package: Extension requests must contain a copy of the original PRISE-R conversion package NAVPERS 1070/613 and a completed NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request signed by the NRA Commanding Officer with supporting justification.

(4) Meritorious Advancement at “A” or “C” school. MILPERSMAN article 1430-010 applies.

(5) Failure to Complete Pipeline Training

(a) Sailors who fail to attend “A” or “C” school within the prescribed 365 days or fail to complete “A” or “C” school for academic reasons will revert to their permanent rate. NRAs will transfer members to the Individual Ready Reserve (IRR) “not recommended for re-affiliation” within 30 days of failure.

(b) Sailors who fail to complete "A" or "C" school for disciplinary reasons may be processed for administrative separation per MILPERSMAN 1910 articles. Sailors not administratively discharged will revert to their permanent rate and be transferred to the IRR “not recommended for re-affiliation” within 30 days of failure notification.

(c) Sailors failing to complete “A” or “C” school due to an injury, illness, or disease will follow guidelines established in reference (g) and NAVADMIN 056/08 for requesting Medical Hold (MEDHOLD) orders or Line of Duty (LOD) benefits. The members will immediately notify the Medical Department Representative (MDR) of the attached command while on orders or the supporting NRA to initiate the process. Commander, Navy Personnel Command (CNPC), Line of Duty/Medical Hold/Medical Retention Review Division (PERS-95) will determine whether the members will receive medical care while on active duty under MEDHOLD orders or be released from orders and receive care under

the LOD program. Future PRISE-R status will depend upon final medical determination.

(d) PRISE-R Sailors who successfully complete “A” school, but **fail to complete a required follow-on “C” school** may lose their original bonus eligibility if the bonus was contingent upon successful completion of “C” school.

b. Non-Service School Requirements

(1) Personnel accepted into a rating that does not require “A” or “C” school must complete lateral conversion prerequisites within 18 months from date of enlistment or affiliation unless modified by waiver from COMNAVRESFORCOM, Manpower and Personnel(N1).

(2) PRISE-R personnel who do not require “A” or “C” school have two Navy-Wide advancement examination cycles within their first 18 months of affiliation to make their rate permanent by achieving a Standard Score (SS) of 37. Participants who fail to achieve a SS of 37 by the end of the second exam cycle must transfer to the IRR in their permanent rate. Only designated strikers are authorized concurrent advancement through successful examination participation (e.g., Boatswain's Mate Seaman (BMSN) to Logistics Specialist Third Class (LS3)). All other personnel under the PRISE-R program are not eligible for advancement until their rate is made permanent.

(3) Failure to complete any of the program requirements within the required timeframe or prior to reaching HYT, whichever is earlier, shall result in member’s termination from the PRISE-R program. NRAs will transfer members to the IRR “not recommended for re-affiliation” within 30 days of failure.

6. **Reversion Requests.** Personnel that fail to make their rate permanent for any of the reasons listed and desire to remain in a pay status shall notify the NRA of their intention to request reversion within 30 days of failure to convert and must submit a reversion request to BUPERS, Enlisted Military Community Management (BUPERS-32) within 60 days of failure to convert. Requests must contain at a minimum the NAVPERS 1306/7, supporting documentation including the original enlistment/affiliation documentation and Command endorsement. Disapproval from BUPERS-32 will require members to be transferred to the IRR “not recommended for re-affiliation”

within 30 days of BUPERS-32 disapproval notification. Members may remain in a pay status pending BUPERS-32 adjudication of request.

7. **Selected Reserve Participation**. The NRA will annotate the 4 or 6 year drill obligation in Navy Standard Integrated Personnel System-Reserve Component (NSIPS-RC) with the appropriate Mandatory Drill Code (MDC) of “4” and Military Obligation Designator (MOD) of “6.” Per reference (e), Sailors who fail to comply with SELRES participation requirements are subject to administrative separation processing and prorated recoupment of the PRISE-R bonus if discharged. For Unsatisfactory (UNSAT) participants, see MILPERSMAN 1910-158 for guidance.

8. **Incentives**.

a. PRISE-R personnel may be entitled to an enlistment bonus if enlisting for a period of 6 years. Bonus eligible ratings, amounts, and payment types are promulgated via separate NAVADMIN.

b. PRISE-R Sailors who fail to complete their contracted service obligation shall refund to the United States Government the amount that bears the same ratio to the amount of the bonus as the uncompleted part such service bears to the total period of the service obligation. Waivers, in whole or in part, for such payment require Secretary of the Navy (SECNAV) approval and will be based upon determination that such recovery would be against equity and good conscience, or would be contrary to the best interests of the United States. Waivers of recoupment, in whole or in part, shall be submitted to SECNAV via COMNAVRESFORCOM, Pay and Personnel Systems (N11) for adjudication.

c. Incentive Processing

(1) Upon accession the NRA shall submit the Written Agreement for the Navy Reserve Affiliation Bonus (NAVRES Incentive Agreement 1-2), a copy of the enlistment contract, and all PRISE-R NAVPERS 1070/613’s to COMNAVRESFORCOM (N11) for bonus funding obligation and for PRISE-R program monitoring.

(2) Once members successfully complete the requirements to make their rate permanent, the NRA shall notify COMNAVRESFORCOM (N11) by providing documentation of “A” or “C”

school completion or passing of the Navy-Wide rating exam (whichever is required) to effect processing of the initial bonus payment.

9. **Mobilization Assignments**. Once a rate has been made permanent, PRISE-R personnel (identified by the Mobilization Assignment Status (MAS) code of "TRP") may be mobilized to a billet requiring their new permanent rate. However, until the new rate is permanent, members may be mobilized only to "general" mobilization assignments. Members who have deferments for involuntary mobilization under other Navy policies will continue to be exempt under the guidelines of those policies.

10. **Tracking and Reporting of PRISE-R WITH “A” School Enlistments**. “A” school seats are allocated in the Training Requirements Module (TRM) application by BUPERS-32 in coordination with Office of the Chief of Navy Reserve (OCNR) and CNRFC N7. Other vacancies are limited in quantity and availability. It is, therefore, critical that COMNAVRESFORCOM, Production Management Office (PMO), individual NRAs, and the individual Sailor coordinate scheduling and reservation efforts to ensure that “A” school requirements are identified as early as possible and all available seats are scheduled and used. This ensures the Sailors get the required training and minimizes missed training opportunities and extension requests.

11. **Program Management**. COMNAVRESFORCOM (N11) will monitor PRISE-R program personnel from initial enlistment through completion of SELRES obligation. Minimum tracking requirements include:

a. All PRISE-R Sailors categorized by assignment of Mandatory Drill Code (MDC) “4,” Military Obligation Designator (MOD) “6,” and MAS code “TRP”;

b. Navy Enlistment Classification (NEC) Rate/Rating;

c. Date of Accession;

d. OBLISERV;

e. 365-day Window for Beginning “A” School;

f. Date Reservation Made for “A” School;

g. “A” or “C” School Class Convening Date;

h. “A” or “C” School Completion Date;

i. Retention Data; and

j. 18-month Window for Successful Advancement Exam Completion

12. **Roles and Responsibilities**.

a. NAVCRUITCOM shall:

(1) Closely coordinate PRISE-R accession planning with BUPERS-32 ECM;

(2) Identify and process qualified applicants for enlistment into the PRISE-R program per this article;

(3) Document the following requirements of the PRISE-R program in the enlistment document or affiliation orders:

(a) Assignment of a temporary pay-grade in the designated conversion rating (NAVET personnel with their permanent rating and subsequent (temporary) rating, e.g., MMFN (ITSN), MM3 (IT3)). OSVET personnel will be with a permanent rate of Seaman E-3, and a subsequent (temporary) rating, e.g., SN (IT3).

(b) Service obligation

(c) Enlistment/Affiliation bonus (if applicable)

(d) Conditions for payment and recoupment

(e) Specification of PRISE-R as accession program

(f) “A” and/or “C” school guarantee

(g) “A” school requirements or “A” school waiver provisions (if applicable).

(4) Document PRISE-R Sailors’ acquisition codes. Navy Recruiting Command will identify PRISE-R applicants in the Commander, Navy Recruiting Command (COMNAVCRUITCOM), Integrated

Recruiting Information Management System (CIRIMS) using unique identifier fields and codes to differentiate PRISE-R applicants. For tracking purposes, CIRIMS will indicate the conditions of the enlistment contract as Guaranteed “A” or “C” school, “A” or “C” school not required, or “A” or “C” school waived by the ECM and

(5) Ensure a monthly report of all PRISE-R accessions is submitted to BUPERS-32 SELRES ECM and COMNAVRESFORCOM (N11) for program management.

b. BUPERS-32 shall:

(1) Input PRISE-R “A” or “C” school quotas in the Training Requirements Module (TRM) based on the projected accession goals through the FYDP. Closely coordinate PRISE-R accession planning with COMNAVCRUITCOM, Operations Department (N3);

(2) Ensure PRISE-R NECs are assigned to members as they are accessed;

(3) Adjudicate reversion requests within 10 working days of receipt. Decisions will be based solely on the needs of the Navy and

(4) Ensure removal of conversion NECs upon successful conversion or failure to complete all requirements.

c. The PMO shall:

(1) Establish “A” or “C” school quotas for PRISE-R applicants based on the TRM inputs and as necessary, assist in obtaining additional quotas from unused AC and FTS seats, providing this information to CNRFC N7 and BUPERS-32 and

(2) Load seats in accordance with a Student Input Plan (SIP) provided by CNRFC N7 and assign PRISE-R quotas accordingly. Seat usage will continue to be tracked and reported as required.

d. CNRFC N7/N1 shall:

(1) Collect ADT-school requirements (N7);

(2) Coordinate “A” school assignments for PRISE-R Sailors guaranteed “A” school with PMO, Training Department (N7);

(3) Provide PMO the SIP with quotas required by month, rating and gender no later than 15th of each month;

(4) Assign PRISE-R Sailors to a billet in the rating the members are converting to per current assignment policy. Assignment Branch (N12) will submit via Career Management System Interactive Detailing (CMS/ID);

(5) Initiate bonus recoupment upon receipt of bonus termination letter from NRA, COMNAVRESFORCOM (N11);

(6) Initiate bonus payment, if eligible, upon notification from the NRA, COMNAVRESFORCOM (N11);

(7) Process NRA waivers and extension requests as required (COMNAVRESFORCOM (N7/N11));

(8) Ensure the NRA assigns the MAS code of TRP (COMNAVRESFORCOM (N11)); and

(9) Expedite communicating PMO PRISE-R guidance to the NRAs.

e. The gaining NRA shall:

(1) Ensure the NRA training department explains the scheduling process for completing “A” or “C” school during the first drill weekend. Because of the inherent constraints in availability and scheduling of “A” or “C” school seats, PRISE-R applicants with guaranteed “A” or “C” school must be informed during their first drill weekend of their obligation to schedule their “A” or “C” school by signing a NAVPERS 1070/613 stating their understanding of the requirement;

(2) Gain NAVETs using their rate and grade held at discharge. Contact the NSIPS Helpdesk to verify the member’s current rating held in the Navy personnel systems. Once the gain is processed and is reflected in NSIPS as Strength Code “1,” the NRA will make a personnel data entry in NSIPS, changing the permanent rating to the PRISE-R rating. **Do not change the effective date of rate** from the date of rate used when initially

gained (e.g. Member was a YN3 at discharge; and upon affiliation is converting to a IT; gain member as a YN3, then change to IT3 once gain is reflected in NSIPS as Strength Code “1”);

(3) Gain OSVETs as SN, AN, or FN. The NSIPS Helpdesk can be contacted for assistance with gains. Once the gain is reflected in NSIPS as Strength Code “1,” the NRA will make a personnel data entry in NSIPS changing the permanent rating to the PRISE-R rating. The effective date of rate for OSVETs is their accession date;

(4) Ensure electronic service record entries for NAVET personnel are entered with their permanent rating and subsequent (temporary) rating, e.g., MMFN (ITSN), MM3 (IT3). OSVET personnel will be enlisted with a permanent rate of Seaman E-3, with a subsequent (temporary) rating, e.g., SN (IT3);

(5) Assign PRISE-R affiliations the Mandatory Drill Code (MDC) “4,” Military Obligation Designator (MOD) “6,” and MAS code “TRP”;

(6) Submit a request for “A” or “C” school to CNRFC N7 within 30 days following the member’s first drill weekend for PRISE-R members with guaranteed “A” school. Refer to CANTRAC for required prerequisites and documentation. The request shall include the following:

(a) Signed NAVPERS 1306/7

(b) Current PRIMS data if available

(c) Confirmation of a final secret clearance through the Joint Personnel Adjudication System (JPAS) for personnel converting to ratings that require a clearance (e.g., Intelligence Specialist (IS), Information Technology (IT) and NAVPERS 1306/7 with annotation.

(7) Submit Active Duty for Training orders to “A” or “C” school via Navy Reserve Order Writing System;

(8) Conduct a Career Development Board (CDB) for PRISE-R Sailors within 60 days of affiliation and again at six months after affiliation;

(a) Address “A” or “C” school scheduling with individuals guaranteed “A” or “C” school. Nine months after affiliation, the NRA and/or Unit CO shall provide written counseling with Sailors who have not attended “A” or “C” school, and begin “A” or “C” school waiver submission (if applicable).

(b) Conduct a CDB for any Sailor not guaranteed an “A” or “C” school who has not scored a standard score of 37 on the Navy-Wide Advancement Examination after each exam cycle results are published.

(9) Track NEC removal requests. Submit NAVPERS 1221/6 (6-06), Navy Enlisted Classification (NEC) Request with supporting documentation including enlistment/affiliation documentation, “A” school completion certificates, NAVPERS 1070/604(Rev. 3-05), Enlisted Qualifications History entry, or Navy-Wide Exam Profile sheet to NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013), info copy to COMNAVRESFORCOM (N11) and BUPERS-32, requesting removal of conversion NECs upon successful conversion or failure to complete all requirements; and

(10) Notify COMNAVRESFORCOM (N11) after successful completion of all PRISE-R requirements.

13. **Adjudication Authority**. The table below summarizes adjudication authorities:

Overall Policy	Navy Total Force Plans and Policies, OPNAV (N13)
Approval authority for all PRISE-R applicants	NAVCRUITCOM
Recruiting issues and enlistment contracts	NAVCRUITCOM
Approval authority for disenrollment requests and reversion to permanent rating requests	BUPERS-32
“A” school scheduling	CNRFC N7
Selected Reserve issues/procedures/personnel monitoring	COMNAVRESFORCOM (N11)
“A” school seat quota management	PMO

MILPERSMAN 1133-062

ACTIVE COMPONENT AND FULL TIME SUPPORT (FTS) TO SELECTED RESERVE (SELRES) DELAYED AFFILIATION PROGRAM (DAP)

Responsible Office	BUPERS-32 Enlisted Community Manager	Phone: DSN COM FAX	882-3765 (901) 874-3765 882 2041

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free E-mail:	1-866-U ASK NPC uasknpc@navy.mil

---

Reference(s)	(a) BUPERSINST 1001.39F (b) COMNAVCRUITCOMINST 1130.8J (c) NAVMED P-117, Manual of the Medical Department (d) OPNAVINST 6110.1J (e) NAVSO P-6034, Joint Federal Travel Regulations, Volume 1 (f) DoDINST 1215.13 (g) BUPERSINST 1900.8D (h) COMNAVRESFORINST 1001.6 (i) RESPERS M-1001.5, Navy Reserve Military Personnel Manual (RESPERSMAN) (j) BUPERSINST 1610.10C (k) 10 U.S.C §1145 (l) USD(P&R) memo dated 01 Dec 2009

1. **Purpose**. This article sets forth policy and implements guidance for management of the Active Component (AC) and Full Time Support (FTS) to Selected Reserve (SELRES) Delayed Affiliation Program (DAP).

2. **Background**

a. DAP allows AC and FTS enlisted Sailors to delay in-rate affiliation with the SELRES for up to 6 months after expiration of active obligated service (EAOS), as extended. Eligible Sailors who choose to delay their affiliation due to transitional civilian obligations, or who cannot affiliate due

to an absence of SELRES in-rate Career Waypoint-Reenlistment quotas effective at EAOS, may request future quotas via a reservation system managed by the SELRES enlisted community manager (ECM). In return for a quota reservation, Sailors must satisfactorily participate in a voluntary training unit (VTU) of the Individual Ready Reserve (IRR) until their SELRES affiliation. Upon completion of their affiliation delay, they will be accessed into the SELRES by their local Navy recruiter.

b. DAP enables the continuum of service by providing Navy veterans a flexible affiliation option, helps solidify SELRES affiliation decisions by providing Sailors with a predictable start date, and optimizes the Navy's return on investment by retaining trained and experienced Sailors.

3. **Policy**

a. AC and FTS Sailors who desire delayed SELRES affiliation may request a future SELRES quota from up to 90 days prior to EAOS. Sailors must request delayed SELRES affiliation from the Bureau of Naval Personnel (BUPERS), SELRES ECM (BUPERS-328) via their chain of command. Sailors may request DAP only in their current rating. Sailors must indicate their requested affiliation date, desired Navy Reserve Activity (NRA), and IRR service option in the request.

b. AC and FTS Sailors who desire active duty to SELRES transition with no affiliation delay must obtain a SELRES quota using Career Waypoint-Reenlistment.

c. DAP requests will be approved by the SELRES ECM on a case-by-case basis. If approved, the SELRES ECM will reserve a future quota and designate the Sailor's affiliation month. The maximum allowable delay between AC and FTS separation and SELRES affiliation is 6 months. The SELRES ECM will notify the Sailor; Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N1); Navy Recruiting Command (NAVCRUITCOM), National Enlisted Programs Officer (NEPO); and Navy Personnel Command (NAVPERSCOM), Career Transition Office (CTO) (PERS-97) of all DAP approvals.

d. The number and phasing of SELRES quotas available for DAP will be determined by the SELRES ECM in collaboration with NAVCRUITCOM NEPO.

e. CTO will provide transition assistance to members approved for DAP and coordinate with COMNAVRESFORCOM, Assignment Branch (N12) to ensure proper generation of IRR assignment orders to the member's NRA, and VTU.

f. DAP Sailors will report to their NRA and conduct their first drill or muster with their assigned VTU, per their IRR assignment orders, no later than 60 days following their EAOS, or their SELRES quota reservation will be canceled. During this 60-day period, the NRA will adjudicate any missed inactive duty for training (IDT) periods as authorized absences for personnel assigned to the VTU. Any missed IDT periods beyond 60 days following a Sailor's EAOS will be adjudicated as unexcused absences.

g. Failure to meet the satisfactory VTU participation requirements may result in transfer to the active status pool of the IRR, or other administrative action per reference (a).

h. Upon successful completion of their service in the IRR VTU, DAP members will be accessed into the SELRES by NAVCRUITCOM in coordination with the SELRES ECM, and counted against Reserve Component (RC) end strength.

i. The member's NRA shall provide the recruiter a Reserve unit identification code (RUIC), unit name, and billet for the best fit unit. After the member is affiliated with the SELRES, (not while in VTU) the NRA shall assist the member in applying for a billet via Career Management System/Interactive Detailing (CMS/ID), if a billet was not previously identified with the recruiter. Following their SELRES affiliation, Sailors will conduct their first drill as a SELRES during the next scheduled drill weekend.

j. Failure to comply with the requirements and timelines outlined in this article may result in revocation of a Sailor's SELRES quota. Unexecuted DAP quotas will be returned to the SELRES ECM for reallocation.

4. **Eligibility**

a. All separating AC and FTS enlisted Sailors are eligible for DAP, provided they have no restrictions disqualifying them from SELRES affiliation per references (a) and (b). Sailors may request delayed affiliation, provided they have not reached

maximum age limit per reference (a), or 30 years of combined active and reserve military service.

b. Members who have reached SELRES high year tenure (HYT), per MILPERSMAN 1160-120, are not eligible for SELRES affiliation and may not request a DAP quota. Per reference (b), Sailors must be eligible to serve 2 years from date of actual SELRES affiliation, not AC and FTS separation, before reaching SELRES HYT.

c. Sailors must meet requirements as set forth in MILPERSMAN 1160-030 to establish reenlistment eligibility under continuous service conditions.

d. Sailors must meet physical qualifications for affiliation and retention in the RC as set forth in reference (c).

e. Sailors must comply with physical readiness standards, provided in reference (d), which are separate and distinct from physical qualifications.

5. **Application**

a. **Timeline and Sequence of Events**

(1) Sailor requests in-rate DAP affiliation from SELRES ECM 90 days prior to EAOS using NAVPERS 1306/7 Enlisted Personnel Action Request and NAVPERS 1306/97 Reserve Affiliation Screening Checklist and Contact Information sheet. Both forms must be fully completed and e-mailed to SELRES ECM@navy.mil for consideration. NAVPERS 1306/7 and NAVPERS 1306/97 may be accessed via the following link: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

(2) Sailors receive approval or disapproval from SELRES ECM via e-mail reply.

(3) If approved, Sailors contact CTO, per paragraph 8 of this article, for further guidance.

b. Sailors must include their desired NRA and requested affiliation month on NAVPERS 1306/7. The following is an example of a NAVPERS 1306/7 reason for submission statement:

"Request DAP to VTU, and SELRES affiliation effective October 2013 (no later than 90 days prior to EAOS) with Navy Operational Support Center (NOSC) Green Bay, WI."

c. When selecting their desired NRA, Sailors must be familiar with authorized travel and transportation allowances, as well as unit assignment limitations, based on reasonable commuting distance. A member who separates from active duty is authorized travel and transportation allowances per reference (e) chapter 5, part B, section 8.

d. A SELRES member who permanently changes his or her residence may not be assigned to a unit beyond a reasonable commuting distance without the member's consent per reference (f). Reasonable commuting distance is the maximum distance an obligated member of a RC may be required to travel involuntarily between residence and IDT site. Commuting distances are defined in reference (f) as either 50 or 100 miles. Sailors requesting an NRA beyond a reasonable commuting distance shall sign a permanent NAVPERS 1070/613 Administrative Remarks waving their rights to reasonable commuting distance per reference (f). NAVPERS 1070/613 may be accessed via the following link: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

e. Sailors with approved SELRES Career Waypoint-Reenlistment quotas may request delayed SELRES affiliation. If subsequently approved for DAP, the member's SELRES Career Waypoint-Reenlistment quota will be reallocated. Sailors approved for the Early Career Transition Program (ECTP) are not eligible for DAP. ECTP Sailors may request modification of transition date (if necessary).

6. **Approval**. The SELRES ECM will approve or disapprove DAP requests case-by-case, based on quota availability, demand signal, and shall determine the affiliation month for all approved Sailors.

7. **Notification**. The SELRES ECM will provide approval notification to the Sailor's command; COMNAVRESFORCOM, Manpower and Personnel (N1); NAVCRUITCOM; and CTO. The SELRES ECM will provide disapproval notification to the Sailor's command.

8. **AC and FTS to Individual Ready Reserve Processing**. Sailors involuntarily separated from active duty and subsequently

approved for DAP must comply with the requirements set forth in MILPERSMAN 1910-050 as a condition of eligibility for involuntary separation pay.

a. Sailors approved for DAP shall agree in writing to serve in the VTU until their SELRES affiliation by signing a permanent NAVPERS 1070/613 service record entry prior to separation from active duty. With their signature, Sailors acknowledge their understanding of an agreement to meet satisfactory participation requirements in the VTU in return for a SELRES quota reservation. A Sailor who enters into this written agreement and who is qualified for the Ready Reserve shall, upon such Sailor's separation from active duty, be enlisted as a reserve member.

b. DAP Sailors will be processed from the AC or FTS into the VTU via the CTO. Prior to a Sailor's discharge or release from active duty, the Sailor's command will forward the signed original NAVPERS 1070/613 (delayed affiliation agreement) to the supporting personnel office or personnel support detachment (PERSUPP DET) for completion of DD 214 Certificate of Release or Discharge from Active Duty and electronic submission of NAVPERS 1070/613 into the official military personnel file (OMPF).

c. The supporting personnel office or PERSUPP DET will forward the completed DD 214 to the Sailor's command for verification and accuracy by the member. Upon completion of the DD 214 verification, the Sailor's command will forward a signed copy of NAVPERS 1070/613 (delayed affiliation agreement) and DD 214 (verified worksheet) to CTO. If the Sailor is not qualified for the IRR VTU based on the verified DD 214, the command will resubmit NAVPERS 1306/97 to the CTO indicating final recommendation.

d. CTO will prepare an enlistment contract for the member's signature.

(1) **Member Present at Separating Command.** CTO will prepare an enlistment contract for the member's signature and forward to the Sailor's command. Once the enlistment contract has been signed by the member and the reenlisting officer, the Sailor's command will immediately forward the original signed copy to the personnel office or PERSUPP DET for electronic submission to the OMPF, and a signed copy to CTO.

(2) **Member not Present at Separating Command.** Special accommodations will be required for Sailors not present at their separating command (e.g., separation leave) to reenlist and sign the enlistment contract. CTO will prepare an enlistment contract under letter of explanation and forward to the member's NRA selected per paragraph 5 of this article. Once the enlistment contract has been signed by the Sailor and the reenlisting officer, the NRA will immediately submit the original signed contract to the OMPF and a signed copy to CTO.

e. Once DD 214 is complete, the supporting personnel office or PERSUPP DET will coordinate arrangement for Sailor's signature. If the Sailor is unavailable to sign, the supporting personnel office or PERSUPP DET will annotate "member not available for signature" and forward respective copies per reference (g).

f. Upon gaining the Sailor into the VTU, the CTO will assign a manpower availability status code of DAP in Navy Standard Integrated Personnel System (NSIPS), draft VTU orders in the IDT order writing system, and coordinate with COMNAVRESFORCOM (N12) for approval.

g. COMNAVRESFORCOM (N12) will forward approved VTU orders to the NRA and CTO, directing the Sailor (through CTO coordination) to report to the NRA within 60 days for duty with his or her VTU. These orders will also direct the Sailor to report to his or her local recruiter for SELRES affiliation processing no later than the 10th day of the month specified by the SELRES ECM in the DAP approval notification.

9. **IRR VTU Participation Requirements**

a. Unit assignment and participation requirements in the VTU are set forth in references (a), (h), and article 1300-030 of reference (i). Members participating in the VTU Program must maintain IDT participation requirements outlined in reference (a). Drill periods in the VTU are performed without pay; however, members receive retirement point credit and credit towards a qualifying retirement year for each drill period performed.

b. Members agreeing to serve in the VTU shall:

(1) Maintain assignment eligibility requirements per reference (a) to include medical, dental, and mobilization

readiness. NRA and VTU COs shall track individual readiness to ensure members maintain SELRES eligibility through their affiliation date.

(2) Maintain satisfactory participation per references (a), (h), and article 1300-030 of reference (i).

c. DAP members in the VTU may request ADT or active duty for special work (ADSW) orders, if funding and appropriate training and or operational support opportunities exist. If a member is approved for ADT or ADSW orders and projected to execute those orders beyond his or her SELRES affiliation month as specified by the SELRES ECM,

(1) the member must submit a complete recruiting package, per paragraph 11 of this article, to his or her local recruiter prior to execution of ADT and ADSW orders;

(2) the member's NRA will coordinate with COMNAVRESFORCOM (N12) to complete the SELRES gain in NSIPS during the specified affiliation month and update the member's manpower availability status code;

(3) COMNAVRESFORCOM (N12) will place the member in an "in assignment processing" (IAP) status and assign them to the local operational support unit; and

(4) upon the member's return from ADT or ADSW, the NRA shall assist the member in applying for a billet via CMS/ID.

d. DAP personnel in the VTU are eligible to take an advancement exam and advance to the next higher pay grade, provided they are satisfactory participants and have not reached SELRES HYT.

e. **Performance Evaluations.** VTU COs shall complete evaluation reports for DAP participants per reference (j).

10. **IRR Benefits**

a. VTU members are eligible for IRR benefits and entitlements per reference (a), chapters 15-20. Examples of benefits include: Servicemembers' Group Life Insurance eligibility; access to the commissary, Navy Exchange, and Morale, Welfare, and Recreation (revenue generating) facilities; a common access card (CAC) and CAC reader; a Navy and Marine

Corps intranet account; access to the Navy Reserve Homeport Web site; and an annual medical assessment to include vaccinations.

b. **Montgomery GI Bill-Selected Reserve (MGIB-SR) and Bonuses.** VTU service time will not count toward MGIB-SR or SELRES bonus eligibility. Upon transitioning to SELRES, Sailors may be eligible for affiliation or enlistment bonuses, provided they meet all requirements published in the current bonus naval administrative message (NAVADMIN). Reference (i) provides minimum SELRES service obligation required for a prior service enlistment or affiliation bonus. Sailors in ratings or NECs who may be eligible for a bonus must have sufficient obligated service remaining at the time of their SELRES affiliation to qualify.

c. **Transitional Assistance Management Program (TAMP).** Per reference (k), TAMP provides 180 days of transitional healthcare benefits to help certain uniformed Service members and their families transition to civilian life. Defense Enrollment Eligibility Reporting System (DEERS) is the official system of record for benefits eligibility. Additional transitional healthcare benefits information can be found at www.tricare.mil/tamp.

(1) Per reference (k), paragraph (a)(2)(A), Sailors involuntarily separated from active duty may be eligible for transitional health care benefits.

(2) DAP Sailors who voluntarily separate do not meet transitional healthcare benefits eligibility criteria under reference (k), paragraph (a)(2)(F). Per reference (l), members who voluntarily separate from active duty must affiliate with SELRES the day after separation in order to qualify for transitional healthcare benefits, unless they are otherwise eligible under reference (k) paragraph (a)(2).

(3) Sailors who affiliate with SELRES without delay to qualify for transitional healthcare benefits after voluntary active duty separation, and who later experience a temporary work conflict or personal hardship that precludes satisfactory SELRES participation, may request up to 6 months of authorized absences from their SELRES unit CO per reference (i), article 1570-010.

11. **SELRES**

a. After satisfactory participation in the VTU, per this article, Sailors shall report to their local Navy recruiting office for SELRES accession processing no later than the 10th day of the month in which the member is approved to affiliate. Through regular communication, the Sailor's NRA and the local recruiter will maintain awareness of the member's affiliation month and ensure the Sailor reports to the recruiter on schedule with the required documentation. The Sailor is required to provide a complete recruiting package to the local recruiter upon arrival. A complete recruiting package is defined in reference (b).

b. It is highly recommended that Sailors obtain copies of the following additional documentation prior to separation and present to the local recruiter for accession processing, as these copies are difficult to obtain after separation:

(1) Training records from NSIPS electronic service record;

(2) Last three evaluation reports (ensure accurate performance mark average if advancement eligible); and

(3) Physical Readiness Information Management Systems record.

c. With local recruiter assistance, the member will update the Joint Personnel Adjudication System to verify security clearance level and status, and complete all affiliation paperwork.

d. Immediately after SELRES accession, the local recruiter shall mail the original accession package to NAVPERSCOM, Records Management Policy Branch (PERS-313) for inclusion in the member's OMPF.

e. The member's NRA shall provide the recruiter a reserve unit identification code, unit name, and billet for the best fit unit. The recruiter will return the completed draft SELRES orders to the NRA. After coordination with the RC command, the NRA will forward the draft SELRES orders to COMNAVRESFORCOM, (N12) for approval. Upon COMNAVRESFORCOM (N12) approval, the member's NRA will forward the approved orders to the member and to the local recruiter.

f. Following SELRES affiliation, Sailors will conduct their first drill during the next scheduled drill weekend. The NRA shall assist the Sailor in applying for a billet via CMS/ID after he or she have been gained, if a billet was not previously identified with the recruiter. The NRA shall update the Sailor's manpower availability status code as required.

g. Once affiliated, Sailors may be authorized to receive a temporary deferment from involuntary mobilization. Mobilization deferment policy is outlined in current NAVADMIN located on Navy Personnel Command (NPC) Web site.

12. **Adjudication Authority**. The table below summarizes adjudication authorities:

Overall policy	OPNAV ((N132)
DAP Program Manager	BUPERS-328 (SELRES ECM)
IRR order request	NAVPERSCOM (PERS 97)
IRR order approval	NAVRESFORCOM (N12)
Transition assistance	NAVPERSCOM (PERS 97)
SELRES accession	NAVCRUITCOM
SELRES, VTU procedures/personnel monitoring	NAVRESFORCOM (N1)
IDT order request	NAVCRUITCOM
IDT order approval	NAVRESFORCOM (N12)

MILPERSMAN 1133-070

FULFILLMENT OF THE 8-YEAR OBLIGATION

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM	882-2303 (901) 874-2303

1. **Policy**

a. An 8-year obligor will be considered as having fulfilled their obligation when discharged

(1) administratively as authorized by Chief of Naval Personnel (CHNAVPERS) for the purpose of complete separation from military status;

(2) by sentence of a court-martial; or

(3) when obligor has served for a period of 8 years from the date of initial enlistment or induction as a member of the Armed Forces, Regular or Reserve, on active duty, or a combination of such duty.

b. In computing service for this purpose, all periods of lost time from active service due to unauthorized absence, confinement, nonperformance of duty (civil arrest), and sickness misconduct as defined in this article or in this manual relating to making up lost time shall be deducted. Upon completion of the period of service, the member shall, if otherwise eligible therefore, be discharged by reason of expiration of enlistment or fulfillment of service obligation, as appropriate.

2. **Exception**. The 8-year obligation is not considered terminated upon discharge or other type of separation for the purpose of immediate entry or re-entry in the same or any other component of the Armed Forces in the same or any status or for the purpose of entry into an officer training program in which the member has a military status. Additional service shall be counted toward fulfillment of the obligation.

3. **Further Exception**. Eight-year obligors shall not be discharged upon entry into an officer-training program in which they would not have military status.

MILPERSMAN 1133-090

NEW ACCESSION TRAINING (NAT) PROGRAM

Responsible Office	OPNAV (N13)	Phone: DSN COM	223-2305 (703) 693-2305

References	(a) NAVCRUITCOMINST 1130.8H (b) NAVADMIN 344/06 ASVAB Qualification Scores (c) BUPERSINST 1001.39F (d) BUPERSINST 1430.16F (e) BUPERSINST 1900.8C (f) DODFMR, Volume 7A, Chapter 1 (g) DODFMR, Volume 7A, Chapter 35 (h) COMNAVRESFORINST 1001.5E (i) 38 U.S.C., Chapter 33

Forms	(1) NAVCRUIT 1110/112 (Rev. 1-08), New Accession Training Program Statement of Understanding (2) NAVCRUIT 1133/52 (Rev. 5-08), New Accession Training (NAT) Program Enlistment Guarantee (3) NAVRES 1570/2 (Rev. 1-98), Satisfactory Participation Requirements/Record of Unexcused Absences (4) NAVRES Incentive Agreement 1-4 (6-06), New Accession Training (NAT) Enlistment Bonus Written Agreement for the Navy Reserve Incentives Program (5) DD 1966/1 (3-07), Record of Military Processing – Armed Forces of the United States (6) DD 2366 (Rev. 6-02), Montgomery GI Bill Act of 1984 (MGIB) (7) DD 368 (11-94), Request for Conditional Release

1. **Purpose**. This article provides policy and guidance for the management of the New Accession Training (NAT) Program, formerly known as Non-Prior Service Basic.

2. **Background**. The NAT Program is a Reserve accession program for non-prior service enlistees who are placed in an active duty (ACDU) status in approved ratings to attend full recruit

training, “A” School, and in some cases, follow-on “C” School before serving in the Reserve Component (RC). After completion of appropriate training levels, Sailors will be transferred to the Navy Reserve Activity (NRA) closest to their home of record for release from ACDU and assignment into a reserve unit.

3. **Policy**. NAT participants will be managed per

- this article;
- references (a) through (i);
- MILPERSMAN 1430-010, 1510-030, 1900-808, and 1910-154; and
- future NAVADMIN messages.

This program is funded under Reserve Personnel, Navy. Candidates will be accessed as United States Navy Reserve (USNR) recruits (Branch and Class of Service Code 32), and count against RC strength.

4. **Eligibility**. In order to be eligible, recruits must meet the following criteria:

a. Must not have been a prior member of any component of the Armed Forces of the United States.

b. High School Diploma Graduates (Education Tier I) are desirable; however, High School Graduates (Education Tier II) and Non-High School Graduates (Education Tier III) who qualify per reference (a) are also eligible.

c. Meet minimum Armed Services Vocational Aptitude Battery Test (ASVAB) requirements for specific ratings of enlistment per reference (b).

5. **Service Obligation**. NAT Program enlistees incur an 8-year military service obligation (MSO). This MSO will consist of the following:

a. Initial Active Duty for Training (IADT) (Recruit Training, Apprenticeship Training, “A” School and “C” School if applicable), **followed by**:

b. Six years in the Selected Reserve (SELRES) (which begins when the Sailor reports for IADT), **followed by**:

c. Remainder of MSO in either the SELRES, the Individual Ready Reserve (IRR), or if approved, recall to ACDU.

6. **Enlistment Contract**. Navy Recruiting Command (NAVCRUITCOM) will identify and process qualified applicants for enlistment into the NAT Program and ensure the wording of the initial recruit contract reflects the unique requirements of the NAT Program.

a. **Initial Contract**. The initial recruit enlistment contract will be written with an adjustable 6-month end of active obligated service (EAOS). The Personnel Support Activity Detachment (PERSUPPDET) supporting the specific school to which the NAT Sailor is assigned will be the designated authority to adjust the EAOS to ensure the member has adequate time remaining on ACDU for completion of all required training, travel to the NRA, and out-processing.

(1) **ASVAB/Physical/Qualifications Review/Documentation/ System Entries**. Military Entrance Processing Stations (MEPS) will administer the ASVAB, conduct a physical examination, and ensure the applicant is qualified for enlistment. The Navy Recruiting District classifier will ensure the applicant is qualified for the NAT program and meets qualifications for the rating assigned. Reservations will be made utilizing the Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE) system. Classifiers will also ensure all enlistment guarantees are documented and the applicant signs the most current version of the following:

- NAVCRUIT 1110/112 (Rev. 1-08), New Accession Training Program Statement of Understanding.
- NAVCRUIT 1133/52 (Rev. 5-08), New Accession Training (NAT) Program Enlistment Guarantee.
- NAVRES 1570/2 (Rev. 1-98), Satisfactory Participation Requirements/Record of Unexcused Absences.
- NAVRES Incentive Agreement 1-4 (6-06), New Accession Training (NAT) Enlistment Bonus Written Agreement for the Navy Reserve Incentives Program. (Current versions of the NAVRES Incentive Agreement 1-4 can be found at **http://navyreserve.navy.mil** under “Enlisted Bonuses”).

Classifiers will refer to reference (a), Volume III for information necessary to document the proper acquisition and program enlisted codes to be entered on page 1 of

DD 1966/1 (3-07), Record of Military Processing – Armed Forces of the United States. MEPS personnel shall enter these codes into the Military Entry Processing Command Interactive Resource System (MIRS) which interfaces with the Navy Enlisted System (NES). This will create an Enlisted Master File, identifying NAT Sailors with a **Special Program Indicator (SPI) "3"** for tracking purposes in corporate Navy personnel information technology systems.

(2) **Delayed Entry**. Per reference (f), NAT personnel enlisting, but not reporting immediately for IADT are placed in a Delayed Entry Training (DET) Program status. NAT enlistees do not receive Pay Entry Base Date credit for time spent in DET.

(3) **Coordinator/Advisor**. The Navy Recruiter will make every effort to introduce NAT enlistees in the DET to the affiliating NRA NAT Coordinator and/or the Senior Enlisted Advisor (SEA). This process ensures a smooth transition to the NRA upon completion of IADT. Questions concerning the enlistee's RC status and obligations can be answered at this time.

(4) **Special Assignments**. NAT accessions are eligible for assignment to special recruit companies and may be assigned when circumstances permit. Assignment to a special company must not interfere with programmed training, future "A/C" School assignments, or mandatory release dates. IADT orders will not be extended to facilitate continued attendance in special companies unless such extensions are consistent with Navy Reserve training requirements.

(5) **Submit Gain/Establish Pay Record/Tracking Codes**. Upon reporting to Navy Recruit Training Command (NAVCRUITRACOM), Personnel Activity Support System (PASS) organizations will submit a Navy Standard Integrated Personnel System (NSIPS) strength gain establishing a pay record in the Defense Joint Military Pay System – Active (DJMS-AC). Unique personnel accounting codes assigned for tracking NAT personnel are as follows:

- SPI Code "3"
- Term of Enlistment "8"
- Branch/Class "32"
- Program Enlisted for "ARBXX (2 letter rating)"
- Acquisition Code "10" for males and "50" for females

b. **Accelerated Advancement**. NAT Sailors graduating recruit training may be eligible for accelerated advancement per MILPERSMAN 1430-010 and 1510-030. NAT Sailors in certain ratings may attend an advanced electronics or technical training pipeline. NAT Sailors that graduate from these pipelines (e.g., IS and CTN) are eligible for advancement to E-4 in the same manner as their Active Component (AC) counterparts.

c. **Volunteers for Special Programs**. Participants who volunteer and are accepted to one of the following programs will be disenrolled from the NAT program and reclassified to support the requirements of the new program:

(1) Special Operator (SO).

(2) Explosive Ordnance Disposal (EOD).

(3) Special Warfare Combatant Crewman (SWCC).

(4) Fleet Marine Force Reconnaissance Corpsman (HM 8427). Request for reclassification of NAT participants must have prior approval of Office of Chief of Naval Operations (OPNAV), Military Personnel Plans and Policy Division (N13). Bureau of Naval Personnel (BUPERS), Production Management Office (PMO) (BUPERS-00C2) will provide reclassification guidance.

d. Order Writing

ACTIVITY	**ORDERS TO**
NAVCRUITCOM	Orders to recruit training are issued by NAVCRUITCOM via the enlistment contract.
Navy Recruit Training Command (NAVCRUITRACOM)	NAVCRUITRACOM is responsible for issuing orders to “A” School via the servicing PERSUPPDET.
“A” School	Each “A” School shall submit an availability for orders to Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40).
NAVPERSCOM (PERS-40)	NAVPERSCOM (PERS-40) will issue orders directing members to their ultimate duty activity (the NRA guaranteed on their enlistment contract).
NOTE: If unforeseen circumstances arise that require a change in ultimate duty activity, **NAVCRUITRACOM** or **“A/C” School support staff** shall coordinate with the NAT Regional Representative/ Assistant listed in paragraph 10.	

7. **Incentives**

a. NAT personnel may be entitled to an enlistment bonus as identified in their enlistment contract. NAT Sailors will receive their bonus after successful completion of IADT and affiliation at their designated NRA. If they are reclassified into another NAT rating, they may be eligible for the bonus associated with that NAT rating/NEC upon successful completion of that training pipeline and affiliation at their designated NRA.

b. NAT participants who **fail** to satisfactorily complete their 6-year drill obligation, or voluntarily recall to ACDU in a Regular Component prior to the completion of their 6-year drill obligation, shall refund to the United States Government a prorated amount of their total bonus, equal to the period of service not performed. Waivers of recoupment, in whole or in part, require Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N1C21) approval.

8. **Failure to Complete Pipeline Training**

a. Sailors who **fail to complete recruit training** will be processed for entry level separation (ELS) per MILPERSMAN 1910-154.

b. Sailors who **fail to complete "A/C" School for academic reasons** will be reclassified into another NAT rating for which they are qualified and a vacancy exists. Reclassification must be completed prior to transferring the NAT Sailor to the assigned NRA. If the member does not qualify for reclassification into another NAT rating, the member will be transferred to the NRA listed on their orders as a non-designated seaman and will forfeit the NAT bonus.

c. Sailors who **fail to complete "A/C" School for disciplinary reasons** may be discharged from Naval Service if administrative separation is warranted per MILPERSMAN 1910 articles and not allowed to affiliate with the Navy Reserve without NAVPERSCOM, Reserve Personnel Management Department (PERS-9) approval.

d. For **medical failures**, medical separation procedures must be performed at the member's current activity.

e. NAT participants who successfully complete "A" School, but **fail to complete a required follow-on "C" School** will be ordered to the NRA as a rated Sailor (based on the completed "A" School), without the associated "C" School NEC and will lose their original bonus eligibility. Members may be eligible for an adjusted bonus dependent on the current incentive NAVADMIN.

9. **GI Bill Benefits**

a. **Montgomery GI Bill Selected Reserve (MGIB-SR) Program Eligibility**. NAT participants are eligible for the MGIB-SR Program and must be made eligible upon affiliation at their NRA.

b. **Active Component MGIB**. NAT participants are not eligible for the Active Component MGIB and will be automatically disenrolled from the program when accessed into IADT. NAVCRUITCOM shall include verbiage and a space for initials/ signature of the recruit in the initial enlistment contract to ensure members are aware of their ineligibility. NAVCRUITRACOM shall ensure members do **not** sign a DD 2366 (Rev. 6-02), Montgomery GI Bill Act of 1984 (MGIB).

c. **Post 9-11 GI Bill**. NAT Sailors are not initially eligible for the Post 9-11 GI Bill. They may become eligible after completion of IADT and upon meeting the aggregate qualifying period of ACDU service per reference (i).

10. **Transition from IADT to Drill Status**. NAVCRUITRACOM, "A/C" School support staff, NAT Regional Representatives/ Assistants, and NRA NAT Coordinators must be proactively involved to ensure transition is as seamless as possible for these Sailors.

a. **Assistance/Sponsorship**. NAT Regional Representatives/ Assistants have been assigned to the following locations to assist/sponsor NAT Sailors from the date of reporting to their assigned "A/C" school through reporting to their assigned NRA:

Location	**Area of Responsibility**
NAVOPSPTCEN BALTIMORE MD	MC
NAVOPSPTCEN CORPUS CHRISTI TX	MN
NAVOPSPTCEN FORT WORTH TX	CE, UT (SHEPPARD AFB)
NAVOPSPTCEN GULFPORT MS	BU, SW, AG (KEESLER AFB)
NAVOPSPTCEN MERIDIAN MS	AZ, PS, RP, SH, SK, YN
NAVOPSPTCEN NORFOLK VA	IS, MA

NAVOPSPTCEN PENSACOLA FL	AD, AME, AM, AO, AS, PRAC, AE, AT, AV, CTT, CTM, CTN, CTR, IT
NAVOPSPTCEN PORT HUENEME CA	CM
RTC GREAT LAKES IL	HM, AECF, BM, CS, DC, EM, EN, GM, GSE, GSM, HT, MM, MMS, QM
NAVOPSTCEN SAN ANTONIO TX	MA (LACKLAND AFB)
NAVOPSTCEN SAN DIEGO CA	8404 (CAMP PENDELTON)
NAVOPSTCEN SPRINGFIELD MA	EA, EO (FORT LEONARDWOOD MO)
NAVOPSTCEN WILMINGTON NC	8404 (CAMP LEJEUNE NC)

b. **Transition Actions**. The following actions will be used to transition Sailors to the Drilling Reserve:

(1) **Liaison on Issues/Status**. NAT Regional Representatives/assistants will liaison with the

“A/C” School;
NRA;
NAVPERSCOM, Full Time Support Division (PERS-4012); and
Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N11);

concerning issues that may arise with the Sailor’s current status. They will also work closely with the “A/C” Schools coordinating the care of those Sailors who have been dropped from school due to academic, medical, or disciplinary reasons.

(2) **Designation/NEC System Entries**. NAT Regional Representatives/Assistants will coordinate with the “A/C” School and respective PERSUPPDET to ensure NAT Sailors that have graduated from “A/C” school have their rate designations/NECs entered into NSIPS/Standard Training Activity Support System (STASS) prior to departing for their assigned NRA.

(3) **Medical**. Provided the NAT enlistee has a valid physical examination and the accumulated IADT does not exceed 24 months from date of enlistment, no additional medical screening or physical examination for the purposes of release from ACDU and subsequent affiliation is required for transfer to the NRA. If total IADT time exceeds 24 months, or the Sailor is discharged prior to transfer to the NRA, the separating command shall ensure the member completes a physical screening prior to transfer/separation per MILPERSMAN 1900-808.

(4) **Travel and Leave**. Upon receipt of orders, members are authorized travel and leave entitlements per references (f) and (g). **Leave is not authorized en route to the NRA**. Sailors

will report directly to their designated NRA for release from ACDU and affiliation processing. Upon completion of NRA processing, member shall be placed on separation leave. If the member does not have enough leave to cover the entire processing period, the NRA has the authority to muster the member physically or via telephone until the active component loss transaction posts. Unused leave shall be sold back upon release from ACDU.

(5) **Welcome Aboard/Sponsorship**. Upon notification of the NAT Sailor's arrival, the NRA Sponsor Coordinator will provide the inbound Sailor with a welcome aboard package and sponsorship information.

(6) **Documentation and Processing Requirements**. The NRA shall submit all documentation required for release from ACDU to the servicing PERSUPPDET within 2 working days of the Sailor's arrival at the NRA. The member's service record shall **not** be forwarded to the PERSUPPDET. All required documentation shall be submitted via e-mail or via TOPS (Transaction on-line Processing System), if available, to PERSUPPDET. NRAs are authorized to **provide contract berthing for up to 2 days** for members living outside the local geographic area to complete separation processing.

(7) **ACDU Release/Gain Processing**. Within 10 working days of receipt of required documentation from the NRA, PERSUPPDET must process the Sailor's ACDU gain to the NRA (ACC 380) and the release from ACDU, even if the EAOS is beyond that time frame.

(8) **NSIPS-RC Entries**. The NRA will enter the 6-year SELRES drill obligation in NSIPS-RC with the **Mandatory Drill Code (MDC) 1** and **Military Obligation Designator (MOD) 5**.

11. **SELRES Participation**. Per reference (c), failure to meet satisfactory SELRES participation requirements will result in Administrative Separation processing. Sailors who fail to maintain satisfactory participation are subject to

- prorated recoupment of NAT incentive,
- punishment under the Uniform Code of Military Justice (UCMJ),
- administrative separation, and/or
- involuntary recall.

Administrative separation requests shall be forwarded to NAVPERSCOM, Reserve Enlisted Status Branch (PERS-913) for adjudication.

12. **ACDU Assignments**. Per reference (c), NAT enlistees may request voluntary recall to Navy Active Component after affiliation with a drilling unit. Requests will be considered subject to the needs of the Navy. All DD 368 (11-94), Request for Conditional Release, shall be submitted to NAVPERSCOM (PERS-913) for adjudication. If approved, NAT incentive eligibility will be terminated and any unearned portion of the incentive will be subject to recoupment.

13. **Tracking and Reporting of NAT Enlistments**. COMNAVRESFORCOM (N11) shall track NAT program personnel ensuring accountability by individual from IADT through completion of SELRES obligation. Tracking shall include training pipeline completion, affiliation, and retention.

14. **Adjudication Authority**. This article provides policy, defines process, and assigns accountability for the implementation of the Navy's NAT Program. The table below assigns adjudication authority to make determinations on matters as follows:

ACTION	**AUTHORITY**
Overall policy.	OPNAV (N13)
Recruiting issues, enlistment contracts, and initial orders to training pipeline.	NAVCRUITCOM
Order writing from "A/C" School to the NRA	NAVPERSCOM, Career Management Department (PERS-4)
SELRES policy/procedures.	Office of Chief of Navy Reserve (OCNR) N095/COMNAVRESFORCOM (N1C2)
Change in enlistment programs.	OPNAV (N13)/NAVCRUITCOM
Post accession reclassification.	BUPERS PMO (BUPERS 00C2)
Incentives/Tracking.	COMNAVRESFORCOM (N11)

MILPERSMAN 1160-010

AGE LIMITATION OF ENLISTED PERSONNEL FOR CONTINUATION ON ACTIVE DUTY

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	664-5103 (703) 604-5103 604-3916

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) NAVMED P-117, Manual of the Medical Department (MANMED)

1. **Policy**. Enlisted personnel on active duty or inactive duty being considered for indefinite recall

a. who will not complete sufficient service creditable for transfer to the Fleet Reserve prior to their 55th birthday; or

b. who will not complete sufficient service for 30-year retirement on or prior to their 65th birthday

may not acquire active obligated service without specific authorization by Navy Personnel Command (NAVPERSCOM), except as indicated in this article.

2. **Members with Insufficient Service Prior to 55th Birthday**. Members who will not complete sufficient service creditable for transfer to the Fleet Reserve prior to reaching their 55th birthday may not enlist, reenlist, extend and or agree to remain on active duty without prior approval by NAVPERSCOM except for the following:

a. Members approaching, attaining, or exceeding 55 years of age who have 16 or more years of active service creditable for transfer to the Fleet Reserve upon the expiration of present enlistment as extended may reenlist, extend, and or agree to remain on active duty under appropriate articles in this manual.

b. Members will not be allowed to acquire active obligated service beyond their 55th birthday, unless they will not be eligible for transfer to the Fleet Reserve until after that

date. Commanding officers (COs) will limit members terms of active obligated service so that they expire upon completion of sufficient service for transfer to the Fleet Reserve and will advise such members to submit their Fleet Reserve request per MILPERSMAN 1830-040.

3. **Members with Insufficient Service for 30-Year Retirement Prior to 65th Birthday**

a. Members who have not attained 65 years of age, and who require active obligated service beyond that age to qualify for retirement at 30 years of active service may not reenlist, extend, and or agree to remain on active duty without prior approval of NAVPERSCOM.

b. Exceptions may be granted for members approaching, attaining, or exceeding 65 years of age who have 28 years of active service for retirement upon the expiration of their present enlistment as extended. If approved, members may reenlist, extend, and or agree to remain on active duty for that period of time required to complete 30 years of service.

c. Requests for continuation on active duty beyond 30 years will not be entertained. Such members will be advised of the provisions of MILPERSMAN 1300-600 regarding reassignment to duty of choice for the last 2 years prior to completing 30 years of active service and to submit their request for retirement per MILPERSMAN 1800-020.

4. **CO's Responsibility for Requests for Continuation on Active Duty**.

a. Requests for continuation on active duty from personnel in the above categories will be submitted to NAVPERSCOM, Personnel Performance and Transition Division (PERS-83) using NAVPERS 1306/7 Enlisted Personnel Action Request, specifying the term of service desired. COs will take the following action:

(1) Order the member to be examined, per reference (a), to determine physical fitness for assignment to sea duty.

(2) Complete individual's official data section of NAVPERS 1306/7 and include in the CO's comments and recommendations section a recommendation concerning reenlistment.

(3) Report the results of the physical examination, making appropriate recommendations with regard to any defect that would become aggravated by assignment to sea duty.

b. COs are cautioned to carefully evaluate the member's performance and ability to continue to perform during the period of continuation on active duty. Those cases wherein the CO feels that the member should not be continued on active duty may be referred to NAVPERSCOM, Active Enlisted Programs (PERS-811) for final determination.

5. **Processing Requests**. Members in the above categories who request continuation on active duty will have their requests reviewed by NAVPERSCOM (PERS-811) and the enlisted community managers. Selection will be determined by the member's performance, qualifications, and the needs and best interests of the Navy. Members will be notified of the final determination made on their request.

MILPERSMAN 1160-020

REENLISTMENT CEREMONY

Responsible Office	NAVPERSCOM (PERS-81)	Phone:	DSN	882-3238
			COM	(901) 874-3238
			FAX	882-2623/2771

Reference	(a) 10 U.S.C. 502(a)

1. **Background**. For centuries service men and women have answered the call of duty in national defense. Nothing so solemnly affirms one's commitment to that duty better than the enlistment oath of office. Raising one's right hand, swearing/affirming personal devotion to defending the Constitution of the United States, pledging faith and allegiance to that same document, taking on this incredible burden by sacrificing one's livelihood and potentially one's life freely, without mental reservation or purpose of evasion, and promising to perform one's duties to the best of one's abilities with one's moral conscience as a guide while under the watchful eye of the deity, means much more than just signing a job employment application. During a reenlistment ceremony, the reenlisting Sailor makes a personal commitment in a public forum to wear the cloth of the nation with honor, courage, and commitment.

2. **Policy**

a. Reenlistment is a significant event in the career of an enlisted member. As such, it should be accorded a meaningful ceremony to recognize the member's high-quality performance, as indicated by the recommendation for reenlistment. Therefore, reenlistment ceremonies are to be conducted in a dignified manner that appropriately reflects the importance of the oath that the Sailor is taking. This includes the participants wearing the proper uniform and conducting themselves in an appropriate manner.

b. The commanding officer (CO) or, in his/her absence, the executive officer (XO) should preside.

c. Per reference (a), the President, the Vice-President, the Secretary of Defense, any commissioned officer, and any

other person designated under regulations prescribed by the Secretary of Defense may administer the reenlistment oath.

3. **Responsibility**. All hands, superiors and subordinates, should ensure reenlistment ceremonies are conducted in a meaningful and professionally appropriate manner. Each reenlistment shall be performed in uniform and should be memorable with the right tone and venue to reflect pride, professionalism, respect, and dignity for the oath and the United States Navy. The CO should follow the additional procedures listed below, as appropriate.

Step	Action
1	Consider the member's desires concerning a. the time and location of the ceremony. b. the family members, special guests, and shipmates to be invited.
2	Arrange for photographic coverage of the ceremony, with copies of the prints to be presented to the member. Forward press releases to the member's ship or station, hometown, and local newspapers.
3	Organize a brief social gathering for members and their guests, to follow the ceremony.
4	Provide transportation within the naval installation to and from the ceremony for the member's guests.
5	Grant special liberty and/or reenlistment leave (MILPERSMAN 1050-040) as soon as possible following the reenlistment.
6	Personalize the occasion with other recognition, as appropriate.
7	Since all payments are processed electronically, present, if desired, a ceremonial reenlistment bonus (dummy) check, if one is due.

MILPERSMAN 1160-030

CERTAIN ENLISTMENTS AND REENLISTMENTS UNDER CONTINUOUS SERVICE CONDITIONS

Responsible Office	NAVPERSCOM (PERS-81)	Phone: DSN COM FAX	882-3205/4993 (901) 874-3205/4993 882-2623

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD 7000.14-R, Department of Defense Financial Management Regulation (DODFMR), Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay (b) 10 U.S.C. (c) BUPERSINST 1610.10C (d) OPNAVINST 6110.1J (e) NAVMED P-117, Manual of the Medical Department (f) COMNAVCRUITCOMINST 1130.8J (g) Public Law 112-81, Section 527, National Defense Appropriation Act of Fiscal Year 2012

1. **Definitions**. **"Continuous service"** is defined as service in the Regular Navy or Navy Reserve that is continued by **reenlistment** under the following conditions:

a. **Reenlistment within 3 months** following discharge or release from active duty. A member who is reenlisted on the same day of the month, 3 calendar months from date of discharge or released from active duty, is reenlisted "within 3 months."

Example: A member discharged or released from active duty on 7 December may be reenlisted on any day up to, and including, 7 March and retain continuous service.

b. **Reenlistment within 6 months** following discharge or release from active duty, provided the member is classified RE-R1. A member who is reenlisted on the same day of the month, 6 calendar months from date of discharge or release from active duty, is reenlisted "within 6 months." For conditions and entitlement to bonuses refer to reference (a).

c. If a member has previously served an enlistment in the **Regular Navy** (not including service as an inductee) **or Navy Reserve**, member's enlistment therein will be a "**reenlistment**."

d. "**Enlistment (under continuous service conditions)**" is applicable to the enlistment of a member of the **Regular Navy** who enlists in the **Navy Reserve,** or a member of the **Navy Reserve** who enlists in the **Regular Navy** within the time frame defined above for "continuous service" after expiration of obligated service (OBLISERV), or at any time prior to the expiration of OBLISERV.

e. **Enlistment or reenlistment in the Navy Reserve** following discharge from the Regular Navy does not prejudice a member's right to reenlist under continuous service conditions in the Regular Navy.

2. **Term of Reenlistment**

a. Members on **active duty** reenlisting in the **Regular Navy** or the **Navy Reserve** may reenlist on board for a term of **2**, **3**, **4**, **5**, **or 6 years** per reference (b). The term of the enlistment contract must equal or exceed the period of service for which already obligated. **In all cases**, members reenlisting 3 months or less prior to the normal expiration of enlistment, or enlistment as extended, will be considered as having completed their initial contract. Members on active duty are precluded from serving beyond their high year tenure (HYT) date, as outlined in MILPERSMAN 1160-120 or other management control directives, and will be authorized to reenlist for terms as reflected in the appropriate directive. The term of reenlistment will be dependent upon the member's length of service and the member's HYT (i.e., 8 years for E-4 U.S. Navy personnel). Full time support (FTS) personnel must have a 24-month minimum Reserve active duty obligation (RADO) for reenlistment. RADO of less than 24 months must meet conditional extension criteria in MILPERSMAN 1160-040.

b. The term of enlistment or reenlistment in the Navy Reserve for personnel on **inactive duty** shall be for **2**, **3**, **4**, **5**, **or 6 years** per reference (b). Members initially enlisted Regular Navy who are completing their statutory military service obligation (MSO) in a Navy Reserve capacity may enlist in the Navy Reserve for a term of **2**, **3**, **4**, **5**, **or 6 years**, provided such enlistment is effected under continuous service conditions.

3. **Policy and Eligibility Requirements**

a. This article contains the general provisions governing certain enlistments and reenlistments in the Regular Navy or Navy Reserve under continuous service conditions. Members reenlisting in the Regular Navy or Navy Reserve must be:

(1) U.S. citizens;

(2) Noncitizen nationals; or

(3) Immigrant alien members who have been lawfully admitted into the U.S. under an immigrant alien visa for permanent residence.

b. To be eligible for reenlistment in the Regular Navy, a member must be eligible for, or have been separated from the most recent Regular Navy or Navy Reserve service by reason of expiration of enlistment or active OBLISERV, fulfillment of service obligation, or convenience of the Government. Additionally, the member must:

(1) Be medically qualified;

(2) Meet the eligibility standards prescribed, including HYT, as set forth in MILPERSMAN 1160-120;

(3) Have been recommended by the member’s commanding officer (CO) for reenlistment; and

(4) Meet quality control standards as outlined in this article.

c. Navy reservists on active duty (general assignment or recall) may not reenlist U.S. Navy (USN) or continue on active duty without authority from Navy Personnel Command (NAVPERSCOM), NEAS/Reserve Enlisted Programs Branch (PERS-812).

d. FTS personnel may not reenlist in the Regular Navy, likewise Regular Navy into the FTS community, without approval from NAVPERSCOM, Reserve Personnel Admin Division (PERS-91).

e. A member must meet the following **professional growth criteria** to establish reenlistment eligibility:

(1) Serving as a petty officer;

(2) Serving in pay grade E-3 having passed the Navy-wide advancement examination, but not advanced (passed but not advanced (PNA)), or formerly been a petty officer in current enlistment and be currently recommended for advancement to pay grade E-4.

(3) Personnel that fall under the Perform to Serve (PTS) Program must have approval prior to reenlistment.

f. Additionally, the member must be promotable and recommended for advancement and retention, as outlined in reference (c), on the last two graded evaluations (not observed evaluations are not considered graded). Not meeting one or both criteria indicates a failure to meet the professional growth criteria and will result in denial of further extensions or reenlistment.

g. Additional service performed under a reenlistment that immediately follows discharge is counted toward fulfillment of statutory MSO in the case of members who incurred such obligation under the provisions of the **Military Selective Service Act**, as amended.

h. To determine reenlistment eligibility for members not in compliance with physical fitness assessment (PFA) refer to reference (d).

i. The physical standards for reenlistment are prescribed in Chapter 15 of reference (e), which directs use of the periodic health assessment to determine suitability for continued service. Qualification for continued service should be based on the ability of members to perform the functions of their rate, rank, or occupational specialty without physical or medical limitations at sea, shore, or isolated duty.

(1) Waivers of physical defects may be recommended per reference (e). Members who are classified as physically qualified for limited duty only shall be given a physical examination and a report shall be forwarded with appropriate recommendation to NAVPERSCOM, Disability/Retirements/Limited Duty Branch (PERS-82), via Chief, Bureau of Medicine and Surgery (BUMED), in sufficient time to permit a final determination prior to normal separation date.

(2) The CO of a U.S. naval hospital is authorized to reenlist a member who is eligible and otherwise qualified, who so desires and whose enlistment expires while in a patient status, provided it is anticipated that the member will be physically and otherwise qualified for full duty immediately upon discharge from hospitalization. Certification shall be made on the report of physical examination for reenlistment that the member is in a patient status and that the defect or condition for which the member is under treatment would be unlikely to hinder the member's performance upon return to full duty status immediately upon discharge from hospitalization, and that it may reasonably be anticipated that the member will be physically qualified for reenlistment per regulations. The military treatment facility and servicing Personnel Support Detachment (PERSUPP DET) shall ensure the operational screening is completed prior to availability report submission, see MILPERSMAN 1300-800.

(3) Per reference (g), a member who has been found fit for continued naval service by a physical evaluation board (PEB) may not be denied reenlistment for the physical condition for which the member was reviewed and found fit by the PEB. Members must remain compliant with all other eligibility criteria identified in this article.

4. **Criteria for Preferred Reenlistment (RE-R1)**

a. Use the table below for criteria for preferred reenlistment (RE-R1). (If RE-R1 is not applicable, use the RE-1 or as service record warrants.)

Reenlistment Point	Pay grades	Qualifying Criteria
8 years of service	E-3 and below	RE-R1 not authorized.
	E-4	Pass E-5 advancement exam. Have overall trait average 2.5 or above.
	E-5 and above	Overall trait average of 3.0 or above. No performance mark below 2.0 in any trait.
8 to 20 years of service	E-4 and below	RE-R1 not authorized.
	E-5	RE-R1 not authorized for E-5 being separated due to HYT (14 years if active duty service date is 01 July 1995 or later).

	E-5 and E-6	Overall trait average of 3.0 or above. No performance mark below 2.0 in any trait.
8 to 20 years	E-7 and above	Overall trait average of 3.0 or above. No performance below 2.0 in any trait.
Beyond 20 years	E-6 and below	RE-R1 not authorized.
	E-7 and above	No performance mark below 2.0 in any trait during 48 months immediately preceding reenlistment or expiration of active obligated service (EAOS).

b. Regular Navy members who are within 2 years of qualifying for transfer to the Fleet Reserve and Reserve members who are entitled to be credited with at least 18, but not more than 20 years of service may not be separated or denied reenlistment under the provisions of this instruction, unless separated under any other provision of law and as set forth in MILPERSMAN 1910.

5. **Criteria for Reenlistment (RE-4)**. Use the below table for criteria for reenlistment (RE-4) determination:

Pay Grades	**Qualifying Criteria**
All pay grades	Have had one general or special courts-martial conviction or two summary courts-martial convictions, or a combination of more than two non-judicial punishments or summary courts-martial convictions in the year preceding EAOS or desired reenlistment date; U.S. Navy Reserve (active) who fail to fully comply with orders after the initial recall to active duty; Have been administratively reduced in rate, detached for cause, or issued a letter of substandard service by the petty officer quality review board; or Are not recommended for reenlistment by the CO.
E1 and E2	All receive RE-4 for failure to meet professional growth criteria (except in special 2-year obligation programs).
E-3	All who fail to meet professional growth

	criteria described in “Criteria for Preferred Reenlistment” block.
E-4 and below	Average of less than 2.0 in any trait during current enlistment on enlisted performance evaluations.
E-5 and above	Received two or more marks of 2.0 or below in same trait on enlisted performance evaluations during past 36 months; Received any mark of 1.0 or below (in any trait) within 1 year prior to EAOS or reenlistment request; or Less than 2.5 average in any trait during current enlistment.
PTS	Personnel separated due to reenlistment denial, via the PTS Program, shall receive a reentry code per current PTS directives.

6. **Not Eligible for Reenlistment**

a. Members who do not meet all the aforementioned requirements may not be enlisted or reenlisted without the consent of NAVPERSCOM, Enlisted Unfavorable Separations (PERS-832).

b. Members who were recalled to active duty as USNR (active) through general assignment or recall, may not be continued on active duty or reenlist without the consent of NAVPERSCOM (PERS-812).

7. **Time Frames for Reenlistment**. Members who meet all the eligibility requirements, if physically qualified, may be discharged and reenlisted at the following time:

a. The Defense Joint Military Pay System recommends personnel to reenlist at least 30 days prior to EAOS to avoid possible pay stoppage or discrepancies.

b. Prior approval from NAVPERSCOM, Active Enlisted Programs (PERS-811) is not required when reenlistment is within 1 year of EAOS.

c. Members should be counseled concerning possible loss of monetary benefits when reenlisting early. Consult reference (a) and this article for additional guidance.

8. **Early Reenlistments**. Requests for early reenlistment (outside the 1-year window) must be forwarded to NAVPERSCOM (PERS-811) for consideration. An example of an early reenlistment request would be to accommodate a reenlistment ceremony by a dignitary to administer the oath of enlistment.

9. **Conditional Reenlistments**. Conditional reenlistments require NAVPERSCOM (PERS-811 for active and NAVPERSCOM (PERS-812) for reserve) approval as follows:

a. If a member has an aggregate total of 48 months operative extensions on current enlistment, eligible for reenlistment; and

(1) (Regular Navy and FTS personnel) who require additional active OBLISERV to enable transfer to the Fleet Reserve on a specific date prior to submission of such application.

Note: (Exception): After receipt of the message of intent, the PERSUPP DET or the administrative office is the approval authority for personnel who require additional active OBLISERV to enable transfer to the Fleet Reserve on a specific date.

(2) When a member has an approved application for transfer to special duty.

(3) To attend a service school or to complete a tour of duty for which additional active OBLISERV is required.

b. Members who have been recalled to active duty as USNR (active) or U.S. Naval Fleet Reserve (USNFR) (active) through the General Assignment and Recall Program may not continue on active duty or reenlist USN without further approval from NAVPERSCOM (PERS-812).

c. Consideration will be given for a member’s early discharge for the purpose of immediate reenlistment when:

(1) Member is ineligible for early discharge and reenlistment per the above; or

(2) Not eligible to extend enlistment; or

(3) Eligible period to reenlist would not fulfill the required active OBLISERV.

(4) Member has an approved PFA progress or readiness waiver for administrative separation (ADSEP) processing per reference (d). In these cases, reenlistments must be for one 2-year term only. If member fails next official PFA while on conditional reenlistment, consideration will be given to process member for ADSEP within 45 days of PFA failure.

d. Member with a combat-incurred injury, illness, disease, or defect with more than 6 years, but less than 10 years of service, may request to reenlist for a term of 4 years. This will render member eligible to transfer Post-9/11 Montgomery GI Bill benefits to member's dependents. The request must be submitted to NAVPERSCOM (PERS-812) for forwarding with Chief of Naval Personnel recommendation to the secretarial level. Reenlistment request must be approved prior to member being retired or separated due to disability or other reason.

10. **Time Frames for Reenlistment for Navy Reservists or Inductees**

a. If otherwise qualified, Navy reservists on inactive duty may be discharged at any time for the purpose of enlisting in the Regular Navy.

b. Navy reservists on inactive duty may be discharged and reenlisted at any time for the purpose of incurring a 6-year Selected Reserve (SELRES) obligation to gain entitlement to the SELRES Montgomery GI Bill (MGIB). Members must be counseled and sign a Permanent NAVPERS 1070/613 Administrative Remarks stating they understand that reenlistment is exclusively for establishing SELRES MGIB eligibility and does not imply retention in a pay status beyond forced attrition due to total forces management decisions or circumvent eligibility requirements for the SELRES selective reenlistment bonus (SRB).

c. The following individuals may enlist in the Regular Navy at any time, provided total active OBLISERV is for a minimum of 4 years:

(1) Inductees and Navy reservists on active duty;

(2) Extended recall for less than 3 years;

(3) Recruiter-canvassers on active duty;

(4) USNR (active) and USNFR (active) under the General Assignment Recall Program; or

(5) FTS personnel.

Example: A reservist on active duty who has completed 18 months of active duty shall be required to enlist in the Regular Navy for a minimum period of 3 years. The terms of enlistment shall be in yearly increments. They need not meet the continuous service requirement of being within 1 year of EAOS. They shall meet all current eligibility requirements for first term reenlistments, including age limitations prescribed elsewhere in this manual.

d. A reservist accepted for voluntary recall to active duty (including the FTS Program) that requires:

(1) OBLISERV in excess of the time remaining in their enlistment;

(2) Enlistment as extended by an operative extension; or

(3) Service obligation under the military statutory service obligation may be discharged and reenlisted in the Navy Reserve on the same date of recall to active duty. Agreements by reservists to remain on active duty must be within the term of their current enlistment.

e. Navy reservists, for whom a request for a waiver of any nature must be submitted, shall not be considered to be in the category of those who may be reenlisted immediately. Such cases are submitted for consideration to NAVPERSCOM (PERS-812) and shall be processed per reference (f).

f. Applicants for immediate reenlistment shall be questioned regarding any civil offenses since the date of their previous enlistment. If an applicant indicates an earlier arrest for any reason, the applicant shall be processed per reference (f).

g. Members on inactive duty who are participating in a Navy Reserve Program and who are eligible for reenlistment, shall be notified at least 3 months prior to the expiration of their enlistment or service obligation concerning such

expiration and the procedures set up for reenlistment processing.

11. **Criteria for Discharge from Fleet Reserve for Enlistment or Reenlistment**

a. A member may be discharged from the Fleet Reserve status for purpose of immediate enlistment or reenlistment in the Regular Navy provided the following criteria are met and NAVPERSCOM (PERS-83) authority is obtained:

(1) Such enlistment or reenlistment is restricted to critical or non-critical ratings with critical Navy enlisted classifications, and member must meet all requirements of the rating.

(2) Shall not have been released from active duty status for more than 4 years and have a reenlistment code indicating suitability.

(3) Enlistment or reenlistment must be for a term of not less than 2 years, not to exceed HYT standards, as set forth in MILPERSMAN 1160-120.

(4) A signed acknowledgment by the member that participation in the Survivor Benefit Plan automatically ceases upon enlistment or reenlistment, and such benefits become those applicable to Regular Navy personnel. This acknowledgment is to be annotated on member’s Permanent NAVPERS 1070/613 Administrative Remarks.

b. Individuals who are discharged from the Navy Reserve for reasons of expiration of enlistment, fulfillment of service obligation, or convenience of the Government and who are recommended for reenlistment, may be immediately reenlisted in the Navy Reserve provided they are physically and otherwise qualified, not to exceed quality control standards set forth in MILPERSMAN 1160-130.

12. **Members Who May Not Be Discharged for Reenlistment**. The following members on active duty may not be discharged prior to normal expiration of enlistment and reenlisted:

a. Members in transit following permanent change of station orders where the member would thereby become entitled to mileage payments in excess of those the member would otherwise be

entitled if discharged and reenlisted at the member's last permanent duty station. (COs may discharge and reenlist members where excess mileage payments are not involved and was recommended for reenlistment by the member's former CO.) As used in this paragraph, "in transit" does not include members in the following status:

(1) Temporary duty;

(2) Temporary duty under instruction); or

(3) Temporary additional duty under instruction.

b. Members who have submitted an application for, or who are in receipt of authorization for transfer to the Fleet Reserve, if member has enough OBLISERV for such transfer. See paragraph 9 of this article for conditional reenlistment.

c. Members who have been selected for warrant or commissioned grade in any of the Armed Forces, whose expiration of enlistment (including extensions) is subsequent to date of appointment or commissioning.

d. Members who are pursuing a course of instruction leading to a commission, except as specifically provided in other instructions issued by NAVPERSCOM or Commander, Naval Education and Training Command (CNETC).

e. Members temporarily assigned to a ship or station for humanitarian reasons must be approved by NAVPERSCOM, HUMMS Reassign/Early Returns Coordinator (PERS-40HH).

f. Members undergoing investigation for alleged offenses, awaiting non-judicial punishment or trial by courts-martial, undergoing non-judicial punishment, or serving sentence by courts-martial, including probation with respect to a suspended punitive discharge or confinement.

g. Members who have rendered themselves ineligible per reference (d).

13. **Immigrant Aliens**

a. An immigrant alien who is presently serving satisfactorily on active duty is eligible for reenlistment in the Navy without being required to apply for U.S. citizenship.

b. An immigrant alien who has been in the U.S. for a period of 4 years beyond the age of majority, who has been lawfully admitted, and who holds an I-151 alien registration receipt card is eligible for enlistment or reenlistment in the Navy without being required to apply for U.S. citizenship.

14. **Discharge After Executing Agreement**. Members who have executed agreements to extend their enlistments may be discharged 1 year or less **prior to the date the extension would become operative** and reenlisted per this article, provided the term for which they reenlist is **equal to or greater than the total obligation, including the extension being canceled**. Attention is invited to the OBLISERV requirements for SRB and recoupment procedures.

15. **Procedures for Ready Reserve**. Members of the Ready Reserve on inactive duty whose records are held by NAVPERSCOM, Full Time Support Assignments Branch (PERS-4012) may be reenlisted by mail. In lieu of a physical examination, the member must submit a signed statement that, to the best of the member’s knowledge and belief, member’s physical condition is substantially the same as when the member was last physically examined by the Navy. The **Oath of Allegiance**, which is mandatory, shall be administered by a commissioned officer of any component of the Navy, Marine Corps, Army, Air Force, or Coast Guard (active, inactive, or retired).

16. **Payment for Unused Leave, Recoupment of Reenlistment Bonus, and Other Monetary Entitlements**

a. Information on reenlistment bonus, mileage, or lump-sum payment for unused leave pertaining to reenlistment is contained in pay directives and joint travel regulations. Personnel shall be fully and properly apprised of monetary entitlements. Recoupment of reenlistment bonus is not required in the case of early discharges, not more than 3 months prior to expiration of enlistment.

b. A member serving on a Navy Reserve enlistment contract on active duty (including FTS Canvasser Recruiter)), and

desiring discharge and reenlistment, may have a recoupment of reenlistment bonus (if paid) for the unexpired portion of an enlistment or reenlistment contract, reference (a) refers.

17. **Location of Reenlistment**. Reenlistment under continuous service conditions may be effected:

a. On board the activity from which discharged within 24 hours following discharge. Reenlistment may be effected on board ship while at sea provided the necessary pre-reenlistment checklist, including physical exam (if required), has been met. A member transferred to an activity for discharge purposes may be reenlisted (if fully qualified), including PTS approved (if applicable) within 24 hours on board the last activity to which permanently attached prior to discharge. Upon being reenlisted on board the activity to which permanently attached, such member will be retained on board for duty. Persons reenlisting at the activity to which transferred for discharge shall be made available for orders per MILPERSMAN 1306-1700.

b. After more than 24 hours following discharge, reenlistment shall be effected only at a regular recruiting station, unless otherwise authorized by specific instructions of NAVPERSCOM. Reenlistment may be effected for the terms specified in recruiting instructions, but must be effected within the time period prescribed in paragraph 1 of this article. For conditions and entitlement to any bonuses, consult appropriate directives.

18. **Enlisted Personnel with 30 Years Active Service**. Active service obligation beyond 30 years normally will be considered for personnel serving in pay grade E-9 only. However in any case, active service obligation beyond 30 years is not authorized without prior HYT approval of NAVPERSCOM (PERS-82).

19. **Official Military Personnel File (OMPF) updated upon Reenlistment**. Servicing Personnel Offices will ensure the Electronic Service Record (ESR) reenlistment closeout function is executed when a member reenlists and the following ESR documents are submitted to the member’s OMPF along with the reenlistment contract:

a. Awards History (NAVPERS 1070/880);

b. Training, Education, and Qualifications History (NAVPERS 1070/881);

c. Member Data Summary (NAVPERS 1070/886);

d. History of Assignments (NAVPERS 1070/605; and

e. Permanent Administrative Remarks (NAVPERS 1070/613) created at time of reenlistment.

MILPERSMAN 1160-031

REQUIRED COUNSELING UPON ENLISTMENT AND REENLISTMENT

Responsible Office	NAVPERSCOM (PERS-811)	Phone: DSN COM FAX	882-3224 (901) 874-3224 882-2623

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Uniform Code of Military Justice (UCMJ) (b) 10 U.S.C. 937

1. **Required Explanations**

a. References (a) and (b) require that certain articles of the Code be carefully explained to each enlisted member:

(1) At the time of enlistment;

(2) After the member has completed 6 months of active duty, or, in the case of a member of a Reserve component, after the member has completed basic or recruit training; and

(3) At the time the member reenlists.

b. It also requires that the text of the Code and the regulations prescribed by the President under such Code, be made available upon request for the member’s personal examination.

2. **NAVPERS 1070/613 Administrative Remarks Entry**

a. At reenlistment, and following compliance with the provisions of reference (b), each Service member will have the following NAVPERS 1070/613 entry made in the permanent service record:

“On (date), per UCMJ, article 137; member advised of the required provisions of the UCMJ.”

MILPERSMAN 1160-040

EXTENSION OF ENLISTMENTS

Responsible Office	NAVPERSCOM (PERS-811/812)	Phone: DSN COM FAX	882-2499 (901) 874-2499 882-2623

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DJMS Procedures Training Guide (DJMS PTG) (b) 10 U.S.C. 509 (c) OPNAVINST 1160.8A (d) NAVMED P-117, Manual of the Medical Department (e) SECNAVINST 6120.3

1. **Definitions**

a. "**Agreement to Extend Enlistment**" refers to the official form of agreement, NAVPERS 1070/621(Rev 1-00), Agreement to Extend Enlistment (MILPERSMAN 1070-250). Agreements on other than the official form are of an informal, unofficial nature, and could be repudiated or withdrawn by the member. Clerical instructions for preparation of the agreement are contained in reference (a).

b. "**Agreement to Extend Active Duty**" refers to the official form of agreement, NAVPERS 1070/622 (Rev 8-07), Agreement to Recall or Extend Active Duty (MILPERSMAN 1070-260). For the United States Naval Reserve members, NAVPERS 1070/622 is used to extend the Reserve Active Duty Obligation (RADO) and NAVPERS 1070/621 to extend the Enlisted Reserve Enlistment (EREN), if required. Clerical instructions for preparation of this document are contained in reference (a).

c. "**Execution of the Agreement to Extend Enlistment**" or "**execution of extension date**" refers to the signature of an agreement by the member concerned.

d. "**Extension becomes operative**" or "**operative date**" refers to the date the extension begins to run, that is, the date after expiration of enlistment, or as extended, or as adjusted for the

purpose of making up time not served. Valid extension agreements may not be canceled after the operative date.

e. "**Retention eligible member**" is defined as a member that meets minimum eligibility criteria outlined per MILPERSMAN 1160-030. These criteria are the minimum and do not supplant eligibility criteria provided for in other guidance (e.g., must have Perform to Serve (PTS) approval as required per MPM 1440-060 or most current PTS guidance). Use this definition throughout this article.

2. **Navy Personnel Command (NAVPERSCOM) Office Codes Referenced in this Article**

a. **Enlisted Active Programs (PERS-811)** manages extensions for active duty USN and Full Time Support Sailors. PERS-812 manages Selected Reserve Component. The latest information and points of contact are available at http://www.npc.navy.mil/CareerInfo/EnlistedCareerProgression/Re-enlistments_Extensions/default.htm; Email - PERS-81@navy.mil.

b. **Enlisted Performance and Separations Branch (PERS-832)** manages performance and separation matters. http://www.npc.navy.mil/CareerInfo/PersonnelConductandSeparations/EnlistedSeparations/

c. **Enlisted Retirement Branch (PERS-823)** manages Fleet Reserve, retirement and High Year Tenure (HYT) matters for Active duty USN, and PERS-91 manages SELRES. Additional information is available at http://www.npc.navy.mil/CareerInfo/Retirement/EnlistedRetirements/

3. **Extension Increments**. Reference (b) allows the term of enlistment to be extended up to 48 months. However, effective Oct 2009, it is Navy policy that all extension agreements are conditional for a specified reason. Extensions shall be executed in monthly increments of 1 to 23 months.

a. The enlistment contract cannot be extended for more than 24 aggregate months.

b. Extensions greater than 23 months are not authorized.

c. A maximum of two extension agreements per enlistment contract are authorized. Extension agreements authorized during initial recruit enlistment contracts for 6 Year Obligation (YO)

enlistment programs (e.g., Nuclear Power, or Advanced Training programs) do not count against the two extensions authorized per enlistment contract.

d. NAVPERSCOM, Enlisted Career Progression Division (PERS-81) authorization is required for exceptions to policy.

e. Refer to MILPERSMAN 1160-030 for early reenlistment authority when a member cannot meet service obligation by extension due to two or more extensions or 24 total aggregate extension months on a current enlistment.

f. Refer to MILPERSMAN 1160-030 for conditional reenlistment authority when a member cannot meet service obligation of a period less than two years by extension due to two or more extensions or 24 total aggregate extension months on current enlistment.

4. **Circumstances Which Make a Sailor Ineligible to Execute an Extension.** The following are conditions for ineligibility. PERS-81 authorization is required for exceptions to this policy.

a. **Sailors in an overmanned rating (by zone).** A list of overmanned ratings by zone is updated quarterly and posted at http://www.npc.navy.mil/CareerInfo/EnlistedCareerProgression/Reenlistments_Extensions/default.htm.

b. **Sailors who are not retention eligible or fail to meet the minimum requirements of their rating.**

c. **Sailors whose enlistment has already expired.** For conditional reenlistments, see MILPERSMAN 1160-030.

d. **Sailors transferred to a separation activity**.

e. **Sailors in the Individual Ready Reserve (IRR), not in the Active Status pool.** Members in the Active Status pool must meet all requirements of a member of the Selected Reserve.

f. **Sailors currently on Limited Duty (LIMDU) or found not physically qualified for duty at the expiration of enlistment.** If member is retention eligible as defined in this article and MPM 1306-1200, members can voluntarily agree to remain on active duty beyond the expiration of enlistment. Documentation will be made on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks per MILPERSMAN 1306-1200 and 1160-050. The Personnel Office will do

a Retain in Service Navy Standard Integrated Personnel System (NSIPS) event. Retention eligibility must be maintained to qualify for LIMDU beyond expiration of enlistment. Upon completion of LIMDU and return to full duty (ACC 100), if the member is on an expired EAOS the member must either reenlist or separate. Further extension of the current enlistment is not an option, since the enlistment (or extended enlistment) had expired. If conditional reenlistment is warranted (i.e., HYT), refer to MILPERSMAN 1160-030 or refer the case to (PERS-81).

5. **Extension Reasons**. Extensions may be executed with Commanding Officer (CO) or Officer-In-Charge approval (as long as they meet criteria of paragraphs 3 and 4) for the following reasons:

a. **Match Projected Rotation Date (PRD).** Adjust the EAOS date of a member serving on any tour of duty to coincide with the established PRD. Extension for deployment IS NOT an authorized reason. A PRD adjustment to complete deployment may be made, and the extension reason will be "To extend to PRD." For Sailors whose PRD is beyond completion of deployment, PRD adjustments should only be requested when the Sailor intends to separate after deployment.

b. **To obtain maternity care benefits.** For retention eligible Sailors who intend to separate after receiving maternity care. Sailors must meet conditions of paragraphs 3 and 4 of this article. Personnel that fall under the Perform to Serve (PTS) program must have PTS approval. PRD adjustment needs to be requested.

(1) **For a Sailor’s wife.** Provided the member’s services can be used effectively during the period of extension. A member whose normal EAOS falls within the wife’s pregnancy may execute an extension not to exceed 2 months beyond spouse’s estimated delivery date.

(2) **For a pregnant Sailor.** Provided the member’s performance has been satisfactory, may execute an extension not to exceed 2 months beyond estimated delivery date.

c. **To obtain OBLISERV required to execute Permanent Change of Station (PCS) orders or Selected Reserve mobilization/recall orders.** Refer to MILPERSMAN 1306-106 for information about OBLISERV in connection with a PCS transfer. Refer to reference (c) and the most recent Selective Reenlistment Bonus (SRB)

NAVADMIN message for information on Obligated Service to Train (OTT) program.

d. **To acquire necessary OBLISERV as authorized in Navy directives, NAVADMIN, and this manual (e.g., to HYT or FLTRES/RET date)**. Agreements to extend an enlistment to qualify or apply for a specific program are not authorized unless authorized in respective directive.

(1) Members in receipt of an authorization for transfer to the Fleet Reserve may **not** extend their enlistment **more than 29 days beyond** approved Fleet Reserve date without specific approval from PERS-823.

(2) Members may not extend their enlistment **more than 29 days beyond** their High Year Tenure (HYT) date without specific approval from PERS-823. Sailors without an HYT waiver who are extended beyond HYT are to be separated at HYT vice EAOS as extended (see MILPERSMAN 1160-120). Extensions within 29 days of HYT do not require an HYT waiver. If NSIPS HYT flag prevents release of extension, Personnel Offices are to contact PERS-823.

6. **Procedure for Executing Extension**

a. To execute an extension, use NAVPERS 1070/621 (or automated equivalent), which shall be completed and signed, or prior to the date of expiration of enlistment **by the member** and **an official authorized per MILPERSMAN 1070-190** to accept the agreement on behalf of the Navy. Agreements entered into subsequent to the date of expiration of enlistment are without legal force and effect.

b. The following **information must be entered in the narrative section** of NAVPERS 1070/621 or NAVPERS 1070/622.

(1) **The reason** for the extension (e.g., “To extend to PRD”).

(2) **The number** of extension of current enlistment/reenlistment (i.e., “This is my second extension”).

(3) The following **terms of the extension**.

“I understand that this extension becomes binding upon execution and may not thereafter be canceled except as provided in MILPERSMAN 1160-040.”

(4) **Acknowledgement of potential loss** of monetary benefits and the provisions of the SRB program per reference (d).

"I have been informed of the provisions of the SRB program (OPNAVINST 1160.8) and how the execution of this extension of enlistment may affect my entitlement to monetary benefits for a subsequent reenlistment."

7. **Physical Examination**. Qualification for continued service, either on Active Duty or in the Selected Reserve, should be based on the ability of a Service member to perform the functions of his or her rate, rank, or occupational specialty without physical or medical limitations. Per chapter 15 of reference (d), routine periodic physical examinations are no longer required for active duty personnel. Instead, the use of the Periodic Health Assessment, with guidance provided in reference (e), should be used to meet this goal.

8. **Canceling an Extension Agreement**

a. **An extension agreement is canceled by the Personnel Office** completing the cancellation section of NAVPERS 1070/621 or 622 and processing the corresponding NSIPS event.

b. **A valid extension of enlistment that has become operative is normally not canceled**. When an inappropriate extension becomes operative (i.e., the second extension is made operative before the first extension), refer the case to PERS-81.

c. **When a member reenlists, extensions are automatically canceled. The Personnel Office shall not take any action** on inoperative extensions upon reenlistment, including SRB and Critical Skill Retention Bonus (CSRB) reenlistments. Sailors must reenlist beyond the total aggregate months of all inoperative extensions.

d. **COs shall cancel agreements to extend enlistment, prior to operative date, for reasons listed below:**

(1) When a member, through no fault of their own, has **not received any of the benefits** (i.e., school, accelerated advancement, did not execute PCS orders, or enlistment bonus) for which the extension was executed by the day preceding the

operative date of the extension. Members whose extensions are canceled for this reason who desire to continue on active duty may simultaneously execute a new extension or reenlist per appropriate articles in this manual.

(2) **When the member is no longer recommended or eligible for reenlistment;** either because of failure to meet the minimum reenlistment or rating standards (to include loss of security clearance) or unsatisfactory performance of duty or conduct; and in the opinion of the CO, or the OIC; the member lacks career potential. A full statement of the facts shall be included in the NAVPERS 1070/613 service record entry with notation that member is not recommended or eligible for reenlistment. **Under this paragraph, the CO cannot cancel an extension that gained a significant benefit (e.g., enlistment bonus, accelerated advancement, 5/6-year obligator program (5YO/6YO), technical school, accompanied overseas tour) or has an approved Physical Fitness Assessment Separation Waiver without authority from PERS-81** (see paragraph 8e.)

(3) **When a member attending school** on Temporary Additionally Duty (TAD) orders, through no fault of their own, is disenrolled. Cancellation and adjustment explained in paragraph 8f., or 8g. as applicable.

e. **When cancellation of an inoperative extension appears meritorious but the reason is not authorized in paragraphs 8d(1) or 8d(2)** (i.e. , significant benefit resulted from the extension) **forward with following documentation to PERS-81 for determination**:

- Related NAVPERS 1070/604(Rev. 3-05), Enlisted Qualifications History;
- Related NAVPERS 1070/613, Administrative Remarks;
- Related NAVPERS 1070/621, Agreement to Extend Enlistment;
- Related NAVCRUIT 1133/52, Enlistment Guarantees

f. **OBLISERV of Six-year Obligor (6YO) Program disenrollees.** Refer to MILPESMAN 1510-030 and paragraph 8j.

g. **Cancellation or Adjustments of Extensions for school (other than 6YO).** COs of recruit training centers and service school commands are authorized to cancel or adjust extensions executed for school/5YO/scholastic program listed in the remarks section of the agreement to extend enlistment as follows:

(1) Students who, through no fault of their own, are disenrolled **prior to class convening date** shall have their extension canceled provided the extension did not qualify them for another benefit/bonus.

(2) Students who, through no fault of their own, are disenrolled **after class convening date** shall have their extension adjusted using the OBLISERV for schools chart in MILPERSMAN 1306-604, provided the extension did not qualify them for another benefit/bonus. Such adjustment hereafter will be referred to as payback. 5/6YO Sailors will have their extension adjusted using table in paragraph 8j.

(3) PERS-81 authorization is required for extension cancellation or adjustment for students who, through no fault of their own, on PCS funded orders, are disenrolled before or after class convening date, and do not have extension(s) cancelled or adjusted prior to transferring from schoolhouse.

h. **Definition of Instruction Received:**

(1) For regular students, it is a number of weeks of training actually completed.

(2) For accelerated students, it is the number of weeks of classroom seat time actually used at the time of disenrollment.

(3) For repeat, held-over, or temporarily disenrolled students, it is the number of syllabus weeks actually completed in the course.

(4) Partial weeks are not counted as weeks of instruction received.

i. **Payback Computation Table**. For non-5/6-year obligor members disenrolled, through no fault of their own, from single "A" or "C" service schools, or consecutive service schools, payback will be determined by using the OBLISERV for schools chart in MILPERSMAN 1306-604.

j. Payback Computation Table (5/6YO Training Program Disenrollees). This table is only to be used for 5/6YO students disenrolled from training for months of service obligation to be

incurred (payback) in return for training. If the table shows a requirement to serve a greater number of months than the original extension, then the original extension remains in effect. The member will execute a new Agreement to Extend Enlistment and/or Active Duty for a period that will provide the payback required for the number of weeks of received training in return for cancellation of the previous extension executed for training.

Instruction (Weeks)	Payback (Months)	Instruction (Weeks)	Payback (Months)
1	1	36	25
2	1	37	26
3	2	38	26
4	3	39	27
5	3	40	28
6	4	41	28
7	5	42	29
8	6	43	30
9	6	44	30
10	7	45	31
11	8	46	32
12	8	47	33
13	9	48	33
14	10	49	34
15	10	50	35
16	11	51	35
17	12	52	36
18	12	53	37
19	13	54	37
20	14	55	38
21	15	56	39
22	15	57	39
23	16	58	40
24	17	59	41
25	17	60	42
26	18	61	42
27	19	62	43
28	19	63	44
29	20	64	44
30	21	65	45
31	21	66	46
32	22	67	46
33	23	68	47
34	24	69	48
35	24		

k. **Administrative Procedures**. COs or Officers In Charge (OIC) will ensure that the new extension agreement is executed, the old extension agreement canceled, NAVPERS 1070/621 and/or NAVPERS 1070/622 page, and the following NAVPERS 1070/613 entry submitted per reference (a):

"My active duty obligation remaining upon disenrollment from (school) has been explained to me per MILPERSMAN 1160-040. I understand that my active duty obligation has been set up as (EAOS date). _____ *(Member's signature)* _____ *(Witnessing officer's signature)"*

9. **Circumstances in which COs do not have the authority to cancel a valid extension**

a. COs will not cancel an agreement to extend enlistment under the following conditions:

(1) Member is found not physically qualified and/or LIMDU is anticipated.

(2) A member is currently on LIMDU (ACC 105), provided member is physically qualified in all respects with exception of the diagnosis in the basic medical board report.

(3) A member is to be referred to a Physical Evaluation Board (PEB) for disability proceedings.

(4) Extension qualified the member for significant benefits as explained in paragraph 8.e.

(5) Extensions executed prior to a PTS disapproval. Members are to serve to their EAOS as extended, except when reasons in paragraph 8 apply.

(6) Extensions may not be canceled for failure to pay an enlistment bonus in a timely manner. When the oversight or delay of payment is identified, personnel officers are to promptly make the bonus payment, as extension cancellation is not an option.

b. When COs do not have authority to cancel extensions of enlistment and early release warrants consideration (e.g., within force shaping initiatives), the member may consider requesting early release from PERS-832.

MILPERSMAN 1160-050

VOLUNTARY OR INVOLUNTARY EXTENSION OF ENLISTED PERSONNEL BEYOND EXPIRATION OF ENLISTMENT, FULFILLMENT OF SERVICE OBLIGATION, OR EXPIRATION OF TOUR OF ACTIVE SERVICE

Responsible Office	NAVPERSCOM (PERS-4811)	Phone: DSN COM FAX	882-2499/3238 (901) 874-2499/3238 882-2623

References	(a) 10 United States Code (U.S.C.) (b) SECNAVINST 5820.4G

1. **Policy**. Under certain conditions members may legally be retained beyond the date of expiration of enlistment or other period of obligated service (OBLISERV), either voluntarily or involuntarily until discharged, released to inactive duty, or transferred to the Navy Reserve and released to inactive duty. When a member is retained in service beyond expiration of enlistment, or other period of OBLISERV, entry as to reason and authority for retention shall be made on the appropriate page of member's service record and signed per this manual.

2. **Voluntary Extension**. Enlisted members may volunteer to be held beyond expiration of their enlistment or active duty obligation, or other period of OBLISERV. Refer to MILPERSMAN 1160-040.

3. **Extension of Members Serving Aboard Ship in Foreign Waters**

a. The normal date of expiration of enlistment or extension of enlistment of a member serving aboard a ship in foreign waters may be extended until return of the ship to a continental port of the United States (U.S.) or until transfer of member concerned to the separation activity nearest port of debarkation. Retention for return to the U.S. may be effected by the senior officer present afloat if, in their opinion, retention is essential to public interests. Members so retained shall be separated not later than 30 days after arrival in the U.S. In order to be entitled to the increase of 25 percent in basic pay for the period of retention, per article 5540 of

reference (a), member shall have been retained after expiration of enlistment or extension of enlistment because their services were considered essential to public interests as differentiated from desirability of continuance of their services or some measure of benefit to be derived therefrom.

b. Specifically excluded from this provision are enlisted members who are retained beyond terms of their enlistments at shore stations, on ships on duty in waters in or around possessions and territories of the U.S., or on ships on duty in ports or waters within the sovereign jurisdiction of the U.S. Also excluded are members of the Navy Reserve who are retained on active service as distinguished from the normal date of expiration of enlistment.

c. Entry should be made on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks of member’s service record, concerning whether retention was essential to public interests and location of the ship at the time of expiration of their term of enlistment.

d. For a normal deployment, it is imperative that it will be a part of pre-deployment preparations that members with expiring enlistments be identified and appropriate planning is executed, either extending or leaving them behind for separation/further transfer.

4. **Extension Pending Receipt of Records**. Members whose records and accounts are not received by the activity to which transferred for separation may be retained in service, with their consent, pending receipt of their records and accounts. Commanding officers (COs) shall take immediate steps to obtain records and accounts by communicating with the ship or station from and via which member was transferred for separation. A duplicate service record may be requested from Navy Personnel Command (NAVPERSCOM), NAVPERSCOM Records Unit (PERS-312) in order to expedite separation.

5. **Extension for Temporary Officer Appointment**. Enlistments are extended automatically in the case of members whose normal date of expiration of enlistment occurs while they are serving in a temporary officer appointment.

6. **Extension for Medical Care**. Members in the Regular Navy, Navy Reserve, and Fleet Reserve on active duty other than training duty of less than 30 days, who are in need of medical

care or hospitalization as a result of disease or injury incident to service and not due to their own misconduct, may be retained with their consent beyond the date of their normal expiration of active OBLISERV. Such consent shall be entered on NAVPERS 1070/613, and signed by member concerned. Tacit consent to retention may be assumed in cases of mental incompetency or physical incapacity where member is unable affirmatively to indicate member's desires, pending notification of and authorization for retention from member's next of kin. Members retained for medical care or hospitalization under this article may be retained until they have recovered to the extent that would enable them to meet physical requirements for discharge and reenlistment, or until it shall have been ascertained the disease or injury is of a character that recovery to that extent is impossible. Members for whom tacit consent to retention is assumed ordinarily will not be retained in excess of 6 months beyond the date of their normal expiration of active obligated service (EAOS). Further retention may be authorized in meritorious cases upon proper recommendation accompanied by the supporting facts.

7. **Member Refusal of Extension for Medical Care**. If members persist in their desire to be separated, effect their separation provided they sign the following entry on NAVPERS 1070/613 of their service record and on DD-2808 (Rev. 10-05), Report of Medical Examination, witnessed by an officer, at the time examined for separation:

"I, (fill in name), desire to be separated from Naval Service on my normal expiration of active obligated service date. I understand that I will not be eligible for further follow-up studies or treatment at an Armed Forces medical facility, that I will be ineligible for disability benefits under law administered by Navy, and that any further treatment and/or benefits will be under jurisdiction of Department of Veterans' Affairs."

(Signature of member)

(Signature of witnessing officer)
(Grade, name, title)"

8. **Extension to Accommodate Physical Evaluation Board (PEB) Proceeding**

a. Members being processed before a PEB shall not be released from active duty or discharged until the Secretary of the Navy (SECNAV) has completed the final action on their cases and instructions received from NAVPERSCOM, Retirements Branch, (PERS-482). Untimely separation of a member who is the subject of a PEB proceeding may prejudice their case since the law requires SECNAV make necessary physical disability determinations while the member is entitled to receive basic pay, except in cases of Reservists on training duty of 30 days or less. This should be explained to any member whose enlistment or term of active service is about to expire and who requests discharge or release from active duty prior to the time such determinations are made. Any request for separation that is not withdrawn following such explanation shall be entered on NAVPERS 1070/613 of the service record as follows:

"I, (fill in name), desire to be separated from Naval Service notwithstanding the fact such separation may prejudice any rights or benefits to which I may be entitled as a result of physical evaluation board hearings under 10 U.S.C., Chapter 61. I have been fully advised of my rights in this matter and request I be discharged from Naval Service as soon as possible without further hearing and without disability retirement pay or severance pay or any compensation whatsoever. I understand I am not required, and am under no obligation, to give this certificate and I hereby certify I give this certificate voluntarily."

(Signature of member)

(Signature of witnessing officer)
(Grade, name, title)"

b. The foregoing statement shall be signed by member and witnessed by an officer. In all cases where the above statement is executed, notify NAVPERSCOM (PERS-482) by message with information copy to Physical Review Council and convening authority of PEB. Procedures for members on inactive duty are found in MILPERSMAN 1910-168.

9. **Policy for Disability Incurred not in the Line of Duty**

a. Records and accounts of members in the following categories shall not be closed until discharge is effected. Member's service record shall bear appropriate entry regarding member's status.

b. The term of service of a member undergoing hospitalization for injury, sickness, or disease, incurred not in line of duty or due to their own misconduct, will not be extended under provisions of "Extension to Accommodate Physical Evaluation Board Proceeding," above. Unless the term of service is extended by some other provision of this article, a member in this status should be brought before a medical board at a time that will permit action to be taken on a recommendation for disposition prior to expiration of term of service. If proceeding per law and regulations result in determination the member is not physically fit for service or reenlistment and is to be discharged, discharge normally will be effected because of disability rather than expiration of enlistment or fulfillment of service obligation.

c. The term of service of a member undergoing hospitalization for injury, sickness, or disease, which is the result of their own misconduct, is extended by such lost time. If there is reasonable belief such member will be unable to return to full duty, full circumstances of the case as then known, including prognosis, shall be forwarded to NAVPERSCOM (PERS-482) for advice. Members in this status should be brought before a medical board at a time that will permit action to be taken prior to date the term of service normally would expire if member were not in a misconduct status. If it is determined per law and regulations the member is not physically fit for service or reenlistment, and proper authority approves recommendation for discharge, member shall be awarded the type and character of discharge considered proper based on their medical and military records.

10. **Notification Procedure for Disability Extension**. If a member is hospitalized because of injuries or disease under all conditions listed below, COs of the medical facility concerned shall forward all known facts concerning member's injuries or disease to the Judge Advocate General (JAG) for final determination of member's status, and a copy to NAVPERSCOM

(PERS-482). Such notification shall, if at all possible, occur prior to member's expiration of term of service when

a. it appears the injury or disease might have been incurred not in the line of duty and as a result of member's own misconduct.

b. there is a reasonable possibility member will not return to full duty prior to expiration of their term of service.

c. it is not reasonably possible to conduct an investigation prior to expiration of member's term of service to determine whether the injury or disease was incurred in the line of duty and not as a result of member's own misconduct.

11. **Extension for War or National Emergency**. Enlistments and periods of OBLISERV of enlisted personnel in Naval Service are extended, or may be extended, in time of war or national emergency per articles 506, 12103, 671, and 671b of reference (a).

12. **Involuntary Extension due to Criminal Proceedings**. Members may be extended involuntarily beyond their EAOS as a result of apprehension, arrest, confinement, investigation, or filing of charges that may result in a trial by court-martial, and execution of any sentence thereof. If such action is initiated with a view to trial because of an offense under reference (b) committed by a member prior to their official discharge or separation, even though the term of enlistment or OBLISERV may have expired, they may be retained in service for trial and punishment after their period of service would otherwise have expired.

13. **Extension for Disposition of Criminal Proceedings by a Foreign Jurisdiction**. Members of Naval Service awaiting disposition of criminal proceedings by a foreign jurisdiction are afforded statutory and regulatory protection and benefits attendant to their status as members of the Armed Forces. Policy of Navy is to insure both the member is afforded the fullest possible protection, and Navy meets its international obligations. In implementing this policy the following procedures will be applied in all cases where foreign criminal jurisdiction is being, or may be, exercised over a member of Naval Service by action such as apprehension, arrest, investigation, or a filing of charges that may result in trial, and where foreign criminal proceedings are not likely to be

completed prior to date of member's release from service because of expiration of their term of service:

a. At least 1 month before EAOS, member will be offered opportunity to extend member's enlistment voluntarily for the duration of legal proceedings and any subsequent punishment. Member will be informed of protection and benefits member will receive as a member of Navy during the foreign criminal proceedings. For example: counsel may be provided at Navy expense, court costs (but not fines) paid, and an interpreter made available; and in most countries, member will remain in U.S., vice foreign, custody at least during trial proceedings. Member will also be informed that member will remain subject to reference (b) and may be subject to processing for administrative discharge. In some situations, advice of Article 27b of reference (b), counsel will be provided when exposure to military criminal charges is possible. Additionally, member will be advised that an election not to extend voluntarily member's enlistment shall result in the following:

(1) Foreign authorities will be advised of the impending EAOS and inability of Navy to guarantee member's presence after discharge;

(2) Foreign authorities will be offered custody of member immediately prior to EAOS; and

(3) Assuming custody is accepted by foreign authorities, member will be discharged from Naval Service as soon thereafter as is practicable, thereby terminating any special considerations member would be entitled to were they still a member of the Armed Forces.

b. If member elects to extend voluntarily his/her enlistment, then such request will be honored, and an appropriate NAVPERS 1070/613 entry will be made in member's service record and acknowledged by member.

14. **Procedure for Member not Electing to Extend while Awaiting Disposition of Criminal Proceedings by a Foreign Jurisdiction**

a. Should member elect not to extend voluntarily, foreign authorities will be notified of the inability of Navy to guarantee presence of member after discharge due to member's impending EAOS. The foreign authorities will then be afforded

opportunity to take custody of member at a mutually agreed upon time immediately prior to EAOS. If the foreign authorities desire custody, member will be transferred to the foreign authorities at the agreed upon time. After such transfer of custody, member's CO will, at EAOS, discharge member and so notify Navy JAG, NAVPERSCOM, Conduct and Separations Branch (PERS-483), and the U.S. Embassy or Consul.

b. Should the foreign authorities, upon being notified of member's impending EAOS and inability of Navy to maintain custody after discharge, state member need not be present within the jurisdiction and is not required nor desired to be available for any further criminal proceedings, member should be returned to the continental United States (CONUS) for separation or discharge. In such case, foreign authorities have in effect released Navy from any obligation to keep member within the foreign jurisdiction or to make member available for foreign criminal proceedings. This communication from appropriate foreign authorities should be in writing, if possible; if not, a memorandum for the record should be made to memorialize the agreement.

c. The foregoing policy does not apply to a member who has been in custody or confinement of foreign authorities as a result of apprehension by foreign authorities. In such a situation, provisions of Chapter 3 of reference (b) would continue to apply, and, except under extraordinary circumstances approved by Secretary of the Navy (SECNAV), member would not be discharged while in custody or confinement of the foreign authorities.

15. **Extension for Completion of U.S. Civilian Criminal Proceedings**.

a. Members of Naval Service who are not in confinement and those in confinement **as a result of delivery by military officials**, and

b. those members in confinement **as a result of apprehension by civil authorities**,

shall not be extended involuntarily beyond EAOS solely for purpose of completion of civilian criminal proceedings in Federal, State, and local courts of the U.S., its territories, commonwealths, and possessions **without NAVPERSCOM (PERS-483) approval**. Requests to involuntarily extend members beyond EAOS

must include whether member was delivered by military officials or apprehended by civil authorities, date of delivery or apprehension, pending charges, anticipated date of trial, and member's EAOS.

16. **Extension to Await Appellate Review of Court-Martial**. Except as otherwise provided in this paragraph, an enlisted member sentenced to punitive discharge shall be retained in service to await completion of appellate review of their court-martial case, even though the period of confinement, if any, adjudged under the sentence has been served and member's enlistment or other period of active OBLISERV has expired. Unless member is confined, service record entry prepared to reflect such retention beyond expiration of enlistment or other obligated active service should state the nature of duties performed by member and average number of hours daily member's services are utilized while being so retained. Nothing stated in this paragraph is to be construed as precluding administrative separation of member when directed by NAVPERSCOM (PERS-483) or granting of leave to member awaiting completion of appellate review of member's case.

17. **Extension for Indebtedness**. A member who is otherwise eligible for separation will not be retained beyond normal expiration of obligated service date to satisfy an indebtedness to the Government or an individual, or for the purpose of obtaining remission of indebtedness.

MILPERSMAN 1160-060

AGREEMENTS OF ENLISTED NAVAL RESERVISTS, FLEET RESERVISTS, AND INDUCTEES TO REMAIN ON ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-811H/80C)	Phone: DSN COM FAX	882-4024/3208 (901) 874-4024/3208 882-2738

Governing Directives	OPNAVINST 1160.5C OPNAVINST 1001.20B NAVPERS 1070/622 NAVPERS 15909H (ETM) DFAS-CL (DJMS), Procedures Training Guide NAVPERS 1070/613

1. **Policy for Naval Reservists**

a. Members of the Naval Reserve on active duty, with the exception of members authorized 24/36 months General Assignment/Recall or Active Duty for Special Work (ADSW), who desire to continue on active duty beyond their expiration of active obligated service (EAOS) dates and who are qualified in all respects for reenlistment may be permitted to extend their active duty agreements subject to approval by their Commanding Officer (CO), within the terms of their enlistment contract and/or the period of their Military Selective Service (MSS) obligation, except that extensions of active duty for less than 24 months shall be subject to the same restrictions as for extension of enlistment for less than 24 months.

b. The extended period of active duty shall be within the term of an enlistment contract and/or the period of the MSS obligation. In order to acquire service to cover the period of active duty obligation, qualified and recommended Naval Reserve personnel may reenlist on board or extend their enlistments under instructions contained in the appropriate article in this manual and OPNAVINST 1160.5C. In any case, the eligibility standards prescribed in the appropriate articles regarding performance, age limitations, physical standards, dependency

criteria, and the release from active duty of Reserve and retired enlisted personnel are applicable.

c. Enlisted members of the Naval Reserve, who have been authorized General Assignment/Recall for 24 to36 months may not reenlist, obligate for orders, or continue on active duty without prior approval from Navy Personnel Command (NAVPERSCOM) (PERS-811H). These individuals are authorized 24 to 36 months active duty as USNR (Active).

d. USNR Training and Administration of Reserves (TAR) personnel are authorized General Assignment/Recall through NAVPERSCOM (PERS-913) with final authority granted through NAVPERSCOM (PERS-811H). Selected Reserve personnel may apply for recall to the TAR program with final authority granted through NAVPERSCOM (PERS-913).

---

2. **Policy for Fleet Reservists**

a. Members of the Fleet Reserve on active duty who desire to continue on active duty beyond their EAOS dates may enter into active duty agreements only upon the approval of the NAVPERSCOM. A request shall be submitted to the NAVPERSCOM with the CO’s recommendation. Requests shall be submitted in sufficient time to permit action prior to current EAOS date. Approval of such requests will be based upon the needs of the service, the rating involved, and other pertinent circumstances. Such extensions, when authorized, will be in yearly increments or a number of whole months less than a year. (Reenlistment or extension subsequent to transfer to the Fleet Reserve is not authorized, except as specified in MILPERSMAN 1160-030.)

b. Enlisted members of the Fleet Reserve, who have been authorized General Assignment/Recall for 24 to 36 months may not reenlist, obligate for orders, or continue on active duty without prior approval from NAVPERSCOM (PERS-811H). These individuals are authorized 24 to 36 months active duty as USNR (Active).

---

3. **Policy for Inductees**

a. An inducted member may be permitted to extend their active duty beyond the period of induction within the period of their MSS obligation, subject to approval of their CO, provided

they are otherwise qualified in all respects. Such extension of active duty for less than 24 months shall be subject to the same restrictions as extensions of enlistments for less than 24 months. A qualified inductee may enlist or reenlist on board as provided in the article of this manual governing reenlistments.

b. Reservists on General Assignment/Recall will not extend or obligate without NAVPERSCOM (PERS-811H) authorization.

---

4. **ADSW Personnel**

a. ADSW personnel may not exceed a total of 16 years active duty and may not exceed 5 years, 6 months continuous active duty. A 31-day break is required for ADSW individuals, who have been on active duty for 5 years, 6 months.

b. Enlisted ADSW personnel who desire to remain on active duty must receive either an order modification or new orders.

c. ADSW personnel paid through RPN funding receive approval from NAVPERSCOM (PERS-9D).

d. ADSW personnel paid through MPN funding receive approval from NAVPERSCOM (PERS-80C).

---

5. **Clerical Procedures**

a. An agreement to remain on active duty or cancellation of such agreement shall be made on the NAVPERS 1070/622, parts 1 and 3, following the clerical procedures set forth in PAYPERSMAN. The agreement shall be signed by the member and the CO, or a designated representative of the CO. (Agreements for less than 24 months will be in numbers of whole months.)

b. Additional entries shall be made for inductees on the NAVPERS 1070/613, of the service record. General Assignment/Recall personnel will be given a Special Program Indicator (SPI) code of “G”.

---

6. **Authorization to Cancel**. CO’s are authorized to cancel active duty agreements under the same conditions as provided for cancellation of extensions of enlistment.

MILPERSMAN 1160-070

REENLISTMENT/EXTENSION OF ENLISTMENT IN THE INDIVIDUAL READY RESERVE (IRR)

Responsible Office	NAVPERSCOM (PERS-4933)	Phone: DSN COM FAX	882-4470 (901) 874-4470 882-2673

References	(a) 10 U.S.C. 651 (b) DFAS-DJMS, Procedures Training Guide (c) COMNAVRESFORINST 1780.1A

1. **Policy**. Navy Reservists on inactive duty who meet qualifications for reenlistment may extend their enlistment in increments of 1 or more months, provided such extension together with any other extension does not exceed an aggregate of 48 months. Extensions of fewer than 24 months are considered **conditional extensions** and shall normally be executed only for specific reasons listed in MILPERSMAN 1160-040.

a. Members of the Individual Ready Reserve (IRR), who are **disqualified for reenlistment by body composition requirements**, may extend their enlistment one time for 6 months to conform to standards.

b. Personnel **not eligible for reenlistment** may not extend their enlistment without prior approval of Navy Personnel Command (NAVPERSCOM), IRR Force Management Section (PERS-4933).

2. **Definitions**

a. "**Agreement to Extend Enlistment**," or "**enlistment as extended**," refers to the legal document, **NAVPERS 1070/621 (Rev. 01-00)**, **Agreement to Extend Enlistment** (page 1A of the service record), and not an unofficial agreement or personal assurance of intention to extend. Agreements on other than NAVPERS 1070/621 are of an informal and unofficial nature and could be repudiated or withdrawn by member.

b. "**Execution of the Agreement to Extend Enlistment**," or "**execution of extension**," refers to NAVPERS 1070/621 signed by

the member and an official authorized to accept the agreement on behalf of Navy.

c. "**Extension becomes operative**," or "**operative date**," refers to the effective date of the extension, normally

- the day following the expiration of enlistment, or
- the day of expiration of enlistment as voluntarily extended, or
- as extended for the purpose of making up time not served.

Extension agreements may not be canceled after the operative date. In cases where it appears that the extension should have been canceled, the second portion of NAVPERS 1070/621 shall be completed and the case referred to NAVPERSCOM (PERS-4933).

d. "**Extension becomes binding**" refers to the date on which the extension is executed (signed), after which it may not be canceled except per the provisions of this manual in effect at the time the agreement is signed.

3. **General Requirements for Reenlistment**

a. Members of the IRR may be reenlisted in person or by mail. To reenlist, such members must furnish evidence of

(1) a satisfactory physical examination completed within the preceding 12 months at a Navy Reserve activity,

(2) evidence of a satisfactory body composition assessment (BCA) completed within the preceding 3 months by a command fitness leader (CFL), and

(3) a signed statement affirming, to the best of the member's knowledge and belief, the member's physical condition is substantially the same as found in the reported physical examination.

b. The **Oath of Allegiance**, which is mandatory, shall be administered by any active, inactive, or retired commissioned officer of any component of the Navy, Marine Corps, Army, Air Force, or Coast Guard.

4. **Not Eligible for Reenlistment**. Personnel not eligible for reenlistment may not extend their enlistment without prior approval of NAVPERSCOM (PERS-4933).

5. **Extension of Enlistment After Release From Active Duty**. Members who enlisted in the Regular Navy, and were subsequently released from active duty and transferred to the IRR to complete their military service obligation under reference (a), are not required to reenlist at expiration of obligated service to continue service in the Navy Reserve. Such members, if authorized by NAVPERSCOM (PERS-4933), may extend their Ready Reserve obligation by using NAVPERS 1070/621 with the following modifications:

a. Disregard the preprinted statement of agreement/ understanding.

b. Include the following statement below the preprinted statement of agreement/understanding:

"I agree to remain a member of the Ready Reserve for the period of this extension, unless properly relieved by competent authority. Having been transferred to the U.S. Navy Reserve on (day after date of release from active duty (RELACDU)), I voluntarily agree to extend my Ready Reserve obligation for a period of _____ months. I understand the provisions of this agreement and I acknowledge that no promises of any kind have been made to me."

6. **Procedure for Agreement to Extend Enlistment**

a. Extensions shall be prepared on the latest revision of NAVPERS 1070/621 and, except as noted below, shall be witnessed and accepted on behalf of Navy by an official having custody of the member's service record, and authorized per the provisions of this manual to sign service record pages. When it is inconvenient or impracticable for the member to appear for the purpose of executing the extension of enlistment at the activity having custody of the member's service record, the extension form may be mailed to the member for execution and return. See paragraphs below for further information regarding requirements of extensions executed by mail. To be valid, NAVPERS 1070/621 shall be executed by the member concerned before, or on the date of, expiration of enlistment. Mail NAVPERS 1070/621 in

sufficient time to ensure receipt and execution is completed, not later than the member's expiration of enlistment.

b. A member normally should not be permitted to extend an enlistment for more than 3 months before the end of the enlistment, unless agreement to extend is required to acquire sufficient obligated service (OBLISERV) for recall to active duty, or eligibility for Montgomery GI Bill (see reference (b)). In all cases, enter appropriate reason on NAVPERS 1070/621, citing the directive, as appropriate, for the OBLISERV; otherwise, enter reason as follows:

"To continue career. I understand that this extension becomes binding upon execution and may not thereafter be canceled, except as provided in MILPERSMAN 1160-070."

c. The provisions of this manual and the procedures in reference (c) will be followed for completion of NAVPERS 1070/621. Special instructions for completion and return of the form to the originating activity will accompany each extension mailed to a member for execution. Prior to mailing, the originating activity shall fill in the upper portion of the extension form. In the case of a member executing an extension agreement by mail, an official authorized to sign service record pages may witness the member's signature and accept the extension agreement on behalf of Navy. If such official is not available, a commissioned officer of any component of Navy, Marine Corps, Army, Air Force, or Coast Guard; or a notary public may act as witness by signing immediately below the member's signature. The member will then return the extension to the activity having custody of the member's service record, and the authorized official accepting on behalf of Navy will modify the form by deleting the words "**witnesses and**" prior to signature.

7. **Criteria for Canceling Agreements to Extend Enlistment**. NAVPERSCOM (PERS-4933) will cancel NAVPERS 1070/621s of IRR members, prior to effective dates, in the following cases:

a. When the member, upon being physically examined for the extension, is found to be **not physically qualified** for retention in the service.

b. When the member is **not considered qualified** for retention in the service.

c. When the member, through no fault of the member's own, **has not received any of the benefits** for which the extension was executed by the day preceding the operative date of the extension.

d. When the member **reenlists or agrees to extend enlistment**, provided the reenlistment or extension is for an authorized period not less than the term of the extension agreement(s) being canceled. The extension agreement(s) shall then be canceled as of the date of reenlistment or execution of new extension.

8. **Procedure for Canceling Agreement to Extend Enlistment**. In all cases of cancellation of an agreement to extend enlistment, the lower portion of NAVPERS 1070/621 shall be completed, per instructions in reference (b). A statement concerning whether the member is recommended for reenlistment will be made on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks of the service record. If the member is not recommended for reenlistment, a full statement of the reasons shall be entered.

MILPERSMAN 1160-100

SELECTIVE TRAINING AND REENLISTMENT (STAR) PROGRAM

Responsible Office	NAVPERSCOM (PERS-4811)	Phone: DSN COM FAX	882-3215 (901) 874-3215 882-2623

References	(a) OPNAVINST 1160.5C (b) NAVEDTRA 10500, Navy Formal Schools Catalog (CANTRAC) (c) BUPERSINST 1430.16E

1. **Purpose**. The STAR program offers career designation to first term enlisted members who enlist or reenlist and thereby become eligible for the following career incentives:

a. Guaranteed assignment to an appropriate Class “A” or “C” School (but not both).

b. Possible advancement from petty officer third class (PO3) to petty officer second class (PO2) upon completion of a Class “C” School or a Class “C” School package, which is listed in the Career Schools Listing (CSL), MILPERSMAN 1510-020, and the latest NAVADMIN in effect on date of reenlistment, if otherwise eligible.

c. Advancement to PO3 upon completion of Phase I of an Advanced Electronics Field (AEF) Class “A” School under automatic advancement procedures for the AEF program.

d. Selective Reenlistment Bonus (SRB), if eligible (not guaranteed).

2. **STAR Eligibility Requirements**

a. Each applicant will

(1) be recommended by member’s commanding officer (CO) for career designation, have demonstrated above average career potential, and meet considerably higher standards for reenlistment than the minimum standards prescribed in MILPERSMAN 1160-030.

(2) be a PO2 or PO3 on a first enlistment or designated E-3, and be eligible in all respects for reenlistment per reference (a). Non-AEF E-3 personnel at time of STAR reenlistment will not be eligible for automatic advancement benefits of the STAR program. Refer to MILPERSMAN 1160-120 in regards to high year tenure (HYT) and STAR program.

(3) agree to reenlist or enlist in the Regular Navy for a period of 4 to 6 years (as required). The reenlistment or entitlement will not be executed until approval has been received from Navy Personnel Command (NAVPERSCOM), Active Enlisted Advancement/Conversions/Incentive Section (PERS-4811). The duration of required reenlistment is contingent on the requirements of MILPERSMAN 1160-040 (5-year obligation) and MILPERSMAN 1510-030 (AEF/ATF/NUC). Reenlistments in ratings not requiring 5 or 6-year obligations must be for a minimum of 4 years. For example, Electronics Technician (ET) rating requires a 6-year reenlistment, Builder (BU) rating a 5-year reenlistment, and Culinary Specialist (CS) rating a 4-year reenlistment.

(4) meet the minimum Armed Services Vocational Aptitude Battery (ASVAB) score requirements for entrance into the proper Class “A” or “C” school prescribed in reference (b) or MILPERSMAN 1306-618. When fully documented by the CO, a waiver of minimum test scores may be requested from NAVPERSCOM (PERS-4811).

(5) have no record of conviction by courts-martial, civil conviction, or nonjudicial punishment (NJP) for 18 months preceding date of application.

(6) have no alcohol incidents or documented drug abuse for 18 months preceding date of application.

(7) have an evaluation with no grade below 3.0 for 2 years prior to request for STAR reenlistment.

(8) not have been accepted for any programs leading to a commission.

b. Non-nuclear personnel must have at least 17 months, but not more than 6 years, of continuous active Naval Service and not more than 8 years of active military service for other service veterans. Non-nuclear personnel will sign the following

entry on NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks of the service record:

"I understand that by reenlisting prior to my expiration of active obligated service (EAOS) under the provisions of MILPERSMAN 1160-100 (STAR program), the unexecuted portion of my enlistment contract or extensions of enlistment will be deducted in selective reenlistment bonus (SRB) calculations."

3. **Eligibility Requirements for Nuclear Personnel**. Nuclear personnel must have at least 21 months, but not more than 6 years, of continuous active Naval Service on their date of reenlistment. Nuclear personnel reenlisting prior to EAOS will sign the following entry on NAVPERS 1070/613 of the service record:

"I understand that by reenlisting prior to my EAOS under the provisions of MILPERSMAN 1160-100 (STAR program), the unexecuted portion of my enlistment contract will be deducted from associated SRB calculations. Extensions of enlistment executed will not be deducted in SRB calculations, provided I reenlist for at least 2 years beyond my soft EAOS."

4. **Guidelines for Submitting Applications**

a. STAR program applications will be sent to NAVPERSCOM (PERS-4811). STAR requests should be submitted at least 60 days in advance of the desired enlistment or reenlistment date. When STAR approval is received, send SRB request in precertification format and reference the STAR approval message in remarks section.

b. All STAR requests must be approved by NAVPERSCOM (PERS-4811). STAR request could be disapproved due to current rating E-5 manning posture constraints.

5. **Administrative Procedures Following Approval**. Members approved for STAR reenlistment must obtain NAVPERSCOM (PERS-4811) approval for continuation in program if there is any decline in performance, NJP, court-martial action, or adverse involvement with civilian authority. The CO's recommendation is

required before a STAR continuation will be made by NAVPERSCOM (PERS-4811). Command must notify NAVPERSCOM (PERS-4811) to cancel STAR approval.

6. **Reenlistment for the STAR Program**

a. Members will be required to effect reenlistment within 6 months of the date of STAR authorization, and prior to attending “A” or “C” School, with the exception of those members attending or who have completed a CSL “C” School. For those members who are currently attending a CSL “C” School, STAR requests may be submitted during the course of instruction, but prior to effecting reenlistment. For those who have completed a CSL “C” School, a STAR request must be submitted prior to reenlistment for the completed school. Members whose EAOS is within 6 months of the approval date will be required to reenlist no later than their normal EAOS. Failure to reenlist prior to the expiration of these limiting dates will void STAR approval and require the member to obtain a new authorization.

b. In many cases, a STAR reenlistment may not be in the member’s best interest. The career counselor should explore all alternatives before recommending STAR. A non-AEF E-3 reenlisting under STAR will not be eligible for automatic advancement. A person who is requesting a “C” School under STAR, which will earn an SRB eligible Navy Enlisted Classification (NEC), could lose considerable SRB entitlements. For those scheduled for advancement in the near future, it may be prudent to wait for the advancement, if SRB eligible, before reenlisting STAR. For those outside the SRB eligibility window, it may be more prudent to wait until within the SRB window.

c. After approval of the STAR application, the member will be discharged for Convenience of the Government and immediately enlisted or reenlisted on board for a term of 4, 5, or 6 years, as required, in the Regular Navy. Eligible members should consult SRB implementing directives that may limit payment of a bonus for any incomplete portion of the initial enlistment contract. This article will be cited to record STAR

reenlistment by entering the following in Block 32 of NAVPERS 1070/601 (Rev. 1-03), Immediate Reenlistment Contract:

"Career designated under MILPERSMAN 1160-100."

Additionally, prior to reenlistment make the following entry:

"Should I be disenrolled from the STAR program voluntarily, because of academic failure, my own misconduct, or my failure to maintain program eligibility requirements, I understand I am no longer eligible for any STAR program benefits. I further understand that I am not eligible for reduction of obligated service incurred."

7. **School Assignments**

a. Members who enlist or reenlist under this article are guaranteed assignment to either a Class "A" or "C" School (but not both) listed in reference (b). If any requested school has been disestablished, assignment to another school as determined by NAVPERSCOM is guaranteed, provided training is available. "A" or "C" School quota requests will be submitted on NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request, to the proper detailer at NAVPERSCOM citing this article, the STAR authorization, the school guaranteed, and verification of the STAR reenlistment. School quota requests will be submitted immediately following STAR reenlistment; however, school requests will not contain requests for specific class convening dates or duty assignments. If feasible, a tentative class convening date will be assigned by NAVPERSCOM. If school assignment is delayed until late in the STAR enlistment for the convenience of the Navy, additional obligated service is not required upon entry into the guaranteed school. Members who attend a "C" School listed on the CSL at the time of reenlistment, and are automatically advanced to E-5 as a result of the STAR reenlistment, are not eligible for a subsequent "guaranteed" Class "A" or "C" School.

b. Designated personnel (E-3) who request a "C" School or "C" School package, and have not previously attended a Class "A" School, will be assigned to a Class "A" School if otherwise

eligible. PO3s and PO2s who have not attended a Class "A" School should request a Class "A" School in place of a Class "C" School. If a waiver of the "A" School is desired, it should be specifically stated in the STAR request. Only one "A" School or one "C" School package will be guaranteed under this program.

c. Class "C" School will be guaranteed to PO2s and PO3s who have completed the correct "A" School. Members who previously attended a Class "C" School are not authorized to attend the same Class "C" School. Members in paygrade E-3 who have been approved for reenlistment under STAR and who will be advanced to PO3 from a Navy-wide examination before effecting such reenlistment, may request Class "C" School. Approval will normally be granted only for convening dates, which will allow the member to first serve at least 12 months as a PO3. Class "C" School entrance time in paygrade requirements may be waived for PO3s who request reenlistment under the STAR program.

8. **Automatic Advancement**

a. Automatic advancement to E-5 may only be authorized when the eligibility requirements contained in reference (c) have been met and the member has served 1 year in paygrade E-4 from effective date of advancement. The effective date of advancement will be the date the advancement was made by the CO. Retroactive advancements are not authorized. Service record entries will cite this article as authority for automatic advancement.

b. E-3 personnel at time of STAR reenlistment will not be eligible for automatic advancement. Only one automatic advancement is authorized upon completion of STAR guaranteed training. An E-3 may be authorized automatic advancement to E-4 upon completion of AEF Class "A" School. Likewise, a member who was automatically advanced to E-4 under recruit AEF program may be automatically advanced to E-5 under STAR, provided all other eligibility requirements are met under this article; however, a member cannot be automatically advanced twice based on completion of the same school.

c. Upon graduation from a Class "C" School or Class "C" School package that is listed in the effective CSL at time of reenlistment, a PO3 may be advanced to PO2 by the CO of the Service School Command, provided otherwise eligible. Personnel must be eligible for advancement per reference (c), and must have 1 year in paygrade E-4. A member eligible for advancement

in all respects except having served 1 year in paygrade will have the following entered on the NAVPERS 1070/613 of the service record:

"Date: When eligible in all respects (name) may be advanced to (rate) on (date). Auth: MILPERSMAN 1160-100."

COs are authorized to advance members having the above entry in their service record on the date indicated. Appropriate service record and personnel diary entries (or Source Data System (SDS)) will be made at the time of advancement.

d. At the time of STAR reenlistment, a PO3 who holds a valid Nuclear Power 33XX NEC, or a PO3 who has completed a Class "C" School or Class "C" School package that is listed in the current CSL, may be advanced to PO2, if eligible for advancement under reference (c) and having completed 1 year in paygrade E-4.

e. A PO3 previously advanced to PO2 or designated E-5, but subsequently reduced in rate as a result of disciplinary action, is not eligible for automatic advancement to PO2 or PO3, respectively, through this program.

f. The automatic advancement feature of the STAR program provides a substantial attraction for an early reenlistment commitment. The intent and the historical application regarding STAR advancements has been to honor qualifying CSL "C" School completion carried out prior to STAR as criterion for automatic advancement; however, the CSL to be used in determining eligibility is the CSL (latest NAVADMIN) in effect on STAR reenlistment date.

9. **Time-in-Rate (TIR) Waivers**. To reduce the number of requests for TIR waivers from personnel who were advanced under accelerated advancement programs and who are denied the

opportunity to participate in advancement examinations because of insufficient TIR, the following policy is in effect.

Personnel who were automatically advanced under this article will have their TIR dates established as that assigned to their contemporaries who were advanced through successful participation in the current Navy-wide advancement cycle. For example, personnel automatically advanced between 1 July and 31 December will have 1 July as their TIR date in consonance with the personnel advanced from the March examination of that year. TIR for personnel automatically advanced between 1 January and 30 June will be shown as 1 January; i.e., advancement effected 9 December 1981, TIR is 1 July 1981; and advancement effected 9 February 1982, TIR is 1 January 1982.

MILPERSMAN 1160-110

NAVPERS 15878H, RETENTION TEAM MANUAL

Responsible Office	CNO (N13)	Phone:	DSN	225-3394
			COM	(703) 695-3394
			FAX	223-5368

1. **Guidance**. Basic comprehensive information concerning the Navy Enlisted Retention Program is contained in this manual. It is a reference tool for career counselors, division officers, and other personnel involved in the Retention Program. This manual contains suggested counseling methods and techniques, channels of communication, opportunities, programs, and benefits available through career service.

MILPERSMAN 1160-120

HIGH YEAR TENURE

Responsible Office	OPNAV (N132)	Phone: DSN COM FAX	664-4717 (703) 604-4717 604-6957

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free E-mail:	1-866-U ASK NPC UASKNPC@navy.mil

---

Reference	(a) OPNAVINST 1040.11D (b) OPNAVINST 1306.2G (c) DoD Instruction 1332.29 (d) OPNAVINST 1900.4 (e) BUPERSINST 1001.39F (f) OPNAVINST 3060.7B

1. **Purpose**. The high year tenure (HYT) policy is a vital and effective force management tool utilized to properly size and shape the Active and Reserve Components. HYT management is regulated by establishing standardized length-of-service (LOS) gates by pay grade balanced with a waiver process to enable the Navy to retain the right number of members. As one of the Navy's key enlisted force management tools, the HYT policy facilitates viable career paths and advancement opportunities across all pay grades and LOS spectrums. The standardized HYT gates allow members greater flexibility to stay Navy within a stabilized force. Through this measured process, the Navy enhances quality throughout the continuum of service.

a. This article applies to all members of the Active Component (AC), full-time support (FTS), Ready Reserve (USNR) and Standby Reserve-Active (USNR-S1) communities within the Navy. References within this article to the Ready Reserve include Selected Reserve (SELRES) and Individual Ready Reserve (IRR), encompassing the voluntary training unit (VTU) and active status pool (ASP), unless otherwise specified. Members of USNR-S1 are referenced separately. For clarification of member status as applied in this article see the table below:

<table>
<tr><th>AC/FTS</th><th colspan="3">Ready Reserve</th><th>USNR-S1</th></tr>
<tr><td rowspan="2">Active Component/ Full-Time Support</td><td>Selected Reserve</td><td colspan="2">Individual Ready Reserve</td><td>Standby Reserve-Active</td></tr>
<tr><td>Drilling Reserve (in pay), Definite Recall, and CANREC</td><td>Voluntary training unit</td><td>Active status pool</td><td>Key Federal employees; hardships</td></tr>
<tr><td colspan="2">HYT requests from above categories will be processed by Bureau of Naval Personnel (BUPERS), Enlisted Community Management (BUPERS-32) or Chief of Naval Operations (OPNAV), Nuclear Propulsion Program Management Branch (N133) if nuclear trained personnel.</td><td colspan="3">HYT requests from above categories will be processed by Navy Personnel Command (NAVPERSCOM), Reserve Enlisted Status Branch/FTS Recall and Conversions (PERS-913).</td></tr>
</table>

b. Unless HYT waiver approval is authorized by the responsible office noted in paragraph 2; AC, FTS, Ready Reserve, and USNR-S1 personnel may only reenlist or extend up to the HYT date for their current pay grade. Personnel who have been selected for advancement may reenlist or extend up to the HYT date of their frocked pay grade. Personnel in the ASP are limited to 2-year enlistments, not to exceed HYT date, for their current or frocked pay grade.

2. **Roles and Responsibilities**

a. Chief of Naval Operations (OPNAV), Manpower Plans and Policy (N13) is responsible for total force management in support of the OPNAV, Deputy Chief of Naval Operations (OPNAV N1) and is the final disposition authority for deviations from this policy.

b. Branch Head, Enlisted Force Plans and Policy OPNAV (N132) directs enlisted force management policies in support of the Director, Military Personnel Plans and Policy (N13) and is the endorsement agent for HYT waivers which require deviation from policy or procedures described in this article.

c. Bureau of Naval Personnel (BUPERS), Military Community Management, Enlisted (BUPERS-32) is the HYT waiver disposition authority for all non-nuclear-trained AC and FTS members, as well as SELRES members of the USNR (not IRR or S-1 personnel).

Requests which require deviation from policy shall be referred to OPNAV (N132).

d. Nuclear Propulsion Programs (OPNAV (N133)) is the HYT waiver disposition authority for all nuclear-trained AC and FTS personnel. Requests which require deviation from policy shall be referred to OPNAV (N132).

e. NAVPERSCOM, Reserve Enlisted Status Branch/FTS Recall and Conversions (PERS-913) is the disposition authority for HYT requests for all members of the IRR, including VTU and ASP, and USNR-S1. Requests which require deviation from policy shall be referred to OPNAV (N132).

f. Command responsibility. Per reference (a), AC, FTS, SELRES, and VTU members shall appear before a career development board 24 months prior to reaching HYT. Commands must ensure accuracy of waiver requests. Late, inaccurate, or incomplete requests will not be considered.

3. **Maximum Years of Service**. HYT gates are listed by pay grade in the two tables below. Use the following guidelines when computing active or Reserve Navy service:

a. HYT dates for AC and FTS are based on the active duty service date. HYT dates for Ready Reserve and USNR-S1 are based on the pay entry base date.

b. For AC and FTS members in pay grades E-1 through E-4, use only total active-duty Navy service to compute HYT dates. See paragraph 11f(2) for specific guidance regarding HYT date corrections for other service veterans (OSVETS).

c. For AC and FTS members in pay grades E-5 through E-9, use all earned active military service (from any Armed Service) to compute HYT dates.

d. AC and FTS members who previously accumulated active duty service via annual training, active-duty for training, active duty for special work (ADSW), definite recall, Presidential recall, and periods of mobilization must include these periods as part of the total active military service calculation. Inactive duty training or drill periods are not considered active duty and will not be included as part of the member’s total active military service calculation.

e. AC or FTS command master chiefs (CMDCMs) may exceed 30 years of service as indicated in the table below provided they comply with selection criteria outlined in reference (b) for a flag or general officer support assignment and are validated by the command master chief (CMC) detailer for eligibility. Members in such roles may extend their orders for up to 30 days past the end of their flag or general officer's assignment to allow turnover of duties to their successor. Progressive assignment should be considered to exceed 30 years of service up to a maximum as noted below.

AC and FTS		
Grade	**Years**	**Remarks**
E-1 to E-2	4	May not reenlist or extend unless HYT is granted by BUPERS-32.
E-3	5	E-3 who "Passed Not Advanced" a Navy-Wide Advancement Exam prior to March 2012 (Cycle 215) retain HYT gate of 8 years.
E-4	8	
E-5	14	
E-6	20	
E-7	24	
E-8	26	
E-9	30	
CMDCM	32	CMDCM/FORCM (9580/9578) selected for a 1- or 2-star flag/general officer support assignment to complete a 3-year tour of duty.
CMDCM	35	CMDCM/FORCM/FLTCM (9580/9578) selected for a 3- or 4-star flag/general officer support assignment to complete a 3-year tour of duty.
MCPON	38	CMDCM/FORCM/FLTCM (9580/9578) selected to serve as the Master Chief Petty Officer of the Navy (MCPON) to complete a 4-year tour of duty.

f. Ready Reserve and USNR-S1 members exceeding HYT limits listed in the below chart must obtain a HYT waiver (either for SELRES, VTU, or USNR-S1), retire (if eligible), or be separated.

(1) Ready Reserve and USNR-S1 personnel in pay grades E1 to E3 are not eligible for a HYT waiver.

(2) Ready Reserve and USNR-S1 personnel in pay grade E-4 may only receive a waiver to serve in the VTU or USNR-S1.

(3) Ready Reserve and USNR-S1 personnel in pay grade E-5 to E-9 may receive a waiver for SELRES, VTU, or USNR-S1.

(4) Ready Reserve and USNR-S1 personnel of any rank who exceed HYT limits may not be assigned to the ASP.

g. Ready Reserve and USNR-S1 E-4 to E-6 personnel with an approved HYT waiver may remain in the SELRES or IRR (VTU and ASP) as approved, unless barred by policy or age restriction, until, and contingent upon, achieving 20 consecutive total years qualifying service (TYQS). The effective date of non-regular retirement will be the first day of the month after the month in which the 20th qualifying year is completed.

h. Ready Reserve and USNR-S1 E-7 and above personnel receive an automatic HYT waiver for the VTU until 30 years LOS or 30 TYQS, whichever occurs first, unless precluded by other policies or laws (e.g., senior enlisted continuation board or age restrictions). E-7 and above must receive a HYT waiver to serve in SELRES or the VTU beyond 30 years LOS not to exceed 30 TYQS. Effective date of retirement shall be the first day of the month after the month in which the 30th applicable year is completed.

i. Ready Reserve and USNR-S1 E-9 personnel who are accepted into and serving in the CMC Program, per reference (b), or who are selected for a CMC or command senior enlisted leader (CSEL) assignment for a flag or general officer prior to the start of their 30th years of service (YOS), may exceed 30 YOS as indicated in the table below provided they receive a HYT waiver from BUPERS-32 to serve in the SELRES, or NAVPERSCOM (PERS-913) to serve in the VTU to complete a 3-year tour not to exceed (NTE) 32 TYQS, whichever occurs first. Members in such roles may extend their orders for up to 30 days past the end of their flag or general officer’s assignment to allow turnover of duties to their successor.

READY RESERVE (SELRES, IRR (VTU and ASP)), and USNR-S1		
Grade	**Years**	**Remarks**
E-1 to E-2	6	Not eligible for HYT waiver.
E-3	10	Not eligible for HYT waiver.
E-4	12	Eligible for HYT waiver to serve in VTU NTE 20 TYQS.
E-5	20	Eligible for HYT waiver to serve in SELRES or VTU NTE 20 TYQS.
E-6	22	Eligible for HYT waiver to serve in SELRES or VTU NTE 20 TYQS.
E-7	24	Automatic waiver to serve in VTU until 30 years LOS or 30 TYQS, whichever is earlier. Eligible for waiver to serve in SELRES or VTU NTE 30 TYQS.
E-8	26	Automatic waiver to serve in VTU until 30 years LOS or 30 TYQS, whichever is earlier. Eligible for waiver to serve in SELRES or VTU NTE 30 TYQS.
E-9	30	Automatic waiver to serve in VTU until 30 years LOS or 30 TYQS, whichever is earlier. Eligible for waiver to serve in SELRES or VTU NTE 30 TYQS.
CMDCM/CMC/CSEL	32	CMDCM (9580/9578) or CMC/CSEL selected for a flag/general officer assignment to complete a 3-year tour of duty. Eligible for waiver to serve in SELRES or VTU NTE 32 TYQS or their tour of duty, whichever occurs first.

4. **HYT Waiver Eligibility**. AC, FTS, Ready Reserve, and USNR-S1 requests to continue beyond established HYT gates will be considered on a case-by-case basis. Requests for HYT waivers to the VTU may be considered for qualified Ready Reserve and USNR-S1 members with a history of satisfactory participation. Examples of requests which may be given favorable consideration for AC, FTS, and SELRES include:

a. In support of urgent, immediate operational requirements in a deployed or soon-to-deploy unit.

b. Ratings or critical skills identified as undermanned.

c. Waivers for obligated service (OBLISERV):

(1) Waivers for OBLISERV apply only to service requirements incurred as a result of formal training. These waiver requests will be considered on an individual basis per paragraph 6. OBLISERV stated on permanent change of station orders does not override HYT dates unless an HYT waiver has been approved.

(2) E-3 and E-4 personnel approved for rating conversion via appropriate class "A" and or "C" Schools will be granted an HYT waiver to coincide with expiration of the training OBLISERV requirement. Commands must liaise with BUPERS-32 to ensure the revised HYT date is accurately reflected in the enlisted master file (EMF).

(3) E-3 and E-4 personnel approved for in-rate advanced training ("C" School) will be granted an HYT waiver to coincide with expiration of the training OBLISERV requirement as outlined in paragraph 4c(2) above.

(4) E-4 personnel approved for the Selective Training and Reenlistment (STAR) Program, per MILPERSMAN 1160-100, may exceed their HYT as they will advance to E-5 and incur a 4- to 6-year OBLISERV requirement upon completion of required training.

NOTE: HYT waivers for the STAR Program are for first-term personnel only. HYT waivers will **not** be approved for any second or subsequent reenlistments under this program.

d. Personnel who desire to maximize their selective reenlistment bonus (SRB) eligibility must submit and receive approval for the HYT waiver request prior to submitting their SRB precertification request. These requests will be considered on an individual basis. See latest SRB NAVADMIN for guidance.

e. Personnel with enlistment contracts/extensions executed prior to the effective date of this article are eligible to receive an automatic HYT waiver to serve in the VTU or ASP until their current expiration of obligated service (EOS), unless precluded by other policies or laws.

5. **HYT Waiver Ineligibility**. HYT waiver requests must be justified by needs of the Navy. Requests based primarily on factors of personal convenience for the member will not be approved and should not be submitted. Examples of such ineligible waiver requests include (but not limited to):

a. To obtain the necessary service to participate for advancement (dates for determining advancement eligibility are contained in paragraph 7), or to await examination results.

b. To meet minimum eligibility requirements or to await additional quotas for advancement via programs such as the Command Advancement Program.

c. To commence or continue medical treatment, see paragraphs 11b and 11c for justifications.

d. To allow a member to continue or complete off-duty education courses while on active duty.

e. To permit a more desirable retirement or separation date (e.g., member desires to retire in summer months, etc.).

f. To increase financial entitlements based on length of military service (e.g., involuntary separation pay, education benefit eligibility, Fleet Reserve retainer check, etc.).

6. **HYT Waiver Request Procedures**

a. Requests for AC, FTS, and SELRES HYT waivers must be submitted using NAVPERS 1306/7 Enlisted Personnel Action Request and must arrive at BUPERS-32 10 months prior to their established HYT date. Nuclear-trained members must submit HYT waiver requests to OPNAV (N133) with the same 10 month window. NAVPERS 1306/7 may be accessed by using the following Web address: https://www.public.portal.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

b. Requests for Ready Reserve (excluding SELRES) and USNR-S1 HYT waivers shall be submitted using NAVPERS 1306/7, and must arrive at NAVPERSCOM (PERS-913) 10 months prior to established HYT date to ensure no break in service.

c. AC and FTS HYT requests must include the following:

(1) Member’s full name, rate, current LOS, EOS, desired length of waiver in months, and command point of contact.

(2) Provide justification to include any pertinent documentation and information. Request should indicate the specific operational unit in which the member is seeking assignment (if applicable).

(3) CO's endorsement and signature. Endorsement should identify unit manning/rating deficiencies and the availability of other personnel to fill billet or unit requirements.

d. Ready Reserve and USNR-S1 HYT requests must contain items listed in paragraph 6c(1) through 6c(3) as listed above, but also include specific additional endorsements as noted below:

(1) Endorsement of the training unit (TRUIC) commanding officer if member is VTU or holds in-assignment process status, endorsement of the unit mobilization unit (UMUIC) CO wherein the member holds a current billet assignment, or wherein the member is requesting a billet assignment if retained.

(2) Endorsement of the Navy Reserve activity (NRA) CO where the endorsing unit CO (TRUIC or UMUIC CO) is assigned. Respective endorsements should substantiate the member's valid need to fulfill a specific role, as applicable (e.g., CMC, CSEL).

e. Ready Reserve and USNR-S1 members disapproved for a SELRES HYT waiver can also be considered for a waiver to serve in the VTU if so stated on the original request.

f. Members who receive an approved waiver will sign the following NAVPERS 1070/613 Administrative Remarks:

(Date): I understand that the high year tenure waiver (DTG of approval message) is subject to cancellation if I am unable to fulfill the mission per which the waiver was approved for. Requests to cancel this waiver will be coordinated with BUPERS-32 for AC, FTS, and SELRES members; or NAVPERSCOM (PERS-913) for Ready Reserve and USNR-S1 members via my commanding officer for adjudication. Final disposition of waiver cancellation will be with Commander, Navy Personnel Command (CNPC).
_____ _____
(Member's signature) (Witness signature)

g. Cancellation of approved waivers. AC, FTS, Ready Reserve, and USNR-S1 personnel serving on an approved HYT waiver for a specific assignment, obligated service, or program who are no longer able to fulfill the assignment, obligated service, or program for which the waiver was approved are subject to having

their waiver cancelled. Commands must liaise with BUPERS-32 (or OPNAV (N133) if nuclear-trained) for AC, FTS, and SELRES members or with NAVPERSCOM (PERS-913) for Ready Reserve and USNR-S1 members via their CO for disposition of waiver cancellations. Commander, Navy Personnel Command (CNPC) via OPNAV (N132) is the final disposition authority for cancelling waivers. If a previously approved waiver is cancelled, AC, FTS, Ready Reserve, and USNR-S1 members will be separated within 120 days of cancellation, unless they have adequate time to transfer to the Fleet Reserve or retire.

7. **HYT and Advancement**

a. AC, FTS, SELRES, VTU, and USNR-S1 members beyond the established HYT date for their present pay grade on the first day of the advancement cycle (per below tables) are ineligible for advancement consideration, unless they have received an approved HYT waiver from BUPERS-32 (AC, FTS, SELRES or VTU). ASP and USNR-S1 members are ineligible for advancement.

If AC/FTS competing in below advancement cycle...	**Then must be Active Duty on:**
E-4/5/6 March exam	1 July same year
E-4/5/6 September exam	1 January following year
E-7 January exam	1 September same year
E-8/9 March/April board	1 July same year

If Reserve competing in below advancement cycle...	**Then must be in SELRES on:**
E-4/5/6 February exam	1 July same year
E-4/5/6 August exam	1 January following year
E-7 February exam	1 September same year
E-8/9 March board	1 July same year

b. Waivers approved by NAVPERSCOM (PERS-913) allowing Ready Reserve and USNR-S1 members to continue in the VTU beyond the established HYT gates **do not** reinstate advancement eligibility.

8. **HYT and Involuntary Separation Pay (ISP)**. AC and FTS personnel who are separated due to HYT gates and are advancement eligible at the time of separation may be eligible for full ISP. References (c), (d), and MILPERSMAN 1910-050 and 1920-020 outline ISP definitions, criteria, and policy.

a. In order to be eligible for any amount of ISP, AC and FTS members must have completed at least 6, but less than 20

years of active service, and must enter into an agreement to serve in the Ready Reserve for a period of not less than 3 years in addition to any other remaining service obligations.

b. To preclude unwarranted ISP recoupment action by Defense Finance and Accounting Service (DFAS), commands separating members in pay grades E-5 and below for HYT, who are otherwise fully retainable, shall enter a reentry code of "RE-6" in block 27 of member's DD-214 Certificate of Release or Discharge from Active Duty.

9. **HYT and Ready Reserve/USNR-S1**. SELRES personnel who reach HYT and do not have an approved SELRES HYT waiver, or are not eligible for SELRES HYT waiver, must be removed from SELRES by the end of the month in which the HYT date occurs. The following options apply to all Ready Reserve and USNR-S1 personnel at or beyond HYT without a SELRES HYT waiver:

a. If eligible, member may request transfer to the Retired Reserve with or without pay. See reference (e) for guidance on requesting transfer to the Retired Reserve.

b. Request HYT waiver for VTU from NAVPERSCOM (PERS-913). Ready reserve and USNR-S1 members approved for VTU assignment will be subject to the following:

(1) Member must maintain satisfactory participation requirements as outlined in reference (e).

(2) Member will not be permitted to return to SELRES without receiving a SELRES HYT waiver from BUPERS-32.

(3) Member will not be permitted to participate for advancement.

(4) The following NAVPERS 1070/613 entry shall be made for personnel who accept VTU assignment:

(Date): I accept assignment to the voluntary training unit (VTU) in a non-pay drill status due to having reached high year tenure (HYT) for my pay grade per MILPERSMAN 1160-120. I understand that I must maintain satisfactory participation requirements as outlined in BUPERSINST 1001.39F or Governing MILPERSMAN. I understand that I am not eligible to return to a drill pay status in the future without receiving a SELRES HYT waiver from BUPERS-32. I acknowledge I am not authorized to participate for advancement in rate.
_____ (Member's Signature) _____ Witness Signature

c. Members either not eligible, or not approved for, retirement or HYT waiver will be separated effective the last day of the month in which the HYT date occurs.

10. **Restrictions on Active Duty for Operational Support (ADOS)and Mobilization Orders**

a. Orders in the ADOS category are ADSW and definite recall. The following apply to ADOS orders:

(1) HYT is not a disqualifying factor for ADOS.

(2) Prior to executing orders, SELRES who will reach their HYT date while on ADSW or temporary recall orders will be transferred to the VTU, unless approved for a SELRES HYT waiver that expires after anticipated return from ADOS.

(3) Members in an HYT status while on ADSW or definite recall are ineligible to participate for advancement in rate, unless member has an approved Ready Reserve HYT waiver and is not HYT for the next higher pay grade.

b. The following apply to mobilized Ready Reserve members under the authorities listed in reference (f), Figure 1-1, mobilization authorities:

(1) HYT is not considered as a factor in mobilization.

(2) Members who reach their Ready Reserve HYT date during a period of mobilization shall not be demobilized due to this status.

(3) Upon reaching HYT date, Ready Reserve members on mobilization will be transferred to the VTU while still on orders. Members reaching HYT may continue on mobilization orders, but are not eligible for advancement without an approved SELRES HYT waiver.

11. **Special Considerations Regarding HYT**

a. **Twilight Tour Eligibility.** AC and FTS E-9 personnel receiving an HYT waiver will forfeit twilight tour eligibility(see MILPERSMAN 1300-600 for further twilight tour criteria).

b. **Limited Duty (LIMDU) Status.** AC and FTS personnel in a LIMDU status and approaching mandatory HYT retirement, mandatory HYT transfer to the Fleet Reserve, or mandatory HYT separation will only be retained on active duty if actually hospitalized (in-patient), or if their case has been submitted to a physical evaluation board (PEB) for disability determination. Personnel meeting the criteria for a PEB shall be allowed to complete the board process and not be separated for other reasons. Personnel found not eligible for disability status will be separated within 30 days of the PEB's final adjudication.

c. **Ready Reserve and USNR-S1 Medical Determinations.** SELRES and VTU members with submitted medical retention review, medical evaluation board, medical hold orders, line of duty and or PEB cases who reach HYT limit are granted an automatic HYT waiver to the VTU until final adjudication. SELRES personnel will be transferred to the VTU by the last day of the month in which HYT date occurs. Automatic HYT waiver to the VTU expires 0-days after final adjudication date.

d. **Selected for Officer Appointment.** Ready Reserve and USNR-S1 members selected for an officer appointment who are at or beyond their HYT date are granted an automatic HYT waiver to the VTU while awaiting commissioning, but may seek a waiver to remain in paid SELRES status per procedures in paragraph 6. These personnel must be transferred to the VTU, unless a SELRES HYT waiver is approved.

e. **Reduction in Rate**

(1) AC and FTS members reduced in rate are authorized to complete the current enlistment, only if it expires on or before the HYT gate of the new pay grade.

(a) When the soft expiration of active obligated service (i.e., expiration of obligated service plus any extensions) exceeds the HYT LOS gate of the reduced pay grade, separation must occur within 180 days from the date of reduction in rate, unless granted an HYT waiver, reinstated, or subsequently advanced. Short term extensions may be authorized when a member has insufficient obligated service remaining to reach the 180-day separation timeline to ensure adequate transition time.

(b) When HYT date is greater than 180 days following reduction in rate, the member will be separated at the HYT LOS gate (if prior to the SEAOS) or at SEAOS (if prior to his or her HYT LOS gate) if the member is ineligible to reenlist or extend to the HYT LOS gate of the reduced pay grade.

(c) OPNAV (N133) will manage nuclear-trained members who are reduced in rate, and will be the disposition authority for HYT separations.

(2) Ready Reserve and USNR-S1 members reduced in rate are authorized to complete their term of enlistment when their expiration of obligated service is before the HYT limiting gate of the new pay grade. If the new HYT limiting gate has already been exceeded at the time the member is reduced in rate, or the HYT limiting gate is less than 180 days, the member must retire (if eligible), or be separated within 180 days from the date of their reduction in rate, unless they are granted an HYT waiver, reinstated, or are subsequently advanced.

(3) AC and FTS members who have completed 18 years, but less than 20 years of service and are subsequently reduced in rate, shall be retained on active duty until they are eligible to transfer to the Fleet Reserve, unless they are discharged under other provisions of law.

(4) Ready Reserve and USNR-S1 members who have completed 18 TYQS, but have less than 20 TYQS and are subsequently reduced in rate, shall be retained in the VTU until they are eligible to

transfer to the Retired Reserve with or without pay, unless discharged under other provisions of law.

f. **Procedures to Correct HYT Dates**

(1) If it is determined that an HYT date for an AC or FTS member is incorrect, contact BUPERS-32 (or OPNAV (N133) if nuclear-trained) for verification and subsequent correction to the EMF. SELRES and VTU personnel must contact their supporting NRA. ASP and USNR-S1 personnel must contact NAVPERSCOM (PERS-913).

(2) AC and FTS HYT gates for OSVETs in pay grades E-4 and below are computed based on total active Navy service only. In order to update the EMF to reflect a corrected HYT date, commands should send the following documents to BUPERS-32:

(a) Copy of member’s initial enlistment contract;

(b) Copy of each of the member’s DD 214s, or a DA 1506 Statement of Service reflecting all periods of military service (in any branch).

MILPERSMAN 1200-010

SUBMARINE PATROL INSIGNIA QUALIFICATIONS

Responsible Office	CNO (N871)	Phone: DSN COM FAX	227-0886 (703) 697-0886 225-6942

1. **Types of Submarine Patrol Insignias**

a. There are two types of submarine patrol insignias awarded to a member, Submarine Combat and SSBN Deterrent. The awarding of each insignia is based on the completion of a successful patrol defined below.

b. The determination of whether a patrol is successful is made by the type or task force commander under whose command the submarine operated.

2. **Submarine Combat Patrol Insignia**.

a. Authorization for the **Submarine Combat Patrol Insignia** is given to members regularly assigned to submarine duty on or after 7 December 1941, who completed one or more wartime combat patrols designated as successful because

(1) the submarine sank or assisted in sinking at least one enemy vessel, or

(2) the submarine accomplished a combat mission of comparable importance.

b. The insignia represents completion of one successful patrol.

(1) A **gold star** mounted on the insignia indicates an additional successful patrol.

(2) A **silver star** mounted on the insignia indicates a total of five successful patrols.

NOTE: This insignia may be awarded to personnel prior to qualification in submarines in time of war.

3. **SSBN Deterrent Patrol Insignia**.

a. Authorization for the **SSBN Deterrent Patrol Insignia** is given to members regularly assigned to submarine duty and who completed one or more SSBN deterrent patrols.

b. The insignia represents completion of one successful patrol.

(1) A **gold star** mounted on the insignia indicates an additional successful patrol.

(2) A **silver star** mounted on the insignia indicates a total of five successful patrols.

NOTE: This insignia may be awarded to personnel prior to qualification in submarines.

4. **Service Record Entry**. A service record entry is made for each member upon authorization to wear these insignias. Additional entries shall be made for each succeeding successful patrol.

5. **Wearing Both Insignias**. Personnel eligible for the Submarine Combat Patrol Insignia and the SSBN Deterrent Patrol Insignia may wear only one at a time, according to their personal desires.

MILPERSMAN 1200-020

DEEP SUBMERGENCE INSIGNIA QUALIFICATIONS

Responsible Office	CNO (N873)	Phone:	DSN COM FAX	227-2040 (703) 697-2040 227-8273

1. **Policy**. Squadron Commanders authorize individual Naval members to wear the Deep Submergence Insignia.

2. **Qualification**. Members who successfully complete 1 year of regular assignment to a Manned or Unmanned Deep Submersible including USS DOLPHIN and NR-1, or to a supporting deep submergence detachment.

3. **Wearing other insignias**. Personnel eligible to wear other insignias, such as the Submarine Combat Patrol or SSBN Deterrent Patrol Insignia, may only wear one insignia at a time according to their personal desire.

4. **Service record entry**. An appropriate entry must be made in the service record of each member upon authorization to wear this insignia.

MILPERSMAN 1200-030

SMALL CRAFT INSIGNIA

Responsible Office	CNO (N861)	Phone: DSN COM FAX	222-4610 (703) 692-4610 222-4640

References	(a) NAVPERS 15665I, U. S. Navy Uniform Regulations

1. **Qualifications as a Result of Service in the Republic of Vietnam under Combat**

a. Chief of Naval Operations (CNO) (N86) authorized the Small Craft Insignia for junior officers and senior petty officers who had served as officer in charge (OIC) of Riverine or Coastal Craft, under combat conditions, in the Republic of Vietnam.

b. Personnel who served for a minimum of 6 months as OIC, patrol officer (commissioned or enlisted), river section leader, boat officer, or petty officer in charge (POIC) of the following craft are eligible to wear the insignia:

Patrol Boat River (PBR)
Patrol Boat Fast (PCF)
Strike Assault Boats (STABS)
Seal Support Craft (HSSC, MSSC, LSSC)
Minesweeping Craft
Harbor Defense Craft
Logistic Support Craft (LCU, LCM, YFU)
River Assault Craft

c. U.S. Navy personnel who served as advisors to the Vietnamese Navy personnel in an “in-charge” position, and officers and enlisted whose units were turned over to the Vietnamese Navy before they had acquired the requisite 6 months eligibility as stated above, are authorized to wear the insignia provided the total operational time and advisory time on the craft equal 6 or more months.

2. **Eligible Units**. Those personnel who meet the criteria described above, and served with the following units, were established as being authorized the Small Craft Insignia:

RIVFLOT ONE (RAS 9, 11, 13, 15)
COSRON ONE
RIVPATFLOT FIVE
Naval Special Warfare Group, Vietnam
MIDIV 112 and 113
NSA DANANG and SAIGON
Inshore Undersea Warfare Group One
Naval Advisory Group, RVN

3. **Eligibility Requirements Established after 1 October 1984**. Members who served in an OIC or POIC billet for a minimum of 6 months, and have completed the appropriate Personnel Qualification Standard (PQS) in one of the following platforms or units are authorized by CNO to wear the Small Craft Insignia:

a. **Eligible Platforms**:

Logistical Support Craft (LCU, LCM)
Seaborne Powered Target Craft (SEPTAR) (QST-33/35)
MKV Special Operations Craft (SOC)
Patrol Boat (PB, PBM, PBR, PCF)
Strike Assault Boat (STAB)
Special Warfare Craft (SWCL)
Armored Troop Carrier (ATC)
Surface Effect Craft (AGEH, LCAC, PCH, PGH, SES)
High Speed Boat (HSB)
Rigid Hull Inflatable Boat (RHIB) permanently assigned to support SEAL Team operations or Helicopter Mine Countermeasures Squadrons or High Speed Maneuverable Seaborne Target (HSMST) operations
Small Waterplane Area Twin Hull (SWATH) (MHS-1) assigned to support EOD Mobile Units
Inshore Boat Unit Patrol Boat (IBU PB) and Inshore Boat Unit Patrol Rib (IBU PR)
Modified Glacier Bay Catamaran submarine escorts and Rigid Hull Inflatable Boat (RHIB) submarine escorts
Special Operation Craft-Riverine (SOC-R) permanently assigned to support SEAL Team operations
Harbor Security (HS) Rigid Hull Inflatable Boats (RHIB)
Naval Boat Police Harbor Security Boats (HSB) attached to Naval Region Southwest

b. **Eligible Units**:

Naval Coastal Warfare Groups (NCWG)
Naval Coastal Warfare Squadrons (NCWS)
NCW Mobile Inshore Undersea Warfare (MIUW) Units
Inshore Boat Units (IBU)
Harbor Defense Command Units (HDCU)
Mobile Security Squadrons (MSS) and Detachments
Riverine Groups and Squadrons

c. Personnel who qualified prior to 1 July 1992 while assigned to a Yard Patrol (YP) or Craft of Opportunity (COOP) Trainer craft are authorized to continue to wear the insignia.

NOTE: All “grandfather” periods for previous qualification have expired. No further “grandfather” qualification requests will be considered.

4. **Wearing Small Craft Insignia**. The Small Craft Insignia shall be worn as authorized in reference (a).

MILPERSMAN 1200-040

CRAFTMASTER INSIGNIA

Responsible Office	OPNAV (N96D2)	Phone: DSN COM	227-7469 (703)697-7469

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Eligibility for Craftmaster**. The craftmaster insignia recognizes Navy personnel who serve as officer in charge (OIC), petty officer in charge (POIC), or boat captain of independently operating non-combatant craft. Personnel criteria for authorization for this award is defined below.

2. **Qualifications for Active Duty Personnel**

a. Enlisted personnel who qualified, hold one of the following Navy enlisted classifications (NECs), and received a Navy Personnel Command (NAVPERSCOM) endorsed NAVPERS 1221/6 Navy Enlisted Classification (NEC) Change Request are authorized the craftmaster insignia:

BM-0161
BM-0167
QM-0215

b. All officers who have served as OIC of yard auxiliary, general (YAGs) since 1 October 1984.

3. **Additional OIC, POIC, or Boat Captains Considered Eligible**. Personnel who serve as OIC, POIC, or boat captain for a minimum of 6 months and completed an appropriate command-generated job requirements standards (JRS) program in one of the following craft are eligible for the craftmaster insignia:

DLR
YAG
YFB
YFRT

YFU
YO
YOG
YTB
YTL
YTM
YW
MSB
TR
TWR
YTT
WT
CSP
65’ EODSC
Salvage Craft
YP
CT
Sail Training Craft (over 40 feet in length), or
Motorized Training Craft (over 100 feet in length)
Sea Mule Pusher Boat

4. **Eligibility Requirements Established 1 July 1992**. Members who served in an OIC or POIC billet for a minimum of 6 months and have completed an appropriate command-generated JRS program since 1 July 1992, in one of the platforms below are authorized by Chief of Naval Operations to wear the craftmaster insignia:

Yard Patrol (YP)
Craft of Opportunity (COOP) Trainer (CT)
Large Sail Training Craft (over 40 feet in length)
Large Motorized Training Craft (over 100 feet in length)

5. **Retroactive Request for Consideration Expired 1 July 1993**

a. Eligible officers who completed a billet as OIC of a sail training craft (over 40 feet in length) prior to 1 July 1992 could have requested qualification from their appropriate previous command.

b. All retroactive qualifications requests must have been submitted to their previous command by 1 July 1993. Requests should have included verification of 6 months in an OIC billet and completion of the appropriate JRS.

6. **Wearing the Craftmaster Insignia**. The craftmaster insignia shall be worn as authorized in reference (a).

MILPERSMAN 1200-050

ORGANIZATION OF THE ENLISTED CLASSIFICATION PROGRAM

Responsible Office	OPNAV (N132G)	Phone: DSN COM FAX	225-2444 (703) 695-2444 225-9915

References	(a) OPNAVINST 1223.1B

1. **Administration and Technical Control**

a. Deputy Chief of Naval Operations (DCNO), Manpower and Personnel (OPNAV (N1)) is the principal advisor to Chief of Naval Operations (CNO) on manpower and personnel policy matters in consonance with the programming and appraisal of Navy's total force programs.

b. DCNO, Navy Selection and Classification Office (OPNAV (N132G)) provides oversight for the enlisted classification policy and program. OPNAV (N132G) is responsible for development, evaluation, and improvement of methods, techniques, and procedures for administration of the enlisted personnel classification program.

2. **Bureau of Naval Personnel (BUPERS), Production Management Office (PMO) (BUPERS-00C2)**. BUPERS-00C2 **exercises operational control of the enlisted classification process** during the Navy enlisted accession supply chain by directives and guidelines to all post-accession Enlisted Classification Units.

3. **Enlisted Classification Units**

a. Enlisted Classification Units are established within Personnel Support Activity Detachments (PERSUPPDETs) that support Navy Recruit Training Command (NAVCRUITRACOM) and training sites to ensure recruits and students requiring reclassification are appropriately counseled and reclassified per reference (a) to best match the Sailor's aptitudes to Navy needs and in the new career path.

b. Enlisted Classification Units at NAVCRUITRACOM test, interview, and counsel recruits for Class "A" Service Schools

and for general apprenticeships. Enlisted classifiers appraise and counsel each recruit concerning Navy career opportunities in relation to their own potential, and recommend them for school and apprenticeships per established selection criteria.

c. Enlisted Classification Units review classification data and when necessary test, interview, and counsel all transient personnel.

(1) All transients available for further assignment are screened for eligibility for Class “A” and “C” Service Schools and, if qualified, are recommended by the Enlisted Classification Unit.

(2) Report all reclassification actions to BUPERS-00C2.

4. **Training Commands**

a. Training commands are responsible for

(1) conducting Academic Review Boards for students.

(2) referring students dropped from training and recommended for further service to the Enlisted Classification Unit at the supporting PERSUPPDET.

b. Training commands are further responsible for reporting all enrollees and graduates of formal training courses electronically to the Corporate Enterprise Training Activity Resource System (CeTARS). This ensures recording of course completion and recommendation to award Navy Enlisted Classifications (NECs) in the Manpower, Personnel, and Training Information System (MAPTIS).

MILPERSMAN 1210-010

NAVAL AVIATOR AND FLIGHT OFFICER DESIGNATIONS

Responsible Office	CNO (N13)	Phone:	DSN	223-2306
			COM	(703) 693-2306
			FAX	224-1189

Governing Directives	NAVMED P-117, Manual of the Medical Department, Chapter 15 NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. Commissioned line officers in the Navy, Marine Corps, or Coast Guard who have successfully completed the course of instruction as Naval Aviator or Naval Flight Officer by assigned competent authority may be designated by Chief of Naval Personnel (CHNAVPERS) or Chief of Naval Air Training (CNATRA) as a Naval Aviator or Naval Flight Officer respectively.

2. **Revocation**

a. Right to wear aviation insignia may be revoked by CHNAVPERS, Commandant of the Marine Corps, or Commandant of the Coast Guard upon the recommendation of the Naval Aviation Evaluation Board.

b. Revocation can be rescinded by original revoking authority listed above upon recommendation of board convened to review individual case.

3. **Reasons for Revocation**. The following are reasons for the revocation of aviation insignia:

a. Lack of motivation for flying

b. Unfit for flight duties (which may not be limited to the following):

Refusal to fly
Malingering
Culpable negligence in flight duties
Breach of flight regulations or discipline
Lack of aeronautical ability

4. **Medical Standards**

a. Chief, Bureau of Medicine and Surgery (BUMED) establishes physical standards for aviation personnel.

b. Naval Aviators shall be assigned one of three service groups; I, II, or III. These groups are stipulated in NAVMED-P-117, chapter 15.

5. **Failure to Meet Physical Standards**

a. Failure to meet physical requirements are documented with SF 88 (Rev. 10-94), Report of Medical Examination and forwarded to BUMED. Bureau of Medicine and Surgery will forward this report with a recommendation as to the case disposition to CHNAVPERS. The following are disposition options:

(1) Continue unrestricted flight status in present service group subject to CHNAVPERS waiver of defects.

(2) Restrict to flight duties of lessened tempo commensurate with temporary physical condition. (Recuperation from injuries or illness.)

(3) Remove from flight status.

b. The following are options specifically with regard to Naval Aviators:

(1) Restrict to flight duties of next lower service group.

(2) Restrict to flight duties of service group III, requiring a co-pilot qualified in service group I or II.

(3) If assigned to service group III because of temporary physical defect, an aviator shall be retained in group III for 6 months and be re-examined. If disability warrants additional recuperation, an additional 6 months may be assigned prior to final classification as group III.

(4) A service group III aviator may be temporarily assigned to group II as the needs of the service require. Chief of Naval Personnel will authorize the final redesignation to group III.

6. **Removal from Flight Status**

a. If conditions warrant removal from flight status, resulting in change of designator or revoking of flight authority, a formal board of medical officers will evaluate physical disqualifications.

b. Chief of Naval Personnel will decide if member shall be retained within or assigned to duty outside aeronautical organization.

7. **Local Board**. Local Board of Flight Surgeons may be convened by cognizant aviation commander or higher command in accordance with procedures established by BUMED to evaluate impairment of physical condition or aeronautical adaptability which affects performance of duties associated with flight status.

a. Board will submit report to BUMED.

b. Bureau of Medicine and Surgery will make recommendations to CHNAVPERS.

c. Board decision is final until review by CHNAVPERS.

8. **Right to Appeal**. If a member desires to appeal physical disposition, CHNAVPERS shall convene a formal five-member board, at least three of whom shall be senior flight surgeons and the other members will be aviation medical examiners.

a. Board decisions are final.

b. Appellants may appear before the board.

c. Temporary additional duty orders authorizing government air travel may be issued at no additional cost to the government.

MILPERSMAN 1210-020

NAVAL ASTRONAUT DESIGNATION

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3951 (703) 695-3951 224-1189

References	(a) BUPERSINST 1401.4D (b) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. Officers meeting the qualifications for **Naval Astronaut (Pilot)** or **Naval Astronaut (Specialist)** may be designated by Chief of Naval Operations (CNO) and/or Commandant of the Marine Corps (CMC), as appropriate.

2. **Qualifications**. Naval Astronaut qualifications for Pilots and Specialists are:

a. Naval and Marine officers trained, qualified, and certified to

- fly (pilots) a powered vehicle designed for flight above 50 miles from the earth's surface, and/or
- serve as a mission specialist on a powered vehicle designed for flight above 50 miles from the earth's surface

as defined by CNO (see reference (a)) and/or CMC, as appropriate.

b. Have completed a minimum of one flight as a pilot or mission specialist on an extraterrestrial vehicle in a flight above 50 miles from the earth's surface.

3. **Insignia**. Designation specified above carries the authorization to wear the

- Naval Astronaut insignia (Pilot), or
- Naval Astronaut (Navy Flight Officer (NFO)) insignia (Specialist)

prescribed in reference (b) and/or by the CMC.

MILPERSMAN 1210-030

FLIGHT SURGEON

Responsible Office	CNO (N13)	Phone: DSN COM FAX	223-2328 (703) 693-2328 223-1189

Governing Directives	NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. Chief of Naval Personnel (CHNAVPERS) designates qualified medical officers as Naval Flight Surgeons. This authority may be delegated to Commanding Officer, Naval Operational Medicine Institute (NOMI). Upon designation, Flight Surgeons are authorized to wear the appropriate insignia.

2. **Qualifications**. Successful completion of the approved course of instruction for Naval Flight Surgeons at the NOMI in Pensacola, FL including:

a. Successful completion of the Aviation Preflight Indoctrination at Naval Aviation Schools Command.

b. Successful completion of the flight curriculum prescribed by Chief of Naval Aviation Training (CNATRA) for Flight Surgeons. This requirement may be waived for medical officers previously designated as Naval Flight Aviators or Naval Flight Officers.

3. **Failure to Meet Physical Standards and Disposition**

a. Failure to meet prescribed physical requirements for flying as a flight surgeon will be

(1) set forth in the report of physical examination for flying (SF-88, Report of Medical Examination) with appropriate addenda; and then

(2) forwarded to Chief, Bureau of Medicine and Surgery (BUMED); who will then

(3) submit a recommendation to CHNAVPERS.

b. The flight surgeon will be

(1) permitted to continue Class II flight status (subject to waiver of physical defects by CHNAVPERS), or

(2) restricted from flight duties but allowed to retain designation to continue ground duties of Naval Flight Surgeon, or

(3) restricted from all flight surgeon duties with retention of designator, or

(4) restricted from all flight surgeon duties with revocation of designator.

4. **Revocation**. Revocation is

a. normally limited to those who have expressed a lack of motivation for flying, refusal to fly, malingering, or failure to fulfill the duties of a flight surgeon as delineated by Chief, BUMED; or

b. flight surgeons found by other boards to be incompetent to practice medicine; or

c. unsuitable for military service and shall be disqualified to practice as a Naval Flight Surgeon, and that designation shall be revoked.

5. **Insignia**. Chief of Naval Personnel designates qualified medical officers as Naval Flight Surgeons. Naval Flight Surgeons may wear Naval Flight Surgeon insignia unless specifically revoked by CHNAVPERS. These personnel may not wear insignia until again approved by CHNAVPERS.

6. **Appeals**. Chief of Naval Personnel may convene a formal board of senior flight surgeons at BUMED, Washington, D.C. The decision of this board shall be final. Appellants may request appearance before this board and be issued temporary additional duty orders authorizing government air travel, at no additional expense to the government, per existing directives.

MILPERSMAN 1210-040

FLIGHT NURSE SUBSPECIALTY DESIGNATION

Responsible Office	CNO (N13)	Phone: DSN COM FAX	223-2326 (703) 693-2326 224-1189

Governing Directives	NAVPERS 15665I, U.S. Navy Uniform Regulations OPNAVINST 3710.7R NAVMED P-117, Manual of the Medical Department

1. **Policy**. Chief of Naval Personnel (CHNAVPERS) designates qualified Nurse Corps officers as Naval Flight Nurses. This authority may be delegated to Chief, Bureau of Medicine and Surgery (BUMED). Flight Nurses, upon designation, are authorized to wear the appropriate insignia as prescribed in NAVPERS 15665I.

2. **Qualifications**

a. Successful completion of the approved course of instruction for student flight nurses at the USAF School of Aerospace Medicine, Brooks Air Force Base.

b. Meet physiology training requirements and flight physical regulations as prescribed by OPNAVINST 3710.7R and NAVMED P-117.

3. **Restrictions**

a. Should any flight nurse fail to meet the prescribed physical requirements for flying, such failure shall be set forth in the report of physical exam for flying, SF88, Report of Medical Examination, with appropriate addenda, and the report forwarded to BUMED which will submit its recommendation to CHNAVPERS. The case shall be disposed of as follows:

(1) Permitted to continue Class II flight status subject to waiver of physical defects by CHNAVPERS;

(2) Restricted from flight duties, but allowed to retain designation to continue ground duties of Naval Flight Nurses;

(3) Restricted from flight duties, but allowed to retain designator; or

(4) Restricted from all flight duties with revocation of designation.

b. For those cases where appeal of the recommendation or decision is requested, CHNAVPERS may convene a formal board of senior flight nurses at BUMED. This board shall review all aspects of the case. The decision of this board shall be final. Appellants may request appearance before this board. Upon such requests for appearance, the appellant may be issued temporary additional duty orders authorizing government air travel, at no additional expense to the government, per existing directive.

4. **Revocation**

a. The right of personnel to wear Naval Flight Nurse insignia continues unless specifically revoked by CHNAVPERS. Recommendations for revocation will be tendered by a flight nurse evaluation board, appointed and convened by BUMED, to evaluate the motivation and adaptability of Naval Flight Nurses. Revocation shall normally be limited to those individuals who express a lack of motivation for flying, refuse to fly, or fail to fulfill the duties of a flight nurse as delineated by BUMED. Flight nurse found by other boards to be incompetent to practice nursing or unsuitable for military service shall be considered disqualified to practice as a naval flight nurse and that designation shall be revoked.

b. In case the right to wear the Naval Flight Nurse insignia has been revoked, the member involved shall not be permitted to wear the insignia until such time as the officer is again authorized the insignia by CHNAVPERS upon recommendation of a duly appointed board convened by CHNAVPERS in each case so concerned.

MILPERSMAN 1210-070

AEROSPACE PHYSIOLOGIST DESIGNATION

Responsible Office	CNO (N13)	Phone:	DSN	223-2327
			COM	(703) 693-2327
			FAX	223-1189

Governing Directive	NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Qualifications**. The qualifications are as follows:

a. Successful completion of Officer Indoctrination School (OIS).

b. Successful completion of Aviation Pre-flight Indoctrination at the Naval Aviation Schools Command, Pensacola, Florida. This includes, in addition to aerospace physiologist training,

(1) successful completion of basic swim, land survival, and naval aviation water survival training.

(2) successful completion of the flight curriculum prescribed by Chief of Naval Air Training for Student Naval Flight Surgeons. This requirement may be waived for Medical Service Corps officers who have previously been designated as Naval Aviators or Naval Flight Officers.

2. **Designation**. Chief of Naval Personnel designates qualified Medical Service Corps officers as Aerospace Physiologists. This authority may be delegated to Commanding Officer, NAVAEROPMEDINST. Aerospace Physiologists, upon designation, are authorized to wear the proper insignia as prescribed in NAVPERS 15665I.

MILPERSMAN 1210-080

AEROSPACE EXPERIMENTAL PSYCHOLOGIST DESIGNATION

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	664-5015 (703) 604-5015 664-6957

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free E-mail:	1-866-U ASK NPC uasknpc@navy.mil

---

Reference	(a) NAVPERS 15665I

1. **Policy**. Medical Service Corps officers who have successfully completed qualifications for aerospace experimental psychologists may be designated by Chief of Naval Personnel (CHNAVPERS) as aerospace experimental psychologists. This authority may be delegated to the Commanding Officer, Navy Medicine Operational Training Center. Aerospace experimental psychologists, upon designation, are authorized to wear the proper insignia as prescribed in reference a, unless specifically revoked by CHNAVPERS.

2. **Qualifications**. The qualification requirements include all of the following:

a. Successful completion of Officer Indoctrination School (OIS), Newport, RI.

b. Successful completion of aviation pre-flight indoctrination at the Naval Aviation Schools Command, Pensacola, FL. This includes:

(1) Successful completion of the flight curriculum prescribed by Chief of Naval Air Training for student naval flight surgeons. This requirement may be waived for Medical Service Corps officers who have previously been designated as naval aviators.

(2) Being verified as aeronautically and physically qualified by passing a flight physical.

c. Successful completion of the curriculum of indoctrination for medical department officers and the land and sea survival curriculum at the Naval Aviation Schools Command, Pensacola, FL.

d. Successful completion of the Aeromedical Officer Course at the Naval Aerospace Medical Institute, Pensacola, FL, including all aerospace experimental psychology-specific content.

3. **Failure to Meet Physical Standards and Disposition**. Failure to meet prescribed physical requirements for flying as an aerospace experimental psychologist will be:

a. Documented in the report of physical examination for flying using DD 2808 Report of Medical Examination with appropriate addenda; and

b. Forwarded to Naval Aerospace Medicine Institute (NAMI) Code 342 - Chief, Bureau of Medicine and Surgery (BUMED) who will then evaluate any potential physical disqualification and submit a recommendation to Chief of Naval Personnel for determination. Chief of Naval Personnel will determine whether the member will:

(1) Continue class II flight status with accompanying waiver of physical defects;

(2) Be restricted from flight duties; or

(3) Be retained within or assigned to duty outside aeronautical organizations.

4. **Appeals**. Chief of Naval Personnel may convene a formal board of senior medical officers at BUMED. The decision of this board shall be final. Appellants may request appearance before this board and be issued temporary additional duty orders authorizing Government air travel at no additional expense to the Government per existing directives.

5. **Revocation of Designation**. Revocation is normally limited to those who have expressed a lack of motivation for flying, refusal to fly, malingering, those who are unsuitable for military service, failure to meet physical standards, or for failure to fulfill the duties of an aerospace experimental psychologist as delineated by Chief, Bureau of Medicine and Surgery (BUMED).

MILPERSMAN 1210-090

SURFACE WARFARE OFFICER (SWO) DESIGNATION

Responsible Office	CNO (N861C)	Phone: DSN COM FAX	222-4610 (703) 692-4610 222-4635

References	(a) NAVPERS 15665I, U.S. Navy Uniform Regulations (b) OPNAVINST 1412.2H

1. **Processing**

a. Upon qualification, the member's commanding officer (CO) shall notify, in writing, Navy Personnel Command (NAVPERSCOM),

- Junior Officer Detailing (PERS-412) for **active duty** officers, or
- Reserve Officer Status Section (PERS-4911) for **inactive duty** officers,

copy to the type commander (TYCOM) and the immediate superior in command (ISIC).

b. Upon receipt, NAVPERSCOM shall

Step	Action
1	change the designator of 116X officers to 111X, and 119X officers to 114X.
2	assign the Additional Qualification Designator (AQD), LA9, to those officers who do not change designator, but are otherwise eligible to attain Surface Warfare Officer (SWO) qualification.

2. **Authority to Wear the Insignia**

a. Either 111X/114X designation or an AQD of LA9 entitles an officer to wear the SWO or Special Operations Officer insignia (as appropriate) under reference (a).

b. Unrestricted Line (URL) officers who earn the qualification and transfer into the Staff Corps or the

Restricted Line (RL) retain the right to wear the appropriate insignia, unless revoked.

3. **In Cases of Non-Attainment**. COs who recognize that an 116X/119X designated officer either lacks potential to qualify or requires more than 18 months to complete qualification, shall pursue one of the following courses of action:

If non-attainment is due to...	**then...**
an authorized extension by the CO,	notify NAVPERSCOM (PERS-412), with a copy to the TYCOM, of the reason for delayed qualification. Estimate how much additional time will be required. Comment on the officer's potential for qualification.
lack of motivation, interest, aptitude, or application,	submit a report via the chain of command to NAVPERSCOM (PERS-412) containing • circumstances, • officer's potential, and • an appropriate recommendation concerning retention in the Naval Service.

4. **Further Guidance on Lack of Motivation**

a. Officers reassigned to shore duty shall maintain their designators as 116X/119X and may be processed for administrative discharge by NAVPERSCOM.

b. The officer concerned shall be afforded the opportunity to comment on the CO's report.

(1) Such comments shall be appended as the first endorsement of the report, and returned to the CO.

(2) The CO may then make additional comments and append them to the basic report as the second endorsement.

c. The report shall then be forwarded via the chain of command to NAVPERSCOM (PERS-412).

5. **Revocation for SWO**. An SWO will retain such designation until revoked by NAVPERSCOM based on a recommendation citing any of the circumstances outlined in reference (b).

6. **Procedure for Revocation by the CO or an ISIC**

a. The officer initiating the recommendation for revocation of an SWO shall be the CO, or an ISIC, in the chain of command of the officer concerned.

b. Send the recommendation with supporting facts to NAVPERSCOM, Career Management Department (PERS-4) via the administrative chain of command.

c. Notify the officer concerned in writing of the following:

(1) Right to submit a statement concerning the recommendation for revocation.

(2) If the recommendation is approved, a copy shall be filed in their official record.

(3) If they do not desire to make a statement, to so certify in writing, as discussed below.

d. The officer being considered for revocation

(1) may submit a statement to NAVPERSCOM, Surface Warfare Officer Assignments (PERS-41) via the administrative chain of command in which the officer served at the time of the events leading to the revocation request.

(2) if unwilling to make a statement, shall signify in writing the officer was notified of the items listed above and does not desire to make a statement.

7. **Detachment for Cause (DFC)**

a. A recommendation for revocation shall not be made in lieu of DFC, nor shall such recommendations automatically be included in cases of DFC.

b. Revocation may be recommended coincidentally with a DFC, but will be administratively handled as a separate action by NAVPERSCOM.

8. **When Revocation is Approved**. Upon approval of revocation, an SWO's designator shall be changed to 110X, and AQD (LA9) will be removed. Officers with other than 111X/114X designators shall have AQD (LA9) removed.

MILPERSMAN 1210-100

LINE OFFICER DESIGNATION: QUALIFIED IN SUBMARINES

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3734 (703) 695-3734 224-8609

1. **Policy**. The commanding officer (CO) of a submarine may recommend an officer for the designation “Qualified in Submarines” when the requirements for such designation have been completed.

2. **Initial Training**. Unrestricted line officers of the Navy who have successfully completed basic submarine officer training may be ordered to duty in submarines. Basic submarine officer training is conducted at Naval Submarine School, Groton, CT, in the Submarine Officers’ Basic Course. Limited duty and warrant officers formerly qualified in submarines as enlisted men are considered to have experience equivalent to basic submarine officer training and are normally ordered directly to submarines without enrollment in either of the basic submarine officer courses.

3. **Designation Requirements**. Amplifying details as to methods of attaining requirements shall be issued jointly by the Submarine Force Commanders.

a. Unrestricted line, limited duty, or warrant officer who has completed initial submarine officer training.

b. Complete watch station qualification and demonstrate the ability to satisfactorily perform as:

(1)	Officer of the Deck (Surfaced and Submerged)
(2)	Diving Officer of the Watch
(3)	Duty Officer
(4)	Engineering Officer of the Watch
(5)	Demonstrate the ability to perform as a member of the Fire Control Party.
(6)	Demonstrate knowledge and capability to perform casualty and damage control procedures, and organize and direct submarine escape.
(7)	Demonstrate a temperament suited for submarine duty.
(8)	Demonstrate satisfactory qualities of leadership.
(9)	Serve on board an operational submarine a minimum of 9 months of which not more than 3 months may be spent in a shipyard. An officer must complete qualification within 15 months of service on board an operational submarine unless, upon application prior to expiration of that time, an extension of time in which the officer may qualify is granted by the immediate superior in command (ISIC).
(10)	Qualifications for members of the Naval Reserve on inactive duty are contained in Navy Personnel Command (NAVPERSCOM) directives.

4. **Designation Procedures**. The following steps are necessary for designation as qualified in submarines:

Step	Action
1	Commanding officer forwards recommendation for designation of candidate for evaluation by the ISIC.
2	Candidate is designated “Qualified in Submarines” upon approval of the ISIC.
3	Upon approval, the CO submits a letter to NAVPERSCOM (PERS-42) via his ISIC and with copies to others in the chain of command. The officer is authorized to wear the submarine insignia as prescribed in NAVPERS 15665I, Navy Uniform Regulations.
4	Navy Personnel Command (PERS-42) will change the officer’s designator from 117X to 112X, and make an entry in the officer’s record and in NAVPERS 15266, Register of Commissioned and Warrant Officers.

5. **Non-Qualification**

a. If an officer is unable to achieve qualification in submarines, a letter recommending assignment to duty other than submarines shall be submitted by the CO to NAVPERSCOM via the chain of command. The officer will retain the 117X designator and may apply for redesignation or lateral transfer.

b. Care shall be exercised to ensure that the failure reported is not a performance failure, which would be reported under procedures for detachment of an officer for cause.

6. **Command of Submarines**

a. An officer must complete the prescribed requirements established jointly by the Submarine Force Commanders for designation as "Qualified for Command of Submarines." Based on the recommendation of the officer's CO and squadron commander, the cognizant Submarine Force Commander will grant final approval, confer the designation to the officer, and notify NAVPERSCOM (PERS-42).

b. Naval Reserve officers may qualify for command only while on active duty or extended active duty for training. Procedures are the same as active duty officers.

c. Officers assigned to command submarine squadrons will be qualified for submarine command and will have had duty in command of a submarine.

7. **Revocation of Qualification**. An officer qualifying in submarines or for command of submarines will be considered to retain such qualification indefinitely unless the officer's performance of submarine duty (as distinguished from physical disability) is such as to demonstrate the officer's unfitness. The ISIC shall send a recommendation with supporting facts to NAVPERSCOM, via official channels, that the officer's qualification be revoked.

a. The officer will be afforded the opportunity to submit a written statement concerning the matter. If the officer does not desire to submit a statement, the officer shall be directed to signify this in writing. The statement of the officer should specifically indicate the responsibility of the applicable provisions of Navy Regulations and recognition that the recommendation, if approved, will be filed in the officer's official record. If appropriate, a recommendation for the revocation of an officer's qualification in submarines may be

incorporated into a request for the officer's detachment for cause.

b. Navy Personnel Command shall direct that a board of officers be convened to thoroughly review the revocation of an officer's submarine qualification. The board will consist of at least three officers qualified in submarines (1120) of the grade of Captain. Director, Submarine/Nuclear Power Distribution Division, NAVPERSCOM (PERS-42); and Director, Undersea Manpower and Training Division (N879) will normally comprise two of the three board members. Written results and recommendations of the board will be sent to Distribution Department, NAVPERSCOM (PERS-4) for final decision.

c. Authority to wear the submarine insignia is withdrawn by specific statement in the revocation letter from NAVPERSCOM. The officer shall retain the 112X designator, but the appropriate AQD will be removed.

8. **Assignment to Submarine Duty**

a. Only volunteers, insofar as practicable, will be assigned to submarine duty. Nonvolunteers will be so assigned when sufficient volunteers to meet the needs for service in submarines cannot be obtained.

b. Doubt arising to the physical condition of officers serving in submarines will be immediately ordered for examination as to physical qualifications specified by Bureau of Medicine and Surgery. If found not qualified, the report of the examination will be forwarded to NAVPERSCOM.

9. **Drug Abuse Policy**

a. Applicants with a history of pre-service drug abuse desiring Nuclear Propulsion training will submit waiver requests to NAVPERSCOM (PERS-42). Waivers will be granted only in cases of experimental use of marijuana.

b. Applicants with a history of pre-service or in-service drug use (marijuana only) for initial submarine training other than Nuclear Propulsion training will be screened by NAVPERSCOM (PERS-42). No waivers for continuation will be approved for Nuclear Power program officers for in-service use.

MILPERSMAN 1210-110

ENGINEERING DUTY OFFICER DESIGNATION: QUALIFIED IN SUBMARINES

Responsible Office	CNO (N13)	Phone:	DSN	332-2050
			COM	(703) 602-8503
			FAX	332-4649

Governing Directive	NAVPERS 15665I, U. S. Navy Uniform Regulations NAVSEAINST 1520.2B

1. **Policy**. Officers designated for Engineering Duty (14XX) are eligible to apply for a program which qualifies Engineering Duty Officers (EDOs) to wear the Engineering Duty Dolphins. Interested officers should submit applications to Chief of Naval Personnel (CHNAVPERS) and a copy to Commander, Naval Sea Systems Command (COMNAVSEASYSCOM) (SEA OOP). Selection of candidates for the program will be made administratively in Navy Personnel Command (NAVPERSCOM). Selection will be based on performance, academic achievement, service potential, and the needs of the service.

2. **Program Administration**. The EDO submarine qualification program is administered by CHNAVPERS with assistance and funding from COMNAVSEASYSCOM. An EDO Flag Officer qualified in submarines acts for COMNAVSEASYSCOM on program requirements and quality. With the concurrence of CHNAVPERS, he can modify qualification procedures to suit individual circumstances.

3. **Program Requirements**. There is no specific order in which requirements must be completed. Scheduling will be tailored to fit each officer’s individual situation.

a. Officers not assigned to a nuclear shipyard or Supervisor of Shipbuilding Office (SOS) will be ordered to such an assignment at their normal PRD.

b. They will attend the Submarine Officer Basic Course and participate in an SSBN patrol en route or immediately after reporting to the shipyard/SOS. PRD’s for candidates already assigned to a nuclear shipyard/SOS will normally be extended to

permit them to complete the Dolphin Program requirements prior to being transferred.

4. **Physical Exam**. An officer must complete the necessary radiation and submarine physical examination. Failure of the physical exam will lead to removal from the program. Officers should qualify for personal photodosimetry at the assigned nuclear shipyard/SOS prior to commencing the industrial phase of the program.

5. **Submarine Officer Basic Course**. Instructions on the basic elements of submarine equipment, systems, and operations are offered in a 12-week course at the Submarine School in Groton, CT.

6. **SSBN Patrol**. A total of 13 weeks are devoted to participation in submarine operations as a member of ship's company in order to gain experience in submarine systems, equipment, and operations.

a. The EDO will have an opportunity to observe and participate in the extensive industrial effort required to prepare the ship for extended operations.

b. The EDO will assist in preparation of the work package for the next availability following the officer's shipboard assignment.

c. As a minimum, the candidate should complete Diving Officer of the Watch Qualification during assignment(s) to the submarine.

d. Qualification as Officer of the Deck is encouraged.

e. Specific assignments to ships will be made by NAVPERSCOM (PERS-445).

7. **Nuclear Ship Superintendent Qualification**. Requirements for completing this qualification are contained in NAVSEAINST 1520.2B and include attendance at the 5-week Nuclear Ship Superintendent Course at Puget Sound Naval Shipyard.

a. The course convenes in March and October.

b. Funding is the responsibility of the candidate's parent command.

c. Certification as a nuclear ship superintendent prior to selection for the Dolphin Program satisfies this requirement.

8. **Industrial Training**

a. Successful performance for 1 year in a submarine related waterfront assignment at a nuclear shipyard or SOS is required. The candidate's commanding officer (CO) shall plan and provide experience in the following areas:

(1)	Quality Assurance
(2)	Combat Systems
(3)	Nuclear/non-Nuclear systems testing
(4)	Safety
(5)	Watertight integrity control
(6)	Design/engineering process
(7)	Participation in at least one docking and one docking evolution

b. The industrial training requirement may be validated for those candidates who previously completed at least 1 year in a submarine related industrial assignment and received training in the specific areas noted above.

9. **NAVSEA Indoctrination**. Each candidate will be ordered to Washington, DC for a 2-day briefing at COMNAVSEASYSCOM and Chief of Naval Operations (N87), and to SUBLANT, Norfolk, for a 1-day briefing. These will normally be scheduled prior to the Submarine Officer Basic Course.

10. **Qualification Journal**.

a. The qualification journal is divided into three sections:

(1)	Pre-patrol
(2)	Refit
(3)	Patrol

b. The Submarine School and ship's company periods provide the best opportunity and environment for working on the journal. When completed, the journal should be forwarded to COMNAVSEASYSCOM (SEA OOP) for review and approval.

11. **Oral Examination**. The candidate's CO shall recommend the officer for qualification to COMNAVSEASYSCOM (SEA OOP) when all the above requirements have been completed and the CO is satisfied the candidate is prepared for the oral examination. This recommendation may be included in the endorsement to the candidate's letter forwarding the completed journal. The candidate will then be ordered to Washington, DC for an oral examination by a board appointed by the CHNAVPERS and comprised of at least three submarine qualified captains, one of whom must be an Unrestricted Line Officer. The board submits its recommendation to CHNAVPERS who makes the final determination in all cases.

12. **Qualification**. Chief of Naval Personnel will notify officers qualifying and will make appropriate entries in the service record concerning and designation. Submarine qualified Engineering Duty Officers are authorized to wear insignia prescribed in NAVPERS 15665I.

MILPERSMAN 1210-120

SUPPLY CORPS OFFICER DESIGNATION: QUALIFIED IN SUBMARINES

Responsible Office	CNO (N13)	Phone:	DSN	224-3471
			COM	(703) 614-3471
			FAX	224-8477

1. **Candidates**. Supply Corps Officers are normally graduates of the submarine officer's course at the submarine school. Supply Corps officers formerly qualified in submarines as enlisted men may be ordered directly to duty in submarines.

2. **Requirements for Designation**

a. Requirements for designation as "Supply Corps Officer, Qualified in Submarines" are as follows:

(1)	Serve on board an operational submarine at least 1 year.
(2)	Complete qualification as Diving Officer of the Watch/General Submarines.
(3)	Effective Supply Corps Officer.
(4)	Successfully pass Logistics Management Assessment (LMA).
(5)	Basic knowledge of ship systems, equipment, and capabilities.
(6)	Perform as a member of the Fire Control Party.
(7)	Knowledge and ability to perform casualty, damage control, and organize and direct submarine escape procedures.
(8)	Satisfactory leadership qualities and temperament suited to submarine duty.
(9)	Additional requirements for qualification will be issued jointly by Submarine Force Commanders.
(10)	Pass Verbal Qualification Board by superior command.

b. Officers should complete qualification within 2 years of service on board an operational submarine.

3. **Authorization Procedures**. Officers previously qualifying under the provisions for line officers may wear the insignia for line officers qualified in submarines.

Step	Action
1	Commanding Officer recommends qualified candidate to immediate superior in command.
2	Upon approval of superior in command, officer is designated “Qualified in Submarines”. Officer is authorized to wear proper insignia as in NAVPERS 15665I, U. S. Navy Uniform Regulations.
3	Commanding Officer submits letter to Navy Personnel Command (NAVPERSCOM) (PERS-4) via chain of command designating officer as qualified.
4	Entry made by NAVPERSCOM in officer’s record and Register of Commissioned and Warrant Officers of the U.S. Navy and USMC and Reserve Officers on Active Duty.

MILPERSMAN 1210-130

MEDICAL OFFICER DESIGNATION: QUALIFIED IN SUBMARINES

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	223-2328 (703) 693-2328 224-1189

Governing Directive	NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Board Address**

Board for Qualification of Submarine Medical Officers
Naval Undersea Medical Institute
Naval Submarine Base, New London
Groton, CT 06349-5159

2. **Candidate Qualifications**. A candidate for designation as a Submarine Medical Officer must

a. be a graduate of a prescribed Undersea Medical Officer's course given at the Naval Undersea Medical Institute (NUMI).

b. successfully pass a comprehensive qualification examination to be completed during the first undersea medical assignment.

c. prepare an acceptable thesis, technical paper, or project on some phase of Undersea Medicine.

d. complete a Submarine Qualification Card supplied by NUMI.

e. complete all requirements for qualification within 2 years following graduation from the prescribed course.

f. have served on board a submarine for a total of 30 days (not necessarily consecutive). Exceptions to this requirement may be granted by the Board for Qualification of Submarine Medical Officers in extraordinary cases on an individual basis.

g. be recommended by the commanding officer (CO) and, where appropriate, by the CO of the operational unit to which assigned for additional duty (e.g., squadron commander).

3. **Thesis**

a. During or subsequent to completion of the prescribed course, the candidate must submit a formal request containing a brief outline and discussion of the topic to NUMI for review by the Board for Qualification of Submarine Medical Officers to receive approval of the thesis or project.

b. Upon completion, the original and two copies of the thesis should be forwarded to the Board for final review and acceptance.

c. A thesis is not required if the individual has published at least one scientific article concerning submarine or diving problems which meets the Board's approval.

4. **Exam**

a. Upon graduation from the Naval Undersea Medical Institute course, all candidates will receive instructions to prepare their comprehensive submarine qualification exam.

b. The examination will be completed during the first undersea medical assignment.

c. Completed examinations and correspondence should be addressed to the Board for Qualification of Submarine Medical Officers at NUMI.

5. **Submarine Qualification Card**. Upon arrival at the first Undersea Medical assignment the Undersea Medical Officer will complete the qualification card.

6. **Submarine Underway Time**. Documentation for 30 days at sea is desired.

7. **Completion of Requirements**. Submit a request for designation as a "Qualified Submarine Medical Officer" to NUMI upon completion of all requirements to the Board. Endorsements from the CO and operational commander should be included, where appropriate.

8. **Designation**

a. Once approved by the Senior Member of the Board, the officer becomes qualified to wear the appropriate submarine insignia as prescribed by NAVPERS 15665I.

b. The Officer in Charge, Naval Undersea Medical Institute, shall report such action to the Navy Personnel Command (PERS-4415) with copies to the following:

Chief, Bureau of Medicine and Surgery (MED-21)
Force Commander
Squadron Commander
Commanding Officer
Individual

c. Navy Personnel Command (PERS-4415) will record an entry in the officer’s record indicating the date of qualification.

MILPERSMAN 1210-140

DIVING OFFICER

Responsible Office	CNO (N13)	Phone: DSN COM FAX	224-8327 (703) 614-8327 224-8786

Governing Directives	NAVPERS 15839I, Manual of Navy Officer Manpower Personnel Classifications, Volume I, Major Code Structures NAVMED P-117, Manual of the Medical Department NAVPERS 15665I, U.S. Navy Uniform Regulations OPNAVINST 5510.162 NAVSEA 0910-LP-708-8000, U.S. Navy Diving Manual DFAS-DJMS Procedures Training Guide (DFAS PTG)

1. **Designation**

a. Designation of Diving Officers is described by Navy Officer Billet Classification (NOBC) codes and Additional Qualification Designator (AQD) codes.

b. The NOBC and AQD codes reflect the degree of training and/or operational experience that an officer has gained or that a billet requires. Complete descriptions of NOBC/AQD codes used in this article are contained in NAVPERS 15839I.

c. Designation as a Diving Officer for selected

(1)	Unrestricted Line (117X, 112X),
(2)	Restricted Line/Staff Corps (146X, 144X, 210X, 510X),
(3)	Limited Duty (61XX, 648X, 653X), and
(4)	Warrant (71XX, 72XX, 748X, 753X)

officers accomplished through various diver training courses and assignments in billets requiring diving and/or salvage-related experience. The officers retain their designators and are assigned to billets which require both specific designator skills and diving/salvage expertise.

d. Designation as a Ship Salvage Operations Officer shall be requested by letter to Navy Personnel Command (NAVPERSCOM) (PERS-416), via the commanding officer. The letter shall contain a chronological summary of all diving and ship salvage billets held and describe the officer's participation in significant diving and/or salvage operations.

2. **Eligibility**. Navy Personnel Command (PERS-416) may, on a case by case basis, exempt those officers previously qualified as U.S. Navy divers from repeating all or part of the initial training for which they were qualified. Applicants must satisfy the requirements of this paragraph prior to assignment to training and/or a diving related billet:

a. Physically qualified Unrestricted Line (URL), Restricted Line (RL), and Staff Corps Officers volunteers of selected designators.

b. Be less than 30 years old on the day NAVPERSCOM (PERS-416) receives the application. If applicant has a previous diving qualification, NAVPERSCOM (PERS-416) may waive this requirement.

c. Agree to serve on active duty for a period of 2 years or until completion of previously acquired minimum obligated service, whichever is longer, subsequent to completion of training. If involuntarily disenrolled because of disqualification, the member will incur no additional obligation and will serve on active duty until completion of prior minimum obligated service unless released earlier by Chief of Naval Personnel.

d. Meet medical standards as specified in NAVMED P-117, article 15-36.

e. Be screened by a qualified screening activity according to procedures specified in MILPERSMAN 1220-100 - 1220-330 and this article (except officers with previous experience in the program applied for).

3. **Application**. Applications for Diving Officer training shall be submitted via the commanding officer and Chief, Bureau of Medicine and Surgery to Commander, NAVPERSCOM in the following format: (Use proper letter format.)

From: (Rank, Name, SSN/Designator)
To: Commander, Navy Personnel Command (PERS-416)
Via: (1) Commanding Officer, (member's present command)
(2) Chief, Bureau of Medicine and Surgery (MED-21)

Subj: (TYPE TRAINING)

Ref: (a) MILPERSMAN 1210-140
(b) NAVMED 15-36

Encl: (1) SF 88, Report of Medical Examination and SF 93, Report of Medical History
(2) Report of Program Screening (see MILPERSMAN 1220-100 - 1220-330)

1. Per reference (a), I volunteer for diving duty and request assignment to (type training).

2. Based on the results of a medical examination, enclosure (1), and screening results, enclosure (2), I submit my eligibility for (type training) (or, as applicable) I request a waiver to the following requirements: (specify requirements which need a waiver).

3. I understand the nature of Diving Duty, and I agree to

a. serve on active duty for a period of 2 years or until completion of previously acquired minimum obligated service, whichever is greater, subsequent to completion of (type training) unless released earlier by Navy Personnel Command.

b. serve the minimum obligated service specified, regardless of whether I retain diving qualification for 2 years.

(Signature)

4. **Application Endorsement**. Endorsement format:
(Use proper endorsement format.)

ENDORSEMENT

From: Commanding Officer
To: Commander, Navy Personnel Command (PERS-416)
Via: Chief, Bureau of Medicine and Surgery (MED-21)

Subj: DIVE TRAINING

1. Forwarded.

2. Commanding Officer’s recommendation regarding the officer’s suitability for dive training and subsequent assignment to diving duty.

3. Statement regarding availability of the officer. If the officer’s availability is beyond 6 months, state reasons.

(Signature)

5. **Application Screening**. A screening will be completed by a qualified screening activity prior to requesting initial training. Qualified screening activities include any diving command or associated training activity whose primary mission is to conduct or train in diving operations. They must successfully complete the physical screening test for divers and the hyperbaric pressure test as described in MILPERSMAN 1220-100 - 1220-330.

6. **Training**

a. Course descriptions, prerequisites, class convening dates, and designated training activities for Diving Officer training are contained in NAVEDTRA 10500, Navy Formal Schools Catalog. This publication should be consulted for up-to-date information both at the time of application and prior to detaching a member for a specific training course.

b. Officers who voluntarily or involuntarily disenroll from initial training will be made available for reassignment. Administrative action will be taken to cancel the agreement to extend officer service and to determine the remaining active duty obligation. Officers who voluntarily disenroll from training must serve a minimum of 1 year before reapplying for the same or similar training.

7. **Insignia**

a. Qualified Diving Officers are authorized to wear the “Basic Diving Officer” insignia as prescribed in NAVPERS 15665I. Authority to wear this insignia shall continue indefinitely from initial qualification. The Diving Officer insignia may be worn by

- Basic Diving Officers,
- Ship Salvage Diving Officers,
- HeO2 Qualified Diving Officers,
- Saturation Diving Officers,
- Diving and Salvage Engineering Officers, and
- Ship Salvage Operations Officers

upon completion of initial diver training and assignment of NOBC and AQD codes.

b. Medical Officers may wear the Medical Department Diving Officer insignia after successful completion of the Under Sea Medicine course of instruction.

8. **Requalification**

a. Commanding officers are directed to provide every opportunity for Diving Officer qualifications to be maintained in the proper periodicity. Diving requalification will be in accordance with MILPERSMAN 1220-100 - 1220-330.

b. Documentation of the requalification will be made as described in NAVSEA 0910-LP-708-8000 and MILPERSMAN 1220-100 - 1220-330. The appropriate NAVCOMPT forms will be sent according to DFAS PTG in all instances in which (Special) Diving and/or Hazardous Duty pay are affected.

9. **Revocation/Reinstatement of Qualifications**

a. Officers may request removal of Diving related NOBC's or AQD's by sending a letter to NAVPERSCOM (PERS-416) via their commanding officer.

b. Revocation of Diving Officer designations shall be considered only by an appointed board convened by the appropriate commanding officer or group commander in the officer's chain of command. The board shall evaluate the operational ability, motivation, and reliability of the officer in his or her performance of duty. The board's recommendation shall be forwarded via the convening authority to NAVPERSCOM (PERS-416) for final determination.

c. Officers may request reinstatement of former diving designations by sending a letter to NAVPERSCOM (PERS-416) via their commanding officer. Requests for reinstatement should include appropriate statements from the officer application format discussed previously.

MILPERSMAN 1210-150

SURFACE WARFARE SUPPLY CORPS OFFICER DESIGNATION

Responsible Office	CNO (N861C)	Phone: DSN COM FAX	222-4610 (703) 692-4610 222-4635

References	(a) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Assignment of Designator**

a. Approved qualification shall be forwarded to Navy Personnel Command (NAVPERSCOM), Staff/RL Officer Distribution Division (PERS-44), via the appropriate Naval Surface Force Commander who will certify the achievement of the required supply management inspection standards. Upon receipt, NAVPERSCOM will assign the Additional Qualification Designator (AQD) LA8 to the qualified officer.

b. Qualified Surface Warfare Officers transferring into the Supply Corps and attaining Surface Warfare Supply Corps Officer designation will be assigned AQD LA8 in addition to retaining the AQD LA9.

2. **Authority to Wear the Insignia**

a. Qualification under the aforementioned standards and procedures entitles an officer to wear the Surface Warfare Supply Corps insignia per reference (a).

b. Officers transferring into the Supply Corps who were previously authorized to wear other warfare specialty insignia may wear these insignia following reference (a).

3. **Revocation of Qualification**

a. A Surface Warfare Supply Corps Officer will retain such qualification unless revoked.

b. Commanding officers (COs) shall recommend revocation of designation when an officer’s performance of surface warfare duties afloat is unsatisfactory. Such a recommendation, with

supporting rationale, shall be forwarded to NAVPERSCOM via official channels. The correspondence recommending the revocation shall be submitted via the officer concerned and the officer shall be afforded the opportunity to submit a written statement concerning the matters set forth.

c. If the officer does not desire to submit a statement, that officer shall be directed to signify in writing

(1) the correspondence has been read.

(2) he or she understands that if the recommendation is approved by NAVPERSCOM it will be filed in his or her official record.

(3) he or she does not desire to make a statement.

4. **Detachment for Cause (DFC)**. A recommendation for revocation of qualification shall not be made in lieu of a request for DFC, when the latter is appropriate. Action taken requesting DFC may include a recommendation for revocation of Surface Warfare Supply Corps qualification, if appropriate. Upon revocation, the officer’s AQD’s of LA8 and LA9 will be removed.

MILPERSMAN 1210-160

SURFACE WARFARE OFFICERS (SWO) (111X) REQUIREMENTS FOR COMMAND OF SURFACE SHIPS

Responsible Office	CNO (N861C)	Phone: DSN COM FAX	222-4610 (703) 692-4610 222-4635

References	(a) OPNAVINST 1412.3G

1. **Policy**

a. Designation as “Qualified for Command” is required for Surface Warfare and Special Operations officers (commander and captain), prior to assuming command of a surface ship. Qualifications must be limited to those officers who have met the requirements set forth in reference (a), and who, by their outstanding performance, have clearly demonstrated their potential for command.

b. Specific qualification criteria and procedures to achieve designation as “Qualified for Command” are set forth in reference (a), Surface Warfare (111X) and Special Operations (114X) Officer Requirements for Command of Surface Ships.

2. **For Officers Found Qualified**. For officers found qualified, a letter setting forth the findings of the command qualification board will be sent to the candidate, via the appropriate Surface Force Type Commander, copy to the nominating officer and Navy Personnel Command (NAVPERSCOM), Washington Placement Branch (PERS-441). The nominating officer’s letter of recommendation, including enclosure, will be forwarded as part of the qualification board’s report.

3. **For Officers Found Not Qualified**. For officers found not qualified, a report setting forth the command qualification board’s finding, the reasons therefore, and, if appropriate, a recommended date for reinterview will be forwarded to the nominating command, copy to the candidate and the command which established the qualification board.

4. **Recognition of the Achievement**. Recognition of the achievement of designation “Qualified for Command” will be accomplished as follows:

a. A letter of qualification will be issued by the appropriate Surface Force Type Commander in recognition of the accomplishment and shall be delivered to the officer in an appropriate ceremony.

b. Relevant comments concerning the qualification shall be made in the officer’s next regular report of fitness.

5. **Exceptions**

a. Exceptions to command qualification procedures as prescribed in reference (a) may be granted only by the Surface Force Type Commanders and must be at the request of the individual officer.

b. Full documentation as to why the procedures could not be met must be provided.

MILPERSMAN 1210-170

COMMAND AT SEA INSIGNIA: QUALIFICATIONS

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-6408 (703) 695-6408 224-1189

References	NAVPERS 15665I, U. S. Navy Uniform Regulations

1. **Policy**. Command at Sea Insignia was established to recognize the responsibility placed on officers who are in command of, or have successfully commanded ships, aviation squadrons, and other fleet units. Additionally, the Command at Sea Insignia has been extended to recognize the responsibility placed on Navy Astronauts who have been selected and successfully served as space shuttle/space station mission commanders.

2. **Eligibility**. Active duty commanders in the grade of captain, and junior, are authorized to wear the Command at Sea Insignia immediately upon assumption of command of an “authorized” unit, and upon successful completion of a normal tour (6 months minimum) may continue to wear the insignia in the manner prescribed in NAVPERS 15665I. Navy Astronauts who have been selected as mission commanders are authorized to wear the Command at Sea Insignia immediately upon crew assignment and mission training, and upon successful completion of the mission may continue to wear the insignia in the manner prescribed in NAVPERS 15665I. Letters of authorization are not required.

3. **Commands Authorized**

a.	All commissioned (or in commission-special) surface ships, **excluding** • Floating dry-docks
b.	All commissioned submarines; Officers in Charge of NR-1, ASDSs, DSVs, and DSRVs; FBM Test Support Unit; FBM Navigation Test Unit
c.	All Aviation Squadrons and Wing Commanders, **excluding** • Training Wings • Navy Flight Demonstration Squadron
d.	All Unit Commanders • Ship and submarine squadrons/divisions/groups • Boat and craft units • SUBDEVRON FIVE/SERVGRU ONE/SUBDEVRON TWELVE • SUBGRUSEVEN/MSC TEN • MPSRONs MSCFASTSLRON ONE/NTPF/ACE/BMU • Beach Master Units
e.	EOD Groups/Mobile Units/SPECWARGRUs/CCWGRUs/SEAL Teams
f.	SEAL Delivery Vehicle Teams/Harbor Clearance Units/ SPECBOATRONS
g.	SPECBOATUNITS
h.	TACGRUs/TACRONs/FLTGRUs/NAVBCH/PHIBREFTRAGRUs/ SUBREFITRAGRUs
i.	Space Shuttle/Space Station Mission Commanders

4. **Inactive Duty Command.** Commanding officers (COs) and former COs of the following commands are authorized to wear the Command at Sea Insignia:

a.	VF-201/VFA-203/VFA-204/VAQ-209/VAW-77/VAW-78/VFC-12/VFC-13/ VP-62/64/65/66/69/91/92/94/VQ-11	
b.	VR-46/48/51/52/53/54/55/56/57/58/59/61/62	
c.	HS-75/HSL-84/94/HC-85/HM-14/15/HCS-4/5	
d.	Former Commands:	
	(1)	Group II NRT/NRF Ships
	(2)	Reserve Destroyer Divisions
	(3)	VS-71/72/73/81/82/83
	(4)	VAW-88/207/307
	(5)	VSF-76/86
	(6)	VA-203/204/205/209/210/303/304/305
	(7)	VAQ-208/308/309
	(8)	VAK-208/308
	(9)	VFP-206/306
	(10)	VR-53/54
	(11)	VC-12/13
	(12)	VP-60/67/68/90/93
	(13)	VFA-303/305
	(14)	VF-202/301/302
	(15)	VR-60
	(16)	HSL-74
	(17)	HC-9
	(18)	HM-18/19
	(19)	HS-74/84/85
	(20)	HAL-4/5

5. **Not Eligible**

a. Officers temporarily succeeding to command without Navy Personnel Command (NAVPERSCOM) orders directing relief, during the temporary absence of the CO.

b. Officer removed from command for cause.

c. Officers assigned in a billet designated "Officer in Charge," or previously assigned in a billet which was redesignated "Commanding Officer" subsequent to detachment.

d. Inactive duty reservists assigned as "Prospective Commanding Officer" of Naval Reserve Training Ship/Naval Reserve Force Reserve Crews.

6. **Eligibility Questions**. Questions concerning eligibility can be submitted via an officer’s chain of command to

a. Chief of Naval Operations (N13) for **active** duty, and

b. NAVPERSCOM, Personnel Administrative Division (PERS-91), if **inactive**.

The CO shall review the member’s service record and include a recommendation in the forwarding endorsement.

MILPERSMAN 1210-180

COMMAND ASHORE INSIGNIA: QUALIFICATIONS

Responsible Office	OPNAV (N131)	Phone: DSN COM E-mail	664-5037 (703) 604-5037 nxag mn131e@navy.mil

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 32 CFR 6 (b) OPNAVINST 1412.14 (c) NAVPERS 15665I (d) OPNAVINST 5400.45 (e) OPNAVNOTE 5450 Ser N131/14U114074 of 28 Jul 2014 (f) OPNAV (N131) PDM for Shared Captain Command Apportionment Plan (g) OPNAV (N131) PDM for Shared Commander Command Apportionment Plan (h) OPNAV (N131) PDM for Shared Early Command Apportionment Plan (i) OPNAVINST 1211.8C

1. **Purpose**. This article establishes eligibility criteria to wear the command ashore insignia. The command ashore insignia was established to recognize the responsibility placed on officers who are in command of, or who have successfully commanded shore activities. Acquisition Corps officers occupying key leadership positions of major acquisition programs are also authorized to wear the command ashore insignia.

2. **Authorization**. Per references (a) and (b), administratively screened and selected officers in the grade of captain and junior are authorized to wear the command ashore insignia immediately upon assumption of command, and upon successful completion of a normal tour (6 months minimum) in the manner prescribed in reference (c). Letters of authorization are not required.

3. **Commands Authorized**. The following commands are authorized to wear the command ashore insignia:

a. Any activity listed in the shore establishment of the Department of the Navy defined in reference (a) and delineated in reference (d);

b. Commands designated as commands ashore by the Chief of Naval Operations in references (e) through (h); and

c. Acquisition Corps officers occupying key leadership positions of and critical acquisition positions in acquisition programs designated as major program manager billets, per reference (i), and delineated by the Chief of Naval Operations per reference (e).

4. **Commands not Authorized**. The following personnel are not eligible to wear the command ashore insignia:

a. Officers temporarily succeeding to command without Navy Personnel Command (NAVPERSCOM) orders directing relief during the temporary absence of the commanding officer (CO);

b. Officers removed from command for cause;

c. Officers assigned in a billet designated "officer in charge," or previously assigned in a billet which was re-designated "commanding officer" subsequent to detachment;

d. Officers assigned to a billet designated program manager, or previously assigned to a billet which was re-designated major program manager subsequent to detachment; or

e. Officers assigned in a billet designated “company commander” or previously assigned in a billet which was designated “commanding officer” subsequent to detachment.

5. **Command Submission**. The major command review board (MCRB) is convened annually, or as required by the Chief of Naval Personnel per references (b) and (e). The MCRB will be convened to address, validate, or approve all major command billets.

a. The command review board is convened as part of the MCRB to specifically address those commands not designated as major commands, and those commands below the grade of captain;

b. The Chief of Naval Personnel will update and publish reference (e) annually, based on the results of the major command review board.

c. The Director, Military Personnel Plans and Policy (OPNAV (N13)) will update and publish references (f) through (h) annually, based on the results of the command review board.

d. Head, Officer Plans and Policy (OPNAV (N131)) is the point of contact for all commanding officer billet submissions and questions.

MILPERSMAN 1210-190

ACTIVE DUTY ENGINEERING DUTY OFFICER (1440): QUALIFICATIONS

Responsible Office	NAVPERSCOM (PERS-445)	Phone: DSN COM FAX	882-4090 (901) 874-4090 882-2677

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) NAVSEA 5400.55H

1. **Background**

a. The Engineering Duty Officer (144X designator) has been qualified as a Ship Engineering Specialist, which includes specialists in

- Ships and Ship Systems Engineering,
- Electronic Systems Engineering,
- Combat/Weapons Systems Engineering, and
- Ordinance Systems Engineering.

b. Commander, Naval Sea Systems Command (COMNAVSEASYSCOM) will recommend to Navy Personnel Command (NAVPERSCOM) individuals for change of designator from 146X to 144X. NAVPERSCOM will initiate action to change the officer's designator to 144X upon receipt of a recommendation for a change of designator from 146X to 144X. Recommendations containing waivers to the above requirements will be submitted only in exceptional cases and will be fully justified.

2. **Qualifications**. To qualify for 144X, the Engineering Duty Officer (146X designator) must

a. complete the Engineering Duty Officer Qualification Program (EDQP), and

b. obtain a subspecialty code with a "P" or higher suffix as a result of obtaining at least a technical master's degree at

an accredited college or university in an engineering or science field approved by COMNAVSEASYSCOM.

3. **EDQP Overview**

a. The EDQP consists of five phases and they are as follows:

Phase	Required Action
1	Entry phase in which qualified officers are selected for entry into the community.
2	Completion of postgraduate school wherein officer receives a Master of Science degree and appropriate sub-specialty in an approved curricula.
3	Completion of the Engineering Duty Officer Basic Course at the Engineering Duty Officer School.
4	Satisfactory performance in an Engineering Duty Officer assignment for a minimum of 1 year, completing on-the-job training and a Lean Rapid Improvement Event (RIE).
5	Demonstration of a thorough knowledge of Engineering Duty functions and functional areas through successful completion of an oral examination administered by the certifying officer. This examination will be given within 2 years of completion of the basic course.

b. Upon completion of the oral examination, the officer designated to administer the examination will send a letter of recommendation for qualification via the candidate’s commanding officer (CO) to COMNAVSEASYSCOM (SEA 10TP). COMNAVSEASYSCOM will issue final approval.

c. COMNAVSEASYSCOM is responsible for maintaining an account of each officer’s EDQP progress.

MILPERSMAN 1210-200

INACTIVE DUTY ENGINEERING DUTY OFFICER (1445): QUALIFICATIONS

Responsible Office	NAVSEASYSCOM (10R)	Phone:	DSN COM FAX	326-1312 (202) 781-1312 (202) 781-4718
	NAVPERSCOM (PERS-445)	Phone:	DSN COM FAX	882-4090 (901) 874-4090 882-2677

References	(a) NAVSEAINST 1001.3K

1. **Background**

a. The Engineering Duty Officer (1445 designator) has been qualified as a Ship Engineering Specialist, which includes specialists in Ships and Ship Systems Engineering, Electronic Systems Engineering, Combat/Weapons Systems Engineering, and Ordnance System Engineering.

b. Commander, Naval Sea Systems Command (COMNAVSEASYSCOM) shall recommend to Navy Personnel Command (NAVPERSCOM) individuals for change of designator from 1465 to 1445. NAVPERSCOM will initiate action to change the officer's designator to 1445 upon receipt of the candidate's request for a change of designator.

2. **Qualifications**. To qualify for 1445, the Inactive Duty Engineering Duty Officer (1465 or non-14x5 designator) must

a. possess a calculus-based Bachelor's degree as outlined in reference (a); and

b. complete the Navy Reserve Engineering Duty Officer Qualification Program (NR EDQP); and

c. obtain a Master's or higher level degree from an accredited college or university in an engineering or science field and submit proof of education. The details are outlined in reference (a).

3. **Engineering Duty Officer Qualification Program Overview**

a. The NR EDQP consists of three phases as follows:

Phase	Action Required
1	Completion of the Navy Reserve Engineering Duty Officer Basic Course at the Engineering Duty Officer School.
2	Completion of Qualification Training Plan.
3	Demonstration of thorough knowledge of Engineering Duty functions and functional areas through successful completion of an oral examination administered by the certifying officer designated by COMNAVSEASYSCOM. This examination will be given in the time allowed by reference (a).

b. Upon completion of the oral examination, the officer designated to administer the examination shall submit a letter of recommendation for qualification to COMNAVSEASYSCOM. COMNAVSEASYSCOM will review and certify the qualifications and make recommendations to Chief of Naval Personnel (CHNAVPERS), who will issue final approval.

c. COMNAVSEASYSCOM is responsible for maintaining an account of each officer’s NR EDQP progress.

MILPERSMAN 1210-210

INFORMATION WARFARE OFFICER QUALIFICATION

Responsible Office	OPNAV (N2/N6C111)	Phone: DSN COM FAX	329-1258 (703) 601-1258 329-1330

References	(a) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications(NOC), Volume 1

1. **Eligibility Requirements**. To receive any of the Information Warfare Officer (IWO) Additional Qualification Designation (AQD) codes, specifically the BIX (Information Warfare) and BOX (Computer Network Operations) series, an officer shall satisfy the criteria established per reference (a).

2. **Request for Assignment of the AQD Code**. When eligibility requirements are met, the requested IWO AQD code will be formally entered in the officer’s record. The individual’s active duty commanding officer will forward the recommendation and supporting documentation, if required, to Navy Personnel Command (NAVPERSCOM), Information Dominance Corps and Foreign Area Officer Assignments Career Management Branch (PERS-47) for validation with a copy to the Deputy Chief of Naval Operations, Information Dominance (N2/N6C1) who will maintain visibility on all Information Dominance Corps AQD’s. Once validated and approved by PERS-47, the AQD will be entered by the appropriate assignment officer at NAVPERSCOM.

MILPERSMAN 1210-220

NAVAL SPECIAL WARFARE OFFICER (SEA-AIR-LAND AND SEAL DELIVERY VEHICLE (SEAL AND SDV) TEAMS)

Responsible Office	CNO (N13)	Phone:	DSN	224-8327
			COM	(703) 614-8327
			FAX	224-8786

Governing Directive	NAVPERS 15665I, U. S. Navy Uniform Regulations

1. **Description**. The 113X designator is applied to officers qualifying through formal training and practical experience in duty involving diving, parachuting, and demolition of explosives in the conduct of Naval Special Warfare Operations.
The community is limited to male officer volunteers from Unrestricted Line designators 11XX or 13XX.

2. **Initial Training**. Officers selected for Naval Special Warfare training will be redesignated 118X and ordered to Basic Underwater Demolition/SEAL (BUD/S) training (26 weeks) and Basic Airborne Training (3 weeks). Upon graduation from these courses, officers are assigned to either a SEAL Delivery Vehicle (SDV) Team or Sea-Air-Land (SEAL) Team.

3. **Designation as Special Warfare Officer**. Following a 6-month in-house training and observation period, individual performance will be reviewed by the commanding officer (CO) to determine the officer’s suitability for designation as a Naval Special Warfare officer (113X). Officers will be examined to determine their comprehension of Naval Special Warfare doctrine and their ability to carry out Naval Special Warfare missions following standard operating procedures. Commanding officers will recommend those 118X officers found qualified to Navy Personnel Command (NAVPERSCOM) (PERS-415) for change of designator to 113X.

4. **Non-Qualification**. If an officer is found not yet qualified after an initial 6-months, the CO will take one of the following actions:

a. Submit a letter of warfare specialty non-attainment for officers for which there is no reasonable expectation of future qualification. The letter should be forwarded via the chain of command to NAVPERSCOM (PERS-41) stating the circumstances, potential, and a recommendation concerning retention in naval service;

b. Reports of fitness should reflect unsatisfactory progress toward qualification;

c. The officer concerned will be afforded the opportunity to respond to the CO's report. Such comments will be included as enclosure (1) of the report. The CO may make additional comments and include them as enclosure (2) to the package; or

d. The CO will place the officer in a probationary status for at least 6 months. At the completion of the period the officer will be found either qualified or not qualified, or probational period will be extended.

5. **Revocation of Designation**. Officers may request removal of Naval Special Warfare designator and/or AQD's by sending a letter to NAVPERSCOM (PERS-415) via their CO. Request for change of designator format can be found in MILPERSMAN 1212-010. Removal of the designator for cause will be considered only by a duly appointed board convened by the Naval Special Warfare Group commander in the officer's chain of command. The board will evaluate the operational ability, motivation, and reliability of the officer in his performance of duty. The board's recommendation will be sent via the convening authority to NAVPERSCOM (PERS-4) via the administrative chain of command for final determination.

6. **Reinstatement of Qualification**. Officers may request reinstatement of a prior Naval Special Warfare qualification (i.e., SNEC 532X/849X) by sending a letter to NAVPERSCOM (PERS-415) via their CO. Requests should follow the format in the application procedures. A change of designator request may be required.

7. **Application Policy**

a. Active Duty male officers designated 11XX or 13XX may volunteer for Naval Special Warfare training and assignment. Restricted Line and Staff Corps officers must change designator to the Unrestricted Line through NAVPERSCOM (PERS-811). Applicants for this program must understand the unique nature of training and assignment prior to volunteering.

b. **Entry Requirements**:

(1) 28 years of age or less as of application receipt date in CNO (N131H) (except officers with previous enlisted SEAL experience).

(2) Agree to serve on active duty for a period of 3 years or until completion of previously acquired minimum obligated service, whichever is longer, subsequent to successful completion of training. No additional service obligation is incurred if involuntary disenrolled because of disqualification. Member would then serve on active duty until completion of prior minimum service obligation.

(3) Meets medical standards as specified in NAVMED P-117, Manual of Medical Department, Article 15-66. Vision: Eyesight cannot be worse that 20/40 in one eye and 20/70 in the other eye and must be correctable to 20/20 with no color blindness. Laser PRK corrective surgery can be waived no earlier than six months after the procedure is conducted.

(4) Satisfactorily complete physical screening test outlined in MILPERSMAN 1220-170 and 1220-190, results to be confirmed by a commissioned officer.

(5) Have attained warfare qualification in the case of non-training attrite officers seeking lateral transfer.

8. **Application Procedures** (Use proper letter format.)

From: (Applicant's Name, Rank, SSN)
To: Chief of Naval Operations (N131H)
Via: (1) (Commanding Officer, as appropriate)
(2) Chief, Bureau of Medicine and Surgery

Subj: REQUEST FOR NAVAL SPECIAL WARFARE PROGRAM

Ref: (a) MILPERSMAN 1210-220
(b) NAVMED P-117

Encl: (1) Report of SF 88, Medical Examination and SF 93, Report of Medical History
(2) Report of Screening (See MILPERSMAN 1220-190)
(3) (Letters of Recommendation, if applicable)

1. Per reference (a), I volunteer for Naval Special Warfare duty and request assignment to Basic Underwater Demolition/SEAL (BUD/S) training.

2. Based on the results of a medical examination, enclosure (1), and screening results, enclosure (2), I submit my eligibility for BUD/S training. (Include the following if applicable.) I request a waiver to the following requirements: (specify entry requirements that require a waiver).

3. I understand the nature of Naval Special Warfare duty, and I agree to

a. Serve on active duty for a period of at least 3 years or until completion of previously acquired minimum obligated service, whichever is greater, subsequent to completion of BUD/S training, unless released earlier by NAVPERSCOM.

b. Serve the minimum obligated service specified, regardless of whether I retain a Naval Special Warfare qualification for 3 years.

c. Change my designator to 118X (Naval Special Warfare Officer Trainee).

(Signature)

9. **Commanding Officer Endorsement**. The CO's endorsement will be prepared as indicated below: (Use proper letter format.)

From: Commanding Officer
To: Chief of Naval Operations (N131H)
Via: Chief, Bureau of Medicine and Surgery

Subj: REQUEST FOR NAVAL SPECIAL WARFARE PROGRAM

Ref: (a) SECNAVINST 5510.35

1. Forwarded.

2. Commanding officer's recommendation regarding the officer's suitability for BUD/S training, and subsequent assignment as a Naval Special Warfare officer.

3. Statement regarding availability of the officer. State any reasons if the officer's availability is beyond 6 months.

4. The applicant possesses the necessary mental and emotional stability to assume nuclear weapons duties under the criteria set forth in reference (a).

(Signature)

10. **Training**. Up-to-date course information, BUD/S training, prerequisites, and class convening dates are contained in Catalog of Navy Training Courses (CANTRAC). Officers disenrolled from BUD/S training will be made available for reassignment. Officers voluntarily disenrolling from initial training will not be reconsidered for BUD/S; however, officers may apply for other voluntary diving related training after a minimum of 1 year of service.

11. **Insignia**. Qualified officers are authorized to wear the Naval Special Warfare insignia as per NAVPERS 15665I. The insignia is awarded by the CO to officers successfully completing their initial qualification periods.

12. **Requalification**

a. Commanding officers are directed to ensure every opportunity is afforded for maintaining individual qualifications. Documentation of requalification will be completed as described in NAVSEA 0910-LP-708-8000, U.S. Navy Diving Manual, and individual service record entries. Where Special Pay for Diving and/or Hazardous Duty pay are affected, the appropriate NAVCOMPT forms will be sent according to DFAS-DJMS Procedures Training Guide (DFAS PTG).

b. Diving requalification will be used to substantiate entitlement to special pay for diving and will be completed under MILPERSMAN 1220-260. Requalification requires a service record entry indicating the date of requalification, the depth qualified, and the new qualification lapse date.

c. Parachute requalification will be completed under MILPERSMAN 1220-030.

d. Demolition requalification under MILPERSMAN 1220-280.

MILPERSMAN 1210-230

EXPLOSIVE ORDNANCE DISPOSAL (EOD) OFFICER

Responsible Office	BUPERS (BUPERS-3)	Phone: DSN COM FAX	882-4991 (901) 874-4991 874-2759

References	(a) NAVMED P-117, Manual of the Medical Department (MANMED) (b) U.S. Navy Diving Manual (c) Catalog of Navy Training Courses (CANTRAC) (d) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications, Volume I, Major Code Structures

1. **Designation**

a. Officers selected for Explosive Ordnance Disposal (EOD) Officer training will be re-designated 119X (EOD Trainee).

b. The EOD designation (114X) is applied to all officers who have qualified, through formal training and practical experience, for duty involving

- Explosive Ordnance Disposal (EOD),
- Diving and Salvage (D & S), and
- Underwater Mine Countermeasures (UMCM).

Navy Personnel Command (NAVPERSCOM), EOD Officer Assignments (PERS-416) will approve designator change to 114X, and make the appropriate entries in the Officer Master File.

2. **Eligibility**. The EOD designation is open as follows:

a. Qualified Limited Duty Officers (LDO), Unrestricted Line (URL), Restricted Line (RL), and Staff Corps (SC) Officers must request a change of designator via the Semiannual Lateral Transfer and Redesignation Board as promulgated by specific NAVADMIN, prior to designation as an EOD Officer (119X/114X). See MILPERSMAN 1212-010 and 1212-020 for procedures.

b. Officers 30 years of age or less as of application receipt date in NAVPERSCOM, except officers with previous enlisted experience, who may receive a waiver (year for year) based on needs of the Navy.

c. Officers meeting medical standards as specified in reference (a), article 15-36. Officers requiring a medical waiver must submit their package **via**

- their commanding officer (CO), and
- Bureau of Medicine and Surgery (BUMED) (M3F).

Waiver authority for medical standards, as recommended by BUMED, rests with NAVPERSCOM (PERS-416).

3. **Obligated Service (OBLISERV) for Training**. Officers must agree to serve on active duty for a period of 4 years from their graduation date from EOD School. Training attrites will be obligated (month for month) to an extension of their original minimum service requirement (MSR) equal to the number of months of training completed, to be served concurrently with their original obligation.

4. **Application**. Applications requesting a change of designator will be submitted per MILPERSMAN 1212-010 or 1212-020 as appropriate. The following example will be used as an enclosure for all accession and lateral transfer requests: (Use proper letter format.)

From: [Rank, Name, XXX-XX-1234 (last four digits)/Designator]
To: Commander, Navy Personnel Command (PERS-803)
Via: (1) Commanding Officer, [member's present command]
(2) Chief, Bureau of Medicine and Surgery (M3F)
{only required for medical waivers}

Subj: EXPLOSIVE ORDNANCE DISPOSAL (EOD) OFFICER TRAINING

Ref: (a) MILPERSMAN 1210-230
(b) NAVMED P-117, Manual of the Medical Department, Article 15-36
(c) OPNAVINST 1210.5

Encl: (1) DD 2808 (Rev. 10-05), Report of Medical Examination
(2) DD 2807-1 (Rev. 3-07), Report of Medical History
(3) Report of EOD Rating Conversion Screening (MILPERSMAN 1220-200, Exhibit 2)

1. Per reference (a), I volunteer for the Explosive Ordnance Disposal (EOD) Officer program.

2. Per reference (b) and based on the results of a medical examination, enclosures (1) and (2); and screening results, enclosure (3); I submit my eligibility for training. [Include the following if applicable.] I request a waiver to the following requirements: [specify requirements which need a waiver].

3. I understand the nature of EOD Officer duty, and I agree to:

a. Serve on active duty for a period of 4 years from my graduation date from Naval EOD School. If I attrite, I will be obligated (month for month) to an extension of my original minimum service required (MSR) equal to the number of months of training completed, to be served concurrently with my original obligation, unless released earlier by Navy Personnel Command.

b. Serve the minimum obligated service (OBLISERV) specified, regardless of whether I retain the EOD Officer qualification for 4 years.

4. Per reference (c), the following is submitted:

a. I request change of designator to 119X.

b. Date and place of birth.

c. Source of commissioning.

d. Date of original commission.

e. Date and rank (temporary and permanent, if applicable).

f. Date of end of OBLISERV in the present community.

g. Citizenship.

h. Applicants associated with the surface, submarine, special warfare, EOD, and aviation communities shall validate achievement of warfare qualification. The date of qualification and the title of the qualifying officer should be included.

i. Additional information that the applicant feels should be brought to the attention of the selection board. Requests for waiver of any of the eligibility requirements specified in this article shall be thoroughly substantiated.

j. Academic Profile Code (APC). If applicants don’t have an APC on file, they must submit college transcripts with their application.

(Signature)

5. **Application Endorsement**. Endorsement format:
(Use proper endorsement format.)

FIRST ENDORSEMENT on

From: Commanding Officer
To: Commander, Navy Personnel Command (PERS-803)
Via: Chief, Bureau of Medicine and Surgery (M3F)
{only required for medical waivers}

Subj: EXPLOSIVE ORDNANCE DISPOSAL OFFICER TRAINING

Ref: (d) SECNAVINST 5510.35A

1. Forwarded.

2. [Commanding officer's recommendation regarding the officer's suitability for training and subsequent assignment to Explosive Ordnance Disposal billets.]

3. [Statement regarding availability of the officer.]

4. The applicant possesses the necessary mental and emotional stability to assume nuclear weapons duties under the criteria set forth in enclosure (3) to reference (d).

5. A Background Investigation of the applicant has been initiated or completed (as appropriate).

(Signature)

6. **Application Screening**

a. All applicants must be screened by a qualified screening activity prior to requesting initial training.

b. A qualified screening activity is any EOD, diving, or training activity whose primary mission is to conduct or train, in EOD or diving operations. A qualified EOD officer will interview volunteers. Additionally, they must successfully complete the physical screening test for EOD per MILPERSMAN

1220-100, Exhibit 1, and a hyperbaric pressure test as described in reference (b). Physical screening test scores are considered to be the applicant's best effort.

7. **Training**

a. Up-to-date course descriptions, prerequisites, class convening dates, and designated training activities for EOD Officer core and billet specialty training are contained in reference (c).

b. Officers (re)designated EOD Officer Trainee (119X) will first complete EOD/Diver training at Naval Diving and Salvage Training Center (NAVDIVESALVTRACEN). Upon completion of dive training, officers will complete a 40-week Basic EOD course at Naval School, Explosive Ordnance Disposal (NAVSCOLEOD), Eglin Air Force Base, FL. Officers graduating from NAVSCOLEOD will be awarded AQD-KG1 (Basic EOD Officer). Officers will be awarded the 114X designator upon attaining AQD-KG5 (EOD Officer Warfare Qualification).

c. EOD Officers will not remain in the community without completing the EOD/Diver and Basic EOD courses. Those failing to complete EOD pipeline training will be processed as training attrites.

d. Officers who voluntarily or involuntarily disenroll from initial training will be made available for reassignment. Administrative action will be taken to cancel the agreement to extend officer service and to determine remaining active duty obligation. Officers who voluntarily disenroll from training must serve a minimum of 1 year prior to reapplying for the same or similar training.

8. **Insignia**

a. Authorization to wear EOD warfare insignia is granted to qualified officers holding appropriate designator and qualification codes as defined in reference (d).

b. Officers designated 114X and possessing AQD-KG5 are authorized to wear the EOD Officer Warfare insignia.

c. Officers designated 119X will be authorized to wear the Basic EOD Badge upon completion of Basic EOD training.

9. **Requalification**

a. The perishable skills of diving and specialized demolition, which are inherent to the profession, are requirements of all EOD officers. COs are directed to provide every opportunity for EOD officer qualifications to be maintained in the proper proficiency and periodicity.

b. Diving, parachuting, and demolition requalification will be conducted per MILPERSMAN 1220-260, 1220-030, and 1220-280, respectively.

10. **Supervisory Status**. There are limited situations where personnel are unable to meet the physical standards for EOD Officer duties to include diving, parachute, and demolition operations, through no fault or lack of diligence on the officer's part. In these few cases, officers whose significant EOD experience is of continued value to the Navy, may apply for "Supervisory Status" designation and remain in the EOD community.

a. **Eligibility**. Personnel must be

- a qualified Explosive Ordnance Disposal Officer (AQD KG5),
- remain qualified for sea duty and
- hold a supervisory qualification for the duty involved.

b. **Request Designation.** Officers may request designation for supervisory status by submitting a request letter **via** their CO and Bureau of Medicine and Surgery (BUMED), **to** NAVPERSCOM (PERS-416). Requests shall contain the following:

(1) Results of the most recent diving physical examination as enclosure (1).

(2) A brief synopsis of previous supervisory qualifications and copies of current qualification letters as enclosure (2).

c. **Designation.** NAVPERSCOM (PERS 416) will adhere to the specifications listed in MILPERSMAN Article 1220-200 when approving/disapproving the request.

MILPERSMAN 1210-240

FLIGHT METEOROLOGIST QUALIFICATIONS

Responsible Office	NAVPERSCOM (PERS-449)	Phone: DSN COM FAX	882-4110 (901) 874-4110 882-2711

References	(a) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Definition**. The term Flight Meteorologist is applied to a Meteorology and Oceanography (METOC) officer, designated as 180X or 646X, or Aerographer's Mate, NEC 7412, who is assigned to duty that involves flying as a crewmember for the specific purpose of environmental (meteorological, oceanographic, ice) reconnaissance. Examples of such billets include Ice Reconnaissance Team Members, Strategic Command (STRATCOM) METOC Officers, etc.

2. **Qualification Requirements**. A member assigned to duty as stated above shall meet the following requirements to qualify as a Flight Meteorologist:

a. Have qualified under Naval Air Training and Operating Procedures Standardization (NATOPS) (or equivalent U.S. Air Force (USAF)) standards of knowledge of aircraft systems and safety procedures.

b. Have successfully completed a course of instruction associated with their flying mission as prescribed by the appropriate type commander.

c. Have successfully accumulated and documented a minimum of 60 hours on-station time directly related to the purpose of the METOC mission.

d. Have been assigned to duty that involves flying for a period of not less than 6 months.

e. Have completed at least one of these formal educational criteria:

(1) Hold a baccalaureate or higher degree in the field of Meteorology or Oceanography from an accredited university.

(2) Successfully completed a course of instruction in the Air-Ocean Science Curriculum at the Naval Postgraduate School, Monterey, CA.

(3) Successfully completed the course of instruction at Basic Oceanography Accession Training (BOAT).

(4) Successfully completed the course of instruction at the Aerographers Mate Class C-1 School.

(5) Successfully completed Analyst Forecaster (AG-7412) Class C-1 School.

3. **Wearing the Naval Aviation Observer Insignia**

a. Flight Meteorologist is not a designation but does carry with it the authority to wear the Naval Aviation Observer (NAO) insignia as prescribed by reference (a). Personnel are authorized to wear the insignia upon initial qualification as a Flight Meteorologist.

b. Commanding officers (COs) shall advise Navy Personnel Command (NAVPERSCOM), Oceanography Assignment/Placement Branch (PERS-449), via Commander, Naval Meteorology and Oceanography Command (CNMOC), of successful completion of all requirements. NAVPERSCOM (PERS-449) will certify completion and grant authority to wear the insignia.

c. Authority to wear the insignia continues through subsequent tours, unless revoked by NAVPERSCOM, and as long as the member remains a volunteer to Flight Meteorologist duty.

MILPERSMAN 1210-250

SPECIAL EVALUATOR/NON-AERONAUTICALLY DESIGNATED OFFICERS ASSIGNED DUTY INVOLVING FLYING

Responsible Office	NAVPERSCOM (PERS-472)	Phone: DSN COM FAX	882-4079 (901) 874-4079 882-2739

References	(a) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Background**. Special Evaluators are Information Warfare (IW) officers of the Navy and Marine Corps assigned to duty involving flying as a crewmember with Fleet Air Reconnaissance and Maritime Patrol squadrons.

2. **Naval Aviation Observer (NAO)**. The term Special Evaluator is not a designation, but reflects the authority to wear the NAO insignia as prescribed by reference (a). The following officers are authorized to wear this insignia as prescribed by reference (a) and upon completion of all requirements specified herein:

- Officers assigned as crewmembers in airborne command posts.
- Special evaluators flying as crewmembers in EP-3 or P-3 aircraft.
- Limited duty and chief warrant officers designated as 632X or 732X, who are assigned to billets requiring duty involving flying.
- Non-aeronautically designated officers assigned to duty involving flying as a technical observer (DIFTECH) under orders issued by Chief of Naval Personnel (CHNAVPERS).

3. **NAO Qualification Requirements**. Officers assigned to flight duty stated above and meeting the following requirements to qualify for the NAO insignia:

a. Qualify by Naval Air Training and Operating Procedures Standardization (NATOPS) standards of knowledge of aircraft systems and safety procedures.

b. Successfully complete a course of instruction as prescribed by the appropriate type commander or a Job Qualification Requirement assigned by the officer's commanding officer (CO) associated with their flying mission.

c. Accumulate 200 hours of mission and/or training flight time related to the purpose of their assignment to duty involving flying.

d. Are assigned to duty involving flying for a period of not less than 6 months.

4. **Procedure for Documenting Completion of Requirements**

a. COs shall advise Navy Personnel Command (NAVPERSCOM), Information Warfare (IW) Branch (PERS-472) of successful completion of all requirements and provide copies of the documents that certify completion of the requirements listed above.

b. NAVPERSCOM (PERS-472) will certify completion, grant authority to wear the insignia, and enter the NAO additional qualification designator **BD1** in the officer's record. Such authority to wear the insignia continues through subsequent tours, unless revoked by NAVPERSCOM, as long as the officer remains a volunteer for flight duty as Special Evaluator.

MILPERSMAN 1210-260

AVIATION OPERATIONS OFFICERS AND NON-AERONAUTICALLY DESIGNATED OFFICERS AND ENLISTED ASSIGNED DUTY INVOLVING FLYING

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	223-2306 (703) 693-2306 224-1189

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Background**. The Naval Aviation Observer (NAO) Program provides an opportunity for limited duty officers, warrant officers, and fleet personnel to become career observers. The NAO Program for limited duty officers and warrant officers is a continuation of their prior enlisted service flying in either fixed-wing aircraft or helicopters. However, as a continuation of prior enlisted service, the skill set needed for the NAO qualification increases in scope and becomes more technically demanding. Therefore, further training is required to adequately fulfill this new skill set. For non-aeronautically designated officers and enlisted, this program is for special assignment flying in either fixed-wing or helicopter aircraft not covered under the Naval Aircrew Program.

2. **Eligibility**:

a. Aviation Operations limited duty officers designated 632X, assigned duty involving flying operations (DIFOPS) orders and are logged into DIFOPS billets (XXX1 or XXX2);

b. Aviation Operations Technician warrant officers designated 732X, assigned DIFOPS orders and are logged into DIFOPS billets (XXX1 or XXX2);

c. Non-aeronautically designated officers and enlisted with distributable Navy enlisted classifications 8202, 8288, 8295, 8296, and 8401, who are assigned to billets requiring duty involving flying, will be eligible to be designated as NAOs. Enlisted will be eligible under duty involving flying/temporary (DIFTEM) orders and officers will be eligible under duty involving flying as a technical advisor (DIFTECH) orders,

approved by type commander, and issued by Commander, Navy Personnel Command.

3. **Revocation**. The right to wear the NAO insignia continues through subsequent tours, unless revoked by Head, Aviation LDO/CWO Assignments Branch (PERS-434D), and as long as the individual remains a volunteer for flight duty. Enlisted personnel are authorized to wear the NAO insignia as long as they maintain eligibility.

4. **Requirements**. An officer or enlisted assigned to a billet requiring flying, crewmember, or technical observer must meet the following requirements to qualify for the NAO insignia:

a. Maintain a current flight physical and must have volunteered for duty involving flying.

b. Qualified under Naval Air Training and Operating Procedures Standardization or other service standard of knowledge of aircraft systems and safety procedures.

c. Successfully completed a course of instruction associated with their flying mission as prescribed by the appropriate type commander. The course of instruction can be based on experience and or a personnel qualification standard developed by the concerned command.

d. Accumulated 200 flight hours in fixed-wing aircraft, or 150 flight hours in rotary-wind aircraft to ensure a complete understanding and proficiency in the specific operational mission which must be directly related to the purpose of their assignment to duty involving flying.

5. **Restrictions to the Award of the NAO Designation**:

a. Award of the NAO insignia retroactively is not authorized. Qualifications earned in the past shall not count toward award of a current NAO request. No request shall be approved with previous naval service qualifications.

b. Qualifications earned when previously designated as aircrew or an aeronautically designated (officer or enlisted) cannot be used to qualify for a current NAO request. All submissions must contain only current qualifications.

6. The NAO, DIFTECH, and DIFTEM request template is attached as Enclosure (1).

Exhibit 1

NAO, DIFTECH, and DIFTEM REQUEST

(Use proper letter format containing the following)

(Date)

From: (Rank/Name), USN(R),(DESIG/NEC)
To: Commander, Navy Personnel Command (PERS-432O)
Via: (1) Commanding Officer,_____
(2) Type Wing Commander

Subj: REQUEST FOR DESIGNATION AS A NAVAL AVIATION OBSERVER (NAO) or REQUEST FOR DUTY INVOLVING FLYING AS A TECHNICAL OBSERVER (DIFTECH/DIFTEM) ORDERS

Ref: (a) MILPERSMAN 1210-260

1. Respectfully request NAO designation per (a).

or

1. Respectfully request DIFTECH/DIFTEM orders per reference (a).

2. My duties in the (aircraft designation/s) include: (List the specific duties in bullet format using the requirements and guidelines shown below)

a. Duties must be necessary for the completion of the squadron's mission.
b. Duties must require regular and frequent flights.

3. My commercial number is (XXX) XXX-XXXX or DSN XXX-XXXX. My e-mail contact information is _____.

Signature

Exhibit 1

NAO, DIFTECH, and DIFTEM REQUEST (Continued)

(Use proper letter format containing the following)

1200
Ser
(Date)

FIRST ENDORSEMENT on (Rank/Name, USN(R), DESIG/NEC ltr of Date))

From: Commanding Officer, _____
To: Commander, Navy Personnel Command (PERS-4320)
Via: Type Wing Commander

Subj: REQUEST FOR DESIGNATION AS A NAVAL AVIATION OBSERVER (NAO) or REQUEST FOR DUTY INVOLVING FLYING AS A TECHNICAL OBSERVER (DIFTECH/DIFTEM) ORDERS

1. Forwarded, recommending approval.

2. I certify that the duties performed by the Service member are required and necessary for the completion of the command's/squadron's mission.

(SIGNATURE)

Copy to:
Service member

1200
Ser
(Date)

SECOND ENDORSEMENT on (Rank/Name, USN(R), DESIG/NEC ltr of Date))

From: Type Wing Commander
To: Commander, Navy Personnel Command (PERS-4320)

Subj: REQUEST FOR DESIGNATION AS A NAVAL AVIATION OBSERVER (NAO) or REQUEST FOR DUTY INVOLVING FLYING AS A TECHNICAL OBSERVER (DIFTECH/DIFTEM) ORDERS

1. Forwarded, recommending approval, concurring with the Commanding Officer's certification that the duties performed by the Service member are required and necessary for the completion of the command's/squadron's mission.

(SIGNATURE)

Copy to:
Command
Service member

MILPERSMAN 1210-270

OFFICER DESIGNATION CODES

Responsible Office	CNO (N13)	Phone:	DSN	224-4933
			COM	(703) 614-4933
			FAX	224-6491

Governing Directives	NAVPERS 15839I, Manual of Navy Officer Manpower Personnel Classifications, Volume 1, Major Code Structures, Part A

MILPERSMAN 1210-280

DESIGNATION OF LIMITED DUTY OR CHIEF WARRANT OFFICER AS ELIGIBLE TO SUCCEED TO COMMAND

Responsible Office	CNO (N13)	Phone:	DSN	223-2309
			COM	(703) 693-2309
			FAX	224-1189

Governing Directives	U.S. Navy Regulations, Articles 1084 and 1085

1. **Policy**. Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) are eligible for succession to command.

2. **Eligibility**

a. For succession to command of a **ship**:

(1) LDO and CWO of the line who is ordered as commanding officer (CO) or executive officer of a ship by Chief of Naval Personnel (CHNAVPERS) is determined to be fully qualified.

(2) Line LDO or CWO shall be designated as eligible to succeed to command by the first CO who authorizes them to perform all deck duties afloat.

(a) Designation shall be official letter to officer concerned with copy to CHNAVPERS.

(b) Designation by subsequent COs is not necessary.

b. For successions to command in **other than ships**;

(1) Designator is appropriate to function of activity to which attached.

(2) No letter designation is required.

MILPERSMAN 1210-300

SURFACE WARFARE MEDICAL DEPARTMENT OFFICER (SWMDO) QUALIFICATION AND DESIGNATION

Responsible Office	CNO (N861C)	Phone: DSN COM FAX	222-4610 (703) 692-4610 222-4635

References	(a) NAVPERS 15665I, U. S. Navy Uniform Regulations

1. **Assignment of Designator**

a. Approved qualification shall be forwarded to Navy Personnel Command (NAVPERSCOM), Staff/RL Officer Distribution Division (PERS-44). Upon receipt, NAVPERSCOM will assign the appropriate Additional Qualification Designator (AQD) to the officer qualified.

b. Qualified Surface Warfare Officers transferring into the Medical Corps and attaining Surface Warfare Medical Department Officer (SWMDO) designation will be assigned AQD LA7 in addition to retaining the AQD LA9.

2. **Authority to Wear the Insignia**

a. Qualification under the aforementioned standards and procedures entitles an officer to wear the SWMDO insignia per reference (a). The achievement should be recognized at an appropriate ceremony and relevant comments shall be included in the officer’s next regular report of fitness.

b. Officers transferring into the Medical Corps who were previously authorized to wear other warfare specialty insignia may wear these insignia following reference (a).

3. **Revocation Qualification**

a. A SWMDO will retain such qualification until revoked by NAVPERSCOM.

b. A commanding officer (CO), or any immediate superior in command (ISIC) in the individual’s chain of command, may

recommend revocation of the SWMDO designation when an officer's performance of surface warfare duties afloat is unsatisfactory.

4. **Detachment for Cause (DFC)**. A recommendation for revocation of such qualification shall not be made in lieu of DFC, nor shall recommendations automatically be included in cases of DFC. Revocation may be considered and recommended coincidentally with a DFC, but shall be handled administratively as a separate action by NAVPERSCOM. Upon revocation, the officer's AQD of LA7 and LA9, if applicable, will be removed.

MILPERSMAN 1210-310

NAVY OCEAN FACILITIES PROGRAM (OFP) OFFICER

Responsible Office	NAVPERSCOM (PERS-4413)/ CNO (N131K)	Phone: DSN COM FAX	882-4032 (901) 874-4032 882-2681

References	(a) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classification, Volume 1, Major Code Structures (b) OPNAVINST 1520.23B (c) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Designation**. Commander, Naval Facilities Engineering Command (NAVFACENGCOM), Director Navy Ocean Facilities Program (NAVFAC OFP) designates qualified **Civil Engineer Corps (CEC**) officers as **Navy Ocean Facilities Program (OFP)** officers. Upon qualification, Navy OFP officers may be assigned to CEC billets which are designated as 1103 subspecialty billets per reference (a).

a. **Qualifications for CEC officers with officer designation of 510X**:

(1) Completion of Naval Postgraduate School (NPS) approved curriculum No. 472, leading to a Masters Degree in Ocean Engineering per reference (b), or equivalent education and fulfillment of all requirements necessary to obtain the 1103 subspecialty code.

(2) Meet the requirements of a designated “Basic Diving Officer” prescribed in MILPERSMAN 1210-140.

b. **Qualifications for CEC officers with officer designation of 653X or 753X**:

(1) Appropriate experience and demonstrated proficiency in technical aspects and management of underwater construction and ocean facilities related projects.

(2) Meet the requirements of a designated “Basic Diving Officer” prescribed in MILPERSMAN 1210-140.

2. **Eligibility**. NAVFACENGCOM (NAVFAC OFP) may grant or processes a waiver on a case-by-case basis. Members applying for accession into the Navy OFP must satisfy the following requirements:

a. **Designation/Rank**. Be serving as a U.S. Navy CEC officer (510x, 653x, or 753x). Applicants must be of the rank of lieutenant or below, and must not be in-zone for promotion to lieutenant commander at the time of application.

b. **Obligated Service (OBLISERV)**. Subsequent to completion of graduate school and dive training, agree to serve on active duty for a specified period per reference (b) and MILPERSMAN 1210-140, or until completion of previously acquired minimum OBLISERV, whichever is longer.

c. **Physical/Medical Requirements**. Meet all physical and medical requirements for Basic Diving Officer prescribed in MILPERSMAN 1210-140. Specific qualifications are as follows:

(1) Interview by a Navy OFP officer serving on active duty who is at least one paygrade senior to the applicant. The screening interview provides an opportunity for the Navy OFP office to further evaluate each applicant's suitability and motivation for the program.

(2) Vision correctable to 20/20, and not less than 20/200 in each eye, uncorrected. Waivers can be granted on a case-by-case basis for vision acuity less than 20/200 in each eye.

(3) Deficient color vision by Farnsworth Lantern Test is a disqualifying factor; however, waivers may be granted.

(4) Maximum age is 35 but may be waived.

(5) Must have the ability to equalize pressure (VALSALVA).

(6) High blood pressure is disqualifying. If one high reading is observed, others should be taken at intervals over a several-day period to determine the validity of the first reading.

(7) Candidates must be Department of Defense (DOD) dental class 1 or 2 prior to diver training.

(8) SF 88 (Rev. 10-94), Report of Medical Examination and SF 93 (Rev. 6-96), Report of Medical History must be submitted to

a qualified diving medical officer for review upon completion of diver physical. SF 88 should state the purpose as "Diving Duty."

(9) If above the Navy weight standards, the applicant must submit waiver request with front and side view photographs.

(10) Successfully complete hyperbaric chamber pressure tolerance test to a pressure equivalent of 60 feet of seawater. Contact nearest recompression chamber facility or Navy diving command for arrangement to take this test. **NOTE**: This test may be performed only after completion of medical screening as outlined above.

(11) Physically qualified as demonstrated by ability to perform following:

(a) **500 yard swim (within 14 min.)**

(b) **42 push-ups, 50 sit-ups**

(c) **6 pull-ups**

(d) **one and one-half mile run (within 12 min. 45 sec.)**

There are stringent requirements on how these must be performed (see MILPERSMAN 1220-100 through 1220-330). **NOTE**: This physical fitness test can be administered by any command physical readiness test (PRT) coordinator; however, it is incumbent upon both the applicant and the PRT coordinator to ensure the screening test is administered as prescribed. Failure to do so could result in rejection or disenrollment of the applicant by Naval Diving and Salvage Training Center (NDSTC) before or at any time during dive training.

3. **Application**

a. **Letter Format**. Applications for acceptance into the Navy OFP shall be submitted via the applicant's commanding officer (CO) and Chief, Bureau of Medicine and Surgery (BUMED) to NAVFAC OFP in the following format (use proper letter format):

From: (Rank, Name, SSN (xxxx-xxx-1234, last four)/Designator)
To: Commander, Naval Facilities Engineering Command (NAVFAC OFP)
Via: (1) Commanding Officer
(2) Chief, Bureau of Medicine and Surgery (BUMED-M3F7)

Subj: NAVY OCEAN FACILITIES PROGRAM ACCESSION

Ref: (a) MILPERSMAN 1210-310
(b) NAVMED P-117, Manual of the Medical Department, Article 15-36, Diving Duty

Encl: (1) SF 88, Report of Medical Examination
(2) SF 93, Report of Medical History
(3) NAVMED 6150/2, Special Duty Medical Abstract (report of hyperbaric chamber pressure tolerance test)
(4) Report of physical fitness screening test
(5) Report of interview with a Navy OFP officer (state rank and name of interviewer)
(6) SF 86, Questionnaire for National Security Positions

1. Per reference (a), I respectfully request acceptance into the Navy Ocean Facilities Program. I understand that this request constitutes a request to pursue the 1103P subspecialty designation as well as a voluntary request for Navy Basic Diving Officer training.

2. Based on the results of enclosures (1) through (5) and per references (a) and (b), I submit my eligibility for Navy dive training (or, as applicable, I request a waiver to the following requirements – specify requirements and circumstances of waiver request).

3. I understand the nature of the training associated with this request, and agree to

a. serve on active duty for a period of about 5 years (about 3 years, 2 months for Graduate School and 2 years for Dive Training) or until completion of previously acquired minimum obligated service, whichever is greater, subsequent to completion of training unless released earlier by Navy Personnel Command.

b. serve the minimum obligated service specified, regardless of whether I retain diving qualification for 5 years.

4. I have answered the questions in enclosure (6) truthfully and accurately.

(Signature)

Copy to:
NAVPERSCOM (PERS-463)
NAVFACENGCOM (NAVFAC OFP)

b. **Endorsement Format** (use proper endorsement format):

From: Commanding Officer
To: Commander, Naval Facilities Engineering Command (NAVFAC OFP)
Via: Chief, Bureau of Medicine and Surgery (BUMED-M3F7)

Subj: NAVY OCEAN FACILITIES PROGRAM ACCESSION

1. Forwarded.

2. Commanding officer's recommendation regarding the officer's suitability for accession into the Navy Ocean Facilities Program.

3. Statement regarding availability of the officer.

(Signature)

4. **Application Screening**. Submit the application package as indicated above, with copy to Navy Personnel Command (NAVPERSCOM), Civil Engineering Corps Branch (PERS-463) and the NAVFACENGCOM (NAVFAC OFP) office secretary (NFESC 07S).

5. **Training**. CEC officers whose officer designator is 510X and who voluntarily or involuntarily disenroll from their Ocean Engineering Graduate School Program (NPS approved curriculum No. 472), or from initial diving training, will be made available for reassignment by NAVPERSCOM (PERS-463). Administrative action will be taken to cancel the agreement to extend officer service and to determine the remaining active duty obligation. The officer will also be dropped, and will not be eligible for further consideration to the Navy OFP.

6. **Insignia**. Navy OFP officers are authorized to wear the "Basic Diving Officer" insignia upon attainment of the Diving Officer qualification per MILPERSMAN 1210-140, and prescribed by reference (c).

7. **Requalification**

a. The perishable skills of diving, which are inherent to the profession, are requirements of all Navy OFP officers (subspecialty 1103). COs are directed to provide every opportunity for Navy OFP officer qualifications to be maintained in the proper proficiency and periodicity.

b. Diving requalification will be conducted per MILPERSMAN 1210-140.

8. **Revocation/Reinstatement of Qualifications**

a. Officers may request removal of diving related Navy officer billet classifications (NOBCs) or additional qualification designators (AQDs) by sending a letter to NAVPERSCOM, Special Operations Branch (EOD) (PERS-416), via their chain of command and NAVFACENGCOM (NAVFAC OFP). Removal of the diving NOBCs or AQDs will disenroll the officer from the Navy OFP.

b. Revocation of Diving Officer designations shall be considered only by an appointed board convened by the appropriate CO in the officer’s chain of command. The board shall have at least one Navy OFP officer with the rank of lieutenant commander or senior. The board shall evaluate the operational ability, motivation, and reliability of officers in their performance of duty. The board’s recommendation shall be forwarded via the convening authority and NAVFACENGCOM (NAVFAC OFP) to NAVPERSCOM (PERS-416) for final determination.

Revocation of Diving Officer designator by NAVPERSCOM (PERS-416) will disenroll the officer from the Navy OFP.

c. Officers may request reinstatement of former diving designation by sending a letter to NAVPERSCOM (PERS-416) via their CO and NAVFACENGCOM (NAVFAC OFP). Requests for reinstatement should include appropriate statement from the officer application format discussed previously.

MILPERSMAN 1210-320

NAVY EXPEDITIONARY SUPPLY CORPS OFFICER DESIGNATION

Responsible Office	OPNAV (N95)	Phone: DSN COM FAX	229-1512 (703) 692-1512 (703) 692-4447

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) OPNAVINST 1412.15 (b) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. Supply Corps officers serving within Navy Expeditionary Combat Command or naval special warfare community shall obtain the Navy Expeditionary Supply Corps officer (NESCO) warfare qualification while assigned to a qualifying billet per reference (a).

2. **Assignment of Designation**. Approved qualification shall be forwarded to Navy Personnel Command (NAVPERSCOM), Supply Assignments/Placement Branch (PERS-4412) via the appropriate type commander who will certify achievement of the required supply management certification standards. Upon receipt, NAVPERSCOM will assign the additional qualification designator (AQD) 93E to the qualified officer.

3. **Authority to Wear the Insignia**. Qualification, per reference (a), entitles an officer to wear the NESCO warfare insignia, see reference (b). Officers transferring into the Supply Corps who were previously authorized to wear other warfare specialty insignia may continue to wear these insignia per reference (b).

4. **Revocation of Qualification**. A NESCO will retain such qualification, unless revoked as follows:

a. A commanding officer or any immediate supervisor in command in the individual’s chain of command may recommend revocation of NESCO designation when an officer’s performance as an expeditionary logistician is deemed unsatisfactory.

b. Such a recommendation, with supporting rationale, shall be forwarded to NAVPERSCOM. The correspondence recommending the revocation shall be submitted via the officer concerned, and the officer shall be afforded the opportunity to submit a written statement concerning the matters set forth.

c. If the officer does not desire to submit a statement, that officer shall be directed to signify the following in writing:

(1) The correspondence has been read;

(2) He or she understands that if the recommendation is approved by Chief of Naval Personnel, it will be filed in his or her official military personnel file; and

(3) He or she does or does not desire to make a statement.

5. **Detachment for Cause (DFC)**. A recommendation for revocation of qualification shall not be made in lieu of DFC, nor shall recommendations automatically be included in cases of DFC. Revocation may be considered and recommended coincidentally with a DFC, but shall be handled administratively as a separate action by NAVPERSCOM.

MILPERSMAN 1212-010

LATERAL TRANSFER AND CHANGE OF DESIGNATOR CODES OF REGULAR AND RESERVE OFFICER

Responsible Office	NAVPERSCOM (PERS-801G)	**Phone:** DSN COM FAX	882-3170 (901) 874-3170 882-2620

Governing Directives	OPNAVINST 1412.2G OPNAVINST 5510.1 OPNAVNOTE 1520 SECNAVINST 1120.5 BUPERSINST 1001.39

1. **Policy**. The Navy Personnel Command (NAVPERSCOM) assigns a designator for administrative purposes to each officer at the time of appointment in the Navy to reflect what the officer is qualified to perform. A board convened to consider applications from active duty officers for lateral transfer and redesignation between the Unrestricted Line, Restricted Line, and Staff Corps meets semi-annually, in April and in October. All changes of designator and lateral transfer of inactive duty officers are administratively done, without board action, by NAVPERSCOM (PERS-912).

2. **Applicability of this Article**. This article is applicable to Regular and Reserve officers desiring lateral transfer or change of designator. Change of designator from Reserve to Regular is governed by MILPERSMAN 1131-020. Redesignation of limited duty officers (LDOs) and chief warrant officers (CWOs) is addressed in MILPERSMAN 1212-020 and 1212-030.

3. **Changes of Designator for which NAVPERSCOM is Responsible**. The following designator changes are the responsibility of NAVPERSCOM (PERS-4) and do not require formal board action:

a. Designator changes as a result of individual qualification within a community:

116X to 111X,
117X to 112X,
139X to 131X,
137X to 132X,
119X to 114X,
118X to 113X,
146X to 144X, and
164X to 161X.

b. Designator changes as a result of student officers (19XX) having completed professional requirements for appointments.

c. Designator changes as a result of NAVPERSCOM (PERS-4) or medical board action, NAVPERS 1212/1, Cover Sheet for Individual Request for Officer Designator Change, such as revocation or restoration of status.

d. Designator changes as a result of disenrollment from entry-level training programs. Officers who are disenrolled from entry-level training programs will be considered on a case by case basis for assignment per their preference as indicated in the message report of disenrollment, consistent with current service needs. Officers disenrolled from unrestricted-line-entry-level training programs shall normally be reassigned in the unrestricted line. Exceptions may be made when it is determined that the needs of the Navy may be met in the restricted line or a staff corps. Officers who are disenrolled from entry-level training programs may be released from active duty dependent on the needs of the Navy.

e. Officers designated for participation in the Engineering Duty Officer (ED) Option Program or the Oceanography Option Program at the time of initial appointment. A letter request must be sent via the commanding officer to the NAVPERSCOM (PERS-445 or PERS-449 as appropriate) indicating completion of the specified requirements of the program, including surface or

submarine warfare qualification and requesting designator change from 11XX to 146X or 180X as appropriate.

f. Officers desiring a change of designator within the unrestricted line. Applications are required and should be sent to the NAVPERSCOM (PERS-4) via their commanding officer in proper letter form.

g. Officers redesignated as trainees in an unrestricted line warfare designator.

---

4. **Requirements for Lateral Transfer**. Lateral transfer between the Unrestricted Line, Restricted Line, and Staff Corps may be requested by active duty Regular and Reserve officers who meet the following general requirements:

a. Must have completed at least 24 months of active commissioned service above the grade of CWO4. An officer may not request transfer from the Unrestricted Line until within 6 months of completing obligatory service in the present community as a result of functional training received (training received that further enables an Unrestricted Line officer to perform their duties such as department head school). Officers desiring transfer between 13XX and 15XX communities can apply for exemption from this requirement.

b. Surface (11XX) officers who are under orders to Department Head School may not laterally transfer until completion of initial Department Head Tour.

c. Officers associated with the

surface (111X),
submarine (112X),
special warfare (113X),
aviation (13XX), and
special operations (114X)

communities shall have achieved warfare qualification before applying. Officers who are exempted from participation in warfare qualification programs must complete a minimum of 2 years of active commissioned service before applying. Applicants will be judged on the merit of their performance record and other professional qualifications achieved.

d. Must meet the physical standards appropriate to the grade as established by the Director of Naval Medicine/Surgeon General of the Navy (OP-093).

e. Must be of such age that total active commissioned service will not exceed 20 years upon reaching age 55. Officers requesting transfer to the Medical or Dental Corps must be able to complete 20 years active commissioned service by age 60.

f. Officers must possess at least a Baccalaureate Degree. Inasmuch as officers recommended for lateral transfer must compete with their contemporaries for promotion and duty assignment, they should possess similar educational backgrounds. Specific educational requirements are set forth under each designator listed in this article.

g. Except for officers selected for ADO, Fleet Support, and JAG Corps, must agree to serve on active duty at least 2 years from the date of the designator change. ADO, Fleet Support, and JAG Corps officers must agree to serve on active duty at least 3 years.

h. For nuclear-trained submarine and surface officers:

(1) Submarine warfare officers must have completed a tour as department head or be senior to those so assigned.

(2) Surface warfare officers must have completed a tour in a LCDR-grade nuclear billet aboard a nuclear-powered ship or be senior to those so assigned. Except for Nuclear trained surface warfare officers applying to become nuclear trained engineering duty officers (EDO(N)).

i. If serving under an agreement for nuclear career continuation pay, must be within 1 year of completion of the obligation as an Unrestricted Line officer.

j. Eligible reserve officers on the active duty list in grades 0-4 and above must be willing to accept reappointment in the Regular Navy if tendered

---

5. **Officers Transferring Between the Line and the Staff Corps**. All officers of the Line requesting transfer into a Staff Corps and all Staff Corps officers requesting transfer into the Line of the Navy or into another Staff Corps must be serving in a

grade not above lieutenant commander. Grade limitations for Line officers requesting a change of designator within the Line are specified in the following blocks.

---

6. **Eligibility Guidelines for Judge Advocate General's Corps (250X).** Except for an officer who is attending law school under the Law Education Program, an applicant must:

a. be a graduate of a law school accredited by the American Bar Association and be a member of the bar of a Federal Court or the highest court of a State, a U.S. Territory, the District of Columbia, or the Commonwealth of Puerto Rico.

b. not have served more than 2 years and 6 months as a lieutenant commander.

c. agree to an entry grade service credit limitation (normally 4 years) at the time of appointment in the Judge Advocate General's Corps per SECNAVINST 1120.5A.

d. agree to serve on active duty for at least 3 years computed from the date of appointment in the Judge Advocate General's Corps. Applicants attending law school under the Law Education Program will serve the active duty obligation incurred as a result of participation in that program.

---

7. **Eligibility Guidelines for the Supply Corps (310X)**

a. Educational background should be in business, industrial engineering, or other disciplines with demonstrated quantitative orientation (i.e., engineering or mathematics). Although a degree in these fields of study is not mandatory for selection, strong consideration is given for these academic backgrounds. Candidates without these concentrations should consider taking additional business/quantitative courses to enhance their selection potential.

b. Applicants will be considered from any designator, but primary consideration will be given to warfare-qualified officers from the 111X, 112X, and 13XX designators. Strong performance records, when coupled with weapons systems experience, provide the most desirable mix of qualifications for transition into the Supply Corps.

c. Applicants must have completed at least 2 years of active commissioned service, but not more than 3 years as a lieutenant by the convening date of the board.

---

8. **Eligibility Guidelines for Civil Engineer Corps (510X.** Limitations for Civil Engineer Corps (510X) are as follows:

a. Applicants should have a strong educational background in engineering or architecture.

(1) Engineering degrees must be accredited by the Accreditation Board for Engineering and Technology (ABET). The preferred fields of study are civil, mechanical, and electrical engineering. Other ABET-accredited engineering degrees may be considered on a case-by-case basis. Applicants holding a valid certificate as an Engineer-in-Training will be given primary consideration.

(2) Architectural degrees must be accredited by the National Architectural Accrediting Board (NAAB).

(3) Transcripts must be included with application.

b. Applicants will be considered from any designator, but primary consideration will be to warfare-qualified officers from the 111X, 112X, and 13XX designators. Strong performance records, when coupled with a warfare specialty, provide the most desirable mix of qualifications for transition into the Civil Engineer Corps.

c. Applicants must have completed at least 2 years of active commissioned service but not more than 3 years as a lieutenant by the convening date of the board. Applicants with less than 5 years commissioned service will be given primary consideration.

---

9. **Eligibility Guidelines for Engineering Duty (146X)**

a. Undergraduate degrees should be in engineering or the physical sciences with evidence of academic excellence (normally a B-minus or better average with a class standing in the top third). Attainment of an MS or higher degree from an accredited college or university, or enrollment and satisfactory performance in a program at an accredited college or university,

which leads to an MS, or higher degree, supersedes baccalaureate requirements. All courses involved in such graduate-level education shall be in an engineering or physical science field that is directly related to the responsibilities of the Naval Sea Systems Command or Space and Naval Warfare Systems Command. Specific curricula which qualify are those listed for the 14XX designator in the current OPNAVNOTE 1520 which promulgates information on the Navy's postgraduate education program.

b. The officer should be surface or submarine-warfare qualified.

---

10. **Eligibility Guidelines for Aeronautical Engineering Duty (Aeronautical Engineering, 151X)**

a. There are limitations for personnel applying for Aeronautical Engineering Duty. Applicants

(1) should possess a Master of Science degree in engineering or the physical sciences or possess a Bachelor of Science degree in engineering or the physical sciences in combination with a Master's-level degree in management or applied science. Preferred fields of study are aeronautical, electrical, mechanical engineering, or physics. Applicants currently selected for or enrolled in a post-graduate program, who will satisfy one of these requirements upon successful completion of the program, are considered eligible to apply.

(2) must be aviation-warfare qualified.

(3) should have at least 4 years of sea duty in fleet units with a sound and extensive background of operational experience.

(4) must have attained the rank of lieutenant but must not have served more than 3 years as a commander.

b. A waiver of the requirements listed will be considered for Reserve officers in the grade of lieutenant commander or below on inactive status who have a Bachelor of Science degree in engineering, computer science, or the physical sciences; are currently enrolled in a Master's degree program in management or applied science (or have demonstrated the capability of successfully completing such a program); have minimum of 2 years of experience in the aerospace industry or related government

agencies; and are recommended for approval by the designator advisor (Commander, Naval Air Systems Command).

---

11. **Eligibility Guidelines for Aeronautical Engineering Duty (Aviation Maintenance, 152X)**. Preferred fields of study for Aeronautical Engineering Duty are business, engineering, and physical sciences. Applicants must:

a. possess a sound and extensive background in aviation maintenance in the operational force. Officers in a flying status are required to terminate their flying status before appointment.

b. be in the grade of commander or below.

---

12. **Eligibility Guidelines for Special Duty, Cryptology (161X)**

a. Preferred fields of study for special duty in Cryptology are engineering, science, mathematics, operations research, physics, information warfare, or computer science. Other fields of study will be considered on a case by case basis.

b. Applicants must be in the grade of lieutenant or below. Before appointment, must be eligible for access to Special Intelligence information based on a Background Investigation completed not more than 5 years before the year the application is made. Applicants not possessing the requisite access authority and clearance shall execute an SF-86, Personnel Security Questionnaire (BI/SBI) under OPNAVINST 5510.1.

---

13. **Eligibility Guidelines for Special Duty, Intelligence (163X)**

a. Preferred fields of study for special duty in Intelligence are engineering, science, history, political science, and international relations. Other fields of study will be considered on a case by case basis.

b. Applicants shall be in the grade of lieutenant or below. Although not a pre-requisite, previous experience in intelligence is preferred.

c. Before appointment, applicants must be eligible for access to Special Intelligence information based on a Background Investigation completed not more than 5 years before the year the application is made. Applicants not possessing the requisite access authority and clearance shall execute an SF 86, Personnel Security Questionnaire (BI/SBI) under OPNAVINST 5510.1.

---

14. **Eligibility Guidelines for Special Duty, Fleet Support (170X)**

a. Preferred fields of study are business, computer science, information systems management, electrical engineering, physics, mathematics, statistics, operations research and public administration.

b. Applicants will be considered from any designator; however, primary consideration will be given to warfare qualified officers from the 111X, 112X, and 13XX designators.

c. Prior experience and/or a Masters Degree is preferred in: base/station/installation/facilities management, transportation, military sealift, financial management, operations analysis, operations logistics (Logistics Support core competency); accessions processing, recruiting, manpower analysis, personnel systems, training systems (Manpower, Personnel and Training core competency); ADP management, information systems, communications, electronic warfare, information warfare, command and control, space systems operations or engineering, systems networking, electrical engineering, computer science (Space and Electronic Warfare core competency).

d. While strong leadership skills and a warfare specialty provide the most desirable mix of qualifications for transition into Fleet Support, non-warfare qualified 11XX or 13XX applicants with outstanding performance records in assignments relevant to the core competency elements listed above may be considered.

e. All applicants shall be in the grades Lieutenant (junior grade) to Commander. Requirements will determine quotas by grade and core competency.

---

15. **Eligibility Guidelines for Special Duty, Public Affairs (165X)**

a. Preferred fields of study for special duty in Public Affairs are public relations, communications, journalism or marketing.

b. Applicants shall be in the grade of Lieutenant Commander or below. Although a warfare qualification is desirable, it is not a requirement. Prior experience in a public affairs billet, or as a collateral duty public affairs officer, is encouraged but not required for a lateral transfer request.

16. **Eligibility Guidelines for Special Duty, Oceanography (180X)**

a. Preferred fields of study for special duty in Oceanography are meteorology or physical oceanography. Acceptable fields of study are mathematics, physics, geophysics, or engineering with at least 1 year (30 semester hours) of courses in meteorology or oceanography. Acceptance for enrollment in the graduate study air-ocean science curriculum at the Naval Post-graduate School satisfies educational requirements.

b. Shall be in the grade of lieutenant commander or below and prior operational experience in a meteorology, oceanography, or hydrography billet is highly desirable.

17. **Eligibility Guidelines for Medical Corps (210X), Dental Corps (220X), Medical Service Corps (230X), and Nurse Corps (290X)**. Requirements are contained in SECNAV instructions concerning the appointment of officers in the Medical Corps, Dental Corps, Medical Service Corps, and Nurse Corps.

18. **Eligibility Guidelines for Unrestricted Line (11XX or 13XX)**. Applicants should not be above the grade of Lieutenant Commander.

19. **Lateral Transfer: Chaplain Corps**. Lateral transfer to the Chaplain Corps is not authorized. However, applications for lateral transfer from the Chaplain Corps will be considered and should be forwarded via the Chief of Chaplains (N1G).

20. **Application Package Contents**

a. Applications from active duty officers shall be submitted in proper letter form to the NAVPERSCOM (PERS-801G) via their commanding officer to be received 60 days prior to the convening date of the Selection Board.

b. Applications for lateral transfer or change of designator shall include the following:

(1) Designator(s) for which application is made listed in order of preference (a maximum of two may be requested). Reserve officers may request concurrent reappointment in the Regular Navy if they meet eligibility requirements stated in MILPERSMAN 1131-020. Applicants must ensure that their applications contain all the information required by both this article and by MILPERSMAN 1131-020.

(2) Date and place of birth.

(3) Source of commissioning under current appointment: NROTC (Scholarship or College Program), Naval Academy, OCS, AOCS, NESEP, ROC, direct appointment from civilian status, etc.

(4) Date of original commission.

(5) Date of rank (temporary and permanent, if applicable).

(6) Date of end of obligated service in the parent community.

(7) Applicants for Special Duty, Cryptology, (161X) and Intelligence (163X) must submit an SF 86, Personnel Security Questionnaire, with the application package. Upon selection to the 161X or 163X designator, a Special Background Investigation (SBI) must be initiated and redesignation is contingent upon the

successful completion of the SBI and eligibility for Special Compartmented Intelligence access.

(8) Citizenship (if naturalized, include naturalization number).

(9) If designators 14XX or 151X are requested, a transcript of all college work completed is required with evidence of any degrees awarded indicated on the transcript. If designator 154X is requested, the following information should be provided: instrument rating, total flying hours, first pilot hours, first pilot hours within last 12 months, aircraft in which current (as of application submission date), last aircraft flown by type, total hours, date last flown, and aviation combat experience.

(10) Applicants whose physical qualification for Unrestricted Line duty might be revoked or applicants who are applying for transfer into the Unrestricted Line must include two copies of SF 88, Report of Medical Examination, and one copy of SF 93, Report of Medical History. Applications of those members who do not meet the published visual standards may be forwarded for consideration.

(11) Applicants associated with the surface, submarine, special warfare, special operations, and aviation communities shall validate the achievement of warfare qualifications and other significant qualifications. The date of qualification and title of the qualifying officer should be included.

(12) If designator 250X is requested, evidence of receipt of a law degree from an accredited law school and evidence of current good standing before an appropriate court, as indicated in the block concerning “Limitations for Judge Advocate General’s Corps,” in this article must be submitted.

(13) If designator 170X is requested indicate first and second choice of core competencies.

(14) If designator 510X is requested, a transcript of all college work completed is required with evidence of any degrees awarded indicated on the transcript.

(15) Reserve officers on the active duty list in grades 0-4 and above must state that they are willing to accept Regular appointment if tendered. Such applicants must also make sure

their applications contain all information required by both this article and MILPERSMAN 1131-020.

(16) Additional information, which the applicant feels, should be brought to the attention of the selection board. Requests for waiver of any of the eligibility requirements specified in this article shall be thoroughly substantiated.

(17) The commanding officer's endorsement should discuss the motivation and potential of the applicant and provide a specific recommendation concerning the request.

(18) The following designator advisors shall be provided with a copy of requests for the designators indicated:

Designator Advisor	**Command**
Engineering Duty (146X)	Commander, Naval Sea Systems Command (Code 00Z)
Aeronautical Engineering Duty (151X) and Aeronautical Maintenance Duty Officer (152X)	Commander, Naval Air Systems Command (Code AIR 8.0P)
Special Duty, Cryptology (161X)	Commander, Naval Security Group Command
Special Duty, Intelligence (163X)	Commander, Naval Intelligence Command
Special Duty, Public Affairs (165X)	Chief of Information (Code 0I 07)
Special Duty, Oceanography (180X)	Oceanographer of the Navy
Judge Advocate General's Corps (250X)	Judge Advocate General (Code 61)
Medical Service Corps (230X)	Chief, Bureau of Medicine and Surgery (BUMED-51)
Civil Engineer Corps (510X)	Commander, Naval Facilities Engineering Command (Code SEABEE A1)

---

21. **Selection Process**

a. Applications for lateral transfer submitted under this article will be considered by the semi-annual selection board convened by the Secretary of the Navy that meets in conjunction with the Regular Navy Transfer Board in April and October. Applications received after the deadline dates will be referred

to the next scheduled board. Results of the board's deliberations will be published by an ALNAV.

b. Reserve officers on the active duty list in grades O-4 and above selected for lateral transfer will be tendered regular commissions, if eligible, when Regular officer authorized strength within the gaining community permits. Reserve officers in [in grades O-3 and below who request lateral transfer or redesignation under this article] concurrent with reappointment in the Regular Navy may be tendered a Regular appointment depending on the recommendations of the Board. Active duty officers can expect assignment to a billet appropriate to their new designation within 6 months from approval of lateral transfer or change of designator or at projected rotation date (PRD), whichever occurs earlier.

---

22. **Number of Officers Who May Transfer**. The Navy Personnel Command may set limits on the number of officers transferring to and from each community per the needs of the service.

---

23. **Appointments and Redesignations**. Appointments and redesignations of applicants selected for lateral transfer or redesignation shall be made under SECNAVINST 1210.5A.

---

24. **Eligibility Guidelines for Inactive Duty Officers**. Inactive duty officers may request a change of designator or lateral transfer without formal board action if they satisfy the educational requirements of the requested community (refer to block describing "Limitations for Judge Advocate General's Corps," in this article), and the following grade limitations:

a. Shall be in the grade of commander or below for change or reappointment to designator 1525, 1615, 1635, 1655, or 2505.

b. Shall not have reached the third anniversary of the date of rank as commander as of the date of application for designators 14X5 or 1515.

c. Shall be in the grade of commander or below for change to designator 1805.

d. Shall not have reached the third anniversary of the date of rank as lieutenant as of the date of application for reappointment to designators 3105 and 5105.

e. Shall, if accessed by direct appointment, have served a minimum of 3 years in designator specialty as of the date of application.

---

25. **Submission Process for Inactive Duty Officers**

a. Inactive duty officers desiring a change of designator or lateral transfer shall submit requests to NAVPERSCOM (PERS-912).

b. Members not participating in a Naval Reserve Program shall forward requests via the Naval Reserve Personnel Center (NAVRESPERCEN).

c. Members attached to a Naval Reserve unit shall forward requests via their commanding officer, appropriate Readiness Commander or Naval Air Activity, Chief of Naval Reserve (Code 22) and the designator advisor for the following designators:

146X,
151X,
152X,
161X,
163X,
165X,
180X, and
250X.

d. Members desiring to effect a change of designator to Chaplain, Medical Service, Dental, Medical or Nurse Corps must be processed for an appointment in the appropriate corps. Such requests are processed through a Navy Recruiting activity.

e. Members desiring to change their designator to Surface Warfare Officer (1115) must complete all requirements under OPNAVINST 1412.2G and be certified as qualified by the commanding officer of a commissioned ship to which attached for duty. The certification letter may be sent directly to NAVPERSCOM (PERS-912) for validation and filing in the record.

f. Nuclear-trained officers shall additionally submit their request via NAVPERSCOM (PERS-42) for screening and approval for transfer from the submarine and surface nuclear communities.

g. All other members desiring a change of designator shall forward requests via their commanding officer, appropriate Readiness Command or Naval Air Activity, Chief of Naval Reserve (Code 22), and the appropriate sponsor.

h. Requests for change of designator shall contain the following:

(1) Academic background or academic average and degree obtained.

(2) Previous civilian experience in specified field of interest, if any.

(3) Previous naval experience in specified field of interest, if any.

---

26. **Officers Who Do Not Fulfill the Requirements**. Officers who do not completely fulfill the stated requirements may apply and their applications will be considered per the needs of the service. Requests for waiver of any eligibility requirement in this article must be thoroughly substantiated.

---

27. **Officers Being Processed for Separation**. Applications for redesignation and lateral transfer will not be accepted from officers who are being processed for administrative separation.

MILPERSMAN 1212-020

REDESIGNATION PROCEDURES FOR LIMITED DUTY OFFICERS (LDOS) AND CHIEF WARRANT OFFICERS (CWOS) WITHIN THEIR RESPECTIVE COMMUNITY

Responsible Office	BUPERS-3	Phone: DSN COM	882-4714 (901) 874-4714

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) OPNAVINST 1210.5

1. **Policy**

a. This article is applicable to all limited duty officers (LDOs) and chief warrant officers (CWOs) of the Regular Navy and Navy Reserve, both on active and inactive duty.

b. Requests for redesignation will not normally be approved until after the initial 3-year obligation has been served in the designator in which originally appointed:

(1) Regular permanent and temporary LDOs may request redesignation to the Unrestricted Line, Restricted Line, or Staff Corps per reference (a) and MILPERSMAN 1212-030.

(2) Temporary Regular and Reserve CWOs desiring permanent appointment in the Regular Navy may apply for such permanent appointment per MILPERSMAN 1426-010.

2. **Procedures**

a. Applications for redesignation within LDO or CWO designators shall be submitted in proper letter format to the Bureau of Naval Personnel (BUPERS), LDO/CWO Branch (BUPERS-319) for all officers on active duty, and to Navy Personnel Command (NAVPERSCOM), Reserve Personnel Management Department (PERS-9) for reservists on inactive duty. Requests for change of designator should contain the following:

(1) Designator for which application is made;

(2) Qualification for requested designator;

(3) Date of original commission or appointment;

(4) Date of rank (current grade);

(5) Agreement to remain on active duty for a period of 2 years following redesignation, or for inactive officers, an agreement to remain in the Ready Reserve for a minimum of 2 years; and

(6) Any additional information that the applicant feels should be brought to the attention of the selection board.

b. Upon receiving applications from LDOs and CWOs, commanding officers shall cause a review of the applicant's health record by competent medical authority. Based on this review, the CO shall state in the forwarding endorsement whether the officer is physically qualified. A statement identifying overweight applicants and indicating their height and weight shall be included. The request should be submitted with supporting medical documentation, if the officer is serving on limited duty or is considered in any other way physically unfit for unrestricted duty. The CO's forwarding endorsement shall contain comments relative to the applicant's motivation and qualifications for redesignation.

MILPERSMAN 1212-030

REDESIGNATION OF REGULAR PERMANENT AND TEMPORARY LIMITED DUTY OFFICERS

Responsible Office	NAVPERSCOM (PERS-4801G)	Phone: DSN COM FAX	882-3170 (901) 874-3170 882-2620

References	(a) SECNAVINST 1210.5A (b) 10 U.S.C. 5589(f) (c) 10 U.S.C. 5589(a) (d) Public Law 96-513 (DOPMA)

1. **Policy**. Per reference (a), a permanent or temporary limited duty officer (LDO) may, upon application to Navy Personnel Command (NAVPERSCOM), Selection Board Technical Support Section (PERS-4801G) via the commanding officer (CO), be considered for redesignation in one of the competitive categories listed below:

If the LDO is in...	**then he or she will be considered for...**
the Line of the Navy,	unrestricted performance of duty in the Unrestricted Line or the Restricted Line of the Navy.
the Supply Corps, Civil Engineer Corps, or Judge Advocates General Corps,	unrestricted performance of duty in the Staff Corps concerned.

2. **Qualification Requirements**. To qualify for redesignation in one of the competitive categories listed above, an LDO must

a. have **not** completed more than 28 years active Naval Service by 31 October of the year in which application is made.

b. be serving in a temporary grade **not** above lieutenant or permanent grade **not** above commander.

c. meet the physical requirements applicable to other officers in the same grade and competitive category for which application is made.

d. meet the warfare qualification of the competitive category requested in the case of applicants for the Unrestricted Line; e.g., eligibility for 1110 requires qualification as a surface warfare officer.

e. have the necessary professional or graduate degree which may be required for the competitive category requested, as specified in MILPERSMAN 1212-010.

f. be recommended by their CO as qualified for redesignation in the competitive category requested.

3. **Three-Year Obligation**. Requests will not be approved until after the initial 3-year obligation has been served in the LDO designator in which originally appointed.

4. **Selection Board**

a. A board to consider Regular temporary and permanent LDOs for redesignation in the Regular Navy meets semi-annually in **June** and **November**.

b. Requests must be submitted in per MILPERSMAN 1212-010 in proper format to NAVPERSCOM (PERS-4801G), via the CO, to be received 60 days prior to the convening date of the selection board. Requests received subsequent to the deadline will be deferred until the next scheduled board.

c. Results of the board’s deliberations will be published by NAVADMIN.

5. **Application Information**. Requests for redesignation should contain the following:

a. Designator for which application is made.

b. Qualification(s) for requested designator.

c. Date of original commission as a LDO.

d. Rank and date of rank.

e. Agreement to remain on active duty for a period of 2 years following redesignation.

f. Any additional information which the applicant feels should be brought to the attention of the selection board.

6. **Review of Health Record**

a. Upon receiving applications from Regular permanent and temporary LDOs, COs shall order a review of the applicant's health record by competent medical authority. Based on this review, the CO shall state in the forwarding endorsement whether the officer is physically qualified. A statement identifying overweight applicants, indicating their height and weight, shall be included.

b. If the officer is serving on limited duty or is considered in any way physically unfit for unrestricted duty, the request, together with supporting medical information, shall be submitted to NAVPERSCOM (PERS-4801G) via Chief, Bureau of Medicine and Surgery (BUMED-25). The CO's forwarding endorsement shall contain comments relative to the applicant's motivation and qualification for redesignation.

7. **Assignment of LDOs Approved for Redesignation**

a. A Regular permanent LDO (whose designator ends in a "0") approved for redesignation shall be assigned to the designator recommended by the board and approved by Secretary of the Navy (SECNAV) under reference (b).

b. A Regular temporary LDO (whose designator ends in "1" or "2") approved for redesignation shall be appointed under reference (c) in the same grade, but not above the grade of lieutenant, and with the same date of rank the officer held as a Regular temporary LDO on the day before such permanent appointment. The officer shall then be assigned to the designator recommended by the board and approved by SECNAV under reference (b).

8. **Termination of LDO Status**. When redesignated for other duty as described above, LDOs will have their status as LDO terminated and they will become subject to the selection and retirement procedures as other officers originally appointed under reference (d) and in the competitive category in which they are redesignated. No change will be made or authorized in their lineal position and precedence solely as a result of the removal of the LDO designator.

9. **Two-Year Obligation**. Upon redesignation under this article, an officer incurs a 2-year obligation.

MILPERSMAN 1212-040

ENGINEERING DUTY (ED) OPTION PROGRAM

Responsible Office	BUPERS-31	Phone: DSN COM FAX	882-3473 (901) 874-3473 882-2063

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 1300.12C (b) COMNAVSUBFORINST 1552.10 (c) NAVMED P-117, Manual of the Medical Department (d) COMNAVSURFORINST 1412.1A

1. **Policy**. The Engineering Duty (ED) Option Program provides a steady accession source of warfare qualified officers into the ED community. Highly qualified officers are designated as Surface Warfare or Submarine Officers upon commissioning, and these officers are redesignated as Engineering Duty Officers upon completion of specified career milestones without board action.

2. **Applicability of this Article**. This article is applicable to Regular and Reserve officers who have been designated as ED Option Officers at the time of their commissioning from

- United States Naval Academy (USNA),
- Naval Reserve Officers Training Corps (NROTC),
- Officer Candidate School (OCS),
- Seaman-to-Admiral (STA-21), or
- Merchant Marine Academies.

3. **Surface ED Option**

a. At service selection a limited number of officers who select Surface Warfare may apply for the ED Option Program. Annual quotas will be determined by the Office of Chief of Naval Operations, Manpower, Personnel, Training and Education (OPNAV (N1)). ED Option Officers are required to qualify as a Surface Warfare Officer and be within 6 months of promotion to

O-3 prior to redesignation and transfer. During their initial tour(s), officers are required to perform the full range of duties and responsibilities as their traditional Surface Warfare peers. Redesignation to the ED community will occur automatically upon completion of the prerequisites listed in paragraph 8.

b. Officers redesignated to 1460 can expect to be detailed to post-graduate school in one of the approved ED technical curricula listed in Exhibit (1), followed by assignment to an ED qualification tour.

c. Midshipmen and officer candidates applying for the Nuclear Surface Warfare Officer (SWO(N)) Program are not eligible for the SWO ED Option Program. SWO(N)s who wish to become ED Officers must apply for lateral transfer to EDO through the traditional lateral transfer board process.

4. **Submarine ED Option**

a. At service selection a limited number of officers who select Submarine Warfare may apply for the ED Option Program. Annual quotas will be determined by the Office of Chief of Naval Operations, Manpower, Personnel, Training and Education (OPNAV (N1)). Submarine ED Option Officers will complete the same training track as regular Submarine Officers and will be assigned duties identical to those of regular Submarine Officers. Redesignation to ED will occur upon completion of the prerequisites listed in paragraph 9.

b. Between their division officer and department head tours, Submarine ED Option Officers are required to complete a master’s degree in one of the technical majors listed in Exhibit (1). Normally, this Master’s Degree will be attained by attending the Naval Postgraduate School using a Submarine Officer community quota. If a Submarine ED Option Officer requests and is approved to attend the Naval Construction/ Engineering Program at the Massachusetts Institute of Technology, an ED community quota will be used.

c. After redesignation to 146X, Submarine ED Option Officers can expect to be detailed to an ED qualification tour.

5. **Qualifications**

a. Citizenship: Must be a citizen of the United States.

b. Sex: Both male and female officers are eligible for the Surface Warfare ED Option Program. The Submarine ED Option Program is restricted to male officers only until such time that women are allowed to be permanently assigned to Submarines per reference (a) and (b).

c. Age: Must meet age limitations specified for commissioning via NROTC, USNA, STA-21, OCS, or Merchant Marine Academy programs as applicable per MILPERSMAN 1131-010 or associated program authorization.

d. Education: Minimum requirement is a baccalaureate degree in Engineering or Physical Science from an accredited college or university. Evidence of academic excellence is required. In general, this shall mean that the applicant should have an academic average of 2.7 or better on a 4.0 scale.

e. Physical: Per reference (c).

f. Martial Status: No restrictions.

g. Selection Criteria: Surface ED Option candidates must meet all Surface Warfare Officer selection criteria per MILPERSMAN 1131-010 or associated program authorization. Submarine ED Option candidates must meet selection criteria per MILPERSMAN 1131-010, MILPERSMAN 1520-050, and/or associated program authorization. Final selection of qualified candidates will be made by the EDO community manager and approved by the designated EDO community flag officer. The individual will be screened again prior to changing designator to validate adequate performance. Failure to maintain satisfactory performance is cause for disenrollment from the program and possible separation from the Navy.

6. **Source**. Midshipmen at USNA, NROTC units, STA-21, OCS, and Merchant Marine Academies.

7. **Appointment**. Officers are appointed as an Ensign, with designator 1160/1170. Surface ED Options are assigned an Additional Qualification Designator (AQD) of “LOA”.

8. **Surface ED Option Execution**

a. Surface ED Option Officers will **automatically** be redesignated in the Restricted Line (RL) and designated 1460 upon completion of the following prerequisites:

(1) Surface Warfare qualification, per reference (d).

(2) Be within at least 6 months of promotion to Lieutenant.

(3) Favorable record review conducted by an administrative screening panel convened by EDO community management.

b. Surface ED Option Officers will not be redesignated if they have submitted their resignation to Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-8). Redesignation will occur if they subsequently withdraw their resignation.

c. Surface ED Option Officers who have an approved resignation may request to be redesignated to 1465 upon resignation to facilitate reserve affiliation. Officers wishing to serve in the Reserve Component as an Engineering Duty Officer should submit a letter to Bureau of Naval Personnel, Military Community Management (BUPERS-3) requesting redesignation to 1465 upon resignation, and include a copy of their approved resignation request. These requests will be reviewed by the EDO officer community manager (OCM) and submitted to Deputy Chief of Naval Personnel (DEPCHNAVPERS) for approval.

d. Officers who desire to terminate their ED Option and remain in the Surface Warfare community must submit a request to the Surface Warfare OCM via the EDO OCM. Both community managers must agree with the request. If the request is approved, officers may remain in the Unrestricted Line (URL) for the remainder of their careers at no penalty.

9. **Submarine ED Option Execution**

a. Submarine ED Option Officers may execute their option upon completion of the following prerequisites:

(1) Standard Submarine Officer training pipeline per reference (b).

(2) Submarine Warfare qualification (Dolphins) per reference (b).

(3) Completion of a department head tour on a submarine.

(4) Favorable record review conducted by an administrative screening panel convened by EDO community management.

b. Submarine ED Option Officers should submit a letter requesting redesignation to the EDO OCM via their commanding officer (CO) with a copy to NAVPERSCOM, Submarine Officer Distribution (PERS-42). Letters may be submitted up to 9 months prior to their projected rotation date (PRD) while serving on their department head tour.

c. Failure to complete an ED graduate education program leading to an approved subspecialty code between division officer and department head tours terminates the Submarine ED Option.

10. **Active Duty Obligation**. Upon redesignation to 1460, officers incur a minimum service obligation of 2 years from date of designator change, to be served concurrently with any other obligations. Officers who terminate their ED Option must still satisfy their initial ACDU obligation corresponding to their commissioning source.

EXHIBIT 1

GRADUATE EDUCATION CURRICULA APPROVED FOR ENGINEERING DUTY (ED) OFFICERS

MAJOR	SUBSPECIALTY CODE
Naval Construction/Engineering	51XX
Nuclear Engineering (except 5203)	52XX
Electronic Systems Engineering	53XX
Electrical Engineering	53XX
Space Systems Engineering	55XX
Naval/Mechanical Engineering	56XX
Combat Systems Sciences and Technology	57XX
Systems Engineering	58XX
Computer Science	6203

MILPERSMAN 1212-050

INFORMATION DOMINANCE CORPS (IDC) OPTION PROGRAMS

Responsible Office	BUPERS (BUPERS-317B)	Phone: DSN COM FAX	882-3391 (901) 874-3391 882-2063

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVMED P-117, Manual of the Medical Department (b) COMNAVSURFORINST 1412.1C

1. **Policy**. The Information Dominance Corps (IDC) Option Program provides a steady accession source of warfare qualified officers into the IDC. The IDC officer communities (designators) that participate in the IDC Option Program are

a. 1800 oceanography (OCN);

b. 1810 information warfare (IW);

c. 1820 information professional (IP); and

d. 1830 intelligence (INT).

Highly qualified officers are designated as surface warfare officers (SWO) upon commissioning, and these officers are redesignated without board action to their respective IDC community upon completion of specified career milestones.

2. **Applicability of this Article**. This article is applicable to Regular officers who have been designated as IDC Option Program officers at the time of their commissioning from

- United States Naval Academy (USNA),
- Naval Reserve Officers Training Corps (NROTC),
- Officer Candidate School (OCS),
- Seaman-to-Admiral (STA-21), or
- Merchant Marine Academy.

3. **Requirements**

a. A limited number of individuals from USNA, NROTC, OCS, STA-21, and the Merchant Marine Academy may apply for an IDC Option Program. During their initial tour(s), officers are required to complete the SWO qualification and perform the full range of duties and responsibilities associated with traditional surface warfare. Redesignation to their respective IDC community will occur automatically upon completion of the prerequisites listed in paragraph 6. IDC Option officers (where possible) should be assigned by the surface warfare community to shipboard billets which are conducive to their career progression as future IDC officers such as electronic warfare officers, communications officers, electronic material officers, combat systems officers, information systems officers, and electronic key management system custodians.

b. **Subsequent Assignment**

(1) **OCN.** Officers redesignated to 1800 will be detailed to Basic Oceanographic Accession training followed by an initial OCN experience tour.

(2) **IW.** Officers redesignated to 1810 will be detailed to IW Basic Course followed by a tour at a Navy information operations command that is co-located with a National Security Agency cryptologic center.

(3) **IP.** Officers redesignated to 1820 will be detailed to the IP Basic Course followed by an initial IP operational experience tour.

(4) **INT.** Officers redesignated to 1830 will be detailed to Navy Intelligence Officer Basic Course in Virginia Beach, VA with follow-on assignment to the fleet.

4. **Qualifications**

a. **Citizenship:** Must be a United States citizen.

b. **Sex:** Male and female officers are eligible.

c. **Age:** Must meet age limitations specified for commissioning via USNA, NROTC, OCS, STA-21, or Merchant Marine Academy programs (as applicable) per MILPERSMAN 1131-010 or associated program authorization.

d. **Education:** Minimum requirement is a baccalaureate degree from an accredited college or university. Applicant must have an academic average of 2.2 or better on a 4.0 scale. Community specific education requirements are as follows:

(1) **OCN:** Major fields of study related to science, meteorology, OCN, mathematics, physics, and engineering are strongly preferred but not required. Completion of a calculus series and calculus-based physics series with a C+ average or better in both series is required.

(2) **IW:** Major fields of study related to science, technology, engineering, and mathematics (STEM) are strongly preferred but not required. Completion of a calculus series and calculus-based physics series with a C average or better in both series is preferred but not required.

(3) **IP:** Major fields of study related to computer science, electrical engineering, information technology management, information management, computer security, or a related technical field are strongly preferred. Completion of a calculus series and calculus-based physics series with a C average or better in both series is preferred but not required.

(4) **INT:** Major fields of study related to STEM are strongly preferred but not required. Degrees in political science, language or regional studies, international relations, or history are acceptable. Completion of a calculus series and calculus-based physics series with a C average or better in both series, is preferred but not required.

e. **Physical:** Per chapter 15 of reference (a).

f. **Marital Status:** No restrictions.

g. **Clearance:** The IW, IP, and INT communities require all officers to have a single-scope background investigation and be sensitive compartmented information eligible. The OCN community requires all officers to have a minimum of a secret clearance.

5. **Appointment**. Officers are appointed as ensigns with designator 1160. IDC Option officers are assigned an additional qualification designator (AQD) identifying their affiliation with the specific IDC community. Surface warfare assignments will also ensure IDC Option officers are awarded the SWO Option

AQDs upon commissioning. Community specific AQDs are as follows:

(1) OCN: LOD

(2) IW: LOC

(3) IP: LOB

(4) INT: LOE

6. **IDC Option Execution**

a. IDC Option officers will **automatically** be redesignated without board action into the restricted line and be designated 18XX, depending on community, upon completion of the following prerequisites:

(1) Surface warfare qualification per reference (b).

(2) Be within at least 6 months of promotion to lieutenant. This requirement may be reduced to the completion of a single division officer tour pending future availability of officer programmed authorizations for the lieutenant (junior grade) pay grade within the respective IDC community.

b. IDC Option officers, once redesignated, will be made available by the surface warfare community for transfer to their first IDC assignment no later than 6 months from the date of redesignation.

c. IDC Option officers will not be redesignated if they have submitted their unqualified or contingent resignation request to Navy Personnel Command (NAVPERSCOM), Career Progression Department (PERS-8). Redesignation will occur if they subsequently withdraw their resignation request upon approval by NAVPERSCOM (PERS-8). Approved resignations may only be withdrawn upon permission of the Chief of Naval Personnel.

d. Officers who desire to remain in the surface warfare community must submit a request to the Bureau of Naval Personnel (BUPERS), Surface Warfare Officer Community Manager (OCM) (BUPERS-311) and respective IDC OCMs. Both OCMs must agree to approve the request. If the request is approved, officers may remain in the surface warfare community.

e. Officers designated as an IDC Option are not eligible to apply for redesignation via the active duty lateral transfer board without first requesting and being released from the option program by the respective IDC OCM.

7. **Active Duty Obligation**. Upon redesignation to 18XX, officers incur a minimum service obligation of 2 years from date of designator change to be served concurrently with any other obligations. Officers who remain in the surface warfare community must satisfy the initial active duty obligation that corresponds to their commissioning source.

MILPERSMAN 1213-010

LOW PRESSURE CHAMBER INSIDE INSTRUCTOR/OBSERVER QUALIFICATIONS

Responsible Office	BUMED (AERO MED)	Phone:	DSN COM FAX	761-9284 (703)681-9284 761-5403

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Requirements**

a. In order to receive the qualification of instructor/observer inside a low pressure chamber:

(1) **Officers** must complete a course of instruction leading to the aerospace physiologist (NOBC-0849) designation.

(2) **Enlisted** members must complete a course of instruction leading to Navy enlisted classification 8409, aerospace physiology technician.

b. Both officers and enlisted members must be under orders to act in the capacity of an instructor/observer inside a low pressure chamber.

2. **Temporary Qualifications**

a. Authorization for temporary qualifications are made when aviation physiology training activity manning levels are less than authorized and training schedules appear to be in jeopardy.

b. Chief, Bureau of Medicine and Surgery (BUMED) (AERO MED) shall establish the criteria for temporary qualifications.

c. Written request for temporary qualifications should be sent to Chief, BUMED (AERO MED) for approval.

MILPERSMAN 1213-020

SUSPENSION AND REMOVAL OF FOREIGN AREA OFFICER (FAO) ADDITIONAL QUALIFICATION DESIGNATORS (AQDs)

Responsible Office	NAVPERSCOM (PERS-473C)	Phone: DSN COM FAX	882-3226 (901) 874-3226 882-2744

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1301.10B (b) DoDI 1315.20 (c) SECNAVINST 1920.6C (d) BUMEDINST 1300.2A (e) OPNAVINST 1300.14D

1. **Definitions**. In this article the term “fully qualified foreign area officer (FAO)” refers to designated FAOs who have been awarded the FA(x) additional qualification designator (AQD) in recognition of meeting the criteria for FAO qualifications established per references (a) and (b). The FT(x) AQD is assigned to officers who are members of the FAO community, or have been selected for lateral transfer into the FAO community, but have not yet met the standards of a fully qualified FAO due to the need to complete initial FAO training. The terms “overseas assignability” or “world-wide assignability” are to be defined as an officer’s eligibility for assignment to overseas in-country requirements within his or her designated area of responsibility (AOR).

2. **Suspension or Revocation of FAO AQDs**

a. Per reference (a), the goal of the FAO Program is to produce a cadre of officers with the skills required to manage and analyze politico-military activities overseas. Qualification for service as an FAO is therefore conditional and dependent upon an officer’s ability to maintain

professional qualifications, eligibility for Top Secret/ Sensitive Compartmented Information security clearance and overseas assignment throughout one's designated AOR per reference (c) and MILPERSMAN 1301-227.

b. Suspension or removal of the FA(x) or FT(x) AQD for reasons of performance, professional aptitude, or limitations to overseas assignability will be considered only by a duly appointed board convened at the recommendation of the FAO Officer Community Manager (OCM). Procedures and guidelines for board consideration of FAO qualifications, performance, and worldwide assignability are to be governed by this article and references (a) thru (e).

3. **Grounds for Convening FAO Qualification Review Board (FQRB).** A FAO Qualification Review Board (FQRB) may be convened in response to any of the following circumstances:

a. Non-qualification after completion of initial training;

b. Detach for Cause (DFC);

c. Return to Service (RTS);

d. Suspension;

e. Reduction of security clearance;

f. Non Judicial Punishment (NJP);

g. Adverse Fitness Report (FITREP);

h. Overseas Screen Failure of the service member; or

i. Civil action proceedings.

This list is not all-inclusive. Consistent with the intent of this requirement, other situations may warrant recommendations from a FQRB. Additionally, higher authority may direct a FQRB when deemed necessary.

4. **Notification**. The member will be notified in writing by the FAO OCM at least 60 days prior to the convening of a FQRB. The officer concerned may submit correspondence to the board via the FAO OCM.

5. **FAO Qualification Review Board Composition**. The membership of each FQRB will depend on the circumstances that caused the FQRB to convene. Navy Personnel Command (NAVPERSCOM), Information Dominance Corps and Foreign Area Officer Assignments Division (PERS-47) will convene and chair the board. For boards that are convened in response to performance related measures (e.g., RTS, adverse FITREP, suspension or reduction of security clearance) required membership will also include the FAO OCM, FAO Detailer, FAO Policy Officer, and a NAVPERSCOM, Conduct and Separations Division (PERS-83) representative. For boards that are convened in response to significant medical conditions that result in overseas screening failure and potential disqualification from assignment within the designated AOR, membership will consist of the FAO OCM, FAO Detailer, FAO Policy Officer, and NAVPERSCOM, Career Progression Department (PERS-8) Medical Advisor.

6. **Recommendations**

a. The FAO FQRB and subsequent endorsers may recommend one of the following courses of action:

(1) FA(x)/FT(x) AQD removal;

(2) FA(x)/FT(x) AQD suspension;

(3) AOR re-assignment;

(4) Medical Evaluation Board (MEB); or

(5) Release for lateral transfer into another community.

b. Once reports of DFC, NJP, civil action, or other adverse matter are entered into an officer's official military personnel file by the cognizant office at NAVPERSCOM, the FAO Community Manager may make a follow-on recommendation for removal or restoration of FAO AQDs.

c. In unique situations, the FQRB may conclude an officer's performance or conduct is so beneath that expected of a Navy officer as to warrant a recommendation for the officer to show cause for retention. In those circumstances, the FQRB will forward such recommendation to Commander, Navy Personnel Command (CNPC), as the Navy's Show Cause Authority, for consideration. Should CNPC concur with the recommendation, the FQRB will

forward CNPC's decision along with supporting documentation to NAVPERSCOM (PERS-8) for commencement of show cause proceedings.

7. **Final Approval Authority**. FQRB recommendations will be sent by the convening authority to the FAO Community Sponsor/Director of International Engagement (OPNAV (N52)) via the administrative chain of command for final determination. The officer concerned will be afforded the opportunity to respond to the recommendations of the board via correspondence with the FAO OCM.

8. **Appeals**. Appeals must be submitted by the member within 30 days of notification of the board’s recommendation. Appeals will be submitted directly to the FAO Community Sponsor with an endorsement from the member’s current chain of command at the time of notification. Decisions made by the Community Sponsor with respect to appeals and requests for reconsideration will be final.

9. **Loss of Eligibility for Overseas Assignment**

a. Per reference (d), overseas/remote duty suitability screenings will be valid for 1 year from the date of the initial screening completion unless any changes in conditions affecting suitability occur. Officers whose suitability screening has expired, or whose suitability status changes prior to transfer, shall arrange for re-evaluation for suitability per references (d) and (e).

b. Screening supports readiness by ensuring the service member can execute his or her military duties associated with the military occupation and assignment. Proper screening also reduces the incidence of early return from assignment, billet gaps, and unplanned expenditures of permanent change of station funds.

c. Per reference (a), FAOs are expected to exercise their occupational specialty and regional expertise by operating within the foreign countries or regions in which they specialize. Accordingly, FAOs must be able to satisfy the unique medical screening requirements for in-country assignments throughout their designated AOR.

d. Per reference (d), the FQRB may make a recommendation to convene a medical evaluation board for placing a FAO on temporary limited duty (TLD) when suitability screening

identifies a medical condition that precludes the member from serving in an overseas assignment or from meeting anticipated requirements of future assignments. The medical evaluation board will determine the appropriate disposition of the member, which may include TLD, if eligible, or referral to the physical evaluation board.

e. Per reference (e), suitability screening must be broad enough to detect a wide range of existing and potential problems. Some AORs may have screening requirements that are more thorough and or restrictive in nature than those contained in the NAVMED 1300/1 Medical, Dental, and Educational Suitability Screening for Service and Family Members. FAOs who are assigned to AORs that have stricter suitability screening requirements than those outlined in the NAVMED 1300/1 are expected to satisfy the higher of the two standards and be assignable throughout their designated AOR.

10. **Reinstatement of Qualification**. FAOs that have their AQD suspended or removed, may request reinstatement of their FAO qualification by sending a letter to FAO OCM, Staff Corps Branch (BUPERS-316) detailing what action has been taken to correct deficiencies that were identified by the FQRB. The FAO OCM will forward the request with endorsement via NAVPERSCOM (PERS-47) to the FAO Community Sponsor. Officers with requests approved by the FAO Community Sponsor will have their AQD restored and will be made available for detailing to a FAO assignment.

MILPERSMAN 1214-010

OFFICER SUBSPECIALTY SYSTEM

Responsible Office	NAVPERSCOM (PERS-45E)	Phone: DSN COM FAX	882-4992 (901) 874-4992 882-2696

References	(a) NAVPERS 15839I, Manual of Navy Officer Manpower Personnel Classification, Volume I, Major Code Structures

1. **Definition**. The Officer Subspecialty System is an integrated manpower and personnel classification and control system, which establishes criteria and procedures for identifying officer requirements for advanced education, functional training, and significant experience in various fields and disciplines. The Subspecialty System is used to identify those officers who acquire these qualifications. The subspecialty classification codes and the criteria for applying these codes are contained in reference (a).

2. **Qualification Criteria**. The qualification criteria for each subspecialty area are based upon advanced education appropriate to that specific subspecialty and/or significant experience gained by having served in billets designated as subspecialist's billets or requiring a broad use of skills that are closely related to a subspecialty field.

a. For an officer to be assigned a subspecialty code based upon advanced education, the information contained in the officer's transcript must be entered into the official record. For those officers participating in a full-time, fully-funded program at Naval Postgraduate School (NAVPGSCOL), this information is automatically sent to Navy Personnel Command (NAVPERSCOM), Subspecialty Management Branch (PERS-45E), for entry into the Navy's master personnel file and assignment of the applicable code.

b. Officers who have completed education through other programs should, upon completion of their graduate education program (and award of a post-graduate degree), ensure that a copy of their complete transcript, along with catalog course descriptions, is sent to **Director of Civilian Institutions**

Programs, **NAVPGSCOL (Code 031)** for review, assignment of the applicable subspecialty code, and inclusion in the Navy's master personnel file.

c. For assignment of a code based upon significant experience, an officer must have served in billets requiring broad use of the skills closely associated with a specific subspecialty field. Significant experience is generally defined as one or more tours of duty (usually 18 to 24 months) in a qualifying billet. Criteria specific to each subspecialty is issued by primary consultants listed in reference (a).

3. **Application Letter**. Active duty officers desiring to be considered for assignment of a significant experience code should submit a letter of application to NAVPERSCOM (PERS-45E) outlining specific substantiating information relative to experience and performance in the requested subspecialty. Applications shall be in proper letter format as shown here (use proper letter format):

From: (Grade, full name, SSN (XXX-XX-1234,last four only)/designator)
To: Commander, Navy Personnel Command (PERS-45E)
Via: (Immediate Senior or Chain-of-Command)

Subj: REQUEST FOR SIGNIFICANT EXPERIENCE SUBSPECIALTY CODE

Ref: (a) MILPERSMAN 1214-010
(b) NAVPERS 15839I, Manual of Navy Officer Manpower Personnel Classifications, Volume I, Major Code Structures

Encl: (1) Any relevant material necessary to elaborate qualifying experience (i.e., Fitness Reports (FITREPS) describing duties performed)

1. Per references (a) and (b), I request the subspecialty code (code number). I have been assigned at the (command name) for the past (number) months in a corresponding subspecialty coded billet. The unit identification code (UIC) and billet sequence code (BSC) of this billet are (xxxxx/xxxxx). My duties have included the following:

2. I feel I have gained significant experience in the area of (subspecialty title) and request this coding designation.

(Signature)

4. **Restricted Line (RL)/Staff Corps Officers**. Many subspecialty codes applicable to RL/Staff Corps officers are assigned based on completion of specific education achievements or training/certification programs. Applications from RL/Staff Corps officers shall be forwarded via the applicable primary consultant as specified in reference (a).

5. **Proven Subspecialties**. Proven subspecialties are assigned during the permanent change of station (PCS) order writing process. Unrestricted Line (URL) officers and fleet support officers who hold a subspecialty code and are currently in a subspecialty coded billet are automatically screened for assignment of proven subspecialties.

6. **Officer Subspecialty Codes**. Officer subspecialty codes appear on the Officer Distribution Control Report (ODCR). These documents are the most readily available sources for the officer and the command to verify the subspecialty codes assigned to the officer in the Navy's master personnel file.

MILPERSMAN 1220-010

AIRCREW PROGRAM

Responsible Office	BUPERS-32	Phone: DSN COM FAX	882-2074 (901) 874-2074 882-2041

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 3710.7U (b) SECNAVINST 5510.30B (c) COMNAVCRUITCOMINST 1130.8J (d) BUPERSINST 1326.4E

1. **Background**. The Aircrew (AIRC) and the Aircrew Rescue Swimmer (AIRR) Programs provide opportunities for recruits and fleet personnel to become career enlisted aircrew. AIRC and AIRR for recruits are 6-year obligation (6-YO) advanced technical field (ATF) enlistment programs that guarantee class "A" school as well as follow-on advanced schools (AWF, AWO, AWR, AWS, or AWV). Applicants must volunteer for flying duty (see MILPERSMAN 1220-020), be capable of performing swim qualifications per reference (a), and pass an aviation flight physical.

2. **Qualifications Required**

a. **Age**. Applicants must be 30 years of age or less at time of enlistment or reenlistment. Waivers for Active Component (AC) and Reserve Component (RC) full-time support (FTS) fleet volunteers will be considered by Bureau of Naval Personnel (BUPERS), Aviation Enlisted Community Manager (ECM) (BUPERS-32) on a case-by-case basis.

b. **Physical Conditioning**. AIRC and AIRR are high risk and physically demanding programs that require above average physical fitness standards and strong swimmer skills. Applicants must pass the Navy physical fitness assessment (PFA) with a grade of "satisfactory" in all categories prior to commencement of Naval Aircrew Candidate School (NACCS). Members must pass a PFA with a "good" in all categories for their respective age and gender to graduate NACCS. Additionally, this

same standard must be maintained throughout the aircrew training cycle. Nonswimmers cannot successfully complete the program; therefore, should not apply.

c. **Security Clearance Required.** Applicants must be eligible for, adjudicated, and maintain a Secret level security clearance. Some billets may require Personal Reliability Program (PRP) as specified in reference (b).

d. **Armed Services Vocational Aptitude Battery (ASVAB).** Applicants must meet the current ASVAB score requirements per MILPERSMAN 1306-618.

3. **AIRC and AIRR Statements of Understanding for Initial Accessions**. **ALL** initial accession applicants applying for the AIRC must read and sign the Aircrew Program Statement of Understanding (Exhibit 1) on NAVPERS 1070/613 Administrative Remarks. **All** initial accession applicants applying for AIRR must read and sign the Aircrew Program Statement of Understanding and the Rescue Swimmer Program Statement of Understanding (Exhibit 2) on NAVPERS 1070/613. Classifiers must sign as witness, per reference (c), as part of the applicant's enlistment process. This document must be filed in the enlistment package for forwarding to recruit training center upon the member's shipping.

4. **AIRC and AIRR Statements of Understanding for Fleet Accessions**. **ALL** fleet volunteers and those converted or reclassified into AIRC must read and sign the Aircrew Program Statement of Understanding on NAVPERS 1070/613. **All** fleet volunteers and those converted or reclassified into the AIRR must read and sign the Aircrew Program Statement of Understanding and the Rescue Swimmer Program Statement of Understanding on NAVPERS 1070/613.

5. **Service School Assignments**. For strikers and recruits, the AIRC and AIRR provide assignment to a Class "A" School in any of the career aircrew source ratings listed below. The specific Class "A" School to be assigned will be based on the member's qualifications, personal desires, and needs of the Navy.

Career Aircrew Source Ratings (new accessions and fleet volunteers)	AWF, AWO, AWR, AWS, AWV
NonCareer Aircrew Source Ratings (fleet volunteers only and assigned flight orders as per reference (d))	CTI, CTT, CTR, HM, CS, MC

6. **Training Cycle**. The training pipeline for **all** aircrew candidates is:

a. Recruit Training Command (RTC);

b. NACCS, Pensacola;

c. Aviation Rescue Swimmer School (ARSS), Pensacola (rescue swimmers only);

d. Class "A" School, Pensacola;

e. Fleet replacement squadron (FRS) at various locations and VP-30 for observer course; and

f. Initial assignment.

7. **Terms of Enlistment**. Applicants enlist in the United States Navy as AC or RC-FTS for 4 years and concurrently execute a NAVPERS 1070/621 Agreement to Extend Enlistment, NAVPERS 1070/622 Agreement to Recall, or extend active duty for 24 months using the following narrative for entry:

"Training in the Aircrew Program and accelerated advancement to pay grade E-4 per MILPERSMAN 1220-010. Accelerated advancement to E-4 is authorized only after successful completion of Naval Aircrew Candidate School (NACCS), Class "A" School, and fleet replacement squadron (FRS) training. I understand that this extension becomes binding upon execution and may not thereafter be cancelled except as provided for in MILPERSMAN 1160-040."

NAVPERS 1070/621 or NAVPERS 1070/622 shall be executed on the day member is enlisted (initial accession). Fleet applicants shall obligate 5 years per MILPERSMAN 1306-618.

8. **Apprenticeship and Pay Grade**

a. Individuals who are accepted into the AIRC and AIRR, successfully complete FRS training, and are awarded the appropriate aircrew Navy enlisted classification (NEC) code are authorized accelerated advancement to pay grade E-4 per reference (c).

b. New accessions accepted for AIRC and AIRR shall be enlisted at pay grade E-1. This is not to preclude enlistment

at pay grade E-2 or E-3 per reference (c). Fleet applicants are accepted in present pay grade.

c. If a member is disqualified for aircrew duties prior to advancement to pay grade E-4, eligibility for accelerated advancement to E-4 is terminated. This shall not preclude advancement to E-2 or E-3 based on normal advancement criteria.

d. Accelerated advancement to pay grade E-4 requires a 6-year total active duty obligation. If a member is reduced in rate subsequent to accelerated advancement to E-4, there is no reduction in active obligated service.

9. **Disqualification and Disenrollment**

a. Those who fail to remain qualified for this program will be disenrolled from aircrew training per reference (d). Applicants must be specifically counseled if they attrite, drop on request (DOR), request removal from flight status, refuse a set of aircrew orders, nonvolunteer for any other reason per reference (d), or are found not desirable for continuation in the Aircrew Program.

b. Cancellation of extension of enlistment for disenrollment from AIRC and AIRR shall be executed per MILPERSMAN 1160-040 and 1510-030.

c. Applicants advanced to E-4 who subsequently attrite shall retain their extension obligation.

d. Aircrew and rescue swimmer personnel who are permanently disqualified after being rated for flying duties and fail to meet all training requirements shall be "duty involving flight as a crewmember" (DIFCREW) revoked or removed from the program per reference (d). In addition, members must submit a force conversion package, per MILPERSMAN 1440-010, within 30 days of receipt of revocation message.

e. Sailors who execute orders for conversion and subsequently fail to complete the formal training required for conversion may be processed for separation per MILPERSMAN 1910-133.

f. Fleet accessions or fleet AWs (i.e., AWF, AWO, AWR, AWS, or AWV) disqualified for medical reasons shall submit a force conversion package per MILPERSMAN 1440-010.

g. **DOR.** AIRC and AIRR are volunteer programs; as directed by reference (d), participants must sign NAVPERS 1070/613 which states "I Volunteer to Fly." A DOR at any time during training (e.g., military entrance processing station, RTC, NACCS, ARSS, Class "A" School, FRS, or any subsequent training thereafter) is cause for disqualification and disenrollment from AIRC and AIRR.

h. Admitted **pre-service** drug usage shall be processed per MILPERSMAN 1306-618 and will be considered on a case-by-case basis by the ECM as to whether or not the member will be disqualified.

10. **Disposition of Members Disenrolled**

a. AIRC and AIRR are voluntary programs; participants may be disenrolled or DOR at any time. Fleet Sailors are subject to forced conversion per MILPERSMAN 1440-010. Additionally, those who DOR are considered nonvolunteers for the AIRC and AIRR Programs and are not eligible for reinstatement.

b. Process disenrolled personnel as follows:

(1) **RTC.** Per Navy Recruiting Command reclassification guidance.

(2) **NACCS.** NACCS attrites will be disqualified from AIRC and AIRR and made available to meet the "needs of the Navy." New accessions shall be reclassified per MILPERSMAN 1236-020; however, assignment to Class "A" School is not guaranteed.

(3) **ARSS.** Members disenrolled from ARSS training are not eligible for automatic advancement to E-4 and may not necessarily be retained in the Aircrew Program. Members who fail to complete the school for academic reasons will be disqualified from AIRC and AIRR and made available to meet the needs of the Navy. New accessions shall be reclassified per MILPERSMAN 1236-020.

(4) **Class "A" School and FRS.** Members who fail to complete class "A" or FRS school for academic reasons will be disqualified from the AIRC and made available to meet the needs of the Navy. New accessions shall be reclassified per MILPERSMAN 1236-020.

(5) All aircrew-related NECs shall be administratively removed by Navy Personnel Command (NAVPERSCOM), Aviation Assignments Branch (PERS-404), NAVPERSCOM, Reserve Personnel Management, (PERS-9), or Naval Air Reserve Force (N7) for members who fail to meet all training requirements. For suspension and revocation procedures for disqualified career enlisted flyers and non-career aircrew refer to reference (d).

(6) Aircrew members who have been DIFCREW revoked are not eligible for participation in a Navy-wide advancement exam, consideration by an advancement selection board, or advancement in any aviation warfare systems operator rating. Members who have requested a waiver of medical standards by Naval Aerospace Medical Institute will remain eligible for advancement until adjudication of waiver request.

11. **Application Submission**

a. Fleet AIRC and AIRR applicants shall submit an application through use of a NAVPERS 1306/7 Enlisted Personnel Action Request to BUPERS, Enlisted Community Management (BUPERS-32) via their commanding officer, citing this article as a reference.

b. The application package should include a certified copy of the following:

(1) Flight physical;

(2) Second class swim qualification;

(3) Last two evaluations. Member must have at least 3.0 on all evaluation and or fitness report performance traits, and have been recommended for retention as “promotable” or higher within the past 24 months;

(4) ASVAB scores;

(5) Signed copies of both the Aircrew and Rescue Swimmer Statements of Understanding;

(6) Satisfactory score on most recent PFA; and

(7) Secret clearance.

Exhibit 1

Aircrew Program Statement of Understanding

(Use proper letter format containing the following)

"[DATE]: I, [member's name], am volunteering for the Aircrew Program. I understand the following concerning rigorous physical requirements of the Aircrew Program:

1. I am volunteering for aircrewman duty, which necessarily includes Naval Aircrewman Candidate School. If I voluntarily disenroll from training as an aircrewman student, I will no longer be eligible for further aircrew training. Initial: _____
2. I can swim. Initial: _____
3. I must pass the Navy physical fitness assessment (PFA) with a "satisfactory" in all categories to enter aircrew school. Initial: _____
4. I must meet the following minimum physical fitness requirements **to graduate** from aircrew school:
    a. Be able to perform extensive daily calisthenics.
    b. Pass a Navy PFA with a "good" in all categories for my age and gender.
    c. Swim:
        (1) 1 mile in flight suit in 80 minutes or less using sidestroke, breaststroke, or American crawl.
        (2) 100 yards in full flight gear (flight suit, boots, helmet, gloves, and deflated life preserver) using each of the survival strokes for 25 yards (sidestroke, breaststroke, elementary backstroke, and American crawl), followed immediately by a 5-minute drown-proofing (face down prone float).
        (3) In full flight gear, tread water for 2 minutes followed immediately by 3 minutes of drown-proofing.
        (4) 200 yards (50 yards each breaststroke, elementary backstroke, sidestroke, and American crawl).
        (5) Jump from a 12-foot tower and then swim 15 yards underwater wearing flight suit and boots using a modified breaststroke, immediately followed by floating using trouser inflation techniques.
        (6) 75 yard flight equipment swim; 25 yards sidestroke; 25 yards breaststroke; 25 yards elementary backstroke; and 25 yards American crawl.
Initial: _____
(I must be able to pass a Navy PFA with a score of "good" in all categories for my age, gender at anytime during the "training cycle".)

Signature (Aircrew Volunteer): _____ Date: _____

WITNESSED: _____ Date: _____
(Commanding Officer, Executive Officer,
Command Master Chief, or Command Career Counselor)

Encl(1)

Exhibit 2

Rescue Swimmer Program Statement of Understanding

(Use proper letter format containing the following)

NOTE: AIRR/rescue swimmer candidates must sign both the Aircrew and Rescue Swimmer Statements of Understanding.

Rescue Swimmer Program Statement of Understanding

"[DATE]: I [member' name] am/am not [circle one] volunteering for training as a helicopter rescue swimmer. I understand rescue swimmers may be required to risk their lives during a rescue at sea. They are trained to conduct rescues efficiently, effectively, and safely. In most rescue situations, the swimmer leaves the helicopter and enters the ocean. Upon reaching the survivor, the swimmer removes the parachute and prepares the survivor for hook-up to the rescue device. A survivor in a state of panic may force the swimmer underwater, but techniques taught to the swimmer will help to overcome this resistance. Once the swimmer and survivor are in the aircraft, the swimmer provides advanced first-aid until medical assistance is available.

Initial: _____

1. In order to commence training at Rescue Swimmer School, I must be able to complete the following:
    a. 500-meter swim wearing mask, fins, and snorkel in 12 minutes or less.
    b. 1.5-mile run in 12 minutes or less.
    c. 42 push-ups in 2 minutes or less.
    d. 50 sit-ups in 2 minutes or less.
    e. 4 pull-ups in 2 minutes or less.

Initial: _____

2. **To graduate** from Rescue Swimmer School, I must do the following during the course of training:
    a. 90 minutes of intensive calisthenics and 30-35 minute cross-country runs daily.
    b. 800-meter swim in 20 minutes wearing rescue swimmer equipment (mask, fins, snorkel, short wetsuit, and search and rescue (SAR) Harness with deflated floatation).
    c. 400-meter buddy tow in 16 minutes wearing rescue swimmer equipment.
    d. 2000-meter swim in 50 minutes wearing rescue swimmer equipment.
    e. 4 pull-ups in a flight suit and boots within 2 minutes.
    f. Carry two 50-pound dumbbells 100 yards on flat terrain over 4 obstacles 12-14 inches in height within 2 minutes.
    g. Walk 1 mile with a MEDEVAC litter within 16 minutes.
    h. Swim 500 meters in SAR gear immediately followed by 400 meter buddy tow within 27 minutes.
    i. Weekly strength training with free weights and machines.
    j. Successfully complete CPR for professional rescuer.

Initial: _____

The Aircrew Program and, in particular, rescue swimmer training are physically demanding and require strong swimmer skills. My success will depend upon my own physical preconditioning program, which I have established for myself prior to reporting. I understand that I must first meet all requirements set forth for the Aircrew Program in addition to those for rescue swimmer training.

Signature (Aircrew Volunteer): _____ Date: _____

WITNESSED: _____ Date: _____
(Commanding Officer, Executive Officer,
Command Master Chief, or Command Career Counselor) Encl(2)

MILPERSMAN 1220-020

NAVAL AIRCREW WARFARE SPECIALIST (NAWS) DESIGNATION

Responsible Office	BUPERS 321	Phone: DSN COM FAX	882-2074 (901)874-2074 882-2041

References	(a) BUPERSINST 1326.4D (b) NAVEDTRA 43437, Personnel Qualification Standard for Naval Aircrew Warfare Specialist (NAWS) Common Core (c) OPNAVINST 3710.7T (d) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupations Standards (e) COMNAVAIRFORINST 3502.1B Fleet Air Combat Training Continuum (ACTC) Program (f) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Qualifications**. Qualifications for Naval Aircrew Warfare Specialist (NAWS) designation are as follows:

a. Be qualified as a crewmember per reference (a).

b. Maintain a consistent record of above average performance per MILPERSMAN 1220-010.

c. Successfully complete a Chief of Naval Operations (CNO) approved aircrew training syllabus including prerequisite pipeline courses that award a distribution Navy Enlisted Classification (NEC) of 78XX, 82XX, 8401, or 94XX.

d. Successfully complete positional qualification requirements for the respective aircraft within 18 months of reporting to the permanent duty station (PDS) per reference (b) and complete Personnel Qualification Standard per reference (c).

e. Be assigned in a duty involving flying crew (DIFCREW) status with a distribution NEC of 78XX, 82XX (except 8201 Naval Aircrew candidate), 8401, or 94XX; qualified and recommended for a crewmember NEC of 78XX, 82XX, 8401, or 94XX.

f. Be detailed into a valid aircrew billet requiring frequent and regular flying duty, defined by billet special category (for all NEC 82xx, 78xx, and 94xx billets) or by billet NEC (for NEC 8295, 8296, and 8401 billets). Members of non-aviation commands must still participate in frequent and regular flying in order to qualify for NAWS designation.

2. **Procedures for (NAWS) Designation**

a. Commanding officers (COs) shall certify in writing the member's qualifications in aircraft positions per this manual and reference (c).

b. Commands shall ensure the recording of the proper NEC. If it is not reflected on the Enlisted Distribution and Verification Report (EDVR), certification of the NEC shall be submitted per references (a) and (d).

c. COs of aviation units may award NAWS designations after ensuring that criteria within this article and references (a), (c), and (e) have been met. This authority may not be delegated "by direction." A NAWS designation letter should be prepared per reference (a) and presented to the member when the Aircrew Warfare Breast Insignia is awarded.

d. Only active aircrew, on and after 1 July 1997, are eligible for certificates of designation. They may not be awarded retroactively.

3. **Revocation of NAWS Designation**. COs shall revoke the NAWS designation from any aircrew who is permanently removed from flying status per reference (a); however, members who are permanently disqualified from flying due solely to medical reasons will lose their NAWS designation but retain the eligibility to wear the NAWS Breast Insignia. Any aircrew who are temporarily removed from flying status will also lose their NAWS designation but retain the eligibility to wear the NAWS Breast Insignia. All aircrew losing their NAWS designation or eligibility to wear the NAWS Breast Insignia shall be counseled by their CO regarding their specific aircrew status.

4. **Reinstatement of Aircrewman Designation**. If a previously-designated aircrewman is reinstated to duties involving flying per reference (a), the member may apply for reinstatement of NAWS designation and eligibility to wear the NAWS Breast Insignia. Command-endorsed requests for reinstatement of the

NAWS designation or right to wear the NAWS Breast Insignia shall be forwarded for review per reference (a). Members may not wear the Insignia until approval is received.

5. **Administrative Procedures**

a. Whenever a member qualifies as a Naval Aircrewman, an entry shall be made on the NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks, of the service record, indicating the

- date of qualification,
- type of aircraft in which qualification was received,
- authorization from Chief of Naval Personnel (CHNAVPERS) for awarding the NAWS designation, and
- authorization to wear the NAWS Breast Insignia.

The NAWS designator shall be affixed to the member's rate in the following manner: AWSC(NAC), etc. A personnel diary transaction shall be submitted reporting the change of enlisted designator to NAWS (Code 6).

b. Whenever a member is disqualified from aircrew duty, an entry shall be made on NAVPERS 1070/613 showing the reason for disqualification and rescinding of authorization to wear the NAWS Breast Insignia (except in the case of physical disqualification). The NAWS designator shall be canceled and a personal diary entry to that effect shall be made as follows: "CH designator to NONE."

c. The assignment or removal of aircrew NECs shall be per references (a) and (d).

d. Proper entry of qualification or disqualification shall be made on special duty abstracts of the health record at the time of original physical examination and annual reexaminations thereafter. Commanding Officers shall be informed of the results of all physical examinations.

e. In all reports, records, or other correspondence concerning active NAWS, the NAWS designator shall be included after the rating abbreviation. For example: AWSC (NAC) or AWOCS (NAC). Correspondence concerning inactive aircrewmen does not require this identification.

6. **Service Record Entries**. The following service record entries are used in conjunction with various requirements of the NAWS Program:

a. "[DATE]: I, [Member's Name], volunteer for duty involving flying and understand that I must maintain those qualifications specified by Chief of Naval Operations and Chief of Naval Personnel during the periods I am actively assigned to such duties. This agreement shall remain valid until such time as it is rescinded by me or that I am no longer qualified for such duties."
[Member's Signature]
Witnessed:

b. "[DATE]: I, [Member's Name] have been suspended from duty involving flying as a crewmember effective [DATE].
Authority: [fill-in]."

c. "[DATE]: [Member's Name] has been suspended from duty involving flying as a crewmember effective [date]. Revocation procedures initiated per BUPERSINST 1326.4D."

d. "[DATE]: [Member's Name] removed from duty involving flying as a crewmember effective [date].
Authority: [fill-in}."

e. "[DATE]: I, [Member's Name] no longer volunteer for duty involving flying. I fully understand that I shall not be eligible for requalification in the aricrew program on this or subsequent enlistments, and as a result of this disqualification, I shall be subject to reassignment."
[Member's Signature]
Witnessed:

f. "[DATE]: [Member's Name] is disqualified from duties involving flying by reason of [medical, nonvolunteer, performance, cause - specify].
Authority: [fill-in]."
[Signature of commanding officer]
[May not be signed by direction.]

g. "[DATE]: [Member's Name], having been disqualified from duty involving flying, has been advised of MILPERSMAN 1220-020, NAWS designator is hereby canceled, authorization to wear the NAWS Breast Insignia has been rescinded [except for disqualification due to medical reasons], aircrew NECs have been

recommended for removal, rating conversion procedures initiated per MILPERSMAN 1440-010 [for AW personnel only], and shall be subject to reassignment due to such disqualification."
[May be signed by direction]
[**NOTE:** Adjustments to the above entry should be made per the type disqualification].

h. "[DATE]: Under BUPERSINST 1326.4D you are herewith provided advance notification of flight pay termination on or about [date] as a result of [Reason, i.e., permanent change of station (PCS) transfer, billet deletion, etc.]."
[Authenticity Officer]

i. "[DATE]: I, [Member's Name], have been advised this date of my flight pay termination effective [date] as a result of [reason]. This notification was provided per BUPERSINST 1326.4D."
[Member's Signature]

7. **Service Record Entries for Reenlistment**. The following entries shall be carried forward on reenlistment of NAC as appropriate:

a. "[DATE]: [Member's Name] volunteered for duty involving flying."

b. "[DATE]: Awarded designation as a Naval Aircrew Warfare Specialist. Authority [fill-in]."

c. "[DATE]: [Member's Name] was disqualified from duty involving flying as a result of [reason]."

d. "[DATE]: [Member's Name] has accumulated the following hours of training and operational flying:

(1) Total from previous enlistments [fill-in].

(2) Total on first past enlistment [fill-in].

(3) Total to date [fill-in]."

8. **Service Record Entry After Ground or Flight Training**. Upon successful completion of a ground or flight training course or syllabus, a service record entry shall be made indicating the following:

a. Date of completion of course.

b. Title and or identification number of course or syllabus.

c. Type of equipment or aircraft (include flight hours).

9. **NAWS Insignia**

a. The NAWS Insignia consists of a Breast Insignia as prescribed by reference (f).

b. Designation as a NAWS by the CO of an aviation command carries authorization to wear the NAWS Breast Insignia.

c. The right to wear the NAWS Breast Insignia shall be rescinded only when a member is disqualified for Naval Aircrewmen duty for reasons other than physical disqualification and the aircrew designator is removed. Physical disqualification does not revoke the right to wear the NAWS Breast Insignia.

d. Authority granted under previous directives to wear the Combat Aircrew Insignia with battle stars remains in effect throughout a member’s naval career.

e. Servicemembers designated as Naval Aircrewmen on or before 30 September 2009 are grandfathered and considered designated as NAWSs.

MILPERSMAN 1220-022

U.S. Marine Corps (USMC) Combat Aircrew Insignia and Designation

Responsible Office	HQMC (ASM)	Phone: DSN COM FAX	224-1244 (703) 614-1244 224-1309

References	(a) Manual of the Medical Department (b) MARADMIN 589/06 (c) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Qualification**. Qualification for combat aircrewman (CAC) designation is as follows:

a. Sailor must be a volunteer for combat aircrew duty.

b. Be qualified per physical and psychological requirements of reference (a), using standards designated by the local unit's flight surgeon.

c. Successfully complete the following:

- Casualty Evacuation course of instruction (CIN B-300-5000).
- N7/NP Physiology Training.
- Local Marine Aircraft Wing designated courses of instruction.

d. Be in receipt of Imminent Danger Pay during time of qualification.

e. Be designated by the command (in writing) as a member of the flight crew in an aircraft participating in combat operations.

2. **Procedures for CAC Designation**. Members' qualification to wear the CAC insignia must be certified in writing by

- Marine Corps unit commanders, **or**
- Headquarters, U.S. Marine Corps (HQMC);
  Director, Aviation Manpower Support Branch (ASM).

3. **Authority to Wear the Insignia**. Awarding of the CAC designation entitles the member to wear the CAC insignia per references (b) and (c). The proper designation is "CAC" placed in parentheses immediately after the member's rate abbreviation; i.e., HM3(CAC).

4. **Updating the Service Record**: When a member has been awarded the CAC designation, the following entry shall be made on the NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks, in the member's service record:

"(Date) Awarded the Marine Corps Combat Aircrew (CAC) designator with (number and color) stars. Permanent retention is/is not authorized."

5. **Wearing CAC Insignia**: The CAC insignia will be worn per reference (c).

MILPERSMAN 1220-030

PARACHUTIST DESIGNATION AND DUTY

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	664-5008 (703) 604-5008 604-6957

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD 7000.14-R, Department of Defense Financial Management Regulation (DODFMR), Volume 7A (b) OPNAVINST 3501.225C (c) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards, Volume II (d) NAVPERS 15665I, U.S. Navy Uniform Regulations (e) MCO P1020.34G, U.S. Marine Corps Uniform Regulations

1. **Policy**

a. Training for static-line, military free-fall, and high altitude low opening (HALO) premeditated personnel parachute (P3) operations is accomplished by successful completion of the prescribed course of instruction while attending

(1) U.S. Army Basic Airborne Course;

(2) U.S. Army Basic Military Free-Fall Parachutist Course; or

(3) other training certified by Chief of Naval Education and Training or approved by the Chief of Naval Operations.

b. The following personnel have essential P3 operations as a part of their military duty and must maintain qualification to receive hazardous duty incentive pay:

Navy Enlisted Classification (NECs)	Officer Designators
532X	113X
533X	118X
534X	715X
535X	717X
735X	114X
955X	119X
	748X

2. **Definitions**. The following definitions apply to this article:

a. **P3 Operation** - An intentional, planned parachuting activity during which personnel wear a single or dual-harness parachute system, having at least one approved main parachute and one approved reserve parachute.

b. **Competent Orders** - orders issued by

(1) Commandant of the Marine Corps;

(2) Commander, Naval Personnel Command (COMNAVPERCOM); or

(3) Commanding officers (COs) or officers in charge of units whose mission does not include P3 operations, but have jump qualified personnel in their command. In this circumstance, temporary additional duty (TAD) orders may be issued for jump qualified personnel to a unit whose mission includes P3 operations to maintain qualification. These orders are for qualification purposes only, and do not entitle the member to parachute pay.

3. **Static-Line Parachute Jumper**. A static-line parachute jumper is a member of any rating or grade who meets the following requirements:

a. A volunteer for parachute jumping duty;

b. Qualified according to the medical standards set by the Bureau of Medicine and Surgery (BUMED) at the time of designation and periodicity of physical thereafter;

c. Successfully completed formal military static-line parachutist training at Ft. Benning, Georgia or at a formal interservice training site; and

d. Assigned or attached by competent PCS or TAD orders to a military organization whose mission includes the requirement to engage in P3 operations.

4. **Free-Fall Parachute Jumper**. A member of any rating or grade who meets the following requirements:

a. Qualified as a static-line parachute jumper;

b. Qualified for unpressurized high altitude parachute jumping according to the medical standards set by BUMED at the time of designation and annually thereafter;

c. Successfully completed the prescribed program of free-fall instruction at a formal interservice training facility, including a minimum of 10 military free-fall parachute jumps, at least 2 of which must have been conducted carrying full combat equipment (1 day/1 night); and

d. Assigned or attached under competent PCS or TAD orders to a military organization whose mission includes the requirement for military free-fall parachute jumping or has the authorization to engage in P3 operations as a part of their military duty.

5. **HALO Parachute Jumper**. A member of any rating or grade who meets the following requirements:

a. Qualified as a static-line parachute jumper;

b. Successfully completed the prescribed program of HALO instruction at a formal interservice training facility, including a minimum of 16 HALO jumps; and

c. Assigned or attached under competent PCS or TAD orders to a military organization whose mission includes the requirement for HALO operations, or has the authorization to engage in P3 operations as a part of their military duty.

6. **Maintaining Qualifications**

a. To maintain qualification as a parachutist, a member must perform one or more parachute jumps during any 3 consecutive calendar months, unless prevented from doing so by one of the following:

(1) Limited duty status for medical reasons;

(2) Military operations, including operations under other than combat conditions; or

(3) Absence of jump equipment or aircraft.

b. When conditions are such that the required jumps cannot be made in every quarter, a member may maintain qualifications by performing 4 static-line, free-fall, or HALO jumps during a period of 12 consecutive calendar months; such requirements may be met any time during that period.

c. All officer and enlisted parachutists with an officer designator or Navy enlisted classification (NEC) associated with a Navy community whose mission requires static-line, free-fall, or HALO operations (e.g.; 1130/5326 SEAL, 1140/5337 EOD); should maintain qualifications when assigned to shore or neutral duties.

d. Members who are assigned duty as a parachutist by competent orders, outlined in 2b(1) or 2b(2), and maintain qualifications will receive parachutist pay, regardless of the billet to which the member is assigned.

Note: Specific requirements for incentive pay for parachute duty are found in chapter 24 of reference (a).

7. **Disqualification from Parachute Duty**

a. COs shall disqualify a member from parachute duty and remove their parachutist designator when

(1) after a medical examination, the member is found permanently physically or psychologically disqualified for parachutist duty;

(2) after a technical examination, the member lacks the minimum operational qualifications for parachutist duty as specified in reference (b); and

(3) a member is no longer a volunteer for parachutist duty to which they may be assigned by proper authority, and a statement to this effect, signed by the member, is entered in their service record.

b. A member who has been disqualified from static-line, HALO, or free-fall parachute duty for medical reasons; is eligible for return to such duty upon determination that qualifications for such duty, according to the manual of the medical standards published by BUMED, have been satisfied.

8. **CO's Responsibility**. COs shall limit a previously HALO or free-fall qualified member to static-line when, after a technical examination, a member is determined to lack the minimum operational qualification for HALO or free-fall parachute duty as specified in reference (b), but remains qualified to perform static-line parachute duty.

9. **Recording and Reporting Parachutists**

a. The assignment or removal of parachutist NEC codes shall be conducted per reference (c).

b. NAVPERS 1070/613 Administrative Remarks shall be processed per MILPERSMAN 1070-320. Specific service record and personnel accounting entries are as follows:

(1) When an enlisted member initially qualifies as a parachutist, a permanent administrative remark entry on NAVPERS 1070/613 shall be made and filed in the official military personnel file (OMPF) indicating the date of qualification, type(s) of aircraft in which qualified, unit at which the training was received, and the authority granting the right to wear the basic parachute insignia. The parachutist designator shall be affixed to their rate in the following manner: PR2(PJ). An entry to this effect shall be entered on the personnel diary as follows: "CH designator to (PJ)";

(2) When an enlisted member is disqualified for parachutist duty, a permanent administrative remark entry on NAVPERS 1070/613 shall be made and filed in the OMPF showing the reason for disqualification. The parachutist (PJ) designator

shall be canceled and a personnel diary entry to that effect shall be made as follows: "CH PJ designator to NONE";

(3) When an enlisted member initially qualifies as a free-fall parachutist, a permanent administrative remark entry on NAVPERS 1070/613 shall be made and filed in the OMPF indicating the date of qualification, type(s) of aircraft in which qualified, and unit at which the training was received. The entry shall also indicate whether or not the member is HALO qualified. The free-fall parachutist designator shall be affixed to their rate in the following manner: PR2(FPJ). An entry to this effect shall be entered on the personnel diary as follows: "CH designator to (FPJ)";

(4) When an enlisted member is disqualified for HALO or free-fall parachutist duty, but continues to be qualified for static-line parachutist duty, a permanent administrative remark entry on NAVPERS 1070/613 shall be made and filed in the OMPF, indicating the reason for disqualification. The HALO or free-fall parachutist (FPJ) designator shall be changed to static-line parachutist (PJ) and a personnel diary entry to that effect shall be made as follows: "CH designator to (PJ)"; or

(5) When an enlisted member is disqualified for HALO or free-fall and static-line parachutist duty, a permanent administrative remark entry on NAVPERS 1070/613 shall be made and filed in the OMPF, indicating the reason for disqualification. The free-fall parachutist (FPJ) designator shall be canceled and a personnel diary entry to that effect shall be made as follows: "CH FPJ designator to NONE."

c. Appropriate entry of qualification or disqualification shall be made on special duty abstracts of the health record at the time of original physical examination and annual reexaminations thereafter. COs shall be informed of the results of all physical examinations.

10. **Basic Parachutist Insignia**. The basic parachutist insignia consists of a breast insignia as prescribed by references (d) and (e). The right to wear the basic parachutist insignia is authorized for those who meet the qualification requirements, whose right to wear such insignia has not been revoked, and who have not subsequently qualified for the Navy and Marine Corps parachutist insignia.

11. **Navy and Marine Corps Parachutist Insignia**. The Navy and Marine Corps parachutist insignia consists of a breast insignia as prescribed by references (d) and (e). The right to wear the Navy and Marine Corps parachutist insignia is authorized for those members who have previously qualified for the basic parachutist insignia; have, under competent orders, completed a minimum of five additional static-line or P3 jumps with a Navy or Marine Corps organization whose mission includes static-line or P3 jumping with verification of such jumps for enlisted members included on NAVPERS 1070/613 in the service record, and whose right to wear such insignia has not been revoked.

12. **Revocation**. In general, the provisions for revocation of naval aviator insignia shall apply as related to revocation of authority to wear the basic parachutist insignia or the Navy and Marine Corps parachutist insignia.

13. **Commissioned Officers and Warrant Officers**

a. Qualifications and instructions for commissioned and warrant officers assigned parachute duty are identical to those for enlisted personnel, as outlined in this article.

b. Parachutist qualifications attained while in an enlisted status shall be carried over to the officer’s service record.

14. **Other Services**. Parachutist qualification attained while in another service shall be carried over to the member’s naval service record.

MILPERSMAN 1220-040

SUBMARINE QUALIFICATIONS DESIGNATION FOR ENLISTED MEMBERS

Responsible Office	OPNAV (N97F)	Phone: DSN COM FAX	260-8412 (571)256-8412 (571)256-8492

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVMED P-117, Manual of the Medical Department (MANMED) (b) COMNAVCRUITCOMINST 1130.8J (c) OPNAVINST 5355.3B

1. **Policy**

a. The designation “qualified in submarines” represents an intensive personal effort to meet the high standards and special requirements of submarine duty. Only volunteers will be assigned to submarine training under normal circumstances. Nonvolunteers will be assigned only when sufficient volunteers cannot be obtained.

b. Based on the investment of training costs and long planning time, assignment to submarine duty is not elective after issuance of a transfer directive leading to duty in submarines.

2. **Eligibility Requirements**. The specified eligibility requirements for submarine duty may be found in MILPERSMAN 1306-402.

3. **Training Requirements**

a. Basic Enlisted Submarine School (BESS), a school for the basic training of enlisted members for submarine duty at Naval Submarine Base, New London, Groton, CT, is a prerequisite for qualification in submarines for all enlisted ratings with the exception of nuclear trained personnel. Commanding officers (COs) of submarines receiving enlisted personnel from this school shall neither consider them “qualified in submarines,”

nor consider their training complete. Before being designated as “qualified in submarines” each individual shall pass an oral and practical examination that demonstrates sufficient knowledge of ship’s systems and operating procedures pertaining to the submarine in which serving.

b. Personnel not previously “qualified in submarines” are not eligible to be so designated by the CO until they have served for duty at least 6 months in operational submarines, with the exception that service in new construction submarines may be counted from the commencement of builder’s sea trials. Amplifying details for qualification are issued by the submarine force commanders.

c. Personnel serving in a nonsubmarine source rating or not assigned to a submarine for duty, serving in a temporary duty status onboard a submarine, and who complete requirements for qualification in submarines, must request a waiver of eligibility standards from Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignments Branch (PERS-403) via the CO of the ship in which qualified, info the submarine force commander. If the waiver is approved by NAVPERSCOM (PERS-403), submarine “designation 7 (SG)” will be assigned.

4. **Physical Requirements**. Before being assigned to a submarine, each enlisted member must meet the physical standards specified in reference (a).

5. **Submarine Qualification Designations**. Submarine qualification designations are defined as follows:

Designation 1 (SS)	Designated “qualified in submarines.”
Designation 2 (SU)	Designated “in training for submarine qualifications.”
Designation 5 (SQ)	Designated “qualified for submarines,” but not planned for future assignment to submarine duty.
Designation 7 (SG)	Designated “qualified for submarines,” but not in submarine source rating or Navy enlisted classification (NEC); not detailed by the submarine community.
Designation 8 (SP)	Designated “previously assigned in submarines;” assigned only to those personnel disqualified for submarine duty and serving in a submarine support billet; detailed by the submarine community, but not to be reassigned to submarine duty without prior approval of NAVPERSCOM (PERS-403).

6. “**Designation 5 (SQ)**.” (See Note 1) Submarine “designation 5 (SQ)” will be assigned by NAVPERSCOM (PERS-403) to enlisted personnel in submarine source ratings who are qualified in submarines, but not expected to serve again in the submarine force. Personnel assigned designation 5 (SQ) designator are entitled to wear the enlisted submarine breast insignia. Personnel assigned “designation 5 (SQ)” designator shall have the following NAVPERS 1070/613 Administrative Remarks entry made and uploaded to their electronic service record via Navy Standard Integrated Personnel System (NSIPS):

“(Date): Assigned enlisted submarine “Designation 5 (SQ).” Member entitled to wear the enlisted submarine breast insignia. Authority: (Cite the source document notifying of “Designation 5 (SQ)).”

Note 1: Personnel assigned a “designation 5 (SQ)” or “designation 7 (SG)” who desire to return to submarine duty must formally request reinstatement using the procedures in MILPERSMAN 1306-416.

7. “**Designation 7 (SG)**.” (See Note 1).

a. Submarine “designation 7 (SG)” will be assigned by NAVPERSCOM (PERS-403) for the following reasons:

(1) Conversion to a nonsubmarine source rating or to an NEC detailed outside of the submarine community.

(2) Nonsubmarine source rating who is approved to be designated “qualified in submarines.”

b. Personnel assigned “designation 7 (SG)” designator shall have the following service record NAVPERS 1070/613 entry made and uploaded to their electronic service record via NSIPS:

“Date: Assigned enlisted submarine “Designation 7 (SG).” Member entitled to wear the enlisted submarine breast insignia. Authority: (Cite the source document notifying of “Designation 7 (SG)).”

8. “**Designation 8 (SP)**”

a. Submarine “designation 8 (SP)” may be assigned by NAVPERSCOM (PERS-403) to personnel disqualified from submarine duty. Each person who is disqualified is normally assigned to a submarine support billet for a 2-year tour of duty if a valid billet exists.

b. Submarine nuclear trained personnel who are physically disqualified from submarine duty will be assigned as a surface nuclear operator. No formal notification of “designation 8 (SP)” assignment is made by NAVPERSCOM (PERS-403) and service record entries are not required.

c. Assignment of “designation 8 (SP)” is for NAVPERSCOM assignment and tracking purposes only, but will reflect on a command enlisted distribution verification report (EDVR). Further guidance on “designation 8 (SP)” may be found in MILPERSMAN 1306-416.

9. **Submarine Qualification Insignia**

a. The submarine qualification insignia represents the completion of prescribed training and the successful qualification for submarine service. The insignia shows that the wearer has qualified for submarine duty, but does not necessarily indicate that the wearer is currently serving in the submarine force.

b. Enlisted members who have been “disqualified” from submarine duty shall normally, by the same authority, have their privilege to wear the submarine insignia revoked. A member who has been physically disqualified for submarine duty may continue to wear the submarine insignia. Other unique circumstances may convince the submarine disqualification authority to leave intact a former submariner’s privilege to wear this insignia.

10. **Use of Submarine Designations**

a. Submarine designations “SS” or “SU” shall be placed in parenthesis immediately after the member’s rate or rating abbreviation (e.g., MM2(SS), SA(SU)). All service record pages and all correspondence pertaining to the member thereafter, until such time as the submarine designator may be revoked, shall include the appropriate designation.

b. A member who has received a submarine designator and is subsequently transferred from duty in submarines shall retain the designator, unless it has been removed or changed due to disqualification. Additionally, entitlement to wear the enlisted submarine warfare insignia remains until such time that entitlement is revoked.

c. When a member has been examined and is qualified for submarine duty, the following NAVPERS 1070/613 entry shall be made and uploaded to their electronic service record via NSIPS:

"(Date): Qualified in submarines this date and assigned enlisted submarine "designation 1 (SS)."

11. **Authority to Assign or Revoke Designations**

a. Only NAVPERSCOM (PERS-403) and submarine force commanders have authority to remove submarine designations. See MILPERSMAN 1306-416 for disqualification procedures. Submarine force commanders will act only on the cases of those personnel who are under their operational or administrative command. NAVPERSCOM (PERS-403) will act on all other cases.

b. Authority for assignment of any enlisted submarine designation is NAVPERSCOM (PERS-403) with exception of the assignment of "designation 1 (SS)" to those "designation 2 (SU)" personnel who completed requirements for "qualification in submarines." The authority for this designation change is granted to the submarine force commanders.

12. **Preservice Substance Abuse Policy**

a. The special safety and reliability aspects of operating submarines necessitates stringent substance abuse policies.

b. For personnel with a history of preservice drug abuse desiring entry into the Nuclear Field Program, waiver requests will be screened by Office of the Chief of Naval Operations, Nuclear Enlisted Program (N133D). Waivers may be granted only in cases of experimental use of marijuana.

c. For personnel with a history of preservice drug abuse (marijuana only) desiring initial submarine training other than the Nuclear Field Program, waiver requests will be screened by the appropriate command listed below.

(1) Commander, Navy Recruiting Command, for personnel in the administrative chain of command as specifically outlined in reference (b). Admission of preservice experimental use of marijuana while in the Delayed Entry Program (DEP) is not waiverable.

(2) NAVPERSCOM (PERS-403) for personnel in all other commands. Waivers may be granted only in cases of experimental use of marijuana.

d. Any time a waiver is granted for preservice drug abuse, the following NAVPERS 1070/613 entry will be made and uploaded to the electronic service record via NSIPS:

“(Date): A waiver of preservice marijuana use for submarine duty has been granted by (cite authority). I understand any future drug abuse will result in permanent submarine disqualification and processing for separation from naval service. _____MEMBER _____WITNESS"

e. Drug abuse waivers will not be granted for personnel with a history of in-service drug abuse desiring initial submarine training or for in-service drug abuse which occurs after commencement of initial submarine or nuclear field training.

f. Personnel disqualified from submarine duty for drug abuse are not eligible for reinstatement at any time.

g. Personnel disqualified for alcohol dependency may request reinstatement to submarine duty, per reference (c), within 3 years of the disqualification date. After 3 years, reinstatement will not be considered.

13. **Disqualification for Duty**. A CO may, at any time, recommend to the appropriate disqualification authority, via the administrative chain of command, that any enlisted member serving under the CO’s command be declared disqualified for submarine duty for any reason other than as a substitute for appropriate disciplinary action in the case of disciplinary offenses. Disqualification shall not be utilized in lieu of a recommendation for separation of a member from naval service

when separation is warranted and appropriate; however, a person being administratively or punitively separated will be disqualified from submarines when such separation has been directed.

14. **Criteria for Removal of Submarine Designator**. There are two general categories of justification for removal of a submarine designator:

a. **Physical disqualification;** and

b. **All other reasons**. This category may include, but is not limited to:

(1) Inability or refusal to qualify or requalify in submarines.

(2) Substance abuse (alcohol or drugs).

(3) Loss of or inability to acquire a required security clearance, NEC, or limited access authority.

(4) Removal from the Personnel Reliability Program (PRP).

(5) Conscientious objector status.

(6) Emotional instability.

15. **NAVPERS 1070/613 Entry for Physical Disqualification**. For personnel who are physically disqualified, the following NAVPERS 1070/613 entry shall be made and uploaded to their electronic service record via NSIPS:

“(Date): Determined “physically not qualified” for submarine duty for reasons as stated in medical record. The enlisted submarine “designator (SS)/(SU)” is hereby removed. (Member’s last name) is entitled to wear the submarine breast insignia (if applicable). (Member’s last name) may reapply to NAVPERSCOM (PERS-403) for restoration of the (SS)/(SU) designator when member once again satisfies the physical requirements of the Manual of the Medical Department for submarine duty. Authority: (Cite the source document approving disqualification.)”

16. **NAVPERS 1070/613 Entry for Reasons Other than Physical**. For personnel who are disqualified for reasons other than physical, the following NAVPERS 1070/613 entry shall be made and uploaded to their electronic service record via NSIPS:

"(Date): Disqualified for submarine duty by reason of (state reason). The enlisted submarine "designator (SS)/(SU)" is hereby removed. (Member's last name) is not eligible for return to submarine duty at any future date and is not entitled to wear the submarine breast insignia (if deemed appropriate by the submarine disqualification authority). Authority: (Cite the source document approving disqualification)."

17. **Reinstatement after Disqualification**. Reinstatement to submarine duty, after disqualification, will be considered (with the exception of drug abuse and for alcohol dependency greater than 3 years from the disqualification date) per the procedures specified in MILPERSMAN 1306-416.

MILPERSMAN 1220-050

ENLISTED SURFACE WARFARE SPECIALIST (ESWS) DESIGNATION

Responsible Office	CNO (N861C)	Phone: DSN COM FAX	222-4610 (703) 692-4610 222-4635

References	(a) NAVPERS 15665I, U.S. Navy Uniform Regulations (b) OPNAVINST 1414.1D

1. **Policy**. Enlisted members may voluntarily obtain Enlisted Surface Warfare Specialist (ESWS) qualification while assigned to a surface ship or afloat staff.

2. **Authority to Wear the Insignia**. Achievement of qualification entitles the member to wear the ESWS insignia per reference (a), and to use the Surface Warfare designation. The Surface Warfare designation is an “SW” placed in parentheses immediately after the member’s rate abbreviation, i.e., MM3(SW), BMCS(SW).

3. **Updating the Service Record**. When a member has been qualified as an Enlisted Surface Warfare Specialist, an entry shall be made in the member’s service record NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks as follows:

> “(Date) Qualified as an Enlisted Surface Warfare Specialist (ESWS) this date and assigned the Enlisted Surface Warfare (SW) designator.”

4. **Updating the Evaluation**. Once qualification has been approved, relevant comments should be made in the member’s next evaluation.

5. **Disqualification**. An enlisted member previously qualified shall be disqualified by an appropriate qualifying officer if that member fails to continue to meet the requirements set forth in reference (b). Formal notification of disqualification shall

be recorded in the member's service record NAVPERS 1070/613 as follows:

"(Date) Failed to maintain qualification as an Enlisted Surface Warfare Specialist (ESWS) in that (include specific rationale for disqualification). Member has been informed that as of this date (he or she) is disqualified and is no longer authorized to wear the ESWS insignia or use the Enlisted Surface Warfare (SW) designator."

6. **Wearing EAWS Insignia**

a. Achievement of qualification entitles the member to wear the Enlisted Aviation Warfare Specialist (EAWS) insignia prescribed in reference (a), and to use the Aviation Warfare designation. The Aviation Warfare designation is an "AW," placed in parentheses immediately after the member's rate abbreviation, i.e., AD3(AW), AMHC(AW).

b. An EAWS qualified individual shall use "(AW)" after the rating title.

7. **Updating Service Records**

a. When members have qualified as Aviation Warfare Specialist, an entry will be made in their service record as follows:

"(Date) Qualified as an Enlisted Aviation Warfare Specialist (EAWS) this date and assigned the EAWS (AW) designator."

b. Once qualification has been approved, relevant comments should be made in the member's next evaluation.

c. Members, once notified of their disqualification, shall have the specifics of this action entered in their service records with appropriate comments entered in the next periodic evaluation as follows:

"(Date) Failed to maintain qualification of an Enlisted Aviation Warfare Specialist (EAWS) by (include specific rationale for disqualification). Member has been informed that, as of this date, he/she is disqualified and is no longer authorized to wear the EAWS insignia or use the (AW) designator as part of his/her rating."

8. **Requalification**. Requalification shall be per reference (b) as though disqualification had not occurred.

MILPERSMAN 1220-060

ENLISTED AVIATION WARFARE SPECIALIST (EAWS) DESIGNATION

Responsible Office	CNO (N889H)	Phone:	DSN	664-7738
			COM	(703) 604-7738
			FAX	664-6969

Governing Directives	OPNAVINST 1414.2A NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. Enlisted personnel can voluntarily obtain Enlisted Aviation Warfare Specialist (EAWS) qualification by meeting the eligibility requirements of and following the procedures prescribed in OPNAVINST 1414.2A.

2. **Qualifications**. General qualification standards for EAWS are as follows:

a. Be professionally and militarily motivated as demonstrated by additional qualifications such as shipboard damage control, Personnel Qualification Standards (PQS), and Preventive Maintenance System (PMS) (where applicable).

b. Be professionally qualified (i.e., specific PQS requirements to perform duties successfully completed, etc.) as required by their commanding officer (CO).

c. Complete and qualify for all requirements as set forth in OPNAVINST 1414.2A.

d. Be recommended by the chain of command and approved by the CO.

NOTE: See "Updating Service Records" for information on proper entry requirements.

3. **Disqualification**

a. Once qualification is achieved Aviation Warfare Specialist will retain the designation unless disqualified for cause as determined by the CO.

b. Should an enlisted member previously qualified fail to continue to meet the requirements, then that member shall be disqualified by the member's CO.

c. See "Updating Service Records" for information on proper entry requirements.

4. **Wearing EAWS Insignia**

a. Achievement of qualification entitles the member to wear the Enlisted Aviation Warfare Specialist (EAWS) insignia prescribed in NAVPERS 15665I, and to use the Aviation Warfare designation. The Aviation Warfare designation is an "AW", placed in parentheses immediately after the member's rate abbreviation, i.e., AD3(AW), AMHC(AW).

b. An Enlisted Aviation Warfare Specialist (EAWS) qualified individual shall use "(AW)" after the rating title.

5. **Updating Service Records**

a. When members have qualified as Aviation Warfare Specialist, an entry will be made in their service record as follows:

"(Date) Qualified as an Enlisted Aviation Warfare Specialist (EAWS) this date and assigned the EAWS (AW) designator."

b. Once qualification has been approved relevant comments should be made in the member's next evaluation.

c. Members, once notified of their disqualification, shall have the specifics of this action entered in their service records with appropriate comments entered in the next periodic evaluation as follows:

"(Date) Failed to maintain qualification of an Enlisted Aviation Warfare Specialist (EAWS) by (include specific rationale for disqualification). Member has been informed that, as of this date, he/she is disqualified and is no longer authorized to wear

the EAWS insignia or use the (AW) designator as part of his/her rating."

6. **Requalification**. Requalification shall be according to OPNAVINST 1414.2A as though disqualification had not occurred.

MILPERSMAN 1220-061

Enlisted Nuclear Weapons Security (NWS) Breast Insignia

Responsible Office	SSP (SP00M)	Phone: DSN COM FAX	288-7009 (202)433-7009 (202)433-5326

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVPERS 15665I, Navy Uniform Regulations (b) SECNAVINST 5510.35B

1. Policy. Enlisted members meeting eligibility requirements assigned to a strategic weapons facility (SWF) who perform duties directly contributing to the security and safety of naval nuclear weapons are authorized to wear the nuclear weapons security (NWS) breast insignia, as prescribed in reference (a). Members must be:

a. Permanently assigned to a SWF;

b. Assigned a mission associated with the Marine Corps Security Force Battalion;

c. Personal Reliability Program (PRP) certified/eligible for a period of 12 months (temporary decertification due to non-disciplinary issues should not be held against the service member); and

d. Qualified in their senior post or watch station consistent with their current pay grade and duties assigned.

(1) Authority to wear the NWS insignia shall continue as long as the member maintains eligibility for the PRP per reference (b).

(2) Members whose eligibility for the PRP is removed for disciplinary and or administrative action, per reference (b), are no longer authorized to wear the insignia.

(3) Members whose eligibility for PRP is involuntarily removed as a result of a permanent physical disqualification are authorized to wear the insignia if recommended by the member's commanding officer and approved by Strategic Systems Programs (SSP) (SP00M).

2. **Nuclear Weapons Security Breast Insignia.** The insignia represents completion of 12 months of fully qualified service to the nuclear weapons security (NWS) mission.

a. A gold star mounted on the insignia indicates an additional year of qualified service to the NWS mission.

b. A silver star mounted on the insignia indicates 5 years of fully qualified service to the NWS mission.

3. **When Insignia is Awarded.** Upon completion of the eligibility requirements for the NWS insignia, the following NAVPERS/613 Administrative Remarks service record entry shall be made:

"(Date) (Service member's name) has demonstrated his or her expertise in the area of nuclear weapons security, having completed all requirements for the NWS breast insignia, and is assigned the NWS designator"

4. **When Insignia is Removed.** For personnel who have their PRP eligibility removed, the following NAVPERS 1070/613 Administrative Remarks service record entry shall be made:

"(Date). Disqualified for nuclear weapons security duties by reason of (state reason). The enlisted designator (NWS) is hereby removed. (Service member's name) is not recommended for return to duties involving nuclear weapons security."

MILPERSMAN 1220-070

ENLISTED EXPLOSIVE ORDNANCE DISPOSAL WARFARE (EWS) SPECIALIST DESIGNATION

Responsible Office	OPNAV (N85)	Phone:	DSN:	222-1574
			COM:	(757) 692-1574
			COM:	(757) 692-1514
	NAVPERSCOM (PERS-401DF)	Phone:	DSN:	882-3564
			COM:	(901) 874-3564
			COM:	882-2716

References	(a) OPNAVINST 1414.8 (b) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. Enlisted Explosive Ordnance Disposal (EOD) members shall obtain the Enlisted Explosive Ordnance Disposal Warfare (EWS) Specialist qualification as outlined in reference (a).

2. **Updating the Service Record**. When a member has been qualified as an EWS Specialist, an entry shall be made in the member's service record on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks as follows:

> "(Date) Qualified as an Enlisted Explosive Ordnance Disposal Warfare (EWS) Specialist this date and assigned the (EWS) designator."

3. **Updating the Evaluation**. Once qualification has been approved, relevant comments should be made in the member's next evaluation.

4. **Authority to Wear the Insignia**. Achievement of qualification entitles the member to wear the EWS insignia per reference (b), and to use the EWS designation. The Explosive Ordnance Disposal Warfare designation is an "EWS" placed in parentheses immediately after the member's rate abbreviation, i.e., EOD2(EWS).

a. Members whose Navy Enlisted Classifications (NEC(s)) is/are removed for disciplinary and/or administrative action per MILPERSMAN 1220-200 are no longer authorized to wear the insignia.

b. Members who voluntarily remove their NEC(s) will not be authorized to wear the insignia.

c. Members whose NEC(s) is/are involuntarily removed as a result of a permanent physical disqualification are authorized to wear the insignia if recommended by member's commanding officer (CO) and approved by Bureau of Naval Personnel (BUPERS), Explosive Ordnance Disposal Community Manager (BUPERS-325C1).

5. **Disqualification**. An enlisted member previously qualified shall be disqualified by an appropriate qualifying officer if that member fails to continue to meet the requirements set forth in reference (a). Formal notification of disqualification shall be recorded in the member’s service record on NAVPERS 1070/613 as follows:

“(Date) Failed to maintain qualification as Senior/Master Enlisted Explosive Ordnance Disposal Warfare (EWS) Specialist by (include specifics for disqualification). Member has been informed that, as of this date, he/she is disqualified and is no longer authorized to wear the EWS insignia or use the (EWS) designator as part of his/her rate.”

Members, once notified of their disqualification, shall have the appropriate comments entered in the next periodic evaluation.

MILPERSMAN 1220-080

ENLISTED DIVING SALVAGE WARFARE (DSW) SPECIALIST DESIGNATION

Responsible Office	OPNAV (N85)	Phone:	DSN:	222-1574
			COM:	(757) 692-1574
			COM:	(757) 692-1514
	NAVPERSCOM (PERS-401DC)	Phone:	DSN:	882-3561
			COM:	(901) 874-3561
			COM:	(901) 874-2716

References	(a) OPNAVINST 1414.3A, Diving Salvage Warfare Specialist (DSW) Qualification of 29 Apr 03 (b) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. Enlisted Navy Divers (ND) members shall obtain the Enlisted Diving Salvage Warfare (DSW) Specialist qualification as outlined in reference (a).

2. **Updating the Service Record**. When a member has been qualified as a DSW Specialist, an entry shall be made in the member's service record on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks as follows:

> "(Date) Qualified as an Enlisted Diving Salvage Warfare (DSW) Specialist this date and assigned the (DSW) designator."

3. **Updating the Evaluation**. Once qualification has been approved, relevant comments should be made in the member's next evaluation.

4. **Authority to Wear the Insignia**. Achievement of qualification entitles the member to wear the DSW insignia per reference (b), and to use the DSW designation. The Diving Salvage Warfare designation is a "DSW" placed in parentheses immediately after the member's rate abbreviation, i.e., ND2(DSW).

a. Members whose Navy Enlisted Classification(s) (NEC(s)) is/are removed for disciplinary and/or administrative action per MILPERSMAN 1220-100 are no longer authorized to wear the insignia.

b. Members who voluntarily remove their NEC(s) will not be authorized to wear the insignia.

c. Members whose NEC(s) is/are involuntarily removed as a result of a permanent physical disqualification are authorized to wear the insignia if recommended by member's commanding officer (CO) and approved by Bureau of Naval Personnel (BUPERS), Navy Diver Enlisted Community Manager (BUPERS-325C2).

5. **Disqualification**. An enlisted member previously qualified shall be disqualified by an appropriate qualifying officer if that member fails to continue to meet the requirements set forth in reference (a). Formal notification of disqualification shall be recorded in the member’s service record on NAVPERS 1070/613 as follows:

“(Date) Failed to maintain qualification as Enlisted Diving Salvage Warfare (DSW) Specialist by (include specifics for disqualification). Member has been informed that, as of this date, he/she is disqualified and is no longer authorized to wear the DSW insignia or use the (DSW) designator as part of his/her rate.”

Members, once notified of their disqualification, shall have the appropriate comments entered in the next periodic evaluation.

MILPERSMAN 1220-085

ENLISTED SPECIAL WARFARE OPERATOR (SEAL) DESIGNATION

Responsible Office	OPNAV (N85)	Phone:	DSN:	222-1574
			DSN:	(757) 692-1574
			COM:	(757) 692-1514
	NAVPERSCOM (PERS-401DE)	Phone:	DSN:	882-3563
			DSN:	(901) 874-3563
			COM:	(901) 874-2716

References	(a) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. Special Warfare Operators (SEAL) shall obtain the Enlisted Special Warfare Operator (SEAL) designator as outlined in MILPERSMAN 1220-300.

2. **Updating the Service Record**. When a member has been qualified as a Special Warfare Operator, an entry shall be made in the member's service record on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks as follows:

"(Date) Qualified as a Special Warfare Operator (SEAL) this date and assigned the (SEAL) designator."

3. **Updating the Evaluation**. Once qualification has been approved, relevant comments should be made in the member's next evaluation.

4. **Authority to Wear the Insignia**. Achievement of qualification entitles the member to wear the SEAL insignia per reference (a), and to use the SEAL designation. The Special Warfare Operator designation is the acronym "SEAL" placed in parentheses immediately after the member's rate abbreviation, i.e., SO2(SEAL).

a. Members whose Navy Enlisted Classification(s) (NEC(s)) is/are removed for disciplinary and/or

administrative action per MILPERSMAN 1220-300 are no longer authorized to wear the insignia.

b. Members who voluntarily remove their NEC(s) will not be authorized to wear the insignia.

c. Members whose NEC(s) is/are involuntarily removed as a result of a permanent physical disqualification are authorized to wear the insignia if recommended by member's commanding officer (CO) and approved by Bureau of Naval Personnel (BUPERS), SPECWAR Enlisted Community Manager (BUPERS-324).

5. **Disqualification**. An enlisted member previously qualified shall be disqualified by an appropriate qualifying officer if that member fails to continue to meet the requirements set forth in MILPERSMAN 1220-300. Formal notification of disqualification shall be recorded in the member’s service record on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks as follows:

“(Date) Failed to maintain qualification as a Special Warfare Operator (SEAL) by (include specifics for disqualification). Member has been informed that, as of this date, he/she is disqualified and is no longer authorized to wear the SEAL insignia or use the (SEAL) designator as part of his/her rate.”

Members, once notified of their disqualification, shall have the appropriate comments entered in the next periodic evaluation.

MILPERSMAN 1220-090

ENLISTED SPECIAL WARFARE COMBATANT-CRAFT CREWMAN (SWCC) SPECIALIST DESIGNATION

Responsible Office	OPNAV (N85)	Phone:	DSN:	222-1574
			DSN:	(757) 692-1574
			COM:	(757) 692-1514
	NAVPERSCOM (PERS-401DI)	Phone:	DSN:	882-3573
			DSN:	(901) 874-3573
			COM:	(901) 874-2716

References	(a) OPNAVINST 1414.5 (b) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. Enlisted Special Warfare Boat Operator (SB) shall obtain the Enlisted Special Warfare Combatant-craft Crewman (SWCC) qualification as outlined in reference (a).

2. **Updating the Service Record**. When a member has been qualified as an SWCC Specialist, an entry shall be made in the member's service record on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks as follows:

> "(Date) Qualified as an Enlisted Special Warfare Combatant-craft Crewman (SWCC) this date and assigned the (SWCC) designator."

3. **Updating the Evaluation**. Once qualification has been approved, relevant comments should be made in the member's next evaluation.

4. **Authority to Wear the Insignia**. Achievement of qualification entitles the member to wear the SWCC insignia per reference (b), and to use the SWCC designation. The Special Warfare Combatant-craft Crewman designation is the acronym "SWCC" placed in parentheses immediately after the member's rate abbreviation, i.e., SB2(SWCC).

a. Members whose Navy Enlisted Classification(s) (NEC(s)) is/are removed for disciplinary and/or administrative action per

MILPERSMAN 1220-400 are no longer authorized to wear the insignia.

b. Members who voluntarily remove their NEC(s) will not be authorized to wear the insignia.

c. Members whose NEC(s) is/are involuntarily removed as a result of a permanent physical disqualification are authorized to wear the insignia if recommended by member's commanding officer (CO) and approved by Bureau of Naval Personnel (BUPERS), SPECWAR Enlisted Community Manager (BUPERS-324).

5. **Disqualification**. An enlisted member previously qualified shall be disqualified by an appropriate qualifying officer if that member fails to continue to meet the requirements set forth in reference (a). Formal notification of disqualification shall be recorded in the member’s service record on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks as follows:

“(Date) Failed to maintain qualification as Special Warfare Combatant-craft Crewman (SWCC) by (include specifics for disqualification). Member has been informed that, as of this date, he is disqualified and is no longer authorized to wear the SWCC insignia or use the (SWCC) designator as part of his rate.”

Members, once notified of their disqualification, shall have the appropriate comments entered in the next periodic evaluation.

MILPERSMAN 1220-100

NAVY DIVER (ND) RATING

Responsible Office	BUPERS-324F Enlisted Community Manager	Phone: DSN COM	882-3116 (901) 874-3116
Point of Contact	NAVPERSCOM (PERS-401DH) ND "A" School Coordinator	Phone: DSN COM	882-4261 (901) 874-4261

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVPERS 18068, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications (b) COMNAVCRUITCOMINST 1130.8J, Navy Recruiting Manual - Enlisted (c) NAVMED P-117, Manual of the Medical Department (d) U.S. Navy Diving Manual (e) OPNAVINST 1160.8A, Selective Reenlistment Bonus (SRB) Program (f) SECNAVINST 5510.30B, Department of the Navy, Personnel Security Program (g) BUPERSINST 1430.16F, Advancement Manual for Enlisted Personnel of U.S. Navy and U.S. Navy Reserve (h) OPNAVINST 1414.9, Navy Enlisted Warfare Qualification Programs (i) OPNAVINST 5350.4D, Drug and Alcohol Abuse Prevention and Control (j) DJMS Procedures Training Guide (PTG)

1. **Purpose.** This article discusses personnel aspects of the Navy diver (ND) rating. The following topics are covered:

Topic	See Para.
Rating Description	2
Suitability for Assignment	3
Rating Designation	4
Navy Enlisted Classification (NEC) Codes	5
Recruit, Non-ND Qualified Navy Veterans (NAVETS), and Other Service Veterans (OSVETS) Accessions	6
Rating Conversion Entry Requirements	7
Applying for Rating Conversion	8
Rating Conversion Screening Requirements	9
Rating Conversion Screening Process	10
Transfer To ND “A” School	11
Disenrollment from ND “A” School	12
Change of Rating	13
Forced Conversion	14
Reinstatement	15
Supervisory Status	16
Periodic Requalification	17
Advanced Diver Training	18
Disenrollment from Advanced Diver Training	19
ND Rating Description	Exhibit 1
Report of ND Rating Conversion Screening	Exhibit 2
Request for Master Diver Course	Exhibit 3

2. **Rating Description.** Navy divers (NDs) perform and supervise diving operations using all types of underwater breathing apparatuses including open circuit SCUBA, closed and semi-closed mixed gas underwater breathing apparatus, surface supplied air and mixed gas diving systems and equipment, and saturation diving systems. Their duties include explosive demolitions and small arms proficiency. Exhibit 1 and Navy Expeditionary Combat Command Web site provide comprehensive descriptions and information about a career in the ND rating.

3. **Suitability for Assignment**

a. **Accession Prerequisites.** The distinct purpose and nature of duties involved in the ND rating require strict adherence to eligibility criteria, procedures, and policy for conversion and assignment to the ND rating.

b. **Professional Performance.** While the highest standards of personal conduct, reliability, and judgment are required of all members of the naval service, it is especially important that members assigned to duty involving the performance and supervision of Navy diving operations are of unquestioned

personal conduct, reliability, judgment, and observance of military regulations.

4. **Rating Designation**. Upon completion of:

a. ND Preparatory Course, CIN A-433-0101; and

b. Second Class Diver, CIN A-433-0022

enlisted personnel are awarded NEC 5343 and designated as ND. Recruit and fleet conversions are authorized accelerated advancement to E-4 (ND3) per MILPERSMAN 1510-030.

5. **Navy Enlisted Classification (NEC) Codes.** Enlisted ND personnel are designated by NEC codes per their qualifications. Reference (a) further describes each of the NEC codes.

a. Second class diver, NEC 5343

b. First class diver, NEC 5342

c. Master diver, NEC 5341

6. **Recruit, Non-Navy Diver Qualified Navy Veterans (NAVETS), and Other Service Veterans (OSVETS) Accessions**. The ND rating is designated as an advanced technical field (ATF) 6-year obligation program. Reference (b) provides entry requirements and policy for recruit, NAVET, and OSVET accessions.

7. **Rating Conversion Entry Requirements**. Conversion to the ND rating requires successful completion of ND “A” School. Approval to attend ND “A” School shall be based on the needs of the community and determined by Bureau of Naval Personnel (BUPERS), Navy Diver Community Manager (BUPERS-324F). Except where specified “**no waiver**,” BUPERS-324F may waive one or more entry requirements if the applicant is considered otherwise qualified. Due to the cost of permanent change of station (PCS) orders, historical high attrition training rates, and to prevent undue delay in training, commands and personnel submitting requests for conversion shall strictly adhere to the policy and requirements specified in this article. Entry requirement references (a) through (i) can be found at **www.necc.navy.mil**.

a. **Duty Status.** Must be on active duty.

b. **Schools - Previous attendance at Explosive Ordnance Disposal (EOD), ND, Special Warfare Boat Operator(SB), or Special Warfare Operator (SO) "A" School.** Members who are voluntarily or involuntarily disenrolled from EOD, ND, SB, or SO "A" School will normally require a minimum of a 2-year wait period prior to reapplying for EOD, ND, SB, or SO "A" School. Personnel who previously (voluntarily or involuntarily) disenrolled from ND "A" School that request to return to ND "A" School must include the following in the application:

(1) NAVPERS 1070/613 Administrative Remarks recommendation to return to training from the commanding officer (CO) of the respective ND "A" School course of instruction from which the member was disenrolled. **No waivers.**

(2) NAVPERS 1070/613 statement outlining reasons for previous disenrollment and actions taken to correct identified problem areas. **No waivers.**

c. **Motivation.** Strong motivation, interest in the rating, and willingness to work diligently in the academic and operational training phases is required. **No waivers.**

d. **Gender.** Males and females are eligible.

e. **Age Requirement.** Must be 30 years of age or less as of date of application receipt at Navy Personnel Command (NAVPERSCOM), ND/EOD/SO Schools Coordinator (PERS-401DH).

f. **Rate.** Pay grades E-1 through E-5 are eligible. **No waivers.**

g. **Years of Service**. Must have 6 years or less of active service.

h. **Armed Services Vocational Aptitude Battery (ASVAB)**. Must meet ASVAB requirement per current ASVAB NAVADMIN.

i. **Medical Requirements**. Must meet medical standards as specified in reference (c). Request for waiver of physical standards for personnel who do not meet minimum standards must be submitted per reference (c) and:

(1) **Via** the Service Member's CO;

(2) **Via** Bureau of Medicine and Surgery (BUMED), Director for Undersea and Special Operations (BUMED M3B3); and

(3) **To** BUPERS, Naval Special Warfare/Naval Special Operations (NSW/NSO) Community Manager (BUPERS-324).

j. **Hyperbaric Pressure Test**. The hyperbaric pressure test must be administered per reference (d). Hyperbaric pressure test may be waived if a hyperbaric chamber facility is not accessible due to geographic isolation.

k. **Obligated Service (OBLISERV)**. The OBLISERV requirement for fleet conversions attending ND "A" School is 36 months from class graduation date, or completion of previous OBLISERV, whichever is greater, unless released earlier by Chief of Naval Personnel (CHNAVPERS). COs shall ensure applicants understand OBLISERV to train options specified in MILPERSMAN 1306-106 and reference (e). **No waivers.**

l. **Performance Standards**. Evaluation trait marks 3.0 or above in last 3 evaluation reports.

m. **Misconduct**. The applicant may not have a non-judicial punishment (NJP), court-martial conviction, or civil court conviction during the previous 12 months prior to the application.

n. **Security Clearance**. Attendance at ND "A" School requires eligibility for a secret clearance based on a national agency check with local agency and credit checks. **No waivers.**

o. **Physical Fitness**. Must pass the physical screening test per MILPERSMAN 1220-410. **No waivers.**

p. **CO Recommendation**. Must be recommended for initial training by the member's current CO.

8. **Applying for Rating Conversion**. Applicants who are applying for rating conversion must take the following steps:

Step	Action
1	Apply for ND convert-in quota via FLEET RIDE program.
2	Access the Navy Diver In-Service Recruiter's Web site at **http://www.necc.navy.mil** to schedule an interview and physical screening test (PST). **Phone**: 1-757-462-4316, Ext. 332 **E-mail**: **eod.diver.motivator@navy.mil**
3	Undergo screening process.
4	Receive Report of Rating Conversion Screening.
5	Assemble rating conversion package.
6	Mail or e-mail (encrypted) conversion package to: Navy Personnel Command (PERS-401DH) 5720 Integrity Drive Millington, TN 38055-5402 **E-Mail: MILL_ND_EOD_SB_SO_packages@navy.mil** **(E-mail is the preferred method.)**

9. **Rating Conversion Screening Requirements**. Applicants shall be screened by approved personnel and activity.

a. **Approved Screening Personnel**. Only a qualified master diver (NEC 5341) shall conduct the screening interview. An E6 and above first class diver (NEC 5342) may administer the physical screening test.

b. **Approved Screening Activity**. Only commands with adequate facilities for screening applicants shall conduct screening.

(1) An approved screening activity is any diving, EOD, SEAL, special warfare combatant-craft crewman (SWCC), or underwater construction technician (UCT) command; or Navy recruit training command. ND commands should be the priority screening activity as they relate to the applicant's primary mission and capability.

(2) Screening conducted by other commands due to geographic isolation or absence of approved screening personnel

must be coordinated through and approved by NAVPERSCOM (PERS-401DH) or NAVPERSCOM, Fleet Diver Detailer (PERS-401DC).

10. **Rating Conversion Screening Process**. The screening activity shall ensure the following:

Step	Action	Per
1	Interview the applicant.	Para 10a
2	Conduct a diving medical examination.	Para 10b
3	Conduct a physical screening test.	Para 10c
4	Conduct a hyperbaric pressure test.	Para 10d
5	Submit a request for rating conversion.	Para 10e

a. **Interview the Applicant**. The interview is necessary to examine and evaluate each applicant's character, traits, background, motivation, and potential for successfully completing ND “A” School and subsequent ND career assignments. The interviewer shall do the following:

(1) Discuss the nature of the ND rating with the applicant to include training, duty assignments, operational employment, career development, pay, advancement, etc.

(2) Review the applicant’s electronic service record (ESR) to fully assess past performance, conversion’s effect on professional development, potential for successfully completing ND “A” School, and identify traits which could be beneficial to the community.

(3) Determine the applicant's comfort level in the water. Member must have considerable comfort level when in a waterborne environment. This should not be determined solely by the physical screening test.

(4) Determine the applicant’s physical fitness level.

(5) Review entry requirements with the applicant to determine which requirements are met and which requirements require a waiver.

(6) Complete exhibit 2, Report of ND Rating Conversion Screening.

(a) All rating conversion entry requirement waivers must be specified and supported with justification for approval.

(b) A negative response to any of the questions or traits identified in the applicant's electronic service record could indicate unsuitability for the program.

(c) Provide a positive or negative endorsement stating the suitability to attend ND "A" School.

b. **Conduct a Diving Medical Examination**. Applicants must meet physical examination and standards per reference (c).

(1) **Approved Location**. The medical examination may be conducted at hospitals, clinics, or dispensaries capable of accomplishing or coordinating all required examination elements.

(2) **Approved Medical Examiner**. Per reference (c), article 15-105, examinations may be conducted by any physician, but an undersea medical officer (UMO) or diving medical officer (DMO) must approve and review all examinations using DD 2807-1 Report of Medical History and DD 2808 Report of Medical Examination. BUMED(M342) can review and sign physical examinations for accessions performed by another credentialed medical provider in locations where a Navy UMO or DMO is not proximately available.

(3) **Medical Reports**. Results of the diving medical examination will be recorded on the following reports:

(a) DD Form 2807-1.

(b) DD Form 2808.

(c) NAVPERS 1200/6 U.S. Military Diving Medical Screening Questionnaire. This is used to report any interval changes to health history or physical exam since last valid periodic dive medical exam. Must be completed no later than 1 month prior to actual transfer to training and placed in Service member's medical record.

(4) **Validity**. The initial diving medical examination shall be valid for a 24-month period. Candidates who have not reported to ND "A" School within the 24-month period must re-submit the following updated reports to NAVPERSCOM (PERS-401DH):

(a) DD Form 2807-1; and

(b) DD Form 2808.

c. **Conduct the Physical Screening Test**. The physical screening test is designed to assess the applicant's physical ability to handle physical stressors of the rating and undergo initial and advanced training.

(1) Administer the physical screening test per MILPERSMAN 1220-410.

(2) No alterations to the test are permitted. The test must be administered exactly as indicated.

(3) Testing: Physical screening test standards are identical for male and female applicants.

d. **Conduct a Hyperbaric Pressure Test**. The hyperbaric pressure test is designed to determine if the applicant can successfully adapt to increased atmospheric pressure without adverse physiological reaction. This test is conducted in a hyperbaric recompression chamber per reference (d).

e. **Submit a Request for Rating Conversion**. Upon satisfactory completion of the screening process, applicants will forward their request to NAVPERSCOM (PERS-401DH), via NAVPERS 1306/7 Enlisted Personnel Action Request.

(1) NAVPERS 1306/7 will reference MILPERSMAN 1220-100 and include the following statement:

"Per MILPERSMAN 1220-100, I volunteer for ND duty and request assignment to ND "A" School. I agree to serve on active duty for a period of 36 months from class graduation date or until completion of previously obligated service, whichever is greater, unless released earlier by Navy Personnel Command (NAVPERSCOM). I also agree to serve the period of minimum obligated service specified regardless of whether I retain qualification as a ND and NEC 534X during that period."

(2) COs are required to provide a statement concerning the applicant's suitability for type of training and assignment to duty.

(3) Required enclosures are listed below:

Enclosure 1	DD 2807-1 Report of Medical History
Enclosure 2	DD 2808 Report of Medical Examination
Enclosure 3	MILPERSMAN 1220-100, exhibit 2, Report of ND Rating Conversion Screening.
Enclosure 4	NAVPERS 1616/26 Evaluation Report and Counseling Record (E-1 – E-6) for previous 3 years including any special or transfer evaluations.
Enclosure 5	Armed Services Vocational Aptitude Battery (ASVAB) scores as documented on NAVPERS 1070/604 Enlisted Qualifications History or NAVPERS 1070/881 Training Education and Qualification History
Enclosure 6	Hyperbaric Pressure Test results. Provide memorandum stating waiver justification if not completed.

11. **Transfer to ND "A" School**

a. Physical Condition Verification. The member's physical condition shall be verified by performing the physical screening test approximately 30 days prior to transfer to ND "A" School per MILPERSMAN 1220-410. Test results SHALL be placed in the Service member's ESR. Personnel who fail the physical screening test 30 days prior to transfer shall retest approximately 15 days prior to transferring. If the member fails again, NAVPERSCOM (PERS-401DH) shall be notified by e-mail within 24 hours of the failure, and the member's orders shall be held in abeyance.

b. **Authorization**. A UMO or DMO is required to complete and sign NAVPERS 1200/6 no later than 1 month prior to actual transfer to training. Place original NAVPERS 1200/6 in the Service Member's medical record.

c. **Participation in Advancement Exams**. Conversion to the ND rating requires successful completion of ND "A" School per reference (g).

(1) Personnel under instruction for conversion on scheduled date of examination are prohibited from taking any advancement examination.

(2) If otherwise qualified, personnel approved to attend ND "A" School by NAVPERSCOM (PERS-401DH) for rating conversion may compete for advancement in their present rating until the

class convening date; however, personnel selected for advancement to E-6 prior to class convening will lose eligibility to attend ND “A” School. Personnel selected for advancement to E-6 while under instruction at ND “A” School shall be disenrolled from training.

d. **Disqualification Condition**. Personnel who have received orders to attend ND “A” School, but develop any possible disqualifying condition contrary to rating conversion entry requirements outlined in paragraph 7, to include physical conditioning, medical, advancement to E-6, performance standards, NJP, or lack of security clearance eligibility, are required to notify NAVPERSCOM (PERS-401DH).

12. **Disenrollment from ND “A” School**

a. **Reclassification, Reassignment, and Suitability**. Members who voluntarily or involuntarily disenroll from ND “A” School initial training shall:

(1) Be made available for reclassification or reassignment to their rating detailer. Members should contact their detailer as soon as possible; and

(2) Have a permanent NAVPERS 1070/613 entry made in their ESR and submitted to the official military personnel file (OMPF), stating the reason for disenrollment and a favorable or non-favorable recommendation from the CO of the course of instruction for which the member was disenrolled of suitability to return to ND “A” School in the future.

b. **OBLISERV**. Members disenrolled, where OBLISERV is required for instruction received, with approval of NAVPERSCOM, Enlisted Career Progression Division (PERS-81), may be permitted to execute a new:

(1) NAVPERS 1070/621 Agreement to Extend Enlistment; or

(2) NAVPERS 1070/622 Agreement to Recall or Extend Active Duty.

Note: See MILPERSMAN 1160-040 for explanation of “instruction received.”

c. **New Extension Agreement**. Upon execution of an extension, the previously executed extension agreement for the course of instruction shall be canceled.

(1) For those members who accepted accelerated advancement, this OBLISERV shall be in addition to the 1-year extension incurred for accelerated advancement.

(2) OBLISERV for instruction cannot exceed the number of months of the original extension agreement. OBLISERV requirements shall be executed from the date of disenrollment.

d. **Disenrollment Prior to Commencement Training**. If a member is disenrolled for any reason prior to entry into the training, a request may be submitted to NAVPERSCOM (PERS-81) for cancellation of OBLISERV agreement.

e. **Executing New Extension Agreement**

(1) Upon receipt of NAVPERSCOM (PERS-81) approval, COs or officers in charge (OICs) shall:

Step	Action
1	Execute extension agreement.
2	Cancel old extension agreement.
3	Submit NAVPERS 1070/621 and or NAVPERS 1070/622 per reference (j).
4	Make a permanent NAVPERS 1070/613 entry (see below).

(2) The following permanent NAVPERS 1070/613, entry shall be made in the member’s ESR and submitted to the OMPF:

My active duty obligation remaining upon disenrollment from (school) has been explained to me per MILPERSMAN 1220-100. I understand that my active duty obligation has been established as (EAOS date).

_____ _____
Member’s Signature Witnessing Officer’s Signature

13. **Change of Rating**. Personnel designated in the ND rating may request change of rating per MILPERSMAN 1440-010. Personnel are required to submit NAVPERS 1221/6 to BUPERS (BUPERS-324F) to

concurrently affect change of rating and removal of the ND rating related NEC.

14. **Forced Conversion.** Forced conversion is the involuntary change of rating directed by NAVPERSCOM and based on a member's loss of eligibility or suitability to further serve in his or her present rating as defined in MILPERSMAN 1440-010. Forced conversions shall be conducted per MILPERSMAN 1440-010 and as further described in this article. Command master diver or immediate supervisor in command (ISIC) master divers may recommend forced conversion and revocation of ND rating NEC by submitting NAVPERS 1221/6 through their administrative chain of command to BUPERS (BUPERS-324F). Service Members assigned NEC 0000 have 30 days to request conversion to an undermanned rating per MILPERSMAN 1440-010, and command shall remove advancement recommendation until member successfully converts to new rating. This revocation shall not be used as a punitive measure, but based on the command or ISIC master diver's determination that the member is no longer suitable for assignment in the ND rating. NAVPERS 1221/6 must substantiate that determination by providing sufficient background and reasonable justification for removal of member's NEC. Recommendations to revoke NEC shall include one or more of the following statements:

"The member is considered suitable for assignment to rate or rating billets not requiring NEC (fill-in)."

or

"The member is considered unsuitable for reassignment and will be recommended for administrative discharge by separate action."

and (if first statement used)

"The member may reapply for reinstatement of NEC (fill-in) after completing at least 2 years assigned to a non-NEC billet."

or

"The member is unsuitable for duty in diver/EOD/SEAL/SWCC/UCT commands. The member may not reapply for reinstatement for NEC 53XX and is unsuitable for duty in diver/EOD/SEAL/SWCC/UCT commands."

a. **Non-Performance of Duties**. Failure or unwillingness to perform duties required of the rating.

b. **Failure to Maintain Rating Eligibility:**

(1) Permanent revocation by Department of the Navy, Central Adjudication Facility (DON CAF) of the member's security clearance.

(2) Permanent physical disability.

c. **Professional Performance:**

(1) Willful dereliction of duty.

(2) Breaches in diving safety or regulations.

(3) Loss of command master diver's or CO's faith and confidence in the member's ability to exercise sound judgment, reliability, and personal conduct.

d. **Diving Salvage Warfare Specialist (DSW)**. Failure to attain DSW qualification as specified in reference (h).

e. **Alcohol Abuse**. Personnel identified as having abused alcohol shall be locally suspended from duty by their CO pending the outcome of screening, disciplinary action, or rehabilitation procedures as outlined in reference (i). At any time, during or upon completion of those proceedings, COs have the following options:

(1) If a counseling or rehabilitation program appears **likely to be successful**, the member shall remain assigned to the command in a non-ND NEC status and will have a program developed per reference (i). Commands shall submit NAVPERS 1221/6 to BUPERS (BUPERS-324F) to effect suspension of the ND rating related NEC. Upon successful completion of the rehabilitation program, the CO may request reinstatement of the member's ND rating-related NEC.

(2) If **future alcohol abuse is considered likely** or the member **fails rehabilitation treatment**, the CO may certify that the member has no potential for further useful service and must initiate separation procedures. Commands shall submit NAVPERS 1221/6 to BUPERS-324F to revoke the ND rating-related NEC.

(3) Personnel **voluntarily referring themselves** for treatment in the **absence of either an alcohol-related violation** (of local, State, or Federal law, or Uniform Code of Military Justice (UCMJ)) **or substandard service** who are found in need of treatment, will not be force converted. Member shall retain NEC and all associated specialty pays, but be disqualified to supervise any diving operations until successful completion of treatment.

f. **Drug Abuse**. Members identified as having abused drugs as defined in reference (i), are not eligible for diving duty or future reinstatement. Members shall be processed for administrative separation as specified in MILPERSMAN 1910-146 or MILPERSMAN 1910-142 (as appropriate). Commands shall submit NAVPERS 1221/6 to BUPERS (BUPERS-324F) to revoke the ND rating related NEC.

ADVISORY: Forced conversion from the ND rating shall not be used as a substitute for required disciplinary and or administrative action. Particular consideration shall be exercised to ensure that forced conversion is not used to transfer members to other duty when they do not clearly meet the established high standards for continued naval service.

15. **Reinstatement.** Personnel who were previously ND rated and force converted, or who had their NEC removed by administrative action, may request conversion back to the ND rating by submitting a change in rating request per MILPERSMAN 1440-010 via their present CO. If approved, COs shall submit NAVPERS 1221/6 to BUPERS (BUPERS-324F) to concurrently effect change of rating and reinstatement of the ND rating related NEC.

16. **Supervisory Status.** There are a few situations where personnel are unable to meet the physical standards for ND duties, to include diving and demolition operations, through no fault or lack of diligence on their part. In these few cases, personnel whose significant ND experience is of continued value to the Navy may apply for “supervisory status” designation and remain in the ND rating.

a. **Eligibility**. Personnel must be:

(1) Master Diver, NEC (5341); and

(2) Remain qualified for sea duty.

b. **Request Designation**. Request designation for “supervisory status” by submitting NAVPERS 1306/7 **via** their CO and BUMED (M3B3), **to** BUPERS (BUPERS-324F). Request shall contain the following:

(1) Results of a recent diving physical examination as enclosure (1).

(2) A brief synopsis of previous NEC-related experience as enclosure (2).

c. **Designation**. BUPERS (BUPERS-324F) shall designate personnel in "supervisory status, non-diving," based on the following considerations:

(1) Favorable endorsement of the member's request by his or her CO.

(2) BUMED recommendation concerning waiver of physical standards.

(3) Number of personnel presently assigned in a "supervisory status, non-diving" shall be limited to a maximum of 5 percent of an activity's onboard ND personnel.

d. **Disapproval**. If disapproved, the member shall be force converted to another rating per paragraph 14 of this article.

e. **Tenure and Extensions**. Designation of personnel for "supervisory status, non-diving" shall be made to coincide with required diving duty physical examination tenure. Extension of supervisory status must be requested to coincide with completion of diving duty physical examinations. Personnel designated "supervisory status, non-diving" may retain that status, dependent upon the receiving command's requirements, if transferred during the normal tenure of diving duty physical examination.

f. **Sea Duty and Diving**. Personnel designated "supervisory status, non-diving" shall **not normally** be assigned to sea duty, unless the number of divers in a full diving status at an activity is sufficient to conduct safe diving operations. Personnel assigned in a "supervisory status, non-diving" shall not dive.

17. **Periodic Requalification**. Periodic requalification of ND personnel is necessary to maintain individual proficiency and unit capability. Personal safety, during hazardous operations, is directly related to proficiency. COs are directed to afford every opportunity for maintaining individual qualification without lapse.

a. **Specific NEC Requalification**. For policy on specific NEC requalification refer to the following:

Topic	See MILPERSMAN
Diving Requalification	1220-260
Demolition Requalification	1220-280

b. **Documentation**. Documentation of diving operations is described in reference (d).

18. **Advanced Diver Training**. Volunteers for advanced diver training (NECs 5342 and 5341) must satisfy specific requirements stated below, be physically qualified under article 15-66 in reference (c), and be recommended by their master diver (NEC 5341) with CO’s concurrence prior to assignment to advanced diver training.

a. **Diver First Class Training (NEC 5342) Minimum Requirements**. Currently qualified as follows:

(1) Diver second class (NEC 5343) with a minimum of two complete tours in an NEC 5343 billet. Candidates must have completed at least one tour at a regional maintenance center or mobile diving and salvage unit. Other tours may be at any command having divers assigned.

(2) Pay grade E-6 or above. Personnel in pay grade E-5 may apply for a waiver to attend advanced training. Waivers will be issued on a case by case basis by BUPERS-324F.

(3) Thirty-six months OBLISERV from class graduation date.

(4) Completion of diving salvage warfare personnel qualification standard (PQS) items as currently required by reference (h) and local command PQS.

(5) Completion of HEO2/Saturation Diver course of instruction via Navy E-Learning.

b. **Master Diver (NEC 5341) Course:**

(1) Navy Diving Salvage and Training Center (NAVDIVSALTRACEN) conducts periodic master diver courses and is the only command authorized to qualify master divers.

(2) NAVPERSCOM (PERS-401DC) shall annually screen the current personnel inventory of all E-7/E-8 first class divers for eligibility to attend Master Diver Evaluation Course (A-433-0019). Selected candidates will receive notification of their eligibility and be directed to submit an application to attend.

(3) Command or ISIC master divers of diving activities shall recommend diver first class (NEC 5342) personnel by endorsing their application for participation in the Master Diver Course as specified in exhibit 3, Request for Master Diver Course, providing the candidate fulfills all prerequisites below.

(4) NAVPERSCOM (PERS-401DC) and BUPERS (BUPERS-324F) shall annually review all submitted packages and categorize packages for attendance.

(5) Prerequisites:

(a) Served a minimum of 2 years from date of frocking or advancement to E-7;

(b) Be a qualified diver first class (NEC 5342); and

(c) Served at least 4 complete tours as a ND. These tours must include three of the following (Three diverse type commands, **no waiver.)**:

1 Underwater Ship Husbandry: Regional maintenance center, fleet maintenance activity, tender, or ship repair command;

2 Salvage command: Mobile Diving and Salvage Unit One or Two.

3 Naval special warfare: SEAL delivery vehicle team, United States Marine Corps (USMC) supporting command, or EOD command.

4 Specialized: Naval experimental diving unit, undersea rescue command, Naval Diving and Salvage Training Center or Naval Submarine School, Groton, CT.

(d) Be qualified at the highest level of diving supervisor at present command and must have been qualified as a surface supplied diving supervisor as a first class diver (NEC 5342).

(e) Qualified diving salvage warfare specialist (DSWS) as first class diver and all required command qualifications at present command.

(f) No marks less than 3.0 on the below listed reports. Must be marked no less than “promotable” for advancement.

1 NAVPERS 1616/26 Evaluation Report and Counseling Record (E-1 - E-6);

2 NAVPERS 1616/27 Evaluation and Counseling Record (E-7 – E-9)

(g) Must have 36 months OBLISERV from class graduation date to fill a normal 36-month master diver tour.

(h) Successfully pass written Master Diver Course Pretest administered by NAVDIVSALVTRACEN. The validity of this test shall be for 1 year from the date of letter notification of test results. Failure to maintain eligibility by annual completion of the test shall remove individuals from consideration for training.

(i) Complete Salvage Diving Officer course of instruction via Navy E-Learning.

(6) Package Submission. Submit Request for Master Diver Course (exhibit 3) and completed package to NAVPERSCOM (PERS-401DC) with the following enclosures:

(a) Copy of ESR NAVPERS 1070/613 entry indicating the individual's designation as a qualified diving supervisor and DSWS.

(b) Copies of NAVPERS 1616/26, NAVPERS 1616/27; or regular, transfer, and special evaluations for last 5 years.

(c) Local screening/training process letters of completion.

(d) Awards and letters of recommendation and appreciation pertinent to determining performance, professionalism, potential, etc.

(e) Copy of NAVPERS 1070/613 temporary entry agreeing to satisfy 36 months OBLISERV from class graduation date.

(f) NAVPERS 1306/7 special duty request indicating a desire to participate in Master Diver Course

(g) Command or ISIC master diver recommendation letter. Recommendation must address candidate’s leadership, supervisory abilities, and technical expertise.

19. **Disenrollment from Advanced Diver Training**

a. **Involuntary Disenrollment**

(1) **First Class Diver Training**. Members involuntarily removed from first class diver training for failure to meet physical or academic standards shall retain their rating and NEC, and be made available to their detailer for assignment. These personnel will be required to return for first class diver training at the end of their next duty assignment. A second failure will result in NEC revocation, forced conversion into another rating, and assignment to a non-diving related billet.

(2) **Master Diver Evaluations**. Members involuntarily removed from master diver evaluations for failure to meet physical or academic standards shall retain their rating and NEC, and be made available to their detailer for assignment. NAVPERSCOM (PERS-401DC) shall reassign personnel to the Master Diver Evaluation Course based on the recommendation of the master diver evaluation panel.

b. **Voluntary Disenrollment**

(1) **First Class Diver Training**. Members who voluntarily disenroll from first class diver training for other than emergency reasons shall have their NEC revoked, be force converted into a rating other than ND, and assigned to a non-diving related billet. Recommendation of valid justifications for disenrollment shall be made by the training activity to BUPERS (BUPERS-M3B3) for approval.

(2) **Master Diver Evaluations**. Members who voluntarily disenroll from master diver evaluations for other than emergency reasons shall retain their rating and NEC, and be made available to their detailer for assignment. Additionally, members shall not be recommended to apply for the Chief Warrant Officer Navy Officer Billet Classification (NOBC) (720X) Program. A note will be made in member's electronic service record. NAVPERSCOM (PERS-401DC) shall not reassign personnel to the Master Diver Evaluation Course. Personnel disenrolling for emergency reasons may be reassigned to the course based on seat availability. Recommendation of valid justifications for disenrollment shall be made by the training activity to BUPERS (BUPERS-324F) for approval.

20. **Forms**

a. The following DD forms are available at: http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm.

(1) DD 2807-1 Report of Medical History.

(2) DD 2808 Report of Medical Examination.

b. The following NAVPERS forms are available at: http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx.

(1) NAVPERS 1070/613 Administrative Remarks.

(2) NAVPERS 1070/621 Agreement to Extend Enlistment.

(3) NAVPERS 1070/622 Agreement to Recall or Extend Active Duty.

(4) NAVPERS 1200/6 U.S. Military Diving Medical Screening Questionnaire.

(5) NAVPERS 1221/6 Navy Enlisted Classification (NEC) Change Request.

(6) NAVPERS 1306/7 Enlisted Personnel Action Request.

(7) NAVPERS 1616/26 Evaluation Report and Counseling Record (E-1 – E-6).

(8) NAVPERS 1616/27 Evaluation and Counseling Record (E-7 – E-9).

c. The NAVPERS 1070/881 Training Education and Qualification History is only available via Navy Standard Integrated Personnel System (NSIPS).

EXHIBIT 1
ND RATING DESCRIPTION

Navy divers perform salvage operations, harbor clearance and security, underwater ship repair, submarine rescue, saturation diving, and conduct diving operations with SEAL/EOD/Marine Corps diving units while using a variety of cutting edge diving equipment. Their duties include demolition, small arms proficiency, and the maintenance and repair of diving systems.
Candidates may volunteer for the Navy Diver Program during basic training at Navy Recruit Training Command (NAVCRUITRACOM), at "A" school, or at any time during their enlistment prior to their 6th year of naval service.

In-service recruiters (dive motivators) at NAVCRUITRACOM give presentations on the Navy Diver Program, conduct the physical training screening tests, and assist interested personnel with their applications.

Individuals who enter the Navy in the nuclear, advanced electronics, or other 5-year or 6-year enlistment programs are not eligible for the Navy Diver Program. Navy Diver training is physically and mentally demanding, but the individual who accepts the challenges is rewarded with extra pay for diving and demolition, plus extraordinary duty assignments.

What They Do:

- Underwater search and salvage operations, including harbor clearance and security.
- Underwater repair, welding, and inspections on ships and submarines.
- Deep saturation type diving operations.
- Serve as diving technical experts and conduct diving operations with Navy SEALs, EOD, Marine Corps divers, and other Department of Defense (DoD) components.
- Utilize state-of-the-art diving equipment, including SCUBA, rebreathers, saturation, and surface supplied air and mixed gas diving equipment.
- Participate in research and development of new diving techniques and procedures.
- Conduct hyperbaric medical treatments in both an operator and supervisor capacity.
- Support military and civilian law enforcement agencies.

EXHIBIT 1
ND RATING DESCRIPTION
(Continued)

Qualifications and Interests

Personnel who volunteer for Navy diver must be in excellent physical condition. Comfort in the water beyond good swimming ability and no aversion to confinement in close spaces is a must. The ability to perform detailed mechanical tasks under stress and or adverse conditions is important. Helpful attributes are a good memory, a high degree of intelligence, resourcefulness, and administrative capabilities. Navy diver candidates must be U.S. citizens eligible for security clearance.

Career Path After Recruit Training
Enlistees are taught the fundamentals of diving through formal Navy schooling and on the job training. After "A" school, Navy diver candidates attend second class diver training at Panama City, FL. Advanced first class diver, saturation diver, and master diver training are available during career progression stages.

School	Present Location	Approximate Training Time	Subjects	Training Methods
Diver Preparation	NAVCRUIT-TRACOM Great Lakes, IL	6 weeks	Basic electrical and engineering, water adaptability and physical fitness.	Group classroom and practical instruction.

EXHIBIT 1
ND RATING DESCRIPTION
(Continued)

ND “A” School	Panama City, FL	15 weeks	Air and mixed gas diving skills, underwater cutting and welding, demolition, underwater navigation, open and closed circuit diving equipment, hyperbaric chamber operations, advanced diving physics and medicine, underwater hydraulic tools, and other tasks associated with various mission types in the Navy diving community.	Group classroom and practical instruction.

EXHIBIT 1
ND RATING DESCRIPTION
(Continued)

After completion of second class diver training, graduates are assigned to a variety of assignments including salvage/harbor clearance detachments, ship repair units, and special warfare/special operations commands. After two tours, second class divers are eligible for advanced first class diver training. During a 20-year period, divers spend 50 percent of their time assigned to fleet units and 50 percent to shore stations. Advanced training opportunities complement a variety of interesting duty.

Working Environment

The motto of the Navy diver community is “We Dive the World Over”. Because Navy divers may be assigned in any part of the world in any ocean at any depth, they also serve as the foremost diving experts across the entire DoD. Their environment will vary as widely as water conditions; cold muddy water where underwater tasks can be completed by feel only or warm tropical waters clear enough to see for hundreds of feet, both in peaceful and hostile environments.

Opportunities

About 1220 men and women work in the ND rating. Qualified, self-motivated, and career-minded individuals have a good opportunity for entry into this rating.

Career Outlook

In the Navy diver rate, the ND will not only have the opportunity to learn and dive cutting-edge equipment, but will also work in a unique environment with highly motivated people. Currently, advancement opportunities are at an all time high and the future outlook is very good for growth.

The following civilian occupations are similar to the ND - second class diver job. For more information about these occupations, click on the civilian equivalent below.

Commercial Divers
http://online.onetcenter.org/link/summary/49-9092.00

Electronics Engineering Technicians
http://online.onetcenter.org/link/summary/17-3023.01

Inspectors, Testers, Sorters, Samplers, and Weighers
http://online.onetcenter.org/link/summary/51-9061.00

Maintenance and Repair Workers, General
http://online.onetcenter.org/link/summary/49-9042.00

Welders, Cutters, and Welder Fitters
http://online.onetcenter.org/link/summary/51-4121.06

EXHIBIT 2
REPORT OF ND RATING CONVERSION SCREENING

(Use proper letter format.)

From: (screening activity)
To: Commander, Navy Personnel Command (PERS-401DH)

Subj: REQUEST FOR NAVY DIVER (ND) RATING CONVERSION

Ref: (a) MILPERSMAN 1220-100

1. (rank or rate, name), currently attached to (member's present command), was screened for conversion to the ND rating as specified in reference (a).

2. The member completed the screening as indicated below:

a. Interview conducted by: (name, rank, position, command, date) (interviewer should include any significant findings pertinent to selection or non-selection of member for requested training.)

(1) Does the applicant totally understand the mission and scope of the rating? Yes _____ No _____

(2) Does the applicant fully understand the training regimen during ND "A" school and what will be expected of him or her? Yes _____ No _____

(3) Is the applicant's motivation for entry into the rating a sincere desire for professional growth and achievement and not solely for the money, or as a method to escape his or her present circumstances, etc? Yes _____ No _____

(4) Does the applicant have the ability to adapt to the requirements of the ND rating? Yes _____ No _____

(5) Is the applicant mentally prepared for the arduous training? Yes _____ No _____

(6) Does the applicant have any financial, marital, or other hardships that would impede his or her ability to concentrate on and complete the training? Yes _____ No _____

b. Physical Screening Test conducted by: (name, rank, position, command, date)

(1) Swim Time: _____min _____sec

EXHIBIT 2
REPORT OF ND RATING CONVERSION SCREENING
(Continued)

(2) Run Time: ____ min _____sec

(3) Sit-ups: _____, Push-ups: _____, Pull-ups: _____

c. Hyperbaric Test conducted by: (name, rank, position, command or facility, date) or waived (state justification.)

d. Eligible for Secret security clearance based on a national agency check with local agency and credit checks (NACLC)? Yes _____ No_____

3. Based on (satisfactory or unsatisfactory) completion of this screening and per rating conversion entry requirements specified in reference (a), the member (is or is not) recommended for conversion to the ND rating. (If member is not recommended, state reason(s).)

(Signature)

Copy to:
Member's present command

EXHIBIT 3
REQUEST FOR MASTER DIVER COURSE

(Use proper letter format.)

From: (Master Diver Candidate)
To: Commander, Navy Personnel Command (PERS-401DC)
Via: (Commanding Officer)

Subj: REQUEST FOR MASTER DIVING COURSE

Encl: (1) NAVPERS 1070/613 Administrative Remarks entry; Qualified Diving Supervisor
(2) NAVPERS 1070/613 Administrative Remarks entry; Qualified Diving Salvage Warfare Specialist
(3) NAVPERS 1070/613 Administrative Remarks entry; obligated service (OBLISERV) agreement
(4) NAVPERS 1306/7 Enlisted Personnel Action Request
(5) NAVPERS 1616/26 Evaluation Report and Counseling Record (E-1 - E-6); or NAVPERS 1616/27 Evaluation and Counseling Record (E-7 – E-9); or NAVPERS 1610/2 Fitness Report and Counseling Record (E-7 – O-6) – Last 5 years of regular reports.
(6) Copy of Salvage Officer Course Completion Certificate
(7) Letter of Recommendation from command master diver

1. I hereby request to be considered for evaluation and selection to master diver (NEC 5341). I desire to attend the Master Diver's Qualification Course at the Naval Diving and Salvage Training Center, Panama City, Florida. Enclosures (1) through (7) are included for consideration.

2. Summary of my past diving related duties is as follows:

a. Second Class Diving School (dates)

b. (Command) (dates)

(1) List primary and collateral duties.

(2) List qualifications attained.

c. (Command) (dates)

EXHIBIT 3
REQUEST FOR MASTER DIVER COURSE
(Continued)

(1) List primary and collateral duties.

(2) List qualifications attained.

d. First Class Diving School (dates)

e. (Command) (dates)

(1) List primary and collateral duties.

(2) List qualifications attained.

f. (Command) (dates)

(1) List primary and collateral duties.

(2) List qualifications attained.

g. (Command) (dates)

(1) List primary and collateral duties.

(2) List qualifications attained.

_____
(Signature)

MILPERSMAN 1220-101

U.S. MARINE CORPS (USMC) MARINE COMBATANT DIVER BREAST INSIGNIA AND DESIGNATION

Responsible Office	BUPERS 325 HM ECM	Phone: DSN COMM FAX	882-3206 (901) 874-2981 (901) 874-2041

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVMED P-117, Manual of the Medical Department (b) MARADMIN 142/02 (c) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Qualifications**: A list of qualifications for Marine Combatant Diver (MCD) designation follows:

a. Member must be a special amphibious reconnaissance (RECON) corpsman or special amphibious reconnaissance independent duty corpsman.

b. Member must be a graduate from the Marine Combatant Diver training course at Naval Diving and Salvage Training Center (NDSTC), Panama City, FL from 1992 to present; or

c. Headquarters Marine Corps/unit approved oxygen diving transition courses conducted prior to Feb 2002 and subsequent to, a then authorized Navy SCUBA course.

2. **Awarding of the Insignia**

a. The Naval Diving and Salvage Training Center, Panama City, FL will award the Marine Combatant Diver breast insignia upon successful completion of the Marine Combatant Diver training course.

b. Qualified hospital corpsman (HM) RECON personnel who have previously completed the Marine Combatant Diver training course may submit a request along with supporting documentation to the

Bureau of Naval Personnel, Enlisted Community Manager, Medical/Dental Branch (BUPERS-325) for consideration.

3. **Authority to Wear the Insignia**: Awarding of the Marine Combatant Diver designation entitles the member to wear the Marine Combatant Diver breast insignia, per references (a) through (c). The Marine Combatant Diver designation is "MCD" placed in parentheses immediately after the member's rate abbreviation (i.e. HM3 (MCD)).

4. **Disqualification**: Members whose navy enlisted classification code (NEC) (8403/8427) has been removed for disciplinary or adverse administrative action, per MILPERSMAN 1306-983, are no longer authorized to wear the insignia.

5. **Updating the Service Record**

a. When a member has been awarded the Marine Combatant Diver breast insignia, the following entry shall be made in the member's service record on NAVPERS 1070/613 Administrative Remarks stating:

"(Date) Awarded the Marine Combatant Diver breast insignia. Permanent retention is/is not authorized."

b. When a member's NEC is removed for disciplinary or adverse administrative action, the following entry shall be made in the member's service record on NAVPERS 1070/613, Administrative Remarks stating:

"(Date) Revoked the Marine Combatant Diver designation. Member is no longer authorized to wear the breast insignia due to disqualification."

6. **Wearing MCD Insignia:** The Marine Combatant Diver breast insignia will be worn per reference (b).

MILPERSMAN 1220-102

SELF-CONTAINED UNDERWATER BREATHING APPARATUS (SCUBA) DIVER PROGRAM

Responsible Office	BUPERS-324F Navy Diver Enlisted Community Manager	Phone: DSN COM FAX	882-3116 (901) 874-3116 874-2041

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVMED P-117, Manual of the Medical Department, Article 15-105, Naval Special Warfare and Special Operations (NSW/SO). (b) U.S. Navy Diving Manual (c) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications. (d) SECNAVINST 5510.30B, Department of the Navy, Personnel Security Program (e) OPNAVINST 5350.4D, Drug and Alcohol Abuse Prevention and Control (f) SECNAVINST 1920.6C (g) (NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classification, Volume 1 (h) COMNAVSUBFORINST 3500.2, Continuous Training Manual (CTM) (i) DFAS-DJMS, Procedures Training Guide (DFAS PTG) (j) Uniform Code of Military Justice (UCMJ)

1. **Purpose**. This article discusses personnel aspects of the Navy Self-Contained Underwater Breathing Apparatus (SCUBA) Diver Program. The following topics are covered:

Topic	See Paragraph
Overview	2
Suitability for Assignment	3
NEC/ADQ Requirements	4
Navy Enlisted Classification (NEC)/ Officer Additional Qualification (AQD) Designation	5
Applying for Training	6
Screening Requirements	7
Screening Process	8
Transfer To SCUBA Diver Training	9
Disenrollment from Training	10
Voluntary NEC Removal	11
Involuntary NEC Removal	12
Reinstatement	13
Revocation or Reinstatement of AQD SD7	14
Insignia	15
Periodic Requalification	16

2. **Overview**. SCUBA divers perform duties using SCUBA while conducting day and night general underwater searches, detailed ship-bottom searches, and routine inspections using an underwater compass, depth indicators, and associated underwater equipment. They perform adjustments and field shop maintenance on SCUBA and underwater accessories. They know the laws of diving and are able to recognize all types of decompression sickness and diving accidents.

3. **Suitability for Assignment**

a. **Accession Prerequisites**. The distinct purpose and nature of duties involved in the SCUBA Diver Program require strict adherence to eligibility criteria, procedures, and policy for training and assignment within the program.

b. **Professional Performance**. While the highest standards of personal conduct, reliability, and judgment are required of all members of the naval service, it is especially important that members assigned to duty involving the performance and supervision of SCUBA diving operations display unquestioned personal conduct, reliability, judgment, and observance of military regulations.

4. **NEC/AQD Requirements**. Awarding of NEC 5345 and AQD SD7 requires successful completion of SCUBA Diver Course CIN A-433-0023 and can only be awarded when completed in its entirety. Approval to attend training will be based on the needs of the Navy that the member is being assigned to a billet requiring SCUBA qualification and determined by Bureau of Naval Personnel (BUPERS), Medical/Dental Branch (BUPERS-325C) via Office of the Chief of Naval Operations (OPNAV) Submarine Forces Diving Officer (N43311).

a. Except where specified "**no waiver**"; BUPERS, Navy Diver (ND) Enlisted Community Manager, (BUPERS-324F) may waive one or more entry requirements if the applicant is considered otherwise qualified.

b. Due to the cost of permanent change of station orders, historical high attrition training rates, and to prevent undue delay in training, commands and personnel submitting a request for training shall strictly adhere to the policy and requirements specified in this article. The following are entry requirements for SCUBA Diver Course CIN A-433-0023

(1) **Active Duty**. Must be serving on Active Duty.

(2) **Motivation**. Strong motivation, interest in SCUBA diving, and willingness to work diligently in the academic and operational training phases are required.

(3) **Age Requirement**. Must be 30 years of age or less, as of date of application receipt.

(4) **Rank**. Open to officers, enlisted (E-4 and above), and qualified officer candidates (midshipmen, Navy Reserve Officer Training Corps candidates, etc.).

(5) **Armed Services Vocational Aptitude Battery (ASVAB)**. Meet ASVAB requirement per current ASVAB NAVADMIN.

(6) **Medical Requirements**. Meet medical standards as specified in reference (a). Request for waiver of physical standards for personnel who do not meet minimum standards must be submitted, per reference (a), and through the Service member's CO, via Bureau of Medicine and Surgery (BUMED), Director for Undersea and Special Operations (BUMED- M3B3), to BUPERS (BUPERS-324F).

(7) **Hyperbaric Pressure Test.** The hyperbaric pressure test is administered per reference (b). It may be waived if a hyperbaric chamber facility is not accessible due to geographic isolation.

(8) **Obligated Service (OBLISERV).** For enlisted candidates, the OBLISERV requirement for SCUBA diver training is 18 months from class graduation date, or until completion of previous OBLISERV (whichever is greater), unless released earlier by the Chief of Naval Personnel. Officers incur no OBLISERV. CO shall ensure applicants understand OBLISERV to train options specified per MILPERSMAN 1306-106. **No waivers.**

(9) **Performance Standards.** Evaluation trait marks 3.0 or above in last 3 evaluation reports.

(10) **Misconduct.** The applicant may not have a nonjudicial punishment, court-martial, or serious civil court conviction during the previous 24 months prior to the application.

(11) **Security Clearance.** Attendance to SCUBA Diver Course CIN A-433-0023 requires eligibility for a SECRET clearance based on a national agency check with local agency and credit checks. **No waivers.**

(12) **Physical Fitness.** Pass the physical screening test per MILPERSMAN 1220-100, Exhibit 1. **No waivers.**

(13) **CO Recommendation.** Be recommended for initial training by the member's current CO.

5. **NEC/AQD Designation**

a. Upon completion of SCUBA Diver Course CIN A-433-0023, enlisted and officers are awarded SCUBA Diver (DV). Enlisted and officer SCUBA divers are designated by NEC or AQD codes according to their qualification per references (a) and (g).

Designation	Description
NEC 5345	SCUBA Diver (Enlisted)
AQD SD7	SCUBA Diver (Officer)

b. Commanding Officer (CO), Naval Diving and Salvage Training Center shall submit:

(1) For enlisted participants, NAVPERS 1221/6 Navy Enlisted Classification (NEC) Code Change Request to Navy Personnel Command (NAVPERSCOM), Enlisted Personnel and Readiness and Support Branch (PERS-4013), awarding NEC 5345 at the completion of SCUBA Diver Course CIN A-433-0023.

(2) For officer participants a command endorsed memo listing all officer graduates (stating month and year the course was completed) to NAVPERSCOM, Explosive Ordnance Disposal Detailing Branch (PERS-416), requesting awarding of the SD7 AQD at the completion of SCUBA Diver Course CIN A-433-0023.

6. **Applying for Training**. Applicants who are applying for SCUBA Diver Course CIN A-433-0023 must take the following steps:

Step	Action
1.	Submarine U.S. Atlantic Fleet (SUBLANT)/Submarine U.S. Pacific Fleet (SUBPAC) personnel notify Commander, SUBLANT or SUBPAC for quota (as appropriate).
2.	Conduct a diving medical examination. SCUBA candidates will hand carry medical and dental records to Navy Diving and Salvage Training Center when reporting aboard for training.
3.	Contact NAVPERSCOM, E-7 and Above Sea, Air, Land (SEAL) Detailer/Naval Special Warfare Regional Area Officer (PERS-401DE1) to locate the nearest appropriate screening activity.
4.	Conduct a physical screening test.
5.	Conduct a hyperbaric pressure test.
6.	Applicant interview.
7.	Send SCUBA diver training request per reference (h) Figure 5-2.

7. **Screening Requirements**. Applicants will be screened by approved personnel and activity.

a. **Approved Screening Personnel**. Only a qualified master diver (NEC 5341) or diving warrant officer (designator 7201) shall conduct the screening. If not available, contact OPNAV (N43311) for further guidance.

b. **Approved Screening Activities**. Only commands with adequate facilities for screening applicants will conduct screening.

(1) Approved screening activities include:

(a) Diving;

(b) Explosive ordnance disposal (EOD);

(c) SEAL;

(d) Special warfare combatant craft crewman;

(e) Underwater construction team; or

(f) Navy recruiting training commands.

(2) Screening conducted by other commands due to geographic isolation or absence of approved screening personnel must be coordinated through and approved by SUBLANT or SUBPAC diving officer.

8. **Screening Process**. The screening activity will ensure the following:

Step	Action	Per
1	Conduct a diving medical examination;	Para 8a
2	Conduct a physical screening test;	Para 8b
3	Conduct a hyperbaric pressure test;	Para 8c
4	Interview the applicant; and	Para 8d
5	Submit a request for training.	Para 8e

a. **Conduct a Diving Medical Examination**. Applicants must meet physical examination and standards per reference (a). The initial diving medical examination will be valid for a 24-month period. Candidates who have not reported to SCUBA Diver Course CIN A-433-0023 within the 24-month period, must re-submit an updated DD 2807/1 Report of Medical History and DD 2808 Report of Medical Examination to NAVPERSCOM, ND/EOD/Special Operations (SO) School Coordinator (PERS-401DH).

(1) Approved location. The medical examination may be conducted at hospitals, clinics, or dispensaries capable of accomplishing or coordinating all required examination elements.

(2) Medical Reports. Results of the diving medical examination will be recorded on the following reports:

(a) DD 2807-1;

(b) DD 2808; and

(c) NAVPERS 1200/6 U.S. Military Diving Medical Screening Questionnaire (used to report any changes to health history or physical exam since last valid periodic dive medical exam). Must be completed no later than 1 month prior to actual transfer to training and placed in Service member's medical record.

(3) Approved Medical Examiner. Per reference (b), examinations can be conducted by any physician, but an undersea medical officer (UMO) or diving medical officer (DMO) must approve and review all examinations (DD 2807-1 and DD 2808). BUMED, Director for Undersea and Special Operations (BUMED-M3B3) can review and sign physical examinations for accessions performed by another credentialed medical provider where a Navy UMO or DMO is not proximately available.

b. **Conduct the Physical Screening Test.** The physical screening test is designed to assess the applicant's physical ability to undergo initial and advanced training.

(1) Administer the physical screening test per MILPERSMAN 1220-100, Exhibit 1.

(2) No alterations to the test are permitted. The test must be administered exactly as indicated.

(3) Testing Males and Females. Physical screening test standards are identical for both male and female applicants.

c. **Conduct a Hyperbaric Pressure Test.** The hyperbaric pressure test is designed to determine if the applicant can successfully adapt to increased atmospheric pressure without adverse physiological reaction. This test is conducted in a hyperbaric recompression chamber per reference (b).

d. **Interview the Applicant.** The interview is necessary to examine and evaluate each applicant's character traits, background, motivation, and potential for successfully completing SCUBA Diver Course CIN A-433-0023 and subsequent assignments. The interviewer will:

(1) Discuss the nature of the NEC requirements with the applicant to include training, duty assignments, operational employment, pay, etc.

(2) Review the applicant’s Official Military Personnel File (OMPF) or Electronic Service Record (ESR) to fully assess past performance, potential for successfully completing SCUBA Diver Course CIN A-433-0023 and identify traits which could be beneficial.

(3) Determine the applicant's comfort level in the water. Member must have considerable comfort level when in a waterborne environment. This should not be determined solely by the physical screening test.

(4) Review the applicant’s physical screening test.

(5) Review entry requirements with the applicant to determine which requirements are met and which requirements require a waiver.

(6) Complete the Report of SCUBA Diver Course of Instruction Screening (Exhibit 1).

(a) All entry requirement waivers must be specified and supported with justification for approval.

(b) A negative response to any of the questions or traits identified in the applicant’s OMPF or ESR could indicate unsuitability for the program.

(c) Provide a positive or negative endorsement stating the suitability to attend SCUBA Diver Course CIN A-433-0023.

e. **Submit SCUBA Diver Training Request.** Upon satisfactory completion of the screening process, applicants will send message request to SUBLANT or SUBPAC diving officer per reference (h).

(1) NAVPERS 1306/7 Enlisted Personnel Action Request will reference MILPERSMAN 1220-100 and include the following statement:

"Per reference (a), I volunteer for SCUBA diver duty and request assignment to SCUBA Diver Course CIN A-433-0023. I agree to serve on Active Duty for a period of 18 months from class graduation date or until completion of previously obligated service, whichever is greater, unless released earlier by Navy Personnel Command. I also agree to serve the period of minimum obligated service specified regardless of whether I retain qualification as a SCUBA diver and NEC 5345 during that period."

(2) NAVPERS 1301/85 Officer Personnel Action Request.

(3) COs are required to provide a statement concerning the applicant's suitability for type of training and assignment to duty.

(4) Required enclosures:

Enclosure 1	DD 2807-1
Enclosure 2	DD 2808
Enclosure 3	MILPERSMAN 1220-100, Report of SCUBA Diver Screening (Exhibit 1).
Enclosure 4	NAVPERS 1616/26 Evaluation Report and Counseling Record E-1 through E-6, 1616/27 Evaluation Report and Counseling Record E-7 through E-9, or 1610/2 Fitness Report and Counseling Record W-2 through O-6 for previous 3 years including any special or transfer evaluations.
Enclosure 5	ASVAB scores as documented on NAVPERS 1070/604 Enlisted Qualifications History (enlisted only)
Enclosure 6	Hyperbaric Pressure Test results. Provide memorandum stating waiver justification if not completed.

9. **Transfer to SCUBA Diver Training**

a. The member's physical condition shall be verified by performing the physical screening test approximately 30 days prior to transfer to SCUBA Diver Course CIN A-433-0023. Test results will be placed in the Service member's ESR.

b. Personnel who fail the physical screening test 30 days prior to transfer will retest approximately 15 days prior to transferring. If the member fails again, he or she will have their orders held in abeyance and contact SUBLANT or SUBPAC diving officer and or NAVPERSCOM (PERS-401DH) (as applicable) via message.

c. UMO or DMO is required to complete and sign NAVPERS 1200/6 no later than 1 month prior to actual transfer to training. Place original NAVPERS 1200/6 in the Service member's medical record.

d. Personnel who have received orders to attend SCUBA Diver Course CIN A-433-0023, but develop any possible disqualifying condition to include physical conditioning, medical, non-judicial punishment, court martial, serious civil conviction, or security clearance eligibility are required to notify SUBLANT or SUBPAC diving officer and or NAVPERSCOM (PERS-401DH) (as applicable) by message.

e. Personnel are required to bring enclosures (1) through (6) from paragraph 8 of this article to SCUBA Diver Course CIN A-433-0023.

10. **Disenrollment from Training**

a. Members who voluntarily or involuntarily disenroll from SCUBA Diver Course CIN A-433-0023 will:

(1) Be made available for reassignment to their detailer as required, or if on temporary additional duty returned to their command.

(2) Have NAVPERS 1070/613 Administrative Remarks entry made in their ESR stating the reason for disenrollment and a favorable or non-favorable recommendation from the CO of the course of instruction for which the member was disenrolled of suitability to return to the SCUBA Diver Program in the future.

b. **OBLISERV**. Members disenrolled where OBLISERV is required for "instruction received", with approval of Navy Personnel Command (NAVPERSCOM), Board Processing Branch (PERS-814), may be permitted to execute a new NAVPERS 1070/621 or NAVPERS 1070/622. See MILPERSMAN 1160-040 for explanation of "instruction received" and follow MILPERSMAN 1306-604 paragraph 3b (table).

c. **New Extension Agreement.** Upon execution of an extension, the previously executed extension agreement for the course of instruction shall be canceled.

(1) For those members who accepted accelerated advancement, this OBLISERV will be in addition to the 1-year extension incurred for accelerated advancement.

(2) OBLISERV for instruction cannot exceed the number of months of the original extension agreement. OBLISERV requirements shall be executed from the date of disenrollment.

d. **Disenrollment Prior to Commencement Training.** If a member is disenrolled for any reason prior to entry into the training, a request may be submitted to NAVPERSCOM (PERS-814) for cancellation of OBLISERV agreement.

e. **Executing New Extension Agreement:**

(1) Upon receipt of NAVPERSCOM (PERS-814) approval, CO or officer in charge (OIC) shall:

Step	Action
1	Execute extension agreement;
2	Cancel old extension agreement;
3	Submit NAVPERS 1070/621 Agreement to Extend Enlisted and or NAVPERS 1070/622 Agreement to Recall or Extend Active Duty per reference (i);
4	Generate NAVPERS 1070/613 entry within NSIPS/ESR (see below); and
5	Print, sign, and forward NAVPERS 1070/613 to PERS-313.

(2) The following NAVPERS 1070/613 entry is required:

"My Active Duty obligation remaining upon disenrollment from (school) has been explained to me per MILPERSMAN 1220-102.

I understand that my Active Duty obligation has been established as (EAOS date).

_____ _____
Member's Signature Witnessing Officer's Signature"

11. **Voluntary NEC Removal**. Personnel holding NEC 5345 may request removal of the NEC by submitting a NAVPERS 1221/6 to BUPERS (BUPERS-324F) to remove NEC 5345.

12. **Involuntary NEC Removal**

a. COs or OICs may recommend revocation of NEC 5345 by submitting a NAVPERS 1221/6 through their administrative chain of command to BUPERS (BUPERS-324F). This revocation shall not be used as a punitive measure, but based on the CO's or OIC's determination that the member is no longer suitable for assignment to NEC 5345 duties and responsibilities. The NAVPERS 1221/6 must substantiate that determination by providing sufficient background and reasonable justification for removal of member's NEC. Recommendations to revoke NEC shall include one or more of the following statements:

"The member is considered suitable for assignment to rate or rating billets not requiring NEC 5345."
"The member is considered unsuitable for reassignment and will be recommended for administrative discharge by separate action."
"The member may reapply for reinstatement of NEC 5345 after completing at least 2 years assigned to a non-NEC billet."
"The member is unsuitable for military diving duty in this or other military diving commands. The member may not reapply for reinstatement for NEC 5345 and is unsuitable for duty at commands in a military diving capacity."

b. Primary reasons for revocation of NEC include (but are not limited to) the following:

(1) Failure or unwillingness to perform duties required of the NEC.

(2) Failure to maintain NEC eligibility.

(a) Permanent revocation by Department of the Navy, Central Adjudication Facility of the member's security clearance.

(b) Permanent physical disability.

(3) Substandard performance as indicated by:

(a) Willful dereliction of duty.

(b) Breaches in diving safety or regulations.

(c) Loss of CO's or OIC's faith and confidence in the member's ability to exercise sound judgment, reliability, and personal conduct.

(4) Alcohol Abuse. Personnel identified as having abused alcohol will be locally suspended by their CO from duty pending the outcome of screening, disciplinary action, or rehabilitation procedures as outlined in reference (h). At any time, during or upon completion of those proceedings, CO has the following options:

(a) If a counseling or rehabilitation program appears likely to succeed, the member will remain assigned to the command in a non-diving status and will have a program developed per reference (h). Commands will submit a NAVPERS 1221/6 to BUPERS (BUPERS-324F) to affect suspension of NEC 5345. Upon successful completion of the rehabilitation program, the CO may request reinstatement of NEC 5345.

(b) If member commits alcohol abuse or is determined to be a rehabilitation treatment failure, per reference (e), the CO may initiate separation procedures per reference (f) for officers or NAVPERS 15560D Navy Military Personnel Manual (MILPERSMAN) for enlisted members. Commands will submit a NAVPERS 1221/6 to BUPERS (BUPERS-324F) to revoke NEC 5345.

(c) Personnel who voluntarily refer themselves for treatment in the absence (of either) credible evidence an alcohol-related incident per reference (e), or substandard service and are found in need of treatment, will not have their NEC removed, but placed in a non-NEC status pending outcome of required treatment. Commands will submit a NAVPERS 1221/6 to BUPERS (BUPERS-324F) to affect suspension of NEC 5345. Upon successful completion of the rehabilitation program, the CO may request reinstatement of NEC 5345.

(5) **Drug Abuse.** Members identified as having abused drugs, as defined in reference (e), are not eligible for diving duty or future reinstatement. Members will be processed for administrative separation as specified in MILPERSMAN 1910-146 or

1910-142. Commands will submit NAVPERS 1221/6 to BUPERS (BUPERS-324F) to revoke NEC 5345.

ADVISORY: Removal of NEC 5345 shall not be used as a substitute for required disciplinary and or administrative action. Particular consideration shall be exercised to ensure that NEC removal is not used to transfer members to other duty when they do not clearly meet the established standards for continued naval service.

13. **Reinstatement**. Personnel who previously held NEC 5345 and had their NEC removed by administrative action may request reinstatement by submitting a request via their present CO. If approved, CO will submit NAVPERS 1221/6 to BUPERS (BUPERS-324F) to concurrently affect reinstatement of NEC.

14. **Revocation or Reinstatement of AQD SD7**

a. Officers may request removal of AQD SD7 by sending a letter to NAVPERSCOM (PERS-416) via their CO.

b. Revocation of diving officer designations shall be considered only by an appointed board convened by the appropriate CO or group commander in the officer's chain of command. The board shall comprise of a minimum of two officers appointed by the CO to evaluate the operational ability, motivation, and reliability of the officer in his or her performance of duty. The board's recommendation shall be forwarded via COMSUBPAC or COMSUBLANT to NAVPERSCOM (PERS-416) for final determination.

c. Officers may request reinstatement of former diving designations by sending a letter to NAVPERSCOM (PERS-416) via their CO.

15. **Insignia**. Members who have their NEC or AQD removed, either voluntarily or involuntarily, will **not** be authorized to wear applicable distinguishing insignia.

16. **Periodic Requalification**. Periodic requalification of NEC 5345 or AQD SD7 personnel is necessary to maintain individual proficiency and unit capability. Personal safety during hazardous operations is directly related to proficiency. COs are directed to afford every opportunity for maintaining individual qualification without lapse.

a. **Specific NEC or AQD Requalification.** For policy on specific NEC or AQD requalification, refer to MILPERSMAN 1220-260. Documentation of diving operations is described in reference (b).

Exhibit 1

Report of SCUBA Diver Course of Instruction Screening

(Use proper letter format)

From: (Screening Activity)
To: Commander, Navy Personnel Command (PERS-401DH)

Subj: REQUEST FOR SCUBA DIVER TRAINING

Ref: (a) MILPERSMAN 1220-102

1. (Rank or rate, name, last 4 SSN), currently attached to (member's present command), was screened for SCUBA diver training as specified in reference (a).

2. The member completed the screening as indicated below:

a. Interview conducted by: (name, rank, position, command, date (interviewer should include any significant findings pertinent to selection or non-selection of member for requested training)).

(1) Does the applicant totally understand the mission and scope of the qualification? Yes _____ No _____

(2) Does the applicant fully understand the training regimen during SCUBA diver training and what will be expected of him/her? Yes _____ No _____

(3) Is the applicant’s motivation to become a SCUBA diver a sincere desire for professional growth and achievement and not solely for the money, or as a method to escape his or her present circumstances, etc? Yes _____ No _____

(4) Does the applicant have the ability to adapt to the requirements required of a SCUBA diver? Yes _____ No _____

(5) Is the applicant mentally prepared for the arduous training? Yes _____ No _____

(6) Does the applicant have any financial, marital, or other hardships that would impede his or her ability to concentrate on and complete the training? Yes _____ No _____

b. Physical Screening Test conducted by: (name, rank, position, command, date)

(1) Swim Time: _____min _____sec

(2) Run Time: ____ min _____sec

(3) Sit-ups: _____, Push-ups: _____, Pull-ups: _____

c. Hyperbaric Test conducted by: (name, rank, position, command or facility, date) or waived (state justification).

d. Eligible for SECRET security clearance based on a national agency check with local agency and credit checks(NACLC)? Yes _____ No_____

3. Based on (satisfactory/unsatisfactory) completion of this screening and in accordance with rating conversion entry requirements specified in reference (a) the member (is/is not) recommended for SCUBA diver training. (If member is not recommended, state reason/s.)

(Signature)

Copy to:
Member's present command

MILPERSMAN 1220-200

EXPLOSIVE ORDNANCE DISPOSAL (EOD) RATING

Responsible Office	BUPERS-324E Enlisted Community Manager	Phone: DSN COM	882-2827 (901) 874-2827
Point of Contact	NAVPERSCOM (PERS-401DH) EOD "A" School Coordinator	Phone: DSN COM	882-4261 (901) 874-4261

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications (b) COMNAVCRUITCOMINST 1130.8J, Navy Recruiting Manual - Enlisted (c) NAVMED P-117, Manual of the Medical Department, Chapter 15 (d) U.S. Navy Diving Manual (e) OPNAVINST 1160.8A (f) SECNAVINST 5510.30B (g) SECNAVINST 5510.35B (h) BUPERSINST 1430.16F (i) DJMS Procedures Training Guide (PTG) (j) NECCINST 1414.2 Disposal Warfare Specialist (EWS) Qualification (k) OPNAVINST 5350.4D

1. **Purpose**. This article discusses personnel aspects of the explosive ordnance disposal (EOD) rating. The following topics are covered:

Topic	See Paragraph
Rating Description	2
Suitability for Assignment	3
Rating Designation	4
Navy Enlisted Classification (NEC) Codes	5
Recruit, Non EOD Qualified Navy Veterans (NAVETS), and Other Service Veterans (OSVETS) Accessions	6
Rating Conversion Entry Requirements	7
Applying for Rating Conversion	8
Rating Conversion Screening Requirements	9
Rating Conversion Screening Process	10
NAVPERS 1200/6 U.S. Military Diving Medical Screening Questionnaire	10
Transfer To EOD "A" School	11
Disenrollment from EOD "A" School	12
Change of Rating	13
Forced Conversion	14
Reinstatement	15
Supervisory Status	16
Periodic Requalification	17
EOD Rating Description	Exhibit 1
Report of EOD Rating Conversion Screening	Exhibit 2

2. **Rating Description**. EOD technicians locate, identify, render safe, and dispose of all forms of ordnance (conventional, nuclear, chemical and biological, military, and improvised) both U.S. and foreign made. EOD assignment involves the performance of hazardous duties involving demolition, diving, and parachute insertion. The EOD rating is sea-duty-intensive. Exhibit 1 and Navy Expeditionary Combat Command Web site www.necc.navy.mil provide comprehensive description and information about a career in the EOD rating.

3. **Suitability for Assignment**

a. **Accession Prerequisites**. The distinct purpose and nature of duties involved in the EOD rating require strict adherence to eligibility criteria, procedures, and policy for conversion and assignment to the EOD rating.

b. **Professional Performance.** While the highest standards of personal conduct, reliability, and judgment are required of all members of the naval service, it is especially important that members assigned to duty involving the performance and supervision of EOD operations are of unquestioned personal conduct, reliability, judgment, and observance of military regulations.

4. **Rating Designation.** Upon completion of:

a. EOD Preparatory Course, CIN A-433-0059;

b. EOD Diver, CIN A-431-0083;

c. EOD Basic, CIN A-431-0133; and A-431-0134

enlisted personnel are awarded NEC 5333 and designated as EOD **technicians.** Recruit and fleet conversions are authorized accelerated advancement to E-4 (EOD3) per MILPERSMAN 1510-030.

5. **NEC Codes.** Enlisted EOD personnel are designated by NEC codes per their qualifications. Reference (a) further describes each of the NEC codes:

NEC	Designation
5333	Basic Explosive Ordnance Disposal (EOD) Technician
5335	Senior Explosive Ordnance Disposal (EOD) Technician
5337	Master Explosive Ordnance Disposal (EOD) Technician

6. **Recruit, Non-EOD Qualified Navy Veterans (NAVETS), and Other Service Veterans (OSVETS) Accessions.** The EOD rating is designated as an advanced technical field program. Reference (b) provides entry requirements and policy for recruit, NAVET, and OSVET accessions.

7. **Rating Conversion Entry Requirements.** Conversion to the EOD rating requires successful completion of EOD "A" School. Approval to attend EOD "A" School will be based on the needs of the community and determined by Bureau of Naval Personnel (BUPERS), EOD/Diver/ECM (BUPERS-324E). Except where specified "**no waiver,**" BUPERS (BUPERS-324E) may waive one or more entry requirements if the applicant is considered otherwise qualified. Due to the cost of permanent change of station orders, historical high attrition training rates, and to prevent undue delay in training, commands and personnel submitting request for conversion shall strictly adhere to the policy and requirements

specified in this article. Entry requirements (references (a) through (h)) can be found at **www.necc.navy.mil**.

a. **Duty Status.** Must be on active duty (ACDU).

b. **Schools (Previous Attendance of EOD, ND, SB, or SO "A" School).** Members who are voluntarily or involuntarily disenrolled from EOD, ND, SB, or SO "A" School will require a minimum of 2 years prior to reapplying for EOD, ND, SB, or SO "A" School. Personnel who previously disenrolled (voluntarily or involuntarily) from EOD "A" School that request to return to EOD "A" School must include the following in the application:

(1) NAVPERS 1070/613 Administrative Remarks statement recommendation to return to training from the commanding officer (CO) of the respective EOD "A" School course of instruction for which the member was disenrolled. **No waivers.** NAVPERS 1070/613 can be accessed by using the following link: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

(2) NAVPERS 1070/613 statement outlining reasons for previous disenrollment and actions taken to correct identified problem areas. **No waivers.**

c. **Motivation.** Strong motivation, interest in the rating, and willingness to work diligently in the academic and operational training phases is required. **No waivers.**

d. **Gender.** Male or female.

e. **Age Requirement.** Be 30 years of age, or less, as of date of application receipt at Navy Personnel Command (NAVPERSCOM), ND/EOD/SO Schools Coordinator (PERS-401DH).

f. **Rank.** Be in pay grade E-1 through E-5. **No waivers.**

g. **Time in Service.** Have 6 years or less of ACDU service as of the date of application receipt at NAVPERSCOM (PERS-401DH).

h. **Armed Services Vocational Aptitude Battery (ASVAB).** Meet ASVAB requirement per current ASVAB NAVADMIN.

i. **Medical Requirements.** Meet medical standards as specified in reference (c). Request for waiver of physical

standards for personnel who do not meet minimum standards must be submitted per reference (c) and through the Service Member's CO via Bureau of Medicine and Surgery (BUMED), Director for Undersea and Special Operations to BUPERS 324E.

j. **Hyperbaric Pressure Test.** Administered per reference (d). Hyperbaric pressure test may be waived if a hyperbaric chamber facility is not accessible due to geographic isolation.

k. **Obligated Service (OBLISERV).** The OBLISERV requirement for fleet conversions attending EOD "A" School is 36 months from class graduation date or until completion of previous OBLISERV, whichever is greater, unless released earlier by Chief of Naval Personnel (CHNAVPERS). COs shall ensure applicants understand OBLISERV to train options specified in MILPERSMAN 1306-106 and reference (e). **No waivers.**

l. **Performance Standards.** Evaluation trait marks 3.0 or above in last three evaluation reports.

m. **Nonjudicial Punishment (NJP).** The applicant may not have an NJP/court-martial or civil court conviction during the previous 12 months prior to the application.

n. **Security Clearance.** Attendance to EOD "A" School requires eligibility for a SECRET clearance based on a national agency check with local agency and credit checks (NACLC). **No waivers.** Follow on EOD assignments require the following:

(1) A favorably adjudicated single scope background investigation (SSBI). **No waivers.**

(2) Must meet reliability standards for assignment to the Personnel Reliability Program as specified in reference (g). **No waivers.**

o. **Physical Fitness.** Pass the physical screening test (PST) per MILPERSMAN 1220-410. **No waivers.**

p. **CO's Recommendation.** Be recommended for initial training by the member's current CO.

8. **Applying for Rating Conversion.** Applicants who are applying for rating conversion must take the following steps:

Step	Action
1	Apply for EOD convert in quota via Career Waypoints Program.
2	Access the Navy EOD In-Service Recruiter's Web site at http://www.necc.navy.mil to schedule an interview and PST. **Phone:** 1-757-462-4316, Ext. 332 **E-mail:** eod.diver.motivator@navy.mil
3	Undergo screening process.
4	Receive report of rating conversion screening.
5	Assemble rating conversion package.
6	Mail or e-mail (encrypted) conversion package to: **Navy Personnel Command (PERS-401DH)** **5720 Integrity Drive** **Millington, TN 38055-5402** **E-Mail:** MILL ND EOD SB SO packages@navy.mil (E-mail is the preferred method.)

9. **Rating Conversion Screening Requirements**. Applicants will be screened by an approved activity and personnel.

a. **Approved Screening Personnel**. A qualified EOD officer or master EOD technician (NEC 5337) (E-6 or above) can conduct the screening.

b. **Approved Screening Activity**. Only commands with adequate facilities for screening applicants will conduct screening.

(1) An approved screening activity is any diving/EOD/SEAL/SWCC/UCT command or Navy recruit training command (NAVCRUITRACOM). EOD commands should be the priority screening activity as it relates to the applicant's primary mission and capability.

(2) Screening conducted by other commands due to geographic isolation or absence of approved screening personnel must be coordinated through and approved by NAVPERSCOM, EOD Detailer (PERS-401DF) or NAVPERSCOM (PERS-401DH).

10. **Rating Conversion Screening Process**. The screening activity will ensure the following steps are taken:

Step	Action	PER
1	Interview the applicant.	Para. 10a
2	Conduct a Diving Medical Examination.	Para. 10b
3	Conduct a Physical Screening Test.	Para. 10c
4	Conduct a Hyperbaric Pressure Test.	Para. 10d
5	Submit a Request for Rating Conversion.	Para. 10e

a. **Interview the Applicant**. The interview is necessary to examine and evaluate each applicant's character, traits, background, motivation, and potential for successfully completing EOD "A" School and subsequent EOD career assignments. The interviewer will do the following:

(1) Discuss the nature of the EOD rating with the applicant to include training, duty assignments, operational employment, career development, pay, advancement, etc.

(2) Review the applicant's electronic service record to fully assess past performance, conversion's effect on professional development, and potential for successfully completing EOD "A" School; and identify traits which could be beneficial to the community.

(3) Determine the applicant's comfort level in the water. Member must have considerable comfort level when in a waterborne environment. This should not be determined solely by the PST.

(4) Determine the applicant's physical fitness level.

(5) Review entry requirements with the applicant to determine which requirements are met and which requirements require a waiver.

(6) Complete MILPERSMAN 1220-200, Report of EOD Rating Conversion Screening (Exhibit 2).

(a) All rating conversion entry requirement waivers must be specified and supported with justification for approval.

(b) A negative response to any of the questions or traits identified in the applicant's electronic service record could indicate unsuitability for the program.

(c) Provide a positive or negative endorsement, stating the suitability to attend EOD "A" School.

b. **Conduct a Diving Medical Examination.** Applicants must meet physical examination and standards per reference (c).

(1) **Approved Location.** The medical examination may be conducted at hospitals, clinics, or dispensaries capable of accomplishing or coordinating all required examination elements.

(2) **Approved Medical Examiner.** Per reference (c), examinations can be conducted by any physician, but an undersea medical officer (UMO) or diving medical officer (DMO) must approve and review all examinations/reports. BUMED, Director for Undersea and Special Operations can review and sign physical examinations for accessions performed by another credentialed medical provider where a Navy UMO or DMO is not proximately available.

(3) **Medical Reports.** Results of the diving medical examination will be recorded on the following reports:

(a) DD 2807-1 Report of Medical History;

(b) DD 2808 Report of Medical Examination;

(c) NAVPERS 1200/6 U.S. Military Diving Medical Screening Questionnaire. (Used to report any interval changes to health history or physical exam since last valid periodic dive medical exam. Must be completed no later than 1 month prior to actual transfer to training and placed in Service Member's medical record). NAVPERS 1200/6 can be accessed by using the following link: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

(4) **Validity.** The initial diving medical examination will be valid for a 24-month period. Candidates who have not reported to EOD "A" School within the 24-month period must re-submit DD 2807-1 and DD 2808 updated reports to NAVPERSCOM (PERS-401DH).

c. **Conduct the PST.** The PST is designed to assess the applicant's physical ability to handle physical stressors of the rating, and undergo initial and advanced training.

(1) Administer the PST per MILPERSMAN 1220-410.

(2) No alterations to the test are permitted. The test must be administered exactly as indicated.

(3) Testing males and females. PST standards are identical for both male and female applicants.

d. **Conduct a Hyperbaric Pressure Test.** The hyperbaric pressure test is designed to determine if the applicant can successfully adapt to increased atmospheric pressure without adverse physiological reaction. This test is conducted in a hyperbaric recompression chamber per reference (d).

e. **Submit a Request for Rating Conversion.** Upon satisfactory completion of the screening process, applicants will forward their request to NAVPERSCOM (PERS-401DH), with copy to applicant, via NAVPERS 1306/7 Enlisted Personnel Action Request.

(1) NAVPERS 1306/7 permanent will reference MILPERSMAN 1220-200 and include the following statement:

"Per MILPERSMAN 1220-200, I volunteer for EOD duty and request assignment to EOD "A" School. I agree to serve on ACDU for a period of 36 months from class graduation date or until completion of previously obligated service, whichever is greater, unless released earlier by Navy Personnel Command (NAVPERSCOM). I also agree to serve the period of minimum obligated service specified regardless of whether I retain qualification as an EOD technician and NEC 533X during that period."

(2) COs are required to provide a statement concerning the applicant's suitability for type of training and assignment to duty, and mental and emotional stability under criteria set forth in reference (g).

(3) Required enclosures are listed below:

Enclosure 1	DD Form 2807-1 Report of Medical History
Enclosure 2	DD Form 2808 Report of Medical Examination
Enclosure 3	MILPERSMAN 1220-200 Report of EOD Rating Conversion Screening (Exhibit 2).
Enclosure 4	NAVPERS 1616/26 Evaluation Report and Counseling Record http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx for previous 3 years including any special or transfer evaluations.
Enclosure 5	Armed Services Vocational Aptitude Battery (ASVAB) scores as documented on NAVPERS 1070/604 Enlisted Qualifications History http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.
Enclosure 6	Hyperbaric pressure test results. Provide memorandum stating waiver justification if not completed.

11. **Transfer to EOD "A" School**

a. **SSBI Verification.** The activity transferring the member to EOD "A" School shall verify via message (no later than 30 days prior to transfer) to the Center for EOD and Diving (CEODD), PLAD CENEODDIVE PANAMA CITY FL, that an SSBI has been initiated or successfully completed.

b. **Physical Condition Verification.** The member's physical condition shall be verified by performing the PST approximately 30 days prior to transfer to EOD "A" School per MILPERSMAN 1220-410. Test results will be placed in the Service Member's electronic service record. Personnel who fail the PST 30 days prior to transfer will retest approximately 15 days prior to transferring. If the member fails again, NAVPERSCOM (PERS-401DH) will be notified by e-mail within 24 hours of the failure, and the member's orders shall be held in abeyance.

c. **Authorization.** A UMO or DMO is required to complete and sign the NAVPERS 1200/6 no later than 1 month prior to actual transfer to training. Place the original NAVPERS 1200/6 in the Service Member's medical record.

d. **Participation in Advancement Exams.** Conversion to the EOD rating requires successful completion of EOD "A" School. Per reference (h):

(1) Personnel under instruction for conversion on scheduled date of examination are prohibited from taking any advancement examination.

(2) If otherwise qualified, personnel ordered to EOD "A" School for rating conversion may compete for advancement in their present rating **until** the class convening date; however, personnel selected for advancement to E-6 prior to class convening will lose eligibility to attend EOD "A" School. Personnel selected for advancement to E-6 while under instruction at EOD "A" School will be disenrolled from training.

e. **Disqualification Condition.** Personnel who have received orders to attend EOD "A" School, but develop any possible disqualifying condition, to include physical conditioning, medical, advancement to E-6, performance standards, NJP, or security clearance eligibility, are required to notify NAVPERSCOM (PERS-401DH).

12. **Disenrollment from EOD "A" School**

a. **Reclassification/Reassignment and Suitability.** Members who voluntarily or involuntarily disenroll from EOD "A" School initial training will:

(1) Be made available for reclassification or reassignment to their rating detailer. Members should contact their detailer as soon as possible; and

(2) Have NAVPERS 1070/613 entry made in their electronic service record stating the reason for disenrollment, and a favorable or non-favorable recommendation from the CO of the course of instruction for which the member was disenrolled, of suitability to return to EOD "A" School in the future.

b. **OBLISERV.** Members disenrolled where OBLISERV is required for instruction received, with approval of NAVPERSCOM, Enlisted Career Progression Division (PERS-81), may be permitted to execute a new NAVPERS 1070/621 Agreement to Extend Enlistment or NAVPERS 1070/622 Agreement to Recall or Extend ACDU at http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

Note: See MILPERSMAN 1530-010 for explanation of "instruction received."

c. **New Extension Agreement.** Upon execution of an extension, the previously executed extension agreement for the course of instruction shall be canceled.

(1) For those members who accepted accelerated advancement, this OBLISERV will be in addition to the 1-year extension incurred for accelerated advancement.

(2) OBLISERV for instruction cannot exceed the number of months of the original extension agreement. OBLISERV requirements shall be executed from the date of disenrollment.

d. **Disenrollment Prior to Commencement Training.** If a member is disenrolled for any reason prior to entry into the training, a request may be submitted to NAVPERSCOM (PERS-81) for cancellation of OBLISERV agreement.

e. **Executing New Extension Agreement:**

(1) Upon receipt of NAVPERSCOM (PERS-81) approval, COs or officers in charge (OICs) shall take the following actions:

Step	Action
1	Execute extension agreement.
2	Cancel old extension agreement.
3	Submit NAVPERS 1070/621 and/or NAVPERS 1070/622 http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx per reference (i).
4	Make a NAVPERS 1070/613 entry (see below).

(2) The following NAVPERS 1070/613 permanent entry is required:

My active duty obligation remaining upon disenrollment from (school) has been explained to me per MILPERSMAN 1220-200.
I understand that my active duty obligation has been established as (EAOS date).

_____ _____
Member's Signature Witnessing Officer's Signature

13. **Change of Rating**. Personnel designated in the EOD rating may request change of rating per MILPERSMAN 1440-010. Personnel are required to submit NAVPERS 1221/6 to BUPERS-324E to concurrently affect change of rating and removal of the EOD rating related NEC.

14. **Forced Conversion**. Forced conversion is the NAVPERSCOM directed involuntary change of rating based on a member's loss of eligibility or suitability to further serve in member's present rating as defined in MILPERSMAN 1440-010. Forced conversions will be conducted per MILPERSMAN 1440-010 and as further described in this article. COs may recommend forced conversion/revocation of the EOD rating NEC by submitting a NAVPERS 1221/6 to BUPERS (BUPERS-324E). Service members assigned NEC 0000 have 30 days to request conversion to an undermanned rating per MILPERSMAN 1440-010 and command shall remove advancement recommendation until member successfully converts to new rating. This revocation shall not be used as a punitive measure, but based on the CO's determination that the member is no longer suitable for assignment in the EOD rating. NAVPERS 1221/6 must substantiate that determination by providing sufficient background and reasonable justification for removal of member's NEC. Recommendations to revoke NEC shall include at a minimum the following statements:

"The member is considered suitable for assignment to rate or rating billets not requiring NEC (fill-in)."

or

"The member is considered unsuitable for reassignment and will be recommended for administrative discharge by separate action."

and

"The member may reapply for reinstatement of NEC (fill-in) after completing at least 2 years assigned to a non-NEC billet."

or

"The member is unsuitable for duty in Diver/EOD/SEAL/SWCC/UCT commands. The member may not reapply for reinstatement for NEC 53XX and is unsuitable for duty in Diver/EOD/SEAL/SWCC/UCT commands."

Primary reasons for forced conversion/revocation of NEC include, but are not limited to, the following:

a. **Non-Performance of Duties.** Failure or unwillingness to perform duties required of the rating.

b. **Failure to Maintain Rating Eligibility.** Permanent revocation by Department of the Navy, Central Adjudication Facility (DON CAF) of the member's security clearance or permanent physical disability.

c. **Professional Performance:**

(1) Willful dereliction of duty.

(2) Breaches of ammunition, arms, explosive (AA&E), diving, parachute, or ordnance safety or regulations.

(3) Loss of CO's confidence in the member's ability to exercise sound judgment, reliability, and personal conduct.

d. **EOD Warfare Specialist (EWS) Qualification.** Failure to attain EWS qualification as specified in reference (j).

e. **Alcohol Abuse.** Personnel identified as having abused alcohol will be locally suspended from duty by their CO pending the outcome of screening, disciplinary action, or rehabilitation procedures as outlined in reference (k). At any time, during or upon completion of those proceedings, COs have the following options:

(1) If a **counseling/rehabilitation program appears likely to succeed**, the member will remain assigned to the command in a non-EOD NEC status and will have a program developed per reference (k). Commands will submit NAVPERS 1221/6 to BUPERS (BUPERS-324E) to affect suspension of the EOD rating related NEC. Upon successful completion of the rehabilitation program, the CO may request reinstatement of the member's EOD rating related NEC.

(2) If **future alcohol abuse is considered likely**, or the member fails rehabilitation treatment, the CO may certify that the member has no potential for further useful service and must initiate separation procedures. Commands will submit NAVPERS

1221/6 to BUPERS (BUPERS-324E) to revoke the EOD rating related NEC.

(3) Personnel who **voluntarily refer themselves** for treatment in the **absence of either an alcohol-related violation** (of local, state, or Federal law; or the Uniform Code of Military Justice (UCMJ)) **or substandard service** and are found in need of treatment will not be force converted. Member will retain NEC and all associated specialty pays, but be disqualified to supervise any diving, jump, or demolition operations until successful completion of treatment.

f. **Drug Abuse.** Members identified as having abused drugs, as defined in reference (k), are not eligible for diving duty or future reinstatement. Members will be processed for administrative separation as specified in MILPERSMAN 1910-146. Commands will submit NAVPERS 1221/6 to BUPERS (BUPERS-324E) to affect revocation of the EOD rating related NEC.

ADVISORY: Forced conversion from the EOD rating shall not be used as a substitute for required disciplinary, punitive, and or administrative action. Particular consideration shall be exercised to ensure that forced conversion is not used to transfer members to other duty when they do not clearly meet the established high standards for continued naval service.

15. **Reinstatement**. Personnel who were previously EOD rated and force converted. or had their NEC removed by administrative action may request conversion back to the EOD rating by submitting a change in rating request, per MILPERSMAN 1440-010, via their present CO. If approved, COs will submit NAVPERS 1221/6 to BUPERS (BUPERS-324E) for reinstatement of the EOD rating related NEC. Personnel that have their **533X NEC** reinstated must meet minimum eligibility time requirement, per reference (j), prior to applying for next higher NEC. Eligibility date commences the date that NEC was reinstated.

16. **Supervisory Status**. There are a few situations where personnel are unable to meet the physical standards for EOD duties to include diving, parachute, and demolition operations through no fault or lack of diligence on the member's part. In these few cases, personnel whose significant EOD experience is of continued value to the Navy, may apply for "Supervisory Status" designation and remain in the EOD rating.

a. **Eligibility.** Personnel must be designated as an enlisted EOD warfare specialist and remain qualified for sea duty.

b. **Request Designation.** Request designation for supervisory status by submitting NAVPERS 1306/7 **via** their CO and Bureau of Medicine and Surgery (BUMED) (MED-21) **to** BUPERS (BUPERS-324E). Request shall contain the results of a recent diving physical examination as enclosure (1) and a brief synopsis of previous NEC-related experience as enclosure (2).

c. **Designation.** BUPERS (BUPERS-324E) will designate personnel in "Supervisory Status, Non-diving" based on the following considerations:

(1) Favorable endorsement of the member's request by the CO.

(2) BUMED recommendation concerning waiver of physical standards.

(3) Number of personnel presently assigned in a "Supervisory Status, Non-diving" will be limited to a maximum of 5 percent of an activity's onboard EOD personnel.

d. **Disapproval.** If disapproved, the member will be forced converted to another rating per paragraph 14 of this article.

e. **Tenure and Extensions.** Designation of personnel for "Supervisory Status, Non-diving" shall be made to coincide with required diving duty physical examination tenure. Extension of supervisory status must be requested to coincide with completion of diving duty physical examinations. Personnel designated "Supervisory Status, Non-diving" may retain that status, dependent upon the receiving command's requirements, if transferred during the normal tenure of diving duty physical examination.

f. **Sea Duty and Diving.** Personnel designated “Supervisory Status, Non-diving” will **not normally** be assigned to sea duty, unless the number of divers in a full diving status at an activity is sufficient to conduct safe diving operations. Personnel assigned in a "Supervisory Status, Non-diving" shall **not** dive.

17. **Periodic Requalification**. Periodic requalification of EOD personnel is necessary to maintain individual proficiency and unit capability. Personal safety during hazardous operations is directly related to proficiency. COs are directed to afford every opportunity for maintaining individual qualification without lapse.

a. **Specific NEC Requalification**. For policy on specific NEC requalification refer to the following:

Topic	See MILPERSMAN
Diving Requalification	1220-260
Parachute Requalification	1220-030
Demolition Requalification	1220-280

b. **Documentation**. Documentation of diving operations is described in reference (d).

EXHIBIT 1

EXPLOSIVE ORDNANCE DISPOSAL (EOD) RATING DESCRIPTION

Explosive ordnance disposal (EOD) technicians locate, identify, render safe, and dispose of all forms of ordnance (conventional, nuclear, chemical and biological, military and improvised) both U.S. and foreign made. In addition to working closely with other military services, EOD technicians assist civilian law enforcement agencies in ordnance related anti-terrorism/force protection procedures.

Qualifying for EOD in the Delayed Entry Program is preferred and accounts for the majority of EOD candidates entering the training pipeline. Candidates may also volunteer for EOD during basic training at a Navy recruit training command (NAVCRUITRACOM) or at any time during their enlistment prior to their 31st birthday.

In-service recruiters (dive motivators) at NAVCRUITRACOM give presentations on the EOD rating, conduct the physical screening tests, and assist interested people with their applications.

EOD training is open to both male and female and is physically and mentally demanding; however, the individual who accepts the challenges is rewarded with specialized training; extra pay for diving, parachuting, and demolition; plus extraordinary duty assignments.

Career Path After Recruit Training
Enlistees are taught the fundamentals of EOD through formal Navy schooling and on the job training. EOD "A" School candidates attend 5 phases of training.

School	Present Location	Approximate Training Time	Subjects	Training Methods
EOD Prep Course	Great Lakes, IL	3 weeks	Candidates learn in water proficiency skills, physical conditioning.	Group instruction, classroom and practical instruction.
Basic EOD Diver	Panama City,	8 weeks	Candidates learn open circuit air and	Group instruction,

Training	FL		closed circuit mixed gas scuba diving systems with practical application.	classroom and practical instruction.
Basic EOD Training	Eglin AFB, FL	38 weeks	Chemical/biological warfare, munitions disposal, basic physics, EOD publications, demolition materials and special tools; ordnance recognition, identification and disposal.	Group instruction, classroom and practical instruction.
Basic Airborne Training	Fort Benning, GA	3 weeks	Candidates learn skills necessary to perform static line parachuting operations.	Group instruction, classroom and practical instruction.
EOD Tactical Training	San Diego, CA	3 weeks	Candidates learn tactical skills necessary for assignment to an EOD Detachment.	Group instruction, classroom and practical instruction.
During a 20-year period, EOD technicians spend about 60 percent of their time assigned to an EOD mobile unit, and 40 percent assigned to shore detachments, or training and research, and development activities. Advanced training opportunities include freefall parachuting, helicopter insertion, hazardous materials management, small arms, and advanced EOD.				

Note: For EOD challenge information see reference (b), Volume 1, Chapter 4, Section 4.

What They Do

- Perform render safe procedures on any type of ordnance including improvised explosive devices (IED) and weapons of mass destruction.
- Conduct demolition of hazardous munitions, pyrotechnics, and retrograde explosives using detonation and burning techniques.
- Perform underwater location, identification, render safe, and recovery (or disposal) of foreign and domestic ordnance using SCUBA and specialized mixed gas diving equipment.
- Perform parachute/helicopter insertion operations in support of missions.

- Work with naval special warfare, Army Special Forces, and joint military and coalition task forces.
- Support military and civilian law enforcement agencies.

Qualifications and Interests

Personnel who volunteer for EOD must be in excellent physical condition. Comfort in the water beyond good swimming ability is a must. The ability to perform detailed mechanical tasks under stress and or adverse conditions is important. EOD candidates must be able to work in small teams during extended periods. Other helpful attributes include imagination, resourcefulness, a good memory, knowledge of arithmetic, and manual dexterity. EOD candidates must be U.S. citizens eligible for security clearance.

Working Environment

EOD technicians perform duties in a wide range of locations, such as at remote areas, aboard aircraft carriers, at ordnance-capable military stations, and in all water conditions. They are exposed to various climates and weather conditions.

College credit awarded for:

- Boot Camp -------- 3 semester hours
- EOD Dive Phase --- 6 semester hours
- EOD Phase 1&2 ---- 9-semester hours
- EOD (Basic) ------ 15 semester hours

EXHIBIT 2

REPORT OF EOD RATING CONVERSION SCREENING

(Use proper letter format.)

From: (Screening Activity)
To: Commander, Navy Personnel Command (PERS-401DH)

Subj: REPORT OF EXPLOSIVE ORDNANCE DISPOSAL (EOD) RATING CONVERSION

Ref: (a) MILPERSMAN 1220-200

1. (rank or rate, name), currently attached to (member's present command), was screened for conversion to the EOD rating as specified in reference (a).

2. The member completed the screening as indicated below:

a. Interview conducted by: (name, rank, position, command, date) (Interviewer should include any significant findings pertinent to selection/non-selection of member for requested training).

(1) Does the applicant totally understand the mission and scope of the rating? Yes _____ No _____

(2) Does the applicant fully understand the training regimen during EOD "A" School and what will be expected of him/her? Yes _____ No _____

(3) Is the applicant's motivation for entry into the rating a sincere desire for professional growth and achievement and not solely for the money or as a method to escape applicant's present circumstances, etc? Yes _____ No _____

(4) Does the applicant have the ability to adapt to the requirements of the EOD rating? Yes _____ No _____

(5) Is the applicant mentally prepared for the arduous training? Yes _____ No _____

(6) Does the applicant have any financial, marital, or other hardships that would impede applicant's ability to concentrate on and complete the training? Yes _____ No _____

b. Physical Screening Test conducted by: (name, rank, position, command, date)

(1) Swim Time: _____min _____sec

(2) Run Time: ____ min _____sec

(3) Sit-ups: _____, Push-ups: _____, Pull-ups: _____

c. Hyperbaric Test conducted by: (name, rank, position, command/facility, date) or waived (state justification).

d. Eligible for SECRET security clearance based on a National Agency Check with local agency and credit checks(NACLC)? Yes _____ No_____

3. Based on (satisfactory/unsatisfactory) completion of this screening and per rating conversion entry requirements specified in reference (a) the member (is/is not) recommended for conversion to the EOD rating. (If member is not recommended, state reason(s).)

(Signature)

Copy to:
Member's present command

MILPERSMAN 1220-260

DIVING REQUALIFICATION

Responsible Office	OPNAV (N13)	Phone:	DSN	604-5040
			COM	(703) 604-5040
			FAX	664-6957
	NAVPERSCOM (PERS-401DC)	Phone:	DSN	882-3561
			COM	(901) 874-3561
			FAX	(901) 874-2716

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVSEA SS521-AG-PRO-010, United States Navy Diving Manual (b) DoD 7000.14-R, Financial Management Regulation

1. **Policy**

a. The term "diver," when used in context of requalification, refers to personnel designated in the Navy enlisted classification (NEC) codes and officer designators listed in the table below.

b. Standards for requalification:

Designation	NEC and Officer Designator	Perform Dives
Master Diver	5341	4
Diver First Class Underwater Construction Team (UCT) Diver, Advanced (includes Saturation Hospital Corpsman (HM))	5342 5931	4 4
Diver Second Class UCT Diver, Basic Deep Sea Medical Technician Deep Sea Medical Technician (Independent Duty Corpsman (IDC))	5343 5932 8493 8494	4 4 4 4
Scuba Diver Fleet Marine Force (FMF) Reconnaissance HM (IDC) FMF Reconnaissance HM	5344/5345 8403 8427	4 4 4

EOD	533X	4
Special Warfare Combatant Swimmers	532X	4
Diving Officer	720X, and per MILPERSMAN 7220-090	4
Sea, Air, and Land (SEAL) Officer	113X, 118X, 615X, 715X	4
Explosive Ordnance Disposal (EOD) Officer	114X, 119X, 648X, 748X	4

NOTE 1: All dives shall be conducted per reference (a).

NOTE 2: Divers completing a saturation dive shall be qualified for the following 6-month period.

NOTE 3: No more than two requalification dives may be performed in a hyperbaric chamber.

NOTE 4: Dives should be completed for each command required operational capabilities and projected operational environment, or mission essential task list.

c. The diver requalification timeline runs over 2 periods each year. The spring period begins 1 January and ends 30 June. The fall period begins 1 July and ends 31 December. In order to remain on dive status, divers must requalify as per the above chart each dive period.

d. To qualify for special pay for diving duty, per reference (b), divers are considered qualified if they have conducted 4 dives in the previous diver qualification period (e.g., if a diver conducts 4 dives in March, during the spring requalification period, he or she is considered qualified until 31 December).

e. If the diver fails to qualify during a requalification period, he or she is considered "not in dive status" and is not authorized dive pay. Per reference (b), when a member is removed from diving duty or the member’s diving qualifications lapse, then diving pay ceases on the date of removal or lapse.

2. **Requalification Period**

a. The 6-month requalification period is waived for diving personnel injured in the line of diving, or related duties including involvement as experimental divers or test subjects for approved protocols. They shall be considered qualified with an indefinite lapse date and are entitled to diving pay. Requalification must be completed within 60 days after being returned to full diving duty.

b. Personnel deemed not physically qualified as a result of injuries sustained in the line of diving or related duties may apply for supervisor status/non-diving. Waiver of NEC code or officer designator and or pay grade restrictions may be requested in conjunction and in support of such designation.

c. Personnel approved for supervisor status/non-diving and assigned to a diving NEC or officer designator billet shall have a qualification lapse date of "indefinite." Personnel not approved for designation will be made available for assignment to billets not requiring a diving-related NEC or officer designator.

3. **Lapses Over 1 Year**. If diving qualification has lapsed for more than 1 year, but less than 3 years, the diver may perform the required requalification dives after successfully completing the physical screening test described in MILPERSMAN 1220-100, Exhibit 1, and commanding officer's approval. The diver shall be considered qualified for a 6-month period from the date requalification is accomplished.

4. **Lapses Over 3 Years**

a. When the member's diving qualification has lapsed for more than 3 years, but less than 6 years, the diver must successfully complete the physical screening test described in MILPERSMAN 1220-100, Exhibit 1, and successfully retake the following portions of the diving course that would bestow the diving qualification desired:

(1) Portions relating to diving physics and or general diving procedures;

(2) Portions relating to diving medicine;

(3) Practical portions relating to recompression chamber operations; and

(4) Practical portions relating to diving equipment in which the individual has not been previously trained (may be taken from courses other than that which bestows desired qualifications).

b. Requalification may take place at any local fleet command considering the following requirements are met:

(1) Command performing requalification must formally request required curricula from appropriate learning center (LC);

(2) Command performing requalification must be authorized in writing by appropriate LC;

(3) Requalification will be conducted using curricula provided and controlled by appropriate LC;

(4) Commands conducting local requalification must have a 720X diving officer or master diver, holding NEC 9502 or an equivalent instructor qualification as determined by appropriate LC;

(5) Commands desiring authorization to conduct local requalification must request authorization via standard naval letter from appropriate LC. Request must state command's ability to meet prerequisite conditions above and its capability to conduct training; and

(6) If approved, LC will forward authorization letter and curriculum/training package. Commands will document completion of training on NAVPERS 1070/613 Administrative Remarks for inclusion in member's official military personal file (OMPF).

5. **Lapses over 6 years**. When the Service member's qualification has lapsed more than 6 years, a formal request from the member's commanding officer shall be submitted to appropriate LC stating command's requirement for reinstatement. LC will review request for final disposition.

6. **Diver Qualifications and Requalifications**

a. All individual dives will be entered in the Navy/Marine Corps Dive/Jump Reporting System. Periodic diving requalifications will be recorded using the following sample format and made a permanent part of the member's training record by filing with NAVPERS 1070/604 Enlisted Qualifications History.

DIVER QUALIFICATIONS/REQUALIFICATIONS CHART

DATE OF ENTRY	DIVER'S RANK/ RATE	LEVEL OF QUALIFICATION	DEPTH ALLOWED	NEC/ NOBC	NEW LAPSE DATE	DIVER'S COMMAND	INIT

b. Instructions for completing diver qualification's and requalification's chart:

(1) **Date of Entry:** Enter the date the training record entry was made.

(2) **Diver's Rank or Rate:** Enter the rank or rate of the diver at the time of the requalification dives.

(3) **Level of Qualification:** Enter the level of qualification to which the diver is **requalifying**, not the level of dive completed. Example: If a saturation diver requalified using Self Contained Underwater Breathing Apparatus (SCUBA), record "Saturation" in the block.

(4) **Depth Allowed:** Enter the depth to which the diver is **authorized** to dive, not the depth of the qualification dive. Example: If a saturation diver requalified using SCUBA at a depth of 40 feet, record the depth qualified for a saturation diver (i.e., 850 feet).

(5) **New Lapse Date:** Enter the date the diver will next lapse in dive qualification. This date should be specified by the command making the training record entry.

(6) **Diver's Command:** Enter the command where the diver is assigned. This should be the command making the training record entry.

(7) **Initial:** The individual making the training record entry should initial in this block.

MILPERSMAN 1220-280

DEMOLITION REQUALIFICATION

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	664-5008 (703) 604-5008 604-6957

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**

a. Qualified personnel assigned to duty involving demolition of explosives as an essential part of military duty in the following:

Navy Enlisted Classifications (NECs)
532X
533X
5311
534X
5375
593X

Officer Designators
113X
118X
615X
715X
114X
119X
648X
748X

shall requalify at least once every 6 months by direct participation in the preparation, placement, and detonation of explosives.

b. Whenever feasible, demolition requalification will include underwater placement of explosives. Routine demolition training or operation shall count for requalification purposes.

MILPERSMAN 1220-300

SPECIAL WARFARE OPERATOR (SO) RATING

Responsible Office	BUPERS-324 Enlisted Community Manager	Phone: DSN COM	882-2858/2195 (901) 874-2858/2195
	NAVPERSCOM PERS-401DH	Phone: DSN COM	882-4261 (901) 874-4261

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications (b) COMNAVCRUITCOMINST 1130.8J, Navy Recruiting Manual - Enlisted (c) NAVMED P-117, Manual of the Medical Department, Article 15-105, Naval Special Warfare and Special Operations (NSW/SO) (d) U.S. Navy Diving Manual (e) OPNAVINST 1160.8A, Selective Reenlistment Bonus (SRB) Program (f) BUPERSINST 1430.16F, Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve (g) OPNAVINST 5350.4D, Drug and Alcohol Abuse Prevention and Control (h) DJMS Procedures Training Guide (PTG)

1. **Purpose**. This article discusses personnel aspects of the special warfare operator (SO) rating (sea-air-land (SEAL)) operator. The following topics are covered:

Topic	See Para.
Rating description	2
Suitability for assignment	3
Rating designation	4
Navy enlisted classification (NEC) codes	5
Recruit, non-SO qualified Navy veterans (NAVETS), and other service veterans (OSVETS) accessions	6
Rating conversion entry requirements	7
Applying for rating conversion	8
Rating conversion screening requirements	9
Rating conversion screening process	10
NAVPERS 1200/6 U.S. Military Diving Medical Screening Questionnaire	10
Transfer to SO "A" School	11
Disenrollment from SO "A" School	12
Change of rating	13
Forced conversion	14
Supervisory status	15
Periodic requalification	16
SO rating description	Exhibit 1
Report of SO rating conversion screening	Exhibit 2

2. **Rating Description**. SEALs are responsible for the training, preparation, and execution of special operations in maritime, urban, desert, jungle, arctic, and mountain environments. SEALs are experts in:

- Special operations tactics;
- Missions;
- Mission planning;
- Cultural awareness;
- Small-unit leadership;
- Operational risk management;
- Tactical, operational, and strategic thinking;
- Tactical communications;
- Tactical air control/terminal guidance;
- Combat diving and SEAL Delivery Vehicle operations;
- Paradrop operations;
- Small boat operations;

- Tactical ground mobility;
- Small arms and crew-served weapons;
- Fast roping and rappelling;
- Demolitions/explosive breaching;
- Trauma care;
- Intelligence gathering and interpretation;
- Transportation and logistics; and
- Chemical/biological/radiological/nuclear defense measures.

The SO rate is sea-duty intensive. Exhibit 1 and the SEAL Web site www.sealswcc.com provide comprehensive description and information about a career in the SO rating.

3. **Suitability for Assignment**

a. **Accession Prerequisites.** The distinct purpose and nature of duties involved in the SO rating require strict adherence to eligibility criteria, procedures, and policy for conversion and assignment to the SO rating.

b. **Professional Performance.** While the highest standards of personal conduct, reliability, and judgment are required of all members of the naval service, it is especially important that members assigned to duty involving the performance and supervision of SO operations are of unquestioned personal conduct, reliability, judgment, and observance of military regulations.

4. **Rating Designation**

a. Upon completion of SO "A" School training pipeline which consists of:

- SO Preparatory, CIN K-431-0350 CDP 04WF;
- SO BUD/S Orientation, CIN K-431-0037 CDP 173K;
- SO BUD/S, CIN K-431-0024 CDP 169K;
- SO SEAL Qualification Training (SQT), CIN K-431-0059, CDP 754F;
- Cold WX, CIN K-431-0098 CDP 659S;
- Navy Parachute, Static Line, CIN A-431-0135 CDP 757K;
- Navy Parachute, Free Fall, CIN A-431-0136 CDP 757M; and
- SERE CIN K-431-0400 CDP 06YB

enlisted personnel are awarded NEC 5326 and designated as SO SEAL upon completion of SQT. Recruit and fleet conversions are authorized accelerated advancement to E-4 (SO3) per MILPERSMAN 1510-030.

b. Commanding Officer, Naval Special Warfare (NSW) Center shall submit NAVPERS 1221/6 Navy Enlisted Classification (NEC) Change Request to Navy Personnel Command (NAVPERSCOM), Enlisted Personnel Readiness and Support Branch (PERS-4013) requesting awarding of NEC 5326 at the completion of SO "A" School.

5. **NEC Codes**. Enlisted SO personnel are designated by NEC codes per their qualifications. Reference (a) further describes each of the NEC codes:

- Basic special warfare operator (student), NEC 5320;
- Seal delivery vehicle (SDV) pilot/navigator/dry deck shelter (DDS) operator (SEAL), NEC 5323;
- Special warfare operator/SEAL, NEC 5326; and
- Naval special warfare medic, NEC 5392

6. **Recruit, Non-SO Qualified NAVETS, and OSVETS Accessions**. The SO rating is designated as an advanced technical field program. Reference (b) provides entry requirements and policy for recruit, NAVET, and OSVET accessions.

7. **Rating Conversion Entry Requirements**. Conversion to the SO rating requires successful completion of SO "A" School. Approval to attend SO "A" School will be based on the needs of the community and determined by Bureau of Naval Personnel (BUPERS), Special Warfare Enlisted Community Manager (ECM) (BUPERS-324). Except where specified "**no waiver**," BUPERS-324 may waive one or more entry requirements, if the applicant is considered otherwise qualified. Due to the cost of permanent change of station orders, high risk training, historic high attrition training rates, and to prevent undue delay in training, commands and personnel submitting request for conversion shall strictly adhere to the policy and requirements specified in this article. Entry requirements can be found at www.sealswcc.com.

a. **Duty**. Must be on active duty.

b. **Schools**. Previous attendance of explosive ordnance disposal (EOD), Navy Diver (ND), special warfare boat operator (SB), or special warfare operator (SO) "A" School. Members who

are (voluntarily or involuntarily) disenrolled from EOD, ND, SB, or SO "A" School will require a minimum of 2 years prior to reapplying for EOD, ND, SB, or SO "A" School. Personnel who previously (voluntarily or involuntarily) disenrolled from SO "A" School that request to return to SO "A" School must include the following in the application:

(1) NAVPERS 1070/613 Administrative Remarks statement; recommendation to return to training from the commanding officer (CO) of the respective SO "A" School course of instruction for which the member was disenrolled. **No waivers.**

(2) NAVPERS 1070/613 statement outlining reasons for previous disenrollment and actions taken to correct identified problem areas. **No waivers.**

c. **Motivation.** Strong motivation, interest in the rating, and willingness to work diligently in the academic and operational training phases is required.

d. **Gender.** The SEAL Program is closed to women.

e. **Age Requirement.** Must be 28 years of age or less as of date of application receipt at NAVPERSCOM, SO "A" School Coordinator (PERS-401DH).

f. **Rank.** Be in pay grade E-1 through E-5.

g. **Time in Service.** Have 6 years or less of active duty service as of the date of application receipt at NAVPERSCOM (PERS-401DH).

h. **Armed Services Vocational Aptitude Battery (ASVAB).** Meet ASVAB requirement per current ASVAB NAVADMIN.

i. **Medical Requirements.** Meet medical standards as specified in reference (c). Request for waiver of physical standards for personnel who do not meet minimum standards must be submitted, per reference (c), to BUPERS, NSW/NSO Community via Service Member's CO via Bureau of Medicine and Surgery (BUMED), and Undersea Medical and Radiation Health (M3/50M2).

j. **Hyperbaric Pressure Test.** Administered per reference (d). Hyperbaric pressure test may be waived if a hyperbaric chamber facility is not accessible due to geographic isolation.

k. **Obligated Service (OBLISERV).** The OBLISERV requirement for fleet conversions attending SO "A" School (i.e., basic underwater demolition (BUD) and SEAL qualification training (SQT)) is 51 months from class graduation date and awarding of the 5326 NEC or until completion of previous OBLISERV, whichever is greater, unless released earlier by Chief of Naval Personnel. COs shall ensure applicants understand OBLISERV to train options per MILPERSMAN 1306-106 and reference (e). **No waivers.**

l. **Performance Standards.** Evaluation trait marks 3.0 or above in last three evaluation reports. For members with less than 3 years of service, submit all evaluations.

m. **Misconduct.** The applicant may not have a nonjudicial punishment (NJP)/court-martial or serious civil court conviction during the previous 12 months prior to the application.

n. **Security Clearance.** Attendance to SO "A" School requires eligibility for a Secret clearance based on a national agency check with local agency and credit checks (NACLC).

o. **Physical Fitness.** Pass the physical screening test (PST) per MILPERSMAN 1220-410. **No waivers.**

p. **CO's Recommendation.** Be recommended for initial training by the member's current CO.

8. **Applying for Rating Conversion.** Applicants who are applying for rating conversion must take the following steps:

Step	Action
1	Apply for SO convert in quota via Career Waypoints Program.
2	Access the Naval Special Warfare In-Service Recruiter's Web site at **http://www.sealswcc.com** to schedule an interview and PST. **Phone:** 1-888-USN-SEAL **E-mail:** **motivators@navsoc.socom.mil**
3	Undergo screening process.
4	Receive Report of Rating Conversion Screening.
5	Assemble rating conversion package.

6	Mail or e-mail (encrypted) conversion package to: **Navy Personnel Command (PERS-401DH)** **5720 Integrity Drive** **Millington, TN 38055-5402** **E-Mail:** MILL ND EOD SB SO packages@navy.mil (Encrypted e-mail is the preferred method.)

9. **Rating Conversion Screening Requirements**. Applicants will be screened by approved personnel and activity.

a. **Approved Screening Personnel.** A qualified SO or SB officer, or a qualified E-6 and above (NEC 5326/5323 or 5352) can conduct the screening. Approved screening personnel must submit PST scores to NSW in-service recruiters for official recommendation letter.

b. **Approved Screening Activity.** Only commands with adequate facilities for screening applicants will conduct screening.

(1) An approved screening activity is any Diving/EOD/SEAL/SWCC/UCT command or Navy Recruit Training Command (NAVCRUITRACOM). NSW commands should be the priority screening activity as it relates to the applicant's primary mission and capability.

(2) Screening conducted by other commands due to geographic isolation or absence of approved screening personnel, must be coordinated through and approved by the Naval Special Warfare Motivator's Office.

10. **Rating Conversion Screening Process**. The screening activity will ensure the following:

Step	Action	Per
1	Interview the applicant.	Para 10a
2	Conduct a Diving Medical Examination.	Para 10b
3	Conduct a PST.	Para 10c
4	Conduct a Hyperbaric Pressure Test.	Para 10d
5	Submit a Request for Rating Conversion.	Para 10e

a. **Interview the Applicant.** The interview is necessary to examine and evaluate each applicant's character, traits, background, motivation, and potential for successfully completing SO "A" School and subsequent SO career assignments. The interviewer will do the following:

(1) Discuss the nature of the SO rating with the applicant to include training, duty assignments, operational employment, career development, pay, advancement, etc.

(2) Review the applicant's electronic service record (ESR) to fully assess past performance, conversion's effect on professional development, potential for successfully completing SO "A" School, and identify traits which could be beneficial to the community.

(3) Determine the applicant's comfort level in the water. Member must have considerable comfort level when in a waterborne environment. This should not be determined solely by the PST.

(4) Determine the applicant's physical fitness level.

(5) Review entry requirements with the applicant to determine which requirements are met and which requirements require a waiver.

(6) Complete Exhibit 2, Report of SO Rating Conversion Screening.

(a) All rating conversion entry requirement waivers must be specified and supported with justification for approval.

(b) A negative response to any of the questions or traits identified in the applicant's ESR could indicate unsuitability for the program.

(c) Provide a positive or negative endorsement stating the suitability to attend SO "A" School.

b. **Conduct a Diving Medical Examination.** Applicants must meet physical examination and standards per reference (c).

(1) **Approved Location.** The medical examinations may be conducted at hospitals, clinics, or dispensaries capable of accomplishing or coordinating all required examination elements.

(2) **Approved Medical Examiner.** Per reference (c), examinations can be conducted by any physician, but an undersea medical officer (UMO) or diving medical officer (DMO) must approve and review all examinations/reports. BUMED (M3/50M2) can review and sign physical examinations for accessions performed by another credentialed medical provider where a Navy UMO or DMO is not proximately available.

(3) **Medical Reports.** Results of the medical examination will be recorded on the following reports:

(a) DD 2807-1 Report of Medical History.

(b) DD 2808 Report of Medical Examination.

(c) NAVPERS 1200/6 U.S. Military Diving Medical Screening Questionnaire. Used to report any interval changes to health history or physical exam since last valid periodic dive medical exam. Must be completed no later than 1 month prior to actual transfer to training and placed in Service Member's medical record.

(4) **Validity.** The initial medical examination will be valid for a 24-month period. Candidates who have not reported to SO "A" School within the 24-month period must re-submit DD 2807-1 and DD 2808 updated forms to NAVPERSCOM (PERS-401DH).

c. **Conduct the PST.** The PST is designed to assess the applicant's physical ability to undergo initial and advanced training.

(1) Administer the PST (MILPERSMAN 1220-410).

(2) No alterations to the test are permitted. The test must be administered exactly as indicated.

d. **Conduct a Hyperbaric Pressure Test.** The hyperbaric pressure test is designed to determine if the applicant can successfully adapt to increased atmospheric pressure without adverse physiological reaction. This test is conducted in a hyperbaric recompression chamber per reference (d).

e. **Submit a Request for Rating Conversion.** Upon satisfactory completion of the screening process, applicants will forward their request to NAVPERSCOM (PERS-401DI) with a

copy to applicant via NAVPERS 1306/7 Enlisted Personnel Action Request.

(1) NAVPERS 1306/7 will reference MILPERSMAN 1220-300 and include the following statement:

"Per MILPERSMAN 1220-300, I volunteer for SO duty and request assignment to SO "A" School. I agree to serve on active duty for a period of 51 months from class graduation date or until completion of previously obligated service, whichever is greater, unless released earlier by Navy Personnel Command (NAVPERSCOM). I also agree to serve the period of minimum obligated service specified, regardless of whether I retain qualification as an SO and NEC 535X during that period."

(2) COs are required to provide a statement concerning the applicant's suitability for type of training and assignment to duty.

(3) Enclosures. The following are required enclosures for package:

Enclosure 1	DD 2807-1
Enclosure 2	DD 2808
Enclosure 3	MILPERSMAN 1220-300, Exhibit 1, Report of SO Rating Conversion Screening
Enclosure 4	NAVPERS 1616/26 Evaluation Report and Counseling Record for previous 3 years (or all for members with less than 3 years service), including any special or transfer evaluations
Enclosure 5	Armed Services Vocational Aptitude Battery scores as documented on NAVPERS 1070/604 Enlisted Qualifications History
Enclosure 6	Hyperbaric pressure test results. Provide memorandum stating waiver justification if not completed

11. **Transfer to SO "A" School**

a. **Physical Condition Verification.** The member's physical condition shall be verified by performing the PST approximately 30 days prior to transfer to SO "A" School per MILPERSMAN 1220-410. The PST will be coordinated through the NSW In-Service Recruiters Web site at www.sealswcc.com. Test results will be placed in the Service Member's ESR. Personnel who fail the PST

30 days prior to transfer will retest approximately 15 days prior to transferring. If the member fails again, NAVPERSCOM (PERS-401DH) will be notified by e-mail within 24 hours of the failure and the member's orders shall be held in abeyance.

b. **Authorization.** A UMO or DMO is required to complete and sign NAVPERS 1200/6 no later than 1 month prior to actual transfer to training. Place original NAVPERS 1200/6 in the Service Member's medical record.

c. **Participation in Advancement Exams.** Conversion to the SO rating requires successful completion of SO "A" School per reference (f).

(1) Personnel under instruction for conversion on scheduled date of examination are prohibited from taking any advancement examination.

(2) If otherwise qualified, personnel ordered to SO "A" School for rating conversion may compete for advancement in their present rating until the class convening date; however, personnel selected for advancement to E-6 prior to class convening may lose eligibility to attend SO "A" School.

d. **Disqualification Condition.** Personnel who have received orders to attend SO "A" School, but develop any possible disqualifying condition contrary to rating conversion entry requirements outlined in paragraph 7; to include physical conditioning, medical standards, advancement to E-6, performance standards, NJP, or lack of security clearance eligibility; are required to notify NAVPERSCOM (PERS-401DH) by message.

12. **Disenrollment from SO "A" School**

a. **Reclassification/Reassignment and Suitability.** Members who voluntarily or involuntarily disenroll from SO "A" School initial training will be made available for reclassification or reassignment to their rating detailer. Members should contact their detailer as soon as possible and have NAVPERS 1070/613 entry made in their ESR stating the reason for disenrollment.

b. **OBLISERV.** Members disenrolled where OBLISERV is required for instruction received, with approval of NAVPERSCOM, Enlisted Career Progression Division (PERS-81), may be permitted to execute a new NAVPERS 1070/621 or NAVPERS 1070/622.

Note: See MILPERSMAN 1160-040 for explanation of "instruction received."

c. **New Extension Agreement.** Upon execution of an extension, the previously executed extension agreement for the course of instruction shall be canceled.

(1) For those members who accepted accelerated advancement, this OBLISERV will be in addition to the 1-year extension incurred for accelerated advancement.

(2) OBLISERV for instruction cannot exceed the number of months of the original extension agreement. OBLISERV requirements shall be executed from the date of disenrollment.

d. **Disenrollment Prior to Commencement Training.** If a member is disenrolled for any reason prior to entry into the training, a request may be submitted to NAVPERSCOM (PERS-81) for cancellation of OBLISERV agreement.

e. **Executing New Extension Agreement**

(1) Upon receipt of NAVPERSCOM (PERS-81) approval, COs or officers in charge shall take the following steps/actions:

Step	Action
1	Execute extension agreement.
2	Cancel old extension agreement.
3	Submit NAVPERS 1070/621 and/or NAVPERS 1070/622.
4	Make a NAVPERS 1070/613 entry (see below).

(2) The following NAVPERS 1070/613 entry is required:

My active duty obligation remaining upon disenrollment from (school) has been explained to me per MILPERSMAN 1220-300. I understand that my active duty obligation has been established as (expiration of active obligated service date).

_____

Member's Signature Witnessing Officer's Signature

13. **Change of Rating.** Personnel designated in the SO rating may request a change of rating per MILPERSMAN 1440-010. Personnel are required to submit NAVPERS 1221/6 to BUPERS-324 to

concurrently affect change of rating and removal of the SO rating related NEC.

14. **Forced Conversion**. Forced conversion is NAVPERSCOM directed. Involuntary change of rating is based on a member's loss of eligibility or suitability to further serve in their present rating as defined in MILPERSMAN 1440-010. Forced conversions will be conducted per MILPERSMAN 1440-010 and as further described in this article. COs may recommend forced conversion/revocation of the SO rating NEC by submitting NAVPERS 1221/6 to BUPERS-324. Service Members assigned NEC 0000 have 30 days to request conversion to an undermanned rating per MILPERSMAN 1440-010, and command shall remove advancement recommendation until member successfully converts to new rating. This revocation shall not be used as a punitive measure, but based on the CO's determination that the member is no longer suitable for assignment in the SO rating. The NAVPERS 1221/6 must substantiate that determination by providing sufficient background and reasonable justification for removal of member's NEC. Recommendations to revoke NEC shall include one or more of the following statements:

"The member is considered suitable for assignment to rate or rating billets not requiring NEC (fill-in),"

or

"The member is considered unsuitable for reassignment and will be recommended for administrative discharge by separate action",

or

"The member is unsuitable for duty in Diver/EOD/SEAL/SWCC/UCT commands. The member may not reapply for reinstatement for NEC 5326."

Primary reasons for forced conversion or revocation of NEC include, but are not limited to, the following:

a. **Duties**. Failure or unwillingness to perform duties required of the rating.

b. **Failure to maintain rating eligibility**. Permanent revocation by Department of the Navy, Central Adjudication

Facility (DON CAF) of the member's security clearance or permanent physical disability.

c. **Professional Performance**

(1) Willful dereliction of duty.

(2) Breaches in ammunition, arms, and explosives (AA&E); parachute; or ordnance; safety or regulations.

(3) Loss of CO's faith and confidence in the member's ability to exercise sound judgment, reliability, and personal conduct.

d. **SO/SEAL Qualification.** Failure to attain SO (SEAL) qualification as specified in MILPERSMAN 1220-085.

e. **Alcohol Abuse.** Personnel identified as having abused alcohol will be locally suspended by their CO from duty pending the outcome of screening, disciplinary action, or rehabilitation procedures as outlined in reference (g). At any time during or upon completion of those proceedings, COs have the following options:

(1) If a counseling/rehabilitation program appears **likely to succeed**, the member will remain assigned to the command in a non-SO NEC status and will have a program developed per reference (g).

(2) If **future alcohol abuse is considered likely**, or the member **fails rehabilitation treatment**, the CO must certify that the member has no potential for further useful service and must initiate separation procedures. Commands will submit a NAVPERS 1221/6 to BUPERS-324 to revoke the SO rating-related NEC.

(3) Personnel who **voluntarily refer themselves** for treatment in the **absence of either an alcohol-related violation** (of local, state, Federal law, or Uniform Code of Military Justice (UCMJ)) **or substandard service**, and are found in need of treatment, will not be forced converted; member will retain NEC and all associated specialty pays, but be disqualified to supervise any operations until successful completion of treatment.

f. **Drug Abuse.** Members identified as having abused drugs, as defined in reference (g), are not eligible for future

reinstatement. Members will be processed for administrative separation as specified in MILPERSMAN 1910-146. Commands will submit NAVPERS 1221/6 to BUPERS-324 to revoke the SO rating related NEC.

NOTE: Forced conversion from the SO rating shall not be used as a substitute for required disciplinary and or administrative action. Particular consideration shall be exercised to ensure that forced conversion is not used to transfer members to other duty when they do not clearly meet the established high standards for continued naval service.

15. **Supervisory Status**. There are a few situations in which personnel are unable to meet the physical standards for SO duties; to include diving, parachute, and demolition operations; through no fault or lack of diligence on the member's part. In these few cases, personnel whose significant SO experience is of continued value to the Navy, may apply for "Supervisory Status" designation and remain in the SO rating.

a. **Eligibility**. Personnel must be designated as an SO (SEAL) and remain qualified for sea duty.

b. **Request Designation**. Request designation for "Supervisory Status" by submitting NAVPERS 1306/7 **via** their CO and BUMED (M3/50M2) **to** BUPERS-324. Request shall contain the following:

(1) Results of a recent diving physical examination as enclosure (1).

(2) A brief synopsis of previous NEC-related experience as enclosure (2).

c. **Designation**. BUPERS-324 will designate personnel in either "Supervisory Status, Diving" or "Supervisory Status, Non-diving," based on the following considerations:

(1) Favorable endorsement of the member's request by the CO.

(2) BUMED recommendation concerning waiver of physical standards.

(3) Number of personnel presently assigned in a "Supervisory Status, Diving" or "Supervisory Status, Non-diving"

at the member's activity. Personnel designated "Supervisory Status, Diving" or "Supervisory Status, Non-diving" will be limited to a maximum of 5 percent of an activity's onboard diving-related billet allowance, or less if the number may be detrimental to operational capability.

d. **Disapproval.** If disapproved, the member will be forced converted to another rating per MILPERSMAN 1440-010.

e. **Tenure and Extensions.** Designation of personnel for "Supervisory Status, Diving" or "Supervisory Status, Non-diving" shall be made to coincide with required diving duty physical examination tenure. Extension of "Supervisory Status" must be requested to coincide with completion of diving duty physical examinations. Personnel designated Supervisory Status, Diving/Non-diving" may retain that status, dependent upon the receiving command's requirements, if transferred during the normal tenure of diving duty physical examination.

f. **Assignments.** Personnel designated "Supervisory Status, Diving" are assignable to sea duty, eligible for diving pay per their current NEC, and limited to performing supervisory, inspection, and re-qualification dives only per MILPERSMAN 1220-260.

g. **Sea Duty and Diving.** Personnel designated "Supervisory Status, Non-diving" will not normally be assigned to sea duty, unless the number of divers in a full diving status at an activity is sufficient to conduct safe diving operations. Personnel assigned in a "Supervisory Status, Non-diving" shall not dive.

16. **Periodic Requalification.** Periodic requalification of SO personnel is necessary to maintain individual proficiency and unit capability. Personal safety during hazardous operations is directly related to proficiency. COs are directed to afford every opportunity for maintaining individual qualification without lapse.

a. Specific NEC Requalification. For policy on specific NEC requalification refer to the following:

Topic	**See MILPERSMAN**
Diving Requalification	1220-260
Parachute Requalification	1220-030
Demolition Requalification	1220-280

b. Documentation of diving operations is described in reference (d).

EXHIBIT 1

SO RATING DESCRIPTION

SEALs are named after the environments in which they operate - sea, air, and land, and are the foundation of naval special warfare combat forces. They are organized, trained, and equipped to conduct a variety of special operation missions in all operational environments. Today's SEALs trace their history from the elite frogmen of World War II. Training is extremely demanding, both mentally and physically, and produces the world's best maritime warriors.

Candidates may volunteer for SEAL during basic training at Navy Recruit Training Command (NAVCRUITRACOM) or at any time during their enlistment prior to their 29th birthday.

In-service recruiters (dive motivators) at NAVCRUITRACOM give presentations on the Navy's diver programs, conduct the physical training screening tests, and assist interested people with their applications. In-service recruiters are located at Naval Amphibious Base (NAB), Coronado, CA and NAB, Little Creek, VA. Call 1-800-USN-SEAL or go to **www.sealswcc.com** for more information.

A more stringent physical examination and medical screening is required of SEAL Program candidates. Applicants' entrance medical examinations will be reviewed for diving qualifications and further physical screening tests will be given at the NAVCRUITRACOM and at the Basic Underwater Demolition/SEAL (BUD/S) "A" School.

BUD/S training is physically and mentally demanding, but the individual who accepts the challenges is rewarded with extra pay for diving, parachuting, and demolition; plus extraordinary duty assignments.

Career Path After Recruit Training
Enlistees are taught the fundamentals of naval special warfare through formal Navy schooling and on the job training. BUD/S "A" School candidates attend 5 phases of training at Coronado, CA; Fort Benning, GA; and various other locations.

School	Present Location	Approximate Training Time	Subjects	Training Methods
SO Preparatory	Great Lakes, IL	5-8 weeks	Physical and psychological preparation for BUD/S training	Group instruction, classroom and practical
Basic Underwater Demolition/ SEAL (BUD/S) Orientation	Coronado, CA	3 weeks	Same as above	Group instruction, classroom and practical
Basic Underwater Demolition/ SEAL (BUD/S) "A" School	Coronado, CA	27 weeks	Physical conditioning, small boat handling, diving physics, basic diving techniques for open and closed circuit scuba, land warfare, weapons, demolitions, communications, and hydrographic reconnaissance	Group instruction, classroom and practical

Parachute Training	San Diego, CA	4 weeks	Basic skills required for combat static line and military freefall parachuting	Group instruction, classroom and practical
Full Spectrum SERE	San Diego, CA	10 days	Full spectrum survival, escape, resist, and evade training	Group instruction, classroom and practical
SEAL Qualification Training (SQT)	Various	19 weeks	Core Naval Special Warfare tactical knowledge and skills	Group instruction, classroom and practical
During a 20-year period, SEALs spend about 70 percent of their time assigned to operational teams and 30 percent to shore stations. Advanced training opportunities in demolition, weapons, diving, communications, intelligence, HALO/HAHO parachuting, foreign language, sniping, and a variety of other advanced skills provide the flexibility for specialization to complement a variety of interesting duty assignments.				

For SEAL challenge information see reference (b), volume 5, chapter 2, section 1.

What They Do

- Special operations are characterized by the use of small units with very unique capabilities to conduct surgical military actions that are beyond the capability of conventional military forces.
- SEALs master "maritime" special operations, with a combination of specialized training, equipment, and tactics.

SEAL medics (special operations combat medics) provide combat trauma medical support during all operations, while also serving as SEALs.

Qualifications and Interests

SEAL Challenge candidates should be mature, motivated, self-assured and self-confident, willing to follow orders, and able to work under stressful and hazardous conditions. They should be in excellent physical condition and motivated to withstand the rigorous physiological demands imposed by the maritime environment. The ability to swim and withstand fatigue is a major factor in successful completion of the training. Other necessary characteristics needed are good study habits and learning skills, knowledge of arithmetic and basic algebra, mechanical skills, and manual dexterity. Applicants must be United States citizens eligible for a security clearance.

Working Environment

SEALs perform special operation missions from fixed-wing aircraft, helicopters, ships, and submarines. They may be exposed to arctic, desert, or jungle environments including survival in enemy controlled areas and all water conditions. They may also perform administrative and foreign training missions in a wide variety of climates throughout the world.

Since Navy programs and courses are revised at times, the information contained in this section is subject to change.

EXHIBIT 2

REPORT OF SO RATING CONVERSION SCREENING

(Use proper letter format.)

From: (screening activity)
To: Commander, Navy Personnel Command (PERS-401DH)

Subj: REQUEST FOR SPECIAL WARFARE OPERATOR (SO) RATING CONVERSION

Ref: (a) MILPERSMAN 1220-300

1. (rank or rate, name), currently attached to (member's present command), was screened for application for assignment to SEAL training following the procedures specified in reference (a).

2. The member completed the screening as indicated below:

a. Interview conducted by: (name, rank, position, command, date). (Interviewer should include any significant findings pertinent to selection/non-selection of member for requested training.)

(1) Does the applicant totally understand the mission and scope of the program? Yes _____ No _____

(2) Does the applicant fully understand the training regimen during initial training and what will be expected of them? Yes _____ No _____

(3) Is the applicant’s motivation for entry into the rating a sincere desire for personal growth and achievement, and not solely for the money or as a method to escape their present circumstances, etc? Yes _____ No _____

(4) Does the applicant have the ability to adapt to the requirements of the desired community? Yes _____ No _____

(5) Is the applicant mentally prepared for the arduous training? Yes _____ No _____

(6) Does the applicant have any financial, marital, or other hardships that would impede their ability to concentrate on and complete the training? Yes _____ No _____

b. PST conducted by: (name, rank, position, command, date)

(1) Swim Time: _____min _____sec

(2) Run Time: ____ min _____sec

(3) Sit-ups: _____, Push-ups: _____, Pull-ups: _____

c. Pressure test conducted by: (name, rank, position, command/facility, date) or waived (state justification). Pressure test (results to be included as application package) contained in enclosure (1).

d. Eligible for a Secret security clearance based on National Agency Check with Local Agency and Credit Checks (NACLC). ( ) Yes ( ) No

3. Based on (satisfactory/unsatisfactory) completion of this screening the member (is/is not) recommended for (type training). (If member is not recommended, state reason(s).)

(Signature)

Copy to:
Member's present command

MILPERSMAN 1220-350

ASSAULT BOAT COXSWAIN QUALIFICATIONS

Responsible Office	NAVPERSCOM (PERS-402B)	Phone: DSN COM FAX	882-3713 (901) 874-3713 882-2637

1. **Eligibility**. All enlisted members, except Hospital Corpsman and Dental Technicians, are eligible for qualification as assault boat coxswain.

2. **How to Qualify**. Each command is responsible for developing an examination and observing practical factors from the following criteria: (**NOTE**: Landing craft is defined as a craft which is specifically designed for beaching, unloading or loading on the beach, and retracting.)

a. **Examination**

(1)	Nomenclature. Use of hull fittings/equipment. Capacity of cargo/personnel maneuvering and special hull characteristics. Fuel capacity and fuel endurance of landing craft.
(2)	Procedures for starting engine, normal/maximum safe motor temperatures. Stopping/securing engine. Operation of bilge pumps/sand traps.
(3)	Boat signals, identification flags and insignia. Boat identification paddles in connection with ship-to-shore movement. Control vessels signals/signal procedures. Debarkation communications/visual designations. Voice radio procedures.
(4)	Standard formations: Distance/speeds employed in assembly/rendezvous area/assault waves. Procedures for boat group commanders and control vessels.
(5)	Special maneuvering rule and precautions observed during landing and retraction through surf. Procedures for rigging boat for salvage and maneuvering to avoid fouling of propellers with tow lines.
(6)	Identify beach markers and buoys.
(7)	Procedures for transferring personnel/equipment to LVT’s direct or via transfer barges; procedures at transfer line.

b. **Practical Demonstration**

(1)	Perform coxswain duties, supervise boat crew in hoisting/lowering operation, rig/secure all gear in landing craft, follow procedure in handling all types of cargo.
(2)	Handle a landing craft in protected waters, coming alongside, casting off from a vessel or pier. Observe all safety measures applicable to operation of the boat/equipment.
(3)	Use and identify boat signals, boat identification flags, insignia in connection with ship-to-shore movement.
(4)	Maintain assigned station in all phases of ship-to-shore movement, employing knowledge of standard formations, distance/speeds in assembly/rendezvous area. Steer by compass/observe rules of the road.
(5)	Beach boat through moderate surf and retract, singly and in assault wave formation using proper rudder and engine procedure.
(6)	Rig, use, secure anti-broaching lines. Demonstrate how to rig a broached landing craft for salvage. Proper use of engines to avoid fouling tow lines in assisting salvage boat.
(7)	Render first aid, rig stretcher slings, and use other methods of hoisting casualties.

3. **Documentation**

a. Members who demonstrate proficiency in practical factors and pass the written examination will be qualified as an assault boat coxswain and assigned the proper Navy Enlisted Classification (NEC) code.

b. Commands are to document the qualification on the NAVPERS 1070/604 (Rev. 7-91), Enlisted Qualification History of the service record and submit NAVPERS 1221/1 (Rev. 6-92), Navy Enlisted Classification Code Change Recommendation to the Enlisted Personnel Management Center (EPMAC) (Code 52) to record/remove the NEC.

4. **Requalification**

a. Qualification shall continue in effect for 1 year from the date on which qualified. To avoid lapse of qualification upon expiration of 1 year, requalification may be accomplished at any time. Such requalification will supersede the previous

qualifications and shall be effective for 1 year from date of accomplishment.

b. Requirements for requalification shall be the same as for the original qualification.

MILPERSMAN 1220-360

DAMAGE CONTROL SCENE LEADER QUALIFICATIONS

Responsible Office	NAVPERSCOM (PERS-402A)	Phone: DSN COM FAX	882-3602 (901) 874-3602 882-2734

References	(a) NAVEDTRA 43119-I Personnel Qualification Standard (PQS) for Damage Control (DC)

1. **Requirements**

a. All enlisted members are encouraged to qualify as damage control scene leaders. To qualify members must complete the Personnel Qualification Standard (Damage Control Emergency Parties Qualification Standard) NAVEDTRA 43119-I.

b. Qualification of damage control scene leader shall be entered on NAVPERS 1070/604 (Rev. 7-91), Enlisted Qualifications History of the member’s service record.

2. **Continuation**

a. The command is responsible for maintaining continued qualification. A member not assigned to or performing duties as a damage control scene leader for a period of 1 year, must be requalified before assignment as a scene leader.

b. Requalification is subject to the same requirements as the original qualification.

MILPERSMAN 1220-370

ENLISTED EXPEDITIONARY WARFARE (EXW) SPECIALIST DESIGNATION

Responsible Office	CNO (N85)	Phone: DSN COM FAX	222-1574 (757) 692-1574 (757) 692-1514

References	(a) OPNAVINST 1414.7 (b) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. Enlisted members E-5 and above shall obtain the Enlisted Expeditionary Warfare (EXW) Specialist qualification while assigned to a qualifying unit as outlined per reference (a). Enlisted members E-4 and below may voluntarily obtain EXW qualification while assigned to a qualifying unit and who meet eligibility requirements.

2. **Authority to Wear the Insignia**. Achievement of qualification entitles the member to wear the EXW insignia per reference (b), and to use the EXW designation. The Expeditionary Warfare designation is an “EXW” placed in parentheses immediately after the member’s rate abbreviation, i.e., MM3(EXW), BMCS(EXW).

3. **Updating the Service Record**. When a member has been qualified as an EXW Specialist, an entry shall be made in the member’s service record NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks as follows:

“(Date) Qualified as an Enlisted Expeditionary Warfare (EXW) Specialist this date and assigned the (EXW) designator.”

4. **Updating the Evaluation**. Once qualification has been approved, relevant comments should be made in the member’s next evaluation.

5. **Disqualification**. An enlisted member previously qualified shall be disqualified by an appropriate qualifying officer if that member fails to continue to meet the requirements set forth

in reference (a). Formal notification of disqualification shall be recorded in the member's service record NAVPERS 1070/613 as follows:

"(Date) Failed to maintain qualification of an Enlisted Expeditionary Warfare (EXW) Specialist by (include specific rationale for disqualification). Member has been informed that, as of this date, he/she is disqualified and is no longer authorized to wear the EXW insignia or use the (EXW) designator as part of his/her rating."

Members, once notified of their disqualification, shall have the appropriate comments entered in the next periodic evaluation.

6. **Re-qualification**. Re-qualification shall be accomplished per policy guidance issued in reference (a).

MILPERSMAN 1220-400

SPECIAL WARFARE BOAT OPERATOR (SB) RATING

Responsible Office	BUPERS-324	Phone: DSN COM	882-2858/3552 (901) 874-2858/3552
	NAVPERSCOM PERS-401DI	Phone: DSN COM	882-3573 (901) 874-3573

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II (b) COMNAVCRUITCOMINST 1130.8J, Navy Recruiting Manual - Enlisted (c) NAVMED P-117, Manual of the Medical Department, Article 15-105, Special Operations Duty (d) OPNAVINST 1160.8A (e) BUPERSINST 1430.16F, Advancement Manual for Enlisted Personnel of U.S. Navy and U.S. Naval Reserve (f) DJMS Procedures Training Guide (PTG) (g) OPNAVINST 1414.9 (h) OPNAVINST 5350.4D

1. **Purpose**. This article discusses personnel aspects of the special warfare boat operator (SB) rating. The following topics are covered:

Topic	See Para.
Rating Description	2
Suitability for Assignment	3
Rating Designation	4
Navy Enlisted Classification (NEC) Codes	5
Recruit, Non SB Qualified Navy Veterans (NAVETS), and Other Service Veterans (OSVETS) Accessions	6
Rating Conversion Entry Requirements	7
Applying for Rating Conversion	8
Rating Conversion Screening Requirements	9
Rating Conversion Screening Process	10
NAVPERS 1200/6 (12-09), U.S. Military Diving Medical	10

Screening Questionnaire	
Transfer to SB "A" School	11
Disenrollment from SB "A" School	12
Change of Rating	13
Forced Conversion	14
Supervisory Status	15
Periodic Requalification	16
SB Rating Description	Exhibit 1
Report of SB Rating Conversion Screening	Exhibit 2

2. **Rating Description**. SBs support and perform maritime special operations in open ocean, littoral, and riverine environments. SBs are experts in maritime

- special operations tactics;
- small unit leadership;
- detailed mission planning;
- cultural awareness;
- advanced weapons tactics;
- depot level maintenance;
- tactical communications;
- advanced craft operations, and preventive and corrective maintenance;
- long-range, over the horizon, and riverine navigation;
- tactical combat medicine; and
- intelligence operations.

For operational redundancy, each member of a special boat detachment receives in-depth cross training to enable them to perform in any other position, should the need arise. Personnel deploy on short notice by sea, air, and land to remote locations worldwide. Naval special warfare (NSW) deployments require extensive logistical preparations that allow for rapid mobilization of groups of personnel and associated equipment. The SB rate is sea-duty intensive. Exhibit 1 and the following Web site address **www.sealswcc.com** provide comprehensive description and information about a career in the SB rating.

3. **Suitability for Assignment**

a. **Accession Prerequisites.** The distinct purpose and nature of duties involved in the SB rating require strict adherence to eligibility criteria, procedures, and policy for conversion and assignment to the SB rating.

b. **Professional Performance.** While the highest standards of personal conduct, reliability, and judgment are required of all members of the naval service, it is especially important that members assigned to duty involving the performance and supervision of SB operations are of unquestioned personal conduct, reliability, judgment, and observance of military regulations.

4. **Rating Designation**

a. Upon completion of SB "A" School training pipeline which consists of

- Naval Special Warfare Preparatory Course (NSW PC), CIN K-431-0350, CDP04WF;
- SB Basic Crewman Training (BCT) Orientation, CIN K-060-0010, CDP 991S;
- SB Basic Crewman Training (BCT), CIN K-060-0030, CDP 151J; and
- SB Crewman Qualification Training (CQT) CIN K-060-0032, CDP 966W;

enlisted personnel are awarded NEC **5352** and designated as **SB.** Recruit and fleet conversions are authorized accelerated advancement to E-4 (SB3) per MILPERSMAN 1510-030.

b. Commanding Officer, Naval Special Warfare Center (NAVSPECWARCEN) shall submit NAVPERS 1221/6 Navy Enlisted Classification (NEC) Change Request, to Navy Personnel Command (NAVPERSCOM), Enlisted Personnel Readiness and Support Branch (PERS-4013) requesting award of NEC 5352 at the completion of crewmen qualification training (CQT).

5. **Navy Enlisted Classification (NEC) Codes**. Enlisted SB personnel are designated by NEC codes per their qualifications. Reference (a) further describes each of the NEC codes as follows:

NEC	Designation
5350	Basic Special Warfare Boat Operator (student)
5352	Special Warfare Boat Operator (SWCC)
5392	Naval Special Warfare Medic

6. **Recruit, Non SB Qualified NAVETS, and OSVETS Accessions.** The SB rating is designated as an advanced technical field (ATF) program. Reference (b) provides entry requirements and policy for recruit, NAVET, and OSVET accessions.

7. **Rating Conversion Entry Requirements.** Conversion to the SB rating requires successful completion of SB "A" School. Approval to attend SB "A" School will be based on the needs of the community and determined by Bureau of Naval Personnel (BUPERS), Special Warfare Enlisted Community Manager (ECM) (BUPERS-324). Except where specified "**no waiver,**" BUPERS-324 may waive one or more entry requirements if the applicant is considered otherwise qualified. Due to the cost of permanent change of station (PCS) orders, high risk training, historic high attrition training rates, and to prevent undue delay in training, commands and personnel submitting request for conversion shall strictly adhere to the policy and requirements specified in this article. Entry requirements can be found at **www.sealswcc.com**.

a. **Duty.** Must be on active duty.

b. **Schools.** Previous attendance of explosive ordnance disposal (EOD), navy diver (ND), SB, or special warfare operator (SO) "A" School. Members who are voluntarily or involuntarily disenrolled from EOD, ND, SB, or SO "A" School will require a minimum of 2 years prior to reapplying for EOD, ND, SB, or SO "A" School. Personnel who previously voluntarily or involuntarily disenrolled from SB "A" School that request to return to SB "A" School must include the following in the application:

(1) **NAVPERS 1070/613 Administrative Remarks** statement, recommendation to return to training from the commanding officer (CO) of the respective SB "A" School course of instruction for which the member was disenrolled. **No waivers.**

(2) NAVPERS 1070/613 statement outlining reasons for previous disenrollment and actions taken to correct identified problem areas. **No waivers.**

c. **Motivation.** Strong motivation, interest in the rating, and willingness to work diligently in the academic and operational training phases is required.

d. **Gender.** The SWCC Program is closed to women.

e. **Age Requirement.** Be 30 years of age, or less, as of date of application receipt at NAVPERSCOM, SB "A" School coordinator (PERS-401DI).

f. **Rank.** Be in pay grade E-1 through E-5.

g. **Time in Service.** Have 6 years or less of active duty service as of the date of application receipt at NAVPERSCOM (PERS-401DI).

h. **Armed Services Vocational Aptitude Battery (ASVAB).** Meet ASVAB requirement per current ASVAB NAVADMIN.

i. **Medical Requirements.** Meet medical standards as specified in reference (c). Request for waiver of physical standards for personnel who do not meet minimum standards must be submitted per reference (c)

- through the Service member's CO;
- via Bureau of Medicine and Surgery (BUMED), Undersea Medicine and Radiation Health (M5/50M2);
- to BUPERS-324.

j. **Obligated Service (OBLISERV).** The OBLISERV requirement for SB "A" School is 48 months from class graduation date or until completion of previous OBLISERV, whichever is greater, unless released earlier by Chief of Naval Personnel (CHNAVPERS). COs shall ensure applicants understand **obligated service to train (OTT)** options specified in MILPERSMAN 1160-040 and reference (d). **No waivers.**

k. **Performance Standards.** Evaluation trait marks 3.0 or above in last three evaluation reports. For members with less than 3 years of service, submit all evaluations.

l. **Misconduct.** The applicant may not have a non-judicial punishment (NJP)/court-martial or serious civil court conviction during the previous 12 months prior to the application.

m. **Security Clearance.** Attendance to SB "A" School requires eligibility for a secret clearance based on a national agency check with local agency and credit checks (NACLC).

n. **Physical Fitness.** Pass the physical screening test (PST) per MILPERSMAN 1220-410. **No waivers.**

o. **CO's Recommendation.** Be recommended for initial training by the member's current CO.

8. **Applying for Rating Conversion.** Applicants who are applying for rating conversion must take the following steps:

Step	Action
1	Apply for SB convert in quota via C-WAY Program.
2	Access the NSW in-service recruiter's Web site at **http://www.sealswcc.com** to schedule an interview and PST. Phone: 1-888-USN-SEAL E-mail: **motivators@navsoc.socom.mil**
3	Undergo screening process.
4	Receive report of rating conversion screening.
5	Assemble rating conversion package.
6	Mail or e-mail (encrypted) conversion package to: Navy Personnel Command (PERS-401DH) 5720 Integrity Drive Millington, TN 38055-5402 E-Mail: **MILL ND EOD SB SO packages@navy.mil** (Encrypted e-mail is the preferred method.)

9. **Rating Conversion Screening Requirements.** Applicants will be screened by approved personnel and activity.

a. **Approved Screening Personnel.** A qualified SB or SO officer or a qualified E-6 and above, 5352/5326 or 5323, can conduct the screening. Approved screening personnel must submit PST scores to NSW in-service recruiters for official recommendation letter.

b. **Approved Screening Activity.** Only commands with adequate facilities for screening applicants will conduct screening.

(1) An approved screening activity is any diving/EOD/sea, land, air (SEAL)/SWCC/underwater construction team (UCT) command or Navy Recruit Training Command (NAVCRUITRACOM). NSW commands should be the priority screening activity as it relates to the applicant's primary mission and capability.

(2) Screening conducted by other commands due to geographic isolation or absence of approved screening personnel must be coordinated through and approved by the Naval Special Warfare Motivator's Office.

10. **Rating Conversion Screening Process.** The screening activity will ensure the following:

Step	Action	Per
1	Interview the Applicant	Para. 10a
2	Conduct a Medical Examination	Para. 10b
3	Conduct a Physical Screening Test (PST)	Para. 10c
4	Submit a Report of Rating Conversion	Para. 10d

a. **Interview the Applicant.** The interview is necessary to examine and evaluate each applicant's character, traits, background, motivation, and potential for successfully completing SB "A" School and subsequent SB career assignments. The interviewer will do the following:

(1) Discuss the nature of the SB rating with the applicant, to include: training, duty assignments, operational employment, career development, pay, advancement, etc.

(2) Review the applicant's electronic service record to fully assess past performance, conversion's effect on professional development, potential for successfully completing SB "A" School, and identify traits which could be beneficial to the community.

(3) Determine the applicant's comfort level in the water. Member must have considerable comfort level when in a waterborne environment. This should not be determined solely by the PST.

(4) Determine the applicant’s physical fitness level.

(5) Review entry requirements with the applicant to determine which requirements are met and which requirements require a waiver.

(6) Complete exhibit 2, Report of SB Rating Conversion Screening.

(a) All rating conversion entry requirement waivers must be specified and supported with justification for approval.

(b) A negative response to any of the questions or traits identified in the applicant’s electronic service record could indicate unsuitability for the program.

(c) Provide a positive or negative endorsement stating the suitability to attend SB “A” School.

b. **Conduct a Medical Examination**. Applicants must meet physical examination and standards per reference (c).

(1) Approved location. The medical examination may be conducted at hospitals, clinics, or dispensaries capable of accomplishing or coordinating all required examination elements.

(2) Approved Medical Examiner. Per reference (c), examinations can be conducted by any physician, but an Undersea Medical Officer (UMO) or Diving Medical Officer (DMO) must approve and review all examinations/reports. BUMED (M3/50M2) can review and sign physical examinations for accessions performed by another credentialed medical provider where a Navy UMO or DMO is not proximately available.

(3) **Medical Reports.** Results of the medical examination will be recorded on the following reports:

- DD 2807-1 Report of Medical History;
- DD 2808 Report of Medical Examination; and
- NAVPERS 1200/6. (Used to report any interval changes to health history or physical exam since last valid periodic dive medical exam. Must be completed no later than 1 month prior to actual transfer to training and placed in Service member's medical record.)

(4) **Validity.** The initial medical examination will be valid for a 24-month period. Candidates who have not reported to SB "A" School within the 24-month period must re-submit DD 2807-1 and DD 2808 updated forms to NAVPERSCOM (PERS-401DI).

c. **Conduct the PST.** The PST is designed to assess the applicant's physical ability to undergo initial and advanced training.

(1) Administer the PST per MILPERSMAN 1220-410.

(2) No alterations to the test are permitted. The test must be administered exactly as indicated.

d. **Submit a Request for Rating Conversion.** Upon satisfactory completion of the screening process, applicants will forward their request to NAVPERSCOM (PERS-401DI), with copy to applicant, via NAVPERS 1306/7, Enlisted Personnel Action Request.

(1) NAVPERS 1306/7 will reference MILPERSMAN 1220-400 and include the following statement:

"Per MILPERSMAN 1220-400, I volunteer for SB duty and request assignment to SB "A" School. I agree to serve on active duty for a period of 48 months from class graduation date or until completion of previously obligated service, whichever is greater, unless released earlier by Navy Personnel Command (NAVPERSCOM). I also agree to serve the period of minimum obligated service specified, regardless of whether I retain qualification as an SB and NEC 535X during that period."

(2) COs are required to provide a statement concerning the applicant's suitability for type of training and assignment to duty.

(3) Enclosures. Required enclosures for package:

Enclosure 1	DD Form 2807-1 Report of Medical History
Enclosure 2	DD Form 2808 Report of Medical Examination
Enclosure 3	MILPERSMAN 1220-400, exhibit 2, Report of SB Rating Conversion Screening.
Enclosure 4	NAVPERS 1616/26 Evaluation Report and Counseling Record, for previous 3 years (or all for members with less than 3 years of service) including any special or transfer evaluations.
Enclosure 5	Armed Services Vocational Aptitude Battery scores as documented on NAVPERS 1070/604 Enlisted Qualifications History.

11. **Transfer to SB "A" School**

a. **Physical Condition Verification.** The member's physical condition shall be verified by performing the PST approximately 30 days prior to transfer to SB "A" School per MILPERSMAN 1220-410. The PST will be coordinated through the NSW in-service recruiters Web site at **www.sealswcc.com**. Test results will be placed in the Service member's electronic service record. Personnel who fail the PST 30 days prior to transfer will retest approximately 15 days prior to transferring. If the member fails again, NAVPERSCOM (PERS-401DI) will be notified by e-mail within 24 hours of the failure, and the member's orders shall be held in abeyance.

b. **Authorization.** A UMO or DMO is required to complete and sign NAVPERS 1200/6 no later than 1 month prior to actual transfer to training. Place original NAVPERS 1200/6 in the Service member's medical record.

c. **Participation in Advancement Exams.** Conversion to the SB rating requires successful completion of SB "A" School per reference (e).

(1) Personnel under instruction for conversion on scheduled date of examination are prohibited from taking any advancement examination.

(2) If otherwise qualified, personnel ordered to SB "A" School for rating conversion may compete for advancement in their present rating **until** the class convening date; however, personnel selected for advancement to E-6 prior to class convening will lose eligibility to attend SB "A" School. Personnel selected for advancement to E-6 while under instruction at SB "A" School will be disenrolled from training.

d. **Disqualification Condition.** Personnel who have received orders to attend SB "A" School, but develop any possible disqualifying condition contrary to rating conversion entry requirements outlined in paragraph 7, to include physical conditioning, medical, advancement to E-6, performance standards, NJP, or lack of security clearance eligibility, are required to notify NAVPERSCOM (PERS-401DI) by message.

12. **Disenrollment from SB "A" School**

a. **Reclassification/Reassignment and Suitability.** Members who voluntarily or involuntarily disenroll from SB "A" School initial training will

(1) Be made available for reclassification or reassignment to their rating detailer. Members should contact their detailer as soon as possible; and

(2) Have a NAVPERS 1070/613 entry made in their electronic service record stating the reason for disenrollment.

b. **OBLISERV.** Members disenrolled where OBLISERV is required for instruction received, with approval of NAVPERSCOM, Enlisted Career Progression Division (PERS-81) may be permitted to execute a new

- NAVPERS 1070/621 ; or
- NAVPERS 1070/622.

See MILPERSMAN 1160-040 for explanation of "instruction received."

c. **New Extension Agreement.** Upon execution of an extension, the previously executed extension agreement for the course of instruction shall be canceled.

(1) For those members who accepted accelerated advancement, this OBLISERV will be in addition to the 1-year extension incurred for accelerated advancement.

(2) OBLISERV for instruction cannot exceed the number of months of the original extension agreement. OBLISERV requirements shall be executed from the date of disenrollment.

d. **Disenrollment Prior to Commencement Training**. If a member is disenrolled for any reason prior to entry into the training, a request may be submitted to NAVPERSCOM (PERS-81) for cancellation of OBLISERV agreement.

e. **Executing New Extension Agreement**

(1) Upon receipt of NAVPERSCOM (PERS-81) approval, COs or officers in charge (OICs) shall take the following steps/actions:

Step	Action
1	Execute extension agreement.
2	Cancel old extension agreement.
3	Submit NAVPERS 1070/621 and/or NAVPERS 1070/622.
4	Make a NAVPERS 1070/613 entry (see below).

(2) The following NAVPERS 1070/613 entry is required:

My active duty obligation remaining upon disenrollment from (school) has been explained to me per MILPERSMAN 1220-400. I understand that my active duty obligation has been established as (expiration of active obligated service (EAOS) date).

_____

Member's Signature Witnessing Officer's Signature

13. **Change of Rating**. Personnel designated in the SB rating may request a change of rating per MILPERSMAN 1440-010. Personnel are required to submit NAVPERS 1221/6 to BUPERS-324 to concurrently affect change of rating and removal of the SB rating related NEC.

14. **Forced Conversion**. Forced conversion is NAVPERSCOM directed. Involuntary change of rating is based on a member's loss of eligibility or suitability to further serve in their present rating as defined in MILPERSMAN 1440-010. Forced conversions will be conducted per MILPERSMAN 1440-010 and as further described in this article. COs may recommend forced conversion/revocation of the SB rating NEC by submitting NAVPERS 1221/6 to BUPERS-324. Service members assigned NEC 0000 have 30 days to request conversion to an undermanned rating per MILPERSMAN 1440-010 and command shall remove advancement recommendation until member successfully converts to new rating. This revocation shall not be used as a punitive measure, but based on the CO's determination that the member is no longer suitable for assignment in the SB rating. The NAVPERS 1221/6 must substantiate that determination by providing sufficient background and reasonable justification for removal of member's NEC. Recommendations to revoke NEC shall include one or more of the following statements:

"The member is considered suitable for assignment to rate or rating billets not requiring NEC (fill-in)",

or

"The member is considered unsuitable for reassignment and will be recommended for administrative discharge by separate action,"

or

"The member is unsuitable for duty in Diver/EOD/SEAL/SWCC/UCT commands. The member may not reapply for reinstatement for NEC 5352."

Primary reasons for forced conversion/revocation of NEC include (but are not limited to) the following:

a. **Duties**. Failure or unwillingness to perform duties required of the rating.

b. **Failure to maintain rating eligibility**

(1) Permanent revocation by Department of the Navy, Central Adjudication Facility (DON CAF) of the member's security clearance.

(2) Permanent physical disability.

c. **Professional Performance**

(1) Willfull dereliction of duty.

(2) Breaches in ammunition, arms, explosives (AA&E); parachute; or ordnance; safety or regulations.

(3) Loss of CO's faith and confidence in the member's ability to exercise sound judgment, reliability, and personnel conduct.

d. **SWCC Qualification.** Failure to attain SWCC qualification as specified in reference (g).

e. **Alcohol Abuse.** Personnel identified as having abused alcohol will be locally suspended by their CO from duty pending the outcome of screening, disciplinary action, or rehabilitation procedures as outlined in reference (h). At any time during or upon completion of those proceedings, COs have the following options:

(1) If a counseling/rehabilitation program appears **likely to succeed**, the member will remain assigned to the command in a non-SB NEC status and will have a program developed per reference (h).

(2) If **future alcohol abuse is considered likely**, or the member **fails rehabilitation treatment**, the CO must certify that the member has no potential for further useful service and must initiate separation procedures. Commands will submit a NAVPERS 1221/6 to BUPERS-324 to revoke the SB rating related NEC.

(3) Personnel who **voluntarily refer themselves** for treatment in the **absence of either an alcohol-related violation** (of local, state, or Federal law, or Uniform Code of Military Justice (UCMJ)) **or substandard service** and are found in need of treatment, will not be forced converted, member will retain NEC and all associated specialty pays, but be disqualified to supervise any operations until successful completion of treatment.

f. **Drug Abuse.** Members identified as having abused drugs as defined in reference (h) are not eligible for future reinstatement. Members will be processed for administrative separation as specified in MILPERSMAN 1910-146. Commands will submit NAVPERS 1221/6 to BUPERS-324 to revoke the SB rating related NEC.

Note: Forced conversion from the SB rating shall not be used as a substitute for required disciplinary and or administrative action. Particular consideration shall be exercised to ensure that forced conversion is not used to transfer members to other duty when they do not clearly meet the established high standards for continued naval service.

15. **Supervisory Status.** There are a few situations in which personnel are unable to meet the physical standards for SB duties, to include parachute operations, through no fault or lack of diligence on the member's part. In these few cases, personnel whose significant SB experience is of continued value to the Navy, may apply for "supervisory status" designation and remain in the SB rating.

a. **Eligibility.** Personnel must be designated as an SB (SWCC) and remain qualified for sea duty.

b. **Request Designation.** Request designation for "supervisory status" by submitting NAVPERS 1306/7 **via** their CO and BUMED (M3/50M2) **to** BUPERS-324. Request shall contain the following:

(1) Results of a recent SO physical examination as enclosure (1).

(2) A brief synopsis of previous NEC-related experience as enclosure (2).

c. **Designation.** BUPERS-324 will designate personnel in "supervisory status" based on the following considerations:

(1) Favorable endorsement of the member's request by the CO.

(2) BUMED recommendation concerning waiver of physical standards.

(3) Number of personnel presently assigned in a "supervisory status" at the member's activity. Personnel designated "supervisory status" will be limited to a maximum of 5 percent of an activity's onboard NEC-related billet allowance, or less if the number may be detrimental to operational capability.

d. **Disapproval.** If disapproved, the member will be forced converted to another rating per MILPERSMAN 1440-010.

e. **Tenure and Extensions.** Designation of personnel for "supervisory status" shall be made to coincide with required SO duty physical examination tenure. Extension of "supervisory status" must be requested to coincide with completion of SO duty physical examinations. Personnel designated "supervisory status" may retain that status, dependent upon the receiving command's requirements, if transferred during the normal tenure of SO duty physical examination.

f. **Assignments.** Personnel that are designated "supervisory status" are assignable to sea duty, eligible for pay per their current NEC, and limited to performing non-operational supervisory duties only.

16. **Periodic Requalification.** Periodic requalification of SB personnel is necessary to maintain individual proficiency and unit capability. Personal safety during hazardous operations is directly related to proficiency. COs are directed to afford every opportunity for maintaining individual qualification without lapse.

a. **Specific NEC Requalification.** For policy on specific NEC requalification, refer to MILPERSMAN 1220-030.

EXHIBIT 1

SB RATING DESCRIPTION
(Page 1 of 3)

The Naval Special Warfare Combatant-Craft Crewman (SWCC) program has evolved from the PT boats of WWII and the "Brown Water Navy" of Vietnam. They are specially trained to conduct and support Special Operations missions and work primarily with Naval Special Warfare (NSW) Sea, Air, and Land (SEAL) Teams.

Candidates may also volunteer for SWCC during basic training at Navy Recruit Training Command (NAVCRUITRACOM), or at any time during their enlistment prior to their 31st birthday.

In-service recruiters (motivators), NAVCRUITRACOM and Fleet, give presentations on the Navy's SWCC program, conduct the physical training screening tests, and assist interested men with their applications. In-service recruiters are located at Naval Amphibious Base (NAB), Coronado, CA; and NAB Little Creek, VA. Call 1-800-USN-SEAL or go to **www.sealswcc.com** for more information.

Personnel who enter the Navy in the nuclear, advanced electronics, or other 5- or 6-year enlistment programs are not eligible for the SWCC program. SWCC training is physically and mentally demanding, but the individual who accepts the challenges is rewarded with advanced training and extraordinary duty assignments.

EXHIBIT 1
SB RATING DESCRIPTION
(Page 2 of 3)

Career Path After Recruit Training
Enlistees are taught the fundamentals of SWCC operation through SB "A" School and on-the-job training. After recruit training, SWCC candidates attend SB "A" School at Coronado, CA.

School	Present Location	Approximate Training Time	Subjects	Training Methods
NSW Preparatory	Great Lakes, IL	8 weeks	Physical and psychological preparation for SWCC training	Group instruction, classroom and practical
Special Warfare Combatant-craft Crewman (SWCC) Orientation	Coronado, CA	3 weeks	Physical and psychological preparation for Basic SWCC Training (BCT)	Group instruction, classroom, and practical instruction
Basic Crewmember Training (BCT)	Coronado, CA	5 weeks	Trains, develops, and assesses physical conditioning, water competency, basic seamanship, boat handling, teamwork, and mental tenacity	Group instruction, classroom, and practical instruction
Crewman Qualifica-tion Training (CQT)	Coronado, CA	26 weeks	Trains BCT graduates in advanced NSW core tactical knowledge and skills, and NSW SERE.	Group instruction, classroom, and practical instruction

After completion of basic SWCC training, graduates are assigned to special boat teams at Little Creek, VA; Stennis, MS; or Coronado, CA. SWCCs spend 70 percent of their time assigned to operational special boat teams capable to deploy worldwide, and 30 percent assigned to shore stations. Advanced training opportunities include advanced weapons, instructor training, foreign language, communications, intelligence, engine and boat repair, fastroping, rapelling, and parachuting.

For SWCC Challenge information see COMNAVCRUITCOMINST 1130.8J, volume 5, chapter 2, section 4.

EXHIBIT 1
SB RATING DESCRIPTION
(Page 3 of 3)

What They Do

- Collect information about enemy military installations and shipping traffic in coastal or riverine areas.
- Conduct direct action raids against enemy shipping and waterborne traffic.
- Operate independently in small units to accomplish operational tasks.
- Operate and maintain weapon systems, communications, electronics, small boats, and other equipment associated with SWCC missions.
- SWCC Medics (Special Operations Combat Medics), provide combat trauma medical support during all operations, while also serving as SWCCs.

Qualifications and Interests

SWCC Challenge candidates should be motivated, self-assured and self-confident, willing to follow orders, and able to work under stressful and hazardous conditions. They should be in excellent physical condition and motivated to withstand the rigorous physiological demands imposed by the maritime environment. The ability to swim and withstand fatigue is a major factor in successful completion of the basic SWCC training.

Other necessary characteristics needed are good study habits and learning skills, knowledge of arithmetic and basic algebra, mechanical skills, and manual dexterity. SWCC candidates must be U.S. citizens eligible for security clearance. Normal color perception is required.

Working Environment

SWCCs perform Special Operations missions from fixed wing aircraft, helicopters, ships, and high speed small boats. They may be exposed to arctic, desert, or jungle environments including survival in enemy controlled areas. They may also perform administrative and foreign training missions in a wide variety of climates throughout the world.

(Revised 01/13)

EXHIBIT 2

REPORT OF SB RATING CONVERSION SCREENING

(Page 1 of 2)
(Use proper letter format)

From: (Screening Activity)
To: Commander, Navy Personnel Command (PERS-401DH)

Subj: REQUEST FOR SPECIAL WARFARE BOAT OPERATOR (SB) RATING CONVERSION

Ref: (a) MILPERSMAN 1220-400

1. (rank or rate, name), currently attached to (member's present command), was screened for conversion to the SB rating as specified in reference (a).

2. The member completed the screening as indicated below:

a. Interview conducted by: (name, rank, position, command, date) (Interviewer should include any significant findings pertinent to selection/non-selection of member for requested training.)

(1) Does the applicant totally understand the mission and scope of the rating? Yes _____ No _____

(2) Does the applicant fully understand the training regimen during SB "A" School and what will be expected of them? Yes _____ No _____

(3) Is the applicant's motivation for entry into the rating a sincere desire for personal growth and achievement, and not solely for the money or as a method to escape applicant's present circumstances, etc? Yes _____ No _____

(4) Does the applicant have the ability to adapt to the requirements of the SB rating? Yes _____ No _____

(5) Is the applicant mentally prepared for the arduous training? Yes _____ No _____

EXHIBIT 2

REPORT OF SB RATING CONVERSION SCREENING

(Page 2 of 2)

(6) Does the applicant have any financial, marital, or other hardships that would impede the applicant's ability to concentrate on and complete the training? Yes _____ No _____

b. Physical Screening Test conducted by: (name, rank, position, command, date)

(1) Swim Time: _____min _____sec

(2) Run Time: ____ min _____sec

(3) Sit-ups: _____, Push-ups: _____, Pull-ups: _____

c. A secret clearance investigation has been initiated or successfully completed: ( ) Yes ( ) No

3. Based on (satisfactory/unsatisfactory) completion of this screening the member (is/is not) recommended for conversion to the SB rating. If member is not recommended, state reason(s).

(Signature)

Copy to:
Member's present command

MILPERSMAN 1220-410

SEAL/EOD/SWCC/DIVER/AIRR PHYSICAL SCREENING TESTING STANDARDS AND PROCEDURES

Responsible Office	BUPERS (BUPERS-324)	Phone: DSN COM FAX	882-2858/2195 (901) 874-2858/2195 882-2041

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) OPNAVINST 6110.1J

Note: Medical Requirements. Prior to taking the physical screening test, each candidate must meet all medical standards for his or her prospective program. Refer to MILPERSMAN 1220-010, 1220-100, 1220-200, 1220-300, and 1220-400 for specific program standards.

1. **Overview**

a. The sea, air, and land (SEAL), special warfare combatant-craft crewmen (SWCC), explosive ordnance disposal (EOD), Navy diver (ND), and aviation rescue swimmer (AIRR) physical screening test (PST) shall be completed as a single event. All candidates must meet the minimum scores listed below to receive a contract or to maintain eligibility in their programs. **Candidates will complete each required physical event according to the standards outlined in paragraph 2 and followed in the sequence listed below:**

(1) 500 yard swim;

(2) 10 minute rest;

(3) Maximum push-ups in 2 minutes;

(4) 2 minute rest;

(5) Maximum curl-ups in 2 minutes;

(6) 2 minute rest;

(7) Maximum pull-ups in 2 minutes;

(8) 10 minute rest; and

(9) 1.5 mile run.

b. **Minimum Scores.** All candidates must meet the minimum standards for their respective programs at each phase of the selection and training pipeline. Minimum scores are subject to change via this medium, Commander, Navy Recruiting Command, recruit training command, or enterprise instruction. It should be stressed that candidates should strive to achieve significantly more than the minimum standards listed below:

(1) **SEAL PST Minimum Standards**:

Swim	12:30
Push-ups	50
Curl-ups	50
Pull-ups	10
Run	10:30

(2) **SWCC PST Minimum Standards**:

Swim	13:00
Push-ups	50
Curl-ups	50
Pull-ups	6
Run	12:00

(3) **EOD/ND PST Minimum Standards**:

Swim	12:30
Push-ups	50
Curl-ups	50
Pull-ups	6
Run	12:30

(4) **AIRR PST Minimum Standards**:

Swim	12:00
Push-ups	42
Curl-ups	50
Pull-ups	4
Run	12:00

2. **Event Standards and Test Procedures**

a. **Swim Event**

(1) The swim is a timed 500 yard (450 meter) swim. For special warfare operator (SO), special warfare boat operator (SB), EOD, and ND the swimmer must use the side-stroke or the breaststroke. Both strokes must be conducted without an overhand recovery (i.e., the swimmer’s hand must remain below the surface of the water). AIRR candidates may use the American crawl, sidestroke, or breaststroke.

(2) The event shall only be conducted in a standard 25 or 50 yard/meter swimming pool.

(3) The uniform for the swim portion shall be any swimsuit.

(4) The swim event shall be conducted as follows:

(a) The swimmers enter the water;

(b) The timer shall signal the start;

(c) The candidates will call out the lap number as each lap is completed;

(d) Swimmers may push off from sides with the hands and feet after each pool length;

(e) Resting is permitted by conducting survival float or by treading water. Candidates shall not stand on the bottom of the pool, or hang on the side of the pool or lane lines;

(f) Goggles or facemasks are optional, but swimmers may **not** use swim caps, ear plugs, fins, snorkels, a wet suit, or flotation and or propulsion devices;

(g) Upon completion of the final lap, the candidate will call out “time” and the timer will call out the time to the nearest second; and

(h) The candidate then reports the event time to the recorder.

(5) **The swim event is ended if the candidate**:

(a) Completes the prescribed distance;

(b) Receives or requires assistance from a lifeguard or other person;

(c) Uses an overhand recovery at any time (unless screening for AIRR only); or

(d) Uses the bottom, side of the pool, or lane lines to stand or rest.

b. **Push-up Event**

(1) The push-up event will be conducted per reference (a). Push-ups executed by the candidate using improper form should not be counted towards the candidate’s total.

Figure 1: The “up” position of the push-up. Notice that the arms are straight and the back, buttocks, and legs are in line.

Figure 2: The “down” position of the push-up. Notice the arms form right angles and the back, buttocks, and legs are in line. The upper portion of the arms should be parallel to the deck.

(2) Push-ups shall be performed on a firm (or suitably padded) level surface.

(3) **Push-ups shall be performed as follows**:

(a) The candidate shall begin in a “front-leaning rest” position with the palms of the hands placed on the deck directly beneath or slightly wider than the shoulders. Both feet shall be together on the deck;

(b) The back, buttocks, and legs shall be straight from head to heels and must remain so throughout test. The toes and palms of the hands shall remain in contact with the deck. The feet shall not contact a wall or other vertical support surface;

(c) The timer shall signal the start for the candidate and call out 15-second time intervals until 2 minutes have elapsed;

(d) The candidate shall lower entire body as a single unit by bending the elbows until the arms form right angles and the upper arms are parallel to the deck;

(e) The candidate shall return to starting position by extending the elbows, raising the body as a single unit until the arms are straight; and

(f) The candidate may only rest in the “up” position while maintaining arms, back, buttocks, and legs in a straight position.

(4) Push-ups are repeated correctly as many times as possible in 2 minutes and are counted aloud by the candidate’s partner. Incorrect push-ups shall not be counted. Candidates will receive a verbal warning for any incorrect push-ups. Results for an event ending in less than 2 minutes shall be the number of push-ups properly performed at the time of termination.

(5) **The event is ended if the candidate:**

(a) Touches the deck with any part of his or her body except for the hands and feet;

(b) Raises one or both hands, or feet off of the deck or ground;

(c) Fails to maintain back, buttocks, and legs in a straight line from head to heels; or

(d) Receives more than two verbal warnings for executing incorrect procedures.

c. **Curl-up Event**

(1) The event shall be conducted with a partner on a level surface, using a blanket, mat, or other suitable padding.

Figure 3: The "down" position of the curl-up. Notice the partner holding the member's feet. Any other means of securing the member's feet is not authorized. The candidate's buttocks must remain on the ground throughout the curl-up (about 10 inches from the heels).

Figure 4: The "up" position of the curl-up. Notice that the elbows touch the thighs no more than 3 inches below the knees while the hands remain in contact with the shoulders or chest.

(2) **Curl-ups are conducted as follows**:

(a) The candidate shall start by lying flat on his or her back with knees bent (heels approximately 10 inches from the buttocks). The arms shall be folded across and touching the chest with the hands touching the upper chest or shoulders;

(b) The candidate's feet shall be held to the deck by a partner's hands. Any other means of securing the member's feet is not authorized.

(c) The timer shall signal the start for the candidate and call out 15-second time intervals until 2 minutes have elapsed;

(d) The candidate curls body up, touching the elbows to his or her thighs no more than 3 inches below the knees while keeping the hands in contact with the chest or shoulders;

(e) After touching the elbows to his or her thighs, the candidate lies back, touching the lower edge of the shoulder blades to the deck; and

(f) The candidate may rest in the up or down position, but the hands must remain touching the upper chest or shoulders at all times.

Note: When in the "up" position, the candidate may only rest with the elbows touching the thighs, not on top of his or her knees.

(3) Curl-ups are repeated correctly as many times as possible in 2 minutes and are counted aloud by the candidate's partner. Incorrect curl-ups shall not be counted. Candidates will receive a verbal warning for any incorrect curl-ups. Results for an event ended in less than 2 minutes shall be the number of curl-ups properly completed at the time of termination.

(4) **The event is ended if the candidate**:

(a) Lowers his or her legs;

(b) Raises the feet off of the deck or ground;

(c) Lifts the buttocks off of the deck or ground;

(d) Fails to keep his or her arms folded across and touching the chest;

(e) Fails to keep his or her hands in contact with the chest or shoulders;

(f) Remains in the down position for more than 5 seconds; or

(g) Receives more than 2 verbal warnings for executing incorrect procedures.

d. **Pull-Up Event**

(1) The event shall be conducted at a pull-up bar.

(2) The proctor will inform the candidate to begin the event. At that time, the candidate mounts the bar. The candidate has 2 minutes from mounting the bar to conduct event.

Figure 6: The "down" position of the pull-up. Notice that the arms are fully extended.

Figure 7: The "up" position of the pull-up. Notice that the chin is even with the top of the bar.

(3) **Pull-ups are conducted as follows:**

(a) The candidate shall mount the bar, starting with the arms and shoulders fully extended in a dead hang;

(b) The timer shall signal the start for the candidate and call out 15-second time intervals until 2 minutes have elapsed;

(c) The candidate shall pull his or her body up until the chin is even with, or above the top of the bar;

(d) The candidate shall not use lateral, forward, or backward "kipping" motion while performing a pull-up. The candidate may cross or uncross his or her legs if desired;

(e) After the chin has passed the bar, the candidate must return to the starting position to complete the repetition;

(f) The candidate may rest in the starting position at any time. Both hands must remain on the bar for the duration of the event; and

(g) The event is completed when the candidate dismounts the bar or 2 minutes have elapsed.

(4) Pull-ups are repeated correctly as many times as possible in 2 minutes, and are counted aloud by the candidate's partner.

(a) Incorrect pull-ups shall not be counted.

(b) Candidates will receive a verbal warning for any incorrect pull-ups.

(c) Results for an event, ended in less than 2 minutes, shall be the number of pull-ups properly completed at the time of termination.

(5) **The event is ended if the candidate**:

(a) Touches anything other than the horizontal portion of the pull-up bar; or

(b) Removes his or her hands from bar.

(c) Receives more than two verbal warnings for executing incorrect procedures.

(6) The candidate will report the push-ups, curl-ups, and pull-ups he or she completed to the recorder after completing the pull-up event.

e. **Run Event**

(1) The run is a timed 1.5 mile run to be completed as quickly as possible. The uniform for the timed run is running shoes, t-shirt, and shorts.

(2) **The event shall be conducted on a flat, solid surface as follows**:

(a) The candidate shall stand at start line;

(b) The timer shall signal the start and call out time intervals until the completion of the test;

(c) The candidate calls out lap number when passing the timer;

(d) Upon completion of the final lap, the candidate will call out “time,” and the timer will call out the time to the nearest second; and

(e) The candidate will report his or her time to the recorder.

(3) **The event is ended if the candidate**:

(a) Stops running or walking other than to retie his or her shoelace, or to remove foreign objects from the shoes;

(b) Deviates from prescribed course; or

(c) Completes the 1.5 miles.

MILPERSMAN 1221-010

ENLISTED OCCUPATIONAL CLASSIFICATION STRUCTURE

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	224-5565 (703) 614-5565 223-5368

1. **Purpose**. Provide uniform terminology for identifying the aptitudes, abilities, training, education, and experience of enlisted personnel.

2. **Multiple Duty Assignments**

a. Personnel in the Navy perform several duty assignments which may be unrelated in terms of skills and knowledge required. The Navy Occupational structure is defined with three categories.

Battle Stations	Watch Duties	Occupational
Unit's Combat Mission	• Naval Operations • Management • Security	• Rating • Navy Enlisted Classification Code

b. Battle Station duties represent a Sailor's basic profession of a fighting man. Watch Duties are the specific requirements of each command and with the exception of ratings like Quartermaster or Operations Specialist for example, may not be related to the Sailor's Occupational classification. Occupational duty is the Sailor's day-to-day functions in support of the command and its personnel.

3. **Rating**

a. The Enlisted Rating Structure is the Navy's primary method for Occupational Classification. Personnel are identified by career fields which form the basis for training. The rating structure is divided into major occupational areas with general apprenticeships forming the paths of advancement to various ratings.

(1) NAVPERS 18068F, Volume 1, Navy Enlisted Occupational Standards outlines the scope of each rating and general apprenticeship. Additionally, it prescribes the minimum

eligibility requirements for advancement to pay grade E-3 and above, along with information pertaining to paths of advancement to warrant officer and limited duty officer.

(2) Enlisted members are identified by either a general apprenticeship or a rating. General apprenticeships classify E-3 and below. Ratings classify E-4 through E-9. Any combination of apprenticeship and pay grade, or of rating and pay grade, is known as a rate.

b. Enlisted ratings are established or disestablished with the approval of the Secretary of the Navy and implemented by Navy Personnel Command. Any changes would be based on technological advances; administrative requirements; recommendations received from the fleet, bureaus, personnel managers and warfare sponsors within the Office of Chief of Naval Operations and systems commands; research studies and recommendations made by Navy's Enlisted Occupational Classification Structure (NEOCS) board.

4. **NEC's**. The Navy Enlisted Classifications structure supplements the rating structure. NAVPERS 18068F, Volume II, Navy Enlisted Classifications (NEC Manual) contains the enlisted classification coding structure and is the primary tool for the NEC coding of manpower authorizations and personnel.

a. Navy Personnel Command is responsible for the formulation and implementation of the NEC coding system.

b. NECs shall be reviewed and verified to ensure accuracy and currency upon detachment, receipt, change in rate or rating, separation, reenlistment, transfer to the Fleet Reserve, or retirement.

MILPERSMAN 1221-021

NAVY ENLISTED CLASSIFICATION (NEC) CODE AWARD AND REMOVAL PROCEDURES

Responsible Office	NAVPERSCOM (PERS-4013)	Phone: DSN COM FAX	882-4465 (901) 874-4465 (901) 874-2027

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications

1. **Purpose**. This article establishes Navy-wide procedures for submitting a request to award, remove, or archive a Navy enlisted classification (NEC) code.

2. **Policy**. Personnel are automatically assigned NECs upon satisfactory completion of applicable courses through the Corporate Enterprise Training Activity Resource System (CeTARS), if all prerequisite requirements are met as outlined in reference (a). This ensures faster NEC assignments and reduces paperwork at the command level. NECs earned through on-the-job training, factory training, or non-Navy training are not automatically assigned. In these cases, recommendations for assignment of NECs should be forwarded to the Navy Personnel Command (NAVPERSCOM), Distribution Support Section (PERS-4013DS) by submitting NAVPERS 1221/6 Navy Enlisted Classification Change Request. NAVPERS 1221/6 provides a standard format for naval activities reporting NEC data for inclusion into the Navy Enlisted Personnel System and Inactive Manpower and Personnel Management Information System.

3. **Instructions**. NECs may be awarded, removed, or archived as follows:

a. To request an award of an NEC, personnel must meet the requirements of reference (a), chapter 4. Submit NAVPERS 1221/6 to NAVPERSCOM (PERS-4013DS).

b. To remove or archive an NEC code, submit NAVPERS 1221/6 with the endorsement of the commanding officer or officer in charge to NAVPERSCOM (PERS-4013DS).

4. **Submission of Requests**. Requests may be submitted via encrypted e-mail, mail, or facsimile. In order to protect personally identifiable information, the request shall be submitted via the most secure means practicable, preferably encrypted e-mail. If submitting a request for the same NEC on more than one member, enter "see attached" in blocks 1 and 2 of NAVPERS 1221/6. Attach a list containing the rate, name, and assigned UIC (if different than block 4) of all members. Block 14 shall contain the point of contact's e-mail address. Due to legacy data system interfaces, NAVPERSCOM (PERS-4013DS) requires that the full SSN for Selected Reserve personnel only.

- Send **encrypted** e-mail requests to **MILL NEC REQUEST@navy.mil** (preferred method).

- Mail requests to Navy Personnel Command, NEC Management (PERS-4013DS), 5720 Integrity Drive, Millington, TN 38055-3340;

- Send facsimile to (901) 874-2027, and address the request to NAVPERSCOM (PERS-4013DS). Utilize a DD 2923 Privacy Act Data Cover Sheet and ensure receipt by NAVPERSCOM (PERS-4013DS).

5. **Forms**

a. NAVPERS 1221/6 may be accessed via the following link: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx

b. DD 2923 may be accessed via the following link: http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm

MILPERSMAN 1221-030

PURPOSE AND SCOPE OF NAVY PERSONNEL CLASSIFICATION SYSTEM

Responsible Office	NAVMAC (Code 10)	Phone: DSN COM FAX	882-6220 (901) 874-6220 882-6475

References	(a) NAVPERS 18068F, Manual of Navy **Enlisted** Manpower and Personnel Classifications and Occupational Standards (b) NAVPERS 15839I, Manual of Navy **Officer** Manpower and Personnel Classifications

1. **Introduction**. The Navy classification system and the supporting occupational structures provide the means to identify skills and capabilities of personnel, as well as the Navy's requirements for these skills and capabilities. This system facilitates the following:

- Personnel planning, procurement, and selection for training.
- Development of training requirements.
- Promotion, distribution, assignment, and the orderly call to active duty (ACDU) of inactive duty personnel in times of national emergency or mobilization.

2. **Mission**. **Navy Manpower Analysis Center (NAVMAC)** is tasked to collect, process, and analyze occupational information involving job content and tasking of enlisted ratings and officer specialties within the Navy. To accomplish this mission NAVMAC administers the following:

- **Navy Enlisted Occupational Classification System (NEOCS)**
- **Navy Officer Occupational Classification System (NOOCS)**

3. **Definition**. **Classification** encompasses the following:

a. Classification of **personnel** which is the collection, evaluation, recording, dissemination, and use of information

regarding the aptitudes, abilities, education, training, work experience, and qualification of members.

b. Classification of **billets** which is the collection, evaluation, recording, dissemination, and use of significant occupational information for presenting characteristics, definitions, qualifications, requirements, and standards for naval billets.

4. **Classification System**

a. NEOCS/NOOCS structures are revised on a continuing basis to

- utilize individual versatility and specialization, and provide needed occupational flexibility in the naval organization;
- recognize individual differences and enhance career opportunities; and
- keep abreast of technological developments and the resultant operational requirements of both fleet and shore activities.

b. Commanding Officer, NAVMAC is the Executive Secretary, and provides the recorder and administrative/technical services for the NEOCS and NOOCS boards.

c. NAVMAC publishes the following manuals (references (a) and (b)) in support of NEOCS and NOOCS:

(1) **NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards**
Volume I, Navy Enlisted Occupational Standards
Volume II, Navy Enlisted Classifications (NECs)

(2) **NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications**
Volume I, Major Code Structures
Volume II, The Officer Data Card

5. **NEOCS**. Provides the means by which all Navy enlisted personnel are classified and supports enlisted personnel planning, procurement, training, promotion, distribution, assignment, and mobilization within the classification system.

NEOCS consists of the **Enlisted Rating Structure** and its supplement, the **NEC Structure**.

a. **Enlisted Rating Structure** - Reference (a), Volume I

(1) The enlisted data collection and study point for **all** Navy ratings and occupational areas. Updates to Occupational Standards (OCCSTDs) are accomplished through the Navy Occupational Analysis Process which determines the occupational quality of enlisted manpower requirements using data collection tools.

(2) Consists of:

- **occupational fields** (i.e., broad groupings of similar occupations);
- **ratings** (i.e., occupational specialties); and
- **rates** (i.e., a paygrade within a rating).

(3) Provides a framework for enlisted career development and advancement, and is the primary administrative means for classifying and identifying enlisted personnel.

(4) Enlisted ratings are **established** or **disestablished** with the approval of Secretary of the Navy (SECNAV) and **implemented** by Navy Personnel Command (NAVPERSCOM). Any changes would be based on:

- technological advances;
- administrative requirements;
- recommendations received from the fleet, bureaus, personnel managers, and warfare sponsors within the Office of Chief of Naval Operations (OPNAV) and systems commands; and
- research studies, and recommendations made by the NEOCS board.

b. **NEC Structure** - Reference (a), Volume II

(1) The NEC system, of which the NEC coding system is a part, supplements the enlisted rating structure in identifying personnel on active or inactive duty and billets.

(2) NEC codes identify a non-rating-wide skill, knowledge, aptitude, or qualification that must be documented to

identify both personnel and manpower authorizations for management purposes. Additionally, an NEC can be used to identify special circumstances or situations with approval via the NEOCS process.

(3) NAVPERSCOM is responsible for the formulation and implementation of the NEC coding system.

(4) Navy Enlisted Classifications (NECs) shall be reviewed and verified for accuracy and currency upon detachment, receipt, change in rate or rating, separation, reenlistment, transfer to the Fleet Reserve, or retirement.

6. **NOOCS**. The method the Navy uses to identify skills, education, training, experience, and capabilities related to both officer personnel and manpower requirements. This system forms the basis for officer personnel planning, manpower management, procurement, training, promotion, distribution, career development, and mobilization.

a. Reference (b) (two volumes published quarterly, each issued separately) explains NOOCS codes and other code structures and established abbreviations used to identify the qualitative needs for officer manpower, and for reporting and recording officer qualifications and other personnel data.

b. The NOOCS Board serves as the central point for changes to the NOOCS. Activities proposing establishment, deletion, or revision to NOOCS subsystems should send recommendations via the appropriate chain of command.

c. **Reference (b)**, **Volume I** consists of four major subsystems:

(1) The **Designator (DESIG)/Grade (GR) structure** consists of designators and paygrades that provide a framework for officer career development and promotion. This structure is the primary administrative means for classifying, identifying, and documenting officer manpower resources and requirements.

(a) The **DESIG** structure identifies primary naval specialty qualifications, associated legal and specialty categories, and competitive categories for promotion.

(b) The **GR** structure identifies occupational levels associated with the scale of naval officer paygrade and rank.

(2) The **Navy Officer Billet Classification (NOBC)** structure functionally describes general occupational duties.

(3) The **Subspecialty (SSP)** structure identifies postgraduate education (or equivalent training and/or experience) in various fields and disciplines.

(4) The **Additional Qualification Designation (AQD) structure** identifies additional qualifications or skills not included in the other NOOCS structures.

d. **Reference (b)**, **Volume II** contains a description of the Officer Data Card (ODC), a listing of non-occupational manpower and personnel codes which provide foreign language data elements, ship and station, service school, education, and other identifiers. The ODC (which is prepared for ACDU officers only) is available for review online at www.bol.navy.mil.

7. **Support of Deputy Chief of Naval Operations (DCNP) (Manpower, Personnel, Training, and Education) (N1)**. NAVMAC supports the DCNP (N1) mission by:

a. **developing and issuing notices** on major NEOCS and NOOCS changes;

b. **acting as Navy point of contact (POC)** for all Department of Defense (DoD) merger/feasibility studies, which involve rating/requirement commonalities;

c. **conducting special surveys** for the DoD Interservice Training Review Organization (ITRO) and supporting DoD requirements for joint occupational studies;

d. **providing support** to the Naval Education and Training Professional Development and Technology Center (NETPDTC) and the Health Sciences Education and Training Command (HSETC);

e. **conducting systematic reviews** of the enlisted occupational rating structure to assess the scope, OCCSTDS, NEC codes, and special qualifications to develop initial recommendations for improvement;

f. **maintaining the Navy officer and enlisted occupational databases and histories**; and

g. **verifying rating data** contained in Navy Training System Plans (NTSPs).

8. **Role of Commands and Activities**. Commands and activities provide assistance in achieving the objectives of NAVMAC by facilitating data collection efforts and by ensuring the timely completion and return of data. Support for this data collection effort is key to ensuring the quality of information used in manpower, personnel, and training decision-making within claimancies of the United States Navy.

MILPERSMAN 1223-010

ENLISTED PAYGRADES AND TITLES

Responsible Office	NAVMAC (Code 10)	Phone: DSN COM FAX	882-6220 (901) 874-6220 882-6475

1. **Enlisted Paygrades and Titles**

a. The enlisted paygrades with their general titles and abbreviations are listed below in order of precedence.

b. The term "**Petty Officer" (PO)** applies to a member of the Navy in paygrades **E-4 through E-9**. The rating title or abbreviation may be substituted for the words "Petty Officer" or letters "PO", **except** in cases where that abbreviation would precede the abbreviation for a paygrade **between E-7 and E-9** (other than the Master Chief Petty Officer of the Navy (MCPON)). In those cases, the rating abbreviation for **Chief Petty Officer (CPO)**, "**C**" shall precede an "**S**" for **Senior Chief Petty Officer (SCPO)**, or "**M**" for **Master Chief Petty Officer (MCPO)**. Examples are: Master Chief Boatswain's Mate (BMCM) and Boatswain's Mate Second Class (BM2).

Paygrade	Title
E-9	Master Chief Petty Officer of the Navy (MCPON)
E-9	Master Chief Petty Officer (MCPO)
E-8	Senior Chief Petty Officer (SCPO)
E-7	Chief Petty Officer (CPO)
E-6	Petty Officer First Class (PO1)
E-5	Petty Officer Second Class (PO2)
E-4	Petty Officer Third Class (PO3)
E-3	General Apprenticeship (No Abbreviation)
E-2	General Apprenticeship, Apprentice (No Abbreviation)
E-1	General Apprenticeship, Recruit (No Abbreviation)

2. **Master Chief Petty Officer of the Navy (MCPON)**. The title of "**Master Chief Petty Officer of the Navy" (MCPON)** has been established in paygrade **E-9**, and is designated the **senior enlisted member of the Navy**.

3. **Rates**. The **apprenticeships** are referred to as **rates**. When the general title or abbreviation for a paygrade **between E-4 and E-9 is combined with a rating**, it is referred to as a **rate**.

MILPERSMAN 1236-010

RETESTING WITH THE ARMED FORCES CLASSIFICATION TEST (AFCT) VERSION OF THE ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)

Responsible Office	CNO (N132G)	Phone:	DSN	225-2444
			COM	(703) 695-2444
			FAX	225-9915

1. **Background**

a. The Armed Services Vocational Aptitude Battery (ASVAB) is given to non-prior service recruits as a tool to determine eligibility for enlistment, future Navy-wide advancement examination participation, and Class “A” training qualification.

b. To become eligible for in-service rating conversion programs or advancement examination requirements, members may require additional education to broaden their educational experience after entering Navy. Retesting these members with the Armed Forces Classification Test (AFCT) version of the ASVAB may improve their qualifications and options for career choices.

2. **Authorization to Administer AFCT**. To ensure all Sailors desiring to improve career options are afforded a timely opportunity to take the AFCT, all Personnel Support Activity Detachments (PERSUPP DETs) and large platform ships (CV/CVN, LHA, LHD) are authorized to administer the AFCT. Shore based testing sites are encouraged to administer the AFCT using a schedule that supports testing needs for all Sailors within their geographic area. Ships with testing authority are authorized to test Sailors on all ships/squadrons within their respective group. On a case-by-case basis, requests for AFCT testing authorization for other ships or sites will be approved based upon justification submitted to Chief of Naval Operations (CNO) (N132G). Authorized test sites must designate a **test control officer (TCO)** who will request test materials and be responsible for proper safeguarding and handling of test material per MILPERSMAN 1236-030. TCOs must be **commissioned officers** and are authorized to designate, in writing, **test administrators** to assist in actual AFCT testing and scoring. Test administrators must be a **petty officer second class (PO2) or above**, **preferably PS-2612**, **and cannot assume test handling**

responsibilities of the TCO. Test material requests should include TCO E-Mail and phone information and can be submitted via E-Mail to **AFCTHelpdesk@navy.mil** or mailed to the following:

Chief of Naval Operations (N132G)
2 Navy Annex
Washington, DC 20370

3. **Justification**. Members desiring to retest must meet all of the following criteria:

a. A legitimate reason for retesting (i.e., qualification for a rating conversion or special program).

b. At least 1 month elapsed since last ASVAB or AFCT.

c. A valid NAVPERS 1070-604 (Rev. 3-05), Enlisted Qualification History in member's service record.

d. Demonstrate positive improvement in education, language, or math proficiency by completing one or more of these requirements:

(1) Gaining a high school diploma or equivalency (e.g., General Educational Development (GED)) since most recent ASVAB or AFCT.

(2) Passing the United States (U.S.) citizenship test since most recent ASVAB or AFCT.

(3) Completion of Navy academic skills or functional skills course since most recent ASVAB or AFCT.

(4) Completion of educational enhancement software courses (e.g., PLATO) in math, English, history, science, social studies, or psychology since most recent ASVAB or AFCT.

(5) Complete a college or correspondence course in math, English, history, science, social studies, or psychology since most recent ASVAB or AFCT.

e. Completion of Navy "A" or "C" Schools or completion of Navy correspondence courses for advancement are **not** considered qualifying.

f. Requests shall contain full justification of need for retesting (including specific rating entry, schools, or special programs desired for which waivers could not be obtained) and documentation of improvement in education (paragraphs 3d(1) through 3d(5) above).

4. **AFCT Administration**. TCOs must verify that Sailors desiring to retest are eligible per this article and that all test participants understand that their new score becomes the official score even if lower than the previous test. TCOs will forward test results via letter to the test participant's command/service record custodian. The service record custodian must prepare a new NAVPERS 1070/604 with the new AFCT information and update the enlisted master files using Web Navy Standard Integrated Personnel System (NSIPS) transaction by forwarding a copy of updated NAVPERS 1070/604 to the NSIPS Help Desk. Additionally, the TCO will forward completed answer sheets and conversion worksheets for all AFCT tests administered to CNO (N132G).

5. **AFCT Inquiries**. Questions regarding the AFCT program and procedures may be addressed to the AFCT Help Desk at **AFCTHelpdesk@navy.mil** or by calling **CNO (N132G)** at **(703) 695-1357/DSN 225**.

MILPERSMAN 1236-020

POST ACCESSION RECLASSIFICATION PROGRAM

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	224-6863 (703) 614-6863 224-6502

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1220.2

1. **Definition**

a. As a general rule, the Post Accession Reclassification Program is a continuation of the enlisted classification process that begins before each member enlists in the Navy. Per reference (a), the Navy enlisted accession supply chain is managed by Bureau of Naval Personnel (BUPERS), Production Management Office (PMO) (BUPERS-00C2) that is responsible for executing the Post Accession Reclassification Program per Deputy Chief of Naval Operations (DCNO), Manpower, Personnel, Training and Education (OPNAV (N1)) total force objectives and policies.

b. Sailors who have completed Basic Military Training (BMT), but have not completed their initial Navy skills pipeline training (e.g., “A” school preparation courses, “A” school, “C”-school, etc.), and have not reached their first fleet assignment since initial entry into naval service, will be processed as follows:

(1) Reclassified per reference (a) and PMO guidance; or

(2) Processed for administrative separation (if warranted per MILPERSMAN 1910-100).

c. All recruits and most dropped students will receive the benefit of a one-on-one interview by an enlisted classifier at the supporting Personnel Support Activity Detachment (PERSUPPDET). These interviews are required for personnel ineligible for initial contract guarantee or selected for a new

rating at Navy Recruit Training Command, and for students dropped at initial “A” school training.

2. **Purpose**. Purpose of the Post Accession Reclassification Program is to:

a. Optimize Navy accession assets to meet OPNAV (N1) strategic manning goals; and

b. Ensure Sailors are being placed into career paths for which they are best suited.

3. **The Enlisted Classifier**

a. The enlisted classifier must be supported by the servicing PERSUPPDET and the training activity. The enlisted classifier will comply with BUPERS-00C2 post accession reclassification guidance and policies set forth by DCNO, Military Personnel Plans and Policy (OPNAV (N13)).

b. The enlisted classifier, with the necessary training in vocational counseling and in the unique position of trust on behalf of the Navy, will interview and counsel the member as to the best course of action given the circumstances. The purpose of the enlisted classification interview is as follows:

(1) Document the events, make appropriate service record entries, and ensure corporate pay and personnel systems are updated.

(2) Arrange additional training for the member (if appropriate).

NOTE: Any PERSUPPDET providing reclassification services for training activities will provide these services using an assigned **PS-2612** or civilian equivalent. BUPERS-00C2 shall be informed of this designation.

4. **Not Eligible for Assignment to Another “A” School**. The following categories are not eligible for assignment to another Class “A” school:

a. Dropped from a second Class “A” School.

b. Dropped for disciplinary reasons (may be re-interviewed on a case basis at the request of the training activity).

5. **Dropped for Academic Reasons**. A member dropped from Class “A” School for academic reasons, and not excluded by above categories, will be considered for reassignment to a second school for which member is qualified, and for which there is a Navy need. The member must be eligible in all respects for the second school (i.e., test scores, security clearance, obligated service (OBLISERV) requirements, etc.). No waivers are authorized for assignment to a second Class “A” School.

6. **Interview** The enlisted classifier will conduct the reclassification interview per reference (a).

MILPERSMAN 1236-030

SAFEGUARDING ENLISTED CLASSIFICATION TEST MATERIAL

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	225-4449 (703) 695-4449 227-7751

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) COMNAVCRUITCOMINST 1130.8H (b) BUPERSINST 1001.39F (c) COMNAVRESFORINST 1001.5F (d) COMNAVCRUITCOMINST 5400.2E

1. **Policy**. Enlisted classification test materials, including examination questions and answers, are official information and warrant protection under statutory requirements or in the public interest. This article sets forth minimum protection and control and applies specifically to all enlisted classification test materials such as the following:

a.	Armed Forces Classification Test (AFCT)
b.	Armed Services Vocational Aptitude Battery (ASVAB)
c.	Defense Language Aptitude Battery (DLAB)
d.	Navy Advanced Programs Test (NAPT)
e.	Radio Code Aptitude Battery (RCAT)

2. **Labeling and Handling**

a. All tests (including examiner's copy) and scoring keys are designated "For Official Use Only" and must be so labeled.

b. Test answer sheets must be handled as "For Official Use Only."

c. Handling of unwrapped tests, scoring keys, copies of tests, and completed answer sheets after test administration must be limited as follows:

ACTIVITY (authorized by Office of the Chief of Naval Operations (OPNAV), Manpower, Personnel, Training and Education Division (N13) to hold enlisted classification tests)	TEST CONTROL OFFICER (TCO) (by written order of the commanding officer or readiness commander)	TEST ADMINISTRATOR (testing and grading)	ENLISTED CLASSIFICA-TION TESTS
Personnel Support Activity Detachments	Officer in Charge	Assigned Enlisted Classifier (PN-2612) (exception - designated in writing by TCO) **NOTE:** Also determines retesting eligibility	AFCT ASVAB DLAB RCAT
Navy Recruiting Districts (NRD)	A commissioned officer	See reference (a) for NAPT administration and grading	NAPT
Naval Reserve Readiness Command (NAVRESREDCOM)		The assigned Enlisted Classifier (PN-2612) **NOTE:** Also oversees activity Enlisted Classifiers	ASVAB DLAB RCAT
Naval Air Station (NAS)			
Naval Air Facility (NAF)			
Naval Air Reserve (NAVAIRES)			
Naval Reserve Center (NAVRESCEN)	Classification Coordinator	Classification Coordinator Reserve Activity assets who meet the requirements of reference (b) or (c).	
Naval and Marine Corps Reserve Center (NMCRC)			
Naval Air Reserve Center (NAVAIRESCEN)			

3. **Accounting for Materials**. Enlisted classification test materials must be carefully accounted for and stored as specified in this article when not in use.

a. A log must be kept on access to classification test materials with the below minimum information entered:

(1)	Time and date safe opened and closed.
(2)	Who had access.
(3)	Test materials removed and returned.
(4)	Reason removed and returned.
(5)	A positive indication that all materials are accounted for.
(6)	Daily entries as to whether or not the safe was opened.

b. Inventory shall be by:

(1)	Serial number.
(2)	Number of each item on board.

c. Other inventories will be per reference (a) and (d).

d. After testing, but prior to the departure of the examinee(s), all test materials will be collected (i.e., test booklet, answer sheet, scratch paper, pencils, etc.) and handled as follows:

(1)	The test booklet will be given a page-by-page check.
(2)	All pencil marks will be erased from the test booklet before it is used again.
(3)	Copies that are too marked-up or deteriorated beyond use will be destroyed as prescribed in this article and reported as destroyed on the next semi-annual Classification Report. (Exception: NAPT materials held by NRDs shall be returned to (OPNAV), Nuclear Enlisted Program (N133D).

4. **Travel**

a. Enlisted classification test materials must not be taken to geographical locations other than the one designated an enlisted classification site by Chief of Naval Operations (CNO) or Commander, Naval Reserve Force (COMNAVRESFOR) (i.e., enlisted classification test materials shall not be taken on road trips without proper authorization).

b. Requests to perform travel with enlisted classification test materials must be forwarded to OPNAV (N13) via the chain of command and must state:

(1)	the specific reason and justification for travel;
(2)	that test materials will remain in personal custody of those persons authorized to handle such materials;
(3)	that the travel can be completed in less than 1 day;
(4)	that a safe is available at the testing site to which travel is desired;
(5)	that no one except the TCO, enlisted classifier, or enlisted coordinator (for naval Reserve activities) has access to the safe;
(6)	that local funding of the travel is available; and
(7)	that no other reasonable means exists to accomplish the desired testing.

c. For NRDs, for all regulations regarding traveling with the NAPT, refer to reference (a).

5. **Transfer**

a. Enlisted classification test materials must not be transferred between activities unless specifically authorized by OPNAV (N13).

b. For Naval Reserve activities, enlisted classification test material custody must not be transferred between activities unless specifically authorized by:

(1)	COMNAVRESFOR (Code 22A6) for air activities.
(2)	COMNAVRESREDCOM for surface activities, with a copy to COMNAVRESFOR (Code 22A6).

6. **Replacement**

a. Replacement test materials must be requested by letter stating the reason for the test materials requested.

(1)	For **NRDs -** a letter of request must go to OPNAV (N13) via Commander, Navy Recruiting Command, Millington, TN.
(2)	For **Naval Reserve activities -** a letter of request must go to COMNAVRESFOR (Code 22A6) via the proper chain of command (i.e., NAVRESREDCOM/NAS/NAF/NAVAIRES).

b. Old test materials must be destroyed per this article upon receipt of replacements (except NAPT test materials held by NRDs, which shall be returned to OPNAV (N133D)).

7. **Transmittal**

a. Transmittal of test materials (except blank answer sheets) must be as follows:

(1)	By registered mail.
(2)	Packages of classification test materials must be: • double wrapped, • tape sealed, and • accompanied by a delivery receipt for all test materials.
(3)	The inner and outer envelopes must reflect the address of both the sending and receiving commands.
(4)	The inner wrapper must be plainly marked: • on the tape seal, and • on both sides at the top and bottom, and • at both ends, "TO BE OPENED ONLY BY PERSONNEL AUTHORIZED TO HANDLE NAVAL MILITARY PERSONNEL TEST MATERIAL."

b. Upon receipt and determination by the receiving activity that the package contains test materials and prior to removal of the marked wrapping, it must be delivered only to the designated enlisted classification test control officer to preclude the possibility of compromise.

8. **Storage**. Minimum storage requirements for test materials are as follows:

a.	Non-portable metal file cabinets with a locking bar, or safes that have a 3-tumbler combination security lock or equivalent must be used. For NAPT storage requirements, refer to reference (a).
b.	For combination locks, the lock combination shall be periodically changed as prescribed for classified material containers.
c.	For NRDs, refer to reference (a) for regulations regarding storage of the NAPT while traveling.

9. **Destruction**

a. Destruction of test materials must be by burning or shredding and must be accomplished under the supervision of personnel designated to handle test materials, who must certify:

(1)	date of destruction;
(2)	title of material;
(3)	NAVPERS number;
(4)	serial number; and
(5)	number of copies destroyed.

b. The certification shall be retained by the responsible custodian of test materials until 2 years after the test series is canceled.

c. For naval Reserve activities, test material destruction must be reported to NAVRESREDCOM (for surface) and COMNAVRESFOR (Code 22A6) (for air) on the next semi-annual classification report.

d. For the NAPT, scratch paper used during the test must be accounted for by the test grader, but may be destroyed immediately by shredding or burning without the destruction certification specified in 9a above.

10. **Compromise or Loss**

a. Compromise or loss of any enlisted classification test material must be reported by both message and letter as follows:

(1)	Brief **message to OPNAV (N13)** (with information addressee as appropriate) within 24 hours of discovery.
(2)	**Letter to OPNAV (N13)** reporting missing, lost, or stolen Government property (via the appropriate chain of command) providing: • pertinent information about the loss or compromise; • specific corrective action taken to preclude recurrence; • findings of fact; and • recommendations of the investigator.

b. An investigation is required in all cases of compromise, probable compromise, or loss of enlisted classification test material.

MILPERSMAN 1300-010

FLAG LEVEL REVIEW CONCERNING PERSONNEL ASSIGNMENT

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693

1. **Policy**

a. Officers in command may request a flag level review of a member's assignment when normal avenues of appeal have been exhausted.

b. A request for a flag level review may be made only by officers in command and only after prior attempts to reach a solution by consulting with the appropriate assignment branch head and division director have been exhausted.

2. **Request Submission**. If resolution cannot be achieved at the division director level, a request for a flag level review may be submitted in either message or letter format to Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4), with information copies to the chain of command. The minimum information required from the commanding officer (CO) requesting the flag level review is

a. the member's name,

b. social security number (SSN),

c. specific reasons the CO believes the member was unfairly treated,

d. the results of the command's discussions with the appropriate assignment branch head and division director, and

e. any additional information considered pertinent.

3. **Responsibility of NAVPERSCOM (PERS-4)**

a. Commands will be informed if the flag level review request does not contain all of the necessary information, and the request will be held in abeyance until the command submits the required correspondence. Flag level reviews will be conducted only when the command supports the individual's case.

b. If a flag level review is conducted, the appropriate assignment/placement division will provide detailed input, which will include a chronological chain of events with supporting documentation, via the appropriate division director to NAVPERSCOM, Distribution Management Division (PERS-45).

c. NAVPERSCOM (PERS-45) will investigate the circumstances surrounding the assignment issue and recommend appropriate action to NAVPERSCOM (PERS-4) via the cognizant division director.

d. NAVPERSCOM (PERS-4) will respond to the authority requesting the flag level review, providing results of the review. The cognizant division director will be provided a copy of the response, and the case file will be retained by NAVPERSCOM (PERS-45).

MILPERSMAN 1300-025

DECLINING ORDERS TO 1630 COMMANDER SEA DUTY

Responsible Office	NAVPERSCOM (PERS-473)	Phone: DSN COM FAX	882-3993 (901) 874-3993 882-2744

1. **Officer's Responsibility**

a. Any 1630 officer screened for Commander Sea Duty who does not desire orders to Commander Sea Duty shall submit, via the officer's detailer, a statement declining Commander Sea Duty to Navy Personnel Command (NAVPERSCOM), Assistant Commander Navy Personnel Command (ACNPC) for Career Management (PERS-4).

b. Officers declining Commander Sea Duty shall acknowledge in their statement that it will become part of their official service record. If desired, a statement of reasons for declining Commander Sea Duty may also be included.

c. Officers who have declined Commander Sea Duty remain eligible for assignment to non-sea duty 1630 billets, subject to needs of the Navy.

2. **NAVPERSCOM Responsibility**

a. NAVPERSCOM, Director, Information and Intelligence Operations Division (PERS-47) will endorse statements declining 1630 Commander Sea Duty and ensure appropriate action and compliance with this article.

b. The statement declining 1630 Commander Sea Duty, with official endorsements, will be made a part of the officer's official service record.

MILPERSMAN 1300-027

DECLINING ORDERS TO INFORMATION PROFESSIONAL (IP) COMMUNITY (DESIGNATOR 1600) LIEUTENANT COMMANDER, COMMANDER, OR CAPTAIN MILESTONE SEA DUTY

Responsible Office	NAVPERSCOM (PERS-471)	Phone: DSN COM FAX	882-3512 (901) 874-3512 874-2744

1. **Officer's Responsibility**

a. Any 1600 officer screened for Information Professional (IP) Milestone Sea Duty who does not desire orders to a Milestone Sea Duty assignment shall submit, via the officer's detailer, a written statement declining IP Milestone Sea assignment to Navy Personnel Command (NAVPERSCOM), Assistant Commander Navy Personnel Command (ACNPC) Career Management Department (PERS-4).

b. Officers declining IP Milestone Sea Duty shall acknowledge in their statement that, if approved, it will become part of their official service record. Officers declining IP Milestone Sea assignment may include in their declination a statement regarding their reasons for doing so, if desired.

c. Officers who have declined IP Milestone Sea Duty remain eligible for assignment to non-sea duty 1020/1600 billets, subject to needs of the Navy.

2. **NAVPERSCOM Responsibility**

a. NAVPERSCOM, Information and Intelligence Operations Division (PERS-47) will endorse statements declining IP Milestone Sea assignment and ensure appropriate action to ensure compliance with this article.

b. The written statement declining IP Milestone Sea assignment, with official endorsements, will be made a part of the officer's official service record (Privileged Information/ Field Code 17, see MILPERSMAN 1070-020, exhibit 5).

MILPERSMAN 1300-028

DECLINING ORDERS TO OCEANOGRAPHY COMMUNITY (DESIGNATOR 1800) COMMANDER, OR CAPTAIN MILESTONE ASSIGNMENT

Responsible Office	NAVPERSCOM (PERS-449)	Phone: DSN COM FAX	882-4109 (901) 874-4109 874-2711

1. **Officer's Responsibility**

a. Any 1800 officer screened for an Oceanography Milestone assignment who does not desire orders to the Milestone assignment offered to them shall submit, via the officer's detailer, a written statement declining the assignment to Navy Personnel Command (NAVPERSCOM), Assistant Commander Navy Personnel Command (ACNPC) Career Management Department (PERS-4).

b. Officers declining an Oceanography Milestone assignment shall acknowledge in their statement that, if approved, it will become part of their official service record. Officers declining Oceanography Milestone assignment may include in their declination a statement regarding their reasons for doing so, if desired.

c. Officers who have declined an Oceanography Milestone assignment remain eligible for assignment to non-Milestone duty 1800 billets, subject to needs of the Navy.

2. **NAVPERSCOM Responsibility**

a. NAVPERSCOM, Director, Restricted Line/Staff Corps Officer Distribution and Special Placement Division (PERS-44) will endorse statements declining an Oceanography Milestone assignment and ensure appropriate action to ensure compliance with this article.

b. The written statement declining an Oceanography Milestone assignment, with official endorsements, will be made a part of the officer's official service record (Privileged Information/Field Code 17, see MILPERSMAN 1070-020, exhibit 5).

MILPERSMAN 1300-050

DETAIL OF OFFICIAL U.S. NAVY BANDS

Responsible Office	NAVPERSCOM (PERS-4014)	Phone: DSN COM FAX	882-4312 (901) 874-4312 882-2614

1. **Definition**. All performances by U.S. Navy bands must be for official functions. Events meeting the following criteria are deemed official:

a. To support Navy recruiting.

b. To support operational commander's community relations initiatives.

c. No additional expense to the Government is incurred.

d. The use of Navy bands does not interfere with the customary employment and regular engagement of civilian musicians.

2. **Civilian Performances**. Fleet Commanders, Force Commanders, and other officials serving as operational commanders of U.S. Navy bands are authorized to detail bands off-base to perform:

a. Public shows

b. Concerts

c. Patriotic ceremonies and parades

3. **Command Functions**. Navy bands may also be detailed off-base to support official command functions when on-base facilities are not available or adequate. These functions include balls and receptions, provided the event is for the morale, welfare, and recreation of active duty members and their spouses or guests. Performing for dances, balls, and similar entertainment events is limited to active duty military functions only.

MILPERSMAN 1300-060

ADMINISTRATION OF NAVAL MEMBERS PERFORMING DUTY WITH THE ARMY, AIR FORCE, OR COAST GUARD

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693

References	(a) Joint Publication (JP) 2-0 (b) Manual for Courts-Martial United States (2000 ed.) (c) Uniform Code of Military Justice, Article 15 (d) NAVPERS 15665I, U.S. Navy Uniform Regulations (e) BUPERSINST 1610.10

Forms	**NAVPERS 1610/2** (Rev. 07/95), Fitness Report and Counseling Record (E7-O6) **NAVPERS 1616/26** (Rev. 07/97), Evaluation Report and Counseling Record (E1-E6) **NAVPERS 1611/2-1** (Rev. 06/03), Performance Assessment of a Flag Officer – Rear Admiral **NAVPERS 1611/2-2** (Rev. 06/03), Performance Assessment of a Flag Officer – Vice Admiral

1. **Guidance**

a. This article establishes the procedure for the procurement, accounting, and administration of Navy members performing duty with the Army, Air Force, or Coast Guard.

b. This article does not pertain to administration of naval members assigned to international staffs, joint staffs, joint activities, joint agencies, or joint committees (reference (a) pertains).

2. **Request Procedures**

a. Requests for Navy members to perform duty with the Army, Air Force, or Coast Guard will be addressed to Chief of Naval Operations (CNO) indicating the billet description, number, grade, length of tour, and special qualifications desired.

b. Upon approval of the request, Chief of Naval Personnel (CHNAVPERS) will be responsible for any additional liaison required in connection with the administration and personnel matters affecting such members. This activity will normally be located in close proximity to the Army, Air Force, or Coast Guard activity and is hereinafter referred to as the **administrative commander**.

c. When the designated administrative commander is serviced by a Pay/Personnel Administrative Support System (PASS) office, the administrative functions will be assigned as described in MILPERSMAN 1320-140 as circumstances warrant.

3. **Administrative Commander Duties**. The administrative commander is responsible for custody and maintenance of the member's service record, dissemination of Department of the Navy (DON) directives and publications, issuing instructions and appropriate forms for required Navy reports, and providing necessary administrative assistance to the Navy member. Personnel accounting responsibilities will be assigned by CHNAVPERS. Changes in the personal status of the Navy member, i.e., marital status, children, address, or such other data required to be entered in personnel records will be processed throughout the administrative commander.

4. **Tours of Duty**. The normal tour of duty with the Army or Air Force for Navy members is 24 months inclusive of training. Maximum tour lengths will be 36 months. Tours with the Coast Guard will vary from 18 to 24 months. Exceptions or adjustments to tour lengths will be based on mutual agreement between the participating services. If a tour of duty other than 24 months is desired or if a tour must be shortened, CHNAVPERS will notify the proper Army, Air Force, or Coast Guard authorities sufficiently in advance in order to maintain continuity within the command and to provide orderly planning for a relief. When a billet is no longer required or a change in the billet requirement is desired, the commanding officer (CO) of the Army, Air Force, or Coast Guard activity will notify CHNAVPERS of the change a minimum of 6 months in advance of the effective date.

5. **Governing Provisions for Members Performing Duty with the Army, Air Force or Coast Guard**. Navy members will be governed by the following provisions, with concurrence by Departments of the Army, Air Force, and Coast Guard:

a. In general, Army, Air Force, and Coast Guard COs should exercise court-martial jurisdiction over Navy personnel under their command only when the subject individual cannot be delivered to Navy for appropriate disciplinary action without manifest injury to the service or services involved. Accordingly, an Army, Air Force, or Coast Guard CO may initiate appropriate court-martial action to avoid manifest injury; however, in such event, CHNAVPERS and the Army Adjutant General, the Air Force Assistant Deputy Chief of Staff for Military Personnel, or the Commandant of the Coast Guard should be notified of such proposed action before the court-martial is convened. In all other cases, when it is determined that disciplinary action should be taken by court-martial, a request shall be made to have the Navy member concerned relieved from duty with the respective service. Such request, with full supporting data, should be forwarded to CHNAVPERS via the Army Adjutant General, the Air Force Assistant Deputy Chief of Staff for Military Personnel, or Commandant of the Coast Guard. COs must use due diligence to comply with the requirements for speedy trial under reference (b), Rules for Courts-Martial (R.C.M.) 707.

b. As a matter of policy, nonjudicial punishment (NJP) under provisions of reference (c) should not be imposed by a commander of one service upon a member of another service. When it is determined that such action should be taken for a Navy member serving with the Army, Air Force, or Coast Guard, a request shall be made to CHNAVPERS to have the member concerned relieved from duty with the respective service or to have the member concerned ordered to temporary additional duty (TDY) with the administrative commander or with the geographically nearest Navy commander whose CO is authorized to impose NJP. Such request shall be made to CHNAVPERS via the Army Adjutant General, the Air Force Assistant Deputy Chief of Staff for Military Personnel, or the Commandant of the Coast Guard. The request shall set forth a summary of the circumstances and a recommendation as to whether to retain the individual at the Army, Air Force, or Coast Guard command. When both such transfers are impractical, and the need to discipline the Navy member concerned is deemed urgent, the Army, Air Force, or Coast Guard CO may impose such punishment. Such CO shall, using discretion, determine if such transfers are impractical and whether the need to administer the punishment is urgent; however, when such reference (c) jurisdiction is exercised over a member of the Navy by an Army, Air Force, or Coast Guard CO,

a report of the circumstances, including the grounds for the aforementioned determinations, will be made to CHNAVPERS via the Army Adjutant General, the Air Force Assistant Deputy Chief of Staff for Military Personnel, or the Commandant of the Coast Guard as soon as practical.

c. This article does not limit an Army, Air Force, or Coast Guard CO in the use of nonpunitive measures not intended to become part of the permanent record of the Navy member concerned.

6. **Disposition of Official Correspondence**

a. Official correspondence initiated by Navy members, such as requests for change of duty or schools shall be sent to CHNAVPERS via the appropriate channels of the Army, Air Force, or Coast Guard. Navy members serving with the Air Force Training Command shall send such correspondence via Commander, Naval Education and Training Command (NETC). A copy of such correspondence shall be sent to the administrative commander for filing in the member’s service record.

b. Granting of leave will be controlled and leave authorization issued by the CO of the Army, Air Force, or Coast Guard activity. All requests for leave will be forwarded by the CO of the Army, Air Force, or Coast Guard activity to the administrative commander to verify the member’s leave balance. The administrative commander shall inform the requesting activity by return endorsement, prepare a NAVCOMPT 3065 (2-83), Leave Request/Authorization, and send Part 3 to the requesting activity. Upon return of the Navy member from leave, Part 3 of the leave authorization, with the hour and date of departure and return noted, will be sent to the administrative commander.

c. The Navy member will continue to receive pay support from the Defense Finance and Accounting Service (DFAS) Cleveland Center, Navy regional finance centers, and other Navy disbursing officers while performing duty with the Army, Air Force, or Coast Guard. The administrative commander will determine the appropriate finance office for this purpose.

d. Health records of Navy members will be maintained by the medical facility that maintains the health records for members of the Army, Air Force, or Coast Guard activity. When Navy members are hospitalized in Army or Air Force medical facilities, the appropriate service Clinical Record Cover Sheet

will be used to record such treatment. Upon completion of hospitalization, the original Clinical Record Cover Sheet will be filed in the Navy member's health record and one copy sent to:

Chief
Bureau of Medicine and Surgery (BUMED-481)
Navy Department
Washington, D.C. 20372-5120

e. Navy members shall follow reference (d) and wear Navy uniforms appropriate to those prescribed for personnel of the Army, Air Force, or Coast Guard for the local geographical area in which stationed. In combat areas or where the wearing of the Navy uniform would be inappropriate, Navy members may wear appropriate Army, Air Force, or Coast Guard uniforms if provided at no expense to the member. When such clothing is worn, proper Navy insignia shall be worn.

7. **Disposition of Orders**. Upon reporting and detaching, the CO of the Army, Air Force, or Coast Guard activity will send one copy of the Navy member's orders with endorsements to CHNAVPERS and one copy to the administrative commander. TDY orders in connection with Army, Air Force, or Coast Guard matters will be originated and funded by the respective service to which the Navy member is attached. CHNAVPERS will fund and issue orders to Navy members for Navy-sponsored TDY.

8. **Reports Submitted by COs**. COs of Army, Air Force, and Coast Guard activities shall submit officer and chief petty officer (CPO) fitness reports and enlisted evaluation reports on Navy members using **NAVPERS 1610/2** and **NAVPERS 1616/26**, per reference (e). (Exception: **NAVPERS 1611/2-1** and **NAVPERS 1611/2-2** shall be used for fitness reports on flag officers and flag selectees.) Evaluation forms of other services shall not be used. The administrative commander shall ensure that supported activities are aware of reporting requirements and due dates, and shall provide forms, instructions, and advice as necessary.

9. **Service Awards**. Army, Air Force, and Coast Guard COs may determine the eligibility of Navy members for campaign and service awards that have identical Army, Air Force, Coast Guard, and Navy requirements. Recommendations for campaign and service awards peculiar only to the Navy will be submitted to CHNAVPERS. In the case of personal decorations and citations for

outstanding heroism or achievement, Army, Air Force, and Coast Guard COs may submit recommendations via official channels to the proper authority.

MILPERSMAN 1300-070

ADMINISTRATION OF ARMY AND AIR FORCE MEMBERS PERFORMING DUTY WITH THE NAVY

Responsible Office	NAVPERSCOM (PERS-45J)	Phone: DSN COM FAX	882-4217 (901) 874-4217 882-2693

Governing Directive	Manual for Courts-Martial United States, Paragraph 13

1. **Purpose**. This article provides guidelines for commanding officers (CO) of naval activities in the procurement, accounting, and administration of Army and Air Force members performing duty with the Navy. Nothing in this article is intended to pertain to the administration of Army or Air Force members assigned to

a.	international staffs,
b.	joint staffs,
c.	joint activities,
d.	joint agencies, or
e.	joint committees.

2. **Process**.

a. A CO requiring the services of Army or Air Force members, officer or enlisted, shall submit a request for an allowance to Chief of Naval Operations indicating

(1)	billet description,
(2)	billet number,
(3)	grade,
(4)	branch of service,
(5)	justification for assignment, and
(6)	whether duty will be of a continuing nature.

b. Upon approval of the request, a representative of the Department of the Army or the Department of the Air Force will coordinate the request and issue an allowance within the ceiling allowed by the respective service. Strength accountability for

Army members on duty with the Navy will be maintained by the Army unit to which attached, except for those members accounted for the Adjutant General, Headquarters, Department of the Army.

c. Upon approval of an allowance and when available, the appropriate service will order members to the naval activity for assignment by the CO.

3. **Tour Length**.

a. See table for normal tours of duty with the Navy.

Branch of Service	Minimum	Maximum
Army	18 months	36 months
Air Force	24 months inclusive of training	36 months

b. Adjustments of tour lengths will be based on mutual agreement between the departments of the affected services.

4. **Billet Requirement**. When a billet is no longer required or a change in the billet requirements is desired, the CO of the naval activity shall notify Chief of Naval Personnel (CHNAVPERS) of the changes a minimum of 6 months advance of the incumbent's projected rotation date (PRD). Parent Navy commands will submit DA 872, Requisition for Individual Officer Personnel, 6 to 10 months prior to incumbent's PRD to ensure a replacement officer is identified.

5. **Administrative Policy**

a. Each member of the Army or Air Force assigned to a permanent tour of duty with the Navy will be attached to a parent service unit for administration. This unit, referred to in the Army as the administering agency and in the Air Force as a carrier unit, will be designated in assignment orders by each member's service.

b. Personnel records of officers and enlisted members will be in the custody of and maintained by the administering agency or carrier unit. Changes in personal status of Army or Air Force member, i.e., marital status, children, address or such other data required to be entered in personnel records will be handled through the administering agency or carrier unit.

6. **Correspondence**

a. Correspondence initiated by Army or Air Force members will be forwarded, via the CO of the naval activity, to the designated agency or carrier unit which will take action or endorse the correspondence to the respective department for further action (requests for change of duty, schools, promotions, etc.).

b. Correspondence concerning relief of members and other matters requiring action on departmental level will be sent to CHNAVPERS for action.

c. Copies of all official correspondence will be forwarded to the administering agency or carrier unit. Information which would normally be brought to the attention of all Army or Air Force members, i.e., copies of publications, regulations, and required blank forms, will be provided by the administering agency or carrier unit to the naval activity as necessary for dissemination to and administration of Army and Air Force members.

7. **Leave Authorization**. Granting of leave will be controlled and the leave authorization issued by the CO of the naval activity. All requests for leave for Army members will be forwarded by the CO of the naval activity to the administering agency for a check of the member's record to determine if sufficient leave credits permit taking leave. The administering agency will inform the CO of the naval activity by return endorsement. Upon return of the member from leave, the original leave authorization, with the hour and date of departure and return noted, shall be sent to the administering agency.

8. **Pay Support**

a. Army members will continue to receive pay support from an Army Finance and Accounting Officer while performing duty with the Navy. The administering agency will determine the appropriate finance office for this purpose.

b. Pay records for Air Force members shall be maintained by the carrier unit or the Air Force Accounting and Finance Officer designated in the AMPS Directory of Servicing AFO's, AFP 177-1.

9. **Medical Care**

a. Health records of Army and Air Force members will be maintained by the medical facility which maintains the health records for members of the naval activity.

b. The Air Force carrier unit will notify Air Force members when physical examinations are required. These examinations shall be conducted by a medical officer of any branch of the Armed Forces and shall be recorded on SF 88, Report of Medical Examination. Two copies of this report shall be forwarded to the carrier unit.

10. **Clothing and Equipment for Army Members**. Enlisted Army members will receive necessary clothing and equipment, or replacement thereof, through a system to be arranged by the CO of the naval activity, the administering agency, and the senior Army officer performing duty with the Navy command.

11. **Discipline**. Army and Air Force members performing duty with the Navy will be governed by the following provisions, concurred in by the Departments of the Army and Air Force:

a. In general, jurisdiction by a Navy CO over personnel of the Army or Air Force should be exercised **only** when the accused cannot be delivered to the Army or Air Force without manifest injury to either service (see Manual for Courts-Martial, United States, 1969, (revised edition), paragraph 13). Accordingly, a Navy CO may initiate appropriate court-martial action to avoid manifest injury to either service.

(1) No such court-martial shall be convened for a member of the Army or Air Force, however, without prior notification of CHNAVPERS.

(2) In all other cases, when it is determined that disciplinary action should be taken by court-martial, a request shall be made to the Department of the Army or the Department of the Air Force via CHNAVPERS to have the member concerned relieved from duty with the Navy. Such requests should contain full supporting data.

b. As a matter of policy, nonjudicial punishment under the provisions of Article 15, Uniform Code of Military Justice should not be imposed by a commander of one service upon a member of another service. When it is determined that

nonjudicial punishment should be administered, a request shall be made to the Department of the Army or the Department of the Air Force via CHNAVPERS to have the member concerned relieved from duty with the Navy or ordered to temporary additional duty (TAD) with the administering agency or carrier unit or with the nearest Army or Air Force command whose CO is authorized to impose nonjudicial punishment.

(1) When both such transfers are impractical, and the need to discipline the Army or Air Force member concerned is deemed urgent, nonjudicial punishment may be imposed by the appropriate Navy CO who shall, in their discretion, determine when the required impracticality of transfer and urgency of discipline exist.

(2) A report of these determinations, the reasons therefor, and the circumstances surrounding the punishment shall be made to the Department of the Army or the Department of the Air Force via CHNAVPERS as soon as practical.

NOTE: This article does not limit a Navy CO in the use of non-punitive measures which a CO is authorized to use to further the efficiency of the command, such as exhortations, disapprovals, criticisms, or oral admonitions or reprimands not intended to become part of the permanent record of the member concerned.

12. **Temporary Additional Duty (TAD)**. Upon reporting and detachment of an Army or Air Force member, the CO of the naval activity shall send one copy of the member's orders with endorsements to CHNAVPERS and one copy to the administering agency or carrier unit. TAD orders in connection with Navy matters will be originated and funded by the CO of the naval activity to which Army or Air Force members are attached. The Department of the Army or the Department of the Air Force shall fund and issue orders to Army or Air Force members for Army or Air Force sponsored TAD.

13. **Efficiency Report for Army Personnel**

a. The administering agency will request the CO of the naval activity to submit on the annual report date, an efficiency report, using DA 67-8, U.S. Army Officer Evaluation Report and Army Regulation 623-105, for each Army officer assigned. Where appropriate, the naval officer exercising immediate supervision of the daily performance of the officer being rated should complete the form as the “rater.” The

“endorser’s” portion of the form will normally be completed by the immediate superior of the rating officer. See table for following steps.

Step	Action
1	The completed form will be sent to the administering agency for completion of Part III and final delivery to the Department of the Army.
2	In cases where the endorser has no knowledge of the performance of duty of the rated officer, the printed statement in Part XI will be checked, the reason for not evaluating the officer entered, and Part IIIs completed and signed by the endorser.
3	All other items for completion by the endorsing officer will be left blank.
4	The endorser will send the report to the reviewing officer for completion of Part IIIc, except when the endorser is a flag officer, in which case, Part IIIc need not be completed.
5	In the event there is no immediate superior to the rating officer, the rating officer will include in Part XI a brief statement of explanation.
6	The report will then be sent to the administering agency for appropriate administrative processing.

b. Efficiency reports for other than annual periods (detachment of the reporting senior, detachment of the officer, and other cases as prescribed in Army Regulation 623-105) will be initiated by the CO of the naval activity and sent to the administering agency in the same manner as described above. The distribution of DA 67-8 and Army Regulation 623-105 to the appropriate naval activity will be the responsibility of the administering agency.

c. The administering agency will request the CO of the naval activity to submit, on dates required, an enlisted efficiency report, using DA 2166-7, Enlisted Evaluation Report; DA 2166-7-1, Enlisted Evaluation Counseling Report; and Army Regulations 623-205, for each Army enlisted member assigned. Such reports shall be initially prepared by:

(1) a member who has supervised the Army member for a minimum period of 30 calendar days, and

(2) who is pay grade E-6 or above and at least one pay grade higher than the Army member.

d. Each report shall be reviewed by a warrant or commissioned officer in the direct line of supervision and sent to the administering agency for processing. Distribution of the DA 2166-7 and Army Regulation 623-205 to the naval activity is the responsibility of the administering agency.

14. **Performance Report for Air Force Personnel**

a. It is the responsibility of the Air Force carrier unit to request the CO of the naval activity to complete an AF 707B, Company Grade Officer Performance Report, for company grade officers, or AF 707A, Field Grade Officer Report, for field grade officers, at the appropriate times for each Air Force officer assigned.

b. The instructions for preparing the report will be furnished by the carrier unit. The effectiveness report should be originated by the immediate supervisor of the Air Force officer, endorsed by the immediate supervisor of the preparing official, and forwarded to the carrier unit.

15. **Receipt of Naval Awards**

a. Recommendations for Army members to receive Navy awards for heroism or meritorious service/achievement shall be sent to

Adjutant
Department of the Army
Attn: ACPB-AB
Washington, D.C. 20310

for concurrence prior to approval. Eligibility of Army members for service awards, campaign medals, and qualification or special skill badges, applicable to all services or peculiar only to the Department of the Army, will be determined by the administering agency. Navy service awards and qualification or special skill badges may be awarded to Army members without referral to the Department of the Army.

b. Commanding officers of naval activities may present awards or letters of commendation to Air Force members attached to their command as prescribed by Navy directives.

c. One copy of the announcement of such an award shall be sent to the administering agency or carrier unit for inclusion in the member’s record.

16. **Expiration of Enlistment for Army Personnel**

a. The administering agency will notify the CO of the naval activity 3 months in advance of the expiration of enlistment for Army enlisted members assigned. The CO of the naval activity will send this information to CHNAVPERS indicating the desires of the member as to

(1) reenlistment for other duty,

(2) separation, or

(3) reenlistment for the same duty.

b. In the case of reenlistment for the same duty, the recommendation of the CO of the naval activity will also be included.

17. **Personnel Casualty Report**. The administering agency or carrier unit shall be included as an information addressee on any personally casualty report message concerning an Army or Air Force member performing duty with the Navy and submitted per MILPERSMAN 1770-110.

MILPERSMAN 1300-081

INTERSERVICE TRANSFER OF AN OFFICER OUT OF THE NAVY

Responsible Office	NAVPERSCOM (PERS-8331)	Phone: DSN COM FAX	882-2085 (901) 874-2085 882-2621

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 USC (b) DoD Instruction 1300.4 of 27 Dec 06 (c) NAVSO P-6048, DoD Military Pay and Allowance Entitlements Manual (d) DoD Instruction 1312.03 of 6 Oct 06

1. **Policy**

a. Under reference (a), section 716 the President may, within authorized strengths, transfer any commissioned officer with the officer's consent from the:

(1) Navy,

(2) Army,

(3) Air Force,

(4) Marine Corps,

(5) Coast Guard,

(6) National Oceanic and Atmospheric Administration (NOAA), or

(7) Public Health Service (PHS),

and appoint the officer in any of the other Uniformed Services, except for Reserve officers on inactive duty. The interservice transfers are approved by the Secretaries concerned, or a designated representative, for the President.

b. In the case of an inactive duty officer, Navy Personnel Command (NAVPERSCOM), Reserve Officer Status Branch (PERS-911) is designated approval authority.

c. The transfer must be within authorized strength limitations of the gaining Uniformed Service and must be mutually agreed upon by the two departments concerned, that the transfer is in the best interests of the national defense. Interservice transfers will be disapproved if either the gaining or losing department does not concur.

2. **Conditions of Transfer**. Implementing regulations state the following:

a. Transfers are normally made only between equivalent services, that is, Reserve to Reserve and Regular to Regular. (The NOAA commissioned corps does not have a Reserve component.)

b. The opportunity for interservice transfer is offered to those officers who are especially qualified to contribute to the success of another Uniformed Service without interruption to their service careers. While the authority for interservice transfers is used primarily in the technical fields to permit the fullest possible use of individuals with critical or unusual skills, it is not restricted to technical specialists.

c. Release of a commissioned officer for an interservice transfer under reference (b) does not constitute a release from, or fulfillment of, the Uniformed Service obligation established by reference (a), section 651; however, additional service performed after transfer is counted toward fulfillment of the Uniformed Service obligation.

d. Upon transfer, the officer is credited with the total amount of service accrued as of the date before the transfer.

e. No transfer is made without the request or written consent of the officer concerned.

f. If a commissioned officer transferring between two military services is on a select list for promotion to the next higher grade under reference (a), section 624, the secretary of the military department concerned will integrate the officer into the promotion list of the gaining military service based on

the officer's date of rank in their current grade in the losing military service.

g. Except for commissioned officers in the PHS and officers previously awarded constructive service credit, a commissioned officer on extended active duty will continue to hold the same grade and date of rank held in the losing Uniformed Service.

3. **Basis for Denial**. Interservice transfers are considered on a case-by-case basis and may be denied if the officer:

a. Has not completed all obligated service (OBLISERV) prescribed in the officer program through which accessed and which was incurred by the officer in consideration for being tendered an initial appointment.

b. Has not completed all OBLISERV for funded education programs including:

(1) Naval Academy;

(2) Naval Reserve Officer Training Corps (NROTC);

(3) Armed Forces Health Professions Scholarship (AFHPS);

(4) Uniformed Services University of Health Sciences (USUHS); and

(5) Equivalent funded education programs.

c. Has not completed OBLISERV incurred for advanced education or technical training requiring additional OBLISERV including:

(1) Postgraduate education,

(2) Service school or college,

(3) Law school,

(4) Medical residency,

(5) Flight training,

(6) Naval flight officer training, and

(7) Equivalent education programs.

d. Has not completed OBLISERV incurred for:

(1) Transfer to the Regular Navy;

(2) Lateral transfer between competitive categories or designators;

(3) Entering a program; or

(4) Receiving an incentive pay, continuation pay, or bonus.

e. Is serving in a competitive category, designator, or other authorized officer classification in which NAVPERSCOM determines that significant personnel shortages result in compelling necessity for retention.

f. Is serving in designators 2100, 2200, 2300, or 2900 and seeks transfer to the Marine Corps or Coast Guard, since those services do not have an equivalent medical service.

g. Has been officially notified of permanent change of station (PCS) orders (telephone call, telegram, postcard, letter, or receipt of orders), or has executed PCS orders and has not served the required period of time at the new duty station as prescribed in MILPERSMAN 1920-200.

h. Is a Navy Reserve Full Time Support officer (FTS) on active duty who has been issued Release from Active Duty (RAD) orders, unless the interservice transfer request is received by NAVPERSCOM, Officer Favorable Separations Section (PERS-8331) at least 6 months in advance of the scheduled release date.

i. Is a probationary Navy officer on active duty who has attrited from a Navy training program and does not have prior service in the gaining service.

j. Has failed selection for promotion to the next highest grade, for the second time, before submitting a request for transfer to another Uniformed Service.

k. Has been notified of mandatory retirement for any reason.

l. Has applied for transfer to the gaining service within the last year.

m. Is subject to administrative separation processing which has been initiated or the officer has adverse information pending.

4. **Application Process**

a. Regular officers desiring transfer to another Uniformed Service must submit applications in letter form at least 6 months, but not more than 9 months, in advance of the desired detachment month. This lead time is necessary to provide for:

(1) A contact relief;

(2) Minimize gapping of the billet; or

(3) To process requests from the time of receipt until favorable endorsement by Secretary of the Navy (SECNAV); and

(4) Forwarding of the request to the gaining service.

b. Requests will be addressed as follows:

To SECNAV.
Via the commanding officer (CO) and
NAVPERSCOM (PERS-8331).
Copy to (not via) each level of the administrative chain of command through the Fleet Commander (PAC or LANT) of the unit to which the officer is assigned.

If the officer is in a drill status, the request must include endorsements from the officer's chain of command.

c. A Reserve officer on inactive duty desiring transfer to another service component must have that gaining service submit DD 368 (Nov. 94), Request for Conditional Release, to NAVPERSCOM (PERS-911).

5. **CO's Responsibility**. The CO must follow the steps listed below:

Step	Action
1	Forward the request within 10 days.
2	Certify that the information provided in the officer's interservice transfer letter is correct.
3	Indicate in the forwarding endorsement whether the transfer would, in CO's opinion, be in the best interest of the national defense.

6. **Request Initiated by the Gaining Service**. Requests may be initiated by the gaining service. These requests should be submitted as follows:

> **Through** the secretary of the gaining department and NAVPERSCOM (PERS-8331).
> **To** SECNAV.

The request must be accompanied by consent to the transfer from the naval officer concerned. The request should include sufficient justification to show that the transfer is in the best interest of the national defense and the officer.

7. **Personal Data**. The personal data contained in the requests is used by appropriate authorities to evaluate the proposed transfer. The disclosure of this information is voluntary; however, failure to provide sufficient justification may result in the disapproval of the request or extensive delays in processing.

8. **Active Duty Transfer Request Contents**. Requests should include the following information:

a. Applicant's last, first, and middle name.

b. Grade, date of rank, frocked rank.

c. Branch of service.

d. Command to which presently assigned.

e. Total active federal commissioned service.

f. Summary of any previous interservice transfers.

g. Age and place of birth.

h. Citizenship and how acquired.

i. Summary of military duties performed.

j. A complete statement of professional or technical qualifications and educational background.

k. Reason for requesting transfer.

l. Home address.

m. Daytime telephone number, DSN and commercial, if available.

n. Contingent resignation, including the following statement:

"I hereby tender my resignation from the (U.S. Navy, U.S. Navy Reserve) and request that it be accepted contingent upon final approval of my application for transfer to the (specify service) and effective as of the day preceding my acceptance of an appointment in the (specify service)."

o. Scheduled date of separation from active duty (if any).

9. **Request Enclosure**. Requests must have the following information attached to the application as enclosures:

a. Current DD 2808 (10-05), Report of Medical Examination; original and one copy. If requesting transfer for aviation programs, include the following information on DD 2808: Block 60-refraction and Block 62-prism diversion, buttock-leg length, and sitting height.

b. A copy of chest X-ray and Electrocardiography - EKG.

c. Current DD 2807-1 (3-07), Report of Medical History; original and one copy.

10. **Closeout of Navy Records**

a. Upon final approval of an interservice transfer from the Navy, the termination of the Navy commission and subsequent reappointment in the gaining Uniformed Service is completed without interruption of the continuity of the officer's total

service. Officers so transferred are credited with the total amount of unused leave and service accrued as of the date before the transfer. The gaining service forwards the applicant's initial appointment and the first duty orders to NAVPERSCOM (PERS-8331). These documents are then forwarded to the officer as enclosures to the NAVPERSCOM orders accepting the officer's resignation from the Navy and are executed the day following separation from the Navy.

b. Navy records are closed out as follows:

(1) **Health and Service Records.** The original health (medical and dental) and original service record are closed and forwarded under letter of transmittal to NAVPERSCOM (PERS-8331). The mailing envelope is marked "DO NOT OPEN IN MAIL ROOM - INTERSERVICE TRANSFER." Copy 7 of the DD 214 (8-09), Certificate of Release or Discharge from Active Duty, is inserted in the health record. A copy of the health record is reproduced and given to the officer for delivery to the gaining service.

(2) **Leave.** Per reference (c), accrued leave is not payable in the case of an officer executing an interservice transfer. The number of days of accrued leave is noted in the remarks section of the DD 214 to assist the gaining service in accurately crediting the officer's leave account.

(3) **Endorsement.** Separation orders are endorsed as required.

(4) **Pay and Allotments.** Pay records and pay allowance entitlements are processed and computed under the instructions contained in pay directives and Navy travel instructions. A possibility exists that an officer's allotment payments may be interrupted during the transfer process. The transferring officer should ensure that direct payments are made for insurance premiums for any period, which may elapse, between the dates Navy allotments are stopped and the date allotments are started by the gaining service.

(5) **Transfer Withdrawal.** If the officer desires to withdraw an interservice transfer before accepting the commission in the gaining service, the CO must inform NAVPERSCOM (PERS-8331) by e-mail upon receipt of the withdrawal request and forward the written request with endorsement within 10 days.

The gaining service is notified by NAVPERSCOM (PERS-8331). Once the request to withdraw the original request is received, NAVPERSCOM (PERS-8331) will return the original request package to the officer.

(6) **Reserve officers.** For Reserve officers not on active duty, NAVPERSCOM (PERS-911) will complete the discharge upon receipt of a copy of the member's gaining service oath of office. The order-issuing authority will cancel any reserve orders in effect on the date of discharge and forward medical records to the Department of Veterans' Affairs (VA) per MILPERSMAN 6150-010.

11. **Rank and Status**. The following conditions apply to officers who have transferred out of the Navy:

a. A Regular Navy officer transferred out of the Navy under this article, except for physician, dentist, nurse, or medical service corps officer, continues to hold the same rank and date of rank as that held in the Navy the day before the transfer. The officer is placed on the active duty list of the gaining Uniformed Service under regulations of the gaining Uniformed Service.

b. A Reserve Navy officer on active duty (FTS) or inactive duty, except for a physician, dentist, nurse, or medical service corps officer, transferred out of the Navy under this article is awarded a permanent Reserve grade and the date of rank as determined by applying the amount of service accrued in the Navy to the appointment laws then in effect for the gaining Uniformed Service. The officer is placed on the active duty list following regulations of the gaining service.

c. In the case of a physician, dentist, nurse, or medical service corps officer, federal service already served will be considered in the constructive service credit, as if the time was served in the gaining service, per the law governing promotion, seniority, and retirement in that service.

d. A commissioned officer awarded constructive service credit, who does not transfer to the same or a comparable professional category, loses any constructive service credit granted per reference (d). The officer must be renominated by the President and confirmed by the Senate in an appropriate grade commensurate with total active commissioned service.

No commissioned officer is transferred from one Uniformed Service and appointed to another, with a precedence or relative rank higher than held on the day before such transfer per (reference (a), section 716).

MILPERSMAN 1300-082

INTERSERVICE TRANSFER OF AN OFFICER INTO THE NAVY

Responsible Office	NAVPERSCOM (PERS-803)	Phone: DSN: COM: FAX:	882-3171 (901) 874-3171 882-2620
	NAVPERSCOM (PERS-911) Inactive Officer Members	Phone: DSN: COM: FAX:	882-4491 (901) 874-4491 882-2753

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. 651 and 716 (b) SECNAVINST 1000.7F (c) DoD Directive 1205.05 of 22 Apr 04 **In addition, applications are subject to the relevant directives of the respective services as follows:**
Army	U.S. Army Regulation 614-120 of 11 Jun 07
Marine Corps	P1100.73B, U.S. Marine Corps Order
Coast Guard	U.S. Coast Guard Personnel Manual (CG), Article 12A3
National Oceanic Atmospheric Administration	NOAA Directive Manual, Section 43, Chapter 56
Public Health Service	DoD Instruction 1300.04

Forms	1. DD 368 (11-94), Request for Conditional Release 2. DD 2807-1 (3-07) (formerly SF-93), Report of Medical History 3. DD 2808 (10-05), Report of Medical Examination 4. OPNAV 3710/37A (7-05), Anthropometric Data Measurement Record 5. SF-86 (7-08), Questionnaire for National Security Positions 6. SF-507 (Rev. 11-96), Continuation of SF 93: Special - Aviation Applicant

1. **Policy**

a. Per reference (a), the President may, within authorized strengths, transfer any commissioned officer with the officer's consent from the

- Army,
- Air Force,
- Marine Corps,
- Coast Guard,
- National Oceanic and Atmospheric Administration (NOAA), or
- Public Health Service (PHS),

and appoint the officer in any of the other Uniformed Services. Except for reserve officers on inactive duty, the interservice transfers are approved by the Secretaries concerned, or a designated representative, for the President.

b. The transfer must be within authorized strength limitations of the gaining Uniformed Service and must be, by mutual agreement of the two departments concerned, in the best interests of the national defense. Interservice transfers will be disapproved if either the gaining or losing service does not concur.

2. **Request from Officers on Active Duty**. Requests for interservice transfer into the Navy made by

- officers on active duty lists of another Uniformed Service, or
- a naval activity on behalf of an officer on the active duty list of another Uniformed Service,

are discussed in this article. Applications must be received by Navy Personnel Command no later than 9 months in advance of the requested transfer date.

3. **Active Duty Application Contents**. Applications must contain the information and comply with the format prescribed by the parent Uniformed Service. Additionally, the following information and documents must be included:

ACTIVE DUTY APPLICATION CONTENTS	
a.	Conditional release from parent service.
b.	Verified statement from parent service headquarters that the officer concerned has neither failed selection for promotion in the present grade nor had his/her name removed from a promotion list.
c.	Source of original commission.
d.	Current DD 2808 (10-05), Report of Medical Examination, original and one copy.
e.	Current DD 2807-1 (3-07) (formerly SF-93), Report of Medical History.
f.	Resume of flying experience, when applicable, including • date member entered training for original aeronautical rating, • rating held and date it was awarded, • total flying time, and • total jet time.
g.	A verified statement of service.
h.	One of the statements of understanding shown in the blocks below.
i.	A microfiche or digital copy of the officer's master personnel record.

4. **Approval Process**. The parent service should send applications to Secretary of the Navy, Washington, DC 20350, who will forward them to Navy Personnel Command (NAVPERSCOM), LDO/CWO Procurement and Lateral Transfers Branch (PERS-803) for review and evaluation.

(Continued on next page.)

IF ...	THEN ...
NAVPERSCOM recommends disapproval,	the application will be sent to Secretary of the Navy (SECNAV) with a proposal memorandum returning the application, disapproved, to NAVPERSCOM, which will notify the parent service and officer concerned.
NAVPERSCOM recommends approval,	the application will be sent to SECNAV for approval. If SECNAV disapproves, SECNAV will return it to NAVPERSCOM for return to the parent service.
The transfer is acceptable to both the parent and gaining services,	NAVPERSCOM will prepare active duty orders, obtain appointment documents from NAVPERSCOM (PERS-803), and coordinate the transfer with the parent service.
If an officer enters on active duty and is subject to placement on the active-duty list,	NAVPERSCOM may, with the officer's consent or at the officer's request, at any time prior to the convening of the selection board to consider their case, **defer the officer's eligibility for consideration in zone or above zone for promotion** by any active-duty promotion selection board for up to 1 year from the date the officer enters on active duty.

5. **Requests for a Specific Officer**. Requests from Navy activities for a specific officer will be sent to the following:

Navy Personnel Command
Attn: PERS-803
5720 Integrity Drive
Millington, TN 38055-8010

Requests must be fully justified, showing that the transfer is in the best interest of the Navy, and include a statement, signed by the officer concerned, consenting to the transfer.

IF ...	THEN ...
NAVPERSCOM recommends disapproval,	the application will be sent to SECNAV with a proposed memorandum returning the application, disapproved, to NAVPERSCOM, which will notify the parent service and the naval activity concerned.
NAVPERSCOM recommends approval,	the application will be sent to SECNAV with a proposed memorandum for the parent service for action. If SECNAV disapproves, SECNAV will return the application to NAVPERSCOM for return to the naval activity.

6. **Statement of Understanding for Regular Active Officers.** Regular officers must read and sign the following Statement of Understanding:

"I understand that if my request is approved, I will be required to serve at least 4 years of active service in the regular component and retain my commission for a minimum of 8 years at the option of the service. I understand my active duty obligation and permanent grade and date of rank will be that assigned to me by Navy Personnel Command upon appointment. I understand that if this transfer is for flight training, I will incur a minimum service obligation corresponding to U.S. Code, Title 10 law as described in Chapter 37, Section 653. I further understand that, as an officer in the Regular Navy, I may be assigned to a government-sponsored training program or directed on permanent change of station (PCS) orders to meet the needs of the service. If I am required to undergo such training or PCS, I understand this additional active service may be served concurrently with the initial period of minimum required service."

(signature of officer)
(typed name, grade)

7. **Applications from Officers on Inactive Duty**

a. Application may be made by reserve officers on inactive duty in a Reserve or Guard Component of another service for transfer into the Navy Reserve. Officers on inactive duty will normally be transferred in the grade held in their parent service on the day before transfer. An officer may be transferred in a lower permanent grade to appropriately reflect training and experience, using as guidelines the career development guidelines for the designator as established by Chief of Naval Operations (CNO).

b. Except for inactive duty aviators and flight officers, who should initiate the interservice transfer process through a local Navy Reserve aviation activity, inactive duty officers considering interservice transfer into the Navy Reserve should contact their nearest Navy Recruiting District (NAVCRUITDIST). Although NAVPERSCOM maintains primary responsibility for reviewing and adjudicating inactive duty officers' requests for interservice transfer into the Navy, Commander Navy Recruiting Command (COMNAVCRUITCOM) is critical to the completion of the application process per reference (b).

c. Navy Recruiters will do the following:

(1)	Serve as the initial point of contact for inactive duty officers (except for aviators and flight officers seeking duty in a flight status) considering inter- service transfer into the Navy.
(2)	Assist the officer, as necessary, with completing an SF-86 (7-08), Questionnaire for National Security Positions.
(3)	Schedule, as necessary, an applicant's required medical examination with a Military Entrance Processing Station (MEPS).
(4)	Obtain COMNAVCRUITCOM "physically qualified" determinations.
(5)	Witness Navy Reserve appointments as required.
(6)	Following appointment in the Navy Reserve, affiliate approved officers with a drilling Navy Reserve unit.

8. **Inactive-Duty Application Contents**. Requests are subject to the appropriate directives of the respective service. At a minimum, the following information must be included:

INACTIVE DUTY APPLICATION CONTENTS	
a.	**Name**. Applicant's last, first, and middle name.
b.	**Service number (if applicable) and designator or Military Occupation Specialist (MOS).**
c.	**Current grade, date of rank, military specialty, and designator for which the member is applying.**
d.	**Branch**. Branch of service and component.
e.	**Present Assignment**. Organization to which presently assigned.
f.	**Service**. Total years of commissioned service, active and reserve.
g.	**Previous Interservice Transfers**. Summary of any previous interservice transfers.
h.	**Birth**. Date and place of birth.
i.	**Citizenship**. Citizenship and how acquired.
j.	**Summary of Duties**. Summary of military duties performed. (Continued on next page.)

k.	**Education and Qualifications.** Brief statement of educational credentials and military and civilian professional or technical qualifications.
l.	**Reason.** Reason for requesting transfer.
m.	**Recruiters' contact information.** Rank, Name, Phone number, and E-mail address (if applicable).
n.	**Contingent resignation.** Contingent resignation, including the following statement: "I hereby tender my resignation from the (specify component) and request that it be accepted upon final approval of my application for transfer to the (specify component), and be effective as of the day before the date of my acceptance of the appointment in the (specify component)."
o.	**Enclosures to the Request.** The following documents will be enclosures to the official letter request. (1) Current DD 368 (11-94), Request for Conditional Release, approved by officer's Reserve Component headquarters or authorized personnel command per reference (c). (2) Resume. (3) Last three Fitness Reports. (4) DD 214 (2-00), Certificate of Release or Discharge from Active Duty (if applicable). (5) Verified statement from officer's Reserve Component headquarters of the officer's grade, date of rank, military specialty, and number of failed selections for promotion in current grade. (6) Complete up-to-date microfiche or digital record or entire paper copy of service record in order to complete accurate statement of service. (7) Joint Personnel Adjudication System (JPAS) printout indicating current security clearance or a completed SF-86 (7-08), Questionnaire for National Security Positions. (8) DD Form 2807-1 (3-07) (formerly SF-93), Report of Medical History. (9) Current DD Form 2808 (10-05), Report of Medical Examination. (10) COMNAVCRUITCOM physically qualified (PQ) letter or not physically qualified (NPQ) letter as applicable. (Continued on next page.)

	(11) Latest point-capture report from the officer's Reserve Component. (12) For **aviator and flight officers** requesting aviation duty, the following additional items: • Up-to-date flight physical examination • OPNAV 3710/37A (07-05), Anthropometric Data Measurement Record • SF-507 (Rev. 11-96), Continuation of SF 93: Special Aviation Applicant • Naval Operational Medical Institute's (NAVOPMEDINST's) endorsement that the officer is physically qualified for aviation • Current aeronautical rating • An endorsement from the reserve command possessing the available flying billet to which the individual will be assigned • An endorsement from the Wing Commander

9. **Approval Process**. NAVPERSCOM will review and evaluate the application per this article and reference (b).

IF ...	THEN ...
NAVPERSCOM disapproves the application,	NAVPERSCOM will notify the applicant and parent service by letter and file the application without further action.
NAVPERSCOM approves the application,	The officer will be transferred. NAVPERSCOM will obtain appropriate appointment documents from NAVPERSCOM (PERS-803) and coordinate the transfer with the parent service.

10. **Where to Send Inactive Duty Applications**. Applications from inactive duty officers requesting interservice transfer into the Navy Reserve should be sent to the following:

Navy Personnel Command
Attn: PERS-911
5720 Integrity Drive
Millington, TN 38055-9110

MILPERSMAN 1300-090

PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT POLICY - OVERVIEW

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3322 (703) 695-3322 225-3311

Governing Directives	Joint Federal Travel Regulations (JFTR), Volume I NAVPERS 15559B, Officer Transfer Manual NAVPERS 15909G, Enlisted Transfer Manual

1. **Purpose**. The purpose of this article is to provide general and specific policies for use by commanders, supervisors, personnel and finance specialists, and servicemembers in determining the entitlements that accrue to servicemembers incident to PCS.

2. **In This Article**. This article contains the following titles related to important aspects of the PCS entitlement policy:

Title	See MILPERSMAN
General and Specific Policies	1300-100
Determining Effective Date of PCS Orders	1300-110
Issuing Change of Home Port Certificates	1300-120
General Reimbursement Rules for POC Travel	1300-130
Policies for Unique Categories of Travel/Relocation Entitlements	1300-140

MILPERSMAN 1300-100

PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT POLICY - GENERAL AND SPECIFIC POLICIES

Responsible Office	OPNAV (N13)	Phone:	DSN	225-3322
			COM	(703) 695-3322
			FAX	225-3311

References	(a) JFTR, Volume 1, Chapter 5

1. **General Policy**. Service members who are ordered to make a permanent change of station (PCS) move are entitled to personal travel and transportation allowances per reference (a).

a. No command will deny any member of travel and transportation allowances or entitlements associated with PCS movement of a Service member from one permanent duty station (PDS) to another.

b. PCS and PDS are defined per reference (a), Appendix A.

c. Issuance of a PCS order does not, in and of itself, carry travel and transportation entitlements. The orders must be read to determine if there is, in fact, a change of permanent station and not just a change of activity.

2. **Definition of "In Proximity."** PDS's are "in proximity" to each other when they are both in an area ordinarily serviced by the same local transportation system, and Service members could reasonably commute daily from home to either PDS. An example follows.

3. **Example**. A Service member receives PCS orders to detach from the Navy Yard, Washington D.C. and to report to a place located 3 miles outside the Washington, D.C. corporate limits.

a. The Service member could commute daily to the new PDS from the same residence occupied while assigned to the old PDS (Washington, D.C.).

b. There is no entitlement to movement of household goods (HHG); the Service member is not entitled to personal travel and transportation allowances incident to the transfer. No travel time is provided; basic allowance for housing is not stopped.

c. If the Service member relocates the household, there would still be no PCS entitlements, other than personal travel and transportation allowances of the Service member unless:

(1) The gaining commanding officer issues a statement that the relocation was necessary as a direct result of the PCS; and

(2) Appropriate accounting data is provided by Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4).

4. **Rules for PCS Entitlements**. Use the rules in the table below to determine what PCS entitlement actions are appropriate for a number of specific PCS situations:

WHEN...	AND...	THEN...	THEN SEE ...
a member is transferring between two non-shipboard activities/unit identification code (UIC)s and/or units located at the same PDS location in the 48 contiguous United States and the District of Columbia (CONUS),		the member is not making a change of permanent station, and no PCS entitlements will be provided. Entitlements remaining from PCS moves will be provided.	
the member's household relocation is mission essential and in the best interest of the government,		a local move of HHG may be authorized by the commanding officer by issuing a statement that such a local move is necessary as a direct result of the transfer,	Reference (a), Para. U5355-B1.
dealing with the dislocation allowance (DLA),		PCS includes relocation of a household due to military necessity or government convenience within the corporate limits of the same city or town in connection with a transfer between activities,	MILPERSMAN 7220-220 and reference (a), Para. U5630.
a member transfers between two non-shipboard activities or units in proximity to each other but not at the same PDS,		the member is not entitled to personal travel and transportation allowances, and is not automatically entitled to HHG shipment, dependent travel and transportation, or DLA,	JFTR, reference (a), Para. U5100.

WHEN...	AND...	THEN...	THEN SEE ...
the gaining commanding officer does not issue a statement that HHG shipment is mission essential and in the best interest of the government,	appropriate accounting data is not provided by NAVPERSCOM (PERS-4) in the PCS order,	shipment of HHG is not authorized in connection with a PCS between PDSs in proximity to each other.	
the PCS order does not have the appropriate accounting data,		a request for a modification to the PCS order must be submitted to NAVPERSCOM (PERS-4), prior to executing the orders to obtain the accounting data,	order modification request procedures.
PCS orders are issued between ships in the same home port or between a ship and a shore activity in the vicinity of the same home port,		they may be issued without accounting data for HHG shipment or dependent travel and transportation.	
a household relocation is to occur, including local moves,	accounting data was not issued in the PCS order,	a request for a modification to the PCS order to include appropriate accounting data must be sent to NAVPERSCOM (PERS-4) prior to executing the orders,	MPM 1320-311 for order modification request procedures.

MILPERSMAN 1300-110

PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT POLICY - DETERMINING EFFECTIVE DATE OF PCS ORDERS

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	225-3322 (703) 695-3322 225-3311

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members

1. **Introduction**. The effective date of permanent change of station (PCS) orders is important for determining entitlements for transportation of dependents and shipment of household hoods (HHG).

a. The basic definition of the effective date of PCS orders is contained in reference (a), Appendix A.

b. For orders amended, modified, canceled, or revoked, the effective date will be per reference (a), para. U2140-A.

2. **Effective Date for Specific Types of Orders**. The effective date of orders for specific types of orders is as given in the table below:

WHEN orders involve...	THEN effective date is the date...	AND see...
a change in home port of a ship, ship-based staff, or other afloat-based mobile unit,	announced by Chief of Naval Operations (CNO), normally by message.	
a change of permanent duty station (PDS) location of a shore-based mobile unit,	following the announcement of the change by the CNO on which the member must commence travel to the new station for the purpose of remaining and performing normal duties. This is regardless of whether the travel is commenced before or after the announced effective date of the change.	
release from active duty,	of release.	
a unit which has received an official alert notice that it would be moved to a restricted PDS outside the Untied States and that movement is contemplated to commence within 90 days after such alert notice was received,	such orders are received by the servicemember,	reference (a), paras. U5222-D and U5240-D.
removal of restrictions from a restricted area,	travel of dependents actually begins after the date restrictions are removed,	reference (a), para. U5222-D.
unusual/emergency circumstances or evacuation,	the dependents are actually removed from the overseas station or area involved,	reference (a), para. U5240 or Chapter 6.
dependents retained at previous duty station,	of the current PCS order,	reference (a), paras. U5203-A and U5222-D.

MILPERSMAN 1300-120

PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT POLICY - ISSUING CHANGE OF HOMEPORT CERTIFICATES

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	225-3322 (703) 695-3322 225-3311

References	(a) Joint Federal Travel Regulations (JFTR)

1. **Policy**. The change of homeport of a ship, mobile unit, or afloat staff is a permanent change of station (PCS), except for Service member travel. The commanding officer may issue a change of homeport/PDS certificate. For sample format see MILPERSMAN 1306-1800.

2. **Restrictions on Issue of Homeport Change Certificates**. Table below contains the restrictions to issuance of a homeport change certificate:

WHEN...	THEN...	AND ALSO SEE...
the member is entitled to and plans to ship household goods (HHG) or a privately owned vehicle (POV) incident to the change,	the member will be issued a change of homeport certificate.	
the member has been issued, or expects to be issued PCS orders,	the member will not be issued a change of homeport certificate.	
the member has less than 90 days obligated service remaining on the effective date of homeport change,	the member will not be issued a change of homeport certificate. Separation or relief from active duty orders may be issued immediately.	
the member’s service can be spared,	the member will be transferred for separation.	

WHEN...	THEN...	AND ALSO SEE...
the member's service cannot be spared,	the member will be required to accompany the ship/staff to the new homeport/PDS,	MILPERSMAN 1910-102 and MILPERSMAN 1306-1800 for authorization for early separation of enlisted personnel due to homeport change.
the member extends the present enlistment or reenlists prior to being detached from the unit and other criteria, such as non receipt of orders, are met,	a change of homeport certificate can be issued.	
the member has the official homeport change notification authorizing the member to proceed to the old homeport and then to the new homeport when necessary to assist in the movement of dependents, shipment of HHG, or to bring the member's privately owned conveyance (POC) to the new homeport,	the commanding officer may issue a PCS travel authorization,	reference (a), paragraph U5120-F. Also see **NOTE 1** below.
the member is permanently assigned aboard a ship, whose homeport is changed to the port of overhaul or inactivation,	the member may elect periodic travel between the overhaul port and former homeport instead of PCS entitlements,	reference (a), paragraph U7115. . Also see **NOTES 2** and **3** below.
the initial assignment of a homeport is made, i.e., when the ship is placed in commission,	the commanding officer of a pre-commissioning unit may not issue a homeport change certificate. Instead, PCS orders must be issued.	

NOTE 1: This also applies to a newly commissioned ship when the ship's homeport is different from the member's old PDS.

NOTE 2: Periodic travel accrues under reference (a) and also applies to a ship that is undergoing overhaul or inactivation at a place other than its homeport, that is, the homeport is not changed.

NOTE 3: Periodic travel entitlements may only be provided to Service members whose dependents reside in the reasonable commuting area of the former homeport. The entitlement applies to all Service members who have dependents within the reasonable commuting area of the former homeport. The former homeport need not be specified as the ship's homeport on the Service member's orders. Instead of member travel, dependents may travel to the overhaul or inactivation port with limited reimbursement. See reference (a), paragraph U5222.

MILPERSMAN 1300-130

PERMANENT CHANGE OF STATION ENTITLEMENT POLICY - GENERAL REIMBURSEMENT RULES FOR POC TRAVEL

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	225-3322 (703) 695-3322 225-3311

References	(a) Joint Federal Travel Regulations (JFTR)

1. **Basis for Rules**. The general reimbursement rules for privately owned conveyance (POC) travel incident to permanent change of station (PCS) travel are based on the official mileage provided in the Defense Table of Distance (DTOD) multiplied by the mileage rate and the number of privately owned conveyances authorized for PCS travel. The number of travelers in a POC has no relationship to the mileage rate. PCS Monetary Allowance in Lieu of Transportation (MALT)/mileage is paid based on the POC. If two or more members under PCS orders travel together in the same POC, only the owner/operator of the POC may claim MALT/mileage. Both are authorized flat rate per diem.

2. **Reimbursement Rules**. Use the rules contained in the table below to determine entitlement to reimbursement for POC travel during PCS moves:

WHEN...	THEN...	AND...
member and dependents travel between permanent duty stations in one POC,	the per mile rate paid is for one POC per reference (a).	
the member travels separately from dependents,	the member is paid a per mile rate,	the payment for dependents is a per mile rate. COMMENT: No specific authority for more than one POC is needed as the group; the dependents in this case are using only one POC. per diem is also paid.

WHEN...	THEN...	AND...
member and dependents travel together using two POCs or; if five or more dependents travel together using more than two POCs,	the per mile rate (See reference (a), paragraph (U2605) for two POCs is paid, unless authority is granted for payment based on over two POCs.	
permission is received under reference (a), for use of more than two POCs,	payment may be made for use of more than two POCs by the group traveling together,	the per mile rate is paid for each POC based on the number of authorized POCs.
there are five or more travelers in the group,	commanding officers may approve payment for the use of more than two POCs by a group traveling together as long as there are an adequate number of qualified dependent drivers.	
a dependent needs special accommodations,	commanding officers may also approve payment. See reference (a).	
less than five travelers are involved,	payment for use of more than two POCs is unlikely.	
a member believes that a valid reason exists for needing more than two POCs for less than five travelers,	the member may submit a request via the member's commanding officer to the member's detailer for a final determination by PERS-451H, either prior to or after execution of orders. Details must be provided. Owning a compact car(s) is not a valid reason.	
in the situations described per reference (a), paragraphs U5205-A2c or U5205-A2e, dependents travel separately from the member due to official reasons,	reimbursement for such travel will not be made, unless supported by a statement from the member certifying the circumstances involved,	doubtful situations will be sent to the member's commanding officer for resolution.

MILPERSMAN 1300-140

PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT POLICY - POLICIES FOR UNIQUE CATEGORIES OF TRAVEL/RELOCATION ENTITLEMENTS

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3322 (703) 695-3322 225-3311

Governing Directive	Joint Federal Travel Regulations (JFTR), paragraphs U5410 and U9000-E

1. **Unique Categories of Entitlements**. The following unique categories of PCS related entitlements are covered in this article:

Shipment of a privately owned vehicle (POV).
Travel of children of military couples.
Relocating to designated places.
Relocating a foreign-born spouse to native country.

2. **Rules for Determining Entitlements**. The following table contains the rules for determining entitlements associated with the unique categories listed above:

WHEN...	THEN...	AND...	AND SEE...
members are ordered to make a PCS to, from, or between duty stations outside the 48 contiguous United States and the District of Columbia, or upon official change in home port/PDS location of the unit to which assigned,	members are entitled to shipment of a POV,	associated allowances for travel to the water port designated for POV delivery and from the water port designated for POV pickup,	JFTR, paragraph U5410, MILPERSMAN 1320-100 and 4050-010, pertaining to travel via POC in connection with consecutive overseas tours.

WHEN...	THEN...	AND...	AND SEE...
for travel and transportation purposes, children of member-married-to-member parents may travel under either but not both parents' PCS orders,	the entitlement to travel and transportation allowances, DLA, and station allowances is based on children accompanying a member parent,	is not based on basic allowance for quarters (BAQ) dependency. One parent may draw travel and transportation allowances on behalf of the children, DLA, and station allowance at the with-dependent rate, while the other parent draws BAQ at the with-dependent rate on behalf of the same children,	MILPERSMAN 1300-150, 1300-160, 1300-170, 1300-180, 1300-190, 1300-200, 1300-210, 7220-220, and 7220-240.
certain types of PCS orders enable a member to relocate dependents and HHG to a designated place as defined in JFTR, Volume 1, Appendix A,	permission to relocate dependents and/or HHG at Government expense from an approved designated place to a second designated place in connection with a PCS order will be given only by the Secretary of the Navy (SECNAV).		

WHEN...	THEN...	AND...	AND SEE...
it has been clearly shown that the relocations will be in the best interest of the government,	permission will be given,	requests for permission to relocate dependents/HHG between designated places should be sent through the member's chain of command to Chief of Naval Operations (CNO) (N13) for forwarding to SECNAV.	
when a member with a foreign-born spouse is being assigned to a dependent-restricted overseas location, i.e., one at which there is no accompanied tour,	the member may request that the spouse and other dependents be relocated at Government expense to the spouse's native country. Under these circumstances, station allowance entitlement on behalf of dependents is as prescribed in MILPERSMAN 7220-240. **COMMENT**: An overseas area, for which an accompanied tour is prescribed, cannot be a dependent restricted location. **NOTE:** Authority to grant requests rests with SECNAV and will not be delegated below Navy Personnel Command.		

WHEN...	THEN...	AND...	AND SEE...
documented evidence shows that, due to unusual circumstances, the spouse's native country is the appropriate location for the dependents,	requests should be sent to CNO (N13),	may be approved on the basis of documented evidence. Only dependents who successfully complete overseas screening may be moved to their native country at government expense.	MILPERSMAN 1300-150, 1300-160, 1300-170, 1300-180, 1300-190, 1300-200, 1300-210.
the member is ordered to serve an unaccompanied tour at an overseas PDS,	in no case will dependents be sent to the vicinity of that overseas PDS,		JFTR, paragraph U9000-E.

MILPERSMAN 1300-150

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - OVERVIEW

Responsible Office	OPNAV (N130E)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

References	(a) Joint Federal Travel Regulations (JFTR) (b) OPNAVINST 4650.15A (c) OPNAVINST 4630.25C (d) DOD Instruction 1315.18 of 12 Jan 2005

1. **Introduction**. This article consists of six sub-titles as listed below.

2. **Purpose**. The purpose of this article is to provide general and specific policies for use by commanders, supervisors, personnel and finance specialists, and Service members in determining the entitlements associated with the sponsorship of dependents at overseas duty stations where the members are assigned. Refer to references (a) through (d) for further guidance

3. **In This Article**. This article contains the following sub-titles related to important aspects of the dependent command sponsorship policy:

Title	See MILPERSMAN
Applicability and Definitions	1300-160
Criteria and Status	1300-170
Status Change, Prohibitions, and Dependent Entry Approval	1300-180
Policies on Transportation at Government Expense	1300-190
Policies on Overseas Station Allowances	1300-200
Policies on Noncommand-Sponsored Dependents	1300-210

MILPERSMAN 1300-160

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - APPLICABILITY AND DEFINITIONS

Responsible Office	CNO (N130E)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members, Chapter 5 (b) DoD Instruction 1315.18 of 12 Jan 2005

1. **Applicability**. This article is applicable to all active duty (ACDU) Navy personnel assigned to, ordered to, or who request transfer to permanent duty at an overseas permanent duty station (PDS) **outside** the contiguous 48 United States and the District of Columbia (continental United States (CONUS)). This includes personnel ordered overseas in connection with a change of homeport or PDS location.

2. **List of Terms to be Defined**. For the purpose of this article, the terms and their definitions listed below apply:

Acquired dependent
Appropriate military commander
Appropriate overseas commander
Command-sponsored dependent
Dependent entry approval
Formerly command-sponsored dependent
Noncommand-sponsored dependent

3. **Acquired Dependent**

a. An acquired dependent is an individual who becomes a dependent through birth, marriage, adoption, or other action during the course of a Navy servicemember’s current overseas tour of duty.

b. The term does not include those individuals dependent upon the servicemember or children born of a marriage that existed before commencement of the current overseas tour.

c. In servicemember-married-to-servicemember situations, a servicemember separating from the service becomes an acquired dependent of the servicemember remaining on ACDU on the day of separation.

d. A dependent, returned early for personal reasons from an overseas area under references (a) and (b) will, however, be treated as an acquired dependent upon return to the overseas area at personal expense.

4. **Appropriate Military Commander**

a. The appropriate military commander is normally the commander authorized to grant dependent entry approval for the overseas area. See reference (b).

b. For those areas for which prior approval for dependent entry is not required, the appropriate overseas commander is the authority for authorizing command sponsorship.

c. The appropriate overseas commander, as defined below, is the appropriate military commander for servicemembers who request dependent entry approval after reporting to the overseas PDS.

5. **Appropriate Overseas Commander**. The appropriate overseas commander is the commanding officer (CO) of the servicemember's overseas PDS, except where the area or appropriate military commander has issued supplementary instructions restricting such authority.

6. **Command-Sponsored Dependent**

a. A command-sponsored dependent is a dependent

(1) whose servicemember sponsor is authorized to serve the accompanied tour in an area that has an accompanied tour prescribed,

(2) whose servicemember sponsor is granted authorization for dependents to be present in the vicinity of the overseas PDS, and

(3) who is residing with the servicemember at the overseas PDS.

b. If a servicemember's spouse is command-sponsored, children born of that marriage during the current tour of duty are command-sponsored at birth.

7. **Dependent Entry Approval**

a. Dependent entry approval is a procedure for authorizing dependents to enter overseas PDSs.

b. In those areas designated as requiring dependent entry approval, such approval allows dependents to travel to the overseas PDS at government expense and constitutes command sponsorship.

8. **Formerly Command-Sponsored Dependent**. Formerly command-sponsored dependent is a dependent who

a. was command-sponsored; and

b. temporarily continues to reside in the vicinity of the overseas PDS at which command sponsorship was conferred following PCS transfer of the sponsor; or

c. permanently continues to reside in the vicinity of the overseas PDS at which command sponsorship was conferred while the dependent's sponsor serves a consecutive unaccompanied overseas tour in another country, serves a dependent restricted tour, or is assigned to unusually arduous sea duty at a different PDS or homeport.

9. **Noncommand-Sponsored Dependent**. Noncommand-sponsored dependent is a dependent, residing in an overseas area, who is not command-sponsored, including formerly command-sponsored dependents and dependents residing at an Office of Chief of Naval Operations (OPNAV), Pay and Compensation Branch (N130) approved overseas designated place of residency.

MILPERSMAN 1300-170

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - CRITERIA AND STATUS

Responsible Office	OPNAV (N130E)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

References	(a) DoD Instruction 1315.18 of 12 Jan 2005 (b) Joint Federal Travel Regulations(JFTR)

1. **Policy**. Navy Service members, regardless of rank or length of service, may elect the accompanied or unaccompanied tour in overseas areas with an accompanied tour prescribed. If the accompanied tour is elected, the Service member may have dependents command-sponsored.

2. **Criteria**. Per reference (a), in order for dependents to be command-sponsored by the appropriate military commander, the Service member must meet the following criteria, as applicable:

a. **Accompanied-by-Dependents Tour**: Be assigned to a location where an accompanied-by-dependents tour is authorized, and the member agrees to serve the prescribed accompanied tour.

b. **Dependents Permanent Duty Station (PDS) Vicinity Presence**: Be granted authorization by the appropriate military commander for dependents to be present in the vicinity of the overseas PDS.

c. **Contractual Obligated Service (OBLISERV)**: Have sufficient contractual OBLISERV to complete the accompanied-by-dependents tour.

(1) **Exception**: Exception to serve less than the accompanied-by-dependents tour length on an intra-theater consecutive overseas tour must be requested from Secretary of the Navy (SECNAV) via Chief of Naval Personnel (CHNAVPERS). For exceptions that result in an overseas tour of 12 months or less, the Office of the Principal Deputy, Under Secretary of Defense (Personnel & Readiness) must approve the request.

(2) A shorter tour length granted as an exception shall require an enlisted Service member to serve until expiration of active obligated service.

(3) See MILPERSMAN 1300-180 regarding change in status and prohibitions relating to command sponsorship.

d. **Projected Rotation Date (PRD) Extension**: Request PRD extension, if needed, to complete the appropriate accompanied-by-dependents tour.

e. **Overseas Suitability Screening**: Have all dependents meet overseas suitability screening requirements so that they may be command-sponsored and transported to the overseas PDS at Government expense.

f. **Military Couple Situation**: In Service member-married-to-Service member situations, children born of that marriage may travel under either, but not both, parent's permanent change of station (PCS) orders. Either Service member may apply for command sponsorship for the children providing the criteria above has been met.

g. One Service member parent could be entitled to dependent travel and transportation allowances, overseas station allowances, and dislocation allowance (DLA) at the with-dependent rate, while the other Service member parent receives a second housing allowance at the without-dependents rate.

h. The entitlement to dependent travel and transportation allowances, DLA, and cost-of-living allowance (COLA) is independent of which member claims the dependents for housing allowance purposes, per reference (b). See MILPERSMAN 7220-220, 7220-240, 1300-090, and 1300-100.

3. **Granting/Rescinding Command Sponsorship Status**

a. Determination of command sponsorship will be made a matter of record.

b. Command sponsorship shall be effective from the date of determination and shall not be retroactively granted, i.e., dated prior to the Service member's request, for any reason.

c. Command sponsorship carries with it travel and transportation entitlements and shall not be rescinded while the dependents are at the overseas PDS except with the authorization of SECNAV via Chief of Naval Operations (CNO) (N13). Such authorization to rescind command sponsorship will not affect transportation entitlements but will affect station allowance payment and use of dependent support facilities at the overseas PDS.

MILPERSMAN 1300-180

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - STATUS CHANGE, PROHIBITIONS, AND DEPENDENT ENTRY APPROVAL

Responsible Office	OPNAV (N130E)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

References	(a) Joint Federal Travel Regulations (JFTR), Volume I, Chapter 5 (b) DoDI 1315.18

1. **Intra-Theater Assignments and Moves**

a. Personnel reassigned under permanent change of station (PCS) orders between units ashore and or afloat units at the same overseas location, or other homeports in the same country, shall retain the command-sponsored status for their dependents, if previously conferred.

b. Members reassigned under permanent change of assignment orders with no new permanent duty station (PDS) identified, shall retain command sponsorship for their dependents at the overseas PDS. The Department of Defense (DoD) Comptroller General has ruled this situation does not constitute a PCS. The overseas PDS remains, until a new PDS is ordered.

c. If the consecutive overseas tour is an intra-theater move as the result of a base closure or similar action:

(1) Service members accompanied by command-sponsored dependents, who are moved involuntarily from one overseas PDS to another, shall have their dependents command-sponsored at the new PDS, regardless of the length of the consecutive tour.

(2) The new PDS, however, must have an accompanied-by-dependents tour prescribed in order for dependents to accompany the Service member.

2. **Prohibitions and Limitations**

a. In no case may dependents be command-sponsored in the overseas area unless the Service member has sufficient contractual obligated service (OBLISERV) to complete the prescribed accompanied-by-dependents tour. See MILPERSMAN 1300-170 for exceptions.

b. Dependents that existed on the effective date of orders, that elected initially to travel to the overseas PDS, must be command-sponsored prior to travel in order to travel to the overseas PDS at Government expense.

c. In no case may dependents be command-sponsored in an area:

(1) For which no accompanied-by-dependents tour is prescribed; or

(2) Declared as a “dependent restricted” area by the Assistant Secretary of Defense (Force Management and Personnel).

3. **Acquired/Tourist/Returnee Dependents**

a. In the case of:

(1) Locally acquired dependents; or

(2) Dependents who initially arrive in the vicinity of the overseas PDS at no cost to the Government while taking up residence with the evident intent to set up a permanent household, the appropriate overseas commander may, upon application by the member, grant command sponsorship to the dependents if the member meets the command sponsorship criteria per MILPERSMAN 1300-170. Specifically, the member agrees to serve the prescribed accompanied tour and has the service retainability to do so. Command sponsorship will be granted as soon as the member has the retainability. If the member is already serving the equivalent of the accompanied tour of the PDS location, command sponsorship shall be immediate upon acquiring the dependents or upon arrival of the dependents in the overseas area.

b. Children born to command-sponsored dependent spouses are command-sponsored at birth. Children born to command-sponsored

dependents that are not the spouse of the member, are not eligible for sponsorship unless they become legal dependents through separate legal action. These infants may be provided medical care as DoD and service regulations permit.

c. In cases of adoption, sponsorship is effective on the date of placement in the house, including pre-adoptive placement prior to final adoption.

d. In cases where one member of a Service member-married-to-Service member couple separates from the service, the separating member may be command-sponsored the day following separation, provided the remaining member is serving the accompanied tour length and the separating member did not travel back to continental United States (CONUS) at Government expense at the time of separation. To facilitate sponsorship for the separating member, commands should enable that member to conduct out-processing at the overseas PDS.

e. Dependents, who return to an overseas PDS after having been early returned from the overseas area under reference (a), Para U5222, may be command-sponsored only after

(1) The Service member obligates to serve 24 months after returning; and

(2) All other command sponsorship criteria are met.

4. **Changing Tour Election**

a. If, after electing an “all others” tour, the Service member desires dependents to be command-sponsored in the overseas area:

(1) The Service member’s commanding officer (CO) will reverify the suitability of dependents; and

(2) Command sponsorship may then proceed as outlined above as long as dependent travel and transportation of household goods (HHG), or a mobile home at Government expense has not occurred per reference (a), Para U5203.

b. Service members who:

(1) Elect unaccompanied tours; and

(2) Have their dependents moved to a designated place at Government expense, cannot have their dependents transported to the vicinity of the overseas PDS at Government expense in connection with that tour.

c. This does not preclude a second movement of dependents or HHG from a designated place to the overseas area in connection with an accompanied tour election, when a previously issued denial of entry approval, for a period of 20 or more weeks, led to the move.

5. **When Dependent Entry Approval is Required**

a. Approval by the appropriate military commander for a member to have dependents present in the overseas area, dependent entry approval constitutes command sponsorship of dependents.

b. This form of command sponsorship is only valid for dependents:

(1) Who have successfully completed suitability screening; and

(2) Whose member sponsor is eligible for command sponsorship of dependents.

c. See reference (b) for specific dependent entry approval information.

6. **When Dependent Entry Approval is not Required**

a. For those areas for which dependent entry approval is not required, the distribution authority, by directing the PCS transfer confers command sponsorship on dependents who have successfully completed suitability screening.

b. Members must still elect the accompanied-by-dependents tour for dependent travel to the overseas PDS to be at Government expense.

MILPERSMAN 1300-190

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - POLICIES ON TRANSPORTATION AT GOVERNMENT EXPENSE

Responsible Office	OPNAV (N130E)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Joint Federal Travel Regulations (JFTR) (b) DoDI 1315.18 of 12 Jan 2005

1. **Policy Applicability**. The policies addressed below apply to command sponsorship and dependent/household goods (HHG) transportation at Government expense.

2. **Traveling at Government Expense**

a. Only command-sponsored dependents that were dependents on the effective date of orders may travel at Government expense. See reference (a), Appendix A for definition of effective date of orders.

b. Dependent travel at Government expense will not occur if the dependents are not sponsored, the member has less than 12 months remaining on station after dependents are scheduled to arrive in the vicinity of the permanent duty station (PDS), or the member has received permanent change of station (PCS) orders to a different PDS.

c. **Exception**: The exception is provided in reference (a), chapter 5 or chapter 6, pertaining to moves from non-command-sponsored to command-sponsored areas or evacuation.

3. **Limitation on Shipping HHG**

a. Shipment of HHG shall not be provided to an overseas area unless the Service member has at least 12 months scheduled

to remain on the tour after the scheduled arrival of the HHG, except as noted above.

b. The Deputy Assistant Secretary of the Navy , Military Personnel Policy may grant exceptions on an individual basis and in cases involving organized unit moves. Such requests should be forwarded via Office of the Chief of Naval Operations (OPNAV (N13)).

4. **Temporary Denials of Sponsorship or Entry**

a. If command sponsorship or dependent entry approval is temporarily denied for a period of 20 or more weeks from the date the Service member reports to the port of debarkation for the overseas PDS, travel, and transportation entitlements for dependents to a designated place in the continental United States are contained in reference (a), Chapter 5.

b. Commanders, temporarily denying command sponsorship or dependent entry approval, will indicate the period of denial, less than 20 weeks or 20 weeks or more, and will address any entitlements which accrue as a result.

c. Temporary denial of command sponsorship makes the overseas area “restricted” within the meaning of reference (a), for members and dependents concerned during the operative period of the denial. The subsequent granting of command sponsorship or dependent entry approval lifts the “restricted” status, and transportation may be provided if the provision of above paragraph 3, Limitations on Shipping HHG, is satisfied.

d. As required per reference (b), approval of the Assistant Secretary of Defense (Force Management and Personnel) (ASD (FM&P)) will be obtained by the overseas command, via the appropriate chain of command, when the presence of all command-sponsored dependents in a location becomes undesirable and authority is sought to withhold permission for any further movement of command-sponsored dependents to the location.

5. **Unaccompanied to Accompanied Tour Change**. If a Service member is ordered to an overseas location that does not have an accompanied tour prescribed, the Service member may, after an accompanied tour is prescribed by ASD (FM&P), request the accompanied tour.

a. If that tour is authorized, travel and transportation of dependents and shipment of HHG may be authorized to the overseas PDS regardless of previous movement at Government expense to another location. See paragraphs 2 and 3 regarding requirements for dependent travel and shipment of HHG at Government expense.

b. The Service member must have sufficient obligated service for and agree to serve the prescribed accompanied tour.

c. The conditions of MILPERSMAN 1300-170 must be satisfied before command sponsorship is granted.

MILPERSMAN 1300-200

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - POLICIES ON OVERSEAS STATION ALLOWANCES

Responsible Office	OPNAV (N130E)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

References	(a) Joint Federal Travel Regulations(JFTR), Volume 1, Uniformed Service Members, Chapters 5 and 9

1. **Policy Applicability**. The policies specified below apply to command sponsorship and overseas station allowances.

2. **General Station Allowance Policy**. Reference (a) provides general overseas station allowance policy guidance.

3. **Policy for Command-Sponsored Dependents**. Personnel will receive station allowances per reference (a), on behalf of dependents, if the dependents are command-sponsored.

4. **Policy for Formerly Command-Sponsored Dependents**

a. Personnel may request designated place of residency status and associated station allowances per reference (a), for dependents who were formerly command-sponsored and

(1) remain at the old permanent duty station (PDS) during the member’s subsequent tour (this location becomes a designated place), or

(2) move to an outside continental United States (OCONUS) designated place from the servicemember’s old overseas PDS during the member’s subsequent tour.

Requests for designated place status must be sent to Office of Chief of Naval Operations (OPNAV), Pay and Compensation Branch (N130) for approval, and circumstances must meet the requirements of reference (a).

b. These formerly command-sponsored dependents are eligible for subsequent travel and transportation from the overseas PDS where they remained, or from the designated place to which they were moved at government expense.

c. The servicemember is entitled to station allowances at the with-dependent rates based on the old PDS where they remained or, if moved, for the designated place overseas per reference (a).

5. **Loss of Status**. Dependents shall not be considered command-sponsored

a. after permanent change of station (PCS) detachment of the servicemember, or

b. upon arrival at an overseas designated place.

6. **Temporary Continuation of Allowances**. In circumstances where dependent travel from an OCONUS PDS is delayed due to circumstances beyond the control of the member, continuation of station allowances (Overseas Housing Allowance (OHA) or Cost of Living Allowance (COLA)) may be requested from Navy Personnel Command (NAVPERSCOM), Distribution Management and Procedures Branch (PERS-451H)

7. **Status under Status of Forces Agreement (SOFA)**. The servicemember and the dependents shall be advised of the dependents' status under the governing SOFA or other bilateral agreements when there is a change in sponsorship status. See MILPERSMAN 1300-210 concerning noncommand-sponsored dependents.

MILPERSMAN 1300-210

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - POLICIES ON NONCOMMAND-SPONSORED DEPENDENTS

Responsible Office	OPNAV (N130E)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Joint Federal Travel Regulations (JFTR) (b) DoDI 1315.18 of 12 Jan 2005 (c) OPNAVINST 4630.25B

1. **Policy Applicability**. The policies specified below apply to noncommand-sponsored dependents.

2. **Transportation Eligibility**

a. They are ineligible for transportation at Government expense.

b. Exception: Exception is provided per reference (a), Chapters 5 and 6.

3. **Space Available Transportation**. Space available transportation may be provided in some instances, details provided per references (b) and (c).

4. **Station Allowance Eligibility**. Service members are ineligible for the overseas station allowances on behalf of noncommand-sponsored dependents. See MILPERSMAN 1300-200 for exceptions regarding formerly command-sponsored dependents and overseas-designated place of residency.

5. **Medical Services**. All noncommand-sponsored dependents shall be furnished medical service as provided by law.

6. **Use of Support Facilities**. Noncommand-sponsored dependent use of exchange, commissary, Government quarters, schools, and other on-base facilities will be governed by Status of Forces Agreements, applicable bilateral agreements, and policy of the appropriate military commander.

MILPERSMAN 1300-300

OVERSEAS/REMOTE SERVICE GENERAL INFORMATION

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM	882-4142 (901) 874-4142

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1300.14D (b) DODI 2000.16 (c) DODD 2000.12 (d) OPNAVINST 3300.53B (For Official Use Only)

1. **General Information**. Per reference (a), overseas service is defined as military duty performed while assigned to a military installation or activity permanently based outside the 48 contiguous United States. Department of Defense (DOD) establishes tour lengths for overseas assignment. Alaska and Hawaii are considered overseas areas, but **are exempt** from overseas screening requirements. Personnel ordered to overseas and remote locations identified in MILPERSMAN 1300-304 are required to complete an overseas suitability screening. This article and its sub articles listed below provide information and procedures pertaining to overseas/remote assignments:

Topic	See MILPERSMAN
Selection and Suitability	1300-302
Suitability Screening and Reporting Procedures	1300-304
Early Return/Reassignment Due to Unsuitability	1300-306
Tour Lengths and Types	1300-308
Overseas Extensions	1300-310
Units Transitioning to Overseas Locations	1300-312
Diego Garcia Assignments	1300-314
Dependent Entry Approval Information	1300-316

2. **Overseas Service Categories**:

a. **Overseas service for officers** may be categorized as follows:

(1) **Shore tours** for unit identification codes (UICs) having the following type assignment code (TAC):

(a) Overseas Shore "O"

(b) Hawaii “H"

(c) Alaska “A"

(2) Secretary of the Navy (SECNAV) prescribed **sea tours** for UICs having the following TAC:

(a) Continental United States (CONUS)sea "C" (includes units in Hawaii)

(b) Overseas sea "D"

b. **Overseas service for enlisted** personnel may be categorized as follows:

(1) Overseas Shore Duty (Shore Code 6).

(2) Overseas Remote Land-Based Sea Duty for Rotational Purpose (Sea/Shore Code 3).

(3) Non-Rotated Sea Duty (Sea Code 4).

3. **Antiterriorism (AT)/Force Protection (FP) Awareness**

a. All servicemembers, Department of the Navy (DON) civilian personnel, and adult family members shall receive mandatory Antiterrorism Awareness Level I training prior to travel outside the continental United States (OCONUS) per references (a) through (d). All Level I training must be conducted within 90 days prior to travel OCONUS by the command Antiterrorism Officer (ATO).

b. An area-specific briefing is required after arrival at the overseas location.

c. A NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks entry verifying completion by the servicemember and adult family members of all AT/FP briefings, is required. The NAVPERS 1070/613 entry will state the level of training, date completed, and who attended the training.

4. **Suitability for Overseas Assignment Validity**. The servicemember and all family members must complete a suitability screening per reference (a). Suitability determinations (including medical and dental) will be valid for one year from date of initial screening, unless changes in conditions affecting suitability occur. Navy personnel/family members whose suitability screening has expired, or whose conditions change prior to transfer, shall arrange for reevaluation of suitability. Additionally, the servicemember is responsible for reporting any changes.

MILPERSMAN 1300-302

SUITABILITY AND SELECTION FOR OVERSEAS SERVICE

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM	882-4142 (901) 874-4142

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1300.14D (b) BUMEDINST 1300.2A (c) OPNAVINST 1740.4C (d) OPNAVINST 1754.2C (e) OPNAVINST 6110.1H (f) NAVADMIN 277/08, Physical Readiness Program (PRP) Accountability (g) NAVADMIN 073/09, Physical Readiness Program (h) Commandant Marine Corps/Chief of Naval Operations Memorandum, October 7, 2008 (NOTAL) (i) Immigration and Nationality Act, 319(b) (j) 8 U.S.C. 1430(b) (k) DoD Foreign Clearance Guide

---

Forms	1. NAVPERS 1300/16 (2-03), Report of Suitability for Overseas Assignment 2. NAVMED 1300/1 (6-06), Medical, Dental and Educational Suitability Screening For Service and Family Members 3. NAVMED 1300/2 (6-06), Medical, Dental, and Educational Suitability Screening Checklist and Worksheet 4. DD 1966 (3-07), Record of Military Processing - Armed Forces of the United States 5. NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks 6. DD 1278 (5-00), Certificate of Overseas Assignment to Support Application to File Petition for Naturalization 8. NAVPERS 1070/602 (Rev. 7-72), Dependency Application/Record of Emergency Data

1. **Policy**

a. Overseas screening is a requirement of all transferring commands whether transfer is from continental United States (CONUS) to overseas, or from overseas (sea/shore) to overseas (sea/shore) which are defined as consecutive overseas tours (COT) per reference (a).

b. Members in paygrades E-3 and below with family member(s), will not be assigned to accompanied tours in an overseas area, including Hawaii. Members may be assigned to unaccompanied tours, based on readiness needs. Additionally, members in paygrades E-3 and below who are pregnant will not be assigned in an overseas area, including Hawaii.

2. **Procedures**

a. Commanding Officer (CO) Responsibility. The responsibility for determining suitability for overseas service rests with the CO of the transferring command. The CO shall ascertain, per reference (a), whether the member or family member(s) possess any performance, disciplinary, financial, psychological, medical, or other physical attributes, which would preclude them from conducting themselves as suitable representatives of the United States (U.S.) in a foreign country. In all cases, the CO must sign NAVPERS 1300/16 (2-03), Report of Suitability for Overseas Assignment. This authority shall not be delegated except to the "acting" CO, or to the officer in charge (OIC) of isolated detachments. For Training commands, an O-5 division director may be delegated as the approving official.

b. Determining Suitability. This determination must be based on a series of steps beginning with a detailer at Navy Personnel Command (NAVPERSCOM) designating the member for overseas duty, and ending with a report of suitability status (see MILPERSMAN 1300-304) to NAVPERSCOM from the CO indicating the suitability of the member and family member(s) for overseas duty. Suitability screening includes reviewing the member's service record, physical readiness status, evaluating medical and dental fitness, per reference (b), of members and their family members, and conducting a command review (see MILPERSMAN 1300-304) to determine suitability.

c. Records Review/Interviews. A face-to-face interview between the CO of the transferring command, the member, and

family member(s) is highly desirable. If this is not feasible, the CO must ensure such an interview is conducted by an experienced, knowledgeable representative. For enlisted members, the command master chief (CMC), chief of the boat (COB), or senior enlisted advisor (SEA) of the transferring command will endorse the overseas assignment. Upon request of the CO, a skilled interviewer (such as a chaplain, command career counsel or CMC, Navy social worker, or specified Family Service Center staff member) may also be included to determine overseas suitability. Complete NAVPERS 1300/16, Part I (Exhibit (2) of MILPERSMAN 1300-304) prior to sending member and/or family member(s) to medical. If the CO will endorse a waiver, obtain approval for the waiver from NAVPERSCOM prior to sending member/ dependent(s) to medical.

d. The unique situation of members, with family member(s), who are single parents; or military members married to other military members; does not in itself disqualify them for overseas duty. In these cases, this fact should be pointed out to NAVPERSCOM when reporting suitability determination. Members married to other military members, with family member(s), and single parents being considered for overseas assignment will be required to complete a Family Care Plan Certificate per reference (c).

3. **Suitability Decision Factors**. The CO of the transferring command shall ensure the following factors are addressed and used as the basis for the overseas suitability decision.

a. Medical Fitness. Both the member and family member(s) must have a full medical history screening which includes face-to-face interviews with a medical screener and thorough medical records review per reference (b). Any documented medical problem which precludes overseas assignment, or one which would be complicated by overseas assignment such that medical evacuation or early return would be necessary, is disqualifying. Medical Treatment Facilities (MTFs) are required to utilize

- reference (b);
- NAVMED 1300/1 (Rev. 6-06), Medical, Dental and Educational Suitability Screening for Service and Family Members; and
- NAVMED 1300/2 (Rev. 6-06), Medical, Dental, and Educational Suitability Screening Checklist and Worksheet.

Locally generated forms are not authorized. Reference (b) requires the transferring MTF to contact the gaining MTF when any shaded block on NAVMED 1300/1 is marked "YES". This is a crucial step in the screening process that requires confirmation that the gaining MTF can accept and treat the condition. If only the family member(s) are medically unsuitable, the urgency of the requirement may require the member to serve an unaccompanied tour. If the medical status changes after screening, but prior to transfer, the individual shall be re-evaluated for suitability. Contact with the gaining command/MTF is required for medical problems. Screening requirements for medical, dental, and educational guidance is available at http://navymedicine.med.navy.mil/Files/Media/directives/1300.2A.pdf.

(1) Members and family members who use TRICARE network providers to conduct medical, dental, and educational suitability screening for overseas or remote duty assignments must coordinate with the MTF overseas suitability screening coordinator and beneficiary counseling and assistance coordinators prior to using a TRICARE provider to ensure TRICARE will cover any costs associated with the screening.

(2) Foreign National spouses, who require a medical screening and reside at locations where TRICARE or Department of Defense (DoD) medical facilities are unavailable, shall satisfy the medical screening requirements listed on NAVMED 1300/1 by utilizing a local physician. The completed NAVMED 1300/1 will be forwarded to the screening MTF for final disposition. The member will be responsible for any costs associated with this requirement if costs are not already covered under current entitlements.

b. Family Member Suitability. All family members shall be screened unless a member is in receipt of unaccompanied orders for tour lengths of less than 24 months (except Diego Garcia and Souda Bay Crete). Family member suitability must be determined before family members can be granted entry approval. When family member(s) are not collocated with the member, the CO of the transferring command shall request assistance from the nearest naval activity. If Navy facilities are not readily available for screening family member(s), assistance shall be requested from other military facilities or appropriate civilian practitioners. Other service MTFs and civilian practitioners will complete NAVMED 1300/1 and forward it to the transferring command's MTF for review and signature.

(1) If servicemember's dependents refuse to be screened, refer to MILPERSMAN 1300-304, paragraph 5.

(2) If, during the overseas screening process, a dependent family member is identified as having a medical or educational need that requires reoccurring care per reference (d), the member must be enrolled in the Exceptional Family Member (EFM) program. Information pertaining to the EFM program is contained in MILPERSMAN 1300-700. Refer to MILPERSMAN 1300-700 for EFM program guidance. The following also apply:

(a) Members with a known EFM will not be transferred overseas without NAVPERSCOM, Career Management Department Career Management (PERS-4), NAVPERSCOM, EFM Program Manager (PERS-451X), and gaining MTF approval.

(b) Members with an EFM shall be transferred only to overseas locations that can provide necessary educational/medically related services to support the special needs of the EFM. Only when there is a clear and substantial adverse effect on the military mission or on the member's career if not assigned overseas, will a member be proposed for an unaccompanied overseas assignment to a location where requisite EFM services are not provided.

(c) Laws and instructions require the following:

1. EFMs identified before execution of overseas assignments of active duty members.

2. EFMs' medical and educational needs be considered during selection of overseas assignment.

3. Enrollment in the EFM program is mandatory. Application forms outlined in MILPERSMAN 1300-700 must be completed and submitted to NAVPERSCOM (PERS-451X).

c. Dental Fitness. Dental conditions will not normally preclude overseas assignment except in those extreme cases where members are prevented from performing assigned duties. When members are diagnosed as Dental Class 3, the transferring medical/dental treatment facility should ensure any needed care/treatment can be provided at the ultimate activity.

(1) Elective orthodontic treatment will not cause an assignment liability and is not disqualifying for overseas assignment.

(2) Members ordered to the following locations should have no dental defects which are likely to require extensive or prolonged treatment:

(a) Isolated overseas locations.

(b) Remote CONUS stations with limited dental capabilities listed in MILPERSMAN 1300-304.

(c) Standing North American Treaty Organization (NATO) Maritime Groups and Standing NATO Mine Counter Measure Groups.

(3) Members in Class 3 Dental status should not be transferred to remote or isolated locations or units listed in MILPERSMAN 1300-304.

(4) Family member(s) dental screening examination shall be obtained from the nearest dental facility and will not usually be a disqualifying factor in determining suitability for overseas activities where dental facilities exist; however, if family member(s) dental problems disqualify them for transfer to an overseas area, the urgency of the requirement may require the member to serve an unaccompanied tour. Dental care will be available to family member(s) to the extent that active duty requirements permit.

(5) Overseas dental activities are manned to a level only to maintain family members' oral health.

d. Family Advocacy. Members and/or dependents involved in open family advocacy cases are disqualified for overseas assignment. If the allegations are determined to be unfounded, or all treatments and legal proceedings/stipulations are completed then the member may be eligible for duty overseas. Case determination can be obtained from the local Fleet and Family Support Center or Commander, Navy Installations Command, Millington Detachment, Commercial (901) 874-4361, DSN: 882-4361, FAX: (901) 874-2690.

e. Physical Fitness. Failure of multiple Physical Fitness Assessments (PFA) impacts suitability determination. See references (e), (f), and (g) for details.

f. Drug-Related Problems. Members/family members with documented drug abuse or drug-related offenses within last 24 months are unsuitable for overseas duty.

g. Alcohol-Related Problems. Members with a documented history of alcohol abuse or dependency may be considered eligible for overseas duty under certain conditions.

(1) Members who have completed an education or early intervention program because of an alcohol-related incident have no specific restrictions for an overseas assignment.

(2) Members who have completed treatment and have been released from the continuing care portion of treatment are considered suitable for overseas assignment.

h. Sex Offenses. Per reference (h), any active duty member convicted of a sex offense or personnel whose sponsored family members are sex offenders shall not be assigned overseas. Convictions for sex offenses have no time limit. Information regarding whether a person is an offender who, in most cases, have been convicted of sexually violent offenses against adults and children and certain sexual contact and other crimes against victims who are minors, can be found at http://www.nsopw.gov/Core/Conditions.aspx?AspxAutoDetectCookieSupport=1.

i. Psychiatric Disorders. Members/family member(s) who have had one period of inpatient hospitalization or have a history of extensive outpatient psychiatric treatment, but have had no further psychiatric treatment (inpatient or outpatient) for a period greater than 1 year, may be judged suitable for overseas duty. Members/family member(s) with two or more hospitalizations for psychiatric disorders will be considered unsuitable for overseas duty. Dependents that require continued care must be enrolled in EFM program and concurrence from gaining MTF is required per reference (b).

j. Performance. Members with a history of unsatisfactory or below standard performance (any marks below 3.0) in the last 2 years will be considered unsuitable for overseas assignment.

k. Disciplinary History. History of courts-martial, nonjudicial punishment (NJP), or involvement with civil authorities in the previous 2 years will be considered unsuitable for overseas assignment.

l. Pre-Service Waivers. Initial accessions with pre-service moral waivers (drug, alcohol, or criminal) identified in section VI remarks of DD 1966 (3-07), Record of Military Processing - Armed Forces of the United States, are unsuitable.

m. Pregnancy. Women will not be transferred overseas who are in the third trimester of pregnancy (7th-9th months). Arrival at the ultimate duty station must be prior to the 29th week of pregnancy. Women who will be in the 3rd trimester at time of transfer will be screened 6 weeks after delivery of newborn. Newborn will also be screened at that time. Pregnant women are not to be transferred, during any stage of pregnancy, to any other location where obstetric and pediatric care is not available. NAVPERSCOM must receive notification upon submission of verification of screening, and that notification should include expected date of delivery. Female military members transferring to overseas sea duty type 4 will be screened for pregnancy per reference (b) prior to transfer.

n. Financial Stability

(1) E-5 and above. Serious financial problems or indebtedness which have not been reconciled, or a documented history of indebtedness over a period of the last 3 years, may be considered disqualifying (i.e., bankruptcy).

(2) E-1 - E-4. A debt-to-income ratio shall be performed by the command financial specialist or Family Service Center counselor to ensure the economy in the host nation of the proposed overseas activity will not pose an undue hardship on the member’s financial circumstances. Based on limited employment opportunities, the spouse’s current income cannot be used to determine future debt-to-income unless the spouse can provide proof of employment in the overseas location. If debt-to-income ratio is 30% or greater, member is unsuitable for overseas assignment.

o. Member and Family Characteristics. Motivation for accepting an overseas assignment, expectations about the duty and the culture, and certain attitudes and attributes are important indicators of successfully completing an overseas

tour. In addition to the questions included in MILPERSMAN 1300-304, when conducting the suitability assessment interview with member/family, care must be taken to assess personal and family characteristics and attitudes.

p. Single Mothers Assigned to the Middle East Region. Some Middle Eastern countries have local laws that prohibit the assignment of single mothers and unwed pregnant females to these countries. Verification of local laws must be conducted before approving these individuals.

q. Obligated Service (OBLISERV). Ensure member obtains minimum service requirement/OBLISERV, as required by Bureau of Naval Personnel (BUPERS) transfer orders, within 30 days. NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks in lieu of extensions or reenlistments is not authorized for overseas locations.

r. Non-U.S. Citizen Dependents. It is important that each servicemember assigned overseas with accompanying family members be asked if those family members are U.S. citizens. If an accompanying family member is not a U.S. citizen, the family member should be informed immediately of references (i) and (j), regarding expeditious naturalization for family members. This law allows military family members to apply for U.S. citizenship before they would otherwise be eligible by waiving physical presence and residence requirements for U.S. citizenship. If a family member desires naturalization, no earlier than 180 days prior to departure abroad, the servicemember or family member must submit entry approval for overseas assignment, **and** military travel orders to their Personnel Support Activity Detachment (PERSUPPDET) or Personnel Office. The PERSUPPDET or Personnel Office staff will complete DD 1278 (5-00), Certificate of Overseas Assignment to Support Application to File Petition for Naturalization. The applicant for naturalization must submit DD 1278 to U.S. Citizenship and Immigration Services to expedite their naturalization. This form is the only document that can be used to expedite naturalization. Further information regarding expeditious naturalization of family members is available by calling

- Legal Assistance Policy Branch, Office of the Judge Advocate General, Code 16, at (202) 685-4643; **or**
- USCIS Military Help Line at 1-(877) CIS-4MIL.

s. Members with dependents who are not U.S. **citizens,** and not authorized a military passport, who travel with a servicemember to an outside continental United States (OCONUS) location will require a valid passport. Passage through an intermediate OCONUS location may also require a valid passport and travel authorization for each country traveled through. The servicemember and dependent will have to coordinate with all nations concerned, as well as the nation of citizenship, for required documents.

4. **Military Member Married to Military Member.** Regardless of member's paygrade, the tour of duty overseas for a married member whose spouse is also a member of a military service will be as follows:

a. Married members accompanied or joined by command-sponsored family member(s) shall serve the accompanied tour.

b. Married members assigned to or living in the same overseas location or locale shall serve the accompanied tour when such a tour length is authorized for the duty station. The lack of concurrent travel, whether a result of personal reasons or operational requirements, may not have an impact on the stipulation that each member of a military couple must, at a minimum, serve the accompanied tour. If one spouse arrives on station later than the other, second arriving spouse’s tour shall not be cut short in order to match projected rotation dates (PRDs) with the first arriving spouse.

c. Married members assigned to different locations shall serve the unaccompanied tour; however, when said members establish a joint residence (that is, reside together), they shall serve the accompanied tour, when such a tour is authorized for the location or locale where they are residing.

d. If a member marries another member while both are assigned overseas their original tours shall be maintained. Exceptions to this policy are members who voluntarily agree to serve the longer tour.

5. **Dependent Considerations**

a. Definition. Command-sponsored (authorized) family members are defined as family members of entitled members of the U.S. Armed Forces for whom entry approval (from the appropriate

military commander) has been received. (See MILPERSMAN 1300-150 through 1300-210.)

b. Counseling. COs shall ensure members are thoroughly counseled regarding the risks involved in formulating premature plans for movement of family member(s). This counseling will be conducted jointly with the command review required by MILPERSMAN 1300-304. During this review, members should be specifically cautioned that if they desire their family member(s) to accompany them, the family member(s) should not move until final disposition of entry approval has been received from the overseas area commander.

c. Entry Approval Denied/Family Relocation Desired. Members who are denied entry approval and desire to relocate their family member(s) to a designated place other than the contiguous U.S. should be advised that approval from Office of Chief of Naval Operations (OPNAV (N130)) is required. Contact information is:

Office of Chief of Naval Operations
Military Compensation and
Policy Coordination Branch (N130E)
COMM: (703) 614-5635
DSN: 224-5635

(1) Message format for requesting family entry approval as well as additional information can be found in MILPERSMAN 1300-316.

d. More than Three Family Members. Members with more than three family members will not normally be assigned to accompanied overseas duty including Alaska and Hawaii, unless a waiver is approved by the Regional Commander of the gaining command.

6. **Defense Enrollment Eligibility Reporting System (DEERS) Check**. DEERS checks must be conducted on families of all members being transferred overseas to ensure that potential problems will be resolved before they seek medical treatment/TRICARE reimbursement.

7. **Custody Agreements**. Divorce decrees concerning custody and control of family member(s) can impact whether family member(s) can be moved at government expense, and on entitlement to overseas station allowances. Divorce decrees issued by a court

of competent jurisdiction may require the member/spouse obtain court approval, if not stated in divorce decree, for removal of family member(s) from CONUS.

a. Forms Completion. Overseas screening cannot be processed until NAVPERS 1070/602 (Rev. 7-72), Dependency Application/Record of Emergency Data, Parts I and II, are completed. For dependent children covered under a divorce decree reference (d), paragraph 2f, contains further guidance.

b. Dependency Status Approved. Once dependency status is confirmed by the NAVPERS 1070/602 or approved by Navy Family Allowance Activity, overseas screening can be processed, and once completed, family member(s) entry approval can be requested as required by reference (k) or Dependent Entry Approval Web site as applicable.

c. Detailed Information Required. The authority to grant family member(s) entry approval lies with the overseas area commander. The area commander may have questions concerning the custody and control of family member(s); therefore, this information should be detailed in the family member(s) entry approval request.

d. Screening Refusal. Refer to MILPERSMAN 1300-304 for screening waivers when ex-spouse or separated spouse has custody of any family member(s) and refuses screening of family member(s).

8. **Overseas Screening Process to Determine Command Sponsorship**. Overseas commands that are directing overseas screening to determine command sponsorship for acquired dependents after the servicemember is diaried onboard, are responsible for the screening process.

9. **Waiver Requests**. Once a disqualifying issue is identified on the NAVPERS 1300/16, but the CO determines a waiver is in order, follow procedures outlined in MILPERSMAN 1300-304.

MILPERSMAN 1300-304

SUITABILITY FOR OVERSEAS ASSIGNMENT SCREENING AND REPORTING

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM	882-4142 (901) 874-4142

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1300.14D (b) BUMEDINST 1300.2A (c) DoD Foreign Clearance Guide (d) Joint Federal Travel Regulations (JFTR) (e) Uniform Code of Military Justice (UCMJ) (f) OPNAVINST 6110.1H

1. **Procedures**. The responsibility for determining suitability for overseas service rests with the commanding officer (CO) of the transferring command who shall complete the following:

a. **Time Requirements.** Ensure that each member and family member being assigned overseas is screened and an update is submitted within 15 days after receipt of the transfer directive. The goal is to have all overseas screening requirements completed within 30 days. Report update and final determination via BUPERS ONLINE (BOL). Underway units that experience connectivity problems may submit via Naval Message using format in Exhibit 1.

b. **Command Review.** Conduct command review per this article, references (a) and (b), and record finding on NAVPERS 1300/16 (**Rev. 11-09**), Report of Suitability for Overseas Assignment to determine if the member and dependent(s) (if any) meet the eligibility requirements and additional criteria of MILPERSMAN 1300-302. Complete NAVPERS 1300/16, Part I, prior to sending member and dependent(s) to medical. Obtain approval from approving authority for all waivers prior to sending member and dependents to medical. **NOTE: NAVPERS 1300/16 (04-09) no longer meets current policy and all copies should be destroyed. The new NAVPERS 1300/16 (Rev. 11-09) can be found at**

http://www.npc.navy.mil/ReferenceLibrary/, **or on the BUPERS CD reference library under FORMS.**

c. **Medical Screening.** Ensure medical screening is conducted per reference (b). Instruction and forms are available at Navy Medicine Online Portal.

d. **Briefing.** Brief member and dependent(s) on Standard Installation Topic Exchange Services (SITES) data available at Fleet and Family Service Centers (FFSCs) during command review. Provide member with name and number of Relocation Assistance Managers (RAM) at FFSC to obtain a SITES data package containing living conditions information about the new overseas duty station. For members who are assigned and have elected an accompanied tour, ensure member is familiar with MILPERSMAN 1300-150 through 1300-210 concerning command sponsorship of dependents. Foreign clearance/dependent entry requests are required for certain overseas locations. The following Web site provides guidance: Dependent Entry Request. It has hyperlinks to reference (c).

e. **Suitability/Unsuitability Determination.** Determine suitability/unsuitability based on medical status, command review of suitability decision factor per MILPERSMAN 1300-302, and any other reliable information (chain of command, chaplain, family advocacy representative, command financial specialist, etc.). These factors are critical in determining member's suitability for overseas assignment.

f. **Obligated Service (OBLISERV).** Ensure all enlisted members have sufficient OBLISERV to complete appropriate accompanied/unaccompanied Department of Defense (DoD) area tour per reference (d), Appendix Q. NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks entries for OBLISERV are not authorized for transfer overseas. For enlisted Selective Reenlistment Bonus (SRB) issues, refer to the latest NAVADMIN, and when obligation would cause members to lose SRB, refer to MILPERSMAN 1306-106. Officers ordered to overseas locations will be obligated to the appropriate overseas tour per reference (d), Appendix Q.

2. **Reporting Procedures**

a. **Message.** Concurrent with the release of overseas orders, transferring commands will receive a naval message from Navy Personnel Command (NAVPERSCOM), Career Management

Department (PERS-4) that will direct a 15-day mandatory update of the screening status. If required, readdress this message to the servicing medical treatment facility (MTF).

b. **Screening.** Initiate the overseas screening process immediately.

c. **Report Suitability.** Report pending and final suitability determination of overseas screenings via BUPERS ONLINE (BOL) BOL Public. For ships/submarines with internet connectivity issues, submit a Naval Message utilizing Exhibit 1.

(1) Personnel assigned an access level on BOL as the Command Career Counselor (CCC) or above will be the only personnel that will have access to the overseas screening application to input the command's suitability determination.

(2) Prior to submitting the final suitability report into BOL, the following are needed:

(a) NAVPERS 1300/16 signed by the CO.

(b) Member status: Suitable or unsuitable. If unsuitable, a stated reason why the member is unsuitable. If the reason is medical, obtain the appropriate International Classification of Diseases (ICD 9) code from the servicing MTF. If medical, what action has been taken, i.e., limited duty (LIMDU), Physical Evaluation Board (PEB); and state when the member will be fit for duty, or provide assignment limitations.

(3) All waiver requests must be submitted using the member comment block. See paragraph 5 of this article for further guidance.

(a) Dependents Status (if applicable):

- Suitable or unsuitable; if unsuitable provide the reason.
- If the reason is medical, obtain the appropriate ICD 9 code from the servicing MTF.
- If medical, what action has been taken (i.e., enrolled in the Exceptional Family Member (EFM) program) and assignment limitations.

(b) Obligated Service. If an enlisted member has not obligated for the orders, the command will have to justify the reason for delay. NAVPERS 1070/613s are not authorized for transfer overseas. Officers select N/A.

(c) Anti-Terrorism Training is Completed. If not completed justify the reason for delay.

(d) Number of Days to Complete Screening: This is based on the date the orders are issued. If the command took more than 30 days to complete the screening, justification for the delay is required.

(4) If submitting a pending report, include the applicable reasons for the delay in the comments block. If the delay is a result of dependents' determination, proceed with the servicemember's suitability screening while awaiting the dependents' outcome. Additionally, if waiting for an EFM categorization, do not delay the screening process for the servicemember or the dependents; send the medical issue to the gaining MTF and verify if services are available per reference (b). If the services are available and the gaining MTF accepts the condition, do not designate the member unsuitable due to an EFM category of 3 or 4. Pending reports must be resubmitted every 30 days, otherwise distribution systems will continue to generate delinquency reports.

d. **Copy of Enlisted/Officer Screening.** In all cases, a copy of NAVPERS 1300/16 will be included in the transfer package and filed in the electronic service record.

e. **Limited Duty Officer (LDO)/Chief Warrant Officer (CWO), or commissioning of personnel with active enlisted records.** Enlisted personnel that are being commissioned and have orders to an overseas location, submit the overseas screening via BOL and ensure that the LDO/CWO button is selected. Failure to select the LDO/CWO button will result in the command receiving an Overseas Screening Delinquency Report.

3. **Screening Requirements for Personnel Assigned to Remote Continental United States (CONUS) Locations**

a. **Remote Locations.** Based on accessibility of health care services, Bureau of Medicine and Surgery (BUMED) and NAVPERSCOM, Distribution Management Division (PERS-45) have designated the following locations in the United States as remote. They

require an overseas screening per this article, MILPERSMAN 1300-302, and reference (b):

Alaska	Kodiak
California	Bridgeport, San Clemente Island, San Nicholas Island
Florida	Key West
Hawaii	Barking Sands
Nevada	Fallon
West Virginia	Sugar Grove

b. **Members not Suitable.** Class III dental status personnel normally are not suitable for assignment due to limited dental capabilities.

4. **Change of Suitability Determination.** Once a member has been successfully screened by the transferring command, if any subsequent information, misconduct, or emergent medical condition renders member unsuitable (occurring at the transferring command or at any intermediate activity en route), hold orders in abeyance, and notify the NAVPERSCOM applicable detailer immediately. Ensure the member (and dependent(s)) are aware of their responsibility to report any circumstances that may change their suitability status immediately, to avoid disciplinary action under reference (e), article 107 for failing to do so.

5. **Waivers of Screening Requirements**

a. **CO Determination/Actions.** While the importance of adherence to overseas screening requirements cannot be over-emphasized, waivers may be granted on a case-by-case basis as conditions warrant. Individual COs are the best source of local/recent knowledge and judgment concerning the qualifications and potential of each member.

(1) Upon completion of the overseas screening interview, if a member is not qualified for overseas assignment, but the CO believes a waiver is in order, submit an unsuitable report via BOL and provide justification/amplifying information why a waiver is recommended, in the member's comments section of BOL. The member will be considered **unsuitable**, and is not authorized to transfer until a waiver authorization is obtained from NAVPERSCOM. Waiver will be included in the transfer package and filed in the electronic service record.

(2) Waiver requests require different levels of approval based on the type of waiver needed. Waivers for evaluation (EVAL)/fitness report (FITREP) are handled at the detailer level. Waivers for legal issues and child custody issues should be forwarded to the local Staff Judge Advocate (SJA). Initial accessions with pre-service conduct waivers (drug, alcohol, or criminal) identified in Block 18F or Section VI remarks of DD 1966 (3-07), Record of Military Processing, will be considered unsuitable for overseas assignment. Waivers for dependent(s) drugs, alcohol, or criminal issues will require coordination with the gaining SJA to ensure the Navy does not violate any Status of Forces Agreements (SOFA). All Physical Fitness Assessment (PFA) waivers must comply with governing NAVADMIN(s) and reference (f).

b. **Divorced Personnel**

- For divorced personnel whose children are in legal custody of the ex-spouse, or
- for the family member(s) of a member separated from the spouse where the spouse has custody of any dependent children, or
- if a spouse/ex-spouse refuses to cooperate in family member overseas screening,

the participation of those family member(s) in the overseas screening process may be waived by the CO. CO waivers for legal custody do not require NAVPERSCOM endorsement. In all such cases the following actions are required:

(1) Record the results using NAVPERS 1300/16 and interview the member to identify existing conditions that are likely to preclude the member from completing the overseas assignment.

(2) Make the following entry on NAVPERS 1070/613:

"I understand that dependent overseas screening has been waived due to refusal of my family member(s) to participate in the screening process. I have indicated all known conditions of those family member(s) that may interfere with my serving the appropriate tour length. I understand that any pre-existing disqualifying family member screening factors cannot serve as the basis for my early return to CONUS from overseas. If later

my family member(s) desire to accompany or join me overseas, I understand they must be screened and family member entry approval granted (where applicable) before they leave CONUS. I understand I will be required to serve the appropriate tour length per Joint Federal Travel Regulations (JFTR), Appendix Q."

_____
Member's Signature

Witnessed: _____
L. Kimble
CDR, USN, Personnel Officer

In cases where family member(s) refuse screening in other than a divorce/separation situation, request a waiver as outlined above. Member should sign the same NAVPERS 1070/613 entry as above if waiver is granted. Family member(s) will not accompany or join member overseas unless they have been properly screened, determined to be suitable, and dependent entry approval is granted (if applicable).

EXHIBIT 1

REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT

(Use proper message format containing the following:)

FM USS SCREENING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS-451//
BT
UNCLAS //N01300//
MSGID/GENADMIN/SCREENING COMMAND//
SUBJ/REPORT OF SUITABILITY or UNSUITABILITY or INTERIM REPORT FOR OVERSEAS ASSIGNMENT ICO NAME, RATE, or RANK//
REF/A/DOC/DATE//
REF/B/GENADMIN/CNPC ORDER/DATE//
REF/C/type i.e., DOC, LTR, GENADMIN/originator/DATE or Date-Time-Group//
NARR/REF A IS MILPERSMAN, REF B IS ORDERS, REF C IS (i.e., correspondence to gaining medical treatment facility for availability of service, etc., if applicable.)//
POC/NAME/RANK/IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**
RMKS/1. OVERSEAS ASSIGNMENT SUITABILITY SCREENING PER REFS A AND B HAS BEEN COMPLETED. SNM (AND DEPENDENTS if applicable) ARE SUITABLE or UNSUITABLE OR INTERIM REPORT (as applicable) FOR OVERSEAS ASSIGNMENT:
A. COMPLETED NAVPERS 1300/16 (REV. 11-09), REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT WAS FILED IN ELECTRONIC SERVICE RECORD AND SIGNED BY NAME/RANK/TITLE/DATE.
B. SNM HAS SUFFICIENT OBLISERV (OR WILL INCUR) TO COMPLETE DOD AREA TOUR LENGTH.
C. ANTI-TERRORISM TRAINING HAS BEEN COMPLETED AND FILED IN ELECTRONIC SERVICE RECORD (INCLUDING DEPENDENTS).
D. (unsuitable OR INTERIM REPORT only) REASON FOR UNSUITABILITY OR DELAY (use ICD 9 codes if you identify medical issues) and or waiver requests.
2. __ NUMBER OF DAYS TO COMPLETE SCREENING. (calculate from date of the orders)//
BT

NOTE: If you have E-Mail connectivity, E-Mail the message to PERS451@navy.mil after the date time group is assigned and the message is released.

MILPERSMAN 1300-306

OVERSEAS SCREENING DEFICIENCY REPORTS AND EARLY RETURN REQUEST

Responsible Office	NAVPERSCOM PERS-451	Phone: DSN COM	882-4142 (901) 874-4142

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1315.18 of 12 Jan 05 (b) OPNAVINST 1300.15A (c) OPNAVINST 1300.14D (d) Joint Federal Travel Regulations, Volume 1, Uniformed Service Members (e) OPNAVINST 1754.2C (f) OPNAVINST 6000.1C (g) OPNAVINST 1740.4C (h) BUPERSINST 7040.6A

1. **Purpose.** The purpose of the Early Return/Reassignment Program is to ensure the availability and continuity of care for military dependents currently stationed outside the continental United States (OCONUS), or remote locations within the continental United States (CONUS) listed in MILPERSMAN 1300-304, where required care is **not** available through military or civilian resources. The program is designed as a means through which members may be returned to a non-remote CONUS location for required care due to unusual circumstances per references (a), (b), and (c).

2. **Types of Reports/Requests**. There are four different types of reports/request for issues that are identified for personnel assigned overseas or at CONUS remote locations.

a. **Overseas Screening Deficiency Report (OSDR) only**. Submitted when a member and/or dependent(s) arrive overseas with a discrepancy that occurred during the screening process or was not identified during the screening process. This report documents the screening deficiency but does not require an early return as the overseas command intends to allow the servicemember and dependents to remain overseas.

b. **Overseas Screening Deficiency Report/Request for Early Return (OSDR/ER)**. This request/report is used when the member and/or dependent(s) arrive at an overseas/remote location with a disqualifying condition that should have been detected in the overseas screening, and the care required is beyond the capabilities of local resources. With this request the intent is to Early Return the entire family.

c. **Early Return (ER) Request**. This request is used when a condition develops after the member's or dependent's arrival and care is beyond local resources. This request is also used when a medical screening condition was identified during the screening process and the gaining Medical Treatment Facility (MTF) waived the disqualifying condition as treatable; however, after arrival the condition worsened, or is determined to have been misdiagnosed and is now beyond the local MTF capabilities.

d. **Early Return of Dependents (ERD) Only**

(a) This request is submitted when the servicemember will remain overseas and the family is returned to CONUS for reasons authorized in reference (d), par. U5900. Dependent information and destination of travel is required. **NOTE**: Family members that are returned to CONUS under the ERD program will not be able to rejoin the service member at government expense until the servicemember is issued the next set of permanent change of station (PCS) orders.

(b) If a service member has been issued orders to a new duty station, the dependents are authorized travel on the new orders per reference (d), par. U5200. Do not submit an ERD request when PCS orders have already been issued.

3. **Transfer/Assignment Decision**. Navy Personnel Command (NAVPERSCOM) will decide each case on its own merits. If request for early return/reassignment is approved, ensure the appropriate service record entry is completed on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks, indicating reason for submission of request. Enlisted assignments will be per requisition priority and sea/shore rotation to valid billets of member's rate. Assignments made due to exceptional family member issues do not alter sea/shore rotation.

4. **Exceptional Family Member(s) (EFM(s))**. Members with EFM(s) will complete forms per MILPERSMAN 1300-700. Enrollment in the

EFM program is mandatory per reference (e) and must be completed prior to submission of an early return/reassignment request.

5. **Early Return is not a Discipline Substitute**. This procedure shall not be used as a means of transferring personnel in lieu of appropriate disciplinary or administrative action, i.e., nonjudicial punishment (NJP), courts-martial, administrative separation processing, etc.; but shall be restricted to those cases where transfer is the only feasible solution; or the issue is causing, or will cause, problems with the host nation.

6. **E-3 and below Personnel**

a. As stipulated in MILPERSMAN 1300-304, E-3 and below with dependent(s), or E-3 and below personnel who are pregnant, will not normally be assigned OCONUS.

b. If an E-3 or below member is found to be pregnant or have dependents upon arrival, submission of an OSDR/Request for Early Return or Early Return of Dependent must be submitted immediately. Servicemembers in paygrades E-3 and below that moved dependents to an overseas location without approval must be counseled that dependents will be returned but servicemember may have to complete the assigned tour.

7. **Medical Issues**. Members with medical issues which require hospitalization for which the local MTF cannot provide the appropriate care or treatment should use the medical evacuation (MEDEVAC) process instead of the Early Return/Reassignment Program.

a. Enlisted only. For pregnancies of members that occur after arrival at new permanent duty station (PDS), submit a pregnancy avails (DP availability) report.

b. Enlisted only. If a member detaches an old PDS while pregnant or becomes pregnant en route and reports to the new overseas PDS and an early return/reassignment is deemed appropriate, submit a DP availability and OSDR.

c. Officers only. If an officer detaches an old PDS while pregnant, or becomes pregnant en route, and reports to the new overseas PDS, and an early return/reassignment is deemed appropriate, submit the request/deficiency via BUPERS ONLINE (BOL).

8. **Pregnancy**. Reference (f) contains policies and procedures regarding pregnant members.

9. **Single Members and Military Married to Military**. Information relative to single members and military married to military with dependent(s) is contained in reference (g).

10. **Requirements and Procedures for Submitting a Report or Request on BOL**

a. Each of the reports requires extensive information that will need to be collected prior to submission. The following information will be required based on the type of request/report:

SSN: (Full SSN will be required for system verification.)
Name:
Rank:
Rate/Designator:
Unit Identification Code (UIC) member is assigned:
Was a copy of NAVPERS 1300/16 (2-03), Report of Suitability for Overseas Assignment filed in service record or transfer package?:
Have you contacted the transferring command to obtain a copy of the screening?:
Was a copy of NAVMED 1300/1 (Rev. 6-06), Medical, Dental and Educational Suitability Screening for Service and Family Members filed in medical record(s)?:
Have you contacted the transferring MTF to obtain a copy of the screening?:
UIC of command that screened member and/or family:
UIC of MTF that screened member and/or family (only for medical issues):
Were dependents screened at the same facility as service member?:
Identify MTF screener for family:
Is enrollment in EFM program completed?:
Select from one of the categories provided on BOL that best fits the issue regarding the discrepancy:
Was the member aware of disqualifying factors prior to transfer?:
Should these reasons have been detected in the overseas screening process?:
Should dependents have been enrolled in EFM Program prior to transfer?
Command Point of Contact
Last Name:
First Name:
Rank:
Commercial telephone number (no spaces):
DSN (no spaces):
Official Military E-Mail:
Command PLAD:

b. Once the command has compiled all of the above information for the Member and/or dependents being early returned, a command representative with command career counselor

(CCC) or above access will need to log into BOL and select the OVERSEAS/IA Screening Tab. At the top of the overseas screening menu page there will be a menu which will list Early Return application; select this option (this is not available to CONUS non remote location). After submitting the request, return to the application to view status and final determination.

c. Requests will be submitted expeditiously to allow for coordination of timely medical, educational, or other support services not readily available at the current duty station. An understanding of all the factors that necessitated the request is required prior to making a decision. Inclusion of additional information to ensure clarity and provide justification for submitting the request is strongly recommended; however, to protect the privacy of the member and/or dependents use only ICD 9 codes to identify medical issues.

d. When it is determined that it is necessary to return dependents to CONUS without the service member, submit Early Return of Dependents (ERD) via BOL. Once the approval and line of accounting are posted to the BOL Web site, create a Standard Transfer Order (STO) utilizing reference (h), Chapter 3, Section A for officers or Section B for enlisted. On the STO, cite Early Return of Dependents authorization as reference (d), par. U5900-D2e and U5905-C for HHG U10410; and utilize the line of accounting provided by NAVPERSCOM.

e. Ships or Submarines at sea with limited connectivity to BOL can use Exhibit 1 to submit reports. NPC will input the information into the BOL application and respond via the overseas screening application. It is imperative complete POC information be provided, including E-Mail, so that the command POC can be contacted.

EXHIBIT 1

OVERSEAS SCREENING DEFICIENCY REPORT/REQUEST FOR EARLY RETURN FOR SHIP OR SUBMARINE USE ONLY

(Use proper message format.)

FM PARENT COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS-451//
BT
UNCLAS //N01300//
MSGID/GENADMIN/PARENT CMD//
SUBJ/OVERSEAS SCREENING DEFICIENCY REPORT and/or /REQUEST FOR EARLY /RETURN ICO NAME/RATE/RANK/DESIGNATOR/SSN(LAST FOUR)//
REF/A/DOC/MILPERSMAN/DATE//
AMPN/REF A IS MILPERSMAN 1300-306//
POC/NAME/RANK/RATE/IDENTIFIER/LOCATION/TEL: /EMAIL// **(MANDATORY)**
RMKS/1. PER REF A, THE FOLLOWING IS SUBMITTED DUE TO IMPROPER SCREENING AND/OR REQUEST FOR EARLY RETURN FROM OVERSEAS DUTY:
A. MEMBER: NAME, RATE/RANK
B. WAS REPORT AND SUITABILITY FOR OVERSEAS ASSIGNMENT (NAVPERS 1300/16) FILED IN SERVICE RECORD? GIVE NAME/RANK/TITLE/DATE OF INDIVIDUAL SIGNING NAVPERS 1300/16.
C. PREVIOUS DUTY STATION AND UIC.
PREVIOUS MEDICAL TREATMENT FACILITY AND UIC. (if medical)
D. EXPLAIN FULLY THE REASON SNM/FAMILY MBR IS CONSIDERED IMPROPERLY SCREENED. INCLUDE THE FOLLOWING: **(MANDATORY)**
(1) DID THESE REASONS EXIST PRIOR TO TRANSFER FROM CONUS?
(2) WAS MEMBER AWARE OF DISQUALIFYING FACTORS PRIOR TO TRANSFER FROM CONUS?
(3) SHOULD THESE REASONS HAVE BEEN DETECTED IN OVERSEAS SCREENING PROCESS?
E. (If applicable) WAS ENROLLMENT IN THE EXCEPTIONAL FAMILY MEMBER PROGRAM INITIATED PER MILPERSMAN 1300-700?
F. IF SNM WAS PROPERLY SCREENED; DID PROBLEMS DEVELOP AFTER ARRIVAL OVERSEAS? EXPLAIN FULLY.
G. IS SNM (AND/OR FAMILY MEMBER(S)) CONSIDERED MARGINALLY UNSUITABLE BUT COULD CONTINUE OVERSEAS DUTY? EXPLAIN FULLY.
H. ARE DISQUALIFYING FACTORS SO SEVERE THAT SNM SHOULD BE REASSIGNED TO CONUS EARLY? EXPLAIN FULLY. **(MANDATORY)**//
BT

NOTE: This form can be utilized for overseas screening deficiency reports/requests for early returns. Delete portions that are not applicable. Include additional information as appropriate to justify and support a decision for early return/reassignment. All data will be loaded into BOL and all responses from NAVPERSCOM will be posted to the BOL Web site.

MILPERSMAN 1300-308

TOUR LENGTHS AND TYPES

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1315.18 of 12 Jan 05 (b) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members

1. **Key Billets**. Key billets are reserved for only those positions where the continued presence of an officer or warrant officer is determined to be absolutely essential to the mission of the activity or unit, or to the United States (U.S.) presence in that area. Such designations shall require members to serve the accompanied tour even if they decline to bring dependents, and shall be established only at overseas duty stations where the accompanied tour length is at least 24 months (reference (a)).

2. **Overseas Tour Lengths**. Overseas tour lengths are the standard tours of duty established for specific locations outside the **continental U.S. (CONUS)** (contiguous 48 U.S. and the District of Columbia (DC)) per reference (a) and reference (b), Appendix Q.

a. **Commencement of Tour**

(1) Time creditable. An overseas tour begins with the day of departure from the **CONUS** and ends with the day of return. For members taking leave **outside the continental U.S. (OCONUS)**, the area tour will commence upon termination of leave.

(2) Overseas duty for members on board during a change of homeport from CONUS to OCONUS, or from being a member of the commissioning crew of a vessel to be homeported OCONUS, overseas duty commences on the effective date of the overseas location becoming the homeport of the vessel, regardless of location of the vessel on that date.

b. **Adjusted Tour Lengths**. Members who report in an unaccompanied status to an overseas area that allows accompanied tours, then are later joined by command-sponsored family member(s), will have their tour adjusted to the accompanied tour length or an additional 1 year on board computed from the date command sponsored dependents arrive overseas, whichever is longer. Commanding officers (COs) shall report command sponsorship and adjusted tour lengths to Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4XX) (appropriate detailer code).

c. **Units Transitioning**. Detailed guidance concerning tour lengths for members assigned to units transitioning to Type Duty Code “4” or Type Assignment Code (TAC) “D” is provided in MILPERSMAN 1300-312.

d. **Ships/Activities Permanently Homeported Overseas - Out of Homeport**. Members serving on ships or activities permanently homeported overseas usually experience personal hardships when executing a permanent change of station (PCS) order while out of homeport.

(1) These members must use leave and travel time to return to homeport, arrange household goods (HHG) shipment, and await transportation to CONUS.

(2) During leave period, the member is not entitled to temporary lodging allowance (TLA) and is required to bear out-of-pocket expenses while awaiting transportation.

(3) To alleviate the problems incurred when transferring a member under PCS orders while away from homeport, the CO is authorized to include an intermediate stop on orders, "Temporary Duty for Further Transfer (TEMDU FFT)", for a period not to exceed 10 days at the homeport for awaiting transportation to ultimate duty station.

e. **Shortened Tour Length**. Tours shall meet Department of Defense (DoD) overseas tour lengths; however, overseas tours 60 days short of the prescribed tour length do not require waivers. Members may be reassigned within 60 days before completion of the full tour length and be considered as having completed the full DoD area tour with the exception of 12-month overseas tours (e.g., Souda Bay, Crete). Due to the unique nature of these short tours, members will serve the full

12-month tour length. This 60-day window does not exempt the requirement, if applicable, for submission of other type waivers (e.g., obligated service (OBLISERV), minimum tour for separation, etc.). Waivers for curtailment of overseas tours must be approved by NAVPERSCOM (PERS-4).

f. **Officer only**:

(1) **Overseas Homeports**. Tour length for ships and squadrons homeported overseas will normally be the DoD tour length prescribed in reference (b), Appendix Q; or Exhibit 1 below. Exceptions include officers assigned to duty afloat and to deployable units stationed ashore, which are set by Secretary of the Navy (SECNAV).

(2) **Hawaii and Alaska**. Hawaii and Alaska have a minimum tour of 36 months with no mandatory rotation date established. Shore tours will be 36 months (or other DoD area tour specified). Sea tour lengths will be per Navy policy.

(3) **DoD Area Shore Tour**. Officers assigned to overseas duty must be ordered to serve the applicable DoD area shore tour. Exceptions to this policy are contained in reference (a) and include, but are not limited to, members assigned to the Defense Attaché System, government-to-government contracts (e.g., Personnel Exchange Program (PEP)), and medical officers assigned to specialties in high demand as approved by SECNAV. See MILPERSMAN 1301-110 for details.

(4) **Overseas Non-Rotating Ships**, **Staffs**, **and Aviation Squadrons**. Officers assigned to overseas non-rotating ships, staffs, and aviation squadrons will serve a tour length prescribed by NAVPERSCOM. See MILPERSMAN 1301-110 for details.

(a) Tour lengths prescribed by reference (b), Appendix Q; or Exhibit 1 below will be adhered to as closely as possible to maintain personnel stability within fleet units.

(b) Such tour lengths will not normally exceed those prescribed for accompanied/unaccompanied members assigned to shore stations in the same overseas areas.

g. **Enlisted only**:

(1) **Hawaii Tour Lengths**. Projected rotation dates (PRDs) for career enlisted members assigned to duty in Hawaii

will coincide with their prescribed sea tour or normal shore tour as appropriate, but in no case for less than 3 years. For first-term members see MILPERSMAN 1306-126 for details.

(2) **Nuclear Qualified/Trident Technicians**. Tour lengths for enlisted nuclear qualified operators and enlisted Trident technicians are currently **excluded** from the provisions of this article. Tour lengths for such members will be dictated by situational requirements.

(3) **Submarines Permanently Homeported in Guam and Nuclear Trained Sailors on CVNs Permanently Homeported in Japan.** Tour length for career enlisted members assigned to submarines permanently homeported in Guam or on CVNs permanently homeported in Japan will be 36 months. Following completion of the first 24 months of their prescribed sea tour, members without family present (serving an unaccompanied tour for 36 months) will be eligible for Overseas Tour Extension Incentive Program (OTEIP) benefits (must be requested).

(4) **CONUS Homeports**. Tour length for ships and squadrons that are homeported in CONUS, but operate in an overseas area for 1 year or more, is 12 months. See MILPERSMAN 1320-324 for details.

(5) **First-Term Members**. For first-term enlisted members see MILPERSMAN 1306-126 for details.

3. **Overseas Tour Length Types and Options**. During the interview conducted per MILPERSMAN 1300-300 through 1300-304, members shall be given the opportunity to elect whether they desire to

- be accompanied by family member(s) in an overseas area that is authorized accompanied tours,
- serve in an unaccompanied status, or
- postpone their decision until after reporting to their overseas duty station.

Delayed decisions must be made not later than 90 days after reporting. Members not making a tour election within 90 days after reporting will be presumed to have elected to serve in an accompanied status. Dependents are not authorized in areas indicated by "N/A" in the accompanied tour length column in Appendix Q of reference (b), or Exhibit 1 below.

a. **Types**. Overseas tour length types are as follows:

(1) **Accompanied (with Family Member(s))**. Assigned to members accompanied or joined by command-sponsored family member(s). First-term enlisted members may be required to serve the accompanied tour without family members present. See MILPERSMAN 1306-126 for details.

(2) **Unaccompanied (All Others)**. Assigned to single members or those who either voluntarily or involuntarily are not accompanied by command-sponsored family member(s).

b. **Service Record Entries**. The CO shall cause the following electronic service record entries to be made when the member indicates a decision has been reached regarding options available.

(1) **For accompanied tours** make the following entry on NAVPERS 1070/613 (Rev. 7/06), Administrative Remarks:

"I fully understand the contents of MILPERSMAN 1300-308 and have elected the accompanied (with family member(s)) tour prior to my transfer from my present duty station." _____ Member's Signature Witnessed: _____ L. Kimble CDR, USN, Personnel Officer

(2) **For unaccompanied (all others) tours** make the following entry on NAVPERS 1070/613:

"I fully understand the contents of MILPERSMAN 1300-308 and have elected the unaccompanied (all others) tour prior to my transfer from my present duty station. I also understand per JFTR, Volume 1, family member(s) travel to overseas duty station at government expense is not authorized."
_____ Member's Signature
Witnessed: _____ J. Christopher CDR, USN, Personnel Officer

(3) **For postponed decisions** make the following entry on NAVPERS 1070/613:

"I fully understand the contents of MILPERSMAN 1300-308 and desire to make my election of an accompanied (with family member(s)) or unaccompanied (all others) tour within 90 days after I report to my new duty station."
_____ Member's Signature
Witnessed: _____ C. Wirtz CDR, USN, Personnel Officer

c. **Change from Unaccompanied to Accompanied**. If, after choosing an unaccompanied (all others) tour and orders have been endorsed accordingly, the member desires the longer accompanied (with family member(s)) tour, submit a request to NAVPERSCOM (PERS-4XX) (appropriate detailer code).

(1) The request will normally not be approved in any instance where the member has already been furnished transportation of family member(s)/household effects at government expense to a place designated by the member.

(2) If the request is approved, a modification of the member's PRD and a NAVPERS 1070/613 entry shall be made. The

member may then request entry approval and transportation of family member(s) in the normal manner.

d. **Tour after Early Return of Family Member(s)**. Members whose family member(s) were furnished early return transportation from the member's overseas duty station under the provisions of reference (b), chapter 5, part J-U5900, will be required to complete the prescribed accompanied tour.

4. **Tour Adjustments**

a. Requests for adjustments of overseas tours shall be submitted to the member's detailer. See MILPERSMAN 1300-310 for details.

b. Such requests must contain sufficient information to facilitate an accurate determination. Examples of situations when PRDs require adjustments are as follows:

(1) Correction of erroneous PRDs.

(2) Members reporting without family member(s), with movement of family member(s) subsequently authorized.

(3) Family member(s) arriving in a "tourist status," or are newly acquired and subsequently become "command sponsored" family member(s).

(4) Return of family member(s) not at the option of member, nor as a result of misconduct.

(5) Member voluntarily elects to serve accompanied tour.

5. **Consecutive Overseas Tour (COT)**. A COT occurs when a member is moved PCS from one overseas duty station to another. It may be an in-place, intra-theater, or inter-theater reassignment as defined in reference (a).

a. **Serve Full Tours**. Members under COT orders will normally serve the full DoD area tour on both the initial and follow-on shore tour(s) (either accompanied or all others, as appropriate).

b. **Involuntary COTs in Different Areas**. In the case of involuntary COTs in different areas, travel of family member(s), command-sponsorship, and shipment of HHG to the follow-on area

are authorized at government expense, provided the member has at least 12 months to serve in the area after scheduled arrival of family member(s)/HHG.

c. **Overseas-to-Overseas Assignments**. For all overseas-to-overseas assignments, transferring commands **must re-screen** members and family member(s) to determine their suitability. The screening CO may waive the medical portion of the overseas screening if the transferring and gaining commands are serviced by the same military treatment facility (MTF) and no medical disqualifying issues exist.

d. **Leave Travel**. Members assigned to COTs may be eligible for leave travel between assignments under provisions of reference (b). The following policy applies to COT leave travel eligibility:

(1) An in-place consecutive overseas tour (IPCOT) (no-cost permanent change of activity (PCA) move) must include two full DoD or SECNAV prescribed tours (accompanied or unaccompanied, as appropriate), or their equivalent. The goal is to approve as many IPCOT requests as possible while considering manning concerns, fleet balance, and readiness impact.

(2) For intra-theater and inter-theater COTs (cost PCS), the two tours must be at least the equivalent of two unaccompanied tour lengths. The second tour will normally be ordered for the **full** DoD or SECNAV tour length (accompanied or unaccompanied, as appropriate). Requests for COTs are also encouraged and will be approved when possible.

(3) Members reassigned under low-cost move provisions are not entitled to COT leave travel if they are not assigned to a full DoD follow-on tour.

(4) If a member is reassigned on a COT and the aggregate of the tour lengths is less than the equivalent of two unaccompanied tours, an overseas tour length waiver must be obtained to authorize COT leave travel; however, the second tour must be for a full DoD area tour, either accompanied or unaccompanied.

(5) To be entitled to COT leave travel the member must complete the appropriate DoD or SECNAV area tours (listed in reference (b), Appendix Q; or Exhibit 1 below), whether assigned

to a land-base activity or afloat unit. Family member(s) are entitled to COT leave travel only when they

- are an eligible dependent as defined in reference (b), Appendix A;
- are command sponsored for both tours; and
- they accompany the member during both tours.

Family member(s) may be authorized to travel with their sponsor at the time the sponsor is granted leave travel, or they may travel independently of the sponsor. COT leave travel will normally be performed between the two consecutive overseas tours involved; however, the member may elect to defer COT leave travel between the two tours of duty.

(6) As an exception, a member on PCS orders requiring member and/or family member(s) to traverse CONUS to complete the PCS must perform the COT leave travel at that time unless a deferment is authorized or approved by NAVPERSCOM, Enlisted Distribution Division (PERS-40CC) for enlisted personnel; or cognizant detailer for officer personnel. Requests will only be approved for unusual circumstances that preclude the member and/or family member(s) from taking COT leave while in CONUS and must be submitted, and authorization received, prior to member’s transfer.

(7) In all cases, unless deferred due to duty in connection with a contingency operation, COT leave travel must be performed prior to the end of the new tour, otherwise the entitlement expires.

(8) Requests for COT leave travel to a location more distant than the member’s home of record (HOR) must be forwarded to Office of Chief of Naval Operations, Travel and Transportation Section (OPNAV (N130E)) for determination. Authorization by OPNAV (N130E) may be granted for unusual circumstances, i.e., member's old and new permanent duty station (PDS) and HOR in same geographic location, or travel to HOR in conjunction with travel via designated location of family member(s) when both HOR and designated location of family member(s) is in the same country. Request must be submitted and authorization received prior to member’s transfer.

(9) COT leave travel within CONUS is normally performed via common carrier (rail, bus, or air) procured at government

expense. Travel via privately owned vehicle (POV) should be requested from NAVPERSCOM (PERS-40CC) for enlisted personnel, or the cognizant detailer for officer personnel. Authorization should be received prior to member’s transfer.

EXHIBIT 1
(Page 1 of 2)

NAVY-SPECIFIC OVERSEAS SEA DUTY TOUR LENGTHS

1. DoD area tour lengths are listed in reference (b), Appendix Q. The following Navy-specific overseas sea tour lengths are exceptions to the standard DoD area tour length for the area/unit as authorized per reference (a). If a specific tour length is not listed, it is assumed that it is 36 months accompanied and 24 months unaccompanied.

2. Tour length for enlisted first-term members assigned overseas duty will be assigned a PRD of 36 months or the accompanied tour length, which ever is less.

3. Tour length for career enlisted members assigned to duty in Hawaii will coincide with their prescribed sea tour or normal shore tour as appropriate, but in no case for less than 3 years unless otherwise indicated in reference (b), Appendix Q; or listed below.

4. Medical officers assigned to certain high demand specialties, as determined by Secretary of Defense (SECDEF) in conjunction with the Navy’s Surgeon General, are authorized to serve 2-year accompanied tours in long-tour areas per MILPERSMAN 1301-110.

5. Nuclear trained members are presently being assigned for 24 months regardless of tour election to overseas duty on performance monitoring teams (PMTs), in radiological control (RADCON) divisions, and nuclear planner or nuclear repair billets in overseas home-ported tenders in Guam.

6. The following Navy-specific tour lengths cannot be used for entitlement (e.g., OTEIP, COT, etc.) establishment or calculation. Official DoD area tour lengths listed in reference (b), Appendix Q, must be used for this purpose.

EXHIBIT 1
(Page 2 of 2)

NAVY-SPECIFIC OVERSEAS SEA DUTY TOUR LENGTHS

Country, Area, or Command	Accompanied	Unaccompanied
GUAM		
-EODMU FIVE (30215)	36	36
-SUBMARINES	36	36
-NUCLEAR TRAINED ON BOARD USS F CABLE	24	24
ITALY		
-PACHINO TARGET RANGE MARZA (47201)	N/A	12
JAPAN		
-NUCLEAR TRAINED ON BOARD USS GEORGE WASHINGTON	36	36
-COMEXSTRIKGRU SEVEN, White Beach, Okinawa (55308)	24	18
SAN CLEMENTE ISLAND, CALIFORNIA	N/A	24
SAN NICHOLAS ISLAND, CALIFORNIA	N/A	18
Nuclear trained members and engineering laboratory technicians (ELTs) assigned to overseas duty on board tenders will serve the following tour lengths:		
GUAM	24	24

MILPERSMAN 1300-310

OVERSEAS EXTENSIONS

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) CJCSI 1001.01, Joint Manpower Program Procedures of 28 Dec 04

1. **Voluntary Overseas Tour Extensions**. An extension of an overseas tour is an authorized voluntary/involuntary increase beyond the appropriate (accompanied or unaccompanied) tour prescribed for the area.

a. **Officer and Enlisted**:

(1) Requests for overseas extensions are encouraged, but must be considered on a case-by-case basis. An important factor to be considered is whether other members of the same rank/rating desire rotation overseas and are otherwise qualified.

(2) Requests should be submitted not more than 18 months, but not less than 9 months, prior to current projected rotation date. All requests must include a positive recommendation by the commanding officer indicating the desirability of the member's continued service overseas.

b. **Enlisted only**:

(1) For extensions of less than 12 months, forward requests on NAVPERS 1306/7 (01/03), Enlisted Personnel Action Request to appropriate Navy Personnel Command (NAVPERSCOM) detailer.

(2) The Overseas Tour Extension Incentive Program (OTEIP) may apply for enlisted personnel requesting extensions beyond 12 months. Refer to MILPERSMAN 1306-300 for additional information.

(3) Enlisted personnel (first termers are not eligible) attached to Guam or Diego Garcia homeported ships, who extend their tours by at least 1 year on Guam or Diego Garcia homeported ships, will receive double sea days credit for the period of the 1-year extension. Additionally, members may be eligible to receive OTEIP benefits for the 1-year extension as outlined in MILPERSMAN 1306-300.

c. **Officer only**: Forward requests to the appropriate assignment officer.

2. **Involuntary Overseas Tour Extensions**. Before involuntary extensions are imposed, members shall be given the opportunity to extend voluntarily their enlistment or contract periods to provide sufficient obligated service to complete a minimum tour of duty. Involuntary overseas tour extensions may be assigned only by NAVPERSCOM under the following circumstances:

a. The voluntary or involuntary extension of a member serving an overseas tour of duty in a "key Military Assistance Advisory Group position" (as defined in reference (a) will be subject to the approval of Assistant Secretary of Defense (International Security Affairs).

b. The voluntary or involuntary extension of a member serving an overseas tour of duty with a defense agency under the above provisions will be subject to the concurrence of the defense agency.

c. The maximum period that members may be involuntary extended at an overseas site is 180 days.

d. Maximum involuntary extension of sea duty aboard vessels which operate in an overseas area for a contemplated period of 1 year or more, despite having continental United States (CONUS) homeports, will be 3 months.

MILPERSMAN 1300-312

UNITS TRANSITIONING TO OVERSEAS LOCATIONS

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN	882-3516
			COM	(901) 874-3516
			FAX	882-2693

1. **Policy**

a. As soon as it becomes known that a sea unit will change status, the Manning Control Authority (MCA) or Navy Personnel Command (NAVPERSCOM), Enlisted Personnel Readiness Support Branch (PERS-4013) will direct the commanding officer of the unit to provide NAVPERSCOM a listing of all personnel who are planned to be on board on the effective date of the change.

b. The listing will identify personnel who

(1) **do** desire to remain on board to complete an overseas tour (volunteer (VOL)),

(2) **do not** desire to remain on board (non-volunteer (NON-VOL)), and

(3) are not qualified for overseas service per this article and applicable directives (non-qualified (NON-QUAL)).

c. In each case, special procedures will be developed by NAVPERSCOM to provide replacements for all NON-QUALs and as many NON-VOLs as possible.

2. **Transitioning Categories**. Transitioning of units to overseas locations shall be considered in two distinct categories:

a. **Category l**. Transition from continental United States (CONUS) to an overseas location.

b. **Category 2**. Transition from an overseas location to CONUS incident to overhaul, conversion, or aircraft transition, and return to previous overseas location.

3. **Manning**

a. It is desirable that units transitioning to overseas locations be manned with VOLs to the maximum extent feasible; however, it is often necessary to retain some NON-VOLs on board to fill key billets during the transition period, to maintain crew stability, and to man units per specified manpower level when sufficient VOLs are not available.

b. Detailed guidance for determining VOL/NON-VOL status of personnel, tour lengths, obligated service (OBLISERV) requirements, phased rotation plans, and eligibility for transportation of family members will be provided to the transitioning unit by letter or during a Crew Manning Conference.

4. **Tour Lengths**

a. **Category 1**. The following guidelines pertain to tour lengths for personnel assigned to transitioning units in category l.

(1) **VOLs**. Personnel who desire to accompany the transitioning unit to the new overseas location will complete the appropriate accompanied (with family members) tour, or unaccompanied (all others) tour for the area.

(a) Members who elect to bring their family member(s), privately owned vehicles (POV), or household goods (HHG) must remain attached to the unit for a minimum period of 1 year subsequent to the scheduled arrival of family members/POV/HHG at the overseas location, to receive these entitlements.

(b) Enlisted personnel will ensure OBLISERV requirements have been met per MILPERSMAN 1306-106 and will be based on the effective date of the change of homeport/permanent duty station (HP/PDS). It is emphasized that personnel shall have sufficient OBLISERV, prior to departure of the transitioning unit from CONUS, for the tour length elected (i.e., Accompanied or All Others).

(2) **NON-VOL** personnel who are required to remain on board during the transition period will not have their projected rotation date (PRD) involuntarily extended.

(a) NON-VOLs who choose to have their family member(s) accompany them to the new overseas location will be considered VOLs and have their PRDs adjusted to reflect an accompanied (with family member(s)) tour, or prescribed sea tour, whichever is least.

(b) NON-VOLs who elect to bring their POV or HHG must remain attached to the unit for a minimum period of 1 year subsequent to the scheduled arrival of POV or HHG at the overseas location, to receive these entitlements.

b. **Category 2**. Since overhaul, conversion, or aircraft transition periods vary from 6 months to a period in excess of 17 months, transitioning units in category 2 must be considered an exception to the normal transition policy. Normally, units returning to CONUS will receive a change of HP/PDS notice which will assign, for the purpose of travel entitlements, a CONUS HP/PDS. Specific guidelines and procedures for personnel in category 2 will be provided to the transitioning unit by letter, or during the Crew Manning Conference.

MILPERSMAN 1300-314

DIEGO GARCIA ASSIGNMENTS

Responsible Office	NAVPERSCOM (PERS-451)	Phone DSN	882-4142 (901) 874-3516

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone Toll Free	1-866-U ASK NPC

1. **Policy**

a. Navy's practice of not assigning both members of a service couple to Diego Garcia simultaneously will continue.

b. All members currently assigned or under orders to Diego Garcia will be counseled that accompanied quarters are not available, nor will provisions for joint occupancy be made.

c. **Enlisted Only**:

(1) All follow-on assignment guarantees, per provisions of MILPERSMAN 1306-200, will be void if action on part of the member (e.g., marriage) prevents the member from completing a normal tour on Diego Garcia.

(2) All members currently assigned or under orders to Diego Garcia will be required to make the following entry on NAVPERS 1070/613 Administrative Remarks:

"I have read and fully understand the provisions of MILPERSMAN 1300-314. I am aware that follow-on assignment guarantee, authorized by MILPERSMAN 1306-200, will be invalid should an action on my part (e.g., marriage) prevent my completion of a normal tour on Diego Garcia as prescribed."

_____
Member's Signature

Witnessed: _____
J. Christopher
CDR, USN, Personnel Officer

2. **Marriages on Diego Garcia**

a. Although marriage between military personnel on Diego Garcia is not prohibited as a matter of policy, continued assignment of both members on Diego Garcia cannot be accommodated.

b. The following guidelines regarding marriages are established:

(1) When marriages occur between Navy members assigned on Diego Garcia, including marriages entered into during off-island visits and continental United States leave, one member of the new couple will be immediately reassigned off-island duty based on Service needs.

(2) If marriage occurs between a Navy member and the member of another service, the Navy member will be immediately assigned off-island duty based on Service needs.

(3) If marriage occurs between a Navy member and a host national, third country national, civil service employee, or civilian contractor employee, the Navy member will be immediately assigned off-island duty based on Service needs.

MILPERSMAN 1300-316

DEPENDENT ENTRY APPROVAL INFORMATION

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-3516 (901) 874-3516 882-2693

Reference	(a) DOD 4500.54-G, DOD Foreign Clearance Guide (b) OPNAVINST 4650.15

1. **Policy**. Dependent entry approval (DEA) is a Navy process to obtain permission from an area commander to bring dependents into a specific area. Approval/disapproval is based on Status of Forces Agreements (SOFA); family support capabilities and/or limited local support based on geographically isolated areas; and is only required for the areas listed on the Navy Personnel Command (NAVPERSCOM), Distribution Management and Procedures Branch (PERS-451) website at http://www.npc.navy.mil/CommandSupport/DistributionManagement/Procedures/Dependent+Entry+Approval.htm. DEA is an area commander responsibility and all questions regarding DEA should be directed to the designated action address listed on the NAVPERSCOM (PERS-451) website. **DEA must be used in conjunction with additional information/requirements in references (a) and (b)**.

2. **Requests**. All personnel executing permanent change of station (PCS) orders who desire to have family members accompany them to the locations listed on the above NAVPERSCOM (PERS-451) website must submit a request for DEA upon completion of overseas screening (MILPERSMAN 1300-300 applies). **The request must be submitted at least 4 months prior to arrival**.

3. **Requirements and Procedures**. Dependent entry requirements and procedures can be found on the above NAVPERSCOM (PERS-451) website. This information is posted for the convenience of the area commanders. Area commanders or their designated representative are responsible for the information and may contact **Commander, Navy Personnel Command (COMNAVPERSCOM), Millington, TN; E-mail** Pers451@navy.mil; to update this website.

4. **Personnel Exchange Program (PEP) Dependent Entry**. Navy personnel ordered overseas with the PEP should liaise with the gaining command to determine if DEA is required.

MILPERSMAN 1300-318

SCREENING PROCEDURES FOR GLOBAL SUPPORT ASSIGNMENT (GSA), OVERSEAS CONTINGENCY OPERATIONS (OCO) SUPPORT ASSIGNMENT (OSA), INDIVIDUAL AUGMENTATION MANPOWER MANAGEMENT (IAMM), AND RESERVE COMPONENT (RC) MOBILIZATION ASSIGNMENTS

Responsible Office	NAVPERSCOM (PERS-4G)	Phone: DSN COM FAX	882-3090 (901)874-3090 882-4683

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUMEDINST 1300.3A (b) NAVADMIN 171/10 (c) OPNAVINST 3060.7B

1. **Purpose**. To outline screening policy and procedures for the following assignments for officer and enlisted personnel per references (a) through (c):

- Global Support Assignment (GSA)
- Overseas Contingency Operation Support Assignment (OSA)
- Individual Augmentation Manpower Management (IAMM)
- Reserve Component (RC) Mobilization

2. **Policy**. Expeditionary screening is required for all individual augmentees (IAs, GSA, OSA, IAMM, and RC Mobilization). This screening is comprised of two separate parts, medical/dental, and administrative:

(See the table below.)

	Expeditionary Screening
a.	**Medical/Dental** (1) NAVMED 1300/4, Expeditionary Medical and Dental Screening for IA and OCO, can be obtained at the Bureau of Medicine and Surgery (BUMED) Web site below. Select **Forms** from the menu. Specific link is below: http://www.med.navy.mil/directives/ExForms/NAVMED%201300-4%20RE.pdf (2) Any required Area of Responsibility (AOR) theater-specific medical screening forms (NAVMED 1300/5 through NAVMED 1300/11, IA and Support Assignments to OCO Specific Requirements for (*specific location*) AOR) and all other applicable medical screening forms can be found on the BUMED Web site below. Select **Forms** from the menu or use the link below: http://www.med.navy.mil/directives/Pages/AllForms.aspx
b.	**Administrative**. The administrative portion of the expeditionary screening consists of the following: (1) NAVPERS 1300/21, Medical Suitability Certification. (2) NAVPERS 1300/22, Expeditionary Screening Checklist. These forms can be found on the Bureau of Naval Personnel (BUPERS) Web site below: **http://www.npc.navy.mil/CareerInfo/Augmentation/**
c.	**Additional Policies and Guidance**. For more information and guidance on the IA process (including business rules and advancement policies and procedures), members are encouraged to review the current information available on the Navy Personnel Command (NAVPERSCOM) Web site below: **www.npc.navy.mil/ReferenceLibrary/Messages/**

3. **Background**. Since the beginning of the Global War on Terror, the Navy has deployed Sailors on a temporary basis to the various combatant commanders as IAs in support of OCO. Improper expeditionary screening causes undue hardship on members and imposes additional burdens to commands. The establishment of standardized expeditionary screening requirements is necessary to ensure that Navy IA personnel are properly screened for expeditionary assignments.

4. **Responsibilities**. Four separate **order processes** are utilized for IA assignments (GSA, IAMM, OSA, and RC Mobilization). Each operates in parallel to meet the Navy's contingency manpower GSA/OSA requirements. While the majority of active component requirements may be filled utilizing the GSA/OSA process, the choice of which process to use may also be driven in part by what is in the best interest of each individual Service member. All prospective IA Sailors receiving orders under one of the four systems must be screened per the procedures contained in this article.

a. **GSA**: Sailors receive standard permanent change of station (PCS) orders to either Expeditionary Combat Readiness Center (ECRC) Forward Detachment Norfolk, VA or San Diego, CA. GSA Sailors also receive either temporary duty (TDY) or intermediate temporary duty (ITDY) orders issued by NAVPERSCOM, Reserve Augmentation Division (PERS-4G) detaching them temporarily from ECRC locations for training, transportation, and deployment to the ultimate IA location. The Sailor’s command at the time of initial PCS orders notification (i.e., detaching command) is ultimately responsible for completion of all IA screening requirements per this article and applicable references.

b. **OSA**: The OCO OSA Program is for active duty enlisted Service members and supersedes enlisted GSA starting in the Fall 2010. Like GSA, OSA orders are executed at the end of a Sailor’s normal PCS tour; however, OSA Sailors receive temporary additional duty (TEMADD) orders from the existing command so that a Sailor and Family will maintain the traditional parent command relationship for Sailor and family support. To accomplish this, if a Sailor elects and is accepted for an OSA, they will be administratively extended at their present duty station for the period of the IA plus an additional 60 days. The 60 days will allow completion of post-deployment health assessments, PCS move preparation, etc. The Sailor’s command (i.e., parent command) is ultimately responsible for completion of all IA screening requirements per reference (b) and applicable references.

c. **IAMM**: Sailors remain assigned to their permanent duty station (PDS) for the duration of the IA assignment. IAMM Sailors receive either TDY or ITDY orders issued by NAVPERSCOM (PERS-4G) detaching them temporarily from their PDS for training, transportation, and deployment to the ultimate IA location (returning back to the same PDS upon completion of the IA). The Sailor's command at the time of initial TDY/ITDY orders notification (i.e., parent command) is ultimately responsible for completion of all IA screening requirements per this article and applicable references.

d. **RC Mobilization**: RC Sailors receive mobilization orders for training, transportation, and deployment to the ultimate IA location. Navy Reserve Activities (NRAs)/Navy Operational Support Centers (NOSCs) are responsible for ensuring the completion of the expeditionary screening checklists for RC Sailors assigned to their command.

5. **Procedures**

a. **Authority**. The policies and procedures in this article and those outlined in reference (a) will be utilized for all expeditionary IA assignments. **Note**: NAVMED 1300/1, Medical, Dental and Educational Suitability Screening for Service and Family Members, will **not** be utilized for IA screening.

b. **Parent Command Responsibilities**. It is the responsibility of the Service member's **current commanding officer (CO)** to ensure expeditionary screening is conducted per this article and applicable references. **Command Individual Augmentee Coordinators (CIACs)**, as well as **other command assets** shall advise, direct, and assist IA deployers in completing all administrative, medical, training, and other requirements in preparation for their upcoming assignment. Commands will also provide each IA Service member with the information listed in the reference section of this article as well as instructions on how to download/print the IA expeditionary screening checklists, the Individual Augmentee Sailor Handbook, and the Individual Augmentee Family Handbook.

c. **IA Action**. **IAs** must complete all components of the expeditionary screening (medical and administrative) prior to obtaining CO's signature. The IA must initiate both medical/dental and administrative components upon receipt of orders, allowing sufficient time for medical/dental clearance.

Early identification (and correction if possible) of disqualifying factors will improve individual readiness.

d. **Medical Treatment Facility** (**MTF**) **Action**. Per reference (a), **MTF COs** and **officers-in-charge** (**OICs**) (or **MTF designees**) will ensure completion of NAVPERS 1300/21 and ensure correct medical data is entered in the deployment section of the Medical Readiness Reporting System (MRRS) upon completion of medical screening. NAVMED 1300/4 and required AOR specific forms will be filed in the member's medical record.

e. **CO Action**. **COs** must review the completed, signed NAVPERS 1300/21, any medical waivers, and the completed NAVPERS 1300/22 before signing. COs must ensure that member's suitability is reported via Bupers online (BOL), **https://www.bol.navy.mil/** (login is required), within 30 days of the date/time/group on the orders. Suitability will be reported using the Overseas/IA Screening application from the BOL menu.

(1) **For GSA Sailors**: Report suitability via the "**Detaching Orders**" link.

(2) **For OSA, IAMM, and RC Mobilization Sailors**: Report suitability via the **Augmentation Screening Input** link. When filling out this information, the detaching command is the parent command unit identification code (UIC) responsible for the Sailor and the gaining command UIC should be the ultimate UIC listed in the TEMADD orders.

Note: Commands that do not report screening status via BOL within 30 days of the date/time/group on the orders will receive a delinquency message. Compliance will be monitored by **NAVPERSCOM (PERS-4G)** and enforced by **U.S. Fleet Forces Command (USFF)**.

f. **Sailor's Accompanying Documentation and Additional Screening**. Medical and dental records with individual medical readiness documentation, hard copies of NAVPERS 1300/21, and NAVPERS 1300/22, and copies of medical waivers must accompany Service members to the Navy Mobilization Processing Site (NMPS). Sailors will undergo additional screening and review of the expeditionary medical/dental and administrative checklists upon reporting to NMPS.

g. **CIAC Records**. A copy of the NAVPERS 1300/21 and the NAVPERS 1300/22 screening forms will be held by the CIAC for a minimum period of 2 years.

6. **Resources**. The following Web sites contain valuable information on the IA process, including the required expeditionary screening checklists, IA handbooks, and links to the NMPSs; frequently asked questions, and family readiness:

Navy Knowledge Online (NKO)	**https://www.nko.navy.mil** (NKO Login Required)
Expeditionary Combat Readiness Center (ECRC)	**www.ecrc.navy.mil**
Navy Personnel Command (NAVPERSCOM) (NPC)	**http://www.npc.navy.mil/CareerInfo/Augmentation/**
Bureau of Medicine and Surgery (BUMED)	**http://www.med.navy.mil/directives/Pages/default.aspx**
U.S. Fleet Forces Command (IA Web site)	**www.ia.navy.mil**

MILPERSMAN 1300-319

REDEPLOYMENT/DEMOBILIZATION SCREENING PROCEDURES FOR GLOBAL SUPPORT ASSIGNMENT (GSA), OVERSEAS CONTINGENCY OPERATIONS (OCO) SUPPORT ASSIGNMENT (OSA), INDIVIDUAL AUGMENTATION MANPOWER MANAGEMENT (IAMM), AND RESERVE COMPONENT (RC) MOBILIZATION ASSIGNMENTS

Responsible Office	NAVPERSCOM (PERS-4G)	Phone: DSN COM FAX	882-3090 (901)874-3090 882-4683

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUMEDINST 1300.3A. (b) OPNAVINST 3060.7B. (c) CNO WASHINGTON DC 020107Z APR 09 (NAVADMIN 099/09).

1. **Purpose**. To outline redeployment and or demobilization screening policy and procedures for the following assignments for officer and enlisted personnel:

   a. Global support assignment (GSA);

   b. Overseas contingency operations support assignment (OSA);

   c. Individual augmentation manpower management (IAMM); and

   d. Reserve component (RC) mobilization.

2. **Policy**. Redeployment and demobilization screening at a Navy mobilization processing site (NMPS) is required for all individual augmentees (IAs) (i.e., GSA, OSA, IAMM, and RC mobilization). This screening is comprised of two separate parts:

- Medical/Dental
- Administrative

a. **Medical and Dental.** Per reference (a), the medical/dental portion of the redeployment screening consists of the following:

(1) NAVMED 1300/13 Redeployment/Demobilization Medical and Dental Screening for Individual Augmentee (IA) Returning From Overseas Contingency Operations Support Assignments (OSA). NAVMED 1300/13 is available at the following BUMED link: http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx

(2) DD Form 2796 Post Deployment Health Assessment (PDHA). The purpose of this screening is to review each service member's current health, mental health or psychosocial issues commonly associated with deployments, special medications taken during the deployment, possible deployment-related occupational and environmental exposures, and to discuss deployment-related health concerns. Log-on and password information necessary to access and complete DD Form 2796 will be provided to the member by his or her chain-of-command. DD Form 2796 can be obtained from the following link and must be completed within 30 days of departing theater: https://data.nmcphc.med.navy.mil/EDHA/login.aspx.

(3) DD Form 2900 Post Deployment Health Re-Assessment (PDHRA). DD Form 2900 must be completed within 90 to 180 days post-deployment at parent command. Log-on and password information necessary to access and complete DD Form 2900 will be provided to the member by his or her chain-of-command. DD Form 2900 will be completed online at: https://data.nmcphc.med.navy.mil/EDHA/login.aspx.

(4) Serum samples and HIV collected at local medical treatment facility (MTF) for deployment health surveillance.

(5) Medical referrals and forms at the nearest MTF.

b. **Administrative.** Per reference (b), the administrative portion of the redeployment screening consists of NAVPERS 1300/23 Redeployment and Demobilization Administrative Screening Checklist. NAVPERS 1300/23 is available at: http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx.

Note: For more information and guidance on the redeployment process, members are encouraged to review the current information available on the following U.S. Fleet Forces Command (USFF) link (Sailor/Redeployment tab): http://www.ia.navy.mil/.

3. **Background**. The Return, Reunion, and Reintegration (R3) Program ensures that all IAMMs redeploy through a designated NMPS as noted on their original orders. Incomplete redeployment screening causes undue hardship on Service members and imposes additional burdens on parent commands. Per R3 implementation, standardized redeployment processing mandates compliance with IA Program directives to ensure Navy IA Sailors receive uniform access to a wide range of Sailor support resources, programs, and services.

4. **Responsibilities**. In support of IA Sailors and their families, numerous organizations, in addition to NMPSs, have a stake in redeployment support to include: operational units, Commander, Naval Forces Central Command Task Force IA, Warrior Transition Program (WTP), and parent commands. Four separate order processes are utilized for IA redeployment assignments (GSA, IAMM, OSA, and RC demobilization). In each instance, IA Sailors receive redeployment and demobilization orders under one of the three systems and must be screened per the procedures contained in this article.

a. **GSA**. Sailors receive redeployment orders to either NMPS Norfolk, VA or San Diego, CA. The Sailor's command (i.e., gaining command as annotated in permanent change of station orders) is ultimately responsible for ensuring completion of all IA redeployment screening requirements per this article and applicable references.

b. **OSA and IAMM**. OSA Sailor's deployment orders specify designated redeployment NMPS location. OSA Sailor's command at the time of initial permanent change of station orders notification (i.e., the losing command) is ultimately responsible for the completion of all redeployment screening requirements per this article and applicable references. IAMM Sailor's command at the time of initial temporary duty or intermediate temporary duty orders notification (i.e., the parent command) is ultimately responsible for ensuring completion of all IA redeployment screening requirements per this article and applicable references.

c. **RC Demobilization**. Sailors receive demobilization orders to a designated NMPS location. Navy Reserve activities and Navy operational support centers are responsible for ensuring the completion of the redeployment and demobilization screening checklists for RC Sailors assigned to their command.

5. **Procedures**

a. **Authority**. The policies and procedures in this article and those outlined in reference (c) will be utilized for all expeditionary IA assignments.

b. **Oversight**. It is the responsibility of NMPS officers-in-charge (OICs) to ensure all redeployment screening is conducted per this article and applicable references. MTFs, personnel support detachments, and CNIC assets shall advise, direct, and assist IA redeployers in completing all administrative, medical, training, and other requirements. Command individual augmentee coordinators (CIACs), as well as other command assets, shall advise, direct, and assist IA redeployers in completing all administrative and medical requirements commensurate with redeployment and or demobilization. Commands will also provide each IA Service member with the information listed in the reference section of this article as well as instructions on how to download or print the IA redeployment checklists.

c. **IA Action**

(1) IAs must complete all components of the redeployment screening checklists prior to obtaining signatures.

(2) Coordinate with assigned CIAC at parent command to ensure completion of all components of the redeployment screening checklists.

(3) Complete the member sections of DD Form 2796 within 30 days of return from expeditionary assignment and follow-up on the medical referrals annotated by medical providers.

(4) Complete DD Form 2900.

d. **MTF Action**. Per reference (a), MTF COs and OICs, or MTF designees will ensure completion of NAVMED 1300/13 and ensure entry of correct medical data is entered in the deployment section of the Medical Readiness Reporting System upon completion of medical screening. MTF COs and OICs, or MTF designees will assign readiness team IA suitability screening coordinators (IASSC) to assist the NMPS OICs and command CIAC in completing post-deployment readiness requirements.

Note: Local MTF IASSC will complete NAVMED 1300/13 and ensure entry of appropriate medical referrals in the member’s medical record.

e. **NMPS Action.** NMPSs must review the completed and signed NAVPERS 1300/23 and any medical or dental requirements before releasing member to his or her parent command.

(1) **For OSA, IAMM, GSA, and RC Sailors.** Report redeployment status via the Navy and Marine Corps Mobilization Processing System (NMCMPS).

(2) Compliance will be monitored by Navy Personnel Command (NAVPERSCOM), Augmentation Division (PERS-4G) and enforced by USFF.

f. **Parent Commands Will:**

(1) Ensure compliance with administrative and medical requirements.

(2) Ensure CIAC updates the Navy Family Accountability Assessment System per reference (c).

(3) Ensure completion of NAVPERS 1300/23 and any medical or dental requirements.

g. **Sailors Accompanying Documentation.** NAVMED 1300/13 shall be retained in the member's medical record. Member shall detach from NMPS with his or her medical record, dental record, and NAVPERS 1300/23.

h. **CIAC Records.** A copy of NAVPERS 1300/23 and NAVMED 1300/13 will be held by the CIAC for a minimum period of 2 years.

6. **Resources.** The following Web sites contain valuable information on the IA process, including required expeditionary screening checklists, IA handbooks, links to the NMPSs, frequently asked questions (FAQs), and family readiness.

Navy Knowledge Online (NKO)	https://www.nko.navy.mil
Expeditionary Combat Readiness Center (ECRC)	www.ecrc.navy.mil
Navy Personnel Command (NAVPERSCOM) (NPC)	http://www.npc.navy.mil/CareerInfo/Augmentation
Bureau of Medicine and Surgery (BUMED)	http://www.med.navy.mil/directives/Pages/default.aspx
USFF IA Webpage	www.ia.navy.mil

MILPERSMAN 1300-320

NUCLEAR WEAPON (NW) PERSONNEL RELIABILITY PROGRAM (PRP) SUITABILITY PRELIMINARY SCREENING

Responsible Office	SSP (SP31)	Phone: COM DSN	(202)433-7747 288-7747

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) SECNAVINST 5510.35B, Department of the Navy (DON) Nuclear Weapon Personnel Reliability Program Instruction (b) DoD 5210.42-R, Nuclear Weapon Personnel Reliability Program Regulation, 30 Jun 06 (c) SECNAV M-5510.30, DON Personnel Security Program (d) Uniform Code of Military Justice (UCMJ)

1. **Policy**. The safety, security, and reliability of nuclear weapons are of paramount importance to the security of the United States. The Personnel Reliability Program (PRP) suitability preliminary screening process is designed to ensure that only those personnel who have demonstrated the highest degree of reliability, trustworthiness, personal conduct, and integrity are assigned to PRP duties.

2. **Responsibility**. The responsibility for preliminary screening of personnel to determine their suitability for assignment to a PRP billet rests with the commanding officer (CO) of the transferring command. The CO will ensure that members receiving orders to billets requiring PRP certification undergo preliminary screening by the provisions of this article and references (a) and (b) by utilizing NAVPERS 1300/27 Personnel Reliability Program (PRP) Suitability Preliminary Screening Checklist which can be accessed by using the following link: http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx. The results (either suitable or unsuitable) will be forwarded to the gaining

command and rating detailer by naval message, using the format in Exhibit 1, within the time limits prescribed below. This authority will not be delegated, except to the "acting" CO or officer-in-charge of isolated detachments. For training commands, an 0-5 division director may be delegated as the approving official.

3. **Applicability**. Personnel who have been selected or who are in receipt of orders for assignment to a billet requiring PRP certification require PRP suitability preliminary screening, unless the member is a CO or currently certified in the PRP. It is not the intention of this article to conduct a full PRP certification of the member. The intent of this article is to eliminate personnel early in the transfer process who are clearly not fit for assignment to PRP positions.

a. PRP suitability preliminary screening is required for the following categories:

(1) **Personnel at Formal Courses of Instruction**. Members attending initial training such as "A" schools and who have been selected for follow-on assignments requiring PRP certification will undergo a PRP preliminary screening at the first available opportunity in their training program per reference (a). In addition to the requirements of reference (a), NAVPERS 1300/27 will be utilized to assist with the PRP preliminary screening. Training commands will also document PRP preliminary screening on OPNAV 5510/414 Nuclear Weapon Personnel Reliability Program (PRP) Screening and Evaluation Record as required by reference (a). NAVPERS 1300/27 will be attached to OPNAV 5510/414 and then forwarded to the gaining PRP command. Preliminary screening conducted at a previous training command (i.e., "A" school, BESS, SOAC, etc.) satisfies the requirement and does not need to be performed by follow-on schools (i.e., "C" school, P-WEPS pipeline, etc.). NAVPERS 1300/27 can be accessed by using the following link: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

(2) **Non-PRP Personnel Transferring to Formal Training Which Requires PRP Suitability Preliminary Screening**. The Catalog of Navy Training Courses identifies courses of instruction or training which requires PRP preliminary screening prior to transfer. COs will ensure that designated members are screened using NAVPERS 1300/27. Screening completion is documented on a temporary NAVPERS 1070/613 Administrative Remarks using the format in Exhibit 2 which will be forwarded in

the transfer package and submitted to the servicing personnel office for entry in the electronic service record (ESR). A naval message to the training command is not required.

(3) **Non-PRP Personnel Transferring to a PRP Position**. Non-PRP personnel at either PRP or non-PRP commands who are in receipt of orders to a PRP billet require suitability preliminary screening for the PRP. COs will ensure that designated members are screened using NAVPERS 1300/27 and the results are reported (suitable or unsuitable) via naval message, using the format in Exhibit 1, to the gaining command and the assigned rating detailer within 30 days of receipt of orders. PRP preliminary screening shall also be documented, per reference (a), on a temporary NAVPERS 1070/613 using the format in Exhibit 2. NAVPERS 1300/27 will be attached to OPNAV 5510/414 and then forwarded to the gaining PRP command.

b. PRP suitability preliminary screening is not required for the following categories:

(1) **Current PRP Personnel**. PRP preliminary screening for members currently serving in a PRP billet is not required since they are under continuous evaluation. If the member is temporarily decertified from the PRP, the CO will inform the gaining activity and Commander, Navy Personnel Command (CNPC) of the member’s PRP status and anticipated resolution within 30 days of receipt of orders.

(2) **Prospective COs**. This article does not apply to members transferring into a CO billet. COs are considered preliminarily screened and screened for training if they possess the required investigation and have been formally screened for command by a command selection board.

PRP Suitability Preliminary Screening Applicability Overview				
Category	**Prescreen**	**NAVPERS 1300/27**	**Exhibit 1**	**Exhibit 2**
Training (paragraph 3a(1))	Yes	Yes	No	No(1)
Non-PRP going to training (paragraph 3a(2))	Yes	Yes	No	Yes
Non-PRP going to PRP billet (paragraph 3a(3))	Yes	Yes	Yes	Yes
Current PRP (paragraph 3b(1))	No	No	No(2)	No
Prospective CO (paragraph 3b(2))	No	No	No	No

Note 1: Exhibit 2 is required only if the member is found to be unsuitable for the PRP.

Note 2: Message is required to inform the gaining command that member is currently in the PRP under continuous evaluation.

4. **PRP Suitability Preliminary Screening Criteria and Process**. Conduct PRP suitability screen, per this article and references (a) and (b), using NAVPERS 1300/27; thorough reviews of the member's service record; Joint Personnel Adjudication System (JPAS) record; and medical and dental record; and a personal interview. Report PRP suitability in the format provided in Exhibits 1 and 2. PRP suitability preliminary screeners are not required to be in the PRP, but are required to be trained in Privacy Act and personally identifiable information (PII) requirements. The mandatory annual PII training for users of DON information systems fulfills the requirement for Privacy Act and PII training. PII training is available through Navy Knowledge Online, Total Workforce Management System, MarineNet, and the Department of the Navy Chief Information Officer Web site and can be accessed by using the following link: http://www.doncio.navy.mil/PIIcourse/.

a. **Authorization for Disclosure of Medical or Dental Information**. If not already completed, the member must fill out OPNAV 5510/419 Nuclear Weapons Personnel Reliability Program Authorization for Disclosure of Medical and Dental Information

prior to the preliminary screening process. This form is available for download through the Naval Forms Online Web site (https://navalforms.documentservices.dla.mil). Once completed, OPNAV 5510/419 will be maintained in the transfer package until arrival at the gaining PRP command.

b. **Military Personnel Record Review**. All available personnel records, including the ESR and the official military personnel file (OMPF), will be reviewed for adverse information as defined in references (a) and (b).

c. **Personnel Security Investigation (PSI)**. Nominated members must meet the security requirements as defined in references (a), (b), and (c) for their expected position. For the purposes of this article, PSI results (the actual report of the PSI) shall not be requested or reviewed by the transferring command. This will be accomplished by the gaining PRP command.

d. **Medical and Dental Record Review**. Nominated members shall be physically and mentally suitable for PRP assignment.

(1) Medical potentially disqualifying information (PDI) that is not obviously disqualifying, but requires adjudication by a competent medical authority (CMA) prior to PRP certification, is not required to be further investigated by the transferring command. Training commands that have access to an appropriately PRP trained CMA may (if time permits) have medical PDI adjudicated by a CMA.

(2) Health Insurance Portability and Accountability Act and Privacy Act regulations shall be observed when reviewing medical records. Due to the sensitivity and confidential nature of these records, access shall extend only to those who normally work with these records and have completed the requisite Privacy Act and PII training. Preliminary screeners shall protect health information and ensure that the provisions of the Privacy Act are not violated.

e. **Personal Interview**. The purpose of the interview is to determine if the member has a positive attitude regarding nuclear weapons duties, has a willingness to work with nuclear weapons or related material, and to discover any information that will make the member ineligible for the PRP.

5. **Suitability or Unsuitability Determination**. Determine suitability or unsuitability for PRP based on JPAS, OMPF,

medical and dental record review, personal interview, and any other reliable information available (i.e., chain of command, chaplain, Drug and Alcohol Program advisors, etc.). If the member is found to be unsuitable, in addition to the reporting requirements in paragraph 3 of this article, PRP disqualification requirements in reference (a) shall be followed, which include a letter to Director, Strategic Systems Programs (office code SP31), a permanent NAVPERS 1070/613 entry for enlisted personnel or a letter to Navy Personnel Command (NAVPERS), Post Selection Board Matters Branch (PERS-833) for officers, and (depending on the circumstance) other appropriate administrative actions. The permanent NAVPERS 1070/613 format in Exhibit 2 satisfies the above requirement.

6. **Reporting Procedures**

a. **Preliminary Screening**. Initiate the PRP preliminary screening process immediately upon receipt of orders.

b. **Report Suitability**. Report the suitability determination of PRP preliminary screening utilizing Exhibits 1 and 2 within the time constraints provided in paragraph 3. Do not include sensitive medical information when reporting PRP suitability and ensure Privacy Act requirements are met.

c. **Copy of Enlisted or Officer Screening**. In all cases, a copy of the completed NAVPERS 1300/27 and Exhibit 2 (where applicable) will be included in the transfer package.

7. **Change of Suitability Determination**. If any subsequent information renders the member unsuitable (occurring at the transferring command, any intermediate activity, or en route), hold orders in abeyance and notify applicable detailer at Navy Personnel Command immediately. Ensure the member is aware of his or her responsibility to report any circumstances that may change his or her suitability status immediately to avoid disciplinary action under reference (d), article 107 (false official statements) for failing to do so.

8. **Policy Support**. Questions about PRP policy and preliminary screening requirements may be forwarded to prp@ssp.navy.(smil.)mil.

EXHIBIT 1

REPORT OF SUITABILITY FOR PRP ASSIGNMENT MESSAGE
(Use proper message format containing the following)

```
FM USS SCREENING COMMAND
TO USS RECEIVING COMMAND
COMNAVPERSCOM MILLINGTON TN//PERSNNN//
BT
UNCLAS//N01300//
MSGID/GENADMIN/SCREENING COMMAND//
SUBJ/REPORT OF SUITABILITY or UNSUITABILITY FOR PRP ICO
NAME, RATE OR RANK//
REF/A/DOC/MILPERSMAN/1300-320/DDMMMYY//
REF/B/DOC/SECNAVINST 5510.35B/01MAR11//
REF/C/GENADMIN/CNPC ORDER/DATE//
NARR/ REF A IS MILPERSMAN. REF B IS DEPARTMENT OF THE NAVY
NUCLEAR WEAPON PERSONNEL RELIABILITY PROGRAM INSTRUCTION.
REF C IS BUPERS ORDER NNNN.//
POC/NAME/RANK/IDENTIFIER/TEL:/EMAIL://
RMKS/1. AS DIRECTED BY REF A AND B AND PER REF C, SNM PRP
SUITABILITY PRESCREENING HAS BEEN COMPLETED. MBR IS
(SUITABLE/UNSUITABLE) FOR PRP ASSIGNMENT.//
BT
```

EXHIBIT 2

COMMANDING OFFICER, NAVAL STATION ANYTOWN (UIC 12345)

DDMMYYYY: Member has been prescreened for suitability in the Nuclear Weapons Personnel Reliability Program (PRP) per provisions of DoD 5210.42R and SECNAVINST 5510.35B and is recommended/is not recommended (circle one) for duties involving nuclear weapons.

_____
A.B. SEA, CDR, USN
Commanding Officer

(if recommended for a PRP position)

DDMMYYYY: I have read and understand the qualifying and disqualifying criteria for the Personnel Reliability Program (PRP) contained in DoD 5210.42R and SECNAVINST 5510.35.B.

_____
MEMBER'S SIGNATURE/DATE

(if not recommended for a PRP position)

DDMMYYYY: DISQUALIFIED for assignment to nuclear weapons positions.

I have read and understand the qualifying and disqualifying criteria for the Personnel Reliability Program (PRP) contained in DoD 5210.42R and SECNAVINST 5510.35B. I understand that I am not qualified for assignment to nuclear weapons positions and the PRP due to my inability to meet the PRP standards.

I also understand that I have the right to appeal this decision per SECNAVINST 5510.35B and that there is no statute of limitation for submitting the request.

_____
MEMBER'S SIGNATURE/DATE

Witnessed:

_____
A.B. SEA, CDR, USN
Commanding Officer

MILPERSMAN 1300-400

DISLOCATION ALLOWANCE (DLA) AND SECRETARY OF THE NAVY FINDS (SECNAVFIND)

Responsible Office	NAVPERSCOM (PERS-451H)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	(a) NAVSO P-6034, Joint Federal Travel Regulations, Chapter 5

1. **Policy**

a. A dislocation allowance (DLA) is payable to

(1) a member **with** family members, when family members perform an authorized move in connection with a permanent change of station (PCS);

(2) a member **without** family members, when not assigned adequate government quarters upon reporting at a new permanent duty station (PDS) and occupies private quarters; or

(3) incident to an evacuation.

b. A member is not entitled to more than one DLA payment during any fiscal year unless Secretary of the Navy finds (SECNAVFIND) exigencies of the service require more than one PCS move during the same fiscal year.

c. Requests for a SECNAVFIND must be submitted at an early date, as approximately 4 weeks are required for processing.

2. **SECNAVFIND not Required**. Secretary of the Navy (SECNAV) has determined the following events are exigencies required by the Navy and when a **second or subsequent** PCS results from them, payment of DLA can be made without a SECNAVFIND.

a. Change of homeport, including the initial homeport assignment, of a ship or afloat staff. The Chief of Naval Operations (CNO) message promulgating the homeport/PDS change is

the SECNAVFIND approval and is to be referenced as such in any Homeport Change Certificate.

b. Deactivation of a ship or activity.

c. Transfer of a member **from outside the United States to a hospital in the United States** for observation and treatment.

d. Transfer of a member **within the United States to a hospital in the United States** for observation and treatment, provided

(1) the commanding officer (CO) of the receiving hospital issues a statement the treatment will be of a prolonged duration, and

(2) the member’s CO requests a permanent replacement for the hospitalized member as an operational necessity.

e. Transfer of a member to, from, or between duty under instruction (DUINS) at courses of instruction at military installations, or civilian educational institutions controlled and managed by one or more of the uniformed services.

f. When the PCS transfer order states "SECNAVFIND NOT REQUIRED," or emergency evacuation of family members as provided in reference (a).

3. **SECNAVFIND Submittal Procedures for Navy Personnel Command (NAVPERSCOM)**. Detailers and assignment officers with PCS order writing authority are required to determine the need for a SECNAVFIND for each assignment.

a. If required, they will submit a SECNAVFIND request (see Exhibit 1) to NAVPERSCOM, Distribution Management and Procedures Branch (PERS-451H) and obtain approval before issuing PCS orders.

b. NAVPERSCOM (PERS-451H) will staff the SECNAVFIND and submit it to NAVPERSCOM, Assistant Commander Navy Personnel Command (ACNPC) for Career Management (PERS-4).

c. When NAVPERSCOM (PERS-4) response is received, NAVPERSCOM (PERS-451H) will inform the detailer/assignment officer so the appropriate SECNAVFIND statement can be included in the orders.

d. When a PCS order is issued that would entitle a member to a second or subsequent payment of DLA in the same fiscal year, one of the following statements will be included in the accounting section of the orders:

(1) "SECNAVFIND APPROVED" when the approval is obtained before the orders are issued.

(2) "SECNAVFIND PENDING" when orders must be issued before the SECNAV approval is received. When the approval is received, the member will be notified via message or letter of the SECNAVFIND approval.

(3) "SECNAVFIND NOT REQUIRED" when it is determined a SECNAVFIND is not required.

4. **SECNAVFIND Submittal Procedures for Individual Commands**

a. When PCS orders are received for a member and it is determined at the command level that a SECNAVFIND is required, but the PCS orders do not indicate a SECNAVFIND is approved, pending, or not required, the member's CO will request a SECNAVFIND from NAVPERSCOM (PERS-451H) utilizing Exhibit 1.

b. Under no circumstances will any PCS order entitling a member to a second or subsequent DLA payment in one fiscal year be executed without a SECNAVFIND determination stated in the orders, or until specifically approved in advance by NAVPERSCOM (PERS-451H).

5. **SECNAVFIND Master File**. NAVPERSCOM (PERS-451H) will maintain the master file of SECNAVFIND requests for statistical and record purposes. Each record in the master file will contain the following:

a. Copy of all requests for SECNAVFINDs.

b. Copy of all correspondence between NAVPERSCOM (PERS-451H), detailers, assignment officers, and external activities pertaining to each SECNAVFIND.

c. Comeback copy of all SECNAVFIND requests returned from NAVPERSCOM (PERS-4).

EXHIBIT 1

SECNAVFIND REQUEST

(Use proper letter format containing the following:)

From: Activity, Division Director, or Branch Head
To: Commander, Navy Personnel Command (PERS-451H))

Subj: REQUEST FOR A SECNAVFIND

Ref: (a) MILPERSMAN 1300-400

1. Per reference (a), request a SECNAVFIND for the member named below. The following information is provided:

a. Name, rank/rate, last four numbers of SSN, designator, corps, and service.

b. Date of each detachment and activity's name and location from which detached in same fiscal year where entitlement to dislocation allowance was involved.

c. Present duty station.

d. New duty station.

e. Entitled to with/without family members' payment.

e. Date of detachment from present duty station.

f. Reason for transfer to new duty station.

g. Other pertinent information (state why transfer has to occur this fiscal year, special circumstances Secretary of the Navy would need to make a decision, etc.).

MILPERSMAN 1300-500

REASSIGNMENTS FOR HUMANITARIAN REASONS (HUMS)

Responsible Office	NAVPERSCOM (PERS-40HH)	Phone:	DSN COM FAX	882-3542 (901) 874-3542 882-2647

References	(a) OPNAVINST 1754.2B (Exceptional Family Member (EFM) Program) (b) NAVSO P-6034, Joint Federal Travel Regulations, Volume 1, Uniformed Service Members (c) 1080 #1, UM-02, Diary Message Reporting System Users Manual (DMRSMAN)

1. **Policy**

a. Detailing authorities are aware of the hardships which confront Navy families, and of the additional aggravation imposed by long absences of members from their families. Emergency leave frequently provides sufficient time to alleviate such hardships; however, when a member requires more time than leave can provide and has a chance of resolving the hardship within a reasonable time frame, reassignment for humanitarian reasons (HUMS) may be requested.

b. A request for reassignment will not be disapproved because a member is needed in assigned duties. This article contains the general guidelines concerning application and assignment options available.

2. **Screening by Member's Command**

a. Prior to considering HUMS reassignment for members assigned overseas, review MILPERSMAN 1300-306 to see if early return might be a more appropriate course of action.

b. Assignment procedures and resources available to members whose family member(s) require continued access to specialized treatment or educational facilities are contained in reference (a).

c. If time is a significant factor in a member's hardship, the need for expeditious handling is evident. In this regard, commanding officers (COs) can render invaluable assistance by establishing an internal screening process to determine whether a request for HUMS assignment is warranted.

(1) This screening process, tailored to the individual command's size, should include members such as chaplains, doctors, senior officers, and chief petty officers to evaluate the case, provide command assistance, and recommend required action.

(2) If it is determined that a request for HUMS assignment is warranted, the preparation of such requests must be screened for clarity, accuracy, and comprehensiveness to preclude unnecessary delays in administrative processing.

3. **Processing by Navy Personnel Command (NAVPERSCOM)**

a. Upon receipt of a HUMS assignment request within NAVPERSCOM, **enlisted** requests will be administratively controlled by NAVPERSCOM, Enlisted Distribution Division (PERS-40), LCPO/HUMS Reassignment (PERS-40HH). **Officer** requests will be administratively controlled by respective detailers/placement officers.

b. All cases are reviewed by a board consisting of senior officers and chief petty officers and are considered on an individual basis with the final determination based solely on the information/documentation submitted.

c. NAVPERSCOM will notify parent commands via naval message of any discrepancy causing requests to be held in abeyance. Any package not corrected within 60 days of receipt will be cancelled and parent commands notified via Naval Message.

4. **Basic Criteria for Determining Humanitarian/Hardship Situations**. The member’s request must show the hardship meets the following established criteria for eligibility for HUMS reassignment:

a. A severe hardship exists, not normally encountered and resolved by other members of the Naval Service.

b. The hardship occurred or has been excessively aggravated since the member has been serving on active duty.

c. The problem affects the member's immediate family. Immediate family is defined as spouse, son, daughter, stepchild (if the stepchild is in fact dependent upon the member), parent, parent-in-law, brother, sister, stepparent or other person acting in loco parentis for a period of 5 years before the member became 21 years of age, or any bona fide dependent to the member.

d. There are no other family member(s) or relative(s) who are capable of providing necessary assistance.

e. The member has made every reasonable effort to alleviate the hardship and it cannot be reasonably alleviated through the media of leave (including emergency leave if the member is overseas), correspondence, power of attorney, or by other professional people such as lawyers, counselors, clergy, doctors, psychiatrists, etc.

f. The member's presence is required for specific reasons other than for morale or financial purposes alone.

g. The hardship is resolvable within a reasonable time frame (normally 6 months).

h. If hardship involves illness of a dependent of the member, enrollment in the Exceptional Family Member Program (EFM) must be initiated prior to submission of HUMS reassignment request.

5. **Special Considerations**. The following circumstances involving members of the applicant’s family normally warrant special consideration when it is established the member’s presence is essential to alleviate the problem, and it is solvable within a reasonable time frame (not a conclusive listing):

a. Death of applicant's spouse or child.

b. Divorce when the member has court awarded custody of the children and time is needed to make arrangements for their permanent care.

c. Severe illness (physical or mental) resulting in the affected person's hospitalization, or scheduled hospitalization.

6. **Humanitarian Reassignments not considered within the Purview of this Article**. Requests based on the following reasons only are not considered within the purview of this article and will not be approved:

a. For financial or business reasons (including the operation of family business).

b. For indebtedness.

c. For personal convenience.

d. For the purpose of attending to or assisting persons not identified as immediate family.

e. For the purpose of children in school (exception is made to children requiring specialized education).

f. For part-time employment of member/employment of spouse.

g. Because of the member's physical or mental condition.

h. For settling of estates (use leave/liberty, other family member(s), or a lawyer).

i. For the sole reason of being a single parent. Raising children is considered a long-term situation and should normally be considered for a hardship discharge/parenthood discharge (MILPERSMAN 1910-110 and 1910-124 refer).

j. Because the member has bought or owns a home.

k. The death of a parent where other family member(s) are surviving.

l. The threatened separation, or threatened divorce action, or normal anxiety/depression due to military assignments.

m. Normal pregnancy, threatened miscarriage, breech birth, cesarean section, or RH incompatibility.

7. **No Cost Temporary Duty (TEMDU) Humanitarian Reassignment**. When it is determined that emergency leave will not alleviate the problem, but resolution may be expected within a reasonable period of time, a special temporary reassignment may be authorized for a period up to 6 months. Variance from

assignment policy may be authorized depending on the member's eligibility and nature of the hardship.

a. **Members Serving on Sea Duty**

(1) If a member is within 6 months of prescribed sea tour (PST) completion, early assignment to shore duty at the duty station requested will be considered. If there is no billet in the area desired, the member may be reassigned in excess of billet requirements for a reasonable period of time to TEMDU HUMS. Upon completion of TEMDU HUMS, the member will normally be reassigned for shore duty to another activity where an authorized billet is available.

(2) A member who has more than 6 months remaining on a PST may be reassigned TEMDU HUMS at the desired location in excess of billet requirements for a reasonable time. Upon completion of TEMDU HUMS, reassignment will be either to a sea or shore duty activity. The type of reassignment will be based on the amount of time the member has remaining on the sea tour.

(3) All enlisted members will have their sea duty commencement date (SDCD) adjusted for periods of HUMS assignment.

b. **Members Serving on Shore Duty**

(1) If within 6 months of projected rotation date (PRD), the member may be reassigned to the desired location in excess of billet requirements for a reasonable amount of time, determined on a case-by-case basis, to TEMDU HUMS. Upon completion of TEMDU HUMS the member will normally be reassigned to a sea duty activity.

(2) If more than 6 months from PRD, members may be reassigned to the desired location for completion of the tour if an available billet exists for their rank/rate, designator/NEC, etc.

(3) If no billets exist, members may be assigned TEMDU HUMS in excess of billet requirements for a reasonable time. Upon completion of TEMDU HUMS, members will normally be reassigned to another shore duty activity in an authorized billet if sufficient time remains on their original PRD.

8. **Costed Humanitarian Reassignment**. When there is evidence to indicate that a severe hardship will exist longer than 6 months, authorization of a cost transfer in approved cases will be dependent upon qualifications outlined in this article.

a. **Members Serving on Sea Duty**

(1) If within 6 months of completion of a PST, a member may be reassigned in the area desired for a normal shore duty tour, if an authorized billet is available.

(2) If a member has more than 6 months remaining on PST, consideration may be given for assignment to a special tour for HUMS on a case-by-case basis; however, in such cases an authorized billet must exist for the member in the area desired. Such assignment will be approved only when there is ample evidence the hardship can be resolved in a reasonable period of time.

(3) Upon completion of the special tour the member will be reassigned to either a sea or shore duty activity. The reassignment decision will be based on the amount of time the member has remaining on PST, sea/shore requirements etc.

(4) All enlisted members will have their SDCD adjusted for periods of HUMS assignment.

b. **Members Serving on Shore Duty**

(1) Consideration may be given for an extension beyond the normal tour at the present duty station. Such extensions will be determined on a case-by-case basis, but will not normally exceed 6 months.

(2) Consideration may be given for reassignment to a desired shore activity for the remainder of a normal tour provided there is an authorized billet available in the area desired. When such reassignment is authorized, the member's PRD will be adjusted, if applicable, to allow a minimum of 12 months at the new command.

9. **Indefinite Hardship**. When there is evidence that a severe hardship cannot be resolved within a reasonable period of time such as a year or more, or when the demands of the hardship

situation will not permit members to perform their duties in a proficient manner, they should consider requesting

- a hardship discharge,
- release from active duty,
- retirement (if eligible), or
- resignation,

as appropriate, per MILPERSMAN 1910-110, 1920-080, and 1920-090.

10. **Inter/Intra-Fleet Transfers**. If a member is encountering a hardship that an inter/intra-fleet transfer could resolve, and member is otherwise ineligible for such inter/intra-fleet transfer, member may receive an eligibility requirement waiver under the criteria established for HUMS assignment.

11. **Reassignment while in Limited Duty (LIMDU) Status**. HUMS reassignments will not be approved for members while in accounting category code (ACC) 105 LIMDU status.

12. **HUMS Reassignments beyond Expiration of Active Obligated Service (EAOS)**. Enlisted members may not reenlist or extend while serving on a HUMS assignment without approval from NAVPERSCOM (PERS-40HH).

13. **Procedures for Urgent Hardship Cases**

a. **Emergency Leave**. Emergency leave will normally be authorized for all hardship cases of an urgent nature. When granting emergency leave, especially from overseas, COs should ensure members are aware of the contents of this article and that, in the event they subsequently desire to request HUMS reassignment, they may contact any naval activity in the area of their leave address to request administrative support.

b. **Letter Request**. Message requests are discouraged, as they generally do not contain sufficient information for proper evaluation and determination. Normally, the immediate urgency will be satisfied by granting emergency leave, with instructions to submit a letter request from the member via the naval activity nearest the member's leave address. Commands should review reference (b), chapter 7, part H; and chapter 5, part C; where applicable, in conjunction with emergency leave.

c. **Requests while in Leave Status**. Requests submitted while in a leave status will be submitted to NAVPERSCOM via the CO of any naval activity in the vicinity of the member's leave address. Copies (to include enclosures when required) will be submitted to the member's CO for review and endorsement as appropriate. The CO of the member's parent command is required to endorse a request (message endorsements are acceptable for deployed units).

(1) If the amount of leave granted is insufficient to enable submission of a request for HUMS reassignment, the assisting activity should direct a request for extension of leave to the member's parent command or, in applicable cases, to the next intermediate reporting station as directed in the member's leave authorization or transfer order. **Do not** request leave extensions from NAVPERSCOM.

(2) When a bona fide emergency hardship exists which meets the criteria for reassignment and insufficient time remains to request extension of leave, or further leave would cause the member to be in excess of leave (more than 30 days or in excess of that which could be earned in member's remaining obligated service (OBLISERV)), the assisting command will send a message to the member's parent command with the following information:

(a) A brief, meaningful explanation of the hardship and state,

"unless otherwise directed, the member will be retained on board 15 days in a no-cost temporary additional duty (TEMADD) status pending decision of NAVPERSCOM."

(b) Give effective time and date of retention.

(3) Final determination of a member's retention at an assisting command rests with the member's CO at the permanent duty station.

(4) If retention is authorized, the member will be issued TEMADD orders or an endorsement of present orders, which will include the statement above concerning no-cost.

(5) TEMADD will not exceed 15 days. Every effort will be made to ensure the request is prepared and forwarded in a timely manner. Final disposition will be attempted on each case prior to expiration of leave/departure from leave address or detachment from TEMADD.

(6) If the member does not have service, health, and dental records in possession, **do not** request these from the parent command prior to receiving disposition of the request.

(7) In the case of a disapproved request, the member will be detached in a leave status within 3 working days to return to the parent command or to report to the new duty station. If immediate detachment is not possible (e.g., port calls), all concerned should be notified by message of the reason why the member is not being detached.

(8) This article is not authorization for a CO to issue TEMADD or TEMDU orders to a member for the purpose of proceeding to the area of a hardship and gathering documentation for submitting a request. The member must use leave for that purpose.

14. **Submission of Requests for HUMS**

a. Requests for HUMS reassignment will be addressed as follows:

(1) **Officer**. Will be addressed to the cognizant assignment division within NAVPERSCOM, Career Management Department (PERS-4).

(2) **Enlisted**. Will be addressed to NAVPERSCOM (PERS-40HH).

(3) **Enlisted Full Time Support (FTS)**. Requests from all enlisted FTS members shall be forwarded to NAVPERSCOM (PERS-40HH).

(4) **Mobilized Reservists**. Will be addressed to NAVPERSCOM, Reserve Distribution Division (PERS-46).

b. Required information and formats for requests and endorsements are provided in Exhibits 1 and 2. When service records are not available, necessary information should be obtained by interviewing the member involved. The endorsement

should reflect this. Requests, which are incomplete or contain insufficient information on which to base a decision, will be held in abeyance at NAVPERSCOM until the information is provided and cancelled if not corrected within 60 days.

15. **Supporting Statements Required for Member's Basic Letter Request for HUMS**. Prior to initiating a request for HUMS reassignment, the member will obtain the following statements as enclosures to the basic request. This is not an inclusive list. Each statement made in the request must be backed with a written statement from a professional aware of the hardship.

a. A statement from the immediate family member(s) experiencing the hardship indicating the nature of the hardship and why the member's presence is considered mandatory.

b. Statements from all immediate family member(s) stating what assistance they can/are providing, or reason assistance is unavailable.

c. Statements from one or more responsible citizens who have personal knowledge of the situation.

d. **If illness is involved**, a current (within 2 months) statement is required from the attending physician. Medical terminology within the statement should be defined to a degree sufficient to allow a layman to understand the nature of the illness. The statement must include the **diagnosis** and **prognosis** and, if hospitalization is involved, the probable **length of hospitalization**. If applicable, the life expectancy of the family member concerned should also be included. When mental illness is involved, the physician's statement should include pertinent background information concerning the patient's mental health and the possibility/probability of recurrence at a later date. Allergies suffered by member(s) of the family due to climatic conditions normally will not constitute a basis for a change of assignment. Evaluation will include the following:

(1) Current morbidity/mortality trends for the disease or medical condition.

(2) Prognosis for recovery from the disease or solution of medical condition.

(3) Expected results to be achieved from the assignment and whether the problem can be satisfactorily resolved without assignment.

e. If the request is based upon a physically or mentally handicapped dependent, the sponsor will be counseled to consult with the local health benefit counselor (HBC) at the nearest naval medical center (or medical center of service involved if treatment is other than Navy). The HBC can work with the attending physician(s) to determine where treatment or special schooling prescribed can be obtained. In all such cases, a statement from the HBC will also be included. Commands should ensure members are briefed that HBCs are available to assist them. Reference (a) provides guidance as to long-term problems involving handicapped dependents.

f. Where applicable, statements are to be forwarded from social workers who have investigated the home situation. If necessary and appropriate, commands should initiate such investigations through the local health welfare agency or the American Red Cross.

g. If the hardship involves divorce action and/or custody of dependent children, a current statement from the attorney involved, indicating court dates, if applicable, and a copy of all previous and current separation, divorce, and custody documents will accompany the request.

h. If release from active duty or resignation is requested, statements of prospective employment and current financial situation will be included.

i. Statements from law enforcement agencies, schools, lawyers, etc., will be included as the request warrants.

16. **Contents of Member's Basic Letter Request for HUMS**. The basic request will be submitted in naval letter format to include enclosures as indicated in Exhibit 1

a. Paragraph and subparagraph headings will be included in all cases.

b. If information is not available or not applicable, indicate so under the appropriate heading.

c. If the member is in a leave status and the service record is not available, copies, for the purpose of submission, will be completed by interviewing the member concerned and a notation made to this effect.

d. The basic request must contain the following information:

(1) The locality where the assignment is requested and type of assignment being requested.

(2) A description of the hardship/humanitarian problem.

(3) A detailed description of what has been done to alleviate this hardship/humanitarian problem, prior to submission of this request.

(4) A brief statement or plan outlining how reassignment of the member will either alleviate or resolve the hardship/humanitarian problem to allow the service member to return to normal rotational pattern.

(5) The names, addresses, and ages of the member and member's family member(s).

(6) The names, addresses, ages, and relationship of all other immediate family member(s). (This includes parents, brothers, and sisters regardless of location.)

(7) The location of household goods (HHG) and rough estimate of total weight.

(8) The attending physician's name, area code, and telephone number.

(9) The dates of any previous requests for reassignment for HUMS and/or hardship discharge.

(10) A statement as to whether or not a hardship discharge is requested in the event the request for HUMS reassignment is not approved. (Ensure that member is briefed on the provisions of MILPERSMAN 1910-110, 1920-080, and 1920-090.)

(11) Location of records and personal effects.

(12) Telephone number where member can be contacted.

17. **Enclosures to be forwarded with Member's Basic Letter Request**. In addition to the statements required in para. 15, the following enclosures will be attached to the basic request: (If member is in a leave status and the service record is not available, copies, for the purpose of submission, shall be completed by interviewing the member concerned and notation made to this effect.)

a. An **up-to-date**, **signed** NAVPERS 1070/602 (Rev. 7-72), Dependency Application/Record of Emergency Data.

b. Complete copies, with all enclosures, of any previous hardship discharge.

18. **CO's Endorsement**. The CO's endorsement will be submitted in the format indicated in Exhibit 2 and must contain the following information. Requests, which are incomplete or contain insufficient information on which to base a decision, will be held in abeyance up to 60 days at NAVPERSCOM until the information is provided or the package is cancelled. By Direction is not authorized for CO endorsements.

a. A definite recommendation, i.e., approval, disapproval, for consideration, etc.; or, if in the CO's opinion, assignment to TEMDU HUMS and/or assignment for HUMS is not the answer to the problem, recommendation as to the proper course of action. The member's performance of duty should not be the basis for recommending approval/disapproval, nor is that factor considered by the board.

b. A brief synopsis of applicant's case and any new information not contained in the applicant's request which the CO has learned by personal interview or other contact.

(1) Include a statement as to what assistance has been provided by the command and local Navy and civilian agencies, i.e., clergy, social workers, HBC, Navy Wives Club, Navy Relief, American Red Cross. Ensure these agencies, when appropriate, have been contacted to give assistance.

(2) Provide information if member has required previous special consideration/leave, etc., due to this problem or similar circumstances.

c. Applicant's disciplinary status or pending disciplinary action. Cases of members awaiting disciplinary action will be held in abeyance by NAVPERSCOM until disciplinary action has been resolved.

d. Applicant's current duty status, i.e., on board for duty, on board in a leave status, on board for further assignment or for further transfer, etc.

e. Miscellaneous personal data to include date member reported on board present duty station, date reported aboard assisting command (if applicable), active duty service date (ADSD), and PRD. If service record not available, obtain data by interviewing member involved and so indicate in this paragraph. **NOTE**: For enlisted members ensure EAOS, SDCD, and shore duty commencement date (SHDCD) is included.

f. If on leave, give date leave commenced and date, time, and place of expiration; estimated time and date of departure from leave address in order to comply with leave orders; leave address; area code and telephone number where applicant may be reached; whether or not leave extension requested; and status of request. Provide statement of current leave balance. **NOTE**: If applicant is not on leave, but granting leave is anticipated, include the above data.

g. Information concerning OBLISERV remaining as a result of advancement, school, etc., if any.

h. Homeport or permanent duty station.

i. Activity dates such as dates of forthcoming deployments, completion of deployment, etc. Do not classify endorsement, use approximate dates if necessary.

j. Whether or not the command assisting in submission of the request has facilities to effect separation of member, and if not, the nearest separation activity that could effect separation.

k. If applicant desires consideration for hardship discharge, include a breakdown of earnings and withholdings from current pay record.

l. Name and telephone number (DSN/Commercial with area code) for point of contact (POC).

19. **Request for Reconsideration**. If the member desires reconsideration of a disapproved request, a formal letter request from the member with command endorsement and additional substantiating documentation is required. Disapproved requests will be on file with NAVPERSCOM for a period of 6 months. Reconsideration requests need not contain documents submitted with original request if the 6-month period has not passed.

20. **Request for Assignment on Permissive Orders**. Members whose request for transfer at government expense cannot be approved may request an assignment on permissive orders. Such requests, with substantiating documents, should indicate expected period of hardship, whether the transfer will alleviate the hardship, whether the duty station is within commuting distance of the place where the hardship exists, and that member agrees to bear all expenses involved.

21. **Assignment Procedures**

a. **TEMDU HUMS Orders**. Members who receive reassignment on a permanent change of station (PCS) basis under the provisions of this article, but do not qualify for directive travel orders, will be issued no-cost travel authorizations. Since assignment to TEMDU HUMS is at the member's request and is for the member's own convenience, travel authorizations to TEMDU HUMS are on a permissive (no-cost to the government) basis. The following applies to the issuance of TEMDU HUMS orders:

(1) No dislocation allowance is authorized.

(2) Dependent travel will be at the member's expense, not subject to reimbursement.

(3) Travel authorizations will not authorize the member to ship HHG at government expense.

(4) Transfers must be effected during a period of leave and no proceed or travel time is authorized.

(5) Members serving on TEMDU HUMS will not be authorized per diem at their TEMDU stations.

(6) All travel authorizations for TEMDU HUMS will contain the following statement:

"THIS PERMISSIVE TRAVEL ORDER IS ISSUED WITH THE UNDERSTANDING THAT YOU WILL NOT BE ENTITLED TO REIMBURSEMENT FOR TRANSPORTATION, PER DIEM, OR MISCELLANEOUS EXPENSES IN CONNECTION WITH EXECUTION. IF YOU DO NOT DESIRE TO BEAR THESE EXPENSES PERSONALLY, YOU MAY CHOOSE NOT TO EXECUTE THIS PERMISSIVE TRAVEL ORDER AND IT WILL BE CONSIDERED CANCELED."

b. **Directive (Cost) Orders**. Directive (cost) orders will be issued when a member is being permanently reassigned and the following conditions are met:

(1) The member is being assigned to a vacant billet requiring member's rank/rate or designator/Navy Enlisted Classification (NEC) code.

(2) The member has been assigned at the current duty station 1 year or more.

22. **Extension of TEMDU HUMS**. Requests for extension of TEMDU HUMS will be granted on a case-by-case basis. Requests must be submitted at least 1 month prior to expiration of current TEMDU HUMS assignment and will utilize the same format prescribed above. They will be forwarded by the command to which the member is attached for TEMDU HUMS, to NAVPERSCOM. It is essential that included substantiation be current. An availability report will be enclosed with the extension request.

23. **Administration of Members on TEMDU HUMS**

a. Activities receiving members on board for TEMDU HUMS will enter them immediately on the personnel diary per reference (c), in a TEMDU status.

b. When the hardship ceases to exist or has been alleviated before completion of the period of TEMDU assigned, the activity to which the member is assigned for TEMDU HUMS will promptly submit an availability report to NAVPERSCOM as appropriate.

24. **Members on TEMDU HUMS Desiring to Remain on Active Duty**

a. **Officers**. Officers who desire to remain on active duty will forward their requests to NAVPERSCOM (assignment officer), via their COs, 6 weeks prior to completion of the assignment. **NOTE**: Unless the hardship, which generated the TEMDU HUMS, has been alleviated or has ceased to exist, retention on active duty will normally not be authorized.

b. **Enlisted**. Enlisted members will not be allowed to reenlist or voluntarily extend their enlistment unless specifically authorized by NAVPERSCOM.

(1) This restriction is applicable to members whose enlistment, or enlistment as extended, expires within 6 months after PRD of TEMDU HUMS assignment. Prior to obligating for further assignment, such members must be authorized per the following:

(2) Members who desire to reenlist or extend their enlistment shall forward their requests to NAVPERSCOM (PERS-40HH), via their CO, 6 weeks prior to completion of assignment.

(3) Unless the hardship, which generated the TEMDU HUMS, has been alleviated or has ceased to exist, reenlistment or extension will normally not be authorized.

(4) When NAVPERSCOM has directed the CO to make a NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry, stating that a member's record is to be flagged and that member is not to be reenlisted or extended on active duty without prior NAVPERSCOM (PERS-40HH) approval, the following applies:

(a) Such an entry does not automatically preclude the member's reenlistment, but is intended to require NAVPERSCOM to reevaluate cases, which involve hardships of sufficient duration to jeopardize the member's future assignability.

(b) If the member does not desire reenlistment and is separated at EAOS, COs shall ensure that reenlistment code RE-4 is issued unless otherwise directed by NAVPERSCOM.

25. **Reassignment of Members at Expiration of TEMDU HUMS**

a. Members on TEMDU HUMS will be considered for reassignment approximately 1 month prior to the scheduled completion of their temporary assignments.

b. Six weeks prior to the member's HUMs expiring, activities will interview the member to determine if the hardship has been resolved before submitting an availability message to NAVPERSCOM.

c. Members coming off TEMDU HUMS will be considered immediate rollers and must select from priority billets as offered by the member's rating assignment detailer. If servicemembers coming off TEMDU HUMS orders fail to accept orders offered by their detailer within 30 days of Avail Date, the detailer will issue "Needs of the Navy Orders" for immediate transfer to a valid billet per Sea/Shore Rotation and other current directives.

EXHIBIT 1

BASIC LETTER FOR HUMS REASSIGNMENT/EXTENSION
(Use the proper letter format containing the following.)

From:
To: Navy Personnel Command (PERS-40HH for enlisted members, PERS-4 for officers)
Via: Commanding Officer,

Subj: REQUEST FOR REASSIGNMENT/EXTENSION FOR HUMANITARIAN REASONS (HUMS)

Ref: (a) MILPERSMAN 1300-500

Encl: (1) Copy of updated NAVPERS 1070/602 (Rev. 7-72), Dependency Application/Record of Emergency Data
(2) Complete copies with all enclosures of any previous requests submitted for HUMS reassignment or hardship discharge (if applicable)

(List all letters/documents as individual enclosures.)

1. Request: It is requested that I be assigned/extended in the area of ( ) for (temporary duty (TEMDU) humanitarian reasons (HUMS)/normal tour of shore duty/special shore tour) for the reasons indicated below:

a. Description of hardship: (A complete and meaningful description of the hardship without reference to enclosures, which ensures that all information addressees are adequately advised of the existing hardship.)

b. Description of action taken: (A detailed description of what has been done to alleviate this hardship/humanitarian problem, prior to submission of this request.)

c. How applicant expects to alleviate or resolve the hardship if request is approved: (A brief statement outlining how reassignment of the member will either alleviate or resolve the hardship/humanitarian problem.)

EXHIBIT 1 (Continued)

2. Necessary information to facilitate decision:

a. Names, addresses, and ages of the member and dependent(s).

b. Names, addresses, and ages of all other immediate family member(s): (Parents, brothers, and sisters are to be listed regardless of location.)

c. Location of household goods and rough estimate of total weight.

d. Member’s work and home area code and telephone number.

e. Attending physician's name, area code, and telephone number.

f. Dates of any previous requests for reassignment for HUMS and/or release from active duty, or resignation for HUMS.

g. "I understand that if my request for TEMDU HUMS is granted, my assignment will be effected at no cost to the government and I am aware of the restrictions stated in MILPERSMAN 1300-500."

h. Hardship discharge statement: (For enlisted members not eligible for retirement)"Having been briefed on the contents of MILPERSMAN 1910-110 and 1920-200, I desire/do not desire release from active duty should this request for reassignment/extension for HUMS be denied."

(or)

For Officers not eligible for retirement: "Having been briefed on the contents of MILPERSMAN 1910-110 and 1920-200, I desire/do not desire resignation should this request for reassignment/extension for HUMS be denied."

(or)

If member has sufficient military service that would allow retirement, transfer to the Fleet Reserve, or is within

EXHIBIT 1 (Continued)

6 months of eligibility for retirement or transfer to the Fleet Reserve include statement: "I desire/do not desire consideration for retirement or transfer to the Fleet Reserve should this request for reassignment/extension be denied."

i. Include application for retirement or Fleet Reserve as an enclosure if member desires consideration.

j. Location of records and personal effects.

3. PRIVACY ACT STATEMENT:

The authority to request this information is derived from 5 U.S.C. 301 and departmental regulations. The purpose of this request is to request transfer and/or discharge due to dependency or hardship reasons. The information is used to determine approval or disapproval for the requested status. The application is completely voluntary; however, failure to provide the required information will result in an inability to process the request and the member will not be able to receive the requested status.

_____
Member's Signature

Copy to: (Commanding Officer, if request submitted while in a leave or TEMADD status.)

EXHIBIT 2

CO's ENDORSEMENT OF HUMS REASSIGNMENT/EXTENSION REQUEST
(Use the proper letter format containing the following.)

FIRST ENDORSEMENT on (Basic letter - completely identified.)

From: Commanding Officer,
To: Navy Personnel Command (PERS-40HH for enlisted members, PERS-4 appropriate detailer for officers)

Subj: REQUEST FOR REASSIGNMENT/EXTENSION FOR HUMANITARIAN REASONS (HUMS)

1. Commanding officer’s (CO's) recommendation. A definite recommendation (i.e., approval, disapproval, for consideration, etc.). If, in the CO's opinion, assignment to temporary duty (TEMDU) humanitarian reasons (HUMS) and/or assignment for HUMS is not the answer to the problem, a recommendation as to the proper course of action should be provided. The member's performance of duty should not be the basis for recommending approval/disapproval, nor is that factor considered by the board.

2. CO's synopsis, assistance provided thus far, and other pertinent information. A brief synopsis of member's case and any new information not contained in the member's request, which was obtained from the CO's personal interview or other contact. Include a statement as to what assistance has been provided by the command and local Navy and civilian agencies (i.e., clergy, social workers, health benefits counselor (HBC), Navy Spouses Club, Navy Relief, American Red Cross, etc.). Ensure that these agencies, when appropriate, have been contacted to give assistance. Provide information if the member has required previous special consideration/leave, etc., due to this problem or similar circumstances.

3. Member's disciplinary status or pending disciplinary action. Cases of members awaiting disciplinary action will be held in abeyance by Navy Personnel Command (NAVPERSCOM) until disciplinary action has been resolved.

4. Member’s current duty status (i.e., on board for duty, on board in a leave status, on board for further assignment or for further transfer, etc.

EXHIBIT 2 (Continued)

5. Miscellaneous personal data. If service record is not available, obtain data by interviewing member involved and so indicate in this paragraph.

a. Permanent duty station and date member reported on board, date member reported on board assisting command, or terminated leave (if applicable). Activity long title and unit identification code (UIC) of assisting command (if applicable).

b. Active duty service date (ADSD):

c. Projected rotation date (PRD):

d. Leave data. If on leave, give date leave commenced and date, time, and place of expiration; estimated time and date of departure from leave address in order to comply with leave orders; leave address; area code and telephone number where member may be reached; whether or not leave extension has been requested; and status of request. If member is not on leave, but granting leave is anticipated, include the above data. Provide a statement of current leave balance.

e. Homeport or permanent duty station of ship or unit.

f. Activity data. If applicable, provide dates of forthcoming deployments or completion of deployments, changes in homeports, etc. Restrict to UNCLASSIFIED information only.

g. Separation activities. Whether or not the command assisting in the submission of the request has facilities to effect separation of the member and if not, the nearest separation activity.

h. Financial statement. If applicant desires consideration for hardship discharge, include a breakdown of earnings and withholdings from current pay record.

i. Point of contact (POC). Name, telephone number (DSN/Commercial with area code), and E-Mail address.

C. WIRTZ
(CO’s Signature)

MILPERSMAN 1300-600

TWILIGHT TOURS

Responsible Office	NAVPERSCOM (PERS-40)	Phone Toll Free	1-800-U ASK NPC

1. **Purpose**. This article sets forth eligibility criteria for requesting assignment to the area of member's choice, for the last tour of active duty, for members who will complete 30 or more years active duty at the completion of that tour.

2. **Eligibility**

a. **Officers**. Officers eligible for voluntary non-disability retirement per MILPERSMAN 1810-020, with 27 or more years service, are eligible for assignment under the provisions of this article.

b. **Enlisted**. Enlisted members eligible for voluntary non-disability retirement per MILPERSMAN 1810-010 (i.e., who will complete either 30 years active duty day-for-day or 30 years active service computed by including constructive service, less minority enlistment constructive service credit, earned prior to 1 January 1978) are eligible for assignment under the provisions of this article. Enlisted personnel with more than 27 years of service who have not requested a twilight tour may do so.

(1) Members previously transferred to the Fleet Reserve, who are serving on active duty, are placed on the Retired List without application per MILPERSMAN 1820-010.

(2) Fleet Reservists on active duty are ineligible for reassignment under the provisions of this article even though they have been on continuous active duty for their entire period of service.

(3) Members approaching retirement eligibility who are currently serving a tour of overseas duty are cautioned that requirement to complete the Department of Defense (DOD) area tour may disallow their eligibility to request a twilight tour, if it will result in exceeding 30 years and their rate/rating is not approved for retention beyond 30 years.

3. **Choice of Assignment**. Although needs of the Navy must prevail, members may request assignment to the geographic area of their choice (specific cities, localities, or units may be identified). Overseas areas may be requested; however, members will be required to complete the applicable DOD accompanied or all others tour for the area to which assigned.

a. **Officers**: The final tour of duty prior to retirement should reflect personal preference, provided a billet requirement exists in the area requested.

(1) Normally, assignments will be to duty at sea or overseas (except when officers are completing normal tours of shore duty and their services are required at sea or overseas).

(2) Officer shortages preclude assignment in excess of allowance.

b. **Enlisted**: The final tour of duty prior to retirement should reflect personal preference, provided a billet requirement exists in the area requested. Members will be assigned per their normal sea/shore rotation to an activity within the geographic area of their choice, provided a requirement for their rate/rating is available.

NOTE: Detailers are authorized to make a one-paygrade substitution between the member's paygrade and the requirement in making such assignments.

4. **Request Procedures**

a. **Regular Navy**. Members eligible for voluntary retirement who desire reassignment under the provisions of this article shall submit applications for retirement as prescribed in MILPERSMAN 1810-010 and 1810-020 as applicable.

(1) Officer requests for reassignment shall be submitted via NAVPERS 1301/85 (Rev. 04-02), Officer Personnel Action Request.

(2) Enlisted requests for reassignment shall be submitted via NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request.

(3) Requests should be forwarded at least 9 months, but no more than 12 months, in advance of the requested commencement of twilight tour.

b. **Reserve.** Members designated as Full Time Support (FTS) who will complete at least 30 years active duty service, and desire reassignment under the provisions of this article, must submit applications for transfer to the Fleet Reserve as prescribed in MILPERSMAN 1830-040.

(1) Requests for reassignment shall be submitted in letter format and forwarded as an enclosure to the member's request for transfer to the Fleet Reserve (copy to Commanding Officer, Naval Reserve Personnel Center, Code 30).

(2) Requests should be submitted at least 9 months, but no more than 12 months, in advance of the desired commencement of the twilight tour.

5. **Commanding Officer (CO) Responsibility**. COs shall promptly forward all requests from eligible members submitted per this article to Navy Personnel Command (NAVPERSCOM) (applicable detailer).

a. **Enlisted High Year Tenure (HYT) Waiver.** Approval of twilight tours beyond 30 years require a separate NAVPERS 1306/7 requesting a HYT waiver for the amount of time a member will exceed 30 years. If a HYT waiver is denied, the twilight tour request will not be granted.

b. **Questionable Eligibility.** Should doubt exist as to the member's eligibility, the request will be promptly forwarded and a determination will be made by NAVPERSCOM (applicable detailer). If the CO's endorsement recommends disapproval of such request, the reason for such recommendation must be stated in the endorsement to assist NAVPERSCOM (applicable detailer) in making a decision.

6. **Cancellation or Modification of Date of Retirement**. Requests for cancellation or modification of date of retirement, or requests for retention on active duty in a retired status, submitted by members who have been reassigned under the provisions of this article will not normally be approved.

NOTE: Only in exceptional circumstances involving severe hardship or critical designator/rating shortage will Secretary

of the Navy (SECNAV) revise the date of retirement, or NAVPERSCOM retain retired personnel on active duty.

MILPERSMAN 1300-700

EXCEPTIONAL FAMILY MEMBER (EFM) PROGRAM

Responsible Office	NAVPERSCOM (PERS-451X)	Phone:	DSN	882-2435
			COM	(901) 874-2435
			FAX	882-2629

References	(a) SECNAVINST 1754.5B (b) OPNAVINST 1754.2C (c) DOD Instruction 1315.19 (d) Uniform Code of Military Justice (UCMJ) (e) Individuals with Disabilities Education Act (IDEA) (f) BUMEDINST 1300.2A

1. **Policy**. Detailing authorities are sensitive to hardships that confront Navy families, and difficulties imposed by the long absence of members from their families.

a. When a Sailor's family is identified as having a chronic medical, mental health, or special education need, the member will enroll the family member in the Exceptional Family Member (EFM) Program. Chronic conditions for EFM Program purposes are those conditions expected to last 6 months or longer. Some conditions may warrant temporary enrollment lasting 6-12 months.

b. Enrollment in the EFM Program is mandatory. The individual enrolled must be an authorized (enrolled in Defense Enrollment Eligibility Reporting System (DEERS)) family member who resides with the member (unless on an unaccompanied tour) and who has a chronic medical, mental health, or educational condition requiring more than routine primary care. Enrollment helps ensure the availability of required medical and educational services at future assignment locations. The EFM Program is a detailing tool that ensures service availability but **cannot** validate the quality of those services. Additional information regarding the EFM Program can be found in references (a), (b), and (c).

c. The location and timing of a member's assignment will be carefully managed while enrolled in the EFM Program. Officer

and enlisted detailers will work with the Navy member to develop a career path that permits normal sea/shore rotations.

d. While not always feasible, every attempt will be made to coordinate the Sailor's career progression needs with the special needs of the family member. The EFM Program **does not** preclude members from:

- sea duty,
- normal sea/shore rotation,
- unaccompanied assignments,
- Global War on Terrorism (GWOT) Support Assignments (GSA),
- standing watches, or
- performing normally assigned duties.

e. Ultimate responsibility for enrolling in the EFM Program rests with the member. Per reference (c), Sailors failing to enroll or knowingly providing false information are subject to articles 92 and 107 of reference (d).

2. **Background**

a. EFM Program was established in compliance with reference (e) and Department of Defense (DOD) policy which requires early intervention, special education, and related services for children with disabilities attending, or eligible to attend, DOD schools overseas.

b. In September 1988 the Navy expanded the EFM Program **to include all authorized family members** (spouse, child, stepchild, adopted child, foster child, or dependent parent) residing with the member who have a:

- physical, intellectual, or emotional disability; or
- long-term chronic medical condition that requires special medical or educational services.

c. The EFM Program

- confirms the availability of medical, early intervention, or special education services at overseas locations;
- ensures availability of medical services at isolated continental United States (CONUS) locations;
- identifies members requiring assignment to CONUS facilities adjacent to major medical facilities; and
- identifies members eligible for homesteading.

3. **Enrollment Procedures**. Members shall enroll eligible family members using:

- DD 2792 (11-06), Exceptional Family Member Medical Summary and appropriate addenda; and
- DD 2792-1 (11-06), Exceptional Family Member Special Education/Early Intervention Summary.

Forms are available from the command point of contact (POC) or the medical treatment facility (MTF) EFM Program coordinator, who will assist the member with the enrollment process.

- DD 2792 is available on the Internet at **http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2792.pdf**
- DD 2792-1 is available at **http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2792-1.pdf**

a. DD 2792 Application. Demographic information will be completed and signed by the member, spouse, or guardian of minor children and verified by an MTF EFM Program coordinator. Personal notes and/or additional information may be included.

(1) (Medical Summary). To be completed and signed by a military or civilian medical provider if the family member has a physical disability or long-term chronic medical condition. A signed Medical Summary **must be** included for all children, even when no medical condition is apparent.

(2) Addendum 1 (Asthma/Reactive Airway Disease Summary). To be completed and signed by a military or civilian medical provider if the family member has a history of asthma or

reactive airway disease. Mark **N/A** across addendum if no asthma/reactive airway disease exists.

(3) Addendum 2 (Mental Health Summary). To be completed by a military or civilian mental health provider if the family member has a history of mental health conditions. Mark **N/A** across addendum if no mental health condition exists.

b. DD 2792-1 (Special Educational/Early Intervention Summary). To be completed and signed by an early intervention or school official.

(1) A legible copy of the current Individualized Family Service Plan (IFSP), Individualized Education Plan (IEP), or Section 504 plan **must be** submitted.

(2) A letter or report from the school may be included.

(3) If enrolling a school-age child with medical needs only, the school must endorse the appropriate section of DD 2792-1 to verify that special education is not required.

(4) DD 2792-1 is required for all dependent children ages 3-18.

c. Members must review the forms and addenda prior to signature to ensure the information is accurate and complete, and retain a copy for future update requirements.

d. If the member is stationed within an area serviced by an MTF, the MTF EFM Program coordinator will forward the forms, addenda, and any accompanying documents, after reviewing them for accuracy and completeness, to the appropriate Central Screening Committee (CSC).

e. If the member is stationed within an area not serviced by an MTF and a civilian health care provider completes the forms, the member may forward the EFM forms directly to the appropriate CSC. Forms **should not** be sent directly to Navy Personnel Command (NAVPERSCOM), Exceptional Family Member Program (PERS-451X).

4. **Submission Procedures**. EFM enrollment applications will be forwarded to one of the following CSCs based on the EFM's current place of residence.

a. For members with EFMs who reside **east of the Mississippi**; **in the European**, **South American, Middle Eastern**, **and African areas**; **and in the Atlantic/Caribbean region**:

EFM Central Screening Committee (Code 0465C)
Exceptional Family Member Program
Naval Medical Center
620 John Paul Jones Circle
Portsmouth, VA 23708-5900

b. For members with EFMs who reside **west of the Mississippi in CONUS, Canada, and Alaska**:

EFM Central Screening Committee
Naval Medical Center (Code CGH)
34520 Bob Wilson Drive
San Diego, CA 92134-2102

c. For members with EFMs who reside in **countries in the South Pacific**, **Asia**, **and Hawaii**:

EFM Central Screening Committee
U.S. Naval Hospital Yokosuka
PSC 475, Box 1, Code 342
FPO AP 96350-1600

d. MTF health care providers will refer family members for EFM Program enrollment whenever a condition is identified that warrants enrollment (reference (f) contains a list of enrollment conditions although it is not all inclusive). This may occur during routine health care, suitability screening, or when an individual self-identifies a condition.

e. The CSC will promptly review the EFM applications, recommend enrollment/non-enrollment and an EFM category, and forward the application to NAVPERSCOM (PERS-451X) for final action.

f. Further program guidance and general information can be obtained by contacting the EFM Program manager at the following address and phone numbers:

Navy Personnel Command
Exceptional Family Member Program (PERS-451X)
5720 Integrity Drive
Millington, TN 38055
Toll Free: 1 (866) 827-5672
COMM: (901) 874-2435
DSN: 882-2435

g. Questions regarding assignments and orders must be addressed to the member's detailer.

5. **Categories**. The CSC validates that enrollment is appropriate and recommends one of the following categories:

a. **Category 1 (enrollment for monitoring purposes)**: The EFM needs are not severe, but warrant enrollment in the event of an acute exacerbation. This category generally does not preclude accompanied tours overseas or to remote duty assignments in CONUS. Family members must complete overseas screening or remote duty screening as appropriate.

b. **Category 2 (limited overseas/remote CONUS assignments)**: Care is usually available at most locations, except for some isolated CONUS/overseas areas. Family members must complete overseas screening or remote duty screening as appropriate.

c. **Category 3 (no overseas assignments)**: The EFM’s medical or educational needs preclude assignment to overseas locations. Billets should be near an MTF or an area with an extensive TRICARE network.

d. **Category 4 (major medical areas within CONUS only)**: The EFM’s medical condition requires assignment to billets near major medical facilities. Billets should be near a major MTF or an area with an extensive TRICARE network.

e. **Category 5 (Homestead Program)**: The family member's needs are complex, and permanent change of station (PCS) moves that disrupt continuity of care could jeopardize the EFM's health. Member should receive long-term assignment to an area

that can support multiple sea/shore rotations. The Chief of Naval Operations (CNO) designated homestead areas are

- Norfolk, VA;
- San Diego, CA;
- Bremerton, WA;
- Jacksonville, FL; and
- Washington, DC.

Several other areas exist that may be able to support homesteading for specific ratings. Only a few exceptions exist to justify moving EFM's from a homestead area.

f. **Category 6 (temporary category)**: The EFM’s condition requires a stable environment for 6-12 months due to treatment or ongoing diagnostic testing. This category also applies to those who have been identified through overseas screening as having chronic needs, but have not submitted an enrollment package. EFMs in this category should not be moved unless an update package is received or a move is absolutely necessary. In some cases the servicemember's current orders may need to be modified (i.e., extending the current PRD). Category 6 EFM's must be updated every 6-12 months versus the normal 3 years for categories 1-5.

g. Assignments are based on the information contained in the application. Information in the application needs to be current and accurate to ensure an appropriate category is assigned.

h. The CSC forwards the applications to NAVPERSCOM (PERS-451X).

6. **Final Process**. NAVPERSCOM (PERS-451X) EFM Program Manager will do the following:

a. Review the application category recommendation made by the CSC and consolidate with all other available information.

b. Flag the detailing record, which notifies the detailer of EFM status.

c. Review the EFM file when PCS orders are proposed to ensure the availability of services at the assignment location.

7. **Updating Enrollments**. Enrollment updates are due every 3 years from the date the enrollment application is approved by NAVPERSCOM. Exceptions are as follows:

a. Category 6 (temporary category) must be updated within 1 year of enrollment.

b. There is a change in medical diagnosis or new diagnosis.

c. There is a change in early intervention or special education needs.

d. If an update is due at the time of a projected rotation date (PRD), initiate the update at least 9 months prior to PRD.

8. **Disenrollments**. Disenrollment may be requested when any of the following situations occur:

a. Special medical, early intervention, or educational services are no longer required for a family member as validated by a physician/school official. Medical and mental health conditions must be in remission for a minimum of 3 years with no more than routine primary care for disenrollment. A completed DD 2792 and DD 2792-1 (as applicable) submitted through the MTF EFM Program coordinator is required when the enrolling condition no longer exists.

b. In the event of divorce, loss of custody, or death of the EFM. A serialized letter on command letterhead should be forwarded to the local coordinator. Required information includes:

- the first name and relationship to the sponsor of the EFM (in case of multiple EFMs or step-children)
- the type of document cited (divorce decree or custody order signed by a judge, death certificate, or other official documentation that shows change in dependency status)
- effective date of the change
- in cases involving children, indicate who has residential custody of the EFM

Separation from a spouse is not grounds to disenroll from the EFM Program. Disenrollment for divorce can only be completed upon final dissolution of divorce.

c. In all cases ensure that an updated NAVPERS 1070/602, Dependency Application/Record of Emergency Data is prepared IAW MILPERSMAN 1070-270.

9. **Family Members Identified after Issuance of Orders**

a. If NAVPERSCOM assignment orders were already issued, overseas/remote duty suitability screening is conducted concurrent with EFM enrollment per reference (f).

b. If suitability screening cannot be completed prior to the member’s scheduled transfer date, the member's command shall notify NAVPERSCOM:

- Career Management Department (PERS-4),
- Enlisted Distribution Division (PERS-40),
- Distribution Management and Procedures Branch (PERS-451), and
- appropriate detailer

via BUPERS online (BOL) or by message for those commands without BOL access and request the orders be held in abeyance pending completion of overseas/remote duty suitability screening. The message will indicate whether or not EFM application has been submitted, and its status.

10. **Early Return of EFMs**. When an EFM is identified overseas or at a remote duty location, requests for early return/reassignment of the member and family must be initiated when the medical or educational condition exceeds the availability of required services at the overseas/remote duty location. Refer to MILPERSMAN 1300-306 for additional information.

11. **Humanitarian Assignments**: In the event a hardship affecting immediate family members requires more time than emergency leave can provide, a servicemember has the option of applying for a Humanitarian Assignment (HUMS). EFM Program enrollment must be initiated prior to submission of a HUMS request if the hardship involves one of the Sailor's bona fide dependents. Refer to MILPERSMAN 1300-500 for additional information.

MILPERSMAN 1300-800

TRANSFER OF PERSONNEL TO OPERATIONAL DUTY (OPERATIONAL SCREENING)

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: DSN COM FAX	882-3523 (901) 874-3523 882-2647
	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-3156 874-3156 N/A

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUMEDINST 1300.2A (b) NAVMED P-117, Manual of the Medical Department (c) SECNAVINST 1850.4E (d) SECNAVINST 5300.30D

1. **Purpose**. To establish the requirement for commanding officers to perform an operational screening after a member in their command receives permanent change of station (PCS) orders to operational duty.

2. **Policy**. Operational screening determines suitability of Sailors transferring to Type 2 or 4 duty (enlisted) and Type C or D duty (officer). This does not alleviate the requirement to complete overseas screening per MILPERSMAN 1300-300. For Sailors transferring to Type 4 or D duty and found unsuitable due to a medical condition, once overseas screening has been reported per MILPERSMAN 1300-300, commands are directed to report unsuitability findings utilizing Exhibit 1 of this article.

a. The responsibility for operational screening lies with the Sailor's parent command. Screening Military Treatment Facility (MTF) responsibilities are outlined per references (a) and (b). Parent commands will ensure operational screenings are completed and reported per reporting requirements in para. 3.

An operational screening must be completed no later than 30 days after a Sailor is under orders to operational duty.

b. For enlisted members transferring to an operation command (type 2) within their first year of active duty, the Navy's entrance physical examination will be considered to satisfy the requirement for an operation screening. Overseas screening, per MILPERSMAN 1300-300, is still required to be completed for all orders to Type 3, 4 or 6 duty.

c. All officers assigned to Type/TAC 2/C will complete an operational screening prior to transferring to the operational unit. Overseas screening, per MILPERSMAN 1300-300, is still required to be completed for all orders to Type 3, 4 or 6 and TAC O and D (except HI and AK) duty.

d. For Sailors who have been disqualified from any program (e.g., submarine, nuclear, air crew duty etc.) due to medical limitations and are requesting conversion, an operational screening must be completed prior to any conversion/lateral transfer request being considered. Ensure submarine disqualification or medical waiver process has been completed prior to submission of the operational screening report.

3. **Reporting Requirements**. For enlisted personnel found able to return to duty after temporary limited duty (TLD) or "Fit for Continued Naval Service" by the Physical Evaluation Board (PEB), responsibilities are outlined per MILPERSMAN 1306-801 and reference (a).

a. For medical limitations identified during operational screening, the screening MTF must forward a suitability inquiry for the Sailor to the medical officer for the operational platform to ensure the condition will not interfere with the Sailor's ability to perform in the operational environment per this article and reference (a).

b. If a delay in operational screening is anticipated, notify the gaining command and Navy Personnel Command (NAVPERSCOM) Enlisted Distribution Division (PERS-40BB) (for enlisted), or the applicable officer detailer, utilizing Exhibit 1 with a "status pending" message stating the reason for delay and anticipated completion date.

c. For Sailors found **Suitable**, the transferring command will document suitability screening using Exhibit 2 and attach to transfer package.

d. For Sailors found **Unsuitable**:

(1) The transferring command will notify the gaining command and NAVPERSCOM (PERS-40BB) for enlisted or the applicable officer detailer using Exhibit 3.

(2) Ensure report of unsuitability contains the following:

(a) Detailed reason(s) for the finding to include ICD-9 code(s).

(b) Recommendations from the screening MTF regarding medical limitations, prognosis, and indicated administrative actions (e.g., placement on TLD and referral to PEB).

(c) Recommendation from the commanding officer.

4. **NAVPERSCOM Action**. Upon receipt of an unsuitable for operational duty message, NAVPERSCOM (PERS-40BB) will place the Navy Enlisted Classification (NEC) code "0090" (Not Operationally Suitable) in the Sailor's Enlisted Master File (EMF).

a. **For enlisted Sailors**, disposition recommendations will come from the respective detailer and enlisted community manager (ECM). NAVPERSCOM, Enlisted Distribution Division (PERS-40MM) will liaise with the NAVPERSCOM, Medical Programs Division (PERS-82) to coordinate with Bureau of Medicine and Surgery (BUMED), force medical officers, ship medical officers, and overseas MTFs as required for those cases where assignment determinations for different type platforms cannot be readily made.

b. **For officers**, recommendations will come from the respective detailer or placement officer. PERS-451 will liaise with the NAVPERSCOM, PERS-82 to coordinate with Bureau of Medicine and Surgery (BUMED), force medical officers, ship medical officers, and overseas MTFs as required for those cases where assignment determinations for different type platforms cannot be readily made.

c. **For both officers and enlisted**, one of the following actions will result if the Sailor is not placed on TLD or referred to PEB:

(1) If a prospective gaining command with medical capabilities appropriate for supporting the Sailor's limitations can be identified, assignment orders will be issued.

(2) If a valid requirement exists at the current command, retain the member until expiration of active obligated service or minimum service requirement, unless needs of the Navy dictate otherwise.

(3) **For enlisted Sailors only**, one of the following additional actions may result:

(a) As dictated by needs of the Navy, an enlisted Sailor may be allowed to extend or reenlist provided the Sailor can be detailed per MCA priorities. This is different from the option cited in paragraph 4c(2) in that it allows Sailors who are unsuitable for some operational jobs to go to other hard-to-fill jobs.

(b) The Sailor will be instructed to contact their command career counselor (CCC) regarding submission of a conversion package to NAVPERSCOM, Career Administration Division (PERS-81). COs and CCCs should be aware that most Navy ratings require a Sailor to be world-wide assignable and if the Sailor has been found to be operationally unsuitable, the request for conversion may be disapproved.

(c) If none of the above options apply, the enlisted Sailor's command will be directed to initiate administrative separation (ADSEP) processing, per MILPERSMAN 1910-120, by reason of "not worldwide assignable."

5. **Administrative Separation (ADSEP)**

a. Sailors administratively separated by reason of being "not world-wide assignable," per MILPERSMAN 1910-120, **must not** have a disability as defined per reference (c).

b. If an administrative board is required prior to a separation determination, the administrative board may not

disregard or change the diagnosis of a medical officer. Sailors can introduce evidence as to the impact that such diagnosis may have on their potential for productive future naval service.

6. **Human Immunodeficiency Virus (HIV) Personnel**. Personnel enrolled in the HIV Program are governed per reference (d) and are not subject to this article.

EXHIBIT 1

OPERATIONAL SCREENING STATUS REPORT

(Use proper message format containing the following:)

```
FM Transferring Command
TO COMNAVPERSCOM MILLINGTON TN//PERS-40BB (and)/APPLICABLE
DETAILER (for enlisted personnel)(or)/APPLICABLE OFFICER
DETAILER FOR OFFICERS//
INFO GAINING COMMAND (IF APPLICABLE)
BUMED WASHINGTON DC//M3F//
BT
UNCLAS // N01300//
MSGID/GENADMIN//
SUBJ/OPERATIONAL SCREENING STATUS REPORT ICO RANK/RATE, NAME//
REF/A/DOC/BUPERS/DMY//
REF/B/DOC/BUMED/DMY//
REF/C/RMG/BUPERS ORDER/DTG//
NARR/REF A IS MILPERSMAN 1300-800 OPERATIONAL SCREENING PROCESS.
REF B IS BUMEDINST 1300.2A.  REF C IS ORDER XXXX//
POC/NAME/RANK/UNIT IDENTIFIER/TEL:DSN/COMM/EMAIL IF APPLICABLE//
RMKS/1.  ORIG UNABLE TO COMPLETE OPERATIONAL SCREENING PER REFS
A THRU C WITHIN THE 30-DAY TIME PERIOD.
2.  REASON FOR DELAY:
3.  ANTICIPATED COMPLETION DATE:
4.  ADDITIONAL INFO FROM MTF (IF ANY):
5.  PROVIDER'S NAME, RANK, TELEPHONE NUMBER, AND E-MAIL ADDRESS.
6.  COMMANDING OFFICER'S COMMENTS:
BT
```

EXHIBIT 2

OPERATIONAL SUITABILITY REPORT

(Attach the following statement to transfer package)

(DATE) SUITABILITY FOR OPERATIONAL DUTY

1. Operational screening per BUPERS Order XXXX completed. Member is fully suitable for operational duty.

2. Reason for screening: Orders to Type 2/operational duty.

U. R. SEAWORTHY
By direction

(**DATE**): I hereby acknowledge the above entry and that I am fully suitable for operational duty.

_____
(Sailor's Signature)

EXHIBIT 3

OPERATIONAL UNSUITABILITY REPORT

(Use proper message format containing the following:)

```
FM Transferring Command
TO COMNAVPERSCOM MILLINGTON TN//PERS-40BB (and)/APPLICABLE
DETAILER (for enlisted personnel)(or)/APPLICABLE OFFICER
DETAILER (for Officers)//
INFO GAINING COMMAND (IF APPLICABLE)
BUMED WASHINGTON DC//M3F//
BT
UNCLAS // N01300//
MSGID/GENADMIN//
SUBJ/UNSUITABILITY FOR OPERATIONAL DUTY ICO RANK/RATE, NAME//
REF/A/DOC/BUPERS/DMY//
REF/B/DOC/BUMED/DMY//
REF/C/RMG/BUPERS ORDER/DTG//
NARR/REF A IS MILPERSMAN 1300-800 OPERATIONAL SCREENING PROCESS.
REF B IS BUMEDINST 1300.2.  REF C IS BUPERS ORDER XXXX//
POC/NAME/RANK/UNIT IDENTIFIER/TEL:DSN/COMM/EMAIL IF APPLICABLE//
RMKS/1.  OPERATIONAL SCREENING PER REFS A THRU C COMPLETED.
MEMBER IS UNSUITABLE FOR (LIST SPECIFIC UIC/BILLET).
2.  REASON FOR SCREENING:  ORDERS TO TYPE 2/OPERATIONAL DUTY.
3.  REASON FOR UNSUITABILITY:  (MEDICAL OFFICER'S DIAGNOSIS.
UTILIZE ICD-9 CODES WHEN APPLICABLE.)
4.  ADDITIONAL INFO FROM MTF (PER REF B):
A.  SPECIFIC LIMITATIONS.
B.  PROGNOSIS FOR IMPROVEMENT.
C.  LIMDU / PEB.
D.  PROVIDER’S NAME, RANK, TELEPHONE NUMBER AND E-MAIL ADDRESS.
5.  COMMANDING OFFICER’S RECOMMENDATION://
BT
```

MILPERSMAN 1300-802

NAVY EXPEDITIONARY INTELLIGENCE COMMAND (NAVEXINTCOM)

Responsible Office	NAVPERSCOM (PERS-408)	Phone: DSN COM FAX	882-3841 (901) 874-3841 882-2650

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 18 U.S.C. §922

1. **Background**. Navy Expeditionary Intelligence Command (NAVEXINTCOM) operational billets require duty in arduous and combat environments. Duty is frequently isolated, independent, and involves deployment with various organizations engaged in operations at sea, on the ground, and in littoral zones.

a. **Designation**. The screening requirements in this article pertain to NAVEXINTCOM personnel assigned to the following positions:

(1) Tactical human intelligence (HUMINT) collectors;

(2) Tactical electronic warfare (TAC-EW) operators; and

(3) Expeditionary intelligence analysts (EIA).

Intelligence specialists (IS) and cryptologic technicians (CTN, CTR, and CTT) will be assigned to one of the above positions. They are trained and equipped to provide a wide variety of human intelligence operations and tactical information operations support, including electronic warfare and select computer network operations.

b. **Exception**. The screening requirements in this article do not apply to support personnel (i.e., PS, YN, LS, IT, GM, CTM or OS).

c. **Location**. Billets are located within NAVEXINTCOM, Dam Neck, Virginia.

d. **Tour Lengths.** Duty with NAVEXINTCOM is classified as Type 2 sea duty and due to the extensive amount of training involved, the minimum tour length is 36 months or sea to shore flow (whichever is greater).

e. **Obligated Service (OBLISERV).** Required OBLISERV for this program is 36 months.

f. **Weapons.** Sailors must achieve and maintain qualifications on various individual weapons. Reference (a), 1996 Lautenberg Amendment to the Gun Control Act of 1968, prohibits access to firearms by persons convicted of any misdemeanor crime of domestic violence. This policy also applies to any felony crimes, and general and special courts-martial convictions that otherwise meet the definition of a "crime of domestic violence." **Any member disqualified from handling or training on weapons is not eligible for duty at NAVEXINTCOM.**

2. **Requirements or Qualifications**

a. **Eligible Personnel.** This article applies to the following ratings assigned to NAVEXINTCOM:

(1) IS – Intelligence Specialist;

(2) CTR – Cryptologic Technician (Collection);

(3) CTT – Cryptologic Technician (Technical); and

(4) CTN – Cryptologic Technician (Networks).

b. **Applicant Requirements.** Candidates must meet the following additional requirements:

(1) Must volunteer for assignment;

(2) Have no non-judicial punishment or military or civil convictions, other than traffic violations, in the past 2 years from date of application;

(3) Have no alcohol-related incidents during the past 2 years;

(4) Be recommended by current chain of command and NAVEXINTCOM, Human Intelligence Operations Officer (N2X) or NAVEXINTCOM, Information Warfare Officer (IWO) (as applicable);

(5) Be eligible to receive Top Secret sensitive compartmented information security clearance; and

(6) Have no physical fitness assessment failures during the past 3 years from date of application.

3. Completion of NAVPERS 1306/92 Special Program Screening is not required due to screening being coordinated between member's current command and NAVEXINTCOM. However, in addition to the screening outlined in this article, all personnel must complete operational duty screening per MILPERSMAN 1300-800.

4. Detailed screening information may be obtained by contacting:

Officers/HUMINT/EIA - NAVEXINTCOM N2X:	**(757) 375-0913**
TAC-EW – NAVEXINTCOM IWO:	**(757) 492-8482**

MILPERSMAN 1300-803

COASTAL RIVERINE FORCE (CRF)

Responsible OFFICE	NAVPERSCOM (PERS-40) (PERS-41)	Phone: DSN COM	1-866-U ASK NPC

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 18 U.S.C. §922 (b) OPNAVINST 1300.17B (c) OPNAVINST 6110.1J

1. **Purpose**. To promulgate qualification requirements and assignment policy for Sailors ordered to the Coastal Riverine Force (CRF).

2. **Program Background**. The CRF is responsible for providing combatant commanders mission ready forces fully capable of executing a complete spectrum of missions such as riverine operations, patrols, escorts, surveillance, interdiction, perimeter and harbor defense, high value escort, security teams, and other missions.

3. **Firearms**. CRF personnel must achieve and maintain qualifications on various individual and crew-served weapons, and weapon systems. Per reference (a), the 1996 Lautenberg Amendment to the Gun Control Act of 1968 prohibits access to firearms by persons convicted of any misdemeanor crime of domestic violence. This policy also applies to convictions of felony crimes and convictions of offenses at general or special courts-martial that otherwise meet the definition of "crime of domestic violence." Any member disqualified from handling or training on weapons is not eligible for initial entry or continued duty in the CRF.

4. **Boat Operations**. Duty will require high-tempo boat operations on high-speed combatant craft.

5. **Tour Length**. Enlisted personnel assigned to billets in the CRF will be assigned as sea/shore rotation or sea/shore flow dictates for each respective rating.

6. **Requirements and Qualifications**. The requirements and qualifications contained in this article apply to all officer and enlisted personnel being screened for permanent change of station assignment to any sea duty or shore duty CRF billet.

a. **Minimum Requirements**. Prospective members of the CRF shall meet the following requirements:

(1) **Combat Authorization**. Per reference (b), "women will not be assigned to riverine boat crews due to the requirement of these units to conduct direct ground combat missions." NECs closed to female enlisted personnel include 90IE riverine crewman, 90IF riverine MIO, and 9568 JTAC. Out of the 64 boat crews in a coastal riverine squadron, women will not be assigned to the 16 crews that are riverine capable. Women may be assigned to other CRF billets for which they are eligible and qualified, including any one of the 48 nonriverine boat crews in a squadron.

(2) **Citizenship**. They must be a U.S. citizen. This requirement will not be waived.

(3) **Physical Standards**. CRF training and mission requirements are arduous and will require members to operate in austere environments while wearing heavy body armor and or carrying significant loads of field equipment or weapons for long periods of time. Sailors must not have any physical condition(s) that would preclude them from meeting this requirement (e.g., chronic back or shoulder problems, knee problems, etc). Transferring commands are directed to ensure the servicing medical organization completes NAVMED 1300/14 Coastal Riverine Force Duty Medical Screening Questionnaire as part of the member screening process. NAVMED 1300/14 can be accessed by using the following link: http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx. For questionable cases or for more information on screening, contact Coastal Riverine Group ONE (CORIVGRU-1) Medical Department at (619) 437-9856 or Coastal Riverine Group TWO (CORIVGRU-2) Medical Department at (757) 967-2531 (as appropriate).

(a) Members must have passed their most recent three physical fitness assessments (PFAs) (not applicable to new accessions and recent "A" school graduates who have not participated in three PFAs). New accessions and recent "A" school graduates must have passed most recent PFA prior to assignment to CRF per standards promulgated in reference (c). If Sailors are being released from a period of limited duty, they must complete and pass a PFA with no waiver for any event. Additionally, Sailors must have passed the most recent three PFAs prior to assignment to limited duty status.

(b) CRF personnel commonly operate at night or in lowlight conditions, and require normal color vision to correctly distinguish running lights and navigational aids. Therefore, color blindness and night blindness are disqualifying medical conditions for CRF duty. This requirement shall not be waived.

(c) All members shall be required to qualify as a second class swimmer for assignment to the CRF. Waivers may be requested on a case-by-case basis. Forward waiver requests to CORIVGRU-1 or CORIVGRU-2 (as appropriate). Waiver requests must contain full justification and rationale for waiver consideration. Waiver requests must be formally and favorably endorsed by the member's current parent command to be considered.

(d) Members shall be required to complete and submit all applications for an official U.S. Government passport and a tourist passport prior to transfer. Fees incurred are reimbursable expenses.

(4) **Security Clearance.** All members must currently hold or be in the process of being granted a Secret clearance. It is recognized that the majority of first term members reporting from initial schools will not have a finalized clearance determination. It is incumbent on the training command in these cases to ascertain any issues that would preclude a member from being granted a clearance and make a local commanding officer's determination as to whether the member should continue on to duty with the CRF. Members currently assigned to the CRF who have their Secret clearance removed or revoked by Department of the Navy Central Adjudication Facility or other appropriate authority will no longer be eligible for CRF duty, and will be descreened and transferred out of CRF duty. This requirement shall not be waived.

(5) **Driver's License.** Members must possess a valid state driver's license. This requirement shall not be waived.

7. **Screenings.** Members must satisfactorily complete screening per MILPERSMAN 1300-800, riverine force duty medical screening as outlined in paragraph 6a(3) of this article, and NAVMED 1300/14. Additionally, member must complete NAVPERS 1300/26 Coastal Riverine Screening. NAVPERS 1300/26 can be accessed by using the following link: http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx. In addition to the special screening qualification reporting requirements outlined in Exhibit 1 (Special Program Suitability/Unsuitability Report) of MILPERSMAN 1306-900, an info copy will be provided to CORIVGRU-1 or CORIVGRU-2, as appropriate.

a. **Alcohol.** Members must not have had any alcohol-related incidents within the past 12 months. Waivers may be granted on a case-by-case basis. Forward waiver requests to CORIVGRU-1 or CORIVGRU-2 (as appropriate). Waiver requests must contain full justification and rationale for waiver consideration. Waiver requests must be formally and favorably endorsed by the member's current parent command to be considered.

b. **Non-Judicial Punishment (NJP) and Military or Civilian Convictions.** Members must not have had any NJP or military or civilian convictions, excluding minor traffic violations, within the past 12 months. Waivers may be granted on a case-by-case basis. Forward waiver requests to CORIVGRU-1 or CORIVGRU-2 (as appropriate). Waiver requests must contain full justification and rationale for waiver consideration. Waiver requests must be formally and favorably endorsed by the member's current parent command to be considered.

c. **Obligated Service (OBLISERV).** Required OBLISERV for this program is 36 months. Members with 17 or more years of active service shall not be authorized voluntary transfer to the Fleet Reserve or retired list prior to the completion of a minimum 36 month tour. NAVPERS 1070/613 Administrative Remarks entry shall be made certifying the member understands and agrees to this requirement.

d. **Financial.** All members must qualify for and maintain eligibility for a Government travel charge card (GTCC). It is recognized that the majority of first term members reporting

from initial schools will not have been issued a GTCC. It is incumbent on the training command in these cases to ascertain any issues that would preclude a member from being issued a GTCC and make a local commanding officer's determination as to whether the member should continue on to duty with the CRF. Loss of eligibility for or inability to obtain a GTCC will result in disqualification and transfer from the CRF.

MILPERSMAN 1300-804

ASSIGNMENT TO COASTAL RIVERINE FORCE (CRF) TRAINING EVALUATION UNIT (TEU)

Responsible Office	NAVPERSCOM (PERS-40)	Phone: DSN COM FAX	882-4360 (901) 874-4360 882-2027
	NAVPERSCOM (PERS-41)	Phone: DSN COM FAX	882-3927 (901) 874-3927 874-2757

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Purpose**. To promulgate eligibility and qualification requirements for assignment to coastal riverine force (CRF) training and evaluation units (TEUs).

2. **Program Background**. The CRF is responsible for providing mission ready forces fully capable of executing a complete spectrum of missions (e.g., riverine operations, patrols, escorts, surveillance, interdiction, perimeter and harbor defense, high value escort, security teams, and other missions) for combatant commanders. The TEUs were established to provide critical training for CRF units that will facilitate successful execution of mission requirements. The CRF has two TEUs – Coastal Riverine Group ONE (CORIVGRU-1) located in San Diego, CA and Coastal Riverine Group TWO (CORIVGRU-2) TEU located in Virginia Beach, VA.

3. **Applicability**. Requirements contained in this article apply to officer and enlisted personnel being screened for assignment to UICs 80006 (CORIVGRU-1 TEU) and 47117 (CORIVGRU-2 TEU).

4. **Requirements**

a. Officers:

(1) Shall meet all requirements and complete screening processes contained in MILPERSMAN 1300-803.

(2) Shall possess or be eligible for additional qualification designator (AQD) BX3. Officers not possessing or not eligible for AQD BX3 are **not** eligible for assignment.

b. Enlisted Personnel:

(1) Shall meet all requirements and complete screening processes contained in MILPERSMAN 1300-803.

(2) Shall be qualified for and authorized to wear one of the following enlisted warfare devices:

(a) Enlisted expeditionary warfare (EXW) specialist;

(b) Seabee combat warfare specialist (SCW);

(c) Special warfare combatant-craft crewman (SWCC); or

(d) Fleet Marine force enlisted warfare specialist (FMFEWS)

NOTE: The intent of this requirement is to ensure Sailors with expeditionary experience are assigned to the TEU to support critical training for deploying forces. In those cases where there are insufficient personnel with one of the above qualifications in the assignment window, waivers may be granted on a case by case basis, taking into consideration the nominee's operational experience. Address waiver requests to CORIVGRU-1, Administrative Department (N1), COM: (619) 437-9434 for UIC 80006 or CORIVGRU-2, Administrative Department (N1), COM: (757) 396-0602 for UIC 47117.

5. **Additional information**. It is important to note that while TEUs are designated type 1 shore duty for rotational purposes, members will spend extended periods of time in a temporary additional duty status away from the permanent duty station conducting, coordinating, and evaluating field training evolutions, and attending schools and required training.

MILPERSMAN 1300-1000

MILITARY COUPLE AND SINGLE PARENT ASSIGNMENT POLICY

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM	882-4185 (901) 874-4185

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. Chief of Naval Personnel (CHNAVPERS) supports the collocation of Navy members married to other military members. Every reasonable effort will be made for military couples to move together/serve together whenever possible.

a. Assignments will normally be made to fill valid Navy requirements, considering the needs of the military family as well as the manning of the losing and gaining activities; therefore, collocation/immediate reassignment may not always be possible.

b. Collocation of Navy members with members of other uniformed services or services of other countries are much more difficult and may not always be possible. Spouse collocation policy does not provide for assignment to duty near a civilian spouse, including civilian government employees.

c. Generally collocation assignments, in the continental United States (CONUS), are to the following fleet concentration areas: Kings Bay/Jacksonville, FL; Norfolk, VA; San Diego, CA; Washington, DC; and the Pacific Northwest (PACNORWEST). In PACNORWEST only the pairings of Whidbey Island/Everett and Bremerton/Bangor constitute collocation. While there is no established maximum distance between duty stations for collocation, 90 driving miles should be used as a guide when considering collocation requests outside of fleet concentration areas.

2. **Requests**. Military couples desiring collocation must separately submit a request to their detailers with command endorsement, noting their military couple status and including the name, rank/rate, and service of spouse; and number of current dependents.

a. **Officer** requests should be submitted on NAVPERS 1301/85 (Rev. 8-05), Officer Personnel Action Request.

b. **Enlisted** requests should be submitted on NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request.

c. **Agreement Required**. Each member must submit a copy of their spouse's request with their request to expedite communication between the respective detailers. Both members must be in agreement that collocation is desired. If not in agreement, each member will be detailed in per his or her desires, consistent with needs of the Navy.

d. **Collocation - High Priority**. When requested, spouse collocation becomes the highest priority and main duty preference consistent with needs of the Navy.

e. **Collocation - Not always Possible**. Members should be aware that due to the difficulties involved in spouse collocation, fulfilling duty preferences for geographical location or type of duty/unit may not be possible.

f. **Couples not presently Collocated**. Military couples not presently collocated, recently married, or not previously identified as a "military couple," can request reassignment consideration to achieve collocation, providing the following criteria are met:

(1) Member requesting to be transferred has completed at least 1 year on board current duty station at the time of the transfer and, if required, a contact relief is available. Every effort will be made to achieve collocation within 1 year of request; however, requirements regarding prescribed sea tours, obligated service/retainability, recently acquired skills, and training will all be considerations in processing of the request.

(2) Neither member is currently under orders to go into a training status. If one or both members are going into a training status, requests will be kept on file to facilitate spouse collocation at the completion of the training assignment.

(3) A valid billet/requisition for which the member is qualified is available.

(a) Sea/shore rotations will be maintained whenever possible.

(b) When both members are eligible for sea duty, the spouse with the least amount of sea duty will normally be assigned sea duty; however, military couples comprised of new accession or first-term members may be involuntarily assigned to simultaneous sea duty.

(c) Military couples with dependents are required to maintain a current, workable dependent care plan.

g. **Outside Continental United States (OCONUS)**. When one member is already on an OCONUS Department of Defense (DoD) tour, that member's projected rotation date (PRD) will be extended to match the PRD of the joining spouse.

h. **Changes after Orders Issued**. Issued orders may remain in effect when a marriage occurs/requests for modification have been submitted.

(1) Modification will be considered if it will not result in a gapped billet, adversely affect the gaining command’s readiness, or preclude use of recently acquired skill/training.

(2) If the member is required to execute orders, collocation action will be considered after 1 year, if collocation is still desired.

i. **Collocation after Training**. Members requesting training must be advised that they may **not** be eligible for spouse collocation consideration in conjunction with this training assignment. Members completing training will be assigned to an appropriate tour for these newly acquired skills, which may preclude or limit spouse collocation consideration for the duration of this post-training assignment.

3. **Restrictions**. Military couples will not be permanently assigned to the same ship or the same shipboard deployable command (e.g., tender with multiple unit identification codes (UICs) or carrier and its associated carrier air wing).

a. **Same Reporting Senior**. Members will not be assigned to the same command ashore with the same reporting senior without the gaining commanding officer’s (CO's) concurrence.

(1) Unusual circumstances may result in a couple being temporarily assigned to the same afloat activity.

(2) This paragraph does not require transfer of the members to rectify such a temporary situation.

b. **Same Ship/Shipboard Embarking Command**. In the case of a member on shipboard duty who marries another member assigned to the same ship or the same shipboard embarking command, the member who has completed the larger percentage of the prescribed sea duty tour (PST) will normally be reassigned as soon as possible; however, adverse impact on the ship’s readiness may necessitate the transfer of the other spouse.

c. **Involuntary Assignment**. Military couples will **not** normally be involuntarily assigned to a simultaneous sea duty tour (Type Duty Code "2" or "4") and permanent shift working duty assignments.

(1) Military couples comprised of first-term members or initial accessions may require assignment to simultaneous sea duty consistent with needs of the Navy and the member’s training.

(2) Members who get married while on sea duty will be required to complete their sea tour, unless assigned to the same ship or the same shipboard embarked command.

d. **One on Sea Duty/One on Shore Duty**. Whenever possible, one member will be on sea duty while the spouse is on shore duty and their PRDs will be matched to facilitate future collocation requests.

(1) PRDs will reflect a 36-month rotation, regardless of PST or normal shore tour (NST).

(2) It is imperative that military couples maintain a current, workable dependent-care plan, which can be utilized when needed.

e. **Simultaneous Sea Duty**. Members requesting spouse collocation that results in simultaneous sea duty must forward a copy of the following NAVPERS 1070/613 (7-06), Administrative Remarks entry with their spouse collocation request. A copy is to be retained in the member’s service record.

Date: "I have read and understand the military couple assignment policy contained in MILPERSMAN 1300-1000. I understand that simultaneous sea duty (Type Duty Code "2" or "4") with my spouse requires me to complete the normal tour length of my assignment. If applicable, my spouse and I have developed a dependent-care plan which will be utilized when necessary."

_____
Member's Signature

Witnessed by: _____
C. J. WIRTZ
LCDR, USN, Personnel Officer

4. **Options if Assignment within Immediate Area of Spouse is not Available**. In the event reassignment of applicant to area of spouse is not feasible and spouse's reassignment is not desired (or also not feasible), Navy Personnel Command (NAVPERSCOM) will normally disapprove applicant's request. The following options may be offered:

a. Resubmission in 6 months for reconsideration.

b. Assignment to the nearest available requirement within area of spouse's present assignment. **NOTE**: Acceptance of this option will require that applicant serve a minimum 24-month tour at the activity and would, therefore, not be eligible for reassignment during that period in the event a requirement nearer to spouse's duty station becomes available.

5. **Assignment of Husband and Wife to Isolated Duty Stations**. The assignment of married Navy couples to isolated duty stations where an unaccompanied tour is directed may be authorized on a voluntary basis (except Diego Garcia).

a. Such assignment is with the understanding that both husband and wife will be treated as individual servicemembers, and quarters for joint residence may not be available.

b. Isolated duty areas are dependent-restricted, and dependent children are not authorized.

c. Requests for collocation will not be considered unless the members are married at the time of request. Exceptions may be granted in those rare cases when members engaged to be married are assigned to a command where marriage is not allowed

(e.g., Diego Garcia), and the couple desires collocation on their follow-on tour.

6. **Reassignment to Different Activities**. Requests for reassignment from members of an immediate family serving together on active duty at the same activity who no longer desire to serve together shall receive favorable consideration, provided there are no overriding military needs for the retention in the same unit.

a. Requests for reassignments to be separated from a member of the same family shall reference this article.

(1) **Officer** requests should be submitted on NAVPERS 1301/85.

(2) **Enlisted** requests should be submitted on NAVPERS 1306/7.

b Unless specifically requested, members of an immediate family serving together shall not be reassigned until they become eligible for normal rotation, or until their reassignment is required to meet needs of the service.

7. **Single Parents**. Single parents are assigned utilizing the same procedures as other servicemembers.

a. NAVPERSCOM recognizes the unique situations that occur when single parents are assigned to some types of duty/duty locations; however, a preferential assignment policy regarding single parents would be discriminatory toward other members.

b. When it is determined that assignment to sea duty would involve hardship not normally encountered by other members of the Naval Service, a request for discharge/release to inactive duty may be submitted.

(1) For **hardship discharges**, refer to MILPERSMAN 1910-110.

(2) For **parenthood discharges** refer to MILPERSMAN 1910-124.

MILPERSMAN 1300-1100

IMMEDIATE FAMILY MEMBER ASSIGNMENT OR REASSIGNMENT POLICY

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693

References	(a) DODI 1315.18 of 12 Jan 05 (b) OPNAVINST 1300.15A

1. **Policy**. This article outlines the procedures for submission of requests for assignment or reassignment of members of the same immediate family serving on active duty in the U.S. Navy in other than hostile fire areas and establishes requirements to be met for submission of such requests.

a. Policies governing deferment of Navy personnel from duty in hostile fire zones are contained in references (a) and (b).

b. For the purposes of this article, family members include father, mother, sons and daughters, and all sisters and brothers in the following categories:

(1) A brother or sister of whole blood.

(2) A brother or sister of half blood.

(3) A brother or sister by adoption.

c. All personnel desiring shipboard or deployable unit family duty are required to sign the following NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks page entry:

Date: "I understand the potentially hazardous implication of family duty but desire this assignment."

Member's Signature

Witnessed by: L. Ward
CDR, USN, Personnel Officer

d. Commander, Navy Personnel Command (COMNAVPERSCOM) has no objection to assignment in the same area of two members of the same immediate family where an **officer and enlisted person** are involved, providing the transfer is not to the same military command, and there are at least two commands in the immediate areas.

2. **Requirements for PCS Transfer**. Chief of Naval Personnel (CHNAVPERS) supports the assignment of members of the same immediate family serving on active duty in the U.S. Navy. Every reasonable effort will be made for same immediate family members to serve together whenever possible.

a. Assignments will normally be made to fill valid Navy requirements, considering the needs of the military family as well as the manning of the losing and gaining activities; therefore, immediate reassignment may not always be possible. Members requesting transfer to serve with a member of an immediate family must be otherwise eligible for reassignment under current distribution directives (i.e., near projected rotation date (PRD)) and meet the following criteria:

(1) Urgent service requirements do not preclude approval.

(2) The receiving activity has an authorized requirement for the rank/designator/rate/rating/Navy Enlisted Classification code (NEC) concerned.

(3) The member requesting transfer has sufficient obligated service (OBLISERV) or minimum service retainability to serve the applicable tour at the activity requested. Due to the lengthy qualification time involved with nuclear propulsion plants, nuclear trained personnel are required to have sufficient OBLISERV remaining to serve a minimum of 24 months on board the receiving command.

(4) Neither member is in receipt of permanent change of station (PCS) orders.

(5) Member must have a clear record for the previous 12 months.

b. Except for personnel in recruit or student status, 1 year at the current duty station prior to the requested date of transfer.

c. Requests submitted more than 6 months in advance of eligibility for transfer will be returned to originator.

3. **Request**. Request for assignment to duty with another member of the immediate family shall be submitted to each service member's detailer, via both members' commanding officer (CO) for endorsement. Include a copy of the other family member's request to facilitate communication between the respective detailers.

a. Officers will submit requests via NAVPERS 1301/85 (Rev. 08-05), Officer Personnel Action Request.

b. Enlisted personnel will submit requests via NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request.

c. Requests from non-designated (SN/FN/AN) personnel shall be addressed to Navy Personnel Command (NAVPERSCOM), Enlisted Personnel Readiness and Support Branch, (PERS—4013) via the CO.

d. All requests must include the following information:

(1) Requested date of transfer.

(2) Rate/warfare designator/first name, initial, last name/branch of service/SSN (last four digits); PRD; duty station and homeport (if applicable) of the other family member.

4. **Forwarding Endorsement**. Each CO shall make comments and recommendations specifically addressing the desirability of having the family members serve together, and ensure completion of the required NAVPERS 1070/613 for ship or deployable unit duty if applicable.

MILPERSMAN 1300-1200

SAFETY AND EXPEDITED TRANSFERS

Responsible Office	NAVPERSCOM (PERS-833)	Phone: DSN COM FAX	882-4412 (901) 874-4412 882-4438
	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 5800.11B (b) OPNAVINST 1752.2B (c) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1 (d) BUPERSINST 7040.6B (e) Directive-Type Memorandum (DTM) 11-063 “Expedited Transfer of Military Service Members Who File Unrestricted Reports of Sexual Assault” of 16 Dec 2011 (f) DoDD 6495.01 of 23 Jan 2012 (g) OPNAVINST 1752.1B

1. **Program Background**

a. When concerns for the safety and well-being of Service members and or their dependents dictate a permanent change of station (PCS) transfer prior to normal projected rotation date, a safety move (see paragraph 2) or expedited transfer (applicable to Service members who file an unrestricted report of sexual assault, see paragraph 3) may be authorized. This includes, but is not limited to temporary or permanent movement to a unit within the same command, a unit on the same installation, or a unit with a different geographic location. For reservists, a transfer or reassignment includes provisions to perform inactive duty training on different weekends or times than the alleged offender, or with a different unit in the home drilling location to ensure undue burden is not placed on the Service member and their family by a transfer.

b. These programs originated with the transfer of drug informants and have expanded to include Navy personnel, their military spouses, and or their dependents whose lives may be threatened, or those Service members who have made an unrestricted report of sexual assault.

2. **Safety Transfer Request**

a. Situations in which individuals should be considered for a safety transfer include, but are not limited to:

(1) Victims or witnesses of offenses covered under reference (a);

(2) Family Advocacy Program cases covered under reference (b);

(3) Victims of violent crimes; and

(4) Instances in which threats have been made against a Service member, his or her military spouse, or dependents.

b. Safety transfer requests are reviewed and adjudicated by Navy Personnel Command (NAVPERSCOM), Post Selection Board Matters Branch (PERS-833) on their individual merits. Disapproval authority resides with Commander, Navy Personnel Command. Commands may request a safety transfer by contacting NAVPERSCOM (PERS-833) at COM 882-4412 OR (901)874-4412.

c. **Safety Transfer for Dependents Only**. Travel and transportation of dependents are authorized under certain circumstances outlined in reference (c), Articles U5205, U5240, U5370, and U5920. If the member’s dependents meet the criteria outlined in the articles above, and they must be moved for personal safety reasons, the personnel office or supporting Personnel Support Detachment of the member’s command will issue an authorization letter for travel and transportation on command letterhead, using the basic format in Exhibit 1 (adjust accordingly for exact circumstances). Reference (d), Chapter II, Section IV, Accounting Guide - Officer and Enlisted – Operational (Miscellaneous Travel) and Rotational (Miscellaneous Travel), must be used to build the line of accounting.

3. **Expedited Transfer Request**. Per references (e) and (f), Service members filing an unrestricted report of sexual assault,

as defined in reference (g), must be informed of the option to request transfer from the command to which they are assigned. An expedited transfer of a Service member shall also include his or her dependents and or military spouse, as applicable. Every reasonable effort and consideration should be made to minimize disruption to the Service member's normal career progression. At a minimum, the alleged offender's access to the member who made the report shall be restricted, as appropriate.

a. **Procedure**. The request must be initiated by the Service member in writing, and shall include the member's reason(s) for the request. If a Service member files a restricted report and desires an expedited transfer, he or she must affirmatively change the restricted report to an unrestricted report via DD 2910 Victim Reporting Preference Statement located at http://dtic.mil/whs/directives/infomgt/forms/formsprogram.htm.

b. Upon receipt of a written expedited transfer request, the Commanding Officer (CO) shall:

(1) Document the date and time the transfer request is received. The CO must make a transfer decision within 72 hours of receiving the request.

(2) Determine if the report is credible (i.e., reasonable grounds to believe an offense constituting sexual assault occurred) based on all available evidence and the advice of the supporting legal advisor or counsel. A presumption shall be established in favor of transferring a Service member once a determination has been made that the report is credible.

(3) Consider the following factors in making the decision to approve the transfer:

(a) Service member's reason for request to transfer;

(b) Nature of the offense;

(c) Operational necessity, including situational unique requirements in deployed areas;

(d) Location and possible transfer of the alleged offender instead of the member making the request;

(e) Potential disposition of collateral misconduct;

(f) Status of the investigation and the potential impact on the investigation and future disposition of the offense after consulting with the Naval Criminal Investigative Service and the supporting judge advocate or other legal advisor or counsel concerned;

(g) Requesting Service member’s input; and

(h) Other pertinent circumstances outlined in reference (f).

(4) Ensure the member is fully informed regarding reasonably foreseeable impact the transfer or reassignment may have on his or her career, the investigation, and case disposition, initiation of other adverse action against the alleged offender, other possible consequences of granting the request, and that the member may have to return for prosecution of the case.

c. **Approval**. Once the CO makes the decision to approve the transfer, the request, along with the CO’s recommendation as to where the member should be transferred, should be forwarded to NAVPERSCOM (PERS-833) where it will be processed and retained on file for a period of 3 years.

d. **Disapproval**. The CO must immediately forward any recommendation for disapproval of an expedited transfer request and the reason(s) for the recommendation, in writing, to the first flag officer in the requesting Service member's chain of command, or Senior Executive Service (SES) equivalent, as applicable.

(1) The Flag officer or SES must decide to approve or disapprove the request within 72 hours of receipt of the command-level disapproval recommendation. If approved, the request shall be immediately forwarded to NAVPERSCOM (PERS-833) where it will be processed and retained on file for a period of 3 years.

(2) Flag officer or SES level disapproved expedited transfer requests shall be forwarded to NAVPERSCOM (PERS-833) where they will be kept on file for a period of 3 years.

e. If at any time the requesting Service member elects not to proceed with an expedited transfer request, he or she shall formally withdraw the request in writing to the CO.

f. References (c) and (d) contain information concerning entitlements and financial guidance.

EXHIBIT 1
AUTHORIZATION LETTER
(Use proper letter format.)

From: Officer in Charge, Personnel Support Detachment_____
(or member's commanding officer)
To: (Rate/warfare designator, first name/middle initial/last name, Branch, SSN (last four digits)

Subj: AUTHORIZATION FOR TRAVEL AND TRANSPORTATION OF DEPENDENTS INCIDENT TO UNUSUAL OR EMERGENCY CIRCUMSTANCES

Ref: (a) Member's commanding officer's letter of authorization
(b) Joint Federal Travel Regulations, Volume 1, Articles U5205, U5240, U5370, and U5920

1. As authorized by reference (a) and per provisions of reference (b), you are authorized travel and transportation at Government expense for the following (command sponsored if overseas) dependents:

(List full names)

From _____ To _____
Dependents must complete travel prior to receipt of permanent change of station (PCS) orders relieving you from your present duty station (PDS).

2. As approved by reference (a), and per reference (b), shipment of your household goods is authorized upon request. Shipment requested under these orders must be made in a timely manner consistent with emergency or unusual circumstances requiring movement of dependents. For additional information, contact the Personal Property Officer, _____ at ext._____.

3. Accounting Data:

4. Your attention is directed to the provisions of reference (b) concerning reentry of your dependents to (overseas area) and future entitlement to their transportation at Government expense.

5. Reimbursement for dependents' travel expenses incurred prior to the date of these orders is not authorized.

J. W. SMITH

Copy to:
NAVPERSCOM (PERS-833/PERS-524)
Member's Command

MILPERSMAN 1300-1300

ASSIGNMENT OF PERSONNEL WITH BLOODBORNE PATHOGENS (BBP)

Responsible Office	NAVPERSCOM (PERS-454)	Phone: DSN COM	882-3201 (901) 874-3201

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) DODINST 6485.01 (b) SECNAVINST 5300.30E (c) SECNAVINST 1850.4E (d) SECNAVINST 5211.5E (e) NAVMED P117, Manual of the Medical Department (f) BUMED 1300.2A

1. **Policy**. Assignment policy for personnel infected with bloodborne pathogens (BBP) is governed by references (a) and (b). The procedures outlined herein ensure personnel infected with BBP have the opportunity to fill valid billets.

a. Military personnel who demonstrate no evidence of unfitting medical conditions associated with human immunodeficiency virus (HIV) infection shall be retained in the service, unless some other reason for separation exists.

b. HIV-infected service personnel, who may not be considered fit for continued naval service due to a non-HIV condition which may constitute a disability, shall be referred to the Integrated Disability Evaluation System (IDES) under reference (c).

c. Assignment restrictions cannot be imposed on BBP-infected Service Members, except as delineated by this article and by reference (b). Any proposed changes in assignment policy which affect BBP-infected Service Members must be coordinated with Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-454) per reference (b).

2. **Definitions**

a. **BBP:** Pathogenic microorganisms, transmitted via human blood, which cause disease in humans. They include, but are not limited to, hepatitis B and C and human immunodeficiency virus (HIV).

b. **HIV**: Either of two retroviruses which infect and destroy helper-T cells of the immune system causing the marked reduction in their numbers that is diagnostic of acquired immunodeficiency syndrome (AIDS).

3. **Confidentiality**. Maintaining the confidentiality of personnel infected with BBP is absolutely essential. Correspondence, e-mails, and verbal or telephonic discussions regarding BBP infected personnel will be limited to: the BBP infected member, personnel within NAVPERSCOM who have a demonstrated need to know in order to perform their duties and assign these personnel, the commanding officer (CO) of the proposed gaining command, the senior medical officer (SMO) or senior medical department representative (SMDR) of the proposed gaining command or that supports that command, and the medical treatment facility personnel. Strict compliance with the provisions of the Privacy Act is required per reference (d).

a. Electronic correspondence (e-mail) regarding BBP infected personnel containing names, social security numbers, or other personally identifying information (PII) shall be digitally signed and public key infrastructure-encrypted. In the event encryption is not possible, the only authorized means of electronically transmitting PII is through use of Safe Access File Exchange (SAFE). SAFE can be accessed via the following web link: https://safe.amrdec.army.mil/safe/Welcome.aspx.

b. Hard-copy correspondence must be pre-coordinated before mailing to NAVPERSCOM (PERS-454). If used, all hard-copy correspondence regarding BBP personnel which contains names, social security numbers, or other PII shall:

(1) Be double wrapped with the inner layer labeled "FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties."

(2) Use DD 2923 “Privacy Act Data Cover Sheet” as appropriate.

(3) Be mailed to only those with an official need to know.

(4) Be sent via a mailing service that can provide tracking information.

(5) Be handled and destroyed per Department of Defense (DoD) privacy directives.

4. **Assignment Procedures**. The Assistant Commander, Navy Personnel Command (ACNPC) for Career Management (PERS-4), will coordinate policy and assignment for all Navy personnel infected with BBP. Service Members with BBP may not be assigned or reassigned without NAVPERSCOM (PERS-4) approval.

a. When a Service Member is initially identified as having HIV or other BBP upon overseas screening, operational screening, or in the normal course of healthcare services, the Navy Bloodborne Infection Management Center (NBIMC) will notify NAVPERSCOM (PERS-454) and the Service Member’s CO.

(1) For a new diagnosis of an HIV positive member, the CO will arrange for the timely notification of the Service Member and transfer to a HIV Evaluation Unit (HETU).

(2) A newly diagnosed HIV positive Service Member may require immediate reassignment to comply with reference (b). If qualified, rating conversion may be an additional option; see MILPERSMAN 1440-010 for information on rating conversion.

(3) Per reference (e), Chapter 15, personnel in special communities such as aviation duty, diving duty, special warfare, or submarine duty who are diagnosed HIV positive also need a Bureau of Medicine and Surgery (BUMED) waiver of medical standards to continue in these programs.

(4) Service Members who are initially diagnosed with chronic Hepatitis B or C are evaluated by either infectious disease or gastroenterology specialty physicians at a local Navy medical treatment facility (MTF). Treatment will follow appropriate clinical guidelines. Service Members with chronic Hepatitis B or C who have failed treatment, who are not candidates for treatment, or who have complications from the infection which impair their ability to perform the required duties of rank and rate, are referred to the Integrated Disability Evaluation System (IDES).

b. Service Members who have been identified as having a BBP and are approaching their projected rotation date (PRD) shall contact their detailer to negotiate appropriate orders. NAVPERSCOM (PERS-4) detailers will coordinate with NAVPERSCOM (PERS-454) to ensure the healthcare at the receiving command is capable of supporting the member. Privacy Act standards must be adhered to in this process.

c. Per reference (b), the Secretary of the Navy shall be advised 30 days in advance of the assignment of a Service Member of each type of limitation in assignment or duties and the specific reasons therefor.

d. Any questions regarding assignments should be referred to NAVPERSCOM (PERS-454).

5. **Procedures for Outside the Continental United States (OCONUS) or Operational Orders.** On a case-by-case basis, in consultation with the treating HETU, NBIMC, and NAVPERSCOM (PERS-454), certain personnel who are considered to have controlled BBP infection, per reference (b), may be considered for assignment to commands described in Exhibit 1. Personnel with a BBP will not be considered for overseas Individual Augmentee (IA) tours, given the austere environments and limited medical facilities where they potentially could be placed. The process for personnel with a BBP infection to request and receive OCONUS or operational orders is outlined below.

a. In consultation with his or her infectious disease physician, a member with a BBP desiring an OCONUS or operational assignment shall:

(1) Submit a request (see Exhibit 2) to NAVPERSCOM (PERS-454).

(a) The member will acknowledge in the request that he or she understands that the process will require additional personnel to know of their medical condition, and that he or she will be prohibited from taking liberty, leave, or temporary duty in countries that have entry restrictions applicable to persons with BBP, such as HIV.

(b) The member should consult with Web site www.hivtravel.org for the most current information on country restrictions on entry, stay, and residence of HIV

positive persons to ensure he or she understands the scope of countries that have restrictions that may be applicable to the OCONUS or operational assignment desired.

(2) Follow normal procedures to determine potential OCONUS or operational assignment to commands described in Exhibit 1.

(a) Enlisted members will follow regular procedures of Career Management System Interactive Detailing (CMSID) entry.

(b) Officers will contact their detailers directly.

b. Upon receipt of Exhibit 2 and notification from the member's detailer of a requested OCONUS or operational assignment, NAVPERSCOM (PERS-454) shall:

(1) Inform the CO of the proposed gaining command that the member has requested assignment to his or her command, and request a response per Exhibits 3 and 4 within 10 calendar days.

(2) Inform the senior medical officer (SMO) or senior medical department representative (SMDR) of the proposed gaining command, or who supports the proposed gaining command, that the member has requested assignment to his or her command or a supported command, and direct Exhibit 4 be provided to the CO of the proposed gaining command within 5 calendar days.

c. The CO of the proposed gaining command shall, within 10 calendar days of notification, submit Exhibit 3 to NAVPERSCOM (PERS-454) stating whether or not he or she will accept the member at the command. The SMO/SMDR letter of recommendation (Exhibit 4) shall be an enclosure to Exhibit 3. Letters signed "By direction" will not be accepted. A negative response must be thoroughly explained and notification made to the CO's immediate supervisor in command.

(1) In determining if the assignment at his or her command is appropriate, the CO must take into consideration the legal restrictions on travel of HIV positive persons in various countries and the impact such a restriction would have on mission accomplishment. The CO must consult Web site www.hivtravel.org for current information on a country's entry restrictions for HIV positive persons.

(2) Based on the CO's understanding of his or her operational mission and the billet, he or she can determine the likelihood that the member would be required to enter a country prohibiting entry of HIV positive persons, due to TAD, deployment, a port visit, etc. The fact that a member will be unable to have liberty in a particular port(s) (if visited) will normally not justify a negative response on its own because the member is agreeing to forgo such liberty in order to obtain the requested orders.

d. Upon receipt of the CO's decision on acceptance of the member, NAVPERSCOM (PERS-454) will:

(1) If the CO's response was positive, notify the detailer that orders can be issued.

(2) If the CO's response is negative, examine the justification to determine if the command has a valid operational or medical concern. If the concern is medical, NAVPERSCOM (PERS-454) will work with the proposed gaining command CO/SMO/SMDR to resolve the medical concern if possible.

(3) If the concerns of the proposed gaining command CO cannot be resolved, then NAVPERSCOM (PERS-454) will notify the detailer that the member will not be given orders to the requested billet and must continue to negotiate orders to other potential billets. If the next requested billet is OCONUS or operational, the detailer will again notify NAVPERSCOM (PERS-454) of the requested billet, and the above process will be followed.

e. Upon receipt of orders or letter of intent, the member will initiate the overseas screening, sea duty screening process immediately per references (f), MILPERSMAN 1300-300, 1300-302, 1300-304, 1300-800, and 1306-801 (as applicable).

6. **Responsibilities**. All personnel must ensure the medical information of a member is protected per Health Insurance Portability and Accountability Act and the Privacy Act (as appropriate). Adherence to the process timelines for OCONUS and operational orders is very important to the commands' manning levels and prioritization of outstanding requisitions.

a. Member:

(1) Negotiate CONUS orders via CMSID.

(2) Prior to negotiating OCONUS or operational orders with detailer or requesting such an assignment via CMSID, must submit a request, per Exhibit 2, to NAVPERSCOM (PERS-454) and receive confirmation of receipt.

b. NAVPERSCOM (Pers-454):

(1) Set BBP assignment policy;

(2) Track Exhibits 2 through 4 and apply appropriate privacy safeguard measures to these documents;

(3) Coordinate assignment with detailers, gaining command CO/SMO/SMDR, and Service Members;

(4) Upon notification from detailer of a request for OCONUS or operational assignment, promptly advise proposed gaining command CO and SMO/SMDR of member's request and the required CO decision, with SMO/SMDR recommendation, within 10 calendar days of the notification.

c. Detailer:

(1) Coordinate with constituents and NAVPERSCOM (PERS-454) for assignments.

(2) Obtain approval from NAVPERSCOM (PERS-454) prior to accepting constituent requests for OCONUS or operational assignments.

(3) (Enlisted detailers) shall notify NAVPERSCOM (PERS-40) immediately, if the processing time for the exhibits exceed the requisition take-up time (requisition ages out) which was negotiated with the member.

(4) Shall immediately notify NAVPERSCOM (PERS-454) if a member who negotiated orders to an OCONUS or operational assignment is subsequently found to be unsuitable.

d. BUMED:

(1) Code (M3/5) shall provide guidance to commands upon initial detection of members who are positive for HIV or other BBP.

(2) Code (M8) shall provide travel for initial evaluation and treatment of HIV positive members.

e. SMO/SMDR:

(1) Ensure the member has been approved through the overseas screening or operational screening process (references (f), MILPERSMAN 1300-300, 302, 304, 1300-800 and 1306-801 for all conditions other than BBP.

(2) Upon notification by NAVPERSCOM (PERS-454), SMO/SMDR for the proposed gaining command must determine whether the command is capable of treating the member with BBP and make recommendations to the proposed gaining command CO regarding acceptance of the member using Exhibit 4. Exhibit 4 must be personally signed and submitted to the CO within 5 calendar days of notification by NAVPERSCOM (PERS-454) of intent to assign a Service Member with BBP to a command under his or her cognizance. Signature authority may **not** be delegated. A negative placement recommendation must be justified.

f. Proposed Gaining Command CO:

(1) Upon notification by NAVPERSCOM (PERS-454) and within 10 calendar days of notification, shall submit their decision in the form of Exhibit 3 with Exhibit 4 enclosed, to NAVPERSCOM (PERS-454) stating whether or not he or she will accept the member at the command. “By direction” authority will **not** be accepted. Negative placement decisions must be justified and notification made to the CO's immediate supervisor in command.

(2) Utilize information contained in Web site www.hivtravel.org on countries with entry prohibitions for persons who are HIV positive in making decision provided to NAVPERSCOM (PERS-454).

(3) Acknowledge in decision (Exhibit 3) that if an HIV positive member is given orders to his or her command, the CO will ensure the member does not enter a country that prohibits entry of persons who are HIV positive, whether on liberty, leave, or in a duty status.

7. **Navy Personnel Command Support and Reporting Requirements**

a. NAVPERSCOM (PERS-454) will establish and maintain offline electronic records (as necessary) to administer the BBP Program and respond to regular and ad hoc inquiries regarding Service Members with BBP. Appropriate privacy safeguard measures will be exercised per (DoD) directives. Any command inquiries, regarding personnel with BBP, should be referred to NAVPERSCOM (PERS-454) for coordination of the response.

b. NAVPERSCOM (PERS-3), Records/Data Maintenance Quality Division will provide query support from existing military personnel systems to NAVPERSCOM (PERS-4), as needed.

EXHIBIT 1

LIST OF COMMAND TYPES ELIGIBLE FOR OVERSEAS OR OPERATIONAL ASSIGNMENT OF MEMBERS WITH BLOODBORNE PATHOGENS

1. The following OCONUS medical facilities are capable of providing medical services to members with identified bloodborne pathogens (BBP):

NAVHOSP ROTA SP
NAVHOSP NAPLES IT
NAVHOSP SIGONELLA IT
NAVHOSP GUAM MI
NAVHOSP YOKOSUKA JA
NAVHOSP OKINAWA JA
NHLTHCLINIC HAWAII HI (TRIPLER Army Medical Center)

2. Members with BBP may request assignment to OCONUS/operational commands supported by and within a 2 hour driving radius of the naval hospitals listed above.

3. Members with BBP may also request assignment to arduous sea duty aboard CVNs, LHAs, or LHDs.

EXHIBIT 2

(Date]

From: HM1 Navy A. Sailor, USN or USNR
To: Commander, Navy Personnel Command (PERS-454)

Subj: OCONUS/OPERATIONAL ASSIGNMENT REQUEST/ACKNOWLEDGEMENT

Ref: (a) MILPERSMAN 1300-1300

1. Per reference (a), I request an OCONUS/operational assignment.

2. As a Service Member with an identified bloodborne pathogen, I make this request voluntarily, acknowledging and understanding the following:

a. I have read and understand reference (a).

b. Placement in an OCONUS/operational assignment will necessitate disclosure of health information to additional personnel due to the screening process for such an assignment. However, per the Health Insurance Portability and Accountability Act and the Privacy Act, my medical information will only be shared with those having a need to know to process my request.

c. I must not donate blood to the blood programs/blood agencies within CONUS and OCONUS, or participate in the “walking blood bank.”

d. There are countries that restrict or prohibit entry, stay, or residence of persons who are HIV positive, and I can refer to www.hivtravel.org for information on each country's HIV related travel restrictions. These laws may impact whether or not I receive the OCONUS/operational orders requested. I acknowledge that if I receive OCONUS/operational orders and such a restriction or prohibition applies to me, I will not be allowed to enter such a country on liberty, leave, or any duty status.

e. I am under no obligation to request an OCONUS/operational assignment; however, not serving in an operational assignment may have an impact on my ability to be competitive for promotion. By submitting this request, I understand that I may receive orders to an OCONUS/operational assignment and be subject to the restrictions outlined above.

3. To further discuss assignments, I may be reached at (123)456-7890 or navy.sailor@navy.mil.

N. A. Sailor

EXHIBIT 3

1300
Ser
[Date]

From: Commanding Officer, [USS FUTURE SHIP/COMMAND]
To: Commander, Navy Personnel Command (PERS-454)

Subj: ACCEPTANCE OF SERVICE MEMBER WITH BLOODBORNE PATHOGEN

Ref: (a) MILPERSMAN 1300-1300

Encl: (1) [SMO/SMDR Recommendation]

1. I have been advised that [Rank/Rate Name, USN or USNR, designator for officers] with an identified Bloodborne Pathogen has been selected for assignment to my command.

2. I have read reference (a), and completely understand my obligation under the Privacy Act to protect this member's health information. Information regarding this member will only be discussed on an as needed basis and only with those possessing a need to know.

3. I have consulted my [senior medical officer/senior medical department representative] regarding the ability to provide care for this member. [His/Her] recommendation is provided as enclosure (1).

4. (Include this paragraph if BBP of member is HIV) In making this decision, I have taken into consideration country restrictions on entry of HIV positive persons found at www.hivtravel.org and the impact such restrictions would have on mission accomplishment should this member be accepted into the proposed billet. I understand that I must ensure an HIV positive member of my command does not enter a country that prohibits entry of persons who are HIV positive, whether on liberty, leave, or in a duty status.

5. I [am/am not] willing to accept placement of [Rank/Rate Name] at my command. [Provide justification for a negative response.]

6. For further discussion of this matter, I may be reached at commanding.officer@futureship.navy.mil or (123)456-7890.

C. O. FUTURESHIP

EXHIBIT 4

[Date]

From: [Senior Medical Officer/Senior Medical Department Representative], [USS FUTURE SHIP/COMMAND]
To: Commanding Officer, [USS FUTURE SHIP/COMMAND]

Subj: ACCEPTANCE OF SERVICE MEMBER WITH BLOODBORNE PATHOGEN

Ref: (a) MILPERSMAN 1300-1300

1. I have been advised [Rank/Rate Name, USN or USNR, designator for officers] with an identified Bloodborne Pathogen has been selected for assignment to [USS FUTURE SHIP/Command Name].

2. I have read reference (a), and completely understand my obligation under the Health Insurance Portability and Accountability Act and Privacy Act to protect this member's health information. Information regarding this member will only be discussed on an as needed basis and only with those possessing a need to know.

3. As the [senior medical officer/senior medical department representative], I understand the care requirements for this individual. I [am/am not] capable of providing the medical resources necessary for this Sailor to maintain his or her health. [If stating not capable, provide explanation.]

4. I [recommend/do not recommend] placement of [Rank/Rate Name] on board [USS FUTURE SHIP/Command Name]. [Provide justification for a negative recommendation.]

5. For further discussion of this matter, I may be reached at SMO@futureship.navy.mil or (123)456-7891.

I. B. DOCTOR

MILPERSMAN 1301-010

TRANSFER OF AN OFFICER FOR MEDICAL TREATMENT

Responsible Office	NAVPERSCOM (PERS-821)	Phone:	DSN COM FAX	882-3242 (901) 874-3242 882-2622

Governing Directives	SECNAVINST 5720.42E OPNAVINST 5510.1H OPNAVINST 5350.4B

Reference	Report Control Symbol BUPERS 1301-13, Officer Hospitalization Report Report Control Symbol BUPERS 1302-5, Officer Availability Report

1. **Policy**. Officers transferred to a hospital or medical facility for treatment shall not be detached from the permanent duty station (PDS) except under orders from Chief of Naval Personnel (CHNAVPERS).

2. **Commanding Officer's Responsibility**. Upon hospitalization of an officer permanently under his or her command, and when any of the situations listed below occurs, the commanding officer (CO) shall promptly submit a Report Control Symbol (RCS) BUPERS 1301-13 to Navy Personnel Command (NAVPERSCOM) (officer detailer or PERS-821). The CO shall also send an information copy of the report to the hospital or medical facility concerned. The situations are as follows:

a. The officer hospitalized is in receipt of permanent change of station (PCS) orders (discharge, release from active duty, resignation, or retirement).

b. The probable duration of hospitalization (inpatient care) will exceed 10 days.

c. The officer's ship will depart the immediate area of hospitalization.

d. The hospitalization of the officer creates a need or probable need for replacement.

e. Any other circumstances under which the CO considers such notification advisable (i.e., when an officer in receipt of PCS orders is being treated on an outpatient basis and cannot execute the orders as written).

3. **Commanding Officer of Medical Activity Responsibility**. The CO with medical responsibility shall

a. promptly submit an initial RCS BUPERS 1301-13 to NAVPERSCOM (officer detailer or PERS-821) with an information copy sent to the member's CO, upon hospitalization of an officer who is

(1) executing PCS or temporary additional duty (TEMADD) orders, whether in a leave travel, proceed time, or awaiting transportation status, or while en route to or returning from a TEMADD station, or

(2) en route to a first duty station under PCS orders to duty in excess of 30 days (in the case of a Naval Reserve officer).

b. submit a follow-up progress report to NAVPERSCOM (officer detailer or PERS-821), with an information copy to the member's command, in the event

(1) the diagnosis, prognosis, or length of hospitalization vary from that initially reported to CHNAVPERS, or

(2) an officer is on the sick list continuously for 6 months, regardless of any change of station which may have occurred. Progress reports shall continue to be submitted at the expiration of each 6-month period until the officer is reported available for assignment under this article.

4. **Officer Hospitalization Report**

a. RCS BUPERS 1301-13 consists of an initial notification and follow-up report, as required. **The initial notification shall include the following**:

Subj: OFFICER HOSPITALIZATION REPORT (REPORT CONTROL SYMBOL BUPERS 1301-13)

1. Grade, full name, SSN/designator.

2. Duty assignment within the PDS or other status at time of hospitalization.

3. CHNAVPERS Order Number, date, and type of order, if the officer is in receipt of PCS orders.

4. Complete name and location of hospital or medical facility at which the officer is hospitalized and date transferred to or received by that activity.

5. Nature of illness or injury. Report by diagnosis code as listed in the International Classification of Diseases, Adapted, if available; otherwise, use non-medical phraseology and in general terms describe the reason for treatment. If, in some instances (such as mental ailment or emotional instability, or for some other reason), the report includes information requiring protection because of statutory requirements or because it is in the public interest, the report shall be marked “For Official Use Only” per SECNAVINST 5720.42E. Should the report include information which requires protection in the interest of national defense, it shall be classified per OPNAVINST 5510.1H.

6. Source for determining the prognosis and estimated length of treatment, i.e., based on information obtained from the hospital or medical facility, or based on a local medical officer’s opinion.

7. An estimate of the probable duration of treatment which should be based on a medical officer’s opinion, if possible.

8. Commanding officers losing the services of an officer shall include a definite recommendation regarding detachment of the officer from the permanent ship or station. The recommendation shall include a statement that the officer’s duties can or cannot be temporarily assigned to or assumed by other available personnel, and, if not, a brief statement that a relief is required by a specific date.

b. **A follow-up progress report shall include the following**:

Subj: OFFICER HOSPITALIZATION PROGRESS REPORT (REPORT CONTROL SYMBOL BUPERS 1301-13) 1. Grade, full name, SSN/designator. 2. Diagnosis, prognosis, expected length of hospitalization. 3. Any modification of information submitted in the initial notification. 4. Information not available at the time of initial notification.

5. **Detachment**. After receipt of all pertinent information and when deemed appropriate by CHNAVPERS, PCS orders will be issued by NAVPERSCOM (officer detailer or PERS-821) detaching the officer from the PDS and directing the member to continue treatment. Upon receipt of detachment orders, commands shall make appropriate personnel diary entries according to instructions for the Manpower Personnel and Training Information System (MAPTIS).

6. **Temporary Additional Duty (TEMADD) Orders**

a. TEMADD orders issued under this article shall be issued to the officer for round-trip travel to the nearest Armed Forces hospital or medical facility. Generally, all TEMADD orders should include accounting data (whether any travel is required). Cost of travel performed under such orders shall be chargeable to the TEMADD funds allocated to the activity to which the officer is permanently attached.

b. Request for accounting data from the type commander should be submitted when it is known, or a possibility exists, that travel cost to the government will be involved and/or treatment is not urgent and the command is not in receipt of appropriate funds.

c. Such requests shall

(1) identify the member (grade, full name, SSN/designator).

(2) identify the medical facility concerned.

(3) state the effective date and estimated duration of the treatment.

(4) state the medical diagnosis.

d. The command, which issued TEMADD orders for treatment, shall be informed of any order modification which might effect unanticipated additional charges to the appropriation date cited. No per diem is allowed while an officer is under treatment as a bed-patient or an inpatient in a hospital.

e. All TEMADD orders shall contain the following paragraph:

"Upon discharge from treatment, if found fit for full duty (if on sea duty) or, fit for full duty or limited duty (if on shore duty), and unless otherwise indicated or directed by Chief of Naval Personnel, you will return to this command and resume your regular duties."

7. **TEMADD Orders Without Accounting Data**. In emergency cases where it is impractical to request appropriate accounting data to be included in the TEMADD orders for treatment at the nearest Armed Forces hospital or medical facility from the type commander due to the urgency of the situation, COs shall issue TEMADD orders without accounting data for treatment to officers under their command. Upon receipt of accounting data, appropriate modification shall be issued promptly.

8. **TEMADD Orders for Evacuation**

a. When an officer with family members or household goods is to be evacuated to one of the 48 contiguous United States or the District of Columbia for treatment or further treatment, except under OPNAVINST 5350.4B, a report shall be made as soon as practical to NAVPERSCOM (officer detailer or PERS-821) requesting PCS orders.

b. Such request shall

(1) identify the member (grade, full name, SSN/designator).

(2) furnish the Armed Services Medical Regulating Office (ASMRO) cite number.

(3) state the medical facility being evacuated to, and the date of evacuation.

c. Overseas Naval medical facilities may issue TEMADD orders for evacuation (not to include detachment from PDS) for officer patients without family members or household goods to one of the 48 contiguous United States or the District of Columbia (D.C.) for further treatment. Evacuation of patients to one of the 48 contiguous United States or D.C. shall be effected under the evacuation policy for the overseas area concerned.

d. All patients evacuated from overseas shall be integrated into the Aeromedical Evacuation System and reported to the ASMRO. The TEMADD orders for evacuation shall direct to proceed to one of the 48 contiguous United States or D.C. to report to the CO of the medical debarkation facility (surface or air) serving the port of entry for further transfer to such armed services hospital or medical facility as ASMRO may designate. Travel under TEMADD orders for evacuation is chargeable to the activity's appropriation which provides TEMADD travel funds to the officer's PDS.

9. **Copy of TEMADD Orders**. One copy of the TEMADD orders for treatment or field evacuation shall be forwarded to NAVPERSCOM (officer detailer or PERS-821) upon completion of the round-trip or upon arrival at a final medical facility.

10. **Upon Completion of Treatment: Officers Who Have Not Been Detached From Their PDS**

a. Upon completion of treatment, an officer who has not been detached from their PDS aboard a ship or other afloat activity and who is found physically fit for limited duty only, or whose ship or afloat activity is deployed, shall be assigned by the medical facility to either

(1) TEMADD in a local ship or afloat shore activity, provided the officer’s services can be utilized profitably, and such ship or afloat activity is expected to remain in the immediate vicinity until instructions or PCS orders can be issued by CHNAVPERS; or

(2) TEMADD at the nearest local activity where the officer's services can be utilized.

b. The medical facility shall modify the original TEMADD orders for treatment to direct the further TEMADD assignment. The medical facility shall promptly notify the TEMADD order issuing command and NAVPERSCOM (officer detailer or PERS-821) of the location of the further TEMADD assignment.

11. **Upon Completion of Treatment: Officers Previously Detached From Their PDS**

a. Upon completion of treatment, an officer previously detached from their PDS under orders from CHNAVPERS shall be assigned by the medical facility to either

(1) TEMDU at a local ship or afloat activity, provided the officer’s services can be utilized profitably and such ship or afloat activity is expected to remain in the immediate vicinity until instruction or PCS orders can be issued by CHNAVPERS, or

(2) TEMDU at the nearest activity where the officer’s services can be utilized.

b. The medical facility shall endorse the PCS orders issued by CHNAVPERS detaching the officer from their last PDS to direct the further TEMDU assignment. A copy of such endorsement shall be promptly forwarded to NAVPERSCOM (officer detailer or PERS-821) for use in connection with accounting control.

12. **Upon Completion of Treatment: Officers Who Are Available for Assignment**. Upon completion of treatment, officers in the following categories shall be reported to NAVPERSCOM (officer detailer or PERS-821) as available for assignment:

a. Officers detached from their PDS under orders from CHNAVPERS.

b. Officers whose ships or afloat activities are deployed.

c. Officers found physically fit for limited duty only and not previously detached from the PDS aboard their ships or other afloat activities.

13. **Officer Availability Report**

a. The report of an officer available for assignment is assigned RCS BUPERS 1301-5, Officer Availability Report. This report shall be submitted by the CO of the hospital or medical facility if the officer is an inpatient, or by the local CO having temporary cognizance (TEMADD or TEMDU) over the officer.

b. The officer shall submit in proper letter or message format the following:

Subj: OFFICER AVAILABILITY REPORT (REPORT CONTROL SYMBOL BUPERS 1301-5)

(Upon completion of full duty status, officers shall be reported to NAVPERSCOM (officer detailer or PERS-821) as available for assignment.)

1. Grade, full name, SSN/Designator.

2. A specific statement that the medical board report is being submitted.

3. A statement concerning physical fitness for full duty.

4. The disposition of the officer and number of days leave desired.

5. The results of a flight physical examination, if the officer is a naval aviator, indicating physical and psychological fitness for duty involving actual control of aircraft, and a recommendation for assignment to a service group.

MILPERSMAN 1301-100

OFFICER DISTRIBUTION - OVERVIEW

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4187 (901) 874-4187 882-2693

References	BUPERSINST 5720.7D SECNAVINST 5211.5D

1. **Introduction**

a. Chief of Naval Operations (CNO), Manpower and Personnel (N1) is the single point of contact at the Washington headquarters level for all matters relating to the distribution of naval personnel. Navy Personnel Command (NAVPERSCOM), located in Millington, TN, performs officer personnel distribution and career development functions in support of the CNO mission.

b. Other MILPERSMAN articles pertaining to officer distribution and assignment are as follows:

Topic	See MILPERSMAN
Officer Distribution - Process	1301-102
Officer Distribution - General Tour Lengths and Rotations	1301-104
Officer Distribution - Time on Station	1301-106
Officer Distribution - Retainability	1301-108
Officer Distribution - Prescribed Sea Tour and Recommended Shore Tour Lengths	1301-110
Officer Distribution – Command Tour Lengths	1301-112
Officer Distribution – Tour Lengths for Navy Personnel Command (NAVPERSCOM) Detailing Personnel and Sea/Shore Rotation Policy for all NAVPERSCOM Personnel	1301-114
Officer Distribution – U.S. Military Academy and U.S. Air Force Academy Instructor Tour Lengths	1301-116
Officer Distribution – Major Defense Acquisition Position Tour Lengths	1301-118
Officer Distribution – Joint Duty Assignment Tour Lengths	1301-120
Officer Distribution – Operational Screening	1301-122

2. **Mission**. The mission of officer-related divisions of Assistant Commander NAVPERSCOM for Distribution (PERS-4) is threefold:

a. To assign the best qualified officers to meet needs of the Navy as defined by the approved officer billet file.

b. To assign officers to billets which develop their professional expertise so that the officer corps as a whole embodies leadership, technical, and managerial skills necessary to achieve the Navy's mission.

c. To assign officers sensitively and fairly, ensuring their continued professional motivation and dedication to the Navy.

3. **Background.** Manpower and personnel policies pertaining to the officer corps are driven by requirements. These requirements are determined by CNO, acting through the Deputy CNO for Manpower, Personnel, and Training (N1).

a. NAVPERSCOM is responsible for the administrative management of inventory, in quantity and quality, to meet these requirements. The development and optimum employment of a qualified, motivated work force is a universal, many-faceted problem; it is a particular challenge in the highly competitive, closed system (i.e., accessions only at the bottom) characteristic of the officer corps. Inventories must be kept in line with requirements and, at the same time, the individual officer must be provided with a meaningful, professional development pattern. The proper, balanced professional development of the officer corps is directly dependent on establishment of reasoned, mutually supportive policies and adherence to these policies in the distribution process.

b. NAVPERSCOM (PERS-4) maintains and manages the inventory of officer personnel through the distribution process. With respect to officer personnel policies, NAVPERSCOM (PERS-4) works closely with CNO, Military Personnel Plans and Policy Division (N13), which has primary responsibility for development of personnel policies and plans in support of Navy forces.

4. **Triad of Detailing.** Each duty assignment is governed by the "Triad of Detailing," which include **needs of the Navy**, **career needs of the individual,** and **desires of the individual**. Assignment officers consider these three areas before determining an officer's assignment.

a. **Needs of the Navy**. Needs of the Navy are the primary consideration in each officer's assignment and override all other factors. These needs are met by filling a valid billet requirement with the best officer available. Command requirements are screened by the **placement officer** (who

represents the command) and furnished to the **assignment officer** (who represents the individual officer).

(1) A valid billet requirement starts out as the officer allowance for each activity, as modified by the Navy Manning Plan for Officers (NMPO). Billet requirements are further defined by amplifying information, such as Naval Officer Billet Classification (NOBC) codes, Additional Qualification Designators (AQDs), Billet Sequence Codes (BSCs), etc.

(2) The best-qualified officer is the one who meets the billet requirements and is available. Some of the factors affecting the selection of a particular officer and constitute needs of the Navy are as follows:

(a) Time-on-station (TOS) of incumbent

(b) TOS of relief

(c) Retainability of relief

(d) Minimum tour for separation (MTS) of incumbent

(e) Permanent change of station (PCS) costs

(f) Completion of Department of Defense (DOD) tour

(g) Utilization of specialized training

(3) Due to high priority "needs of the Navy" requirements, some officers are assigned to billets perceived to be outside normal career progression. Assigning to or extending officers in billets which require a unique ability or expertise (e.g., foreign language, qualification in an out-of-production weapons platform, or certain minority/equal opportunity tours) may, if not properly documented, adversely impact an officer's career.

(a) To ensure "no other options" assignments are properly documented and are brought to the attention of promotion and selection boards, assignment officers will submit a letter of explanation (Exhibit 1) to NAVPERSCOM (PERS-4) for signature.

(b) Officers who are short-toured in order to fill a key billet will also receive a letter of explanation to prevent possible misinterpretation by a selection board.

(c) A copy of this letter will be added to the microfiche copy of the officer's record under the explicit

subject heading "Memorandum for the Officer Master Personnel Record."

b. **Career Needs of the Individual.** Operational, technical, and managerial areas of development are key elements in every officer's career progression. Warfare specialty development is essential to the Unrestricted Line (URL) officer and is incorporated in the professional development system. This system is structured to develop officers who are capable of performing in key technical and managerial assignments, as well as warfare/staff specialties.

(1) Each officer community has a basic career path that develops its officers to assume positions of increasing responsibility. Within a career path, there is a great deal of room for flexibility among assignments to achieve the desired results. Depending on the community, each officer must obtain certain qualifications during their career.

(2) Career development information for all officer communities is contained in the annual career issue of **Link-Perspective**. This publication is the professional development bulletin of the Navy officer community, and is published by NAVPERSCOM, Public Affairs Office (PERS-051).

c. **Desires of the Individual.** The desires of the individual, although listed third in the Triad of Detailing, are extremely important. In this area, the morale of the officer and, in many instances, the family, are affected.

(1) The working spouse factor is specifically considered in the assignment process; however, the employment status of the spouse does not take priority over the needs of the Navy or the career needs of the individual.

(2) The decision by a spouse to accept paid employment, to attend school, to participate voluntarily in activities related to the Naval Service, or to do none of these will not be influenced by the preferences or requirements of the Navy. In addition, neither this decision nor the individual's marital status will have an effect on assignments or selection boards.

(3) Desires of the individual are human factors, which are considered when dealing with the personal lives of individuals, particularly in an all-volunteer environment; however, the needs of the service remain paramount.

5. **Personal Contact and Assignment Commitments.** It is the policy of NAVPERSCOM to encourage personal contact between

representatives and individuals. This personal contact can be in the form of written correspondence, visits, and telephone calls. Active communication will help ensure the three components of the Triad of Detailing are balanced and maintained in perspective.

a. **Officer Preference and Data Cards**. As a minimum, officers should submit NAVPERS 1301/1 (Rev. 10-83), Officer Preference and Personal Information Card to their assignment officers 12 months prior to projected rotation date (PRD), or as circumstances change, per MILPERSMAN 1301-030.

(1) This document is converted to a database in the Officer Assignment Information System 2 (OAIS2), which is used by both assignment and placement officers in the detailing process.

(2) On an annual basis, officers are forwarded NAVPERS 1301/51 (Rev. 6-95), Officer Data Card (ODC) for review. The ODC provides up-to-date information as it appears in the Officer Master File (OMF). It is imperative the information contained on the ODC be accurate, current, and complete as this is the same information that is utilized by assignment and placement officers.

(3) Some of the OMF data is also printed on the Officer Summary Record (OSR) and used for selection boards.

b. **Detailer's File**. Assignment officers maintain a detailer's file containing items of interest on each constituent.

(1) The file is initiated when an officer receives initial orders to active duty and is composed of the individual's packet, the most recent officer data card, a microfiche of fitness reports, and preference card.

(2) The detailer maintains a record of correspondence, personal visits, and telephone calls on the personal/assignment correspondence screen of OAIS2.

(3) A standard size personal manila folder may eventually be used in conjunction with the officer's packet in which copies of successive orders, copies of personal and official letters/replies thereto, and other pertinent information and memoranda may be filed.

(4) Both the officer's packet and the personal folder, which comprises the detailer's file, are passed on to successive assignment officers as the officer is promoted.

c. **Recording Communications with Constituents in the Detailer's File and OAIS2**. Occasionally it is reported that an assignment officer made a commitment to an individual or provided advice in a telephone conversation that has become difficult to support in terms of current policy. To ensure sufficient documentation when a reconstruction of the events is attempted, detailers avoid verbal commitments or statements of unpublished policy unless they are immediately followed up in writing. A copy of the written communication is retained in the detailer's file and a summary of each telephone conversation with a constituent is recorded in OAIS2.

d. **Follow-on Assignment Commitments**. Assignment officers may make a commitment for a follow-on assignment to officers being detailed to "hard-fill" assignments and unaccompanied tours in order to make them more palatable. Such commitments are only made with placement concurrence. **When discussing future assignments with an officer, the assignment officer will make it clear whether the discussion does or does not constitute a commitment. Any commitment will be confirmed in writing**. The individual officer will be made aware that any commitment is made on the condition there will be no significant change in force levels.

e. **Warfare Qualified Officers Who Refuse Sea Duty Assignment.** Occasions may arise when a warfare-qualified officer, for either personal or professional reasons, may decide to refuse a sea duty assignment. If all appropriate avenues of recourse have been exhausted by the officer (e.g., correspondence, flag review, humanitarian request, etc.) and the officer still refuses sea duty or takes any action which would prevent their qualification for a subsequent sea duty assignment, warfare qualification revocation advisement actions will be taken by the appropriate assignment division.

(1) An official letter (Exhibit 2) will be sent to the officer, signed by the assignment division director, outlining the reasons for possible warfare qualification revocation with a warning that further action on the part of the officer to avoid a sea duty assignment will be sufficient grounds for the revocation.

(2) Such notification will be signed by the division director and a copy of the letter filed in the officer's personal folder retained by the detailer.

f. **Detailer Field Trips.** NAVPERSCOM (PERS-4) will release a “PERSONAL FOR” message to all senior commanders in the field trip

area. Detailer field trip team leaders will prepare a draft message for NAVPERSCOM (PERS-4's) signature 2 weeks prior to the scheduled trip dates.

(1) In addition to the schedule, names, and responsibilities of detailers, the message will include brief comments on anticipated discussion topics and will request maximum participation from local commands. Detailers maintain close liaison with respective community managers and retention team members, both before and after field trips, to ensure constituent concerns are heard and matters involving personnel policies and retention initiatives are addressed with one voice by NAVPERSCOM representatives.

(2) CNO (N13) provides NAVPERSCOM (PERS-4) with copies of retention brief scripts, recent retention visit reports and other background information for use by detailers in answering retention-related questions during field trips. This information is updated as changes occur.

(3) Detailer and retention team trip reports are exchanged routinely. Divisions will amplify issues of common interest.

(4) Detailer field trip team leaders will invite counterpart community managers to accompany them on visits on a case-by-case basis, once firm trip arrangements have been made.

(5) Detailer trip reports (Exhibit 3) will include a brief statement summarizing interface conducted with CNO (N13) counterparts.

6. **Information Release/Review.** Officers attached to NAVPERSCOM (PERS-4), in acting as agents of NAVPERSCOM, are entrusted with authority per BUPERSINST 5720.7D and SECNAVINST 5211.5D to review service records of officers. Indiscriminate use of records for detailing purposes will be avoided. Officers not attached to NAVPERSCOM (PERS-4) may **not** review records other than their own, unless they have a specific need to know per their duties. NAVPERSCOM, Office of Legal Counsel (PERS-06) should be consulted in these cases.

a. Officers attached to NAVPERSCOM (PERS-4) may **not** show/provide records to officers outside NAVPERSCOM (PERS-4), except constituents may be shown their own record by the assignment officer.

(1) NAVPERSCOM has the authority to make exceptions to this policy in the administration of assigned functions, and, on

an individual case basis, may allow certain flag officers to review the service record of an officer who has been nominated to a key billet for which that officer is the reporting senior. Review of the microfiche record **must** take place within NAVPERSCOM spaces.

(2) Personnel assigned to NAVPERSCOM (PERS-4) will be familiar with the provisions of the Privacy Act, particularly when requested to send record information to non-Navy activities, and when asked for personal information by individuals not in NAVPERSCOM (PERS-4). NAVPERSCOM (PERS-06) is charged with Privacy Act coordination within NAVPERSCOM.

(3) Authority for exceptions to these policies must be obtained from Commander, Navy Personnel Command (COMNAVPERSCOM) via the appropriate chain of command.

(4) NAVPERSCOM, Military Personnel Records Management Division (PERS-31) is the responsible agent for all fitness report information at NAVPERSCOM, both automated and in the official military personnel record (microfiche). NAVPERSCOM, Business Operations Department (PERS-3) should be included in the approval process for dissemination of all fitness report information, whether aggregated or specific, to personnel outside NAVPERSCOM.

b. Lists of personnel by category (e.g., all comptroller postgraduates, command selectees, all holders of PhDs, etc.) may **not** be provided by personnel assigned to NAVPERSCOM (PERS-4) to any individual or agency external to NAVPERSCOM requesting them.

(1) Division directors should be apprised of any request received for a list of officers by category, including name of individual/agency making the request, reason for request, and other pertinent information.

(2) Requests for military and personnel strength data must be referred to NAVPERSCOM, Active/Reserve Enlisted Career Program Division (PERS-81). No such data may be released by an officer assigned to NAVPERSCOM (PERS-4).

(3) NAVPERSCOM (PERS-4) has authority to grant exceptions to these policies and authorize release of information.

EXHIBIT 1

SAMPLE LETTER OF EXPLANATION FOR NO OTHER OPTIONS ASSIGNMENT

(Use the proper memorandum for the record format containing the following.)

MEMORANDUM FOR THE RECORD

Subj: LETTER OF EXPLANATION ICO (OFFICER'S NAME/RANK/SSN/DESIG)

1. This memorandum is to alert statutory and administrative boards to the special nature of the assignment of (officer's name) to (command and location) due to needs of the Navy.

2. Although this assignment might be considered out of the mainstream of (officer's name) professional development, it was absolutely necessary due to higher priority requirements. This was a bona fide "needs of the service" detail. This assignment must be viewed favorably and positively with regard to (officer's name) overall performance record and the sensitive nature of the billet. (Provide additional background information or tailor specific detail above as necessary.)

3. NAVPERSCOM (PERS-313) will ensure this memorandum for the record is entered on the appropriate microfiche.

(NAVPERSCOM (PERS-4) signature)

Copy to:
Officer
Appropriate NAVPERSCOM Assignment Division
PERS-313

EXHIBIT 2

SAMPLE WARFARE REVOCATION ADVISEMENT LETTER

(Use the proper letter format containing the following.)

From: Commander, Navy Personnel Command (PERS-4)
(Director, (appropriate division), (PERS-4__))
To:

Subj: ADVISEMENT OF POSSIBLE WARFARE QUALIFICATION REVOCATION PROCEEDINGS

Ref: (a) Official notification of sea duty assignment
(b) MILPERSMAN 1210-090 (for Surface Warfare Officer)
MILPERSMAN 1210-100 (for Submarine Warfare Officer)
MILPERSMAN 1610-020 (for Aviation Warfare Officer)
MILPERSMAN 1210-220 (for Special Warfare Officer)

1. Reference (a) officially notified you of your pending sea duty assignment to_____. Since you have indicated you intend to refuse this assignment, I must advise you that further actions on your part to avoid this assignment (or to prevent qualification for this or any subsequent sea duty assignment) will constitute sufficient grounds to commence warfare qualification revocation proceedings per provisions of reference (b).

2. It is very important that you weigh the impact of your decision to refuse sea duty and the effect it will have on your future in the Navy. Please notify your detailer of your decision as soon as possible.

(Assignment Division
Director signature)

Copy to:
CO,

EXHIBIT 3

STANDARD DETAILER FIELD TRIP REPORT FORMAT

(Use the proper memorandum format containing the following.)

MEMORANDUM FOR ASSISTANT COMMANDER, NAVY PERSONNEL COMMAND
FOR DISTRIBUTION (PERS-4)

Via: (1) PERS-4__ (applicable division director)
(2) PERS-45
(3) PERS-4B

Subj: OFFICER FIELD TRIP REPORT

Encl: (1) List of Commands Visited
(2) Personnel Contact Statistics

1. During the period of _____ through _____, (rank/name or group name) of _____ division visited ships/submarines/submarine squadrons/shore commands in the _____ area. The list of commands visited is provided in enclosure (1). Personnel contact data is included in enclosure (2).

2. Major items discussed/briefed:

3. Problems surfaced by constituents and recommended solutions:

4. Problem areas requiring investigation/assistance from other NAVPERSCOM/CNO divisions:

5. Calls made to Flags and Commanders:

6. Summary/general comments:

(Senior Trip Member signature)

MILPERSMAN 1301-102

OFFICER DISTRIBUTION - PROCESS

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4187 (901) 874-4187 882-2693

1. **Policy**. The officer distribution process is cyclic in nature; the assignment of an officer to a billet results in the current billet incumbent becoming available for reassignment.

a. The common cue for action is an officer with an approaching projected rotation date (PRD).

b. The assignment officer recognizes that this officer will soon be available for a new assignment and will need to be proposed.

c. Placement officers review billets within their areas of responsibility. They identify billets staffed by incumbent officers who have approaching PRDs.

d. Collectively, these billets represent the pool of billets to which officers must be assigned.

2. **Background**. Officer distribution is the assignment of specific naval officers to fill the identified requirements of the service. The officer distribution process basically consists of identifying and placing a requirement (placement) and assigning an officer to fill the requirement (assignment).

a. Placement officers at Navy Personnel Command (NAVPERSCOM) represent the commands under their cognizance in the distribution process. Placement officers are charged with the responsibility of properly executing the policies of NAVPERSCOM and ensuring the best match between billet requirements and officer qualifications.

b. The assignment officer, also referred to as a detailer, represents the officer's interest in the distribution process. Assignment officers are responsible for ensuring that career needs and personal interests of each officer are served fairly. Distribution is made on a career community basis.

3. **Assignment Process Cycle**

a. **Gaining placement officer posts billet for fill**.

(1) The Online Distribution Ad Hoc Information Query System (ODIS) is used to identify PRDs that require posting. Brief posting notes are used whenever necessary to amplify the requirements for a particular billet. Placement officers post billets for relief at least 9 to 12 months before a relief is required on board, and earlier if necessary. When a billet is occupied, the posting is based on the incumbent's PRD and the billet desired for his/her numerical relief. The placement officer also determines whether the billet can be gapped and the length of the gap, beyond which the assignment officer is obligated to fill. For 1000/1050 billets, the placement officer liaisons with the NAVPERSCOM, Allocation and Statistics Branch (PERS-452).

(2) In the case of new activities under construction, the fill date of a posting will be the same as the pipeline entry date; with all other activities, the fill date will be the date the officer is required on board.

(3) When the incumbent is separating from the service, the fill date will be the month prior to the date of separation, minus any separation leave approved by the command (separation leave is for planning purposes and fill dates will not be governed by command approval of such requests), and the posting will contain the words "RESIG," "RETIREMENT," "RAD," or others as appropriate.

(4) Placement officers will not post for excess billets ashore without the permission of NAVPERSCOM, Distribution Department (PERS-4). Excess billets at sea will be posted per current policy. Whenever Long-Range Training and Requirements Plan (LORTARP) or other document is received from a command, placement officers ensure their postings are updated to reflect the new requirements.

b. **Assignment officer proposes officer to gaining placement for assignment to the billet**.

c. **Gaining placement officer then does the following**:

(1) Accepts proposal, constructs training track (if required), and initiates orders.

(a) To ensure maximum attention to each officer action, placement officers keep their action queues as brief as

possible. If, because of unusual circumstances, a proposal cannot be decided upon and orders initiated within a reasonable period of time, the proposal is rejected, with feedback to the originating detailer in the proposal section stating why the proposal could not be acted on.

(b) Proposals requiring informal board approval are not made until the board sheet has been signed by the approving authority. If placement officers receive a proposal via Officer Assignment Information System (OAIS2) in advance of an approved board sheet, they will reject it.

(c) In the same way, proposals to fill nominative billets are not made via OAIS2 until the nomination has been approved.

(d) Proposals that require courtesy calls are approved or rejected as quickly as possible, and courtesy calls are made without delay. Once a courtesy call is made, placement officers leave the proposal on their action queue for a period of not more than 5 working days, after which, hearing nothing to the contrary, they assume concurrence by the gaining command and process order documents to send the proposal to losing placement review.

(e) Training tracks will be constructed per Billet Specialty Training (BST) and other directives. Placement officers make every effort to keep pipelines as short and simple as possible. Unless certain information is available, the estimated date of detachment (EDD) will be assumed to be the middle of the month of availability. To ensure that officers are able to take Delay in Reporting (DELREP) when authorized, leave periods should be front-loaded. Only if a significant pipeline compression can be effected should the leave be broken up or scheduled for the end of the pipeline. Following the same logic, once the pipeline is complete, the officer should be ordered to the gaining command without delay with the estimated date of arrival (EDA) at the gaining command normally the same month as that in which the last intermediate activity ends, except when a school graduates at the end of the month or when a command's deployment complicates travel arrangements. To conserve temporary duty under instruction (TEMDUINS) funds, only training approved by Chief of Naval Operations (CNO) or Commander, Naval Education and Training Center (NETC) for each billet will be funded by NAVPERSCOM.

(f) Forwarding the proposal to losing placement carries the assumption that the gaining placement officer may not have access to the proposal again, and that all the requirements

for initiation of orders, including the confirmation of quotas, have been met.

(2) Rejects proposal. Rejected proposals are paralleled by a phone call or visit to the originating detailer.

d. **Once the proposal is accepted, the placement officer will make the incumbent available for transfer**.

(1) Officers will be made available for transfer as soon as their reliefs have been accepted and orders processed through OAIS2. In determining the date of availability, placement officers take into account the entire pipeline of the relief, including leave and travel, and 10 days for face-to-face turnover. When the estimated date of arrival (EDA) cannot be determined within the reporting month, it will be assumed to occur at the end of the month, and the incumbent will be made available for transfer in the following month.

(2) Availability of officers at a command will not be postponed for any reason without a timely, written request from the officers or their command, and approved by the assignment officers and placement officers for all commands affected. In particular, the practice of informally holding officers in excess to smooth out "wardroom continuity" or to meet a scheduled command milestone is discouraged.

(3) If the orders of an officer's relief are canceled, the assignment and placement officers concerned will immediately confer regarding a new relief and the cancellation or postponement of the officer's availability until that time.

e. **Losing placement officer conducts losing placement review and approves detachment of officer from present activity**.

(1) Having made an officer available for transfer, the placement officer becomes, with regard to that officer, losing placement. The losing placement review is the last opportunity the losing placement officer has to ensure that a proper turnover has been provided.

(2) When conducting a losing placement review, the placement officer first examines the complete details of the assignment, both for the incumbent and for his/her relief. Not all the circumstances surrounding a detachment are apparent from the availability month; therefore, the use of Activity Texts (ATEXTs) and Personnel Texts (PTEXTs) in orders and the EDA at intermediate activities must be closely examined. ATEXTs, which are automatically generated by OAIS2, describe general

information or a requirement that the officer should know about a particular activity. PTEXTS relate directly to the officer and contain information concerning an officer's instructions or obligations when reporting to a new command.

(3) On approving a losing placement review, the placement officer annotates the Unit Staffing Report for the detaching activity with the estimated date of departure (EDD) and the name of the gaining command.

(4) Disapproval of a losing placement review causes the proposal to be returned to the gaining placement officer for further action. The gaining placement and losing placement officers discuss the circumstances surrounding the disapproval and attempt to reach an agreement on the continued processing of the proposal. If the agreement requires changes to be made to the training tracks, the gaining placement officer makes those changes prior to rerouting the proposal to losing placement. If the agreement requires a change to the ultimate unit identification code (UIC) or billet sequence code (BSC), or the EDD needs to be changed to a date earlier than the officer's current availability date, the gaining placement officer rejects the proposal, and a new proposal must be initiated. If an agreement cannot be reached, the gaining placement officer must reject the proposal.

(5) Conflicts will be resolved per the policy stated above or will be forwarded for resolution to the first common superior in the NAVPERSCOM chain of command.

(6) When conducting a losing placement review for an officer being ordered from command, the losing placement officer ensures the immediate superior in command (ISIC) and other cognizant commands are included in the external message routing.

f. **Assignment officer completes orders and forwards for review and transmission**.

4. **Control of the Assignment/Placement Interface**. During the above cycle, officers are considered under the control of the placement officer from the time they are proposed and accepted for a new assignment until the time they are made available for transfer.

a. During the rest of the cycle, they are considered under the control of the assignment officer. When officers are under the control of either the assignment or placement officer, their status is not changed (e.g., availability canceled, PRD changed,

or assignment canceled) without the concurrence of the controlling officer.

b. Particularly in fast developing situations, assignment and placement officers cooperate to ensure optimum use of all officers actually available. Although the needs and desires of the individual are taken into account, the readiness of the affected command takes priority in any conflicts, with operating forces having priority over the shore establishment. This means that whenever possible, billets afloat will not be gapped, and the relief of officers will include the required 2 weeks (10 working days) for face-to-face turnover.

c. To prevent breakdowns in the officer distribution cycle, assignment and placement officers take particular care with those actions at the "seams" of the assignment/placement interface; namely, with postings, proposals, availabilities, and losing placement reviews. Although officer assignments are usually managed with the year and month as a standard unit, to minimize time lost during transition, the actual date of reporting or detachment will be used if known, or else estimated and considered, allowing for the full DELREP the situation and officer's status permits.

5. **Urgent Reassignment Action (URA)**. When the urgency of filling a billet justifies the reassignment of officers in advance of their normal rotation date without a relief, the placement officer owning a billet that must be filled will initiate an URA using the form in Exhibit 1. Assignment officers may also initiate an URA.

a. If the URA is approved, the losing placement officer and the assignment officer will coordinate so the losing command and individual are notified as close together as possible.

b. Losing placement will post the vacated billet with a fill date at original PRD of the candidate, 6 months from transfer, or as directed by NAVPERSCOM (PERS-4).

c. Orders will be prepared in the normal manner.

6. **Reassignment due to Officer Billet Cuts**. Congressional decisions often necessitate fiscal year end strength reductions. Essentially, strength reductions equate to billet cuts. It is very likely some of the billets cut will have officers serving in them. In these instances, the following guidelines apply:

a. Cognizant placement officers will make those officers assigned to billets, which have been cut available for reassignment, unless the officer can be reassigned to a valid billet within the same activity. Where appropriate, an officer in a cut billet can serve as the replacement for an officer departing the command.

b. All other reassignments will be made by the cognizant assignment officer in the following priority order:

(1) To a billet in the same geographic area (no-cost move). Department of Defense (DOD) overseas tour length requirements must be observed. Assignment officers will query shore assignment coordinators from other divisions to determine whether they are holding 1000/1050 Billet Fill Decisions for the same geographic area.

(2) To a billet in a different geographic area (cost move). If, in the judgment of the assignment officer, such action would harm the officer concerned, or, if Permanent Change of Station (PCS) budget constraints/DOD tour length requirements are involved, then the assignment officer may periodically review these cases to confirm that conditions which prevented reassignment are still valid.

7. **Officers under the Control of Assignment by NAVPERSCOM, Progression, Performance, and Security Department (PERS-8)**. When notified by NAVPERSCOM, Officer Performance and Separations Branch (PERS-834) that an officer is "on control," the placement officer annotates the Unit Staffing Report accordingly, and will not permit that officer's status to be changed without the permission of NAVPERSCOM (PERS-8).

a. If more than 2 months elapse with no further notification from NAVPERSCOM (PERS-8), the placement officer requests a status report via the cognizant assignment officer. The fact that an officer is on control is not disclosed outside NAVPERSCOM.

b. Upon receiving written notification from NAVPERSCOM (PERS-834) that Secretary of the Navy has directed an officer's discharge, NAVPERSCOM (PERS-834) will do the following:

(1) Hand-deliver to the placement officer a memorandum of notification of intent to separate. (No further liaison with NAVPERSCOM (PERS-834) is required at this point. The officer is considered "unflagged" by NAVPERSCOM (PERS-834)).

(2) Prepare separation order with copies to both placement officer and detailer.

(3) If authority to separate an officer is received by NAVPERSCOM (PERS-834) prior to the 15th of the current month, separation orders will normally indicate the current month.

(4) If authority to separate an officer is received after the 15th of the current month, separation orders will normally direct separation during the next month.

EXHIBIT 1

URGENT REASSIGNMENT ACTION (URA) REQUEST

DATE:

From: PERS-__
To: PERS-4
Via: PERS-__ Gaining Placement Division Director
PERS-__ Assignment Division Director
PERS-__ Assignment Officer
PERS-__ Gaining Placement
PERS-__ Losing Placement
PERS-__ Losing Placement Div Director

Subj: URGENT REASSIGNMENT ACTION

1. An urgent reassignment action is requested to fill the following billet:

a. Command _____
b. BSC/title _____
c. Desig/grade _____ BFD/Fill Responsibility _____
d. Incumbent/PRD _____

2. Based on billet designator/BFD, PERS-____ is posted to fill this billet. An urgent fill is needed for the following reasons:
_____
_____
_____

3. Gaining placement division director approval/comments: ____
_____
_____
_____

4. Assignment officer and division director comments: _____
_____
_____
_____

a. Proposed relief is: _____
b. Billet/Grade/Desig: _____
c. Duty Station: _____
d. PRD: _____

e. Remarks: _____

f. Why was this officer selected? _____

5. Losing placement comments on impact of early transfer on current command: _____

a. What assignment branch has fill behind responsibility?
_____

b. What is prognosis of fill? _____

6. Losing placement division director's comments: _____
_____
_____

7. PERS-4 decision: Approve _____ Disapprove _____
Comments: _____
_____
_____

(NOTE: Assignment officer may initiate URA for an individual by modifying paragraph 1 to read "for the following officer," if so, skip paragraph 4 in these cases.)

EXHIBIT 2

SCREENING SHEET FOR ASSIGNMENT OF OFFICER IN EXCESS

Date:

From: (Assignment or Placement Branch)

Subj: IT IS PROPOSED TO ORDER THE FOLLOWING OFFICER IN EXCESS AS FOLLOWS:

Name: _____ SSN: _____
Desig: _____ Grade: _____ Subspecialty codes: _____
Command: _____ UIC: _____
Additional Info:

Via: PERS-____ (Assignment or Placement Division)
Recommend: Approve _____ Disapprove _____
Comments:

Via: PERS-____ (Assignment or Placement Division)
Recommend: Approve _____ Disapprove _____
Comments:

Via: PERS-____ (Assignment or Placement Division)
Recommend: Approve _____ Disapprove _____
Comments:

Via: PERS-45
Recommend: Approve _____ Disapprove _____
Comments:

Via: PERS-4B
Recommend: Approve _____ Disapprove _____
Comments:

PERS-4 Approve _____ Disapprove _____ See Me _____

(Return to originator with copy to NAVPERSCOM (PERS-45) after NAVPERSCOM (PERS-4) action.)

MILPERSMAN 1301-104

OFFICER DISTRIBUTION - GENERAL TOUR LENGTHS AND ROTATIONS

Responsible Office	CNO (N131)	Phone: DSN COM FAX	223-2303 (703) 693-2303 223-1189

References	DODD 1315.7 of 9 Jan 87

1. **Policy**. Officer tour lengths are established within the constraints of Office of the Secretary of Defense (OSD) policy, needs of the service, professional career development, and where feasible, the desires of the individual. Other important factors include personnel inventory, number of ships/commands available or projected, future requirements, and fiscal constraints. While appropriate weight is allotted to each of these factors, officer career patterns must also be maintained to ensure development of required Navy leadership and expertise.

a. Officer tour lengths for overseas (outside continental United States (OCONUS)) assignments are made per Department of Defense (DOD) area tour lengths. These tour lengths are addressed in MILPERSMAN 1300-306.

b. Basic guidance relating to efficiency, readiness, and permanent change of station (PCS) costs is provided and is integral to all personnel reassignment decision-making:

(1) The primary reassignment consideration will be an officer's current qualifications to fill a valid requirement and the officer’s ability to be productive in that position.

(2) Qualified volunteers who meet time-on-station (TOS) requirements shall be considered first for any reassignment. The qualified member with the greatest TOS will normally be selected. Qualified non-volunteers who meet TOS will be selected before qualified volunteers without sufficient TOS.

(3) Careful consideration will be given to permanent change of station (PCS) costs when selecting an officer for an assignment. When other considerations are not overriding, each

assignment will be completed with the least expenditure of PCS funds.

(4) Sequential training assignments will be consolidated geographically to the maximum extent practicable. To minimize impact on the individual's account, sequential training may be performed in a TAD status prior to detaching from the old or after reporting to the new duty station, if the training site is collocated with the old or new duty station.

(5) Reassignments within the continental United States (CONUS) will not be made solely for retirement.

c. Reduction of personnel turbulence and PCS cost initiatives give tour length adherence high level attention. Shore tour lengths for career personnel will normally be a minimum of 3 years. Authorized exemptions are listed in paragraph 2 below. Career development criteria necessitate that some Unrestricted Line (URL) officer warfare specialists will not be toured ashore for excessive periods between sea tours. As a general policy, shore tours in excess of 36 months for lieutenant commander (LCDR) and below, and 48 months for commander (CDR) and above, are the exception rather than the rule.

2. **Projected Rotation Date (PRD)**. Establishment of the PRD will be determined by the detailer/assignment officer at the time orders are issued.

a. **Establishing a PRD**. A PRD is generated each time an officer is assigned to a new duty station and represents the month and year in which the rotation of the officer is planned.

(1) PRDs will be established to start the month an officer reports on board the command (CONUS) or the month the officer departs CONUS for an overseas assignment.

(2) PRDs are to be assigned in consonance with existing DOD Directive 1315.7. Adherence to PRD is defined to be a window 1 month prior to or 3 months after the initially assigned PRD (i.e., that PRD assigned as a result of issuance of PCS orders). This definition does not apply to initial orders from a training command (including attrites), decommissionings, retirements, resignations, relief for cause, and humanitarian reassignments.

(3) An assigned PRD is a relatively firm date as it forms the basis for the annual PCS funding allocation. Although it is recognized that there will be some exceptions based on career

development requirements and overall needs of the service, these exceptions will be minimal and will be carefully reviewed by Navy Personnel Command (NAVPERSCOM).

b. **PRD Changes**. Due consideration is given and liaison conducted with the placement officer prior to considering a change to a PRD, especially when that change results in a tour being shortened. Close liaison and cooperation between assignment officers and placement officers ensures an orderly turnover of personnel in each activity.

(1) Adherence to PRDs predicated on established tour length policies is considered mandatory.

(2) When these exceptions occur, or in other cases when there is no other alternative, a PRD may be changed to a date outside the previously defined adherence window using the procedures contained in this article.

(3) Requests for adjustments of overseas tours PRDs shall be submitted by letter to NAVPERSCOM. Such requests must contain sufficient information to facilitate an accurate determination. Examples of situations when PRDs require adjustments are as follows:

(a) Correction of erroneous PRDs.

(b) Personnel reporting without family member(s), with movement of family member(s) subsequently authorized.

(c) Family member(s) arriving in a "tourist status" or are newly acquired and subsequently become "command sponsored" family member(s).

(d) Return of family member(s) not at the option of member nor as a result of misconduct.

(e) Member voluntarily elects to serve accompanied tour.

c. **Advancing the PRD** to an earlier fiscal year for a funded PCS move will not normally be granted due to PCS budget considerations.

3. **Officer Rotation of Duty, Afloat and Ashore**. Detailed officer tour length policy guidance is contained in MILPERSMAN 1301-110. The following policy applies to the assignment of personnel from/to billets requiring forward deployments:

a. The goal is to prevent assignment of personnel from a deployed unit to another deployed unit without a reasonable period of time between deployments.

b. Personnel should not be assigned without their consent from one deployable unit to another if the assignment would result in the following:

(1) Forward deployment (greater than 4 months) to be followed by a forward deployment (greater than 4 months) with less than a 6-month interval between the deployments.

(2) Forward deployment of more than 6 months out of the most recent 12 months.

c. Officer assignment/placement officers verify deployment status for personnel being transferred from one deployable unit to another utilizing Officer Assignment Information System (OAIS) screen A/P-9. For those assignments requiring the member's consent, assignment officers will log the member's consent in OAIS screen A-25.

4. **Split Tours**. Split tours are unprogrammed reassignments within the same geographic location as the present duty station at **no cost** to the government.

a. Split tours are applicable to both sea and shore assignments, and must remain consistent with the needs of the service and career development of the individual.

b. All split tour requests will be submitted to and approved by the cognizant assignment division director at NAVPERSCOM.

5. **Tour Extensions**. On a case-by-case basis, tour extensions at present duty stations for up to a maximum of 1 year may be requested at least 6 months prior to the PRD.

a. Approval of tour extensions will be based on a variety of factors such as officer career timing, availability of a relief, and requirements for other priority fills. Extensions will not be granted to allow officers to avoid their next career milestone.

b. Extensions for more than 12 months will be reviewed with caution and approved only under the most unusual circumstances.

c. Officers may request tour extensions and adjustments by sending a written request via their chain of command to the appropriate assignment branch, NAVPERSCOM (PERS-4XXX). The request should contain an explanation and any unusual circumstances that could assist NAVPERSCOM in determining a decision.

(1) Requests should be submitted 6-12 months prior to PRD or requested tour adjustment date.

(2) Officers must have completed 1 year at present duty station (for extension, 1-year area tours accepted) prior to submitting requests.

(3) Reporting senior’s endorsement should contain a recommendation and any pertinent items relating to the reasons for the request.

d. All letters of approval for extensions will be caveated so an unforeseen "needs of the service" situation, which would necessitate shortening a previously granted extension could only be viewed as reasonable and understandable by all parties concerned. Letters of approval of PRD extensions will contain the following caveat:

"This approval of your tour extension request is based upon a review of your preferences, present billet requirements for officers of your seniority and experience, and your level of professional development. You may expect reassignment in (month), (year); however, in the event that unforeseen billet requirements arise prior to your new tour completion date, you may be considered for reassignment earlier than currently anticipated. If shortening of this extension becomes necessary, you will be given as much advance notice as possible in order to lessen the personal impact on you."

6. **Minimum Tour for Separation (MTS).** Having determined that the United States Navy (USN) officer has retainability for a PCS move, notification of intent to issue/issuance of orders obligates the officer for the MTS at the new duty station.

a. This is the minimum specified time that the officer shall complete at the new duty station in order to defray the high PCS costs attendant to the move.

b. At this point, the emphasis on compliance shifts to completing the DOD or Secretary of the Navy (SECNAV) prescribed tour length (PTL). MTS requirements are the same as those for retainability contained in MILPERSMAN 1301-108.

7. **Prescribed Tour Length (PTL).** PTLs, as provided in MILPERSMAN 1301-110 are set by SECNAV for sea duty assignment and by DOD for all others.

a. PRDs, if set in error, are not an authorization to move an individual prior to completion of the PTL.

b. In order to expend PCS funds, either the PTL must be satisfied or appropriate waiver approval must be obtained.

8. **Attendance at Service Colleges.** Career officers are screened for service colleges after promotion to 0-4, 0-5, and 0-6, but are assigned as students only after completing current tours of duty.

MILPERSMAN 1301-106

OFFICER DISTRIBUTION - TIME ON STATION (TOS)

Responsible Office	CNO (N131)	Phone: DSN COM FAX	223-2303 (703) 693-2303 223-1189

1. **Requirements**. Time-on-station (TOS) applies primarily to consecutive continental United States (CONUS) shore tours. TOS is established to stabilize lives of members and family members and to reduce permanent change of station (PCS) costs. Department of Defense (DOD) requires members serve 36 months or more at a geographic location before receiving a cost PCS move. One or more activity tours in the same geographic location may be used to satisfy the 36-month minimum area tour.

a. The standard "minus 1/plus 3-month" projected rotation date (PRD) detailing window remains in effect; however, a PCS move 1 month early (for example, at 35 months on a 36-month tour) requires a TOS waiver approved by Navy Personnel Command (NAVPERSCOM), Distribution Department (PERS-4). This window provides latitude and efficiency for matching members to available reassignments. Every attempt to meet actual PRD month will be made by the assignment officer.

b. Members ordered to commanding officer (CO)/ executive officer (XO) billets ashore and moves necessitated by "career development/progression" must meet TOS requirements. A NAVPERSCOM (PERS-4) waiver is required if necessary.

2. **Exemptions**. Certain CONUS PCS move types are exempted from the TOS requirement by specific DOD exemptions. These exemptions include the following reassignments:

a. To DOD overseas tour. A 2-year minimum Navy activity tour at CONUS sea/shore is required prior to transfer overseas.

b. From sea duty activity. Sea duty tour lengths are set by Secretary of the Navy (SECNAV) per MILPERSMAN 1301-110.

c. To sea duty activity. A 2-year minimum Navy activity tour at sea/shore is required prior to transfer to sea duty.

d. From duty under instruction (DUINS) (instruction 20 weeks or greater). Tour length dependent upon length of instruction.

e. To DUINS. Twenty-four months required at shore activity; a full sea tour is required coming from sea duty. (Exception: If transferring from a training activity, preceding paragraph applies.) NAVPERSCOM division directors may waive this requirement on a case basis (not to be delegated).

f. Disqualification. Security, professional, special weapons, medical.

g. Humanitarian reasons.

h. From unit undergoing major weapon system change or unit conversion.

i. From unit designated new construction or undergoing homeport change.

j. Spouse collocation. For CONUS, requires 1 year at losing command for collocating spouse; the other spouse, if also transferring, must complete TOS requirement or **SECNAV recommended prescribed sea tour per those listed in MILPERSMAN 1301-110.** For overseas, a NAVPERSCOM (PERS-4) waiver is required.

k. First-termers. Defined as O-1 and O-2 personnel.

(1) Shore-to-shore with less than 3 years TOS require NAVPERSCOM division director waiver approval on a case basis (not to be delegated).

(2) CONUS. Officers transferring to DUINS require 24 months prior to a PCS move from a shore activity and a full sea tour prior to transfer from a sea activity. Orders in exception of this policy will be approved on a case basis by the respective NAVPERSCOM division director (not to be delegated).

(3) Overseas. Overseas first-termers must comply with DOD overseas tour lengths. Orders in exception of this policy (including assignment to DUINS) must receive a curtailment waiver approval from NAVPERSCOM (PERS-4).

l. Office of the Secretary of Defense (OSD), Office of the Joint Chiefs of Staff (OJCS), or Defense Agency activity tour lengths are limited by statute.

m. SECNAV designated tours to validate specialized professional credentials for doctors and lawyers before independent duty (**not** a general exemption for professional development).

n. Separation.

o. Nuclear billets under Naval Sea Systems Command (NAVSEASYSCOM) (NAVSEA-08) cognizance (24-month minimum tour regardless of prior assignment or location).

p. Skill conversion (designator change).

3. **Waiver Requests**

a. For PCS orders that do not meet the 36-month TOS requirement and are not specifically exempted by this article, the assignment officer must obtain flag-level waiver approval. The following guidelines apply:

(1) NAVPERSCOM (PERS-4B) approval is required when members have less than 36 but more than 24 months TOS.

(2) NAVPERSCOM (PERS-4) approval is required when members have less than 24 months TOS.

b. A waiver can be generated in the Officer Assignment Information System Version 2 (OAIS2) WAVR screen.

(1) When submitting a waiver request, assignment officers must ensure that specific, succinct justification comments are provided.

(2) PCS cost predictions are generally based upon anticipated completion of prescribed tours. Analysis of the total PCS cost of each waiver must be included for the approval process.

c. “Up front" CONUS TOS waivers can be approved only for officers being ordered to tours as follows:

(1) CO (2-year minimum tour required).

(2) Medical department specialties identified in MILPERSMAN 1301-110 (tour lengths as indicated).

MILPERSMAN 1301-108

OFFICER DISTRIBUTION - RETAINABILITY

Responsible Office	CNO (N131)	Phone: DSN COM FAX	223-2303 (703) 693-2303 223-1189

1. **Background.** Retainability is the minimum obligated service (OBLISERV) an officer must have to qualify for issuance of cost permanent change of station (PCS) orders. Cost PCS orders cannot be issued unless retainability is met.

2. **Policy.** Retainability covers the period from the date of reporting for duty at the new duty station.

a. The following table lists the minimum requirements.

TRANSFER FROM	TRANSFER TO	RETAINABILITY
CONUS Shore or Sea	CONUS Shore Duty	2 Years
CONUS Shore	CONUS Sea Duty	1 Year
Anywhere	OVERSEAS Sea or Shore Duty	DOD Area Tour
Overseas	CONUS Sea or Shore Duty	1 Year

b. Nuclear-qualified officers assigned billets under Naval Sea Systems Command (NAVSEASYSCOM) (NAVSEA-08) cognizance are 2 years.

c. Retainability and prescribed tour length (PTL) are not interchangeable terms. Both are satisfied prior to order writing.

(1) The retainability requirement is met in relation to the next PCS assignment.

(2) The PTL requirement is satisfied for the existing tour assignment.

3. **Letter of Intent (LOI).** Satisfaction of the retainability requirement for **all** cost orders is required. Factors that affect retainability are the letters of intent of Regular and Reserve officers and the resignation and release from active duty (RAD) requests of Regular and Reserve officers.

a. Where an officer’s minimum service requirement (MSR) extends beyond the officer’s current projected rotation date (PRD), an LOI may be used to notify Navy Personnel Command (NAVPERSCOM) the officer does not desire to remain on active duty beyond MSR.

b. An LOI shall be received by NAVPERSCOM no later than 6 months prior to the first day of the officer's PRD month. An LOI may be received after this time but does not preclude PCS orders notification prior to receipt of the LOI. This in no way restricts detailer-constituent communications at any time.

c. The LOI does not preclude issuance of PCS orders, provided the requested release date, which is the MSR unless earlier date approved by Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN (M&RA)), permits the officer to meet the retainability requirement for PCS orders to the next duty station.

d. The LOI must be followed by a tender of resignation/RAD or request to retire. This tender must be received at NAVPERSCOM 9 months prior to the MSR (9 months prior to an earlier date if approved by the ASN (M&RA)) to allow for processing, including adjustment of the PRD in Officer Assignment Information System Version 2 (OAIS2) and identification of a timely relief.

4. **Attaining Retainability**

a. USNR Officers

(1) Retainability for United States Naval Reserve (USNR) officers is equal to the MSR or obligation incurred as a result of accepting orders. The obligation incurred upon approval of a voluntary extension of active duty of definite duration is equal to the time requested by the member.

(a) Absence of a RAD request prior to the first day of the sixth month before the month of an officer’s PRD will be construed as an officer’s request to be retained beyond MSR.

(b) Officers can then be issued orders and will have retainability for not less than the minimum tour for separation MTS at the next duty station.

(2) If a USNR officer executes orders, the earliest time the officer may be released from active duty at the new duty station as a voluntary release from active duty (VOLRAD), without a waiver, **is the MTS date**. Although an officer may be retained

on active duty until completion of PTL, it has been common practice to approve releases upon completion of MTS, provided the request meets other OBLISERV and submission requirements. This policy will remain in effect unless Deputy Chief of Naval Personnel (DCNP) determines by competitive category/designator that significant personnel shortages are a compelling military necessity for retention. In the absence of a request for release, the officer will serve the full PTL.

(3) USNR Officer order writing decision matrix is as follows:

Retainability	**Write Orders**	**Tour Length/Action**
MSR > or = PTL	Yes	PTEXT P73043
MTS < or = MSR < PTL	Yes	PTEXT P73043
MTS < or = MSR	Yes	PTEXT P73044 **(Note 1)**
MSR < MTS	Yes	PTEXT P73043 **(Note 2)**
MSR < MTS	No	Extend PRD to MSR and retain onboard. **(Note 1)**

Note 1: Letter of intent or approved RAD.

Note 2: No letter of intent or approved RAD. Less than 6 months from PRD.

(4) In cases where orders are written for less than the PTL and the officer later incurs additional OBLISERV or requests to remain on active duty, the officer will **not** be reassigned prior to completion of the PTL unless in connection with an approved exception. MTS and PTL in the matrix above are the MTS and PTL required at the next duty station.

b. United States Navy (USN) Officers

(1) Retainability for USN officers is limited by statute, which defines maximum service, by LOIs and by resignation/ retirement requests.

(a) Statutorily required separation cannot be waived unless the officer is continued on active duty by a continuation/administrative retention board; in such cases, retainability must be satisfied in full prior to issuance of cost PCS orders.

(b) Absence of a resignation/retirement request 6 months prior to the first day of the officer's PRD month makes the USN officer eligible for PCS orders and, once notified of

orders, committed to fulfill the associated tour-length requirement.

(2) When assigning officers who have completed 20 years of total active service or have been continued, OAIS2 must be reviewed by NAVPERSCOM to verify the estimated loss date allows sufficient retainability.

(3) Officers cannot be assigned beyond their estimated loss date unless continued. Questions concerning estimated loss date are handled by NAVPERSCOM, Retirement Fleet Reserve/ Disability Retirement Division (PERS-82).

(4) Although an officer may be retained on active duty until completion of PTL, it has been common practice to approve resignation/retirements upon completion of MTS, provided the request meets other OBLISERV and submission requirements.

(a) This policy will remain in effect unless Commander, Navy Personnel Command (COMNAVPERSCOM) determines by competitive category/designator that significant personnel shortages are a compelling military necessity for retention.

(b) In the absence of a request to resign/retire, the officer will serve the full PTL unless an approved exception is granted by appropriate authority.

(5) USN officer order writing decision matrix is as follows:

Retainability	Write Orders	Tour Length/Action
MSR > or = PTL	Yes	PTEXT P73043
MTS < or = MSR < PTL	Yes	PTEXT P73043
MTS < or = MSR	Yes	PTEXT P73044/P73046 **(Note 1)**
MSR < MTS	Yes	PTEXT P73043 **(Note 2)**
MSR < MTS	No	Extend PRD to Separation date and retain onboard. **(Note 1)**

Note 1: Letter of intent or approved RAD.

Note 2: No letter of intent or approved RAD. Less than 6 months from PRD.

(6) MTS and PTL in the matrix above are the MTS and PTL required at the next duty station.

(7) The following officers do not meet retainability requirements and are not issued **cost** orders:

(a) Officers who will be involuntarily retired due to age or time-in-grade limitations.

(b) One-time failure of selection (FOS) officers who will be involuntarily separated if they FOS a second time.

(c) This requirement may be waived under extraordinary circumstances by NAVPERSCOM, Distribution Department (PERS-4) where continuance of a one-time FOS officer (e.g., in an overseas billet) is detrimental to the Navy and to the individual. Considerations include the following:

1. Need for career-enhancing billet to improve promotion opportunity.

2. Need to transition to the civilian sector and individual's suitability for continued overseas duty.

5. **Retainability Exceptions**. Waiver authority for retainability requirements is as follows:

a. Requests to waive retainability of 12 months or less can be approved by NAVPERSCOM (PERS-4).

b. Requests to waive retainability greater than 12 months can be approved only by Chief of Naval Operations (CNO) (N131).

MILPERSMAN 1301-110

OFFICER DISTRIBUTION - PRESCRIBED SEA TOUR AND RECOMMENDED SHORE TOUR LENGTHS

Responsible Office	CNO (N131)	Phone: DSN COM FAX	223-2303 (703) 693-2303 223-1189

References	SECNAVINST 7220.75C

1. **Policy**. Assignments to activities identified as **continental United States (CONUS) sea** and **overseas sea** assignments will have full Secretary of the Navy (SECNAV) tours. These activities are designated by Type Assignment (T/A) Codes "C" and "D." Assignment to activities identified as CONUS shore and overseas shore are designated by T/A Codes “S” and “O.”

a. Navy Personnel Command (NAVPERSCOM) division directors are directed to ensure compliance with SECNAV prescribed sea tour (PST) lengths by means of a waiver system similar to the current Department of Defense (DOD) tour management system.

b. The following tables depict SECNAV PST lengths as well as recommended shore tour lengths for officers based upon optimum career progression for specific communities. As such, they represent the required time at sea for officers, but do not constitute exceptions to shore requirements as outlined in MILPERSMAN 1301-104 or overseas tour lengths established by DOD, which are outlined in MILPERSMAN 1300-306.

2. **Prescribed Tour Lengths for Sea Duty**

a. An on-time permanent change of station (PCS) move from sea is one that completes the PST length. A 1-month early window is provided, if required to facilitate the timing of schools, etc. In cases where an existing projected rotation date (PRD) was incorrectly applied to the sea tour, this does not constitute authority to move an officer early. Unless other circumstances override, the incorrect PRD is extended.

b. A cost PCS move initiates a new PST length. Sea-to-sea PCS moves must be no-cost/low-cost (less than $500) to be designated as a split tour and an exception to full PST

lengths. Consecutive no-cost/low cost split tours can be combined to meet PST lengths.

c. It is a detailing responsibility to determine if the prescribed tour length criteria has been met prior to a PCS funded move. If not, the assignment officer must obtain waiver approval prior to issuing the orders.

d. NAVPERSCOM assignment division directors are waiver approval authority for SECNAV PST lengths. PST breaks apply to both CONUS and overseas tours. Exception criteria are listed in MILPERSMAN 1301-104.

e. PST waivers are approved as follows:

(1) PST breaks **less than or equal to 6 months, which do not cross the fiscal year,** are approved on a case-by-case basis by the respective NAVPERSCOM division director. Approval authority may be delegated no lower than the NAVPERSCOM branch head level.

(2) PST breaks **greater than 6 months, which cross the fiscal year,** are approved on a case-by-case basis by the respective NAVPERSCOM division director (not to be delegated).

3. **Nuclear Surface Warfare Officer (111X) Tour Lengths**

Rank	Tour	Description	Sea	Shore	Remarks
ENS LTJG	Initial Sea	Junior Officer	36-42	18	Nuclear power training/SWOS
LT	First Shore	NPTU, NPS, NPGS, Staff, etc.		24	
		SWOS Dept Head Sch		6	
	DH/PA Sea	Dept Head, CVN PA	18-24		Conventional and Nuclear.
LCDR	Second Shore	DC, Joint		18-24	Nuc Shore if none previous.
	Second Sea	XO	18		
	Third Shore	DC, Joint		24	
CDR	Third Sea	CO	20		
CAPT		CVN Reactor Officer	24-30		Post Command.
	Fourth Shore	Shore Staff (NUC) Sequential		24-36	Conform to DOD Area Tour requirements.
	Fourth Sea	Major Command	24		
WO/LDO		61XX, 71XX 64XX, 74XX	24-36	24-36	Variable with billets.

4. Submarine Officer (112X) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
ENS	Input	Nuclear/Submarine Training		15	3 PCS Moves.
	Initial Sea		36		Two 2-year tours optional.
LT	Initial Shore			24-36	
LCDR	Second Sea	Dept Head	36		Two 2-year tours optional.
	Second Shore	Post Dept Head		24-36	
	Third Sea	XO	24		
	Third Shore	Post XO		24	
CDR		PCO		6	
	Fourth Sea	CO	30		
	Fourth Shore	Post CO		24-36	
CAPT		Major Command	24		
WO/LDO		62XX, 72XX 640X, 740X	24-36	24-36	Variable with billets.
NOTE: All nuclear billets under NAVSEASYSCOM (NAVSEA-08) cognizance will have a 2-year MTS regardless of prior assignment or location. A minimum 2-year retainability requirement must also be met before assigning an individual to these billets. This tour length policy will ensure reasonable stability for billets that require special nuclear qualifications and proficiency.					

5. Special Warfare Officer (113X) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
ENS	Input	Core Training (BUD/S)	9		
ENS LTJG	Initial Sea	Assistant Platoon Commander/Division Officer	36		
LT	Second Sea	Sea Platoon Commander/Dept Head	24		
	First Shore	Staff, Tanf Command, PG School		24-36	
LCDR	Third Sea	XO of: Seal Team, SBU, SDV, NSWU, other	25		
		Afloat Staff	24		
	Second Shore	Joint Duty, Fleet or SOC Staff, Service College		24-36	
CDR	Fourth Sea	CO of: Seal Team, SBU, SDV, NSWU	24		
	Third Shore	CO Ashore, Ashore Staff, Service College, Joint Duty		24-36	

Rank	Tour	Description	Sea	Shore	Remarks
CAPT	Fifth Sea	COMNAVSPECWARGRU 1 COMNAVSPECWARGRU 2 COMNAVSPECWARGRU 3 COMNAVSPECWARGRU 4 COMNAVSPECWARDEVGRU	24		
	Fourth Shore	COMNAVSPECWARCEN, NSWC Staff, Joint Duty		24-36	
NOTE: All Joint Tours are 36 months.					

6. **Special Operations Officer (114X) Tour Lengths**

Rank	Tour	Description	Sea	Shore	Remarks
ENS	Input	Core Training and Basic Diving Officer		7	Appropriate Billet Specialty Training (BST).
LTJG	Initial Sea	Div Officer, AOE, ARS, MHC, MCS	18-30		May move when SWO qualified (Avg 24 mo)
	Initial Shore	EOD School, Advance Tactical Training, Jump School		14	Requirement for YG-88 on
LT	Second Sea	1st Dept Head, NSTC EODMU, MDSU	24-30		May rotate upon completion of deployment
	Second Shore	OIC Regional Det, EOD Staff, Training Command, NPGS, PEP		24-36	
LCDR	Third Sea	2nd Dept Head, EODMU OPS, CAR, PHIB, DESGRU, MCMRON	24		
	Fourth Sea	XO EODMU, MDSU CO, NRFEODMU	20		LCDR XO/CO afloat. May rotate at 18 mo.
	Third Shore	XO NEDU, NDSTC EODS, NPGS, Service College		20-24	
	Fifth Sea	# FLT AO, EODGRU, Major Staff	24		
CDR	Fifth Sea	# FLT AO, EODGRU, Major Staff	24		
	Fourth Shore	COCOM AO, XO WEAPSTA, CNO, Service College		30-36	
	Sixth Sea	CO EODMU, MDSU NSCT, CSO EODGRU	24		CDR Command
CAPT	Fifth Shore	CO SHR EOD/EOM, CNO, ICAF, JNT		30-36	
	Seventh Sea	COMEODGRU COMCMRON	24		Major Command
	Sixth Shore	CO WPNSTA, CNO Staff, Joint Staff		30-36	Major Command

7. Human Resources Officer (120X) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
LTJG LT	Input				Accession via the Lateral Transfer.
	Initial Shore	Div Officer, Dept Head Tour, or HR Experience Tour		36	
		Post Grad Education		18-21	
LCDR	Second Shore	Experience or Development Tour, XO		36	XO credited tours are 24-36 months.
	Third Shore	JPME Phase I, Junior HR Certification			
CDR	Fourth Shore	Senior Service College, JPME I/II			
	Fifth Shore	Sequential Experience			
	Sixth Shore	Commander Command, Senior HR Certification			Commander Command Tours are 24-36 months.
CAPT	Seventh Shore	HR Exec, Education/Research, Staff Dir, Major Command			Major Command Tours are 24 months.

8. Aviation Officer (13XX) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
ENS LTJG	Input	Pilot/NFO Training			Variable based on community and designator.
LT	Initial Sea	Fleet Squadron Tour in warfare specialty	36-42		Exclusive of FRS, variable based on community and designator.
	First Shore	TRACOM, FRS, PG School, Staff, CRUITCOM, Washington, etc.		24-36	Variable based on billet.
	Second Sea	Squadron, Ship's Company, Embarked Staff	24		Exclusive of FRS.
LCDR	Third Sea	Squadron Dept Head	24-30		May be reduced to 24 months or O-5.
CDR	Second Shore	Staff, Joint, Washington, Subspecialty		24-36	May be reduced for Command selectees.
	Fourth Sea	Command XO/CO	24-36		Variable by community.
	Third Shore	Post command		36	Variable based on billet.
CDR	Fifth Sea	Ship's Company	24		
CAPT	Sixth Sea	Major Command, CV/LHA Command	18		
		Ship's Company, VP Wing Command, CVW Command	24		
		CVN Command	36		
	Fourth Shore	Major Shore Command Minor Shore Command		24	
		Other shore		36	
WO/LDO		63XX, 73XX	24-36	24-36	Variable based on billet.

NOTES:

Tour lengths are guidelines. Consideration must be given to flight time gates, overseas tour lengths, competitive timing for Department Head Tours, and availability for command.

Initial sea tours for TACAMO pilots and naval flight officers are 42 months, which allows a first tour pilot to attain Mission Commander qualification and a first tour naval flight officer to fully utilize training for Airborne Communications Officer acquired at mid-tour.

All other WO/LDO designees will have 36 months at sea/36 months ashore rotation.

9. Engineering Duty Officer (14XX) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
CDR and Below	Sea	Engineering Duty	30		
	Shore	Engineering Duty		36-48	
CAPT	Sea	Engineering Duty	36-48		
	Shore	Engineering Duty		36-48	

10. Aerospace Engineering Duty Officer (151X) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
ENS	Input	Pilot/NFO			Designators are 131X/132X. Tour length variable with community and designator.
LTJG LT	Initial Sea	Fleet Squadron Tour in warfare specialty	36-42		Designators are 131X/132X. Exclusive of FRS, tour length variable with community and designator.
LT	Initial Shore	TRACOM, FRS, PG School, Staff, Test Pilot School		24-36	Designators are 131X/132X. Tour length variable with billet.
	Second Sea	Squadron, Ship's Company, Embarked Staff	24		Begin tour as 131X/132X. Considered for 1510 community.
LCDR	Second Shore	Initial Acquisition Tour, Project Officer: NAVAIR, SPAWAR, DCMA, NADEP, RDT&E, Warfare CTRS, PG School		36	Assess into 1510 community from 131X/132X as Senior LCDR or Junior CDR.
	Second Shore/ Third Sea	Aviation Dept Head, 2nd Acquisition Tour	24-36	36	Return for Dept Head Tour or start 2nd Acquisition Tour.
CDR		Senior Level Acquisition DEP Program Manager, Assistant Program Manager		36	
CAPT		Senior Level Acquisition. NAVAIR, SPAWAR, PEO, DPRO CO, TYCOM ACOS as Program Manager, Division Director		36	Variable depending on billet.
Note: CAPT/CDR Tour length may be adjusted to accommodate required training. Acquisition Program Manager Tours may be adjusted to provide continuity through critical milestone accomplishments.					

11. Aerospace Engineering Duty Officer (152X) (Maintenance) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
LT and Below	Sea	Aviation Maintenance Officer	36		
	Shore	Aviation Maintenance Officer		36	
LCDR CDR	Sea	Aviation Maintenance Officer	24		
	Shore	Aviation Maintenance Officer		36	
CAPT	Shore	Aviation Maintenance Officer		36	

12. Special Duty Officer (160X) (Information Professional) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
LTJG - LCDR	Input	Training (IP) Basic		6	IP Basic and Billet Specific Training (BST).
LT					
	Shore	NCTS Div Off, SUBRON KM, FLT Staff, OPNAV, NNSOC, SSFA, NSA, SPAWAR, DISA, STRATCOM, NCTSI, JIOC		24-36	Complete IP Basic qualification 6 months after IP Basic School.
	Sea	CVN Elx Matl, LHA/LHD ADP, LCC Radio, LCC ISO, CPR COMMO	24		
	Shore	NAVPGSCOL		24-30	
LCDR	Sea	DESRON COMMO	24		Pre-Milestone Sea Opportunity.
		Milestone Screen BG COMMO, CVN CISO, LHD ISO			Complete IP Intermediate Qualification prior to O-4 Milestone.
	Shore	NCTS XO, NCTAMS Branch Head, Joint Tour, JPME Ph 1, SSFA, NSA, SPAWAR Acq		24-36	

Rank	Tour	Description	Sea	Shore	Remarks
CDR	Sea	**Milestone Screen** BG Dep N6, BG KM, ESG N6, Nr'd FLT Dep N6, LHA C5 Dept Head, CVN CSO Dept Head	24		
	Shore	**Other** White House Comm Agency, Joint C4I Tour, JPME Ph I/II, NNSOC Branch Head, OPNAV, NETWARCOM Staff		24-36	
		Post-Milestone CO NCTS, CO DCMS, CO FSSC, CSO NCTAMS, CIT Deputy Dir, IPCOE Dir		24	
	Shore Acq. Path	Senior level Acq. Dep PM. APM SPAWAR, Joint C4I/SPACE Acq.		24-36	Complete AP Level 2.
CAPT	Sea	**Milestone Screen** BG N6, Nr'd FLT Commander N6	24		Complete IP Advanced Qualification prior to O-6.
	Shore	**Major Command/HQ Staff** NCTS SD, NCTSI Center for IT, OPNAV, JCS, CINC, NETWARCOM, NNSOC		24	
		Post-Milestone CO NCTAMS		24	
	Shore Acq. Path	Senior level Acq. SPAWAR PM, Joint C4I/SATCOM Dep PM		24-36	
WO/LDO	Sea	619X, 719X 642X, 742X	24		Variable with billets.
	Shore			36	

13. Special Duty Officer (161X) (Cryptology) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
CDR and Below	Sea	Crypto	24		
	Shore	Crypto		36-48	
		Command		24	
CAPT	Shore	Crypto		36-48	
		Command		24	
WO/LDO	Sea	644X, 744X	24		
	Shore			36	

14. Special Duty Officer (163X) (Intelligence) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
ENS LTJG	Sea	Intelligence	24-36		
	Shore	Intelligence		36	
LT LCDR	Sea	Intelligence	24-30		
	Shore	Intelligence		36-48	
CDR	Sea	Intelligence	24		
	Shore	Intelligence		36-48	
CAPT	Sea	Intelligence	24		
	Shore	Intelligence		36-48	
WO/LDO	Sea	645X, 745X	24-30		Variable with billets.
	Shore			36-48	

15. Special Duty Officer (165X) (Public Affairs) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
CAPT and Below	Sea	Public Affairs Officer	24		
	Shore	Public Affairs Officer		36	

16. Special Duty Officer (180X) (Oceanography) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
ENS thru CDR	Sea	METOC	24		
	Shore	METOC		36	
CDR	Shore	Command		24-36	
CAPT	Shore	METOC		36	
		Command		24-36	
WO/LDO	Sea	646X, 746X	24		Variable with billets.
	Shore			36	

17. Judge Advocate General Corps Officer (250X/655X) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
LT	Sea		24-30		
	Shore			36	
LCDR	Sea		24		
	Shore			36	
CDR CAPT	Sea		24		
	Shore			36-48	

18. Chief Warrant Officer Staff Corps (751X/752X) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
W-2	Initial Sea	Junior Officer	30		Sea tour follows Athens BQC (6 Months).
W-3	Shore	Division Officer		24-36	Conus or Overseas.
W-4	Second Sea	Division Officer	27		

19. Supply Corps Officer (310X/651X) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
ENS LTJG	Initial Sea	Training	24-30		Sea tour follows assignment to submarines after completion of Supply Corps School and Submarine School.
LT	First Shore	Functional		24-36	Athen BCQ (6 months), CONUS or Overseas.
	Second Sea	Dept Head, Large Deck readiness or services	30		Independent duty afloat large platform.
	Second Shore	Advanced Education		12-24	PG School, JPME.
LCDR		Functional		24-36	Supply support or policy.
	Third Sea	Primary Assistant Dept Head	24		Large Platform assistant, Independent Duty afloat.
LCDR	Third Shore	Functional		36	CONUS or Overseas.
CDR		Utilization			PG School payback
	Fourth Sea	Large Platform	24		Large independent afloat.
	Fourth Shore	Policy Development or Implementation		36	SYSCOM, ICP, FISC, Joint, TYCOM. CONUS or Overseas.
CAPT	Fifth Shore	Command		24	
		Staff, Policy		36	

20. Chaplain Corps Officer (410X) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
LT and Below	Sea		24-30		
	Shore			24-36	
LCDR	Sea		24-30		
	Shore			36	
CDR CAPT	Sea		24-30		
	Shore			36-48	

21. Civil Engineer Corps Officer (510X) Tour Lengths

Rank	Tour	Description	Sea	Shore	Remarks
ENS	Sea		24-30		
	Shore			24-36	
LTJG LT LCDR	Sea		24-30		
	Shore			36	
CDR CAPT	Sea		24		
	Shore			36-48	
WO/LDO	Sea	Command	24		
	Shore	Command		24-36	

22. Exceptions to Tour Length Guidelines

a. Clinical Specialists

(1) Newly accessed medical corps officers may be assigned a 1-year tour at a CONUS medical treatment facility to allow for adequate credentialing, but may be assigned directly to an outside continental United States (OCONUS) facility when at least one other fully privileged provider of the assignee's specialty is stationed at the facility and the appropriate specialty leader concurs with the assignment, and

(2) after consultation with the appropriate specialty leaders, newly accessed medical corps officers may be assigned to an OCONUS facility as the sole provider after temporary duty assignment of not less than 30 days for credentialing assessment and skills determination.

(3) Newly graduated residents in the below specialties need to treat a wide array of patients with specific types of complex illnesses. This will then qualify these health professionals to undergo specialty board certification.

(4) Specialty board certification for health professionals is a stated Navy goal in SECNAVINST 7220.75C. There is a scarcity of these types of illnesses at these isolated activities. Nevertheless, these specialists are required for maintenance of essential clinical services at these facilities. Tour lengths are as follows:

(a) Surgical Specialties (15XX series)

Tour Type	Tour Length for years following residency training				
	First	Second	Third	Fourth	Fifth
Aircraft Carriers	1	1	1	1	1
Guantanamo Bay Cuba	1	1	1	1	
Keflavik Iceland	1	1	1	1	2
All Other OCONUS	2	2	2	2	2

(b) Radiologists (16YX series)

Tour Type	Tour Length for years following residency training				
	First	Second	Third	Fourth	Fifth
Aircraft Carriers	1	1	1	1	1
Guantanamo Bay, Cuba	1	1	1	1	1
Keflavik, Iceland	1	1	1	1	2
All Other OCONUS	2	2	2	2	2

(c) Pathologists (15MX)

Tour Type	Tour Length for years following residency training				
	First	Second	Third	Fourth	Fifth
Aircraft Carriers	1	1	1	1	1
Guantanamo Bay, Cuba	1	1	1	1	1
Keflavik, Iceland	1	1	1	1	2
All Other OCONUS	2	2	2	2	

(d) Anesthesiologists/Nurse Anesthetists (15BX–1972)

Tour Type	Tour Length for years following residency training				
	First	Second	Third	Fourth	Fifth
Aircraft Carriers	1	1	1	1	1
Guantanamo Bay, Cuba	1	1	1	1	1
Keflavik, Iceland	1	1	1	1	2
All Other OCONUS	2	2	2	2	2

b. Acquisition Professional Community (APC) Tour Guidelines

(1) APC officers will generally be assigned to Acquisition Workforce billets for 36 months.

(2) Any officer assigned to a Critical Acquisition Position (CAP) must agree to stay 36 months.

(3) Selected Major Program Management Tours are generally 4 years and are controlled by Director, Acquisition Career Management (DACM).

c. The following specific assignment policies and practices are changed because limited patient load and case mix will likely result in the loss or erosion of clinical and technical skills of the specialist involved.

(1) Maximum tour lengths for all surgical specialists (including oral surgeons), gynecologists, anesthesiologists/nurse anesthetists, radiologists, pathologists, and emergency medicine are as follows:

(a) DOD overseas shore tour lengths

(1) 1 year at Guantanamo Bay and Keflavik.

(2) 2 years at Guam, Naples, Okinawa, Puerto Rico, Rota, Sigonella, and Yokosuka.

(b) CONUS time on station tour length of 1 year at Twentynine Palms, CA, with the exception of Emergency Medicine and OB/GYN, which will be 2 years. (OB/GYN Specialty Leader agrees.)

(c) SECNAV tour length of 1 year aboard aircraft carriers.

(2) For specialties such as general internal medicine, pediatrics, and family practice, no limitations on current DOD or SECNAV tour lengths are required.

(a) Physicians in these fields will be returned to a major medical facility following an "isolated" tour.

(b) It is believed that technical skills for the procedures performed by these specialists can be refined easily upon return to a major medical facility.

(c) The one exception to this policy is the case of the solo-specialist, which creates an essentially full-time on-call status. The hardships created by a solo-practice, being on-call 24/7, are deleterious to the health and welfare of the provider and the patients.

MILPERSMAN 1301-112

OFFICER DISTRIBUTION - COMMAND TOUR LENGTHS

Responsible Office	CNO (N131)	Phone: DSN COM FAX	223-2303 (703) 693-2303 223-1189

1. **Sea Command Tour Lengths/Goals**

a. Sea command tours are 27 months with the following exceptions:

Designator	Rank	Tour Lengths
1110	CAPT	24 Months
1110	CDR	24 Months
1120	CDR (SSN/SSBN)	36 Months
1110	LCDR	24 Months

(1) **13X0 CDR**

(a) Squadron command tour lengths of commanding officers (COs) of **carrier-based squadrons** are 12-15 months (24-36 months for a combined executive officer (XO)/CO tour).

(b) The minimum combined tour length for XOs/COs of carrier-based squadrons will be 30 months unless curtailment is approved by Navy Personnel Command (NAVPERSCOM), Distribution Department (PERS-4).

(c) Tour lengths may be extended to a maximum of 18 months with NAVPERSCOM (PERS-4) approval.

(2) **130X CAPT**

Type Duty	Tour Lengths
Initial major sea command	15-24 months
Sequential tours	18 months
CVN	36 months
CVW Commander	36 months combined Commander/Deputy tour

b. CAPT in major command of ships will serve for 24-27 months with the following exceptions:

(1) Tours will be for a minimum of 18 months if in a ship which is the first half of a sequential command (for example, LPD for 18 months followed by command of an Amphibious Squadron).

(2) The ship is a conventional aircraft carrier, which is the second half of a sequential command tour. Conventional aircraft carrier command tours will be for a minimum of 18 months.

c. Chief of Naval Operations (CNO) (N131) is the final approving authority for **any** short tours of COs (CAPTs) at sea where the tour length is less than the prescribed major or sequential command tour length policy. CNO policy regarding this issue is that all short tours should be held to an absolute minimum including flag selectees.

2. **Shore Command Tour Lengths**

a. Shore command tour lengths in the continental United States (CONUS) shall meet the time on station (TOS) requirements prescribed in MILPERSMAN 1301-104.

b. Overseas shore command tour lengths shall be per the Department of Defense (DOD) area tour lengths contained in MILPERSMAN 1300-308.

(1) Tour curtailment/transfer of a shore CO prior to the completion of a requisite tour requires NAVPERSCOM (PERS-4) waiver approval and will be examined on a case basis.

(2) Consistent with the provisions of MILPERSMAN 1300-308, curtailment may be requested only after the officer is serving in the command billet.

3. **Naval Reserve Officer Training Corps (NROTC) Unit Command.** In an effort to stabilize the NROTC command position to achieve acceptable unit readiness and improve university interface, NROTC command tour lengths will be 36 months.

4. **Key Managerial Billets.** Senior officers, other than Unrestricted Line (URL) officers, in key managerial billets will be assigned for periods of 4 to 6 years.

a. This policy refers not to just a single billet, but also to directly related billets in the organizational chain of command.

b. This is particularly applicable to CAPTs within such specialized groups as Supply Corps and Civil Engineer Corps.

MILPERSMAN 1301-114

OFFICER DISTRIBUTION - ASSIGNMENT TO/FROM NAVY PERSONNEL COMMAND (NAVPERSCOM)

Responsible Office	NAVPERSCOM (PERS-45)	Phone: DSN COM FAX	882-3141 (901)874-3141 882-2693

1. **Purpose**. To prescribe tour length and reassignment policy for officers assigned to Navy Personnel Command (NAVPERSCOM).

2. **Background**. A proper degree of sensitivity must be maintained in the relationship between NAVPERSCOM and all military members with whom it interfaces, while simultaneously providing the manning continuity necessary to promote a high degree of organizational efficiency.

3. **Action**. The following policies have been established for all officers assigned to NAVPERSCOM:

a. Assignments to NAVPERSCOM will be made per MILPERSMAN 1301-110, but in no case for less than 24 months.

b. Reassignment from NAVPERSCOM will be made per MILPERSMAN 1301-110 and in accordance with community career progression.

c. Exceptions to these policies must be requested in writing and approved by NAVPERSCOM, Assistant Commander Navy Personnel Command, Career Management Department (PERS-4) before permanent change of station (PCS) orders are negotiated. Exception requests must include report date to NAVPERSCOM, proposed detachment date, and justification for early transfer or career progression variance.

MILPERSMAN 1301-116

OFFICER DISTRIBUTION - U.S. MILITARY ACADEMY AND U.S. AIR FORCE ACADEMY INSTRUCTOR TOUR LENGTHS

Responsible Office	CNO (N131)	Phone: DSN COM FAX	223-2303 (703) 693-2303 224-1189

1. **Policy**. Instructors will be assigned to the Military Academy in West Point and the Air Force Academy in Colorado Springs for not less than 3-year tours.

a. This policy conforms to the intent of the Tri-Service Agreement of 1976, by which Army and Air Force instructors are assigned to the Naval Academy in Annapolis for minimum 3-year tours.

b. Tours of less than 3 years are acceptable for officers who must get to commanding officer (CO), executive officer (XO), or department head (DH) tours for career progression.

MILPERSMAN 1301-118

OFFICER DISTRIBUTION - MAJOR DEFENSE ACQUISITION POSITION TOUR LENGTHS

Responsible Office	CNO (N131)	Phone: DSN COM FAX	223-2303 (703) 693-2303 223-1189

References	DODD 5000.1 of 12 May 2003 10 U.S.C. 139a(a)

1. **Policy**

a. Officers assigned to a billet identified as a Critical Acquisition Position are required to serve in that position for 3 years.

b. Officers assigned as program managers or deputy program managers of Major Acquisition Programs (as defined in 10 U.S.C. 139a(a)) are required to be assigned and execute a written agreement to serve for 4 years or completion of the next major milestone (as defined in DODD 5000.1).

c. Exceptions to this tour requirement may only be granted by the service secretary concerned.

MILPERSMAN 1301-120

OFFICER DISTRIBUTION - JOINT DUTY ASSIGNMENT TOUR LENGTHS (0-6 AND BELOW)

Responsible Office	NAVPERSCOM (PERS-45J)	Phone: DSN COM FAX	882-4218 901-874-4218 901-874-2696

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Title IV of Goldwater-Nichols Department of Defense (DoD) Reorganization Act of 1986 (b) 10 U.S.C., Chapter 38, Joint Officer Management (c) Joint Federal Travel Regulations (JFTR), Appendix Q, Part 1

1. **Policy**. Reference (a), as amended, establishes a minimum continental United States (CONUS) tour length of 3 years for officers assigned to Joint Duty Assignment List (JDAL) now contained in reference (b). Joint billets are identified on the billet file with a billet additional qualification designator (AQD) of JD1 (non-critical joint billet) or JD2 (critical joint billet).

2. **Tour Length Guidance**. Officers assigned to joint duty assignments (JDAs) will have their projected rotation dates set for a minimum of 36 months when orders are written.

a. If an officer's first tour in a JDA terminates prior to 36 months, the officer can serve subsequent tour(s) to attain full joint duty credit when the minimum tour length is met.

b. Exceptions to the **minimum 36 month** tour requirement (qualifying reassignment with Secretary of Defense (SECDEF) tour length waiver not required) are as follows:

(1) Retirement, release from active duty, or suspension from active duty.

(2) Reassignment for unusual personal reasons, (including extreme hardship and medical conditions) beyond the control of the officer or the Navy.

(3) Upon immediate reassignment to another JDAL billet.

(4) Assignment performed outside CONUS. Officers assigned to overseas JDAL billets must comply with the overseas tour lengths established in reference (c).

(a) Full joint duty credit will be granted for overseas assignments only when the officer serves the accompanied tour length of no less than 2 years.

(b) If an officer departs prior to completing the accompanied tour length, only cumulative credit will be awarded, regardless of dependent status.

(5) Critical occupational specialty (COS) officers:

(a) May be reassigned from joint duty upon completion of 24 months of duty and be granted full duty credit if:

1. It is the officer's initial joint duty assignment; and

2. The officer is being taken out of the JDA early for reassignment to an operational assignment for career progression.

(b) Early release is contingent upon assignment to a career progression or operational assignment such as commanding officer, executive officer, or department head afloat; or operational staff that could make the officer competitive for promotion.

(c) A limited number of COS take-out waivers are allocated annually to each service. Determination as to which officers are released early is the division director's responsibility.

(d) Prior coordination with the joint organization by the appropriate placement officer is required before the officer may be transferred. Navy Personnel Command (NAVPERSCOM), Joint Officer Management Branch (PERS-45J) will ensure each officer is eligible and the annual allocation is not exceeded.

(6) Any officer may depart from a JDA up to 60 days early with an approved joint tour length constructive credit request in order to meet class convening or change of command dates, but not for personal convenience.

(7) Suspension from duty.

3. **Tour Length Waivers**. A principal objective of reference (a) was to enhance the stability and continuity of officers in joint duty assignments.

a. For that reason, officers assigned to joint billets are expected to complete a full tour of duty. Except as noted above, officers departing joint tours prior to the end of their tours, must have approval from the Office of the Secretary of Defense (OSD) before departure.

b. NAVPERSCOM assignment officers will prepare the waiver request for the Principal Deputy Under Secretary of Defense (Military Personnel Policy) signature. NAVPERSCOM (PERS-45J) will provide technical assistance in preparation, formatting, and tracking of the request through Navy, OSD, and Joint Chiefs of Staff channels.

c. SECDEF will consider waiver requests on a case-by-case basis.

d. Listed below is the specific information that each joint tour length waiver request will contain:

(1) Current JDA position. Specify if JDA billet is critical.

(2) Assignment history (including previous joint assignment). (Assignment history shows why this officer may be the only officer qualified at the time to fill the position for which he or she must leave JDA position.)

(3) Concurrence of losing organization.

(4) Projected assignment (indicate if a joint-to-joint assignment).

(5) Projected promotion date (if applicable).

(6) Specific qualifications which make the requested officer uniquely qualified.

(7) Impact on both the officer and the gaining organization if waiver is not approved.

(8) Recommended departure date (from joint assignment).

(9) The number of months the officer will have served in that S-JDA on reassignment.

(10) Potential effect on service's joint tour length average.

(11) Recommendation for full or partial JDA credit.

(12) Explanation for late request (if waiver is submitted less than 60 days from the requested release date).

(13) Officer’s career brief (officer’s data card as enclosure).

4. **NAVPERSCOM Action**:

a. NAVPERSCOM, Career Management Department (PERS-4) will:

(1) Ensure each waiver request is reviewed to ensure compliance with these guidelines prior to submitting the requests.

(2) Consider the effect of any tour length waiver on the Navy's overall tour length average.

b. NAVPERSCOM (PERS-45J) will:

(1) Review to ensure compliance.

(2) Annotate the tour length average effect on each waiver request for NAVPERSCOM (PERS-4) approval.

(3) Submit waiver requests to the Director for Manpower and Personnel, the Joint Staff, Washington, D.C. for processing.

c. Waiver requests, which would potentially reduce Navy's tour length average below 36 months, will be rejected.

MILPERSMAN 1301-122

OFFICER DISTRIBUTION – TRANSFER OF OFFICERS TO OPERATIONAL DUTY (OPERATIONAL SCREENING)

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-4143 (901) 874-4143 882-2693
	BUMED-M3M125	Phone:	DSN COM FAX	762-3107 (202) 762-3107 762-3743

References	BUMEDINST 1300.2

1. **Policy**. Personnel being transferred to operational commands must be screened to ensure successful completion of a full operational tour.

a. Per BUMEDINST 1300.2, an operational suitability screening will be completed for the servicemember only.

b. The suitability screening process and report will be completed within 30 days of receipt of orders.

c. The transferring command will notify the gaining command and Navy Personnel Command (NAVPERSCOM) of the screening results using Exhibit 1. If a delay is anticipated beyond the 30-day deadline, notify the gaining command and NAVPERSCOM with a “status pending” message, stating the reason for delay and anticipated completion date.

2. **Significant Medical Issues**. For significant medical issues identified during screening, contact the gaining command for acceptance per BUMEDINST 1300.2.

a. Any report of unsuitability will require that the transferring command provide the detailed reason(s) for the finding per Exhibit 2.

b. Recommendations from both the transferring command and screening medical treatment facility (MTF) for probable suitable assignment locations for any member found to be unsuitable for assignment to a specific location, are highly desirable.

c. Provide any administrative actions taken (i.e., MED HOLD, MEDBOARD, LIMDU or ADSEP).

EXHIBIT 1

OPERATIONAL SUITABILITY REPORT

(Use proper message format containing the following.)

```
FM Transferring Command
TO COMNAVPERSCOM MILLINGTON TN//APPLICABLE DETAILER//
INFO GAINING COMMAND (IF APPLICABLE)
BUMED WASHINGTON DC//MED-02//
BT
UNCLAS//N01300//
MSGID/GENADMIN//
SUBJ/SUITABILITY FOR OPERATIONAL DUTY ICO NAME, RANK, SSN//
REF/A/DOC/MPM/YMD//
REF/B/DOC/BUMED/17FEB00//
REF/C/DOC/BUPERS ORDERS/YMD// (IF APPLICABLE)
NARR/REF A IS MILPERSMAN 1301-122 OPERATIONAL SCREENING PROCESS.
REF B IS BUMEDINST 1300.2 OPERATIONAL SCREENING REQUIREMENTS.
REF C IS ORDERS DTG//
POC/NAME/RANK/UNIT IDENTIFIER/TEL:DSN/COMM/EMAIL IF APPLICABLE.
RMKS/1.  OPERATIONAL SCREENING PER REFS A THRU C COMPLETED.
MEMBER IS SUITABLE FOR ASSIGNMENT.
2.  NUMBER OF DAYS TO COMPLETE SCREENING.
3.  REASON FOR DELAY OF SCREENING, IF APPLICABLE.//
BT
```

EXHIBIT 2

OPERATIONAL UNSUITABILITY REPORT

(Use proper message format containing the following.)

```
FM Transferring Command
TO COMNAVPERSCOM MILLINGTON TN//APPLICABLE DETAILER//
INFO GAINING COMMAND (IF APPLICABLE)
BUMED WASHINGTON DC//MED-02//
BT
UNCLAS // N01300//
MSGID/GENADMIN//
SUBJ/UNSUITABILITY FOR OPERATIONAL DUTY ICO NAME, RANK, SSN//
REF/A/DOC/MPM/YMD//
REF/B/DOC/BUMED/17FEB00//
REF/C/DOC/BUPERS ORDERS/YMD// (IF APPLICABLE)
NARR/REF A IS MILPERSMAN 1301-122 OPERATIONAL SCREENING PROCESS.
REF B IS BUMEDINST 1300.2 OPERATIONAL SCREENING REQUIREMENTS.
REF C IS ORDERS DTG//
POC/NAME/RANK/UNIT IDENTIFIER/TEL:DSN/COMM/EMAIL IF APPLICABLE//
RMKS/1.  OPERATIONAL SCREENING PER REFS A THRU C COMPLETED.
MEMBER IS UNSUITABLE FOR THIS ASSIGNMENT.
    A.  REASON FOR UNSUITABILITY AND RECOMMENDATION.
    B.  RECOMMENDATION FOR ASSIGNMENT.
    C.  NEXT MEDICAL APPOINTMENT.
    D.  ASSIGNMENT RESTRICTION.
    E.  PHYSICIAN'S INPUT (Doctor's recommendation).
    F.  RETAINABILITY.
    G.  MEMBER'S DESIRE FOR RETENTION AND CO RECOMMENDATION.
2.  NUMBER OF DAYS TO COMPLETE SCREENING.
3.  REASON FOR DELAY OF SCREENING, IF APPLICABLE.//
BT
```

MILPERSMAN 1301-200

OFFICER SPECIAL ASSIGNMENTS

Responsible Office	CNO (N131)	Phone:	DSN	223-2303
			COM	(703) 693-2303
			FAX	223-1189

1. **Policy**

a. In order to provide for the ever-increasing complexity of the Navy's mission, it is frequently necessary to establish officer special assignments and take special circumstances into consideration.

b. The following MILPERSMAN articles provide information on officer special assignments and considerations:

Topic	See MILPERSMAN
Officer Special Assignments - Ensign "Stash" Assignments	1301-201
Officer Special Assignments - Nominative Billets/Nomination of Officers	1301-202
Officer Special Assignments - Flag Aide Assignments	1301-203
Officer Special Assignments - Captain Assignments	1301-204
Officer Special Assignments - U. S. Naval Academy	1301-205
Officer Special Assignments - White House Activity Assignments	1301-206
Officer Special Assignments - Attaché Assignments	1301-207
Officer Special Assignments - Navy Recruiting Command	1301-208
Officer Special Assignments - Naval Reserve Officer Training Corps (NROTC)	1301-209
Officer Special Assignments - Recruit Training Command (RTC)	1301-210

Topic	See MILPERSMAN
Officer Special Assignments - Navy Headquarters/Staff Level Equal Opportunity Billet Assignments	1301-211
Officer Special Assignments - Navy Flight Demonstration Squadron (BLUE ANGELS) Assignments	1301-212
Officer Special Assignments – Reserve Fleet Logistics Support Squadron (VRC)	1301-213
Officer Special Assignments - Naval Leadership Development Program (LDP) Assignments	1301-214
Officer Special Assignments - Brig and Transient Personnel Unit (TPU)	1301-215
Officer Special Assignments - Joint Duty Assignments	1301-216
Officer Special Assignments - North Atlantic Treaty Organization (NATO) Billets	1301-217
Officer Special Assignments – Assignments Outside the Department of Defense (DOD)	1301-218
Officer Special Assignments – Limited Duty Officer and Warrant Officer	1301-219
Officer Special Assignments – Engineering Duty Officer	1301-220
Officer Special Assignments – Training and Administration of the Reserves (TAR) Unrestricted Line (URL)	1301-221
Officer Special Assignments – Surface Warfare Officer (SWO) Department Head and Division Officer Assignments to Afloat Billets	1301-222
Officer Special Assignments – Nuclear Qualified Surface Warfare Officers (SWOs) to Conventionally Powered Ships	1301-223
Officer Special Assignments – Prisoner of War (POW) Reassignments	1301-224
Officer Special Assignments – Limited Duty	1301-225
Officer Special Assignments – Training Instructor Duty	1301-226
Officer Special Assignments – Officers without Security Clearances	1301-227
Officer Special Assignments – Officers not in Compliance with Physical Readiness Standards	1301-228

Topic	See MILPERSMAN
Officer Special Assignments – Navy Inspector General Assignments to Staffs of Major Commands	1301-229
Officer Special Assignments – Reassignment of Disabled Officers	1301-230
Officer Special Assignments – Assignment of Personnel with Human Immunodeficiency Virus-1 (HIV-1)	1301-231

MILPERSMAN 1301-201

OFFICER SPECIAL ASSIGNMENTS - ENSIGN "STASH" ASSIGNMENTS

Responsible Office	CNO (N131)	Phone:	DSN COM FAX	223-2303 (703) 693-2303 223-1189

1. **Policy**. Newly commissioned officers temporarily assigned to an activity while awaiting initial entry level training where the period between commissioning and convening of initial entry level training (including authorization of appropriate advance leave) is greater than 60 days are assigned as ensign "stashes."

a. Upon commissioning, officers will be assigned to appropriate entry level training. Navy Personnel Command division directors may grant exceptions to this policy, only if Training Command (TRACOM) facilities are unable to accommodate the officer as a student. In that case, the officer will be assigned temporarily to an activity whose mission is related to the officer's specialty, recruiting or training with Assignment Category Code (ACC) 108 or 150.

b. Officers will normally be assigned temporary duty aboard an afloat command, preferably to their ultimate command. Stashing at shore based commands will not normally be approved.

2. **Assignment Procedures**. The following procedures apply for "Ensign Stash" assignments:

a. Requests for an "Ensign Stash" will be directed to the placement officer for the activity making the request.

b. Placement officers will determine "Ensign Stash" availability and, when requests are made, will follow normal procedures in assigning those stashed within the guidelines of the policy stated above.

c. Ensigns stashed for a period longer than 120 days will be assigned for duty permanent change of station (PCS).

MILPERSMAN 1301-202

OFFICER SPECIAL ASSIGNMENTS – NOMINATIVE BILLETS/NOMINATION OF OFFICERS

Responsible Office	NAVPERSCOM (PERS-441)	Phone: DSN COM FAX	882-4105 (901) 874-4105 882-2676

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) Privacy Act of 1974 (b) DoD Instruction 1000.17

1. **Policy**. In general, officers will be detailed to commands without prior nomination, except for certain billets that do require either formal nominations or informal proposals. Placement officers require specific acceptance from the command of a nomination prior to issuing orders for a nominative billet. In each case, transmission of personal information shall comply with reference (a) disclosure regulations. Personal information will be used for official purposes only. Disclosure of personal information will be minimized when possible. Social security numbers will be redacted from all supporting documentation, except when required by SF-86 2010 Questionnaire for National Security Positions information in support of White House and other positions of special trust.

Note: Release of officers' official records is authorized by the placement division director.

a. A **formal** nomination is the proposal of one or more officers by Commander, Navy Personnel Command (COMNAVPERSCOM) to another flag officer or equivalent to fill a designated billet under their purview. Formal nominations will include the following materials to allow sufficient information to make an informed choice regarding the officer or officer's nomination:

(1) Executive Summary;

(2) Officer summary record (OSR);

(3) Performance summary record (PSR);

(4) Other items designated by the formal solicit;

(5) Five most recent fitness reports (FITREPS); and

(6) Official photograph and biography.

b. For all formal nominative positions, nominees are essentially "nondetailable" until final selection is made. Extended delays in final selection seriously disadvantage those nonselects and represent **missed opportunities** to place our best and brightest in other challenging and or high visibility positions. While every effort will be made to support the command, except in unique circumstances and with Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4) concurrence, **nomination packages should be adjudicated by the command within 30 days of receipt.** If no decision is made on a nomination within 30 days of receipt, Assistant Commander, Navy Personnel Command (PERS-4) will make the nominee available to the detailers for other assignment.

c. While every effort will be made to identify volunteers to support formal nominations, this is not a requisite for nomination. Volunteer status will be clearly stated in the executive summary forwarded with nomination packages.

d. For nominative packages requiring multiple candidates, every effort will be made to provide nominations consistent with the Navy's diversity policy.

e. An **informal** proposal is the signal of intent of one officer by NAVPERSCOM (PERS-4) placement branch to fill a billet under its cognizance. Informal proposals will include the officer record brief for the officer proposed to fill a billet. These billets are not nominative and the officer record brief is provided as a courtesy. The command will normally have 2 weeks to adjudicate this informal proposal internally, after which the proposed officer will be placed under orders.

f. A by-name-request (BNR) shall be endorsed by a flag officer or flag officer equivalent in the command requesting a specific officer, and must be made in a reasonable amount of time to allow for a normal detailing process. A BNR may be declined based on officer availability or career progression. No nomination package will be provided for a BNR placement;

working with the detailers, NAVPERSCOM (PERS-4) will either support, decline, or conditionally approve a BNR with an alternative nomination. A BNR circumvents the normal nominative process and its use must be limited to those instances where only a specific officer has the skill and experience unlikely to be found in other officers.

2. **Billets Requiring Formal Nominations**

Billets		Nominations
a.	White House	As specified per reference (b), Manpower Evaluation Request
b.	Office of the Secretary of Defense, JCS, and on-site inspection activity	As specified per DoD, JS-70A Request for Nomination of Officer Personnel or SD-37 Office of the Secretary of Defense Request for Nomination and Position Description of Military Personnel
c.	Outside the DoD	As specified per Manpower Evaluation Request (MER)
d.	Military assistants to Secretary of the Navy (SECNAV) and Under Secretary of the Navy (UNSECNAV)	3
e.	Defense and naval attache’	By application
f.	Office of SECNAV	1
g.	Assistant SECNAV for Manpower and Reserve Affairs (ASN (M&RA))	1
h.	Chief of Staff (COS) or executive assistant (EA) billets on admiral (ADM)/vice admiral (VADM) staffs	3
i.	COS or EA billets on rear admiral (RADM) staffs	1
j.	All flag aide, flag secretary and protocol officer • ADM/VADM • RADM	 3 1
k.	Office of Legislative Affairs (OLA)	1
l.	Personnel Exchange Program (PEP)	1
m.	U.S. Naval Academy (USNA) • Commandant and Deputy Commandant • Battalion officer	 3 1

n.	Naval Leadership and Ethics Center Commanding Officer, Naval Leadership and Ethics Center • Post major command unrestricted line officer required • Routed to Office of the Chief of Naval Operations (OPNAV), Deputy Chief of Naval Operations (DCNO), Manpower, Personnel, and Education (N1) via President, Naval War College Naval Leadership and Ethics Center Instructor • Routed to President, Naval War College via Commanding Officer, Naval Leadership and Ethics Center	3 1
o.	All major program managers	As required (usually slated)

3. **Formal Nomination Approval Authority**

Billets	Position	Approving Official	# of Nominations
Military Aide	President of the United States	CNO	3
Military Assistant Executive Assistant Chief of Staff Deputy Executive Assistant	President of the United States Vice President of the United States Secretary of Defense Under Secretary of Defense Secretary of the Navy Chairman of the Joint Chiefs of Staff Vice Chairman of the JCS Commandant of the Marine Corps	CNO	3
Personal Staff	Chief of Naval Operations	CNO	3
Personal Staff	Vice Chief of Naval Operations	VCNO	3
Military Assistant Executive Assistant Chief of Staff Deputy Executive Assistant	Under Secretary of the Navy Assistant Under Secretary of Defense 4-Star Flag/General Officer Assistant Secretary of the Navy	CNP	3
Commanding Officer	Provincial Reconstruction Team	CNP	3

Executive Assistant Chief of Staff Deputy Executive Assistant	3-Star Flag/General Officer Assistant Secretary of the Navy	CNPC	3
	1 and 2 Star Flag/General Officers	CNPC	1
Speechwriter Flag Secretary Military Aide Flag Aide Protocol Officer	3 and 4-Star Flag/General Officer	PERS-4	3
	1 and 2-Star Flag/General Officer Office of Legislative Affairs	PERS-4	1

* Nominations for positions not listed in the table above should be in accordance with the closest matching position.

MILPERSMAN 1301-203

OFFICER SPECIAL ASSIGNMENTS - FLAG AIDE ASSIGNMENTS

Responsible Office	NAVPERSCOM (PERS-44A)	Phone: DSN COM FAX	882-4071 (901) 874-4071 882-2676

1. **Policy**. Flag officer aides are authorized only by Chief of Naval Operations (CNO) and entitlement is reflected by billets in activity manning documents.

a. The number of aides and their titles are determined concurrently with the establishment of each new flag officer billet.

b. Aides assigned to flag officers of the Restricted Line (RL) or Staff Corps will be of the same designator as the flag officer.

c. Designators for Unrestricted Line (URL) aides are per activity manning documents.

2. **Types of Assignments**

a. Flag lieutenant, flag secretary, and chief of staff billets apply to billets on the staffs of flag officers in command **afloat**; executive assistant and aide billets apply to **shore** commands.

b. All aide billets are nominative. Aides will be assigned only when a flag officer is occupying the flag billet. Whenever a flag officer is double-hatted and both positions call for an aide, only one aide will be assigned.

3. **Control of Billets**

a. There are three types of aide billets coordinated through Navy Personnel Command (NAVPERSCOM), Restricted Line/ Staff Corps Officer Distribution and Special Placement Division (PERS-44A).

(1) Flag lieutenant.

(2) Flag secretary.

(3) Flag aide.

b. Chief of staff and executive assistant billets are coordinated by the cognizant placement officer. Assistant Commander for Navy Personnel Command (ACNPC) for Distribution (PERS-4) reviews all nominations for executive assistant positions and military assistant positions to high-level civilian executives.

4. **Aiguillettes.** The wearing of aiguillettes is authorized for naval officer billet codes 9015, 9021, 9082, 9930, and 9935.

5. **Tour Lengths.** The tour lengths for all commander and junior aides ashore and afloat is 2 years, with the exception of the 1-year unaccompanied tour with Commander Middle East Forces (COMIDEASTFOR).

MILPERSMAN 1301-205

OFFICER SPECIAL ASSIGNMENTS - U. S. NAVAL ACADEMY

Responsible Office	NAVPERSCOM (PERS-440)	Phone: DSN COM FAX	882-3999 (901) 874-3999 882-2676

1. **Policy**. Officers with poor potential will not be assigned to the U. S. Naval Academy (USNA).

a. Subspecialty requirements for faculty positions will take precedence over all other billet requirements (e.g., warfare specialty), except validated PhD and acquisition billets.

b. At least 70 percent of all 1000 coded billets will be filled by officers possessing a warfare specialty. This results in overall 85 percent warfare specialists assigned to USNA.

c. All captain and battalion officer (commander) billets at USNA are nominative, with candidates subject to a personal interview by USNA prior to issuance of permanent change of station (PCS) orders.

2. **Assignment Procedures**

a. In order to ensure a flexible interview schedule, which does not deny outstanding officers their opportunity for USNA assignment by virtue of inaccessibility for the interview, the following schedule is generally followed:

(1) **Seven months prior** to detachment of incumbent, USNA provides specific requirements for relief, including any special qualifications/qualities desired.

(2) **Five months prior** to detachment of incumbent, Navy Personnel Command (NAVPERSCOM), Special Placement Branch (PERS-444) provides USNA with nominee. In the same time frame, a relief for the nominee is identified.

(3) **Next two months**, USNA conducts personal interview. The appropriate assignment officer assists in liaison; USNA determines location and time of the interview and provides funds for any travel/per diem required. During this period, the

nominee's immediate senior may be contacted by USNA for the purpose of ascertaining the suitability of the candidate's family for assignment to the Academy. If nominee is unacceptable, NAVPERSCOM, Education Placement Branch (PERS-440) makes another nomination and the procedure is repeated.

(4) **Three months prior** to detachment of incumbent, USNA advises NAVPERSCOM (PERS-440) of acceptance of the candidate and orders are written.

(5) **Exceptions** to these policies will be approved by NAVPERSCOM, RL/Staff Corps Officer Distribution and Special Placement Division (PERS-44).

b. Fifteen of the 30 company officer billets will be filled with lieutenant commanders regardless of billet grade requirements. NAVPERSCOM (PERS-440) in conjunction with NAVPERSCOM, Allocation and Statistics Branch (PERS-452) will ensure that billet postings are modified to reflect which fills are to be lieutenant commanders.

c. Lieutenant billets will normally be filled with officers with 4 to 7 years successful commissioned service except in unique circumstances (e.g., a minority officer assignment or nuclear power trained officers). Exceptions to this policy will be made on a case basis and must be approved by NAVPERSCOM (PERS-44) prior to nomination to the Naval Academy.

3. **Projected Rotation Dates (PRDs)**. Projected rotation dates (PRDs) for officers assigned duty at USNA should, with very few exceptions, fall during semester breaks.

a. Orders to USNA will be written with PRDs of December or June, including those with an arrival date other than these months.

b. Exceptions to a December or June PRD are authorized only in the case of retirements, resignations, officers slated to commanding officer/executive officer billets, and as otherwise approved by NAVPERSCOM (PERS-44).

c. If an officer fails selection while assigned to USNA, he/she will normally be allowed to remain until tour completion. Requests for extensions of such officers will not normally be approved.

MILPERSMAN 1301-206

OFFICER SPECIAL ASSIGNMENTS - WHITE HOUSE ACTIVITY ASSIGNMENTS

Responsible Office	NAVPERSCOM (PERS-441)	Phone:	DSN COM FAX	882-4105 (901) 874-4105 882-2676

1. **Policy**. Assignment of officers to positions in the White House or to activities which directly support the White House and Naval Support Facility Thurmont (Camp David) is governed by the following policies:

a. Must be a volunteer.

b. Requires complete and updated Special Background Investigation (SBI).

(1) A special White House sponsored investigation will be conducted for those officers who will have access to the President.

(2) In the event a situation or requirement arises where Secretary of Defense must waive the requirement for completion of the SBI prior to assignment, the Administrative Aide to Secretary of the Navy (SECNAV) will be informed, who will inform the Military Assistant to the Executive Secretary of the Department of Defense (DOD).

(3) Upon notification, the latter will review existing files and records and establish necessary liaison with the White House to obtain a decision on the waiver of the SBI.

(4) A waiver will not be requested/approved except under the most unusual circumstances.

c. Must have superior record and service reputation.

d. Must be interviewed and have their nominations forwarded to Vice Chief of Naval Operations (VCNO) for approval **prior to** the assignment.

2. **Nominations**

a. Officers attached to Naval Support Facility Thurmont (Camp David) or Naval Facilities Engineering Command (NAVFACENGCOM) (Chesapeake Division) are selected by Navy Personnel Command (NAVPERSCOM) and nominated via the chain of command to the Executive Secretary of the DOD.

b. Officers assigned to the Office of the Physician to the President are nominated in the same fashion.

c. The following guidance and procedures are provided to guarantee continued future assignment of only the highest quality personnel to subject billets.

(1) Single name nominations are acceptable unless directed otherwise.

(2) Officers with War College or joint duty experience are preferred for all billets where feasible.

(3) Officers in the rank of commander (CDR) or above should have completed a command tour.

(4) Nomination packages should be prepared for signature by the senior interviewer.

(5) Nominees will be interviewed by the indicated flag officer, or designee, per the table below.

Nominee	Interviewer
O-4 (Note 1)	NAVPERSCOM
O-5 (Note 1)	NAVPERSCOM and Chief of Naval Personnel (CHNAVPERS)
O-6	NAVPERSCOM, CHNAVPERS, and VCNO

Note 1: Presidential/vice presidential aide nominees require NAVPERSCOM, CHNAVPERS, and VCNO interviews.

(6) NAVPERSCOM, Executive Assistant (PERS-00BA), once advised of the White House interview date, will schedule appropriate NAVPERSCOM, CHNAVPERS, and VCNO interviews in coordination with the nominee’s assignment officer, and provide accounting data to the nominee’s assignment officer.

(7) Assignment officers are to notify and confirm the interview schedule with the nominee and provide all appropriate accounting data.

3. **NAVPERSCOM, Distribution Department (PERS-4) Action**. The following branches within NAVPERSCOM (PERS-4) are responsible for placement of officers nominated for White House assignments.

a. Head, Washington Placement Branch (PERS-441) is responsible for placement of officers in the White House, White House Executive Office and for certain activities which provide direct support to the White House. This placement officer is also responsible for coordination of nominations of officers proposed for White House associated assignments.

b. Head, Civil Engineer Corps (CEC) Assignment/Placement Branch (PERS-4413) is responsible for placement of officers in NAVFACENGCOM (Chesapeake Division) in support of the White House and to Naval Support Facility Thurmont (Camp David).

c. Head, Medical Assignment/Placement Branch (PERS-4415), in coordination with the Washington Placement Branch (PERS-441), if necessary, is responsible for the placement of officers in the Office of the Physician to the President.

d. The Naval Aide to the President is nominated by NAVPERSOM via the chain of command to the Office of the Assistant Secretary of Defense (MRA&L).

4. **Tour Lengths**. Tour lengths will be established to satisfy the career requirements of the member and sea/shore rotation policies. Unless requested otherwise by the White House, officer tour lengths will be 36 months for O-4 and above.

5. **Tour Extensions**. In general, tour extensions are not encouraged. NAVPERSCOM (PERS-4) is final approval authority for all White House tour extension requests.

6. **Security Clearance Requirements**. All officers proposed for the White House or White House support activities must be cleared by the White House Military Office prior to orders being written.

a. The table below, identifies those activities requiring clearance from the White House Military Office.

Unit Identification Code (UIC)	Activity
00025	NAVFACENGCOM (Chesapeake Division)
0417A	Commanding Officer, Naval Support Facility Thurmont, MD (Camp David)
30117	Executive Office of the President
41991	White House Medical Unit
47689	White House Military Office
65475	White House Communications Agency

b. Assignment to the UICs listed in the above table will not exceed authorized billet limits.

MILPERSMAN 1301-207

OFFICER SPECIAL ASSIGNMENTS – DEFENSE ATTACHÉ SYSTEM (DAS): ATTACHÉ ASSIGNMENTS

Responsible Office	NAVPERSCOM (PERS-474B)	Phone: DSN COM FAX	882-4086 (901) 874-4086 882-2744

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DIAR 100-5, Defense Attaché System, 28 Aug 2001 (NOTAL) (b) DIAM 100-1, Volume II, Defense Attaché System Administration (C//NF), of 15 May 2004 (c) DIAM 100-1, Volume III, Defense Attaché Manual for Administration (U) (d) DIAD 1350.100, Duration of Tours at Attaché Stations, of 10 Feb 2011 (e) DoD Directive 1315.07, Military Personnel Assignments, of 12 Jan 05 (f) OPNAVINST 7220.7G, Foreign Language Proficiency Pay Program (g) NAVSO P-6034, Joint Federal Travel Regulations, Volume I (h) BUMED 1300.2A, Suitability Screening, Medical Assignment Screening, and Exceptional Family Member Program Identification and Enrollment

1. **Purpose**. To **publish** policies, information, and guidance pertaining to U.S. Navy participation in the Defense Attaché System (DAS), and **establish prerequisites and the nomination selection process** for naval officers to DAS. References (a) through (h) are provided as general guidance and education. Exhibits (1) and (2) are germane.

2. **Background**

a. The U.S. Defense Intelligence Agency (DIA) is the executive agent for DAS and is responsible for providing civilian attachés to foreign governments.

(1) In 1949 the Department of Defense (DoD) established the need for each branch of the military to establish its own attaché system in coordination with the State Department. From July 1951 to March 1952 the Secretary of Defense (SECDEF), at the urging of Joint Chiefs of Staff, established a limited executive agent system in support of attaché operations. The DoD's Office of Special Operations (OSO) negotiated with the Department of State for opening the attaché systems. Upon the activation of the DIA and the subsequent disestablishment of OSO, DIA assumed responsibility.

(2) On 1 July 1965, the DAS officially came under the Director (DIR) of DIA. As the executive agents and managers of the attaché system, the services now manage, operate, and support their individual attaché program under the auspices of the DIA.

(3) The objectives of the DAS under DIA are twofold:

(a) To provide a more efficient system for the collection of intelligence information for DoD components; and

(b) To preserve a channel for service-to-service and DoD representational matters of common interest.

b. Reference (a) contains policy and guidance for the **operation and management** of the system and includes definitions of the status, functions, relationships, selection, and training of attaché personnel.

c. The U.S. Navy participates in DAS by providing qualified personnel to serve in the following positions:

(1) **Senior Defense Official or Defense Attaché (SDO or DATT)**. A senior military officer specifically appointed by the Secretary of Defense to represent DoD to the host country. The SDO or DATT is generally responsible for the defense attaché and security assistance offices in the embassy (specific responsibilities and authorities vary);

(2) **American Legation, U.S. Navy Attaché (ALUSNA)**. The ALUSNA is an officer assigned to the defense attaché office (DAO) and so designated by the DIR DIA. When designated in writing by the DIR DIA, the ALUSNA may serve as **the SDO or DATT's deputy for attaché operations**, as required;

(3) **Assistant ALUSNA** (**A-ALUSNA**). An A-ALUSNA is a naval officer assigned to the DAO who performs attaché duties in support of the SDO or DATT, and ALUSNA; and

(4) **Operations Coordinators (OPSCO)**. An officer, warrant officer, or senior petty officer (E-8 or E-9) assigned as a member of the diplomatic staff of the Chief of Mission to a foreign country as **office manager of U.S. Defense Attaché Office (USDAO) or U.S. Defense Liaison Office (USDLO)**.

3. **Policy**

a. **Hardships**. No officer will be ordered to a defense attaché office unless he or she has been briefed on all expected hardships of the particular post (financial, cultural, health, schooling, etc.) and he or she express a willingness to accept the assignment with full knowledge of these hardships.

b. **Requisite Information**. Navy Personnel Command (NAVPERSCOM), Information Officer Dominance Corps/Foreign Area Officer (FAO) Branch (PERS-47) will provide requisite information from the Office of the Chief of Naval Operations (OPNAV), Information Dominance/Attaché Affairs (N2/N6) to assignment officers when posting for attaché billets.

c. **Language**

(1) Language fluency is normally a requirement. Instruction to obtain language fluency will be programmed for all prospective attachés. Though not required by DAS, language training is recommended for spouses accompanying the Service member to station.

(2) For all attaché applicants, language aptitude and or proficiency must be listed and proven prior to consideration for acceptance into the DAS.

d. **Assignment Criteria**. In addition to language proficiency and Exhibit 2 requirements, criteria for assignment include the following:

(1) **Performance**. Outstanding performance in a variety of sea and shore assignments. Due course promotion record is preferred.

(2) **Obligation**. No officer within 5 years of statutory retirement will normally be considered. Exceptions can be made by NAVPERSCOM (PERS-474B) and the assignment officer under special circumstances.

(3) **Experience**. Previous embassy or intelligence experience is desirable, but not mandatory.

(4) **Education**. Relevant master's degree and joint professional military education are highly desirable.

4. **Nomination Process and Procedures**

a. **Assessment and Selection**. Naval officers interested in the Attaché Program must first contact **NAVPERSCOM (PERS-474B)** to assess their qualifications and eligibility for an attaché post.

(1) If approved by NAVPERSCOM (PERS-474B) and with the concurrence of the cognizant assignments officer (no exceptions), a nomination kit is provided to **OPNAV (N2/N6)** for interview scheduling and service-level selection.

(2) **Service nominees** are forwarded to **DIR DIA** for final selection approval.

b. **NAVPERSCOM Protocol for Attaché Assignment**. To maintain the high quality of officers nominated for attaché duty, the following procedures will be followed:

(1) **Billet Identification**. The attaché placement officer will identify all attaché billets for which nominations are required at least 18 months in advance of commencement of attaché training;

(2) **Nominate**. When requirements for specific warfare expertise or designator have been attached to an attaché billet, the community with primary fill responsibility will nominate at least one qualified officer. Officers with designators that are not consistent with the designator requirement attached to the billet will also be considered for nomination on the basis of sustained superior performance, demonstrated language aptitude, graduate level education, and motivation to serve in a DAS assignment;

(3) **Unrestricted Line (URL) Nomination**. Each URL community is encouraged to nominate **one** officer for 1000 or 1050

designated billets. Nominations from restricted line communities will also be considered in order to maintain a competitive selection process. To the maximum extent possible, NAVPERSCOM (PERS-474B) will provide at least two applicants for any given position;

(4) **Multiple Nominees**. NAVPERSCOM (PERS-474B) will screen applicants submitted by the respective warfare communities and will forward to OPNAV (N2/N6) for consideration;

(5) **Time Frame**. Once a Service member is identified as a viable attaché nominee by NAVPERSCOM (PERS-474B), the member is considered under verbal orders to the country to which he or she is applying. All attaché nominees will be required to submit a nomination application to NAVPERSCOM (PERS-474B) and adhere to the application deadline date provided by NAVPERSCOM (PERS-474B). Late submission of the attaché application will serve as grounds for removal as a nominee. The timely submission of the application package is absolutely essential to allow for the interview process and formal nomination to occur; and

(6) **Seniority**. Officers screened for SDO or DATT billets should have more than 3 years in grade upon arrival on station and be able to complete the prescribed tour length.

5. **Training**. Attaché training consists of 12 weeks of Joint Military Attaché School (JMAS) at DIA, Washington, DC. Officers who successfully complete this course are then available for assignment to their assigned country. Country-specific language training is required for most billets and can range from 2 to 8 weeks (refresher training) to the full language training complement of up to 63 weeks.

6. **Training Length**. All attaché assignment tour lengths are established per reference (d) and may deviate from the tour lengths prescribed by reference (g).

EXHIBIT 1
(Page 1 of 2)

DEFINITION OF TERMS AND ACRONYMS

1. **Defense Attaché System (DAS)**. A centralized system established as an organizational function of the **Defense Intelligence Agency (DIA)**.

(a) It is directed, operated, and maintained by:

(1) Director (DIR), DIA;

(2) Military departments; and

(3) Other DoD components as directed by SECDEF.

(b) The DAS consists of all:

(1) **Military** personnel assigned as members of diplomatic staff of a mission for the performance of Armed Forces attaché duties; and

(2) **Civilian** personnel assigned to **DATT Offices (DAO)** and **Defense Liaison Offices (DLO)**.

2. **Defense Attaché (DATT)**. The senior military officer assigned to a DAO and so designated by the DIR DIA. In special circumstances, the DIR DIA may recommend that an officer other than the most senior officer assigned to a DAO be designated as the DATT.

3. **Defense Attaché Office (DAO)**. The office of the DATT consists of personnel, materiel, activities, and facilities for which the DATT has operating responsibilities. The DAO is a component element of a U.S. diplomatic mission.

4. **Defense Liaison Officer (DLO)**. The office of the DLO consists of personnel, materiel, activities, and facilities for which the DLO has operating responsibilities. It is usually established in newly opened U.S. diplomatic missions that have not yet been elevated to full U.S. embassy status.

5. **Service Attaché**. An officer of a military service assigned to a DAO, designated by the DIR DIA, as an Army, Navy, Marine, or Air attaché; **or** Assistant Army, Navy, or Air Attaché.

EXHIBIT 1
(Page 2 of 2)

DEFINITION OF TERMS AND ACRONYMS

6. **Foreign Area Officer (FAO)**. Officers designated through the FAO program upon completion of redesignation to 17xx.

7. **Acronyms Used**:

ALUSNA - American Legation, U.S. Navy Attaché
A/ALUSNA - Assistant ALUSNA
DAO - Defense Attaché Office
DAS - Defense Attaché System
DATT - Defense Attaché
DIA - Defense Intelligence Agency
DIR - Director
DLAB - Defense Language Aptitude Battery
DLO - Defense Liaison Office or Defense Liaison Officer
DoD - Department of Defense
FAO - Foreign Area Officer
JMAS - Joint Military Attaché School
JSO - Joint Service Officer
NATT - Navy Attaché
NAVLO - Navy Liaison Officer
ONI - Office of Naval Intelligence
OPSCO - Operations Coordinator
OSO - Office of Special Operations
RAO - Regional Area Officer
SDO or DATT - Senior Defense Official or Defense Attaché
SECDEF - Secretary of Defense
USDAO - United States Defense Attaché Office
USDLO - United States Defense Liaison Office

EXHIBIT 2
(Page 1 of 2)

PREREQUISITES FOR ASSIGNMENT WITHIN THE DEFENSE ATTACHÉ SYSTEM

1. **Selection and Nomination Procedures**

a. **General**. Assignment of the highest qualified personnel ensures success in accomplishing the mission within the DAS. This exhibit provides the prerequisites for assignments to the DAS.

b. **Responsibility**. OPNAV N2/N6, Attaché Affairs, is responsible for the service-level nomination of Navy officers for assignment within the DAS. Initial recruiting, coordination and bureau-level nomination responsibilities have been discharged to NAVPERSCOM (PERS-474B).

2. **Mandatory Qualifications for Prospective Attachés**

a. Demonstrate outstanding reliability, initiative, military performance, and ability to adapt to unfamiliar situations;

b. Possess the ability to express oneself well, both orally and in writing;

c. Attaché and family must possess the ability to adapt to foreign cultures and societies. Must be prepared to tolerate differences and hardships associated with living and working overseas;

d. Possess a “top secret” DoD security clearance or have a special background investigation current within the last 4 ½ years, and be eligible for access to sensitive compartmented information. All attaché nominees must also pass a counter intelligence polygraph before reporting to their ultimate duty station;

e. Be physically qualified to perform all duties and present a proper appearance in military and civilian dress;

EXHIBIT 2
(Page 2 of 2)

f. Possess social and moral qualities reflecting credit upon the U.S. Navy;

g. Be a U.S. citizen and be free of any family, commercial, or other influences from within any foreign country;

h. If foreign language ability is required, attain a minimum score of 100 on the defense language aptitude battery (DLAB) exam;

i. Successfully complete the overseas screening process per reference (h) for the location to which the candidate is applying;

j. Family members accompanying the attaché to station must also successfully complete the overseas screening per reference (h); and

k. If a spouse is accompanying the Service member to station, he or she must be a U.S. citizen and or naturalized. Spouse must be able to garner a “secret” level security clearance even if he or she is not accompanying the service member to his or her ultimate duty station.

3. **Desired Qualifications**

a. Previous embassy, overseas assignment, DAS, or security assistance officer experience is highly desired for applicants seeking SDO or DATT tours;

b. FAO, Olmsted scholar, or an exchange officer experience;

c. Country and regional area experience;

d. Intelligence related work experience;

e. Master's degree and or professional military education;

f. Able to speak intelligently about the U.S. Navy as the senior representative in the country of assignment; and

g. Language ability and cultural knowledge of the designated region and or country of assignment.

MILPERSMAN 1301-208

OFFICER SPECIAL ASSIGNMENTS - NAVY RECRUITING COMMAND

Responsible Office	NAVPERSCOM (PERS-440A)	Phone:	DSN COM FAX	882-4040 (901) 874-4040 882-2676

1. **Policy**. The recruiting climate for the All-Volunteer Force dictates careful scrutiny of officers selected to direct Navy recruiting efforts.

a. Accordingly, certain billets are designated **nominative billets**.

b. Navy Personnel Command (NAVPERSCOM), Staff/RL Officer Distribution Division (PERS-44) must approve all officers proposed into nominative billets prior to nomination to Commander, Navy Recruiting Command (COMNAVCRUITCOM).

2. **Navy Recruiting Region (NAVCRUITREG) Commanders**. Nominations for Commander NAVCRUITREG billets (major commands) will conform to the following guidelines:

a. Officers on the major command ashore list who are currently eligible and available for such assignment will be the primary source of nominees.

b. In the event no primary nominees are available, officers with prior major command experience who are available and volunteer for such assignment may be nominated by captain grade assignment officers.

3. **Navy Recruiting District (NAVCRUITDIST) Commanding Officers (COs)**. Officers nominated to command NAVCRUITDISTs should be warfare officer commanders or human resource officer commanders.

a. COMNAVCRUITCOM may request nominations of officers who do not meet this criteria on a case-by-case basis.

b. Whenever feasible, the CO of a NAVCRUITDIST will possess a different Unrestricted Line (URL) designator than the executive officer (XO) of that district.

c. Officers screened for command of NAVCRUITDISTs will spend 18 months in the XO billet followed by 18 months as CO.

(1) Officers will be required to “fleet-up” regardless of past recruiting experience.

(2) All NAVCRUITDIST XOs will be filled by command screened officers to fleet up to 18-month NAVCRUITDIST command tours.

d. Selection for NAVCRUITDIST command will be via each community’s command screen process. The Command Leadership Course (CLC) will be incorporated into the established NAVCRUITDIST command training pipeline.

4. **Orientation for Newly Reporting Recruiters**. Indoctrination training for newly reporting recruiters is obtained through funded travel to the NAVCRUITCOM Orientation Unit (ORU), Pensacola, FL en route to their ultimate duty stations. NAVPERSCOM assignment officers will liaison with NAVPERSCOM, Education Placement Branch (PERS-440A) to determine the training required for new officer recruiters.

5. **Senior Minority Assistance to Recruiting (SEMINAR) Program**. The SEMINAR Program provides the temporary personal assistance of minority officers to NAVCRUITDISTs. The objective is to improve the Navy’s image and cultivate a favorable recruiting climate in minority communities.

MILPERSMAN 1301-209

OFFICER SPECIAL ASSIGNMENTS - NAVAL RESERVE OFFICER TRAINING CORPS (NROTC)

Responsible Office	NAVPERSCOM (PERS-440A)	Phone: DSN COM FAX	882-4040 (901) 874-4040 882-2676

1. **Policy**. Officers assigned to Naval Reserve Officer Training Corps (NROTC) units will be assigned a projected rotation date (PRD) that coincides with the end of the academic year or semester/quarter breaks when at all possible.

a. If an incumbent officer's PRD is adjusted, every effort will be made to have the new PRD coincide with the end of the academic year or semester/quarter breaks. Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4) has final approval authority for all officers requesting PRD adjustments.

b. Officers with fewer than 2 years remaining until mandatory retirement will normally not be assigned as commanding officers (COs) of NROTC units. The objective is to place into Professor of Naval Science (PNS) billets top quality captains who have clearly demonstrated outstanding professional performance in their warfare areas and have strong leadership records. Seniority cannot be an automatic disqualifier. Captains who are fully qualified for PNS billets may be considered for CO of a NROTC unit as a final tour on a case basis.

c. To provide a broader spectrum of experience, COs and executive officers (XOs) of NROTC units will normally be from different Unrestricted Line (URL) communities.

d. Officers will not be assigned to NROTC units without prior acceptance by the university to which the unit is attached.

e. Officers with poor potential for promotion will not be assigned to NROTC instructor billets.

f. Officers who fail selection for promotion while assigned to a NROTC faculty billet will complete their normal ordered tour. Requests for extension of such officers will not normally be approved.

g. Exceptions to these policies must be approved by NAVPERSCOM (PERS-4).

MILPERSMAN 1301-210

OFFICER SPECIAL ASSIGNMENTS – NAVY RECRUIT TRAINING COMMAND (NAVCRUITRACOM)

Responsible Office	NAVPERSCOM (PERS-444C)	Phone: DSN COM FAX	882-4058 (901) 874-4058 882-2676

1. **Policy**. Officers assigned to Navy Recruit Training Command (NAVCRUITRACOM) as Director, Fleet Commander, or Ship's Officer must be promotable officers who have high quality performance and who will project the Navy's best image for new recruits. Only career-oriented officers will be assigned to these key billets.

a. In order to provide the desired level of 100 percent manning, NAVCRUITRACOM billets other than Director, Fleet Commander, or Ship's Officer will be filled with officers whose qualifications, background, experience (including recruiting and training), and availability meet the requirements of the work assigned.

b. Officers who have made known their intention to resign or request release from active duty (RAD), either verbally or in writing, will not be assigned to NAVCRUITRACOM billets.

c. The selectee will be approved by Commanding Officer, NAVCRUITRACOM, Great Lakes, IL, prior to assignment.

MILPERSMAN 1301-211

OFFICER SPECIAL ASSIGNMENTS - NAVY HEADQUARTERS/ STAFF LEVEL EQUAL OPPORTUNITY BILLETS

Responsible Office	CNO (N134E), Navy Equal Opportunity	Phone: DSN COM FAX	882-4283 (901) 874-4283 882-2617

1. **Policy**. Certain billet assignments require completion of Defense Equal Opportunity Management Institute (DEOMI), Equal Opportunity Program Manager's Course (DD-1512-0003), preferably en route to the assignment, but no more than 6 months after reporting.

2. **Billets Requiring DEOMI Training**

a. **Chief of Naval Operations (CNO) Staff**, Special Assistant to CNO for Equal Opportunity (N00F)

b. **Chief of Naval Personnel (CHNAVPERS) Staff**

(1) CNO (N134)

(2) CNO (N134B)

c. **Naval Education Training Command (NETC)**, Equal Opportunity Program Manager

d. **Diversity Directorate Staff**

(1) CNO (N134E)

(2) CNO (N134E1)

(3) CNO (N134E2)

(4) CNO (N134E3)

3. **Point of Contact (POC)**. Contact DEOMI's Student Management Division, Dean of Equal Opportunity Education for quota assignment at the following numbers:

COM: (321) 494-4923/5381 **DSN**: 854-4923/5381

MILPERSMAN 1301-212

OFFICER SPECIAL ASSIGNMENTS - NAVY FLIGHT DEMONSTRATION SQUADRON (BLUE ANGELS) ASSIGNMENTS

Responsible Office	NAVPERSCOM (PERS-43)	Phone:	DSN	882-3974
			COM	(901) 874-3974
			FAX	882-2721

1. **Policy**. Selection of the Blue Angels Commanding Officer (CO) is made by Chief of Naval Air Training (CNATRA).

a. The Blue Angels CO selects the other squadron demonstration pilots and support officers, which are subsequently approved by CNATRA.

b. All Blue Angels pilot selections are subject to concurrence of Chief of Naval Operations (CNO), Air Warfare (N88). Navy Personnel Command (NAVPERSCOM) has certain administrative responsibilities in this process, including the screening of applicants and liaison with CNO (N88).

2. **Commanding Officer Applicants**. CO applicants apply to CNATRA with copies to NAVPERSCOM, Aviation Commander Assignment Branch (PERS-431) and the incumbent Blue Angels CO.

3. **Demonstration Pilot Applicants**. Demonstration pilot applicants apply directly to the Blue Angels CO and shall provide copies to CNATRA and NAVPERSCOM.

a. NAVPERSCOM, Aviation Captain Assignment Division (PERS-43) and Air Combat Units Placement Branch (PERS-433), action:

(1) As applications are received, NAVPERSCOM (PERS-433) initiates administrative prescreening to determine each candidate’s availability and desirability for assignment to the Blue Angels.

(2) NAVPERSCOM (PERS-43) shall make a determination as to whether a candidate is available and recommended to continue in the application process. Pending this approval, the Blue Angels CO shall execute the remainder of the application and selection process.

(3) NAVPERSCOM (PERS-433) shall provide CNATRA and the Blue Angels CO with a summary of the NAVPERSCOM screening board action on each candidate.

(4) Following selection by the Blue Angels CO and approved by CNATRA, NAVPERSCOM (PERS-433) will forward background resumes on each prospective Blue Angels pilot to CNO (N88). Permanent change of station (PCS) orders will be issued to those selected upon CNO (N88) concurrence.

b. Each pilot/Navy flight officer (NFO) selectee to Navy Flight Demonstration Squadron (NAVFLIGHTDEMRON) will sign a statement of agreement by which the officer agrees to remain on active duty (GREEMAIN) for 2 years following completion of the tour with NAVFLIGHTDEMRON. A signed copy of each agreement will be forwarded to NAVPERSCOM (PERS-433).

4. **Non-Pilot Applicants**

a. Non-demonstration pilot applicants apply to the team to compose the Blue Angels support officer cadre. Billets include the Administrative Officer, Aircraft Maintenance Officer, Public Affairs Officer, Flight Surgeon, and Supply Officer. Like pilot applicants, non-pilot applicants shall submit applications directly to the Blue Angels CO, with copies to CNATRA and to their appropriate NAVPERSCOM detailer code.

b. NAVPERSCOM action:

(1) As applications are received, the appropriate detailer shall initiate administrative screening to determine each candidate’s availability and qualification for assignment to the Blue Angels.

(2) NAVPERSCOM detailers from the respective support officer communities shall provide the team a minimum of two volunteer, prescreened, and viable candidates to participate in the selection process.

(3) Following selection by the Blue Angels CO and approval by CNATRA, PCS orders will be issued to those selected.

MILPERSMAN 1301-213

OFFICER SPECIAL ASSIGNMENTS - RESERVE FLEET LOGISTICS SUPPORT SQUADRON (VR)

Responsible Office	NAVPERSCOM (PERS-4417)	Phone:	DSN	882-4102
			COM	(901) 874-4102
			FAX	882-2755

1. **Policy**. Pilots accepting orders to Reserve Fleet Logistics Support Squadrons (VR) are assigned to transition training in **C-9**, **C-20**, **C-37**, **C-40**, and **C-130** aircraft.

a. Acceptance of orders by active duty pilots for initial training in **C-9**, **C-20**, **C-37**, **C-40**, and **C-130** aircraft constitutes their agreement to remain on active duty for a period of time equal to a normal squadron tour (36 months). Fulfillment of this agreement by which the officer agrees to remain on active duty (GREEMAIN) shall commence upon reporting to the ultimate duty station following completion of the transition training.

b. Full Time Support (FTS) officers who accept assignment to another VR platform after their initial 36-month tour, will incur a 30-month GREEMAIN to commence upon reporting to the ultimate duty station following completion of the transition training.

MILPERSMAN 1301-214

OFFICER SPECIAL ASSIGNMENTS - NAVAL LEADERSHIP INSTRUCTOR (FACILITATOR) ASSIGNMENTS

Responsible Office	Center for Naval Leadership (N7)	Phone: DSN COM FAX	492-5600 (757) 492-5600 492-5622

References	(a) OPNAVINST 6110.1H

1. **Policy**. Officers selected for **Naval Leadership Instructor (Facilitator)** assignments must have clearly demonstrated outstanding performance and have strong leadership records. All instructor billets are nominative per MILPERSMAN 1301-202.

2. **Selection Criteria**. Naval Leadership Instructor (Facilitator) selection will be based on the following:

a. Selected officers must possess leadership and management experience at the level commensurate with the program they will instruct (e.g., Department Head or Division Officer).

b. Officers selected for the **Prospective Commanding Officer (PCO)/Executive Officer (PXO) Leadership Course** at the **Command Leadership School (CLS)**, **Newport**, **RI** must be post-command commanders.

c. Must satisfactorily complete a **Facilitator Training Course** (5 weeks) at **Center for Naval Leadership (CNL) Learning Site**, **Dam Neck**, **VA**.

d. Be within height/weight/body fat standards per reference (a).

e. Officers on twilight tours are not eligible.

3. **Waiver Requests**. Requests for waivers must be approved by the CNL. Point of contact (POC) is CNL (N7).

MILPERSMAN 1301-215

OFFICER SPECIAL ASSIGNMENTS – BRIG/TRANSIENT PERSONNEL UNIT (TPU)/REGIONAL RESTRICTION BARRACKS (RRB)

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone: DSN COM FAX	882-4442 (901) 874-4442 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 6110.1H

1. **Policy**

a. Nominations for officer assignment to Brig/Transient Personnel Unit (TPU)/Regional Restriction Barracks (RRB) will be forwarded by the gaining placement officer to Navy Personnel Command (NAVPERSCOM), Corrections and Program Office (PERS-00D1) for preliminary screening.

b. Upon receiving a positive reply from NAVPERSCOM (PERS-00D1), the gaining placement officer will forward a letter to the nominee’s commanding officer (CO) requesting their recommendation.

2. **Brig/TPU/RRB Officer Screening Criteria**

a. If a positive recommendation is received, the gaining placement officer will process orders for the officer.

b. The screening criteria for Brig/TPU/RRB officers include the following:

(1) Have served a minimum of 2 years on active duty.

(2) Should be a promotable officer.

(3) Possess a high degree of adaptability in working with younger military personnel.

(4) If a member is a recently selected Limited Duty Officer (LDO)/Chief Warrant Officer (CWO), must have no record of military disciplinary actions during the last 4 years of military service.

(5) Possess ability to manage a self-contained organizational structure.

(6) Be mature and emotionally stable, possessing good judgment.

(7) Have no obvious disfigurement or other physical or speech impediment, which might subject that individual to contempt or ridicule by prisoners.

(8) Be able to issue commands and instructions clearly.

(9) Demonstrated stability in personal affairs without history of severe domestic or personal problems.

(10) Demonstrated consistency in execution of policy and treatment of others.

(11) Demonstrated poise in stressful situations.

(12) Meet minimum Navy physical fitness assessment standards per reference (a).

3. **Naval Consolidated Brig (NAVCONBRIG) CO Screening**. Officers screened for command of NAVCONBRIGs will spend 18 months in the executive officer (XO) billet followed by 18 months as CO. Officers will be required to “fleet up” regardless of their past NAVCONBRIG experience.

a. Selection for NAVCONBRIG command will be via each community’s command screen process. The Command Leadership course will be incorporated into the established NAVCONBRIG command training pipeline.

b. The following implementation guidance is provided:

(1) All NAVCONBRIG CO and XO billets will be immediately redesignated as 1000 coded billets.

(2) Tour lengths for incumbent (non-command screened) XOs shall not be shortened to less than 18 months.

(3) Tour lengths for incumbent (non fleet-up) COs shall not be shortened to less than 18 months.

(4) Slating of officers within 6 months of their projected rotation date (PRD) will not be involuntarily altered.

(5) Fleet up XO tour lengths may be shortened to no less than 12 months.

(6) All NAVCONBRIG XOs will be filled by command screened officers to fleet up to 18-month NAVCONBRIG command tours.

MILPERSMAN 1301-216

OFFICER SPECIAL ASSIGNMENTS - JOINT DUTY ASSIGNMENTS (JDAS)

Responsible Office	NAVPERSCOM (PERS-45J)	Phone: DSN COM FAX	882-4217 (901) 874-4217 882-4217

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Title IV of the Goldwater-Nichols Department of Defense (DoD) Reorganization Act of 1986 (b) 10 U.S.C. (c) OPNAVINST 1000.16K (d) DoD Instruction 1300.19 (e) CJCSI 1330.05.

1. **Policy**. Reference (a) established specific requirements which the services must follow in making assignments to billets on the joint duty assignment list (JDAL) contained in reference (b), Chapter 38. These requirements include both qualitative and quantitative provisions, which necessitated changes in the management of most officer communities. With the exception of certain scientific, technical, and professional communities, reference (b), Section 619a specifies that an officer may not be appointed to the grade of rear admiral (lower half) unless the officer has been designated a joint qualified officer per reference (b), Section 661.

a. Reference (b), Chapter 38 states that assignment quality control standards be exercised to ensure an appropriate number of JDAL billets are filled with qualified and promotable officers in order to achieve promotion parity between specific groupings as defined by the law. There is also a requirement to fill 100 percent of JDAL critical billets with joint qualified officers (JQOs). Reference (b), Chapter 38 further requires that 50 percent of all JDAL billets be filled by officers who have the appropriate level of joint qualification.

b. One of the most difficult aspects regarding execution of the joint requirements from a distribution perspective is to achieve a balance between the designator community's need to ensure that its best officers are qualified for flag rank, per the law, and the law's requirements regarding joint professional military education (JPME), tour lengths, and the percentage of JDAL billets that must be filled by JQOs. The senior detailer from each designator community ensures that his or her community is closely coordinating the input of officers by promotion year group to joint education assignments, that a comprehensive plan exists to meet the flag officer qualification requirements of reference (b), Section 619a, and that the plan is carefully monitored. This direction is based upon guidance from higher authority and is necessary to ensure consistent distribution compliance with reference (b), Chapter 38. Navy Personnel Command (NAVPERSCOM) division directors must ensure strict compliance with the procedures contained herein.

2. **Joint Definitions**

a. **Joint Qualification Level III and JQO:** An officer who has been awarded the joint qualification designation by the Secretary of Defense with the advice of Chairman, Joint Chiefs of Staff (CJCS).

(1) Officers who have completed applicable JPME and JDA prerequisites are nominated for designation as JQOs by NAVPERSCOM, Career Management Department (PERS-4).

(2) An officer is nominated for designation as a JQO following completion of JPME I, JPME II, and a full joint tour. A full joint tour is obtained by meeting the time requirements in a standard JDA (S-JDA), the experience based self-nomination process (E-JDA), or a combination of S-JDA and E-JDA credit. A minimum of 36 points is required for the E-JDA, or combined S-JDA & E-JDA path, but some officers may require greater than 36 E-JDA points due to a SECDEF "recency points"' requirement for at least 12 points to be accrued as a lieutenant commander or above. Officers who complete a full joint tour via an S-JDA billet are not subject to the "recency points" policy. As of 1 October 2010, officers whose joint tour credit is based on the E-JDA, or combined S-JDA and E-JDA path, must be designated joint qualification level II before they can be nominated for JQO.

b. **Joint Qualification Level II (JQ2):** An officer who has been designated level II, qualified by the Joint Staff.

(1) Joint qualification level II identifies the officer as a potential candidate to fill a JDA requiring an incumbent with the JQ2 level of qualification.

(2) An officer is nominated for JQ2 following completion of JPME I and any combination of a minimum of 18 accrued E-JDA and or S-JDA points. A full joint tour from an S-JDA tour is equivalent to 36 E-JDA points. S-JDA points are not considered "accrued" until the officer has detached the JDA.

c. **JDA:**

(1) A joint duty assignment is an assignment to a billet that provides significant experience in joint matters as defined by reference (b), Section 668.

(2) The two types of JDAs are standard joint duty assignments (S-JDA), and the experience-based joint duty assignments (E-JDA).

d. **S-JDA:** An assignment to a JDAL billet, subject to the tour length requirement prescribed in reference (b), section 664. The JDAL is a consolidated list of S-JDAs approved by the USD (P&R). Policy on designating, reviewing, and requesting new billets for the JDAL are contained in references (c), (d) and (e).

e. **E-JDA:** Non-JDAL joint assignments and experiences that demonstrate an officer's mastery of knowledge, skills, and abilities in joint matters as determined under regulations and policy prescribed by the Secretary of Defense. Because there is no mandate governing E-JDA tour lengths, E-JDAs may be shorter in duration than S-JDAs; therefore, they may be aggregated to achieve the equivalent of a full tour of duty in an S-JDA.

f. **Critical JDA (subset of JDAL):** A designated JDAL billet, which **must** be filled with a JQO.

g. **Critical Occupational Specialty (COS):** A specialty which primarily involves combat operations, particularly a specialty in which there exists a shortage of trained officers.

(1) Approved Navy COS officers are limited to the following unrestricted line warfare specialties: Surface, submarine, aviation, special warfare – sea-air-land (SEAL) and special operations.

(2) Specific provisions apply for COS officers regarding tour length, joint duty credit, etc., which are discussed in reference (d) and (e).

3. **Joint Professional Military Education (JPME)**. A chairman of the Joint Chiefs of Staff - approved body of objectives, outcomes, policies, procedures, and standards supporting the educational requirements for joint officer management.

a. **Phase I JPME:** The first phase of JPME taught at intermediate service colleges and other educational programs which meet JPME criteria and are accredited by the Chairman of the Joint Chiefs of Staff.

b. **Phase II JPME:** A second phase of JPME that enhances JPME phase I instruction and taught only at the Joint Forces Staff College (JFSC), other National Defense University (NDU) schools, and accredited senior-level service colleges. JPME Phase I and II, or advanced joint professional military education (AJPME) for the Reserve Component in lieu of JPME Phase II are required for JQO designation.

(1) Completion of Phase I is a prerequisite for attending Phase II.

(2) Officers may attend Phase II without first completing Phase I with a CJCS approved direct entry waiver (DEW). Officers attending Phase II on a DEW shall not receive credit for Phase II completion until they have completed phase I. By law, DEWs are restricted to no more than 10 percent of the officers in a given Phase II class.

4. **Assignment of Additional Qualification Designation (AQD) Codes**. The following AQD codes identify joint billets and joint personnel. Assignment of officer AQD codes may only be made by NAVPERSCOM, Joint Officer Management Branch (PERS-45J)).

a. Billets:

AQD Code	Description
JD1	Non “critical” billet on JDAL.

JD2	"Critical" billet on JDAL **must** be filled by a JSO.
Note: JD1 + JD2 = Total number of JDAL billets.	

b. Officers:

AQD Code	**Description**
JS1	Full JPME (JS1 = JS7 + JS8)
JS2	Full Joint Tour Credit
JS4	Joint Qualification Level II
JS5	Joint Qualification Level III / Joint Qualified Officer (JQO)
JS6	Joint Qualification Level IV (Flag officers only.)
JS7	JPME Phase I graduate
JS8	JPME Phase II graduate
JS9	Designated as JQO by SECDEF based in part upon completion of a JDA terminated as a result of COS provisions
JSA	AJPME graduate
JSR	National Defense University (NDU) JDA deferral in accordance with Title 10, Section 663
Note: Joint qualification levels are defined per reference (d).	

5. **JDAs**. The following general guidelines will be adhered to unless waived per procedures for tour lengths contained in reference (e).

a. JDA tour lengths are calculated day-for-day.

b. JDAL incumbents are not relieved until they have served a sufficient length of time to receive full joint tour credit.

c. Existing guidelines will be followed with respect to permanent change of station moves.

d. Fifty percent of JDAL billets must be filled by officers who have the appropriate level of joint qualification.

6. **JQO Qualification Waiver Requirements and Submission Procedures**. To ensure requirements of the law are met, only those officers designated as JQOs will be nominated for critical JDAs. JQO qualification waivers shall be prepared and submitted

per reference (e). Only those waiver requests presenting clear and compelling justification that a JQO is not available, and that the waiver is in the best interest of the joint organization, will be considered.

7. **NAVPERSCOM Responsibilities**

a. **NAVPERSCOM, Distribution Management Division (PERS-45):**

(1) Coordinate implementation of procedures and information systems necessary to comply with reference (b) provisions.

(2) Ensure equitable and appropriate distribution through the billet fill decision process of JDA billets, which are not coded as warfare specific (e.g., 1000/1050 billets).

(3) Coordinate consolidation and compilation of information for reports as appropriate.

(4) Provide distribution officers with appropriate tailored reports, including lists of billets and officers, necessary to ensure the execution of proper joint assignment procedures and officer qualification.

(5) Monitor and track the entry, maintenance, and quality assurance of officers' AQDs.

b. **NAVPERSCOM (PERS-45J):**

(1) Serve as distribution coordinator for JDAs regarding the assignment of applicable joint AQDs to officers.

(2) Monitor all assignments to JDA billets through Officer Assignment Information System.

(3) Review all JQO qualification waiver requests for correctness and comment (as applicable) and maintain historical files of all waiver requests.

(4) Assist in preparation and track requests for tour curtailment when approval of higher authority is required.

(5) Ensure that in the aggregate fifty percent or more of JDAL billets are filled by officers who have the appropriate level of joint qualification.

(6) Ensure that COS early release waivers, by division, do not exceed the annual allocation established and report the status to division directors on a bimonthly basis in October, December, February, April, June, and August.

(7) Monitor and track billets assigned JD1 and JD2 AQD codes and identify discrepancies and anomalies between the JDAL and Total Force Manpower Management System (TFMMS) billet coding.

(8) Report identified discrepancies and anomalies between the JDAL and TFMMS to Office of the Chief of Naval Operations, Joint Requirements Management Branch (N123).

(9) Provide assessment, as required, of aggregate quality of officers assigned to joint duty versus Navy headquarters staff to ensure the promotion parity goals of reference (b), Section 662 are met.

c. **Placement officers:**

(1) Maintain a working knowledge of reference (b), Chapter 38 and oversee the implementation of the same within activities for which they are responsible.

(2) Advise NAVPERSCOM (PERS-45) of billet anomalies.

(3) Evaluate promotability of officers nominated to joint billets to ensure that promotion percentages in each activity will be within the limits established by reference (b), Section 662. Placement officers will verify statistical promotion data provided to NAVPERSCOM (PERS-45J) as required. Placement officers have the authority to reject proposals, which could lower promotion percentages below the appropriate comparable Navy promotion rates.

(4) Coordinate the early release of COS officers with the command.

d. **Assignment officers:**

(1) Maintain a working knowledge of reference (b), Chapter 38 and oversee the implementation of the same within their communities.

(2) Take steps to ensure flag potential officers in their communities are carefully screened by promotion year group to ensure they meet joint duty and education qualification requirements for promotion.

(3) Initiate JQO qualification waiver requests within NAVPERSCOM, and will be the first stop within NAVPERSCOM for commander or director of defense agency initiated JQO qualification waiver requests.

(4) Identify a JQO replacement upon notification by placement that a non-JQO is in a critical JDA. If unable, initiate a JQO qualification waiver request.

(5) Coordinate with placement officers the early release of COS officers from an initial joint tour of duty prior to proposal for follow-on assignment.

(6) Ensure COS early release waivers do not exceed their divisions' fiscal year allocations, while at the same time striving to maximize utilization of COS early releases.

(7) Prepare tour curtailment waiver packages and coordinate with NAVPERSCOM (PERS-45J).

8. **Chief of Naval Personnel (CNO (N123)) Responsibilities**

a. Identify JDAL billets in the Total Force Manpower Management System (TFMMS) by assigning the appropriate billet AQD (JD1 or JD2) and the JDAL organization position identification number.

b. Resolve TFMMS joint billet coding discrepancies.

c. Coordinate with Office of the Secretary of Defense, Director, JCS (J1) the resolution of JDAL billet anomalies where assignment of the billet to the JDAL is inconsistent with the definition of a qualifying billet in reference (b), Section 668.

9. **Joint Commands**. Navy officers assigned to JDAs shall receive fitness reports using the current Navy fitness report format. Evaluation forms of other services shall not be used. Reports should comment on the officer's performance of joint duties in support of joint matters, as defined by reference (b), Section 668.

MILPERSMAN 1301-217

OFFICER SPECIAL ASSIGNMENTS - NORTH ATLANTIC TREATY ORGANIZATION (NATO) BILLETS

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4878 (901) 874-4878 882-2627

1. **Policy**. Officers assigned to North Atlantic Treaty Organization (NATO) billets must have a completed Single Scope Background Investigation (SSBI) **within 5 years** of assignment and must maintain a 5-year periodicity during the course of their assignment.

a. This requirement is designed to provide U.S. officers access to NATO COSMIC Top Secret, which is required for all NATO officers.

b. Since security clearance investigations and adjudications take from 6 to 8 months to complete,

(1) placement officers will post all NATO billets 12 months prior to incumbent’s projected rotation date (PRD) and include appropriate security clearance requirements.

(2) assignment officers should identify officers to fill NATO postings 8 to 10 months prior to incumbents’ PRD.

(3) any officer identified less than 8 months before the incumbent’s PRD must meet the NATO security clearance requirements.

c. If the officer requires an SSBI, PTEXT P71019 will be entered into the orders requesting that the SSBI be initiated to fulfill the requirement that an investigation must have been completed within the past 5 years for any NATO assignment.

d. For NATO assignments, which do not require an SSBI, the message that Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Section (PERS-4832) sends instructing the transferring command to initiate a current investigation is sufficient instruction and eliminates any need to include instructions in orders regarding the investigation.

2. **Procedures for NATO Billets**

a. Officers ordered to NATO billets require special processing to fulfill security clearance requirements and to determine passport needs.

b. NAVPERSCOM (PERS-4832) is responsible for **certifying** clearances for officers assigned to NATO billets.

c. Prior to issuance of orders to such billets and if a security clearance is necessary, the cognizant placement officer will inform NAVPERSCOM (PERS-4832) by memorandum of the following information:

(1) Full name, rank, last 4-SSN, designator, date and place of birth.

(2) Command for which considered.

(3) Billet title or description.

(4) Estimated date of arrival (EDA) and tour date.

(5) Type of security clearance required or investigation status.

d. NAVPERSCOM (PERS-4832) will indicate the officer’s security eligibility by return memorandum.

e. Any change in the information submitted to NAVPERSCOM (PERS-4832) by memorandum must be corrected by memorandum to prevent the security clearance being **certified** in error.

f. Placement officers should include NAVPERSCOM (PERS-4832) as an internal copy to addressee.

MILPERSMAN 1301-218

OFFICER SPECIAL ASSIGNMENTS - ASSIGNMENTS OUTSIDE THE DEPARTMENT OF DEFENSE (DOD)

Responsible Office	NAVPERSCOM (PERS-441)	Phone:	DSN	882-3974
			COM	(901) 874-3974
			FAX	882-2676

References	DODD 1000.17 of 24 Feb 97 DODD 5132.10 of 14 Dec 73 DODI 4000.19 of 9 Aug 95

1. **Policy.** DODD 1000.17 establishes policy and assigns responsibility for the management and administration of military and civilian personnel supporting non-Department of Defense (DOD) agencies and activities.

a. DODD 5132.10 establishes policy and assigns responsibility for personnel assigned outside DOD involving individual foreign military sales funded by foreign governments and military assistance groups and missions.

b. Navy Personnel Command (NAVPERSCOM), Head, Washington Placement Branch (PERS-441) is responsible for coordinating the placement of officers in agencies outside DOD.

c. The use of DOD personnel to support non-DOD agencies and activities is rigorously controlled and all new positions are approved in writing by Office of the Assistant Secretary of Defense (MRA&L).

2. **Selection of Officers**

a. Officers selected for assignment to duties outside DOD are to be screened carefully and must have exhibited performance of the highest quality. Members on their last tours prior to retirement will not normally be assigned outside DOD.

b. **Assignment of Department of Navy (DON) Personnel to Congressional Staffs.** Personnel will not be detailed or otherwise assigned to committees of Congress or to the personal

staffs of members of Congress unless such assignment is pursuant to an established congressional fellowship program.

(1) In the case of an assignment to perform duties for a specific duration in a specific project, the assignment must be approved in advance by the Navy Comptroller or Chief of Legislative Affairs, as appropriate, and Assistant Secretary of the Navy (M&RA).

(2) DON activities are not authorized to establish independent congressional fellowship programs.

3. **Generating Orders**

a. Except in unusual cases, orders for officer personnel assigned to non-DOD agencies and activities will contain reimbursable accounting data.

(1) The following wording will be added to the orders:

"Pay and allowances and cost of travel are originally chargeable to MPN (accounting data for travel (**reimbursable accounting data line**) and ultimately reimbursable from (**non-DOD agency, activity or foreign government case number**))."

(2) Reimbursement will be based on rates and procedures established in DODI 4000.19.

(3) Assistant Secretary of the Navy (M&RA) provides reimbursable accounting data guidelines for application by assignment and placement officers when ordering officers to certain non-DOD agencies and activities of foreign governments.

(4) The following PTEXTS will be included in the orders:

P34025: SELECTIVE SERVICE SYSTEM, STATE DEPARTMENT, U.S. COAST GUARD, ARMS CONTROL AND DISARMAMENT AGENCY, FEDERAL AVIATION AGENCY, MERCHANT MARINE ACADEMY, NATIONAL SCIENCE FOUNDATION (NAVY ANTARCTICA), NATIONAL AERONAUTICS AND SPACE ADMINISTRATION, DEPARTMENT OF ENERGY, MARITIME ADMINISTRATION, AND OTHERS.

P34035: NO-COST MOVE, USE INSTEAD OF P34025.

P34038: DEFENSE SECURITY ASSISTANCE AGENCY (USE ON ALL ORDERS TO MILITARY ASSISTANCE GROUPS AND MISSIONS).

P34039: ALL ORDERS TO FOREIGN MILITARY SALES FUNDED BILLETS. (NOTE: ALL ORDERS MUST DIRECT MEMBER TO REPORT FOR DUTY WITH FOREIGN MILITARY SALES OR TO DETACH FROM DUTY WITH FOREIGN MILITARY SALES.)

P34040: GOVERNMENT OF AUSTRALIA (FOREIGN MILITARY SALES CASE AT-_____).

P34041: GOVERNMENT OF KUWAIT (FOREIGN MILITARY SALES CASE DSAA-KU-_____).

P34042: GOVERNMENT OF SAUDI ARABIA (FOREIGN MILITARY SALES CASE SR-_____).

P34043: GOVERNMENT OF SPAIN (FOREIGN MILITARY SALES CASE SP-_____).

(5) Further assistance for application of reimbursable accounting data and the above PTEXTs is available from NAVPERSCOM (PERS-455D).

b. DOD instructions permit billing of standard incremental rates for incentive and special pay as well as standard rates for pay and allowances of naval personnel assigned to other government agencies.

(1) In order to determine the reimbursable charges, the disbursing office holding the member’s pay record is required to submit a monthly letter report to NAVPERSCOM for each officer assigned to a reimbursable billet.

(2) All matters concerning reimbursables should be addressed to Assistant Secretary of the Navy (M&RA).

MILPERSMAN 1301-219

OFFICER SPECIAL ASSIGNMENTS - LIMITED DUTY OFFICER (LDO) AND CHIEF WARRANT OFFICER (CWO) ASSIGNMENTS

Responsible Office	CNO (N131)	Phone:	DSN	882-2303
			COM	(901) 874-2303
			FAX	882-1189

1. **Policy**. Limited Duty Officers (LDOs) and Chief Warrant Officers (CWOs) are accessed, promoted and continued to fill authorized LDO and CWO billets.

a. The assignment of an LDO or CWO to billets not designated 6XXX or 7XXX, respectively, will result in a gapped LDO or CWO billet.

b. When overriding circumstances dictate, LDOs and CWOs may be assigned to other billets; however, this practice is the exception rather than the rule.

2. **Diving, Salvage, and EOD**. LDO/CWO diving billets are coded with appropriate Naval Officer Billet Codes (NOBCs) and Additional Qualification Designators (AQDs).

a. CWOs qualified in the performance of duties above will be assigned to NOBC/AQD coded billets both at sea and ashore. Should the inventory of qualified CWOs exceed the number of available billets, excess officers may be assigned to billets identified for their technical specialties.

b. LDOs qualified in the performance of duties above will continue to be assigned to billets of their occupational specialties or specific AQD billets of their designators in accordance with the career pattern of the particular LDO community. EOD qualified LDOs will be assigned to billets outside the designator only as inventory allows.

2. **SEALs**. CWO/LDO SEAL billets are coded with appropriate NOBCs and AQDs.

a. CWO/LDO qualified SEALs will be assigned to NOBC/AQD coded SEAL billets both at sea and ashore and in accordance with the appropriate SEAL CWO and LDO career path.

3. **LDO Admin (6410)/CWO Ship's Clerk (7410) to Submarine Related 6410/7410 Billets.** The following applies to assignment of LDO (Admin) and CWO (Ship's Clerk) personnel, who were enlisted submarine qualified, to specific submarine related 6410/7410 billets and should be implemented as incumbents are transferred at their normal projected rotation date (PRD).

a. All LDO (Admin) and CWO (Ship's Clerk) personnel who were enlisted submarine qualified will be assigned to billets requiring 641X/741X personnel qualified in submarines (AQD SV1). Every effort will be made to adhere to the billet grade level.

b. All submarine squadron and submarine group billets requiring 641X/741X personnel qualified in submarines will be identified as sea duty for rotation/assignment purposes.

c. In the event the inventory of SV1 coded 6410/7410 officers exceeds the number of available SV1 coded 6410/7410 billets, the excess officers may be assigned to other 6410/7410 billets. However, 6410/7410 officers not coded as SV1 will not be assigned to SV1 coded 6410/7410 billets without specific waiver approval from NAVPERSCOM (PERS-41 and PERS-42).

3. **Aviation Shore Activity Ground Electronics Maintenance Officers.** Prospective Ground Electronics Maintenance Officers (designator 6180, 7180) ordered to aviation shore activities will proceed via the Prospective Electronics Material Officer (PEMO) Training Course if the officer has not previously attended this course.

MILPERSMAN 1301-220

OFFICER SPECIAL ASSIGNMENTS - ENGINEERING DUTY OFFICER (EDO)

Responsible Office	CNO (N131)	Phone:	DSN COM FAX	882-2303 (901) 874-2303 882-1189

1. **Policy**. Because of the unique role of the Engineering Duty Officer (EDO) as a technical restricted line specialist for the design, acquisition and life cycle maintenance of ships and ship systems, combat weapon systems, communications, ship and shore command systems, and space warfare systems, special consideration must be given to career development of the individual EDO.

a. This career can be divided into two phases - basic and professional. During the basic phase, the officer obtains basic skills as a Naval officer and an engineer.

b. The professional phase, which constitutes the majority of an EDO career, emphasizes a single technical specialty and is the period during which the officer is a practicing professional EDO.

2. **EDO Basic Phase**. During this phase, an EDO will be assigned to allow maximum opportunity to complete the following career requirements:

a. **Sea Duty**. EDOs should serve at sea, preferably in a combatant ship, early in their careers. Normally, the first tour afloat will be accomplished as an Unrestricted Line (URL) officer. Officers obtaining an Engineering Degree (ED) option from Naval Reserve Officer Training Corps (NROTC) or United States Naval Academy (USNA) will be assigned to combatant sea tours upon commissioning.

b. **Graduate Education**. Assignment to postgraduate school is essential if the officer does not have a graduate degree before becoming an EDO.

c. **Engineering Duty Qualification Program (EDQP).** All new EDOs are required to complete the EDQP. Priority will be given

to first shore duty tour assignment (other than postgraduate school) of new EDOs to commands administering the EDQP.

3. **EDO Professional Phase**. Assignments will emphasize increased officer technical competence by:

a. Increasing experience in the technical specialty (ship and ship systems, combat/weapon systems, communications, ship and shore command systems, information systems and space warfare systems).

b. Increasing involvement in design, engineering, acquisition and life cycle management of systems.

4. **Special Qualifications**. Additional consideration must be given to officers possessing special qualifications to ensure maximum usage of that qualification. Officers who have qualified in submarines, either in the URL or EDO Dolphin programs, will be assigned primarily to billets at sea in submarine tenders and ashore in type commander staffs, research and development, design and acquisition, fleet maintenance and support of submarines.

MILPERSMAN 1301-221

OFFICER SPECIAL ASSIGNMENTS - FULL TIME SUPPORT (FTS)

Responsible Office	NAVPERSCOM (PERS-4417)	Phone: DSN COM FAX	882-4102 (901) 874-4102 882-2755

References	(a) BUPERSINST 7040.7

1. **Policy**. The Full Time Support (FTS) officer program is comprised of the following:

Unrestricted Line (URL) officers in designators...	
1167/1117	Surface Warfare
1127	Submarine Warfare
1137	Special Warfare
1147	Special Operations
1317	Pilot
1327	Naval Flight Officer

Restricted Line (RL) officers in designators...	
1527	Aviation Maintenance Duty Officer
1207	Human Resources

Staff Corps designator...	
3107	Supply

These officers direct the training of the Navy Reserve in current fleet operations. To maintain a high level of operational experience in the program, FTS officers in all grades follow the prescribed tour length per MILPERSMAN 1301-110 comparable to their Active Component contemporaries, alternating between Reserve Management tours while on shore duty.

2. **Application Procedures**

a. **From active duty**. Applications will be submitted per MILPERSMAN 1001-020 to NAVPERSCOM via the chain of command. Regular and Reserve officers on active duty in the Unrestricted Line (URL), Restricted Line (RL), and Supply Corps in the grade of lieutenant commander (LCDR) (with less than 3 years time in grade) and junior are eligible for selection for FTS designation.

b. **From inactive duty**. Applications will be submitted per MILPERSMAN 1320-150. Reserve officers on inactive duty in the URL, RL, Supply Corps, and Canvasser Recruiter in the grade of LCDR and junior, whose date of rank will enable them to complete at least 2 years active duty prior to consideration for promotion to the next higher paygrade, are eligible for FTS designation.

3. **Eligibility**. Reserve officers on active and inactive duty in the URL, RL, and Supply Corps in the grade of temporary LCDR and junior, who have completed their initial active duty obligation and are within 18 months of projected rotation date (PRD), are eligible for selection for FTS designator. Canvasser Recruiters who have completed 2 years of recruiting duty are eligible to apply for selection to 1207. Applicants must be able to complete 20 years of qualifying active duty service within 24 years of commissioned service.

4. **Selection**. Applicants will be considered by all FTS Selection Boards, which meet semi-annually. Applicants will be considered for FTS designation based on

- age,
- education,
- previous active duty assignments and performance,
- Navy Reserve participation, and
- assignability

so that those selected will be in a position to compete on a career basis with their contemporaries.

5. **Change of Designator**. The community manager is responsible for the submission of changes of designator to **XXX7** upon acceptance by the applicant of FTS designation.

a. **For USN officers (XXX0)**, a NAVPERS 1000/4 (Rev. 2-04), Officer Appointment Acceptance and Oath of Office will be effected upon acceptance to the FTS program. The community manager will submit changes of designator to **XXX7** upon receipt of a signed copy of NAVPERS 1000/4. For promotion and fitness report purposes, member is officially an FTS officer from the date of acceptance of Reserve commission (i.e., signed Reserve NAVPERS 1000/4).

b. **For USNR officers (XXX5) not on the active duty list**, including Selected Reserve, Canvasser Recruiter, and Active Duty for Special Work (ADSW) officers, designator is changed to **XXX7** upon execution of recall orders. Effective date for promotion and fitness report purposes is the date the member reports for recall.

6. **Active Duty Obligation**. As needs of the Navy require and except as provided for in MILPERSMAN 1321-100, the following obligations are incurred which must be satisfied prior to resignation of a Reserve commission or release from active duty:

a. Officers recalled to active duty as an FTS officer incur an obligation to serve for a minimum of 3 years in a Reserve program billet or other billet approved by the cognizant FTS assignment officer effective upon execution of recall orders.

b. Officers transferred to FTS from the active duty list incur an obligation to serve for a minimum for 2 years as an FTS officer in the Reserve program billet or other billet approved by the cognizant FTS assignment officer.

c. Officers must fulfill all commitments resulting from training, education, etc., including postgraduate education, flight training.

7. **Initial Assignment Policy**

a. The initial assignment policy for FTS is outlined in MILPERSMAN 1001-020. Both FTS aviation and surface warfare qualified officers initial assignment is:

(1) If, upon acceptance of the warfare qualified FTS designator (i.e., 1117, 1317, and 1327), the officer is operationally current in their present grade, assignment may be to Reserve Program Billets (e.g., Navy operational support centers, Reserve force squadrons). Initial assignment of FTS

aviators who are operationally current in their present grades will be primarily within Reserve Force squadrons.

(2) If the officer is not operationally current in present grade, initial assignment will be to an operational tour in units (e.g., ships, squadrons, and fleet staffs).

b. FTS officers not warfare qualified but possessing designated subspecialties or significant experience in critical areas of financial, manpower, or information technology management will be assigned to Reserve Management billets to best use their expertise.

8. **Travel Information**

a. Commands receiving officer accessions and detaching officer personnel from permanent assignments are responsible for ensuring that all personnel executing permanent change of station (PCS) orders prepare travel information required by reference (a) and submit the completed travel information to:

Director, Navy Family Allowance Activity (PCSVAD)
Anthony J. Celebrezze Federal Bldg.
Cleveland, OH 44199-2088

b. Pay and allowances and cost of travel are chargeable to the **Reserve Personnel, Navy** appropriation.

c. Per diem payments in support of temporary duty under instruction (TEMDUINS) are chargeable to the **Operations and Maintenance, Navy (O&M,N)** appropriation.

d. Preparation of fiscal accounting data will be per reference (a).

MILPERSMAN 1301-222

OFFICER SPECIAL ASSIGNMENTS - SURFACE WARFARE OFFICER (SWO) DEPARTMENT HEAD AND DIVISION OFFICER ASSIGNMENTS TO AFLOAT BILLETS

Responsible Office	NAVPERSCOM (PERS-412)	Phone:	DSN	882-3913/14
			COM	(901) 874-3913/14
			FAX	882-2687

1. **Policy**. Assignment of Surface Warfare Officer (SWO) department heads and division officers to afloat billets will be per Exhibits 1 and 2 respectively. Exceptions to these sequencing plans will be approved by Navy Personnel Command (NAVPERSCOM), Surface Officer Distribution Division (PERS-41).

2. **Department Head Afloat Tours**. Assignment of single, first, and second tour department heads will be as prescribed in Exhibit 1.

3. **Division Officer Afloat Tours**. Typically, officers will be assigned to a 27-month initial division officer tour followed by an 18-month second division officer tour.

a. Exceptions will be considered for special circumstances such as pre-commissioning units and commands that decommission.

b. Assignment of division officers to second tour billets will be per Exhibit 2.

c. Specific billets to be filled by second tour officers will be based upon an individual command’s Long Range Training and Requirement Plan (LORTARP) and the career progression needs of each individual officer.

Exhibit 1

DEPARTMENT HEAD SEQUENCING PLAN

Ship Class	First Tour	Second Tour
AGF	ENG *	OPS/1ST
AOE-1	OPS/1ST *	ENG *
CG-47	WCO **	OPS/CSO/ENG
DD963	CSO/OPS	ENG
DDG-51	OPS/WCO **/ENG	CSO
FFG-7	OPS/ENG/CSO	
LCC	ENG *	OPS/1ST
LHA/D	MPA *	1ST/CICO
LPD-4		OPS/ENG */1ST *
LPD-17	OPS/CSO/1ST *	ENG
LSD-36	OPS/ENG/1ST	
LSD-41/49	OPS/ENG/1ST	
MCM	ENG	XO
MHC	ENG	XO
PC		CO
DESRON		OPS/MTL/CSO/FPO
PHIBRON		OPS/MTL/FPO
PEB		XMR

Notes:

* LDO billets.
** WCO fleets up to CSO on same ship.

Abbreviations

OPS	Operations Officer
CSO	Combat Systems Officer
ENG	Engineer Officer
WCO	Weapons Control Officer
1st	First Lieutenant
FPO	Force Protection Officer
MTL	Material Officer
MPA	Main Propulsion Assistant
CIC	Combat Information Center Officer
XMR	Examiner

Exhibit 2

DIVISION OFFICER SEQUENCING PLAN

CLASS/COMMAND	
Class/Command	**Number of 2nd Tour Div. Officers**
SBU 22	9 (CONVERTING TO LDO BY FY 08)
SBU 12	8 (CONVERTING TO LDO BY FY 08)
APSPAC	5
APSLANT	7
PHIBRON	4 EA
MCMRON/DESRON	3 EA
MCMDIV 31	3
MCMDIV 11	2
ATG EQ2 PAC	2
APSRON	2
MPSRON	1 EA
MSF DETS	1 EA
COMPHIBGRU 1	1
SHIPS	
Ships	**Number of 2nd Tour Div. Officers**
CG	5
DDG/DD/FFG/LPD/LSD/AOE	4 EA
LCC/LHA/LHD	3 EA
AGF/PC	2 EA
MCM/MHC/HSV	1 EA
CVN	8
CVN 65	6
CV 63	8
CV 67	7

• MILPERSMAN 1301-223

OFFICER SPECIAL ASSIGNMENTS - NUCLEAR QUALIFIED SURFACE WARFARE OFFICERS (SWOS) TO CONVENTIONALLY POWERED SHIPS

Responsible Office	OPNAV(N133)	Phone: DSN COM FAX	225-4192 (703) 695-4192 697-7751

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**.

a. The Navy Nuclear Power Program requires the highest quality of officers. With the increasing requirement for nuclear trained surface warfare officers (SWO(N))s aboard aircraft carriers, the continued accession, retention, and development of these officers in surface warfare dictate that they every opportunity for service in the best surface combatants available.

b. Since SWO (N)s spend nearly all of their subspecialty tours in engineering billets, SWOs selected for nuclear training and nuclear qualified SWOs will be assigned to non-engineering billets on AEGIS ships or other conventionally powered combatants on a priority basis.

2. **Assignment Procedures**. The following policies are established to direct assignment of SWO(N)s, to include SWOs both selected for nuclear training and those nuclear qualified.

a. Division officer assignment:

(1) Officers ordered to conventionally powered ships will be assigned for 21 months in available non-engineering billets. SWO(N) division officers first assigned to conventionally powered ships will also serve a nominal 28-month second division officer tour in a nuclear powered ship following initial nuclear training.

(2) Officers assigned to a single division officer tour

will serve a nominal 36-month tour in a nuclear powered ship.

b. Department head assignment

(1) SWOs(N) will normally be assigned to conventionally powered ships as operations, combat systems officers or first lieutenants prior to a 2 year second principal assistant tour in a nuclear powered ship.

(2) Conventional ship department head tour lengths for SWO(N)s are 18 months unless assigned to a CG/DDG Weapons Control Officer/combat systems officer fleet-up tour, in which case the tour length will be 24 months. The total tour length for SWO(N) is limited by the requirement to re-establish nuclear proficiency at specified intervals.

c. Commanding officer (CO) and executive officer (XO) assignment.

(1) SWO(N)s will be assigned to CO and XO billets at the appropriate time for their seniority and following selection by an administrative screening board.

(2) When required to re-establish nuclear proficiency, SWO(N)s enroute to a XO/CO afloat, CO-SM, XO Afloat, or XO-SM billet should be ordered to a Commander, Naval Air Forces/Commander, Naval Air Forces Atlantic Nuclear Power Mobile Training Team for refresher training.

d. Assignment of all SWO(N)s must be approved by Navy Personnel Command, Submarine Officer Career Management Division (PERS-42).

MILPERSMAN 1301-224

OFFICER SPECIAL ASSIGNMENTS - PRISONER OF WAR (POW) REASSIGNMENTS

Responsible Office	CNO (N131)	Phone:	DSN	882-2303
			COM	(901) 874-2303
			FAX	882-1189

1. **Policy**. Repatriated Prisoners of War (POWs) are, as a general rule, initially assigned to the duty of their choice provided they can perform a useful service in that area. Primary emphasis is on the individual's preference of duty assignment.

a. Repatriated POWs are not reassigned to units, which would expose them to recapture in the same area by the same country, or by nations sympathetic to that country, prior to cessation of hostilities with the capturing country.

2. **Assignment**

a. Assignment officers will monitor returnee assignments very closely and provide the necessary counseling for an early return to the established sea/shore career pattern.

b. Returnees who are not physically qualified or do not desire to return to a previous operational status should be counseled to whatever extent necessary to make them qualified and competitive for subspecialty career, if practical.

c. The following phrase will be added to the personnel (PRSN) screen of each repatriated POW's Officer Assignment Information System (OAIS) file:

"Ref: Geneva Convention Art 117 not to be assigned to combat or combat support billet without clearance."

MILPERSMAN 1301-225

OFFICER SPECIAL ASSIGNMENTS - LIMITED DUTY (LIMDU)

Responsible Office	NAVPERSCOM (PERS-821)	Phone: DSN COM FAX	882-3229 (901) 874-3229 882-2622

References	(a) NAVMED P-117, Manual of the Medical Department (MANMED) (b) EPMACINST 5000.3D (Transient Personnel Administration (TPA) Users' Manual) (c) SECNAVINST 1850.4E

1. **Policy**. The assignment of officers approved for limited duty (LIMDU) is based on the recommendations of a medical board convened per reference (a).

a. Officers in this category are normally assigned to duty ashore by the assignment detailer, Navy Personnel Command (NAVPERSCOM). These assignments will be made in close proximity to a Navy medical facility where an officer is to receive follow-up care and reevaluation. These officers are disqualified for assignment to duty afloat or duty involving flying. Other specific duty assignment limitations/restrictions will be indicated in the approved medical board, or in the recommendation of Chief, Bureau of Medicine and Surgery (BUMED).

b. Thirty days prior to expiration of the specified period of LIMDU, the officer is reevaluated and is recommended for an additional period of LIMDU, restored to full duty, or referred for review by the Physical Evaluation Board (PEB).

c. All periods of LIMDU recommended by a medical treatment facility (MTF) for officer personnel must be approved by NAVPERSCOM, Disability, Retirement, and LIMDU Section (PERS-4821) prior to assignment detailer issuing orders. Per reference (a), a completed medical board forwarded for departmental review is required in these cases.

2. **Definition**. "Limited duty" is defined as a temporary assignment ashore based on the recommendations of a medical board.

3. **Procedures**. Medical boards normally recommend LIMDU status for a period of 6 months and require reexamination 30 days prior to LIMDU expiration. When approved, officers will be assigned to

duty compatible with the physical limitations dictated in the medical board. All medical boards recommending LIMDU for officers will be forwarded to NAVPERSCOM (PERS-4821) for determination. Upon official notification of NAVPERSCOM (PERS-4821) LIMDU authorization message, the member's assignment officer will issue the appropriate orders as follows:

a. **Member will remain at current shore duty station**. No permanent change of station (PCS) orders required. Upon receipt of the LIMDU authorization message by the servicing Personnel Support Activity (PERSUPPACT)/Personnel Support Activity Detachment (PERSUPP DET), the appropriate Navy Standard Integrated Personnel System (NSIPS) action will be performed to change the officer's accounting category code (ACC) from 100 to 105. The projected rotation date (PRD) will only be adjusted for those assigned to a normal shore tour if LIMDU expiration date exceeds the PRD.

b. **Member will be detached from current duty station**. PCS orders will be issued by the assignment officer detaching the member from present duty station (ACC: 100 in most cases) and direct member to report to a new duty station ashore in a LIMDU status (ACC: 105). The member may be assigned against a valid billet, if available. Otherwise, assignment will be made to a 99990 billet sequence code (BSC). Normal Officer Assignment Information System Version 2 (OAIS2) PCS order writing procedures may be followed. The officer's PRD will be the month/year the approved LIMDU period is to expire as indicated by NAVPERSCOM (PERS-4821).

c. **Tracking System for LIMDU Officers**. When an officer is assigned to a LIMDU status, the servicing PERSUPP DET/personnel office of the member will establish a tracking system for the officer. Tracking systems and status update reports required from PERSUPP DETs/personnel offices are the same for officer and enlisted personnel, and are described in detail in reference (b).

d. **LIMDU Reevaluation**. Thirty days prior to the expiration of the LIMDU period, the officer will be reevaluated as specified by reference (a). Each component of the LIMDU reevaluation system (the officer, the officer's command/cognizant PERSUPP DET and the cognizant medical facility) should assist in ensuring that the medical reevaluation is promptly completed and that the required reports are quickly processed.

(1) When the local medical board recommends the officer not be retained on active duty, the case shall be referred to the PEB for a fitness determination.

(2) When officers retained on active duty in less than a full duty status become unable to perform their duties properly because of a physical disability, they will be referred to a Navy hospital in continental United States (CONUS) for evaluation, treatment if indicated, and appropriate disposition.

e. When an officer is reevaluated and either returned to duty or separated, an Officer Availability Report is submitted by the servicing PERSUPP DET/personnel office to make an officer available for reassignment or separation per MILPERSMAN 1301-010. Appropriate orders will be issued by the officer's assignment officer (reassignment) or NAVPERSCOM, Career Progression Division (PERS-48) (separation).

f. If the officer is recommended for additional periods of LIMDU by the MTF, the case is forwarded to NAVPERSCOM (PERS-4821) for another departmental review. Upon officer notification, the member’s PRD will be adjusted by the member’s Detailer/ Assignments Officer.

4. **Permanent Limited Duty (PLD)**. An officer declared unfit for continued Naval Service by the PEB may apply for retention on active duty in a PLD status per reference (c). Officers retained in a PLD status will be placed in a LIMDU status in ACC 105 and their PRDs will be adjusted to the approved PLD date. The officer will remain in a LIMDU status until separated/retired from active duty.

MILPERSMAN 1301-226

OFFICER SPECIAL ASSIGNMENTS - TRAINING INSTRUCTOR DUTY

Responsible Office	Naval Service Training Command (NSTC) (N13)	Phone: DSN COM FAX	792-7600 (847) 688-7600 (847) 688-5589

References	(a) OPNAVINST 1500.75A

1. **Policy**. Officers assigned to training instructor billets must be sent to instructor training (COI A-012-0077) en route to their assignment. Only officers with high potential for promotion will be assigned to instructor billets.

2. **Screening for High Risk Training**. Assignment to training instructor billets is classified as high-risk, requiring in–depth medical screening. Completion of enclosures (1) through (3) of reference (a) for high-risk courses is required. It is the responsibility of the receiving activity to notify the detaching activity of the requirement.

MILPERSMAN 1301-227

OFFICER SPECIAL ASSIGNMENTS - OFFICERS WITHOUT SECURITY CLEARANCES

Responsible Office	NAVPERSCOM (PERS-834)	Phone: DSN COM FAX	882-2090 (901) 874-2090 882-2625

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**

a. Department of the Navy policy promotes the readiness of the naval service by maintaining the highest standards of conduct and performance in the officer corps. An officer who fails to attain or maintain a security clearance falls short of this standard.

b. Should an officer's security clearance eligibility revocation and or denial be upheld after all appeals, the officer shall be processed for administrative separation from the naval service. The commanding officer shall submit an administrative separation request to Navy Personnel Command (NAVPERSCOM), Officer Performance and Separations Branch (PERS-834).

c. Officers who have had their security clearance eligibility revoked or denied, or have clearance revocation and or denial actions pending, will not be transferred without approval of NAVPERSCOM (PERS-834).

2. **Contents of Letter Request**. A sample letter format for an administrative separation request follows:

From: Commanding Officer
To: Commander, Navy Personnel Command (PERS-834)
Via: Subject Officer

Subj: REQUEST FOR ADMINISTRATIVE SEPARATION ICO [RANK, NAME, USN, or USNR, DESIGNATOR]

Ref: (a) SECNAVINST 1920.6C
(b) MILPERSMAN 1301-227

Encl: (1) Department of the Navy Central Adjudication Facility (DoNCAF) ltr [Ser}, dtd [date]

1. As per enclosure (1), DoNCAF denied [Rank, Name] security clearance due to [reason for denial]. Per references (a) and (b), request [Rank, Name] be administratively separated with an Honorable discharge as continued retention on Active Duty is not consistent with the interests of national security.

2. [Rank, Name] does/does not have an Active Duty obligation. [Explanation]

3. [Rank, Name] will have 10 business days upon receipt of this letter in which to file a statement, the first endorsement to this request, concerning any matters he/she may wish Commander, Navy Personnel Command to consider. Should he/she not desire to make a statement, he/she should express that intention in writing in the first endorsement to this request. Navy Personnel Command will consider any and all materials that [Rank, Name] wishes to include.

4. My POC for this matter is [Rank, Name, Telephone number, E-mail].

MILPERSMAN 1301-228

OFFICER SPECIAL ASSIGNMENTS - OFFICERS NOT IN COMPLIANCE WITH PHYSICAL READINESS STANDARDS

Responsible Office	NAVPERSCOM (PERS-676)	Phone: DSN COM FAX	882-4320 (901) 874-4320 882-2186

References	(a) OPNAVINST 6110.1G

1. **Policy**. Reference (a) describes the administrative action to be taken for members who are in non-compliance with physical readiness standards.

a. Failure of physical fitness assessments (PFAs) will not limit assignments except when a member cannot obligate for the minimum sufficient obligated service (OBLISERV) to complete the proposed assignment.

b. Officers who are out of body fat standards may permanent change of station (PCS) transfer; however, assignment to some designated duties (e.g., instructor, recruiter, etc.) will continue to be restricted to members who are within standards at time of transfer.

MILPERSMAN 1301-229

OFFICER SPECIAL ASSIGNMENTS - NAVAL INSPECTOR GENERAL (NAVINSGEN) ASSIGNMENTS TO STAFFS OF MAJOR COMMANDS

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM	882-3516 (901) 874-3516
	NAVINSGEN EA (IG POC)	Phone:	DSN COM FAX	288-6614 (202) 433-6614 (202) 433-5248

1. **Policy**. Placement officers for commands listed in Exhibit 1 will provide the Navy Inspector General (NAVINSGEN) an Officer Summary Record (OSR) and Performance Summary Report (PSR) for prospective nominees for Inspector General (IG) positions.

a. NAVINSGEN will then conduct a check of their investigative files and systems of records.

b. NAVINSGEN has the authority to disapprove any prospective command IG candidate regardless of the reason.

EXHIBIT 1

LIST OF MAJOR COMMANDS THAT REQUIRE NAVINSGEN SCREENING FOR NAVAL INSPECTOR GENERAL

DIRECTOR, STRATEGIC SYSTEMS PROGRAMS
COMMANDER, U.S. NAVAL FORCES EUROPE
COMMANDER, U.S. NAVAL FORCES CENTRAL COMMAND
COMMANDER, NAVAL SPECIAL WARFARE COMMAND
COMMANDER, NAVAL RESERVE FORCE
COMMANDER, NAVAL AIR SYSTEMS COMMAND
COMMANDER, U.S. FLEET FORCES COMMAND
COMMANDER, NAVAL EDUCATION and TRAINING COMMAND
COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND
COMMANDER, NAVAL SEA SYSTEMS COMMAND
COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND
CHIEF, BUREAU OF MEDICINE AND SURGERY
CHIEF, BUREAU OF NAVAL PERSONNEL
COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND
COMMANDER, NAVY INSTALLATIONS COMMAND

MILPERSMAN 1301-230

OFFICER SPECIAL ASSIGNMENTS - REASSIGNMENT OF DISABLED OFFICERS

Responsible Office	NAVPERSCOM (PERS-821)	Phone:	DSN	882-3229
			COM	(901) 874-3229
			FAX	882-2622

1. **Policy**

a. Officers who are amputees, have unilateral blindness, or suffer other disabling injuries may be considered for continuation of active duty **even though unfit** because of physical disability.

b. They can still serve with appropriate assignment limitations. The phrase "serve with appropriate assignment limitations" means an assignment limitation based on the specific impairment involved (i.e., members may be assigned to any duty, except flying, which they are physically capable of performing).

2. **Guidelines**

a. The following guidelines are used in evaluating disabled members who may desire to remain on active duty:

(1) **Amputees.** A member who has suffered a loss of any extremity and cannot be fitted with a functional prosthetic device shall not be considered for retention. A member who has suffered the loss of an extremity and been fitted with a functional prosthetic device may be considered for retention on active duty not involving flying.

(2) **Unilateral Blindness.** Members shall not be considered for retention when they have lost the use of a previously healthy eye by reason of trauma and there are other residual eye disabilities requiring frequent medical care or hospitalization. In those cases where there are no other residual eye disabilities, members may be considered for retention on active duty not involving flying.

(3) **Other Disabling Injuries.** Members unfit because of physical disability involving disabling injuries to other organs

and parts of the body, can still serve with appropriate assignment limitations. The same criteria for retention on active duty are applied as in para. 1b above.

b. Members will not be continued on active duty solely to increase benefits, nor will they be continued unless their employment is justified as being of value to the service.

(1) A member continued under this policy will be reevaluated periodically to assure that further continuance or separation is uniform with the best interest of the government and the member.

(2) Unless the disqualifying condition has progressed to the point where the member becomes unable to serve with appropriate assignment limitations, the member will remain liable to complete any service obligation incurred.

c. Navy Personnel Command (NAVPERSCOM) will consider each case on an individual basis and the final decision will be based upon the circumstances and the needs of the service.

(1) No specific years of service will be required to qualify and members will not be excluded from consideration for continuation solely because they are young or inexperienced.

(2) Requests will be processed by assignment officers, and members who are considered qualified under this policy will be recommended for retention to Secretary of the Navy (SECNAV).

MILPERSMAN 1301-231

ASSIGNMENT OF PERSONNEL WITH HUMAN IMMUNODEFICIENCY VIRUS (HIV)

Responsible Office	NAVPERSCOM (PERS-8M)	Phone: DSN COM Unsecure FAX	882-3201 (901) 874-3201 (901) 874-2633

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 6485.01 of 17 Oct 06 (b) SECNAVINST 5300.30D (c) SECNAVINST 1850.4E (d) SECNAVINST 5211.5E

1. **Policy**. Assignment policy for human immunodeficiency virus (HIV) infected personnel are governed by references (a) and (b). The procedures outlined herein ensure HIV infected personnel fill valid billets to the maximum extent feasible and protect the individual's confidentiality.

a. Navy servicemembers infected with HIV are precluded from overseas assignment or assignment to deployable units.

b. Military personnel who demonstrate no evidence of unfitting medical conditions associated with HIV infection shall be retained in the service unless some other reason for separation exists.

c. HIV infected service personnel whose fitness for continued Naval Service is called into question due to a condition that may constitute a disability shall be referred to the Disability Evaluation System (DES) under reference (c).

d. Assignment restrictions cannot be imposed on HIV infected servicemembers except as delineated by this article and by reference (b). Any proposed changes in assignment policy that affect HIV infected servicemembers as a group must be coordinated with Navy Personnel Command (NAVPERSCOM), Career Progression Department (PERS-8M) per reference (b).

2. **Confidentiality.** Maintaining the confidentiality of personnel who are infected with HIV is absolutely essential.

a. Correspondence, E-Mails, and verbal and telephone discussions regarding HIV infected personnel will be limited to the HIV infected member and personnel within NAVPERSCOM who have a demonstrated need to know in order to perform their duties and assign these personnel. Strict compliance with the provisions of the Privacy Act is required per reference (d).

b. All hard-copy correspondence regarding HIV positive personnel that contains names, Social Security Numbers, or other identifying information will be marked "SENSITIVE - FOR OFFICIAL USE ONLY" and hand carried and hand delivered to the addressee. Hard-copy correspondence containing personally identifiable information (PII) or protected health information (PHI) shall be handled and destroyed per DoD privacy directives.

c. All electronic correspondence (E-Mail) regarding HIV positive personnel which contains names, Social Security Numbers, or other identifying information, shall be digitally signed and PKI-encrypted.

3. **Assignment Limitations.** HIV positive members shall only be assigned to:

- Shore facilities in the continental United States (CONUS) or Hawaii
- Type 1 duty
- Units not normally programmed for deployment

HIV positive personnel shall **not** be assigned to the following unit identification codes (UICs) due to the likelihood of unit deployments:

- UIC 44939
- UIC 46662
- UIC 52839
- All DMEDS (deployable medical systems (DEPMEDS) units)
- Amphibious Construction Battalions (ACB)

4. **Assignment Procedures.** The Assistant Commander, Navy Personnel Command (ACNPC) for Career Progression (PERS-8), will coordinate policy and assignment for all HIV positive Navy

personnel. HIV positive members may **not** be assigned or reassigned without NAVPERSCOM (PERS-8M) approval.

a. Upon completion of the initial evaluation, newly infected HIV military personnel who demonstrate no evidence of unfitting medical conditions associated with HIV infection or treatment shall contact their detailer. The servicemember may need immediate reassignment to comply with reference (b), or may need assistance in rating conversion. Orders will be written per the assignment limitations outlined above.

b. Members who have already been identified as HIV positive and are approaching their projected rotation date (PRD) shall contact their detailer to negotiate appropriate orders.

(1) Assignment officers will consider reassignments if HIV positive personnel have been at a particular command in excess of 5 years, due to the possibility of breaches of confidentiality.

(2) Any questions regarding assignments should be referred to NAVPERSCOM (PERS-8M).

c. Officers will have their PRDs set per normal pipeline requirements.

5. **Administrative Support and Reporting Requirements**

a. NAVPERSCOM (PERS-8M) will establish and maintain off-line records as necessary to administer this program and respond to regular and ad hoc inquiries regarding HIV infected servicemembers. Any command inquiries regarding HIV infected personnel should be referred to NAVPERSCOM (PERS-8M) for coordination of the response.

b. NAVPERSCOM, Records/Data Maintenance Quality Division (PERS-33 Ad Hoc) will provide query support from existing military personnel systems to NAVPERSCOM (PERS-8M) as needed.

c. NAVPERSCOM, Career Management Department (PERS-4) divisions will assist NAVPERSCOM (PERS-8M) as required, to fulfill the requirements of the HIV Program in compliance with established policy as set forth by Secretary of the Navy (SECNAV) and Under Secretary of Defense for Personnel and Readiness (USD(P&R)).

MILPERSMAN 1301-232

OFFICER SPECIAL ASSIGNMENTS – INFORMATION PROFESSIONAL (IP) OFFICER ASSIGNMENTS TO MILESTONE BILLETS

Responsible Office	NAVPERSCOM (PERS-471)	Phone: DSN COM FAX	882-3512 (901) 874-3512 882-2477

1. **Policy**. Any officer who is screened for Information Professional (IP) milestone (MILPERSMAN 1301-807) in grade will be assigned to a milestone billet unless the officer indicates in writing an unwillingness to serve (see MILPERSMAN 1300-027), is de-screened by a later selection board, fails to select to next rank, or is unable to meet medical requirements of milestone billet.

2. **Milestone Bank**. In order to maintain a viable bank of milestone eligible officers and provide maximum opportunity for milestone screening, officers not desiring to be assigned to a milestone billet should decline milestone assignment within 6 months of milestone selection notification.

3. **Preparation and Approval of IP Milestone Screen Slates**. Following screening of officers for IP milestone, the IP community senior detailer prepares IP milestone slates assigning screened officers to respective milestone billets.

a. Priority will be given to the slating of officers who will be in zone for promotion. The senior detailer will make every effort to match officer experience and qualifications with the appropriate milestone billet.

b. Screened officers who are not immediately slated will remain in the bank and can expect to be slated to a milestone billet at the earliest possible date.

c. The slate is reviewed by IP flag leadership and approved by the senior IP flag officer.

4. **Detailing to IP Milestone Billets**. General policy is that only officers screened for IP milestone will be assigned to milestone billets. Every effort will be made to assign officers

screened for milestone first, and then officers selected Eligible No Quota (ENQ).

a. Exceptions to this policy may arise when there are no screened officers and no ENQ officers available, thus necessitating assignment of a non-board screened officer for the reason of maximizing fleet readiness.

b. A non-board screened officer slated to fill a milestone billet will be administratively screened by the senior IP detailer, reviewed by community flag leadership, and approved by the senior IP flag officer. The senior IP detailer will base administrative screening proposals on remaining looks, performance, and availability to fill the billet.

5. **Milestone Tour Lengths**. As a general rule, IP milestone tour lengths are 24 months. An officer must successfully complete a minimum of 12 months to receive milestone credit. MILPERSMAN 1301-110 contains detailed information on prescribed tour lengths for all types of officer assignments.

MILPERSMAN 1301-233

OFFICER SPECIAL ASSIGNMENTS – SPECIALTY CAREER PATH

Responsible Office	NAVPERSCOM (PERS-41)	Phone: DSN COM FAX	882-3927 (901) 874-3927 874-2757

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) NAVADMIN 049/10

1. **General Information**. The Specialty Career Path (SCP) Program was expanded to all Unrestricted Line (URL) communities per reference (a). Prior to expansion beyond the surface warfare community, it has been a successful initiative that has developed a cadre of officers with critical skills in key Navy mission areas. The SCP Program provides alternatives to the traditional command at sea career path and supports the demand for URL lieutenant commanders, commanders, and captains expertise in growing and expanding mission areas. The following SCP options are open to qualified candidates:

Anti-Submarine Warfare (ASW)
Anti-Terrorism/Force Protection (ATFP)
Education/Training Management (ETMS)
Financial Management (FM)
Missile Defense (MD)
Mine Warfare (MIW)
Naval Operational Planner (NOP)
Operations Analysis (OA)
Shore Installation Management (SIM)
Strategic Sealift (SS)

2. **Policy**. This article defines the policy, responsibilities, and authorities for the management of SCP personnel to maximize career opportunities for SCP officers and optimize manning of SCP billets.

3. **Stakeholders**. For each mission area, the following stakeholders have roles which are outlined below:

a. **Enterprise Lead Agent (ELA).** The ELAs shall coordinate with the Navy Personnel Command (NAVPERSCOM) Assistant Commander Navy Personnel Command, Career Management Department (PERS-4) for a career management liaison to:

(1) Maintain the SCP billet base, to include commanding officer (CO) and executive officer (XO) equivalent billets for their respective SCP;

(2) Submit input to be considered for inclusion in the SCP selection board convening order;

(3) Define training requirements for their SCP; and

(4) Provide recommendations for NAVPERSCOM (PERS-4) approved nominations to SCP leadership positions.

Prior to the release of ref (a), the following ELAs were assigned:

SCP	ELA
ASW	Naval Mine and ASW command (NMAWC)
ATFP	Naval Expeditionary Combat Command (NECC)
ETMS	Naval Education and Training command (NETC)
FM	OPNAV N82
MD	Navy Air and Missile Defense Command (NAMDC)
MIW	NMAWC
NOP	OPNAV N3/N5
OA	OPNAV N81
SIM	Commander, Navy Installations Command (CNIC)
SS	Military Sealift Command (MSC)

b. **NAVPERSCOM (PERS-4) Liaison Divisions.** The role of NAVPERSCOM (PERS-4) liaison divisions is to act as a single point of contact (POC) for the respective SCP mission area ELAs. The NAVPERSCOM (PERS-4) liaison divisions shall:

(1) Coordinate with the ELAs to maintain SCP billet coding and allocation. The SCP billet base will be validated and updated annually in March;

(2) Prepare and route the convening order when responsible for conducting the annual board;

(3) Communicate SCP training requirements;

(4) Coordinate closely with placement officers on SCP billet and personnel issues.

NAVPERSCOM (PERS-4) liaison divisions are designated as follows:

Specialty Career Path	PERS-4 Liaison
Anti-submarine Warfare (ASW)	PERS-42
Anti-terrorism/Force Protection (ATFP)	PERS-41
Education/Training Management (ETMS)	PERS-43
Financial Management (FM)	PERS-44
Missile Defense (MD)	PERS-41
Mine Warfare (MIW)	PERS-41
Naval Operational Planner (NOP)	PERS-44
Operations Analysis (OA)	PERS-44
Shore Installation Management (SIM)	PERS-43
Strategic Sealift (SS)	PERS-41

c. **Command Placement Officer.** Placement responsibilities for every command containing SCP billets will remain unchanged to ensure a single NAVPERSCOM POC for each command to use when addressing command manning issues.

d. **NAVPERSCOM (PERS-4) SCP Coordinator.** NAVPERSCOM, Surface Officer Distribution Division (PERS-41), with the direct support of the deputy division directors, will oversee SCP progress and issues while making recommendations to NAVPERSCOM (PERS-4) regarding policy and execution actions required.

4. **Selection for SCP**. Selection for SCP and screening for SCP milestones will be accomplished by administrative boards convened by Commander, NAVPERSCOM and announced via naval administrative messages. The selection and screening boards will typically be accomplished within the same week with the same board membership. NAVPERSCOM (PERS-4) will assign NAVPERSCOM (PERS-41) or NAVPERSCOM (PERS-43) to sponsor the board on an alternating annual schedule. Selection for SCP and or screening for SCP milestones do not guarantee assignment to either an SCP billet or SCP leadership position. Projected rotation date, the needs of the Navy, and career progression will continue to impact the assignment process. The assignment process outlined below will attempt to maximize opportunity to develop a cadre of experienced officers within each mission area while maximizing promotion opportunity.

5. **Assignment Policy**

a. **Posting Process**

(1) SCP coded billets will be advertised for fill to all detailers of appropriately screened SCP officers.

(2) SCP billets will be identified in the Officer Assignment Information System (OAIS) with a two-digit alpha-character. The first character will represent the SCP area and the second character will represent the milestone (e.g. DH, XO, CO).

(3) If an SCP officer is not identified for a posted billet within 180 days of the required fill date, the cognizant placement desk will coordinate with NAVPERSCOM, Distribution Management Division (PERS-45) to task the billet to a distribution division through the billet fill decision process for fill by a non-SCP officer.

b. **Detailer Role.** NAVPERSCOM (PERS-4) liaison divisions and associated detailers will monitor the demand signals for various SCP officers and coordinate fills from the inventory of SCP screened officers. Detailers shall endeavor to fill SCP coded billets with SCP coded officers. If an SCP officer is available and it is determined to be an appropriate assignment, the officer will be detailed to the SCP billet.

c. **Approval of CO and XO Equivalent Assignments.** SCP officers will be approved for CO and XO equivalent assignments using a process similar to the current high visibility nomination process.

(1) The responsible placement desk for a CO or XO equivalent assignment will issue a demand signal to the URL distribution divisions no later than 6 months in advance of the desired fill date.

(2) The distribution divisions will advertise the assignment, solicit for interested officers, and provide a nomination or regret prior to 4 months in advance of the desired fill date.

(3) The responsible placement desk will forward nomination packages including a recommendation for the best candidate to NAVPERSCOM (PERS-4) for approval.

(4) NAVPERSCOM (PERS-4) will approve the nominee(s) to be forwarded to the gaining command for approval.

(5) ELAs may recommend assignment of milestone screened SCP officers. Final approval authority rests with NAVPERSCOM (PERS-4) and the gaining command.

MILPERSMAN 1301-234

OFFICER SPECIAL ASSIGNMENTS – HUMAN RESOURCES (HR) OFFICER MILESTONE AND MAJOR COMMAND SCREENING AND QUALIFICATION

Responsible Office	NAVPERSCOM (PERS-4421)	Phone: DSN COM FAX	882-4054 (901) 874-4054 882-2183

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVNOTE 5450 Sequential and Major Command Lists (b) OPNAV N13 PDM on O-5 Command Shared Apportionment Plan (c) CNP Decision Memorandum ICO HR Community Milestone Billet List (d) OPNAVINST 1412.14 (e) BUPERSINST 1401.5A

Note: Paragraphs 1-7 apply to the Human Resources (HR) Active component only. HR Reserve component milestone screening and slating is delineated on the HR page of Navy Personnel Command's (NAVPERSCOM's) Web site at http://www.public.navy.mil/BUPERS-NPC/OFFICER/DETAILING/RLSTAFFCORPS/HR/Pages/default.aspx.

1. **Policy**. The HR community conducts milestone and major command screening boards annually. The function of these boards is to screen HR officers for commander (CDR) and lieutenant commander (LCDR) milestone and major command. The term milestone is used to designate a significant point of development requiring an officer that is screened. An officer who is screened for milestone may be assigned to a milestone billet, unless the officer indicates in writing an unwillingness to serve, is de-screened by a subsequent milestone screening board, fails to meet promotion standards, or does not meet any additional requirements of a milestone billet. All officers assigned as commanding officer in commands outlined in references (a) through (c) will be screened via a milestone screening board and will be subject to the command qualification process outlined in reference (d).

2. **Milestone Screening**. Officers will be screened for LCDR milestone, CDR milestone, and major command.

a. Milestone screening opportunity is based on the quantity of officers considered for screening and the number of quotas available with established goals of group selection at each look. Quotas determined by NAVPERSCOM, HR Community Management/Assignment Branch (PERS-4421) are the maximum allowed, but the screening board can select fewer if candidate quality is found to be insufficient.

b. Officers selected for promotion to LCDR, CDR, or captain (CAPT) will have three consecutive opportunities for milestone screening at each pay grade. The screening process commences the milestone board following selection for promotion to the next rank. Officers who screen on their first look will be slated for assignment or banked until assigned to a milestone billet. Officers not screened will have two additional looks. The records of officers in the bank will be reviewed annually to ensure the officer remains eligible for future milestone assignment. If a milestone screened officer indicates in writing an unwillingness to serve, is descreened by a subsequent screening board, fails to meet promotion standards, or does not meet any additional requirements of a milestone billet, the HR detailer will discuss future assignment options with the HR flag leader.

c. A limited number of officers who fully meet screening standards, but for whom no opportunity is available, will be screened as alternates. Alternates may be called upon at any time during the screening eligibility period if milestone screened officers are unavailable for assignment and if utilized, will receive appropriate milestone credit upon completion of milestone. Alternates electing not to accept a milestone billet will not be required to submit a milestone declination letter. All alternates who are not utilized will be rescreened at subsequent boards if they are still within consideration of their three looks.

d. LCDR selects and above selected for lateral transfer or accession into the HR community will be considered for milestone screening during the board immediately following selection into the community. These officers will be given at least one look, regardless of promotion year, but the number of opportunities

varies depending on the promotion year considered before the board.

e. Officers can request special "additional looks" subject to approval by the board president when it can be demonstrated that the officer was disadvantaged or the officer's record was unfairly considered during the normal screening process.

(1) All additional looks are subject to approval by the board president.

(2) Petition is made in writing to the board president via NAVPERSCOM (PERS-4421), is due by the board correspondence deadline, and shall include the reason for the additional look.

(3) Officers who request a special additional look will be notified after the board adjourns as to whether their request was granted.

f. The milestone eligible list is generated by NAVPERSCOM (PERS-4421) and submitted to NAVPERSCOM, Personnel Information Management Department (PERS-3) within prescribed timeline and updated accordingly until the board convenes.

3. **Milestone and Major Command Board Membership**. Screening is by formal administrative board action per reference (e). NAVPERSCOM (PERS-4421) is the sponsor for the board. The board membership shall consist of one HR flag officer who serves as the president and four HR CAPTs (Active component (AC) and full time support (FTS)) who have completed or are in their O-6 milestone. Membership changes with each board and no CAPT (AC and FTS) may serve on two consecutive boards as a member. NAVPERSCOM (PERS-4421) will nominate the members, head recorder, and assistant recorders, as required. Records for CDR and LCDR milestone and major command are screened by the same panel of board members, but eligible HR officers compete only against officers in the same component (AC and FTS) and pay grade.

4. **Milestone Declination**. In order to maintain a viable bank of milestone screened officers and provide maximum opportunity for milestone screening, officers not desiring to serve in a milestone assignment should review MILPERSMAN 1301-818 and indicate these intentions in writing.

a. **Officer's Responsibility**

(1) Officers who do not want to be considered for milestone prior to the board should submit a written request for nonconsideration (a "do not pick me" letter) to the president by the board correspondence deadline.

(2) Officers screened for milestone who do not desire orders to a milestone assignment shall submit a written statement declining milestone assignment to NAVPERSCOM, Staff/Restricted Line Officer Career Management Division (PERS-44) via NAVPERSCOM (PERS-4421).

(3) Officers declining milestone assignment may include in their declination a statement regarding their reasons for doing so, if desired.

(4) Officers who decline assignment to a milestone billet remain eligible for assignment to nonmilestone billets, subject to the needs of the Navy.

b. **NAVPERSCOM Responsibility.** NAVPERSCOM (PERS-44) will endorse an officer's declination letter and ensure appropriate action is taken to ensure compliance with this article.

5. **Milestone Slates**. Following board screening results, HR detailers prepare milestone slates assigning screened officers to respective milestone billets.

a. Milestone screened officers will be assigned to a milestone billet, as soon as practical, to ensure the officer receives milestone credit prior to the officer's "in zone" look for promotion to the next pay grade. The officer must be flexible and willing to take the milestone assignment when offered to accomplish this goal.

b. A list of milestone billets projected to be filled will be prepared by the HR detailers. All milestone selects, upon notification of results, as well as all banked milestone screened officers, will review the milestone billet list and provide a ranked order preference to the HR detailer by the deadline provided.

c. HR detailers will build the milestone slate taking into consideration skill sets, projected rotation dates, proposed fill dates, subspecialty experience required, preferences, and

needs of the Navy. Alternates may be called upon at any time during slating or screening eligibility period and should remain flexible to a milestone opportunity, if needed.

d. Once the proposed slate is approved by the HR flag leader, officers slated for milestone assignment will be notified of their next assignment. Any milestone screened officer who does not accept this assignment during the slating process will be asked to submit a declination letter.

e. Milestone screened officers not slated will remain in the bank and be considered as openings become available or as needed.

6. **Milestone Notification**. Selects will be notified by the HR flag leader of milestone board results upon approval of official board results. The HR head detailer will notify first and second look nonselects and alternates. Officers not selected on their third look will be notified by their respective detailers.

7. **Milestone Screening Exceptions**. General policy is that only milestone screened officers will be assigned to milestone billets. Every effort will be made to first assign screened officers, then assign alternates, if required.

a. On rare occasions, exceptions to this policy may arise when there are neither milestone screened officers, nor alternates available, thus necessitating assignment of a nonboard screened officer with the proper skill sets to a milestone billet.

b. Any nonboard screened officer slated to fill a milestone billet will be administratively screened by the HR executive board that will make a recommendation to the HR flag leader.

8. **Milestone Tour Lengths**. Milestone tour lengths are addressed in MILPERSMAN 1301-110.

9. **Milestone Credit**. Milestone credit will generally be awarded upon successful completion of the milestone tour. Officers assigned to billets that are subsequently identified for addition or removal to the milestone billet list will be awarded credit, as appropriate. A minimum of 18 months must be completed in order for credit to be awarded, unless an extenuating community need dictates an even earlier rotation and

has HR flag leader approval. XO to CO fleet-up models will require completion of the command tour before awarding credit.

10. **Command Qualification**. Per reference (d), all officers eligible for command are required to complete the minimum command qualification standards in the manner prescribed by the HR community prior to assuming command. Successful completion of the following subsections designates an officer as qualified for command. HR officers assigned to command positions designated in references (a) and (b), with the exception of Navy operational support center (NOSC) command, are subject to the following command qualification process. Officers assigned to a NOSC command will comply with the Navy Reserve command qualification instruction. Additional guidance regarding fulfillment of the below requirements will be maintained by NAVPERSCOM (PERS-4421) and posted to the HR community Web site.

a. **Professional Qualification Standards (PQS)**. The PQS is designed to provide comprehensive knowledge of the HR community and demonstrate professionalism. As such, the PQS will measure broad knowledge across the four core competency areas (CCAs). PQS completion may occur primarily through the HR Center of Excellence (HRCOE) courses. Officers unable to attend the appropriate HRCOE course may be required to complete the PQS via alternate methods prior to assuming command. All HR LCDR selects through CAPT may complete the PQS for command prior to successful milestone screening and slating.

b. **Oral Board**. The oral board must consist of three current or prior HR COs of the pay grade under consideration (e.g., the board screening an O-4 for an O-5 command must consist of three officers who are in or have completed O-5 command). The board will measure the prospective CO's understanding of the CCA commensurate with the assignment. To the greatest extent practical, oral boards should be held in person. If necessary due to geographical constraints, boards may be held via video teleconference or telephone conference. An HR flag must certify in writing an officer's preparedness for command upon completion of the PQS and oral board.

c. **Command Leadership School (CLS)**. All officers slated to command positions will successfully complete all CLS requirements prior to assuming command, unless waived by Chief of Naval Personnel.

d. **XO to CO Fleet-Up.** The XO to CO fleet-up model requires COs who will be relieved by their XOs to certify in writing, to their immediate superior in charge, that the XO is ready to assume command.

e. **Exceptions.** Exceptions to HR command qualification procedures prescribed within may be recommended only by the HR officer flag leader (via head detailer, NAVPERSCOM (PERS 4421)) and must be at the request of the officer seeking command qualification. Full documentation of why the procedures could not be met must be provided.

MILPERSMAN 1301-235

COMMAND POLICIES AND PROCEDURES – SPECIFIC POLICIES RELATED TO SCREENING ENGINEERING DUTY OFFICERS TO COMMAND OR MAJOR PROGRAM MANAGER ASSIGNMENTS

Responsible Office	NAVPERSCOM (PERS-445)	Phone: DSN COM FAX	882-4090 (901)874-4090 874-2676

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DON DAWIA Operating Guide of 21 Dec 11 (b) OPNAVINST 1412.14 (c) NAVSEAINST 5400.55H

1. **Policy**. A commanding officer (CO) or major program manager (MPM) must be a person of unfailing integrity with exceptional judgment and technical acumen who has proven their excellence in both operational and acquisition related assignments with the ability to provide the requisite leadership of large and complex organizations or programs. Prior to being assigned as CO or MPM, all engineering duty officers (EDs) will be command screened to determine eligibility. After successful screening, officers will be assigned as CO or MPM by a separate slating process, per reference (a), or the normal detailing process.

a. The function of the screening board is to recommend and establish a list of officers eligible for command and major acquisition command assignments to include major shore command (MSC) and MPM of activities identified as major acquisition commands and other Assistant Secretary of the Navy (ASN), Research, Development and Acquisition (RDA) special interest positions (i.e., acquisition critical major shore commands, acquisition categories (ACAT) I & II program managers, deputy program managers, and Navy major program managers) per reference (a). Not every officer who is screened as eligible for command will be assigned to command.

b. The majority of ED command opportunities occur at the captain and captain select grades as MSC and MPM positions.

Four command opportunities are available to commanders, but these billets are not MSC or MPM.

2. **Prerequisites for Command Screening**

a. Per reference (b), minimum standards are required for every officer to be eligible to be screened for command via board action and serve in command. For EDs, this standard is met by completing the requirements of the Engineering Duty Qualification Program and achieving certification as an ED per reference (c).

b. In addition to achieving certification as an ED, every ED who is to be screened as eligible for command is required to have attended the 2-week Engineering Duty Senior Course after being selected for commander. Additionally, all officers selected for captain must attend the 2-day new captain training session. During each of these required events, all eligible officers will receive oral reviews of command leadership expectations, accountability, and ethics that are personally delivered by ED flag officers. These oral reviews are designed to ensure that all eligible officers are maintaining the appropriate standards of command eligibility and meet the standards required for assignments of increased responsibility within the community.

3. **Command Screen Board**

a. An engineering duty command screen board will be convened annually to recommend officers for command. Navy Personnel Command (NAVPERSCOM), Engineering Duty Officer Branch (PERS-445) will be the board sponsor.

b. **Membership.** The command screening board will consist of an ED flag officer (1440) who will serve as the board president, and at least four ED (1440) captains (O-6) who are serving or have served as MSC or MPM and (if possible) are senior to those eligible for the board.

c. Officers in the grade of commander (O-5) in designated year groups or with specified additional qualification designation (AQD), as specified in the convening order, will be screened for command, if O-5 commands will require CO fills.

d. Officers in the grade of captain (O-6), or selected for captain, will be screened as eligible for MPM, MSC, both, or neither.

(1) New captain selects will be screened for the first time. Any captain who has not previously screened for either major program manager or major shore command will also be screened.

(2) Officers who have previously screened, only for major program manager, will be screened to determine if their status should be changed to both major program manager and major shore command.

(3) Officers who have previously screened only for major shore command will be screened to determine if their status should be changed to both major shore command and major program manager.

e. Officers who have previously screened, but have not been assigned command, will be rescreened to ensure they remain eligible for command.

f. **Report**. Upon completion of its deliberations, the command screen board shall report the board's results to Commander, Navy Personnel Command (COMNAVPERSCOM) for approval. Selection by the command screen board and approval of the board report designates an officer as command screened. The report shall contain a list of all eligible officers. Commanders and captains/captains select should be separated, arranged in alphabetical order, and indicate the following:

(1) Screened for command (commanders only)

(2) Screened for major program manager;

(3) Screened for major shore command; and

(4) Screened for both major program manager and major shore command.

g. **Responsibilities**

(1) **NAVPERSCOM (PERS-445).** Reference (a) establishes COMNAVPERSCOM support for command screening boards. Commander,

Naval Sea Systems Command (COMNAVSEASYSCOM) will annually request NAVPERSCOM (PERS-445):

(a) Announce command screen board deadlines and procedures.

(b) Schedule and administer a command screen board in advance of the annual slating process.

(c) Provide COMNAVSEASYSCOM with a list of all O-5 command billets that will be available in the next fiscal year.

(d) Document each officer's screening results in the Officer Assignment Information System.

(2) Navy Sea Systems Command (**NAVSEA), Engineering Duty Officer Plans and Policies (10TM).** Prepare the command screen board convening order to guide the board in selecting the best and fully qualified officers for command. The convening order should not duplicate guidance provided in the annual administrative selection board precept issued by COMNAVPERSCOM. The convening order will be endorsed by COMNAVSEASYSCOM and approved by COMNAVPERSCOM.

4. **Command Slating**. Per reference (a), system commands convene command slating panels periodically throughout the year to slate MSC COs and MPMs of activities identified as major acquisition commands within NAVSEA, Space and Naval Warfare Systems Command (SPAWAR), and their affiliated program executive officers. Boards will take place according to a schedule promulgated annually and reviewed by ASN (RDA). All other CO assignments are made through the normal detailing process.

MILPERSMAN 1301-236

OFFICER SPECIAL ASSIGNMENTS – AVIATION ACQUISITION CORPS (AC) UNRESTRICTED LINE (URL) MAJOR PROGRAM MANAGER (MPM) CAREER PATH

Responsible Office	NAVPERSCOM (PERS-434A)	Phone: DSN COM FAX	757-6203 (301) 757-6203 (301) 757-1526

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVADMIN 165/09 (b) DAWIA Operating Guide of 21 Dec 2011 (c) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications

1. **Purpose**. This article addresses the need to maintain a sufficient pool of Aviation Acquisition Corps (AC) unrestricted line (URL) officers qualified to lead major acquisition programs.

2. **Background**. The aviation AC URL major program manager (MPM) career path was established, per reference (a), to develop a select group of AC URL aviators to achieve statutory requirements for MPM selection. Direct association with a major acquisition program, statutory Defense Acquisition Workforce Improvement Act (DAWIA) certification and experience requirements (see reference (b), and selection as an AC member (see MILPERSMAN 1301-700) are prerequisites for career progression and ultimately for selection as a MILPERSMAN. In particular, acquisition experience requirements result in career patterns different from URL officers who serve exclusively in their primary warfare specialties.

3. **Aviation AC URL MPM Career Path Selection**. Selection for the aviation AC URL MPM career path is accomplished by administrative board convened by Commander, Naval Air Systems Command (NAVAIR) and announced via naval administrative message. The selection board will typically be held semi-annually, concurrently with the NAVAIR slating panel, and no more than six

officers per year may be selected. Eligible aviation URL officers must submit a signed application to be considered by the board. Selection does not obligate officers to enter the aviation AC URL career path.

4. **Eligibility Guidelines**

a. Must be aviation command screen board selected;

b. Must be AC member or AC eligible (see note below); and

c. Must have Level II DAWIA certification in any career field.

Note: Department of the Navy Director, Acquisition Career Management eliminated the AC eligible option from the Navy Personnel Command (NAVPERSCOM) sponsored administrative AC selection board process in 2013, reserving the AC eligible designation for internal use and management by the AC URL officer community leadership. For aviation URL officers, the AC eligible designation will only be given to those officers who apply for the aviation AC URL MPM career path and can achieve full AC membership within 2 years of assignment to an acquisition billet.

5. **Assignment Policy**

a. Officers who are selected must accept entry into the aviation AC URL MPM career path by official correspondence.

b. Accepted officers will be assigned to acquisition billets to compete for major acquisition command and will not compete for aviation major operational command.

c. Accepted officers will be designated via an additional qualification designator (AQD) code per reference (c). The assigned AQD code for aviation AC URL career path officers is "A2E."

d. For accepted officers, joint specialty officer (JSO) and joint qualified officer requirements for appointment to O-7 will be waived according to the science and technology waiver (see MILPERSMAN 1301-700) for officers not able to complete JSO requirements due to acquisition related experience requirements.

e. Officers selected who do not accept will not be considered for future acceptance into the aviation AC URL MPM career path, but may continue to apply for acquisition billets through the normal NAVPERSCOM, Aviation Officer Career Management Division (PERS-43) detailing process.

f. For accepted officers, withdrawal from the aviation AC URL MPM career path must be done by official correspondence and will not restore the officer’s eligibility for aviation major operational command. Additionally, withdrawal will return the officer to the normal NAVPERSCOM (PERS-43) detailing process.

MILPERSMAN 1301-400

IN-SERVICE PROCUREMENT PROGRAMS

Responsible Office	NAVPERSCOM (PERS-801G)	Phone:	DSN COM FAX	882-3170 (901) 874-3170 882-2620

References	OPNAVINST 1420.1 SECNAVINST 1500.8A

1. **Limited Duty Officer/Warrant Officer Programs**

a. Procedures for requesting appointment in the U.S. Navy or Naval Reserve as a limited duty officer (LDO) or chief warrant officer (CWO) are contained in OPNAVINST 1420.1 and an annual NAVADMIN announcing application deadline dates.

b. Eligibility requirements contained therein are specified by Secretarial Regulations. Active duty LDOs and CWOs are selected by the In-service Procurement Board that meets annually. Inactive duty LDOs and CWOs are selected by separate In-Service Procurement Board that meets annually.

c. In-Service Procurement Board results are published by NAVADMIN. Individual notification is not made. Candidates selected for appointment are normally appointed by increments commencing **1 October** following the board. CWOs are appointed as permanent officers. LDO ensigns (active duty) are appointed as temporary officers with permanent enlisted status. CWOs (active duty) appointed to LDO Lieutenant Junior Grade (LTJG) will receive permanent appointment to LDO.

d. Upon selection, Navy Personnel Command (NAVPERSCOM), Selection Board Technical Support Branch (PERS-801G) submits appropriate changes to the enlisted master file to flag the candidate as a selectee to facilitate removal of the appointee from the enlisted files and creation of an officer master record.

e. All newly appointed LDOs and CWOs are ordered to duty via Naval Aviation Schools Command (NAVAVSCOLSCOM), Pensacola, FL for indoctrination training. Exceptions are made

only on rare occasions for some LDO and CWO appointees selected for staff corps designators who receive separate indoctrination training, Naval Reactors Field Office Representative selectees, or those officers required for immediate assignment to duty. The spirit and intent is that all LDOs and CWOs attend this orientation training upon commissioning.

2. **Medical Service Corps**

a. Procedures for requesting appointment in the Medical Service Corps are contained in OPNAVINST 1420.1 and an annual NAVADMIN announcing application deadline date.

b. Naval Medical Education Training Command (NMETC) receives applications and checks them for eligibility requirements. The selection board is convened annually during the **October/November** time frame. Results are published by NAVADMIN.

3. **Medical Enlisted Commissioning Program**

a. Eligibility requirements and application procedures for requesting appointment to commissioned status in the Nurse Corps, U.S. Naval Reserve are contained in OPNAVINST 1420.1 and an annual NAVADMIN announcing application deadline date.

b. Applications are sent to NMETC. The selection board convenes annually during the **December** time frame. Results are published by NAVADMIN.

4. **Uniformed Services University of the Health Sciences (USUHS)**

a. Procedures for requesting admission to the School of Medicine, Uniformed Services University of the Health Sciences are contained in SECNAVINST 1500.8A.

b. NAVPERSCOM (PERS-801G) coordinates with the appropriate assignment officer in granting applicants permission to apply. Subsequent to approval of USUHS board results, NAVPERSCOM, Enlisted Separations Branch (PERS-832) grants conditional releases for active duty applicants. Selectees must be made available to NAVPERSCOM, Medical Assignment/Placement Branch (PERS-4415) in time to meet the class convening date in **July**.

5. **Seaman to Admiral – 21 (STA-21)**

a. Eligibility requirements and application procedures for requesting selection to, and subsequent commissioning as a result of completing, STA-21 are contained in OPNAVINST 1420.1. Supplemental criteria, procedures, and application deadlines are published annually by NAVADMIN. Program information can be found at https://www.sta-21.navy.mil/.

b. The selection board meets annually. Results are announced by NAVADMIN.

MILPERSMAN 1301-500

CONSIDERATION OF ACCESSIONS, INTERSERVICE TRANSFERS, AND RECALLS FOR ACTIVE DUTY PROMOTION SELECTION BOARDS

Responsible Office	CNO (N132D)	Phone:	DSN	223-2325
			COM	(703) 693-2325
			FAX	(703) 614-1189

References	(a) SECNAVINST 1420.1B (b) OPNAVINST 1427.2 (c) DODD 1300.4 of 15 Nov 96

1. **Policy**

a. The following members are placed on the active duty list of precedence under provisions contained in MILPERSMAN 1320-150 and references (a), (b), and (c):

(1) Staff Corps appointees (e.g., Medical Corps, Dental Corps, Medical Service Corps, Nurse Corps, Judge Advocate General (JAG) Corps, Chaplain Corps) ordered to active duty with constructive time.

(2) Officers who have transferred into the Navy from other military services.

(3) Officers recalled to active duty.

b. Placement on the Active Duty List (ADL) may often result in eligibility for consideration of these officers for promotion, in zone or above zone, by an active duty promotion selection board within 1 year. This consideration may not always be in the best interest of individual officers.

c. Officers, except Judge Advocate General Corps and Chaplain Corps lieutenants junior grade, who would be eligible for consideration by a promotion board as an in zone or above zone eligible within 1 year of placement on the ADL will be informed that their eligibility for such

consideration will be deferred unless they specifically request consideration. Deferment of eligibility is intended to provide officers who otherwise would have been in zone or above zone an opportunity to obtain active duty experience, qualifications, and significant evaluation before being considered by a promotion selection board. The officer may waive this deferment and request consideration for promotion, in writing, to the following:

Navy Personnel Command (NAVPERSCOM)
5720 Integrity Drive
Millington TN 38055-0801

The request must be received by NAVPERSCOM (PERS-4802) no later than the convening date of the board.

MILPERSMAN 1301-600

VOLUNTARY AND INVOLUNTARY RECALL/MOBILIZATION OF NAVY'S RESERVE COMPONENT (RC) PERSONNEL

Responsible Office	NAVPERSCOM (PERS-9)	Phone: DSN COM FAX	882-4517 (901) 874-4517 882-2910

References	DODD 1215.6 of 14 Mar 1997 10 U.S.C. 12301(a) OPNAVINST 1001.20B OPNAVINST 3060.7A SECNAVINST 1811.4E SECNAVINST 1001.33C SECNAVINST 1300.14B SECNAVINST 3060.2 OPNAVINST 1001.24 JP 4-05, Joint Doctrine for Mobilization Planning

1. **Policy**. This article provides an overview of legal references and policy or procedural references which should be consulted for the specific details associated with a given type of recall or mobilization at any given time. That detail may change with time and circumstance.

2. **Background**. The Navy's Reserve Component (RC) is composed of various groups of Reserve and Regular personnel as established by law and Department of Defense (DOD) guidance.

a. In peacetime, as well as in times of crisis or national emergency, units and members within these groups may be called to active duty to augment the Active Component (AC) in fulfilling its mission requirements.

b. Each RC member is subject to the recall/mobilization obligations of the group to which assigned based upon member's assignment at the time a recall or mobilization is declared.

3. **Categories**. RC recall to active duty and order-writing fall into two general categories, which need to be understood when considering the recall or mobilization of RC members per DODD 1215.6.

a. **Training-type orders**. These orders are divided into two subordinate categories.

(1) Inactive Duty Training orders (including regularly scheduled training periods, additional training periods, equivalent training periods, and muster duty).

(2) Active Duty for Training (ADT) (including annual training (AT). Initial Active Duty Training (IADT) and Other Training Duty (ODT).

(a) These type orders are used in peacetime to assign and train RC members.

(b) The majority of these orders are written by Commander, Naval Reserve Force (COMNAVRESFOR) or a designated subordinate to organize the drilling members of the RC into units or individual assignments and to train them.

(c) Commanding Officer, Naval Reserve Personnel Center (NAVRESPERSCEN) New Orleans, LA (a field activity of NAVPERSCOM) also issues these type orders to support training objectives for RC members who assigned under his purview, do not drill regularly, and are not managed in peacetime by COMNAVRESFOR.

b. **Active Duty other than for Training-type (ADOT) orders.** ADOT orders are used to recall or mobilize RC members to active duty under a legal authority to one of various types of active duty.

(1) Understanding these authorities and ADOT-types of orders and their uses is the principal purpose of this article.

(2) Included in ADOT orders are the following:

(a) Active Duty for Special Work (ADSW).

(b) Active Guard and Reserve (AGR) (within Navy, TAR) duty.

(c) Involuntary Active Duty under 10 U.S.C. 12301, 12302/12304.

(3) These orders are always issued by Navy Personnel Command (NAVPERSCOM) or a designated subordinate to authorize the recall or mobilization of RC personnel.

(4) Recall differs from mobilization in that it may be either voluntary or involuntary and does not require a declaration of national emergency by the President or Congress.

(5) The primary voluntary and involuntary ADOT orders used by Navy for members of the RC are as follows:

(a) Voluntary recall for ADSW or One Year Recall (OYR) programs per 10 U.S.C. 12301(d) authority. See OPNAVINST 1001.20B for further guidance.

(b) Voluntary recall for Three Year Recall (3YR) program under 10 U.S.C. 12301(d) authority. See MILPERSMAN 1132-010 for further guidance.

(c) Voluntary Officer General Assignment Recall. See MILPERSMAN 1320-150 for further guidance.

(d) Enlisted General Assignment Recall. See MILPERSMAN 1306-1400 for further guidance.

(e) Enlisted TAR Recall. See MILPERSMAN 1306-1500 for further guidance.

(f) Voluntary recall for medical treatment, studies, or evaluation under 10 U.S.C. 12301(h) authority. See OPNAVINST 3060.7A for further guidance.

(g) Voluntary recall/retention of retired members to/on active duty under 10 U.S.C. 688 authority. See SECNAVINST 1811.4E for further guidance.

(h) Involuntary recall of Selected Reserve (SELRES) and certain members of the Individual Ready Reserve (IRR) for Presidential Reserve Callup (PRC) under 10 U.S.C. 12304 authority. See OPNAVINST 3060.7A for further guidance.

1. Condition: When the President determines it is necessary to augment the AC for an operational mission.

2. Limits: Up to 200,000 members from all services at one time of which not more than 30,000 may be IRR.

3. Duration: Up to 270 days per individual.

(i) Involuntary mobilization of any RC member determined to be in a captive status under 10 U.S.C. 12301(g) authority. Applies to any RC member determined to be in subject

status, regardless of initial recall/mobilization status. See OPNAVINST 3060.7A for further guidance.

(j) Involuntary mobilization for Partial Mobilization of the Ready Reserve (SELRES and IRR combined) under 10 U.S.C. 12302 authority. See OPNAVINST 3060.7A for further guidance.

1. Condition: Declaration of a national emergency by the President.

2. Limits: Up to 1,000,000 Ready Reserve members from all services at one time.

3. Duration: A maximum period of 24 months of active duty for each member. Does not have to be continuous.

(k) Involuntary mobilization for Full Mobilization of the RC (all categories, including Fleet Reserve and Retired USN/USNR) under 10 U.S.C. 12301(a) authority. See OPNAVINST 3060.7A for further guidance.

1. Condition: Declaration of a national emergency by Congress.

2. Limits: None. All units and individuals of the RC regardless of category.

3. Duration: Duration of the conflict plus 6 months.

4. **Additional Resources.** The following instructions are related to RC recall and mobilization information above and may provide additional assistance for specific situations, when required.

a. SECNAVINST 1001.33C, Uniform Training and Retirement Categories for the Department of the Navy Reserve Components.

b. SECNAVINST 1300.14B, Management and Mobilization of Retired Military Members).

c. SECNAVINST 3060.2, Accessing, Activation, Mobilization and Demobilization of the Ready Reserve.

d. OPNAVINST 1001.24, Navy Individual Augmentation Policy and Procedures.

e. JP 4-05, Joint Doctrine for Mobilization Planning.

MILPERSMAN 1301-700

ACQUISITION CORPS (AC)

Responsible Office	NAVPERSCOM (PERS-447)	Phone:	DSN	882-3837
			COM	(901) 874-3837
			FAX	882-2632

References	(a) DOD Instruction 5000.66 of 21 Dec 2005 (b) DAWIA Operating Guide of 5 Jan 2007 (c) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications (d) 10 U.S.C. 619 and 1735 (e) CJCSI 1331.01C of 22 Jul 2005

1. **Policy**. The acquisition workforce includes all military members who encumber acquisition-coded billets, who have acquisition Additional Qualification Designators (AQDs), or who are members of the Acquisition Corps (AC). The more junior (Lieutenant Commander (LCDR) and below) workforce billets available for assignment will serve as important experience builders for Navy's future AC.

a. Overall career management of the Navy's acquisition workforce, **both military and civilian**, is the responsibility of Director, Acquisition Career Management (DACM) on the Assistant Secretary of the Navy Research, Development, and Acquisition (ASN (RD&A)) staff (see references (a) and (b)).

b. Certain aspects of an acquisition officer's assignment may require DACM approval, such as waivers to leave a critical position prior to completion of tenure, or to enter a critical position without being a member of the AC. Among other things, the DACM's office administers a centralized acquisition training and education program and maintains a management information system to support the acquisition workforce.

c. Navy Personnel Command (NAVPERSCOM), Acquisition Workforce Management Branch (PERS-447) is the point of contact (POC) for the Navy’s military acquisition workforce and AC issues.

2. **Assignment of Officers to Acquisition Billets**

a. All acquisition billets are identified by a Billet Additional Qualification Designator (BAQD) (either primary or secondary) which starts with the letter "A**." The second letter of the BAQD denotes the acquisition career field of the billet, and the third letter indicates whether the billet is "critical" or not. These BAQDs are defined in reference (c).

b. Assignment of officers to non-critical acquisition positions is conducted using the normal order writing process.

c. Assignment to critical positions is closely monitored and controlled. There are statutory restrictions imposed by the Defense Acquisition Workforce Improvement Act (DAWIA) on critical billets (see references (b) and (c)).

d. NAVPERSCOM (PERS-447) chops all orders to and from acquisition billets to ensure statutory and regulatory acquisition requirements are met.

3. **Acquisition Certification and Training**

a. **Certification process**. All acquisition billets require certification within 24 months of reporting to a command.

(1) The **billet rank** determines the **level**, and the **second letter of the BAQD** indicates the **career field**.

(2) Certification ensures the officers meet the minimum DAWIA required training, education, and experience for the specific billet occupied.

(3) Once those requirements are met, a certification request is submitted to the Register-Now Web site (https://www.atrrs.army.mil/channels/registernow/rnswitch.asp) via the designated approving official at the officer's command for approval.

(4) Once approved, an E-mail confirmation of the approval letter will be sent to NAVPERSCOM (PERS-447) for assignment of an appropriate AQD in the personnel record.

b. **Training**. Acquisition training course quotas are controlled by the Register-Now Web site and Defense Acquisition University (DAU).

(1) Permanent change of station (PCS) en route training is coordinated by the placement officer working with the gaining command.

(2) Other questions concerning acquisition training (tuition assistance, per diem, etc.) should be directed to the DACM.

4. **Acquisition Corps (AC)**. The AC consists of officers with certain minimum levels of acquisition experience, education, and training selected primarily from the following:

- Unrestricted Line (URL)
- Engineering Duty (ED)
- Aerospace Engineering/Maintenance Duty (AED/AMD)
- Civil Engineer Corps (CEC)
- Supply Corps (SC)

A small number of qualified officers from other communities may also become members of the AC.

a. AC members are assigned a wide variety of the more senior (0-5 and above) billets ashore dealing with the entire life cycle of the acquisition process, from research and development to disposal considerations. Membership in the AC is voluntary.

b. The purpose of the AC is to develop a solid corps of professional officers (and civilians) who are well versed in the acquisition process; this community is then carefully tracked in the areas of career management, individual assignments and qualifications, and promotion rates. Data regarding these facets of the AC are regularly provided to the Office of the Secretary of Defense (OSD) and Congress by the Navy's DACM.

c. The Navy military officer portion of the AC is sponsored by NAVPERSCOM (PERS-447). A semi-annual administrative board selects officers for the AC, resulting in the assignment of an AQD of **APM**. **The APM AQD is the sole indicator that an officer is a member of the AC**.

d. There are nearly 800 critical acquisition billets spread among the communities listed above.

(1) To fill one of these billets, an officer must be a Commander (CDR (sel)) or senior and be a member of the AC prior to assignment.

(2) Waivers must be submitted to NAVPERSCOM (PERS-447) and approved by DACM prior to detailing non-AC members to critical acquisition billets.

5. **Unrestricted Line (URL) Officer Acquisition Policy**

a. URL officers, excluding aviation community, shall not be selected into the AC until screened/served for Commander Command. Prior to being screened for Commander Command, an officer interested in acquisition should treat it as additional training/qualifications and should take acquisition assignments when non-community tours are possible.

b. An officer may not be appointed to O-7 unless the officer has completed a full tour of duty in a joint duty assignment (JDA) per reference (d); however, this requirement may be waived per section 619a of reference (d) and reference (e) if the officer's selection for promotion was based primarily upon Sci-Tech qualifications for which sufficient joint requirements do not exist. When determining whether a waiver is allowed on Sci-Tech qualifications for a community, "sufficient joint requirements exist" when there are general or flag officer billets on the joint duty assignment list (JDAL) for that community.

c. Officers granted Sci-Tech waivers for compliance of the law for promotion to O-7 must serve continuously in the specialized acquisition career field. If assignment to other duty is anticipated, the individual will be required to first serve in a JDA.

6. **Flag Officer Assignment**. In general, flag acquisition positions require 10 years of acquisition experience, which must include 4 years in a critical billet.

a. Additional restrictions apply to specific positions such as Program Executive Officers (PXOs).

b. References (a) and (b) delineate Department of Defense (DOD) DAWIA policy concerning reference (d) restrictions on acquisition flag billets.

MILPERSMAN 1301-710

COMMAND POLICIES AND PROCEDURES – ACTIVE COMPONENT CHAPLAIN CORPS OFFICER SCREENING AND ASSIGNMENT TO COMMANDER AND CAPTAIN MILESTONE BILLETS

Responsible Office	NAVPERSCOM (PERS-4414)	Phone: DSN COM FAX	882-4092 (901) 874-4092 882-2676

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 1730.7D (b) SECNAVINST 5351.1 (c) Milestone Billet Decision Memorandum (d) NAVSO P-6034, Joint Federal Travel Regulations (JFTR)

1. **Background**

a. Per references (a) and (b), the Office of the Chief of Naval Operations (OPNAV), Chief of Chaplains (N097) is the Department of the Navy's Director of Religious Ministry and the Chaplain Corps (CHC) community leader. OPNAV (N097) is responsible for providing advice to Navy leadership on the organization, utilization, and distribution of CHC officers and to the Chief of Naval Personnel for screening boards for CHC milestone billets. Reference (c) lists the milestone billets for commanders and captains, and can be found on the Navy Knowledge Online Web page under the Chaplain Corps link.

b. Officer communities may designate a limited number of their billets as milestones which represent positions of leadership analogous to command. Similar to the command screening process, milestone screening identifies individuals whose records indicate that they possess the leadership abilities required to successfully execute the duties associated with commander and captain milestone billets. Screening for milestone duty is based on determinations of who is best, fully qualified, and no officer will be disadvantaged because of their race, religion, color, gender, or national origin.

2. **Milestone Board**

a. The milestone screening and selection process is completed by formal administrative board. Navy Personnel Command (NAVPERSCOM), Chaplain Assignment/Placement Branch (PERS-4414) or a designated alternate serves as the board sponsor. At a minimum, the board membership shall consist of the following:

1	Chaplain Corps flag officer who serves as the president and senior member
1	Chaplain Corps captain
5	Unrestricted line captains

b. No officer may serve on two consecutive boards as a member.

3. **Eligibility**

a. CHC officers in the grade of commander or are selected for promotion to commander, and whose names appear on the commander promotion list, are eligible to have their records screened at the next milestone board conducted.

b. CHC officers in the grade of captain are eligible to have their records screened at the first milestone board after serving 12 months in the grade of captain.

c. CHC officers with approved resignations or retirements are not eligible. CHC officers with a statutory retirement date within 36 months after the milestone screening board are not eligible.

d. Eligible officers shall be notified of their eligibility by NAVPERSCOM (PERS-4414) and may communicate with the board per NAVPERSCOM procedures.

4. **Board Screening Process**

a. Eligible CHC officers shall have their records screened by three consecutive boards, unless the officer is selected for milestone duty or selected for promotion.

b. NAVPERSCOM (PERS-4414) shall maintain a roster of CHC officers who have been selected for milestone duty.

c. Any officer who is selected for milestone duty will remain on the milestone roster, unless a subsequent screening board removes the officer's name from the milestone roster, the officer fails to select for promotion to captain, or the officer is selected for promotion to the next rank.

5. **Milestone Slate**. NAVPERSCOM (PERS-4414) shall prepare milestone slates recommending assignment of officers to respective billets. The purpose of the slate is to ensure that an officer's experience, qualifications, and other factors (as determined by the CHC community leader, OPNAV (N097)) are appropriate for the intended milestone assignment. OPNAV (N097) shall review the milestone slate, amend it as necessary, and approve the slate prior to assignment.

6. **Needs of the Navy**. Needs of the Navy may arise which require assignment of a CHC officer into a milestone billet, who has either never been screened for a milestone billet or has failed to be selected by a milestone board. This includes officers who, at the inauguration of the CHC milestone program, were serving in a milestone billet or who completed a milestone tour after 01 October 2011. The milestone screening board shall review the officer's record and make a decision on placing the officer's name on the milestone roster. Assignment of an additional qualification designation (AQD) is pursuant to the standards outlined in paragraph 8 of this article.

7. **Milestone Tour Lengths**. CHC milestone tour lengths are governed by joint tour length requirements and officer distribution guidelines pursuant to reference (d) and MILPERSMAN 1301-104.

8. **AQD**. To receive milestone credit and the associated AQD (AQD 541 for commander milestone; AQD 542 for captain milestone), an officer must appear on the milestone roster, complete a minimum of 18 months in the assigned milestone billet, and must not have a record that indicates misconduct or substandard performance as defined in MILPERSMAN 1611-020. Officers are required to contact NAVPERSCOM (PERS-4414) to request assignment of the AQD; PERS-4414 is responsible for assigning the AQD.

9. **Removal of Names from Milestone Roster**. The milestone screening board shall screen the record of each officer, whose name appears on the milestone roster, to determine if the officer's record indicates misconduct or substandard performance as defined in MILPERSMAN 1611-020. The board is authorized to remove the officer's name from the milestone roster. NAVPERSCOM (PERS-4414) shall notify officers, whose names have been removed from the milestone roster.

MILPERSMAN 1301-800

COMMAND POLICIES AND PROCEDURES - OVERVIEW

Responsible Office	OPNAV (N131)	Phone: DSN COM E-mail	664-5037 (703) 604-5037 nxag_n131e@navy.mil

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 32 CFR 6 (United States Navy Regulations (1990)) (b) OPNAVINST 5400.45 (c) OPNAVINST 1412.14 (d) OPNAVNOTE 5450 Ser N131/14U114074 of 28 Jul 2014 (Canc: Jul 2015) (e) OPNAV (N131) PDM for Shared Captain Command Apportionment Plan (f) OPNAV (N131) PDM for Shared Commander Command Apportionment Plan (g) OPNAV (N131) PDM for Shared Early Command Apportionment Plan (h) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications, Volume I, Major Code Structures

1. **Purpose**. This article defines "command" and establishes criteria and eligibility for all types and grades of commands.

2. **Commanding Officer (CO)** Per reference (a), "a commanding officer refers to an officer, either of the line or of a staff corps, detailed to command by competent authority that has authority over all officers or other persons attached to the command, whatever their rank, and whether they are of the line or of a staff corps."

3. **Command at Sea**. Per reference (a), "command at sea" refers to those afloat, deploying, and or operational units defined as sea-going commands under the operating forces of the Navy and Marine Corps found in reference (b). Only administratively screened and selected unrestricted line (URL) officers are eligible for command at sea.

4. **Command Ashore**. Per reference (a), "command ashore" refers to those activities whose defined missions comprise the Shore Establishment of the Department of the Navy, and those shore activities under the operating forces of the U.S. Navy found in reference (b). All administratively screened and selected line and staff corps officers are eligible for command ashore, as appropriate to that officer's line community or staff corps.

5. **Screened for Command**. Per reference (c), every CO, regardless of line community or staff corps, and regardless of the type or grade of command, must be screened. MILPERSMAN 1301-802 and 1301-804 address command screening and command selection.

6. **Command Opportunity**

a. This is defined as the opportunity for an officer to have at least one screened command in grade. Command opportunity is obtained by dividing the community's number of designated and apportioned commands in grade available per year (annual fills) by the number of community officers selected for promotion in a given fiscal year (total year group).

b. Command opportunity is used to determine a community's demand signal for officers. It demonstrates the percentage of officers at a particular grade **going to** command.

7. **Selection Opportunity**

a. This is defined as the opportunity for an officer to select for command across multiple looks. Selection opportunity is obtained by dividing the community's number of designated and apportioned commands in grade available per year (annual fills) by the community's administratively established population of eligible officers (community screen group).

b. Selection opportunity is used to determine a community's selectivity for command. It demonstrates the percentage of officers being **selected for** command.

8. **Grades of Commands**

a. **Major Command – Sequential** (formally "sequential command):" A second screened command to which a captain (CAPT)

is assigned, as designated by the Chief of Naval Operations in reference (d), for which a previous major command is a prerequisite;

b. **Major Command:** A screened command to which a CAPT is assigned, as designated by the Chief of Naval Operations in reference (d) for which commander (CDR) command is a prerequisite for URL officers, and for which CDR milestone or CDR command is a prerequisite for restricted line or staff corps officers;

c. **CAPT Command:** A screened command to which a CAPT is assigned, as designated in reference (e), for which a previous command is not a prerequisite;

d. **CDR Command – Sequential:** Formerly "second in-grade (or bonus) command." A second screened command to which a CDR is assigned, as designated in reference (f), for which a previous CDR command is a prerequisite;

e. **CDR Command:** A screened command to which a CDR is assigned, as designated in reference (f);

f. **Early Command:** A screened command to which a lieutenant commander (or below) is assigned, as designated in reference (g).

9. **Classification of Command**. Billets designated as command are those identified by the following Navy officer billet classification codes listed in reference (h):

a. **Major Command – Sequential**
- CO Afloat (CAPT) – 9236
- CDR Operating Forces Selected (SEL) – 9006
- Area Commander – 9009
- CO Shore Activity (SEL) - 9422
- Major Project Manager (SEL) – 2161

b. **Major Command**
- CO Afloat (CAPT) – 9236
- CDR Operating Forces (SEL) – 9006
- Area Commander – 9009
- CO Shore Activity (SEL) - 9422
- Military Sealift Command (MSC) Commander – 9950
- Major Project Manager (SEL) – 2161

- Naval Attaché * – 9635 See Note 1
- Naval Engineering Research Project Officer - 7959
- Supervisor of Shipbuilding, Conversion, and Repair – 7996

c. **CAPT Command**
- CO Afloat (CDR) - 9235
- CDR/CO Shore Activity - 9421
- Aviation Squadron CO - 8670
- CO Fleet Marine Forces (FMF) Company – 0055
- Convoy Commodore – 9018
- CDR Operating Forces – 9005
- Professor Naval Science – 3277
- Commander, Engineering Assessment – 9345
- Naval Engineering Research Project Officer - 7959
- Supervisor of Shipbuilding, Conversion, and Repair – 7996

d. **CDR Command – Sequential**
- CO Afloat (CDR) - 9235
- CO Special Warfare - 9290
- CDR/CO Shore Activity - 9421
- Aviation Squadron CO - 8670
- CO Construction Forces – 4305
- CO FMF Company – 0055
- CDR Operating Forces – 9005
- Commander, Engineering Assessment – 9345

e. **CDR Command**
- CO Afloat (CDR) - 9235
- CO Special Warfare - 9290
- CDR/CO Shore Activity - 9421
- Aviation Squadron CO - 8670
- CO Construction Forces – 4305
- CO MSC Office – 9470
- CO FMF Company – 0055
- CDR Operating Forces – 9005

f. **Early Command**
- CO Afloat (LCDR) – 9234
- CO Afloat (LT) – 9233
- CO Construction Forces – 4305
- CDR/CO Shore Activity - 9421

Note 1: Only major defense attaché billets specified in reference (c) are major commands.

10. **Command Submission**. The major command review board (MCRB) is convened annually, or as required by the Chief of Naval Personnel per references (c) and (d). The MCRB will be convened to address, validate, or approve all CO billets.

a. The command review board is convened as part of the MCRB to specifically address those commands not designated as major commands, and those commands below the grade of CAPT;

b. The Chief of Naval Personnel will update and publish reference (d) annually based on the results of the MCRB;

c. Office of the Chief of Naval Operations (OPNAV), Director, Military Personnel Plans and Policy (N13) will update and publish references (e) through (g) annually based on the results of the command review board;

d. OPNAV, Head, Officer Plans and Policy (N131) is the point of contact for all CO billet submissions and questions.

11. **Miscellaneous**. Other MILPERSMAN articles pertaining to command policies and procedures are:

Topic	See MILPERSMAN
Command at Sea Insignia – Qualifications	1210-170
Command Ashore/Major Program Manager Insignia Qualifications	1210-180
Officer Distribution – Command Tour Lengths	1301-112
Officer Distribution – Major Defense Acquisition Position Tour Lengths	1301-118
Command Policies and Procedures - Specific Policies Related to Command	1301-802
Command Policies and Procedures – Command Screen by Rank/Designator	1301-804
Command Policies and Procedures - Major Shore Command	1301-806

Command Policies and Procedures – Information Professional (IP) Community (Designator 1600) Milestone and Limited Duty Officer (LDO) (Designator 6420) Commander Command Screens	1301-807
Command Policies and Procedures – Acquisition Corps (AC) Major Assignment	1301-808
Command Policies and Procedures - Foreign Area Officer (FAO) Assignments to Milestone Billets	1301-809
Command Policies and Procedures - Command of Major Laboratories	1301-810
Command Policies and Procedures - Commanding Officer (CO) of Naval Reserve Centers (NAVRESCENs)	1301-812
Command Policies and Procedures - CO/OIC of Personnel Support Activity (PSA)/Personnel Support Detachment (PURSUPP DET) and Director of Military Pay	1301-814
Command Policies and Procedures - Navy Recruiting District Executive Officer (XO) to Commanding Officer (CO) Fleet-Up Policy	1301-816
Procedures for Officers not Desiring Orders to Command or Executive Officer	1301-818
Command Policies and Procedures – Command – Executive Officer (XO) Assignment Coordination	1301-820
Command Policies and Procedures - Prospective Commanding Officer (PCO)/Prospective Executive Officer (PXO) Pipeline Training	1301-822
Command Policies and Procedures – Major Fleet Readiness Center Executive Officer (XO) to Commanding Officer (CO) Fleet Up Policy	1301-824
Command Policies and Procedures - Prospective Commanding Officer (PCO) Shore Station Management Training	1301-826
Navy Officer Leadership Continuum Training	1301-906
Command Responsibility Pay (CRP)	7220-100

MILPERSMAN 1301-800

COMMAND POLICIES AND PROCEDURES – OVERVIEW

Responsible Office	OPNAV (N131)	Phone: DSN COM	664-5013 (703) 604-5013

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) United States Navy Regulations (1990) (b) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications, Volume I, Major Code Structures (c) OPNAVNOTE 5450 of 10 Apr 2012, Sequential and Major Command Lists (d) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications, Volume II, The Officer Data Card

1. **Policy**

a. **Command.** As delineated in Chapters 8 and 9 of reference (a), billets designated as command are those identified by the following Navy officer billet classification codes listed in reference (b).

Billet	Classification Code
CO Afloat	9233, 9234, 9235, 9236, 9222
Squadron CO	8670
CDR, Operating Forces Command	9005, 9006
CO, Special Warfare Team	9290
CO, Naval Construction Forces	4305
CO, Naval Shore Activity	9422
CDR/CO Shore Activity	9421
MSC Commander	9950
CO, MSC Office	9470
Area Commander	9009
Professor of Naval Science	3277
Area Commander	9009
Major Project Manager	2161
Convoy Commodore	9018
Major Defense Attaché (Note 1)	9635
Joint Special Operations Task Force	9006, 9293

Note 1: Not all major defense attaché billets are major commands, except for those specified in reference (c). Joint special operations task force billets are also specified in reference (c).

b. **Command Qualification Standards.** The Command Qualification Program ensures personnel demonstrate required competencies and be board screened by a panel of flag officers prior to performing specific duties as a commanding officer (CO). Command qualification delineates the minimum knowledge and skill sets an individual must demonstrate before being assigned command and performing duties as a CO. COs shall be in compliance with the specific guidance established by each community.

c. **Command Equivalent.** Additionally, in some contexts, the following are considered command equivalents, even though these activities do not fit reference (a) description of command:

Billet	Classification Code
Designated Project Manager	2160
Naval Engineer Research Project Officer	7959
Naval Attaché	9635

d. **Screened Command.** Every CO is to be screened by an administrative board, to include restricted line and staff. In the context of command definitions, "screened" means "selected", not "looked at" for command.

(1) Officers screened for captain (CAPT) command and commander (CDR) command will be notified by official correspondence signed by Commander, Navy Personnel Command.

(2) Types of screened commands include the following:

(a) **Major Command**. A command designated by the Chief of Naval Operations (CNO) as a major command in reference (c) and first screened command to which a CAPT is assigned. The command may be either afloat or ashore;

(b) **Second Command in Grade**. The second screened command to which an officer of any rank is assigned. An example is command of a fleet readiness squadron;

(c) **Sequential Command**. A second screened sea command for a CAPT, for which a previous CAPT grade sea command is a prerequisite. An example is command of a nuclear aircraft carrier;

(d) **Post Major Command**. An unrestricted line CAPT grade command for which a completed successful major command is a prerequisite;

(e) **Administrative Command.** Any command to which officers are not selected for command in paragraph 1d(2)(a) through (d) may be assigned. These commands are primarily ashore; and or

(f) **Commander Command**. A command designated by the CNO as a CDR command in the approved policy decision memorandum for the current fiscal year.

e. **Command Opportunity**. The opportunity for an officer to have at least one screened command in grade. It is obtained by dividing the community’s total number of screened and apportioned commands by the number of officers selected for promotion in a given fiscal year.

f. **Selection Opportunity**. The opportunity for an officer to select for command across multiple looks. Selection opportunity is a metric of community health and is calculated by dividing the number of annual community command fills (discrete and apportioned) by the community screen group. A community screen group is calculated by a community’s current fiscal year promotions and the previous year’s officers not selected for command. Each individual community determines the screen group size to meet community command requirements. Selection opportunity is calculated by determining the number of times per year a command can be filled (fill rate), and is divided by the total year group and or screen group population.

g. **Command Screen Code.** A five-character alphanumeric code which gives an officer's status in command selection. This code is recorded on the member’s Officer Data Card. The meaning of each element can be found in reference (d).

h. Other MILPERSMAN articles pertaining to command policies and procedures are:

Topic	See MILPERSMAN
Command Policies and Procedures - Specific Policies Related to Command	1301-802
Command Policies and Procedures - Major Shore Command	1301-806
Command Policies and Procedures – Information Professional (IP) Community (Designator 1600) Milestone and Limited Duty Officer (LDO) (Designator 6420) Commander Command Screens	1301-807
Command Policies and Procedures – Acquisition Corps (AC) Major Assignment	1301-808
Command Policies and Procedures - Foreign Area Officer (FAO) Assignments to commander Milestone Billets	1301-809
Command Policies and Procedures - Command of Major Laboratories	1301-810
Command Policies and Procedures - Commanding Officer (CO) of Naval Reserve Centers (NAVRESCENs)	1301-812
Command Policies and Procedures - CO/OIC of Personnel Support Activity (PSA)/Personnel Support Detachment (PURSUPP DET) and Director of Military Pay	1301-814
Command Policies and Procedures - Navy Recruiting District Executive Officer (XO) to Commanding Officer (CO) Fleet Up Policy	1301-816
Command Policies and Procedures - Procedures for Officers not Desiring Orders to Command or Executive Officer	1301-818
Command Policies and Procedures - Prospective Commanding Officer (PCO)/Prospective Executive Officer (PXO) Pipeline Training	1301-822
Command Policies and Procedures – Major Fleet Readiness Center Executive Officer (XO) to Commanding Officer (CO) Fleet Up Policy	1301-824
Command Policies and Procedures - Prospective Commanding Officer (PCO) Shore Station Management Training	1301-826

MILPERSMAN 1301-802

COMMAND POLICIES AND PROCEDURES – SPECIFIC POLICIES RELATED TO COMMAND

Responsible Office	CNO (N131)	Phone: DSN COM FAX	223-2320 (703) 693-2320 223-1189

References	(a) SECNAVINST 5510.30A (b) OPNAVINST 1412.3G

1. **Policy**. Any officer who is screened for command in grade will be assigned to command unless the officer indicates in writing an unwillingness to serve in command, is de-screened by a later command selection board, or whose performance declines following screening to the point where command assignment would be unwise. Unrestricted Line (URL) captains (CAPTs) who screen for a sequential command fall within this provision and, therefore, will similarly be assigned to command.

2. **Preparation and Approval of Command Screen Slates**. Following screening of officers for major command, the community distribution director prepares major command screen slates assigning screened officers to respective commands.

a. Navy Personnel Command (NAVPERSCOM),

- Director, Surface Officer Distribution Division (PERS-41), and
- Director, Aviation Officer Distribution Division (PER-43)

consult and coordinate aviation officer major ship and amphibious sequential command slates.

(1) The purpose is to facilitate matching officer experience and qualifications with appropriate sea command type.

(2) After consultation with community flag leadership, the slates are submitted via NAVPERSCOM, Career Management Department (PERS-4) to Commander, Navy Personnel Command (COMNAVPERSCOM) for approval.

b. Following screening of officers for commander (CDR) command, the community distribution director prepares CDR command screen slates assigning screened officers to respective

commands. The CDR command slates are approved by NAVPERSCOM (PERS-4).

3. **Command Tour Lengths**. As a general rule, command tour lengths are 24-36 months for sea commands and 3 years for shore commands (24 months for fleet support CDR command). Major shore command tours are for 2 or 3 years. MILPERSMAN 1301-110 contains detailed information on prescribed tour lengths for all types of officer assignments.

4. **Woman Officer Command Policy**. Where otherwise eligible, selection of women officers to command in any grade will be such as to provide equal command opportunity with male officer counterparts. All command policies enumerated herein apply to officers regardless of sex.

5. **LCDR Command Policy**. Command of a Coastal Mine Hunter (MHC), Mine Countermeasures (MCM), Rescue and Salvage (ARS), Air Transport Squadron (ATS), or Lieutenant Commander (LCDR) command assignments in general, are considered to be equivalent to assignment as an executive officer (XO) in LCDR grade. This policy does not preclude assignment of quality officers to both an XO and LCDR command tour.

6. **Number of Command Tours and Exceptions**. It is general policy that a URL officer is assigned to only one screened command in a given grade.

a. Certain planned exceptions to this policy exist for the reason of maximizing fleet readiness.

b. These exceptions, by grade, are as follows:

(1) All CAPTs. Designated second sequential commands include

(a) Amphibious Squadrons (PHIBRONs),

(b) some Tactical Destroyer Squadrons (TACDESRONs),

(c) Readiness Support Groups (RSGs),

(d) Amphibious Assault Ships (LHAs),

(e) Aircraft Carrier (CV), and

(f) Aircraft Carrier, Nuclear Powered (CVNs).

(2) Normally, these are immediate follow-on tours to a major afloat command.

7. **Policy for Full Time Support (FTS) Officers**. To ensure FTS community progression, the following procedures will be utilized for administrative boards and surface officer placement.

a. All administrative boards that screen FTS officers will have FTS officer representation.

b. NAVPERSCOM (PERS-41) will alternately assign, to the maximum extent possible, FTS and USN Surface Warfare Officers (SWOs) to commanding officer (CO) and XO billets on Naval Reserve Force (NAVRESFOR) ships; for example, CO-FTS, XO-USN; then CO-USN, XO-FTS. This policy does not preclude assignment of FTS SWOs to USN ships as CO or XO.

c. FTS pilots and Naval Flight Officers (NFOs) are screened for Naval Reserve CDR and CAPT command by boards specifically established for that purpose.

(1) FTS officers may be considered by all appropriate screening boards and compete on the basis of qualifications.

(2) Quotas will not be established for FTS in the screening process; however, boards will be briefed on the unique aspects of FTS career patterns.

(3) FTS officers will be utilized as members of selection and screening boards for which their experience and performance qualify them. FTS membership on selection and screening boards is required when FTS are being considered by the board.

d. Interchange of FTS and USN COs for aviation squadrons will be accomplished with the guidelines outlined below.

(1) Command of Reserve Force Squadrons (RESFORONs) will alternate between Selected Reserve (SELRES) officers and Active Duty officers (either FTS or USN). A SELRES officer in an Active Duty status for the duration of the XO and/or CO tour may fill the position of the Active Duty officer.

(2) Tour length will generally be 30 months, with officers serving as XO for 15 months, then as CO for 15 months.

8. **Security Clearance Requirements**. Security clearance requirements and the level of access required for a CO necessitates that the officer ordered to these billets have a completed Single Scope Background Investigation (SSBI) on record prior to assuming command. Orders written shall include the following information:

"Officer will require an SSBI completed within the last 5 years. If such SSBI has not already been completed or initiated, command delivering orders is directed to initiate request for SSBI as soon as practical. SECNAVINST 5510.30A, para. 8-7 pertains."

9. **Transfer of Command Reports**. When orders are generated ordering an officer to command of any Navy activity (shore and sea duty), **OPNAV AUK 00011** is to be included as an "info copy to." Passing instructions to Chief of Naval Operations (CNO) (OP-09B4) are included in the opening free text portion of the orders.

10. **Surface Ship Command Qualifications**

a. MILPERSMAN 1210-160 authorizes the designation "Qualified for Command" and establishes the general criteria required for qualification and validation, and establishes it as a mandatory prerequisite for a surface ship commander or captain command. Reference (b) provides definitive criteria and detailed procedural guidance in this regard.

b. The cognizant surface assignment officer enters the appropriate additional qualification designator (AQD) in the officer's automated records.

c. The additional qualification designator (AQD) "Qualified for Command" is not equivalent to, or a substitute for, formal or informal (depending upon grade) command screening, and in no way guarantees an officer of assignment to command a surface ship.

11. **Detailing to Major Command, Command, and XO Billets**. In filling major command, command, and XO billets ashore, detailers will give priority to those officers who have been formally screened by board action over those who have not been board screened, and over those who have already served in such a billet at the same paygrade.

a. If two officers are in contention for the same billet and one has been board screened and the other has not, or has already served in a similar billet, a flag review will be conducted at the request of any URL detailer involved, NAVPERSCOM

- Surface Officer Distribution Division (PERS-41),
- Submarine/Nuclear Distribution Division (PERS-42),
- Aviation Officer Distribution Division (PERS-43), or
- Fleet Support Assignment Branch (PERS-4419).

b. The review will determine which officer is better qualified for that particular billet.

MILPERSMAN 1301-804

COMMAND POLICIES AND PROCEDURES - COMMAND SCREEN BY RANK/DESIGNATOR

Responsible Office	CNO (N131)	Phone: DSN COM FAX	223-2303 (703) 693-2303 223-1189

1. **Major Command Screen, Designators 1110/1130/114X/11X7**. Screen is by formal administrative board action. Navy Personnel Command (NAVPERSCOM), Surface Officer Distribution Division (PERS-41) is the recorder for the board. Designated flag officers are members, and membership changes with each board. Screening commences following promotion to commander (CDR) plus 5 years.

a. Selection opportunity is 50 to 60 percent with 50 percent of the year group quota selected on the first look, 30 percent on the second look, and 20 percent on the third look.

b. A special “additional look” will be available upon constituent petition when it can be shown the officer was somehow disadvantaged or the officer’s record unfairly considered during the normal selection process.

(1) Petition is made in writing to the selection board president, via NAVPERSCOM (PERS-41), to include or exclude the petitioner’s record from the board.

(2) Additional look selectees will count against the last normal look select quotas for the next junior year group.

2. **Major Command Screen, Designators 1100/1200**. Screen is by formal administrative board action. NAVPERSCOM, Staff Corps/ Restricted Line Officer Distribution Division (PERS-44) is the recorder for the board. Designated flag officers are members, and membership changes with each board.

3. **Captain (CAPT) Command Screen, Designators 1310/1320**. Screen is by formal administrative board action. NAVPERSCOM, Aviation Captain Assignment Division (PERS-43) is the recorder for the board. Designated flag officers are members, and membership changes with each board.

4. **CAPT Command Screen, Designators 1120**. Screen is by formal administrative board action. NAVPERSCOM, Submarine Officer

Distribution Division (PERS-42) is the recorder for the board. Designated flag officers are members, and membership changes with each board.

5. **CDR Command Screen, Designators 1110/1115/1117/113X/ 114X/6XXX**. Screen is by formal board action. The board consists of at least three surface warfare flag officers, the senior of whom serves as senior member and president, and at least six CAPTs who have successfully completed their CDR sea commands. Screening commences when eligible for CDR (2 years below zone).

a. Selection opportunity is 45 to 55 percent with 40 percent of the year group quota selected on the first look, 40 percent on the second look, and 20 percent on the third.

b. A special “additional look” will be available upon constituent petition when it can be shown the officer was somehow disadvantaged or the officer’s record unfairly considered during the normal selection process.

(1) Petition is made in writing to the selection board president, via NAVPERSCOM (PERS-41), who will recommend to the board president to include or exclude the petitioner’s record from the board.

(2) Additional look selectees will count against the last normal look select quotas for the next junior year group.

6. **CDR Command and Lieutenant Commander (LCDR) Command Screen, Designator 113X**. Screen is by formal board action. The board consists of 1 special warfare flag officer who serves as senior member, and 10 CAPT/CAPT (Sel) who have successfully completed their command sea tours. Screening commences for CDR command when selected by statutory board for CDR, and LCDR command when selected by statutory board for LCDR.

a. Selection opportunity is 50 percent through three looks and LCDR command selection opportunity is 75 percent through three looks.

b. A special "additional look" will be available upon constituent petition when justified by exceptional circumstances.

7. **Initial Command Screen, CDR/LCDR, Designator 13XX**

a. Screen for aviation squadron command will be by formal administrative board action. The Aviation Command Screen Board is composed of designated aviation officers from the various operational communities.

(1) Representation will reflect as wide a distribution as feasible from these communities, as well as one representative each from Commander Naval Air Force Atlantic (COMNAVAIRLANT), Commander Naval Air Force Pacific (COMNAVAIRPAC), and Commander Naval Air Force Reserve (COMNAVAIRRES).

(2) Individual members will be officers who have served in aviation commands, and who preferably are serving or have served in a “bonus eligible" billet as a CDR.

(3) Members may be the rank of CAPT or CAPT (Sel). The senior member is an aviation flag officer. NAVPERSCOM, Aviation Commander Assignment Branch (PERS-431) is the sponsor and senior recorder for the board.

b. Competitive grouping for selection is arranged by the screening group within the individual operational communities.

(1) The initial opportunity for screening occurs the year prior to being in zone for promotion to CDR.

(2) Screen opportunity for a specific screen group continues for 3 years, with the first and second years primarily for operational commands, and the third and final year generally utilized for special mission commands.

(3) A screened executive officer (XO) in an aviation squadron normally fleets up to CO upon completion of a successful XO tour.

8. **Bonus Eligible, CDR, Designator 13XX**

a. The Aviation Command Screen Board is also responsible for selection of a bank of officers to fill the below bonus-eligible billets:

(1) Aircraft Carrier

(2) Nuclear Powered (CVN)/Aircraft Carrier (CV)

(3) Amphibious Assault Ship (Helicopter) (LPH) (XO)

(4) Second Command-in-Grade (Tactical Aircraft (TACAIR))

(5) Rotary Wing Fleet Replacement Squadrons

b. Eligibility begins after an officer has received a meaningful fitness report as a commanding officer (CO) and continues for 3 years or until selection for promotion to CAPT.

9. **CDR Command Screen, Designator 1120/62XX/6400**. Officers will be screened for command of submarines by formal board action. Board procedures and composition are as follows:

a. The Submarine Command Selection Board will be convened annually by NAVPERSCOM.

b. The board will consist of at least one rear admiral (RADM) and four CAPTs. All board members will have prior experience as submarine COs. Representation will be from both fleets as well as the Navy Department.

c. NAVPERSCOM (PERS-42) will establish the eligibility zones and provide a list of officers to be considered by the board.

d. The board will review the records of all officers being considered, and will assign each officer to one of the following classifications:

(1) Cleared for command of nuclear powered submarines.

(2) Cleared for auxiliary repair dock (ARD) command.

(3) Cleared for command of nuclear powered submarines (submarine support) (COSS).

(4) Cleared for command of diesel-powered submarines.

(5) Unresolved.

(6) Not cleared for command.

e. The precept letter to the senior member of the board may require a relative priority listing. Eligible officers will have at least three opportunities for command selection, and will compete for available command quotas allotted to that officer's year group.

10. **Designator 1120/Limited Duty Officer (LDO), Designator 62XX/64XX**. Officers are screened for assignment to submarine service (SS) and auxiliary floating dry dock (ARD) commands in LCDR grade. SS and ARD commands are considered to be equivalent to command in the CDR grade.

11. **ARD Command**. Screening of officers for command of ARDs will be accomplished by board action, and is the responsibility of NAVPERSCOM (PERS-42).

12. **LCDR Command Screen, Designators 111X/114X**. Screening is performed by the same formal administrative board utilized for LCDR screening (XO screening). The board consists of at least 1 flag officer and 9-13 post command CAPTs/CDRs.

a. This screen is a "three look" procedure that begins following selection to LCDR. XO selection opportunity is 60 to 75 percent with 50 percent of the year group quota selected on the first look, 30 percent on the second look, and 20 percent on the third look.

b. All officers who screen successfully in their first or second look for XO will have their records screened for LCDR command by the same board.

c. Those officers who request (in writing) to be screened for LCDR command will have their records reviewed.

d. Because 80 percent of a promotion year group's quotas are selected in the first two of three looks, nuclear trained surface warfare officers (SWO(N)) with less than 12 months conventional department head experience are extremely unlikely to screen.

(1) For protection of SWO(N) officers’ screen opportunities that have been disadvantaged because of assignment demands, NAVPERSCOM (PERS-41) recommends to NAVPERSCOM, Career Management Department (PERS-4), via NAVPERSCOM (PERS-41N), that SWO(N)s be removed from the screening process with further looks held in abeyance until completion of SWOs department head course and at least 12 months of conventional department head experience.

(2) These officers' records will then be placed before the LCDR CO/XO screen board per normal procedures. No officer's records will be withheld for more than two LCDR CO/XO screening boards.

13. **LT CO Afloat Ships, Designator 111X**. The following qualifications are required for screening and assignment of 111X officers to LT CO afloat ships:

a. All first tour 111X department heads may compete for coastal patrol (PC) command. Screening is initiated upon written request of the interested officer. The following process applies:

(1) Requesting officers submit written request to their CO.

(2) Officer's CO convenes a PC Command Qualification Board consisting of three other currently serving COs Afloat. The CO of the requesting officer may not be included on the board.

(3) The PC Command Qualification Board makes a determination on the fitness for command of the requesting officer, and the Board's recommendation is forwarded to the first flag officer in the chain-of-command for endorsement.

(4) After flag officer endorsement, the PC Command Screening package is forwarded to NAVPERSCOM (PERS-412) for inclusion in the quarterly PC Command Screening Board held by NAVPERSCOM (PERS-41).

(5) The results of the NAVPERSCOM (PERS-41) PC Board are forwarded to NAVPERSCOM (PERS-4) for final approval.

b. Principal screening criteria for each applicant includes competitive ranking with one's peers as both a division officer and department head. While no minimum eligibility requirements are established, desirable candidates include those officers with a broad range of functional experience (i.e., previous tours in a variety of ship platforms and departments (such as engineering officer of the watch (EOOW) and tactical action officer (TAO) qualifications)).

c. There is no PC command bank. Slating to PC command is dependant on successful screening as well as availability at PRD. PC CO's are slated on the Second Tour Department Head Slate, which is approved by NAVPERSCOM (PERS-41). Officers screened for PC command but not slated are assigned to another department head tour per the Department Head Sequencing Plan.

14. **Incumbents of Designator 1000 LCDR XO/CO Billets**. Incumbents of any designator filling 1000 LCDR XO/CO billets are not normally granted voluntary tour extensions.

15. **Limited Duty Officer (LDO) below Grade of CDR and Chief Warrant Officer (CWO), Designator 61XX/71XX**. Screen is by informal board.

a. The assignment officer will initiate action by proposing officers for command. Such proposals will normally be on the basis of availability.

b. Board procedures will be such that each member of the board will recommend either approval or disapproval of the proposed assignment with the senior member making the final decision.

MILPERSMAN 1301-806

COMMAND POLICIES AND PROCEDURES – COMMAND ASHORE

Responsible Office	OPNAV (N131)	Phone DSN COMM E-Mail	664-5037 (703) 604-5037 nxag n131e@navy.mil

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free E-Mail:	1-866-U ASK NPC uasknpc@navy.mil

---

References	(a) U.S. Navy Regulations (1990)) (b) OPNAVINST 5400.45 Standard Navy Distribution List (c) OPNAVINST 1412.14 (d) CNICINST 1412.1 (e) OPNAVNOTE 5450 Ser N1/3U121000 of 22 Jan 2013 (f) DON DAWIA Operating Guide of 21 Dec 2011 (g) OPNAVINST 1211.8C

1. **Purpose**. This article defines "command ashore" and establishes procedures for the nomination and designation of all types and grades of command ashore, as well as eligibility, selection, and assignment criteria for commanding officers of commands ashore. "Command at sea" is addressed in MILPERSMAN 1301-800.

2. **Command Ashore**. "Command ashore" refers to those activities whose defined missions comprise the shore establishment of the Department of the Navy and those shore-based activities of the Navy operating forces.

3. **Command Ashore – Installations**. Per references (a) and (b), "command ashore – installations" refers to command of regions, installations, and activities under the command of the Commander, Navy Installations Command (CNIC).

a. **Officer Eligibility, Selection, and Assignment Criteria.** CNIC establishes eligibility criteria, selection, and assignment procedures for command of Navy installations. All administratively screened and selected officers are eligible for command ashore - installations per references (a), (c), and (d).

b. **Command Nomination Criteria and Designation Procedures.** CNIC designates installations as commands or major commands, and submits a list of commands to the major command review board (MCRB) for review and approval per reference (e).

4. **Command Ashore – Shore Activity**. Per reference (a), "command ashore - shore activities" are activities that comprise the shore establishment of the Department of the Navy or the shore-based activities of the Navy operating forces found in reference (b).

a. **Officer Eligibility, Selection, and Assignment Criteria.** All administratively screened and selected officers are eligible for command ashore – shore activity (as appropriate) to an officer's line community or staff corps per references (a) and (c).

b. **Command Nomination Criteria and Designation Procedures.** MCRB stakeholders nominate activities for command designation to the MCRB for final promulgation per reference (e). When considering an activity for designation as a command ashore, both objective and subjective support factors and capabilities will be considered. Such factors and capabilities include:

(1) Mission with regard to organizing, training, equipping, or otherwise supporting the naval combat forces for prompt and sustained combat incident to operations at sea;

(2) Responsibility with regard to the preparation of naval combat forces necessary for the effective prosecution of war;

(3) Responsibility as immediate superior in charge (ISIC), or authority over subordinate commands;

(4) Military and civilian manning levels;

(5) Operations and maintenance funding levels;

(6) Operational tempo; and

(7) Plant replacement cost.

5. **Major Program Manager**. Major program manager billets are those acquisition programs whose responsibility and authority,

management complexity, technical factors, business factors, and priority designate them by the Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN(RDA)) as equivalent to major command. Major program managers are authorized to wear the command ashore insignia per MILPERSMAN 1210-180.

a. **Officer Eligibility, Selection and Assignment Criteria.** All acquisition-qualified and administratively selected officers are eligible for assignment to a major program manager billet per reference (f).

b. **Major Program Manager Billet Nomination Criteria and Designation Procedures.** ASN(RDA) designates acquisition programs as major program manager billets and establishes selection and assignment procedures per reference (g), and submits a list of major program manager billets to the MCRB for promulgation per reference (e).

6. **Procedures for Command Ashore Nomination and Designation**. The MCRB is convened annually or as required by the Chief of Naval Personnel per references (c) and (e). The MCRB will be convened to address and validate or approve all commanding officer ashore billets.

a. The command review board is convened as part of the MCRB to specifically address those commands not designated as major commands and those commands below the grade of captain.

b. The Chief of Naval Personnel will update and publish reference (e) annually based on the results of the MCRB.

c. Director, Military Personnel Plans and Policy (OPNAV N13) will update and publish the list of captain, commander, and early commands annually via policy decision memorandum, based on the results of the command review board.

d. Head, Officer Plans and Policy (OPNAV N131) is the point of contact for all commanding officer billet submissions and questions.

MILPERSMAN 1301-807

COMMAND POLICIES AND PROCEDURES - INFORMATION PROFESSIONAL (IP) COMMUNITY (DESIGNATOR 1600) MILESTONE AND LIMITED DUTY OFFICER (LDO) (DESIGNATOR 6420) COMMANDER COMMAND SCREENS

Responsible Office	NAVPERSCOM (PERS-471)	Phone	DSN COM FAX	882-3512 (901) 874-3512 874-2744

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone Toll Free	1-866-U ASK NPC

---

1. **Milestone Screen, Lieutenant Commander, Commander, or Captain Milestone Duty**. Screen is by formal administrative board action. Navy Personnel Command (NAVPERSCOM), Information Professional (IP) Assignments Branch (PERS-471) is the recorder for the board. The board membership shall consist of the following:

1	IP flag officer who serves as the senior member
3	IP captains who have completed or are in their O-6 milestone
1	Post O-5 milestone commander
1	Senior (captain or commander) IP limited duty officer (LDO)
3	Unrestricted line (URL) officers

Membership changes with each board, and no officer may serve on two consecutive boards as a member. Screen commences following selection for promotion to lieutenant commander, commander, or captain. For officers recalled to active duty or selected for lateral transfer to 1600, screen will be at the board immediately following selection for lateral transfer or recall.

a. Selection opportunity is based on the size of the screen group and the number of quotas available, with a goal of 50 percent of the screen group quota selected on the first look, 30 percent on the second look, and 20 percent on the third look.

b. A special “additional look” will be available upon constituent petition when it can be demonstrated that the officer was disadvantaged, or the officer’s record was unfairly considered during the normal selection process.

(1) Petition is made in writing to the selection board president, via NAVPERSCOM (PERS-471), to include the petitioner’s record in board proceedings.

(2) Additional look selectees will count against the last normal look select quotas for the next junior year group.

c. A limited number of officers who fully meet selection standards, but for whom no quota is available, will be selected **eligible no quota (ENQ)** and serve as alternates if a milestone screened officer is unavailable for assignment. ENQ officers who are not offered a milestone assignment will be returned to their screen group for the following board and will not automatically be included in the bank.

d. Records of officers in the bank are reviewed annually to verify continued eligibility for milestone, and monitored for declining performance (any performance mark below 3.0 or an individual promotion recommendation of **significant problems** or **progressing**). Officers in the O-4 or O-5 milestone bank who fail to select for promotion will be removed from their current milestone bank unless they are under orders to their milestone tour, in which case the IP detailer will consult with the senior IP flag.

e. Control grade IP officers are considered for milestone screening at the next milestone board after selection for promotion or accession into the community (e.g. lateral transfer, recall to active duty, force shaping, etc.). Control grade new IP accessions may request to defer, for up to one year from date of re-designation, consideration for milestone screening to allow time to enhance competitiveness of their record. Requests shall be submitted in writing to PERS 471 and member will be counseled on implications of requesting deferral of consideration.

2. **Limited Duty Officer, Information Systems (6420) Commander Command Screen**. Screen is by formal administrative board action. NAVPERSCOM (PERS-471) is the recorder for the board. The board membership shall consist of the following:

1	IP flag officer who serves as the senior member
3	IP captains who have completed or are in their O-6 milestone
1	Post O-5 milestone commander
1	Senior (captain or commander) 6420 LDO
3	URL officers

Membership changes with each board. An officer will be eligible for command screen in the fiscal year the officer is promoted.

a. There is no annual quota for LDO commander command selection, and opportunity is based solely upon the individual record being screened. The 6420 LDO commanders will be afforded two commander command screen opportunities.

b. A special “additional look” will be available upon constituent petition when it can be demonstrated that the officer was somehow disadvantaged, or the officer’s record was unfairly considered during the normal selection process. Petition is made in writing to the selection board president, via NAVPERSCOM (PERS-471), to include the petitioner’s record in board proceedings.

c. Records of officers in the bank are reviewed annually to verify continued eligibility for command, and monitored for declining performance. An officer who fails to select for promotion will be removed from the bank unless they are under orders to the command tour, in which case the IP detailer will consult with the senior IP flag.

MILPERSMAN 1301-808

COMMAND POLICIES AND PROCEDURES - ACQUISITION CORPS (AC) MAJOR ASSIGNMENT

Responsible Office	NAVPERSCOM (PERS-447)	Phone: DSN COM FAX	882-3837 (901) 874-3837 882-2632

1. **Policy**. Each officer community major command screening board reviews records of Acquisition Corps (AC) qualified Captains and Captains (Sel) to identify those assignable to major acquisition commands.

a. Selectees are placed in a "pool" of assignable officers, which are then available for the Systems Commands slating panels and subsequent Acquisition Workforce Officer Community (AWOC) review in the case of major programs.

b. These officers compete with other candidates, which may include civilians and Marine Corps officers per the best-qualified policy. For more information on the AC program, see MILPERSMAN 1301-700.

MILPERSMAN 1301-809

COMMAND POLICIES AND PROCEDURES – FOREIGN AREA OFFICER (FAO) ASSIGNMENTS TO MILESTONE BILLETS

Responsible Office	NAVPERSCOM (PERS-473A)	Phone: DSN COM FAX	882-3226 (901) 874-3226 882-2744

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR)

1. **Milestone Screen for Commander (O-5) Milestone Duty**. Milestone screening is by formal administrative board action. Navy Personnel Command (NAVPERSCOM), Foreign Area Officer Assignment (PERS-473A) is the sponsor for the board. The board membership shall consist of the following at a minimum:

1	Flag officer who serves as the president and senior member (normally the senior foreign area officer (FAO), flag officer, or FAO community sponsor).
3	FAO captains (at least one of whom has experience as a voting member of a statutory board).
1	FAO commander (commander milestone complete).

Required membership changes with each board. With the exception of the board president, no officer may serve on two consecutive boards as a member. Milestone screening will commence approximately 1 year prior to in-zone eligibility for selection to O-5. Eligible FAO candidates are welcome to submit a letter to the board for emphasis or clarification of the official military personnel file (OMPF) contents (if desired). Letters must be submitted to NAVPERSCOM, Customer Relations Management Department (PERS-1), per standard board correspondence procedures.

a. Selection opportunity for commander milestone duty is based on the size of the screen group and the number of quotas available. The goal will be approximately 60 percent selection rate.

b. In rare cases, individual FAOs may receive a special additional look. An additional look may be approved upon constituent petition where it can be demonstrated that the officer was disadvantaged for selection, or that the officer's record was unfairly considered during the normal selection process.

(1) A petition must be made in writing by the requesting member to the community flag sponsor. The petition must be received no later than 30 days prior to the board convening. Approval is at the sole discretion of the community flag sponsor.

(2) Officers awarded a special additional look will count against the current screen groups.

c. The screen board may elect to designate officers as qualified insufficient opportunity (QIO). Officers designated QIO will be considered eligible to serve in a milestone tour and receive the appropriate additional qualification designators (AQDs). QIO status will expire at the convening of the subsequent board.

d. Milestone screened officers who have not yet been assigned to a FAO commander milestone billet are held in the bank. The records of officers in the bank are rescreened annually by the board to verify continued eligibility for milestone assignments. Records shall be monitored for declining performance (e.g., any mark below 3.0 or individual promotion recommendation of "**significant problems or progressing**)." Officers in the commander milestone bank who fail to select for promotion to O-5 will be removed from the milestone screened bank.

2. **Milestone Screen for Captain (O-6) Major Milestone Duty**. Milestone Screening is by formal administrative board action. NAVPERSCOM (PERS-473A) is the sponsor for the board. The board membership shall consist of the following at a minimum:

1	Flag officer who serves as the president and senior member (normally the senior FAO, flag officer, or FAO community sponsor)
2	FAO captains (major milestone complete)

Required membership changes with each board. With the exception of the board president, no officer may serve on two consecutive boards as a member. Screening will commence approximately 1 year prior to in-zone eligibility for selection to O-6. Eligible FAO candidates are welcome to submit a letter to the board for emphasis or clarification of the OMPF contents (if desired). Letters must be submitted to NAVPERSCOM (PERS-1), per standard board correspondence procedures.

a. Selection opportunity for captain major milestone duty is based on the size of the screen group and the number of quotas available. The goal will be approximately 40 percent selection rate.

b. In rare cases, individual FAOs may receive a special additional look. An additional look may be approved upon constituent petition where it can be demonstrated that the officer was disadvantaged for selection or that the officer's record was unfairly considered during the normal selection process.

(1) A petition must be made in writing by the requesting member to the community flag sponsor. The petition must be received no later than 30 days prior to the board convening. Approval is at the sole discretion of the community flag sponsor.

(2) Officers awarded a special additional look will count against the current screen groups.

c. The screen board may elect to designate officers as QIO. Officers designated QIO will be considered eligible to serve in a milestone tour and receive the appropriate AQDs. QIO status will expire at the convening of the subsequent board.

d. Milestone screened officers who have not yet been assigned to a FAO captain major milestone billet are held in the bank. The records of officers in the bank are rescreened annually by the board to verify continued eligibility for milestone assignments. Records shall be monitored for declining performance (i.e., any mark below 3.0, or individual promotion recommendation of "**significant problems or progressing**)." Officers in the captain milestone bank who experience a failure of selection for promotion to O-6 will be removed from the milestone screened bank.

3. **Policy**. Any officer who screens for FAO commander milestone or major milestone duty will be assigned to a milestone billet at the earliest opportunity per standard detailing procedures, unless the officer:

a. Indicates in writing an unwillingness to serve;

b. De-screens by a later selection board;

c. Fails to select to commander or captain; or

d. Is unable to meet the security or overseas screening requirements of the milestone billet.

4. **Milestone Bank**. In order to maintain a viable bank of milestone eligible officers and provide maximum opportunity for milestone screening, officers not desiring to be assigned to a milestone billet must decline milestone assignment within 6 months of milestone selection notification.

a. Officers declining FAO milestone assignment shall acknowledge this in writing. If approved, their declination will become part of their OMPF.

b. NAVPERSCOM, Information Dominance Corps (IDC)/FAO Assignment Division (PERS-47) will endorse statements declining FAO milestone assignment and take action to ensure appropriate documentation and compliance with this article. The written statement declining FAO milestone assignment and official endorsements will be made part of the officer's OMPF (privileged information/field code 17, see MILPERSMAN 1070-020). This information will be available for review by future promotion selection boards.

c. The FAO milestone slate is approved by the FAO community sponsor or the senior FAO flag officer prior to execution.

5. **Detailing to FAO Milestone Billets**. In general, only officers screened for FAO milestone billets will be assigned to FAO milestone billets. Exceptions to this policy may arise when there are no screened officers available, thus requiring assignment of a non-board screened officer for the reason of maximizing community readiness and meeting operational distribution requirements.

6. **Milestone Tour Lengths**. FAO milestone tour lengths are per reference (a), appendix Q1. As a general rule, an officer must successfully complete a minimum of 12 months in a milestone billet to receive milestone credit. Waivers for less than 12 months may be requested from the FAO officer community manager.

MILPERSMAN 1301-810

COMMAND POLICIES AND PROCEDURES - COMMAND OF MAJOR LABORATORIES

Responsible Office	NAVPERSCOM (PERS-444E)	Phone: DSN COM FAX	882-4101 (901) 874-4101 882-2676

1. **Policy**

a. Captains (CAPTs) of several designators are eligible to command major laboratories. The growth of major projects in naval systems commands has required the qualification of CAPTs in weapon systems acquisition techniques to direct them.

b. Chief of Naval Personnel (CHNAVPERS) takes a direct, personal interest in the selection of commanding officers (COs) for these vital major commands.

2. **Selection Criteria**. The criteria for selection of officers to command naval systems commands' research and development centers closely resembles those used for selection to a major program manager (MPM).

a. Unrestricted Line (URL) CAPTs must have screened for either major shore command or as MPM.

b. Restricted Line (RL) CAPTs must have screened as MPM.

c. Laboratory COs are

- proposed by Navy Personnel Command (NAVPERSCOM) from major shore commander candidate lists;
- selected by Chief of Naval Research (CNR); and
- approved by Assistant Secretary of the Navy Research, Development and Acquisition (ASN (RD&A)).

d. Placement officers ensure concurrence of ASN (RD&A) prior to issuing orders for COs.

MILPERSMAN 1301-811

POLICIES AND PROCEDURES – MEDICAL COMMUNITY SCREENING FOR COMMANDING OFFICER AND EXECUTIVE OFFICER

Responsible Office	NAVPERSCOM (PERS-4415)	Phone:	DSN COM FAX	882-4053 (901) 874-4053 882-2680

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. All medical community officers assigned to commanding officer (CO) and executive officer (XO) positions at medical treatment facilities (MTF), research or support commands, and operational commands worldwide will be screened prior to assignment by an administrative board convened by Commander, Navy Personnel Command (COMNAVPERSCOM).

a. Officers will be screened to ensure only the best and fully qualified officers are ordered to CO and XO positions.

b. Navy Personnel Command (NAVPERSCOM) Head, Medical Assignment and Placement Branch (PERS-4415) will be the board sponsor of the administrative screening board.

2. **Eligibility**. Officers in the Medical Corps (2100), Dental Corps (2200), Medical Service Corps (2300), and Nurse Corps (2900) designators are eligible for CO and XO screening consideration. Additionally, officers in these designators must meet the following requirements:

a. Must be captain (0-6) at the time the board convenes;

b. Must be worldwide assignable;

c. Must meet body composition assessment and physical fitness assessment standards;

d. CO applicants must be able to complete a full 2-year CO tour before reaching 62 years of age, the statutory age for mandatory retirement;

e. XO applicants must have at least 5 years remaining on active duty before reaching 62 years of age, the statutory age for mandatory retirement; and

f. Officers must apply by the advertised deadline to be considered by the board.

3. <u>Application Process</u>

a. The Deputy Surgeon General (DSG) will release guidance in the second quarter of each fiscal year announcing the CO and XO screening board dates, the application process, and the deadline for application submission. The announcement will be distributed throughout the Navy medicine communities and published on the Navy medicine's senior executive medicine (SEM) Web page on Navy Knowledge Online (NKO).

b. Officers desiring to be screened for the upcoming year must submit an application containing the following documents before the advertised deadline in the announcement from the DSG:

(1) Completed screening application with signature, date, and identification of the SEM categories for which member is requesting to be screened;

(2) CO's letter of recommendation;

(3) An endorsement from the regional commander or immediate superior-in-charge (flag grade officer);

(4) Current fitness report;

(5) Curriculum vitae and biography; and

(6) Official military photo taken within 12 months of board convening date.

c. The preferred method for submitting an application is via encrypted e-mail with scanned copies of signed documents attached. Signed applications will also be accepted via mail or FAX. Applications must be sent to the contacts that will be listed in the DSG guidance on NKO.

d. Applicants must successfully complete an oral board process conducted by Navy medicine regional commanders per Bureau of Medicine and Surgery (BUMED) guidance. Results of the

oral board shall be forwarded in writing to NAVPERSCOM (PERS-4415); officers not recommended by the oral board will not be considered by the command screen board.

e. Only applicants who submit an application package prior to the submission deadline and pass their oral board will be eligible for screening.

4. **Membership**. The board membership shall consist of the following:

1	Medical department flag officer who serves as the president;
4	Corps Chief flag officers; and
2	Medical department flag officers with operational and or research experience.

Membership changes with each board except in cases where there is only one flag officer available to represent a specific corps. NAVPERSCOM (PERS-4415) will assign the head recorder and assistant recorders as required.

5. **Quota Determination.** CO and XO screening quotas are established annually by the Navy Surgeon General based upon the number of leadership opportunities coming available in the upcoming fiscal year.

6. **Screening Board**. In order to ensure only the best and fully qualified candidates are selected for these leadership positions, applicants will compete within the following SEM categories:

a. MTFs to include:

(1) Naval medical centers;

(2) Naval hospitals (teaching and non-teaching);

(3) Naval health clinics;

(4) Hospital ships; and

(5) Jointly staffed MTFs (i.e. Walter Reed National Military Medical Center, Tripler Army Medical Center, and Fort Belvoir Community Hospital).

b. Research activities;

c. Support activities; and

d. Major operational commands.

(1) Dental battalions or naval dental centers.

(2) Medical battalions.

(3) Field medical training battalions.

7. **Release of Results**

a. The results of the screening board are approved by Commander, NAVPERSCOM. Approved board results are forwarded by COMNAVPERSCOM to the Surgeon General (SG).

b. The SG or DSG releases the results of the board via the various corps chiefs to make personal notifications before posting results publicly on the Navy Medicine Web page on Navy Knowledge Online (NKO).

c. Screening for SEM positions is valid for 1 year only. Applicants not selected may apply in subsequent years if they meet eligibility criteria.

8. **CO and XO Slating**.

a. Following approval of the board screening results, medical department detailers will prepare command leadership slates, proposing screened officers to respective billets, taking into consideration skill sets, projected rotation dates, proposed fill dates, subspecialty experience required, preferences, and the needs of the Navy.

b. The proposed slate will be vetted through the deputy corps chiefs and submitted to the DSG and BUMED, Council of Corps Chiefs for approval and submission to the SG. Upon SG approval, officers slated for CO or XO assignment will be notified of their next assignment. Any officer who refuses assignment after approval of the CO or XO slate will be required to submit a declination letter per MILPERSMAN 1301-818.

c. Command screened officers not slated will remain available for consideration if unplanned openings occur during the fiscal year in which they were screened. If no assignment is available, officers will be required to rescreen the following year.

9. **Command Screening Exceptions**. General policy is that only command screened officers will be assigned to CO or XO billets. Every effort will be made to assign screened officers prior to any alternate being assigned.

a. On rare occasions, exceptions to this policy may arise when there are no command screened officers or alternates available, thus necessitating assignment of a nonboard screened officer with the proper skill sets to a command leadership billet.

b. Any nonboard screened officer slated to fill a command leadership billet will be administratively screened by BUMED, Council of Corps Chiefs and the DSG who will forward a recommendation for approval to the Navy Surgeon General.

MILPERSMAN 1301-812

COMMAND POLICIES AND PROCEDURES - COMMANDING OFFICER (CO) OF NAVY OPERATIONAL SUPPORT CENTERS (NOSC)

Responsible Office	NAVPERSCOM (PERS-4417)	Phone: DSN COM FAX	882-4102 (901) 874-4102 882-2755

Reference	(a) U.S. Navy Regulations, 1990

1. **Policy**. All officers assigned to command of Navy Operational Support Centers (NOSCs) will be administratively screened prior to assignment.

a. Officers will be screened to ensure only fully qualified officers of the appropriate grade are ordered to command of NOSCs.

b. Navy Personnel Command (NAVPERSCOM), Head, Full Time Support (FTS) Officer Distribution Branch (PERS-4417) will be the board sponsor of the administrative screen board.

2. **Administrative Screening**. The following procedures apply to all Navy Operational Support Center (NOSC) commanding officer (CO) billets below the grade of Captain (CAPT) (O-6). The Navy Reserve Major Command Screen Board screens CAPTs for NOSC command.

a. All FTS, Active, and Reserve officers who are eligible for command ashore per chapter 10 of reference (a) may compete for NOSC command. Screening is initiated upon written request of the interested officer. The following process applies:

(1) The officer must submit a written request to NAVPERSCOM (PERS-4417) via the officer’s CO requesting consideration for NOSC command.

(2) Once favorably endorsed by the requesting officer’s CO, the officer must complete an interview with the first O-6 or above in the officer’s chain of command eligible to wear the Command at Sea or Command Ashore pin.

(3) The interviewing officer recommends fitness for command of the requesting officer, and forwards the complete

package along with the officer's written request to NAVPERSCOM (PERS-4417). A negative recommendation, negative endorsement, or non-receipt of a recommendation for command may disqualify the officer for NOSC command.

(4) Once the command screening package is received by NAVPERSCOM (PERS-4417) it will be included in the quarterly NOSC command screening board scheduled in conjunction with each NOSC command slate (nominally March, June, September, and December). Packages are due not later than the first day of the month preceding a slate.

(5) The results of the NOSC command screening board are forwarded to NAVPERSCOM, Career Management Department (PERS-4) via NAVPERSCOM, Career Progression Division (PERS-8) for final approval.

b. Officers screened for NOSC Command, but not slated, will be assigned to a staff or operational billet as appropriate to their promotional track.

MILPERSMAN 1301-814

COMMAND POLICIES AND PROCEDURES - COMMANDING OFFICER (CO)/OFFICER-IN-CHARGE (OIC) OF PERSONNEL SUPPORT ACTIVITY (PSA)/PERSONNEL SUPPORT DETACHMENT (PERSUPP DET) AND DIRECTOR OF MILITARY PAY

Responsible Office	CNO (N131)	Phone: DSN COM FAX	223-2303 (703) 693-2303 223-1189

1. **Policy**. Quality leadership through the assignment of qualified fleet support officers (FSOs), limited duty officers (LDOs), chief warrant officers (CWOs), and E-9s is necessary at Pay/Personnel Administrative Support System (PASS) activities.

a. Accordingly, only highly qualified individuals who have demonstrated professional competence and leadership ability are considered for assignment to these billets. Specifically

(1) FSOs, LDOs, CWOs, and E-9s will be considered for assignment as commanding officers (COs)/officers in charge (OICs) of Personnel Support Activity (PSA)/Personnel Support Detachment (PERSUPP DET) activities. These personnel must be capable of carrying out all the functions the billet requires.

(2) Unrestricted Line (URL) ensigns (ENS) and lieutenant junior grades (LT(jg)) will not be assigned as OIC of PERSUPP DETs.

b. Prospective OICs of PERSUPP DETS will receive en route 2 days temporary duty (TEMDU) training at the parent PSA for PASS indoctrination and briefings on issues unique to the individual PERSUPP DET.

MILPERSMAN 1301-816

COMMAND POLICIES AND PROCEDURES – NAVY RECRUITING DISTRICT EXECUTIVE OFFICER (XO) TO COMMANDING OFFICER (CO) FLEET-UP POLICY

Responsible Office	OPNAV (N131)	Phone: DSN COM	664-5013 (703) 604-5013

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. Navy recruiting district (NAVCRUITDIST) commanding officers (COs) will be afforded greater exposure to the recruiting process and environment prior to assuming command by serving as executive officers (XOs) at the NAVCRUITDIST which they are slated to command.

2. **Procedures**

a. Officers screened for command will spend 18 months in the XO billet followed by 18 months as CO.

b. Officers will be required to fleet up regardless of their past recruiting experience.

c. Selection for NAVCRUITDIST command will be via a formal community administrative command screening board process.

d. The following courses will be incorporated into the established NAVCRUITDIST command training pipeline:

(1) Navy Recruiting Prospective Executive Officer Course;

(2) Command Leadership Course; and

(3) Prospective Commanding Officer/Prospective Executive Officer Navy Military Justice Course.

MILPERSMAN 1301-818

PROCEDURES FOR OFFICERS NOT DESIRING ORDERS TO COMMAND OR EXECUTIVE OFFICER

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM	882-3516 (901) 874-3516

References	(a) OPNAVINST 1811.3

1. **Policy**. In those instances when an officer has been screened for commanding officer (CO) or executive officer (XO) but does not desire orders, the following procedures apply:

a. Officers indicating non-acceptance of these orders will be required to submit an official notification to Navy Personnel Command (NAVPERSCOM). This letter and the results of subsequent actions will become part of the officer's official record.

b. Upon receipt of a written request to decline orders to command, cognizant NAVPERSCOM division directors will originate a memorandum to Chief of Naval Personnel (CHNAVPERS) for NAVPERSCOM, Assistant Commander Navy Personnel Command for Career Management (ACNPC) (PERS-4) signature discussing the circumstances.

c. If retirement in lieu of orders is contemplated, reference (a) and MILPERSMAN 1810-020 also apply.

d. Final disposition of all cases will be determined by Commander, Navy Personnel Command (COMNAVPERSCOM).

e. The decision to decline command is a professional decision by the officer concerned.

(1) This decision is limiting, however, only with respect to assignment to command.

(2) Officers who have turned down command remain eligible for assignment to billets, ashore or afloat, in their warfare specialty or subspecialty, subject to needs of the Navy.

2. **Command De-Screening**. Prior to assignment of screened officers to command, NAVPERSCOM assignment officers, placement

officers, and assignment division directors will screen each record to ensure there has been no decline in an officer's performance.

a. Recommendations for de-screening will be forwarded from ACNPC (PERS-4) to CHNAVPERS for the final decision. An appropriate type of notification letter signed by CHNAVPERS shall be sent to the affected officer.

b. Command boards will review records of those officers previously screened but not yet assigned to ensure there is no decline in performance subsequent to the original screening.

c. Officers de-screened as a result of the review will be notified by letter signed by CHNAVPERS.

3. **Procedures for Officers not desiring an XO Assignment**. In those instances when an officer has been screened for XO but does not desire orders to an XO billet, that officer will be required to submit an official letter to ACNPC (PERS-4) declining such an assignment.

a. ACNPC (PERS-4) will respond to an officer's declination letter with a de-screening letter that will be sent to the officer and to the officer's permanent official record.

b. These officers will remain eligible for assignment to other billets subject to needs of the Navy.

4. **Procedures for De-Screening for XO**. XO boards will review records of those officers previously screened but not yet assigned to ensure no decline in performance subsequent to original screening.

a. Officers de-screened as a result of the screening board review will be notified by letter, signed by COMNAVPERSCOM.

b. Officers will also be de-screened as a result of their declination of an XO assignment.

c. ACNPC (PERS-4) will respond to an officer's declination letter with a de-screening letter that will be sent to the officer and to the officer's permanent official record.

MILPERSMAN 1301-820

COMMAND POLICIES AND PROCEDURES - COMMAND – EXECUTIVE OFFICER (XO) ASSIGNMENT COORDINATION

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4187 (901) 874-4187 882-2693

1. **Policy**. Grade assignment officers carefully coordinate assignment of commanding officers (COs) and executive officers (XOs) with placement officers.

a. To the extent feasible, assignments will be made for effectiveness of the two top leadership positions within the chain of command.

b. At least 8 weeks will separate the rotation dates of the CO and XO of a command, except for aviation squadrons in which the XO fleets up to CO.

c. Exceptions may be authorized by Navy Personnel Command (NAVPERSCOM) placement division directors, after the cognizant activity placement officer has liaised with the command and taken all possible action to alleviate adverse impact.

2. **CO and XO 1000 Designator Billets**. The list of Unrestricted Line (URL) commander (CDR) commands will be validated annually by Chief of Naval Operations (CNO), Military Personnel Plans and Policy Division (N13) and NAVPERSCOM, Distribution Department (PERS-4).

a. An equitable apportionment of 1000/1050 designator CDR billets will be established by CNO (N13) annually.

(1) Based on this apportionment and projected vacancies, a command allocation plan will be published annually after NAVPERSCOM (PERS-4) approval.

(2) This plan will identify the specific commands and the number of commands to be allocated to each of the URL communities.

b. Once the official apportionment has been promulgated by CNO (N13), the following procedures apply:

(1) NAVPERSCOM, Allocation and Statistics Branch (PERS-452) will prepare a list of all CDR 1000/1050 designator command billets which will become available within a minimum 24-month period beginning with October of that year. NAVPERSCOM (PERS-452) will send this list to placement officers for review.

(2) Placement officers will review this list for completeness, correct projected rotation dates (PRDs) of incumbents, and annotate billets to reflect requests for particular designators based on known requirements (if any). Placement officers will return these changes to NAVPERSCOM (PERS-452).

(3) NAVPERSCOM (PERS-452) will then send an updated list to the appropriate assignment officers.

(4) From this list, assignment officers will identify the billets they desire and forward this information to NAVPERSCOM (PERS-452). Billets which have been previously allocated to a specific community are not available for selection unless a mutually agreed upon exchange is approved by NAVPERSCOM (PERS-4).

(5) NAVPERSCOM (PERS-452) will chair a meeting of the appropriate assignment and placement officers to discuss the proposed allocation of command billets. The proposed allocation plan will be subject to final approval by NAVPERSCOM (PERS-4), then immediately distributed to assignment and placement officers.

(6) NAVPERSCOM, Distribution Management and Procedures Branch (PERS-451) will arbitrate cases of conflict and prepare documentation to forward to NAVPERSCOM (PERS-4) for a final decision, when necessary.

(7) Placement officers may post the identified billets, once NAVPERSCOM (PERS-4) has approved the allocation plan.

c. Lieutenant commander (LCDR) 1000/1050 designator CO and XO billets are not involved in the above procedure. These billets will be allocated in the normal billet fill decision (BFD) process based on inventory and placement officer recommendation.

3. **COs And XOs of Medical Treatment Facilities (MTFs) Providing Inpatient Care**

a. Normally, the CO or the XO will have a Master's degree in management. NAVPERSCOM retains waiver authority.

b. XOs will normally "fleet up" to CO.

(1) Naval Hospitals San Diego, CA; Oakland, CA; Portsmouth, VA; and National Naval Medical Center Bethesda, MD are exempt.

(2) CO/XO total tour length will generally be 36-48 months (allowing 18-24 months XO/18-24 months CO rotation).

4. **Officers assigned as CO, XO, or Diving Officer of ships.** Officers assigned as CO, XO, or diving officer of ships with a primary mission involving diving are to be experienced divers per MILPERSMAN 1210-140. COs and XOs of a Destroyer Tender (AD), Repair Ship (AR), or Submarine Tender (AS) are not required to be experienced divers.

MILPERSMAN 1301-822

COMMAND POLICIES AND PROCEDURES - PROSPECTIVE COMMANDING OFFICER (PCO)/PROSPECTIVE EXECUTIVE OFFICER (PXO) PIPELINE TRAINING

Responsible Office	NAVPERSCOM (PERS-440)	Phone: DSN COM FAX	882-4040 (901) 874-4040 882-2676

References	OPNAVINST 1500.49C

1. **Policy**. All prospective commanding officers (PCOs) and prospective executive officers (PXOs) ordered as commanding officers (COs)/executive officers (XOs) of commands specified in enclosure (1) of OPNAVINST 1500.49C will attend the Joint Maritime Tactics Course (JMTC) at Dam Neck, VA or San Diego, CA.

a. All commanders and captains en route to their first command will attend the Command Leadership Course (CLC) at Newport, RI prior to assuming command. Officers en route to lieutenant commander (LCDR) command afloat will also attend the Command Leadership Course. If career timing and Bureau of Naval Personnel (BUPERS) funding permit, officers en route to lieutenant (LT) command afloat will attend the Command Leadership Course.

(1) Quota Control, the Command Leadership School, will assign quotas to each PCO on an as available basis via the appropriate placement officer or their assistant.

(2) If a quota is not available for the PCO, they will be prioritized for attendance by Quota Control. The priorities will be as follows:

(a) Priority 1 - Deploying commanding officers (afloat) and overseas shore commanders.

(b) Priority 2 - Shore commanders.

(3) This policy does not prevent the attendance of an officer slated as a PCO from attending CLC in a temporary additional duty (TAD) status.

(4) Waivers, in the event CLC cannot be completed prior to assuming command, will be initiated by Navy Personnel Command (NAVPERSCOM) division director heading the placement function for the PCO's activity forwarded to NAVPERSCOM via Quota Control.

(5) Waivers for extenuating circumstances may be granted only by Chief of Naval Personnel (CHNAVPERS).

b. PXOs (LCDR and above) who have not previously attended CLC will attend the Executive Officer Leadership Course at the Command Leadership School in Newport, RI.

c. LTs en route to afloat XO billets (i.e., Mine Countermeasures (MCM)/Coastal Mine Hunters (MHC)/Rescue and Salvage Ships (ARS)) will attend the Executive Officer Leadership Course in Newport, RI, if career timing and funding support.

MILPERSMAN 1301-824

COMMAND POLICIES AND PROCEDURES - MAJOR FLEET READINESS CENTER EXECUTIVE OFFICER (XO) TO COMMANDING OFFICER (CO) FLEET UP POLICY

Responsible Office	OPNAV (N131)(AMDO)	Phone: DSN COM FAX	757-8481 301-757-8481 757-1526

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy.** The major fleet readiness center (FRC) commanding officers (COs) will be afforded greater exposure to the industrial manufacturing process and environment prior to assuming command by serving as executive officers (XOs) at the FRCs at which they are slated to command.

2. **Procedures**

a. Officers screened for command will spend 24 months in the XO billet followed by 24 months as CO.

b. Selection for major FRC command will be via Naval Air Systems Command Acquisition Corps assignment slating panel.

c. The Major Command Leadership course will be required as part of the command training pipeline for the FRCs.

MILPERSMAN 1301-826

COMMAND POLICIES AND PROCEDURES - SHORE STATION SENIOR LEADERSHIP (SSSL) TRAINING REQUIREMENTS

Responsible Office	NAVPERSCOM (PERS-440/444)	Phone: DSN COM FAX	882-4040 (901) 874-4040 882-2676

1. **Policy**

a. The Shore Station Senior Leadership (SSSL) Course is a program of instruction conducted over several weeks and facilitated by Commander, Navy Installations Command (CNIC) in Washington, DC. The SSSL Course seeks to prepare senior shore installation leaders, with emphasis on prospective commanding officers (PCOs), to more effectively lead and manage assigned resources in order to provide cost-wise shore services and support of Shore Force capabilities.

b. The SSSL Course is mandatory for PCOs, prospective executive officers (PXOs), and chiefs of staff (COS) of regional and installation commands. On an available basis, command master chiefs (CMCs) of these commands are also welcome to attend the course. Navy Personnel Command (NAVPERSCOM), Special Placement Branch (PERS-440)/Shore Placement Branch (PERS-444) manage quotas for officers attending SSSL classes under NAVPERSCOM sponsorship.

2. **Procedures for Ordering Students to the SSSL Course**:

a. **Students Attending Incident to Permanent Change of Station (PCS) Orders**. Normal order writing procedures apply in addition to the following:

(1) Proposals will be routed via NAVPERSCOM (PERS-444) for quota control.

(2) Provide a copy of the orders to the following:

Commander, Navy Installations Command (N1)
Shore Station Senior Leadership Course
716 Sicard Street, Building 111
Washington, DC 20388

b. **Students Attending Temporary Additional Duty (TEMADD) under NAVPERSCOM Orders**. Students, whose en route timing will not permit attendance incident to PCS orders, will attend the course TEMADD prior to detaching from their present duty station. Funding will be provided by their parent commands.

3. **Reporting**. Students ordered to the course shall be directed to report to the

"CNIC Shore Station Senior Leadership Course, Washington, DC, no later than 0800, (date of class start), temporary duty under instruction (TEMDUINS) about three weeks."

4. **Special Notes**. It is recognized that some conflicts will arise in scheduling students to this course. The following notes should be considered:

a. The practice of ordering students TEMADD from their present command to a school, in order to benefit a future command, is the exception, not the rule.

b. Secretary of the Navy (SECNAV) shares a strong interest in its success. These procedures have been adopted following serious consideration and acknowledgment of the program's importance to the Navy.

c. Scheduling problems should be resolved on a case-by-case basis with the officer's present command/detailer.

5. **Exhibits**. The following exhibits are provided for information:

- Exhibit 1: Approved Unit Identification Codes (UICs) for Enrollment in the Shore Station Senior Leadership (SSSL) Training Curriculum
- Exhibit 2: Shore Station Senior Leadership (SSSL) Course

EXHIBIT 1
APPROVED UNIT IDENTIFICATION CODES (UICS) FOR ENROLLMENT IN THE SHORE STATION SENIOR LEADERSHIP (SSSL) TRAINING CURRICULUM CNIC REGION / INSTALLATION POST-BRAC

N00171 CNR NDW (4)
- N68469 NSA Washington
- N61150 NSA North Potomac
- N61151 NSA South Potomac
- N0428A NSA Patuxent River

N61463 CNR Mid-Atlantic (16)
- N57095 NSA Norfolk
- N32443 NSA Norfolk Naval Shipyard
- N62688 NAVSTA Norfolk
- N60191 NAS Oceana
- N69212 WPNSUPPFAC Yorktown
- N61414 NAB Little Creek
- N32414 NSA Mechanicsburg
- N00158 NAS/JRB Willow Grove
- N31188 NSGA Sugar Grove
- N60087 NAS Brunswick
- N69213 NAVWPNSTA Earle
- N00129 SUBASE New London
- N32446 NSY BOS Portsmouth
- N32411 NAVSTA Newport
- N48558 NAVAIRENGSTA Lakehurst
- N68317 NSU Saratoga Springs

N09697 CNR Southeast (22)
- N00207 NAS Jacksonville
- N60201 NAVSTA Mayport
- N42237 SUBASE Kings Bay
- N69214 NAVWPNSTA Charleston
- N00213 NAS Key West
- N62604 CBC Gulfport
- N60514 NAVSTA Guantanamo Bay
- N61008 NSA Panama City
- N61006 NSA Athens
- N00196 NAS Atlanta
- N63043 NAS Meridian
- N61007 NSA Orlando
- N68890 NAVSTA Pascagoula
- N00204 NAS Pensacola
- N60508 NAS Whiting Field
- N68891 NAVSTA Ingleside
- N00216 NAS Corpus Christi
- N60241 NAS Kingsville
- N83447 NAS/JRB Fort Worth
- N00206 NAS/JRB New Orleans
- N00205 NSA New Orleans
- N40003 NA Puerto Rico

N61040 CNR Midwest (3)
- N00128 NAVSTA Great Lakes
- N61018 NSA Crane
- N00639 NSA Mid South

N68742 CNR Northwest (4)
- N68436 Naval Base Kitsap
- N00620 NAS Whidbey Island
- N68967 NAVSTA Everett
- N32013 NAVMAG Indian Island

N00242 CNR Southwest (10)
- N63406 SUBASE San Diego
- N00245 NAVSTA San Diego
- N69232 NAVBASE Ventura Country
- N60042 NAF El Centro
- N63042 NAS Lemoore
- N60495 NAS Fallon
- N61065 NAVWPNSTA Seal Beach
- N00246 NAS North Island
- N47609 NAWS China Lak
- N61014 NSA Monterey

N61449 CNR Hawaii (2)
- N62813 NAVSTA Pearl Harbor
- N0534A PMRF Barking Sands

N61128 CNR Marianas (Guam) (1)
- N61755 NAVBASE Guam (CNF Marianas SA)

N61075 CNR Korea (1)
- N32778 CFA Chinhae

N61076 CNR Japan (7)
- N61029 CFA Okinawa
- N61028 CFA Yokosua
- N61030 CFA Sasebo
- N61057 NAF Atsugi
- N61060 NAF Misawa
- N68539 NSF Diego Garcia
- N68047 NRCC Singapore

N61108 CNR SW Asia (1)
- N63005 NSA Bahrain

N3049B CNR Europe (8)
- N62588 NSA Naples
- N62995 NAS Sigonella
- N66691 NSA Souda Bay
- N32960 NSA La Maddalena
- N62832 NAVSTA Rota
- N49422 JMF St. Mawgans
- N62585 NAVACTS
- N63032 NAS Keflavik

EXHIBIT 2
SHORE STATION SENIOR LEADERSHIP (SSSL) COURSE
(Page 1 of 2)

1. **Course Background and Overview**: The Shore Station Senior Leadership (SSSL) Course is a program of instruction conducted over several weeks and facilitated by **Commander, Navy Installations Command (CNIC)** in Washington, DC. Begun in 1978 as a 4-week Management Training Program for prospective commanding officers (PCOs), the SSSL Course was spawned from a need expressed by incumbent commanding officers (ICOs), fleet commanders, and headquarters (HQ) commands for greater preparation of future installation commanders. Following the move toward regionalization, CNIC assumed responsibility for the course, and recognized the need for more of a "business focus" during the transformation of shore installation management (SIM).

2. **Objective**: To prepare senior shore installation leaders, with emphasis on PCOs, to more effectively lead and manage assigned resources to provide cost-wise shore services and support.

3. **Quota Eligibility**: The SSSL Course is mandatory for PCOs, prospective executive officers (PXOs), and chiefs of staff (COS) of regional and installation commands. On an available basis, command master chiefs (CMCs) of these commands are also welcome to attend the course. Navy Personnel Command (NAVPERSCOM), Special Placement Branch (PERS-440)/Shore Placement Branch (PERS-444) manage quotas for officers attending SSSL classes under NAVPERSCOM sponsorship. Student contact information should be provided as soon as possible in order to receive a welcome package upon receipt of orders.

Contact	**Or**
CNIC (N15) (202) 433-3206, (202) 685-0749 DSN: 288-3206/0749	NAVPERSCOM (PERS-444) (901) 874-4060 DSN: 882-4060

The SSSL Course is held on **Navy Yard, 716 Sicard Street, Building 36, Room 114, Washington, DC 20388**.

EXHIBIT 2
SHORE STATION SENIOR LEADERSHIP (SSSL) COURSE
(Page 2 of 2)

4. **Course Content**:

- CNIC Overview
- CNIC (N1) Pay/Personnel Administration Support System (PASS), Competitive Sourcing, Casualty Assistance Calls Officer (CACO)
- Antiterrorism Training (AT)/Force Protection (FP) (I-COAT)
  **Satisfies Level 3 AT/FP required training*
- Facilities Management/Planning
- Explosives/Weapons Safety
- Financial and Business Management
- Navy Housing
- Morale, Welfare, and Recreation (MWR) (and related programs)
- Emergency Management and Preparedness
- Lean Six Sigma
- Navy Supply
- Military Manpower
- Sexually Assaulted Victims (SAVI), Family Advocacy Program (FAP), Fleet and Family Support Center (FFSC) Program
- Environmental Management
- Legislative Affairs/Congressional Visits/State Department Visits
- Media/Public Affairs/Public Speaking
- Navy and Marine Corps Intranet (NMCI), Information Systems, Information Security
- Overseas Installation Segments (if applicable)
- National Security Personnel System (NSPS)/ Civilian Personnel Management
- Medical
- Special Interest Issues:
  - Ethics/Standards of Conduct
  - Benefits and Entitlements (Navy Mutual Aid)
- Legal/Inspector General (IG)
- Commanding Officer (CO) Perspectives
- Equal Opportunity/Diversity

MILPERSMAN 1301-900

SUBSPECIALTY MANAGEMENT, GRADUATE EDUCATION, AND SERVICE COLLEGES

Responsible Office	NAVPERSCOM (PERS-45E/45J)	Phone: DSN COM FAX	882-4100 (901) 874-4100 882-2676

References	(a) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications, Volume I, Major Code Structures (b) DODD 1322.10 of 26 Aug 2004 (c) OPNAVINST 1520.23B (d) OPNAVINST 1520.24B (e) SECNAVINST 1520.7F (f) CNO Memorandum OP-01A of Oct 89 (g) USNAINST 1560.3D

1. **General Information**. The subspecialty management system is structured to ensure technical and managerial requirements of the Navy are met by developing subspecialty expertise in officers.

a. Subspecialties are developed through concentrated experience in a subspecialty field, or by virtue of graduate education.

b. Because over 85 percent of the requirements for captains (CAPTs) are ashore, with over half of these billets specifically requiring subspecialists, it is essential that officers realize career progressions in subspecialty areas as an adjunct to their warfare development.

c. Such development is necessary to ensure a sufficient base of senior grade officers with the expertise required across the spectrum of top management positions.

d. Lists of subspecialty codes can be found in reference (a).

e. Other MILPERSMAN articles pertaining to graduate education and service colleges are as follows:

Topic	See MILPERSMAN
Graduate Education	1301-902
Service Colleges	1301-904

2. **Graduate Education and the Subspecialty System**. Graduate education constitutes the heart of the subspecialty system. To develop the officer inventory to meet subspecialty requirements, the Postgraduate (PG) Quota Plan is developed at Chief of Naval Operations (CNO) (N131E3).

a. Fundamental to the PG Quota Plan methodology is the assumption that officers, once educated, will be assigned to a series of subspecialty billets throughout their careers.

b. Assignment of officers to other than subspecialty development tours when available for such assignment (e.g., not operational or student) results in not meeting technical and managerial requirements. Additionally, PG education rapidly becomes outdated if not put to use in a timely manner.

c. Department of Defense (DOD) guidelines require graduates of military service-funded education programs to be properly utilized.

d. To help meet the professional development system goal of blending the sea/operations specialist with the technical/ managerial subspecialist, many officers with the required academic qualifications and proven professional performance standards and personal desire receive full-time graduate education. This education normally takes place during the first or second shore tour.

e. This graduate education supports the officer subspecialty system and is designed to complement the officer's operational training. Most officers attend Naval Postgraduate School (NAVPGSCOL) in Monterey, CA while others attend civilian institutions at government expense. For more information refer to reference (b).

3. **Subspecialist Assignment Policy**. As outlined in reference (b), any assignment of officers who have received Navy-funded graduate education outside of their warfare specialties

should achieve maximum utilization of subspecialty qualifications.

a. An officer completing a Navy-sponsored graduate education program is assigned to a utilization tour "at first opportunity."

(1) Normally, this immediately follows the duty under instruction (DUINS) period; however, this is not to preclude key operational tours essential to warfare qualifications.

(2) If an immediate utilization tour would deter the officer from a key operational tour (such as department head, executive officer (XO), or command), the utilization tour may be postponed until completion of the operational tour.

(3) All aviation officers (13XX) graduating from naval graduate education programs and being assigned to operational tours will, whenever possible, be assigned to flying billets (DIFOPS). This policy is in effect so that aviation career incentive pay (ACIP) flight gate problems will not interfere with subsequent shore subspecialty utilization tours.

(4) This policy does not apply to those few senior officers who have already satisfied flight gate requirements. Bonus or follow-on operational tours in grade for subspecialists are closely examined in light of total Navy requirements.

b. Assignments of officers with Navy-funded graduate education are to direct utilization, operational or student tours, or be waived by Navy Personnel Command (NAVPERSCOM), Assistant Commander Navy Personnel Command for Career Management Department (PERS-4) through the procedures outlined in this article.

c. In making assignments for subspecialists, positive utilization in the subspecialty field is expected. Assignment of **all** subspecialty-coded officers (graduate educated, proven subspecialist) requires approval from NAVPERSCOM, Subspecialty Management Branch (PERS-45E). The assignment officer will submit assignment waiver forms per procedures in this article.

d. All assignments requiring a waiver are resolved by the assignment officer prior to preparation of any order nomination or external dissemination of nomination packages.

4. **Subspecialty Accountability.** Since significant funds are allocated to the education of officers leading to designation as subspecialists, high congressional interest exists in ensuring these funds are properly utilized.

a. The Navy has been tasked by DOD to track the utilization of service-funded education in complying with DOD education utilization guidance. Oversight agencies routinely verify the success of the officer distribution process in complying with DOD policy. **NOTE**: NAVPERSCOM (PERS-4) employs a "utilization code" concept to analyze the utilization of subspecialties in response to congressional, DOD, and other high-level inquiries. The code is entered on the Officer Assignment Information System (OAIS) assignment proposal.

b. Utilization codes (Exhibit 1) are based on the relative degree of utilization of an officer's subspecialty. Primary emphasis is placed on utilization of graduate education. The various utilization codes are dependent on the officer's most significant subspecialty level. NAVPERSCOM (PERS-45E) determines the appropriate utilization code for each assignment involving a subspecialty-coded officer upon receipt of the OAIS proposal.

5. **Subspecialty Waivers**. A waiver granted by NAVPERSCOM (PERS-4) is required for the assignment of all officers (O-3 to O-6) who have received Navy-funded graduate education (subspecialty codes G, F, P, Q, M, N, C, or D).

a. The only exceptions are when the proposed assignment is

(1) a direct or closely related utilization tour in the officer's primary subspecialty (utilization code D or E);

(2) an operational tour required to keep current in the officer’s warfare specialty (utilization code A); or

(3) an educational tour (utilization code B).

b. On proposals requiring waivers, assignment officers explain any special circumstances that preclude a utilization tour using the "Assignment Notes" field of the proposal section of OAIS.

(1) To avoid potential embarrassment in the case of waiver disapproval, assignment and placement officers do not commit to their constituents on subspecialty assignments until the waiver has been approved.

(2) In cases involving assignment of officers without a subspecialty code, submission of a waiver is not required.

c. Assignment officers are encouraged to look ahead and plan assignments for their officers, which allows the individual to

pursue subspecialty development and permits the Navy to maximize the return of the graduate education investment. When an assignment will require a waiver under the guidelines of this article, assignment officers are to request a waiver in advance of order preparation to avoid last-minute waiver reviews, possible disapproval, and the attendant delay and potential embarrassment.

6. **Assignment of Officers Possessing Ph.D. Education.** Ph.D. officers below flag rank are assigned to Ph.D. utilization billets whenever they are not being assigned to key operational tours, or whenever there are not overriding circumstances approved by NAVPERSCOM, Restricted Line (RL)/Staff Corps Officer Distribution/Specialist Division (PERS-44).

a. If a properly coded Ph.D. billet is not available, the Ph.D. officer is assigned to a lesser-coded requirement, such as a Q or P code. NAVPERSCOM (PERS-440) will not do this without a thorough billet search.

b. Conversely, no non-Ph.D. officer is assigned to a Ph.D. billet without a thorough inventory search by NAVPERSCOM (PERS-440).

c. Recognizing DOD interest in personnel stability and NAVPERSCOM (PERS-4) policy on adherence to projected rotation dates (PRDs) to optimize Ph.D. utilization, PRD adjustments outside of the normal window are almost certainly required.

d. In all assignments involving Ph.D. officers and/or Ph.D. billets, assignment officers consult with NAVPERSCOM (PERS-440).

7. **Description of Graduate Education Programs**

a. **Doctoral Programs**. Reference (c) refers. This program allows study at the doctoral level in fields consistent with needs of the Navy, undertaken at NAVPGSCOL Monterey, CA, and for some curricula, at certain civilian education institutions. This program includes those who are continued on from PG programs as well as direct inputs to doctoral level studies.

b. **Postgraduate Programs**. Reference (c) refers. These programs allow for extension of previous studies at the PG level to meet education skill requirements supporting billet requirements. They are conducted at the NAVPGSCOL Monterey, CA; civilian educational institutions; and DOD-sponsored schools.

c. **Scholarship Program**. Reference (d) refers. This program permits selected military personnel to accept deserved honors and relieves the government of some training expenses. Military personnel are authorized to attend school as scholarship students while on active duty, subject to an annual quota and contingent upon sustained professional performance.

d. **Law Education Program**. Reference (e) refers. This is a fully funded program, which permits board-selected officers to pursue a law degree as full-time students at an accredited law school. Orders under this program are contingent upon an officer's acceptance of the program's obligated service (OBLISERV) and the agreement to change to designator 250X.

e. **Olmsted Scholars**

(1) The Olmsted Scholars Program allows five Navy or Marine Corps officers per year to study overseas. Per reference (f), Olmsted scholars are afforded an opportunity to obtain a United States (U.S.) recognized Master's degree.

(2) Olmsted Scholars are given this opportunity to obtain their Master's degree within the following guidelines:

(a) Olmsted Scholars are afforded an opportunity to complete an U.S. recognized Master's degree either immediately following Olmsted schooling or following an operational tour.

(b) Olmsted Scholars can complete a U.S. recognized Master's degree at NAVPGSCOL Monterey, CA or a civilian university. Officers electing to complete their Master's degrees at a civilian university will bear the educational costs themselves. The Olmsted Scholar Program provides an Advanced Degree Program Grant (currently $2500) to assist officers attending civilian universities.

(c) Olmsted Scholars have up to 1 year to complete their Master's degrees at NAVPGSCOL Monterey, CA or a civilian university. Officers who complete their degree requirements stateside will receive a P subspecialty code. Officers who do not complete their degree requirements will receive a G subspecialty code.

(d) Exceptions to the above policy require NAVPERSCOM (PERS-4) approval.

f. **Voluntary Graduate Education Program**. Reference (g) refers. A fully funded program, which permits a limited number of highly qualified Naval Academy midshipmen to receive P-coded

graduate education from Washington, DC area universities during period covering last semester at the Naval Academy and first 6 months after commissioning.

EXHIBIT 1

UTILIZATION CODE MATRIX FOR SUBSPECIALTY ASSIGNMENT

SITUATION	C,D,M,N,Q, P,F,G	R,S
Key operational tour necessary to maintain career development in warfare specialty	A	A
Education assignment (service college, postgraduate school, etc.)	B	B
Officer is being separated from the Navy	C	C
Billet **requires graduate education in same subspecialty field as the officer's subspecialty**	D	
Billet **requires graduate education** in field closely related to the officer's subspecialty	E	
Related assignment utilizing officer's subspecialty in **subspecialty billet** not requiring graduate education	G	
Related assignment utilizing officer's subspecialty in a **billet** that is not subspecialty coded	H	
Officer has more than one subspecialty code and **higher priority** exists for utilizing SUB 2 or SUB 3	J	J
No subspecialty coded billets available within officer's subspecialty field	X	X
Billet is **not** a subspecialty coded billet but is considered a higher priority requirement	K	K
Officer without graduate education will be utilizing subspecialty		M
Non-utilization	L	L
Assignment of officer without subspecialty	N	N
Administrative (further assignment purposes)	Z	

MILPERSMAN 1301-902

SELECTION FOR FULLY-FUNDED GRADUATE EDUCATION

Responsible Office	NAVPERSCOM (PERS-440)	Phone:	DSN COM FAX	882-4056 (901) 874-4056 882-2676
	NAVPERSCOM (PERS-45E)	Phone:	DSN COM FAX	882-4992 (901) 874-4992 882-2696

References	(a) CNO Policy Decision Memorandum 004-08 of 2 Jul 08 (b) OPNAVINST 1520.23B (c) OPNAVINST 1520.39 (d) SECNAVINST 1520.7F (e) OPNAVINST 1520.24B (f) CNETINST 1560.3D (g) OPNAVINST 1500.72F

1. **Policy**

a. Administrative screening and selection boards are utilized to select officers for graduate education. Assignment to any course of study depends on the availability of the individual officer, yearly quotas in the particular curriculum, and agreement by the officer to incur the required obligated service (OBLISERV).

b. Administrative Screening for Postgraduate (PG) Education

(1) Administrative screening is required for Unrestricted Line (URL) and Restricted Line (RL) officer (except 14xx and 18xx communities) for selection to PG education.

(2) Administrative screening for Staff Corps PG education pertains only to officer names that do not appear on the current board selected list of PG eligible candidates, and are considered only when banked assets have been exhausted and curriculum input goals cannot be achieved.

2. **Screening Requests**

a. Formal or informal administrative screening requests for PG education shall be initiated only when the officer

(1) will fulfill a community PG requirement,

(2) has the educational background (or is established on a Naval Postgraduate School (NPS) approved academic improvement program) which satisfies the entrance requirements for the proposed academic program, and

(3) is considered promotable within the community.

b. In no case will an administrative screen be conducted that does not address a specific community/Navy need.

3. **Administrative Screening Procedures**

a. A **Postgraduate Education Nomination Form**, Exhibit 1, furnished by Navy Personnel Command (NAVPERSCOM), Professional Development Education/Subspecialty Branch (PERS-440), is originated by the assignment officer and forwarded with the Officer Master Personnel File (OMPF) and Officer Data Card (ODC), **via** the assignment division officer director **to** NAVPERSCOM, Graduate Education/NROTC Placement (PERS-440B).

b. NAVPERSCOM (PERS-440) then routes the board sheet to NAVPERSCOM, Restricted Line/Staff Corps Officer Distribution/ Specialist Branch (PERS-44) for final determination.

4. **Selection Procedures for Captain (CAPT)/Commander (CDR) for Graduate Education**. Each potential CAPT/CDR input into a graduate program will be screened.

a. The following officers will do the screening:

(1) The candidate's cognizant division director.

(2) NAVPERSCOM (PERS-440) for determination of requirements.

(3) NAVPERSCOM (PERS-44).

(4) NAVPERSCOM, Career Management Department (PERS-4) (Commander, Naval Personnel Command (COMNAVPERSCOM) for Captains) for final determination.

b. The assignment officer initiates this screen by drawing the candidate's OMPF record, attaching a CAPT/CDR education board sheet (available from NAVPERSCOM (PERS-440)), and routing the package through the appropriate review chain for comment.

c. Final approval from NAVPERSCOM (PERS-4) is required **prior** to nominating the individual for orders.

5. **Curriculum Shifts for Graduate Education**. Curriculum shifts for enrolled officer students are considered only when it is clearly in the best interest of the students and the Navy.

a. Curriculum shifts are limited to the following categories of officers:

(1) When shifting from one technical curriculum to another technical curriculum.

(2) When shifting from a nontechnical curriculum to a technical curriculum.

(3) When shifting from a nontechnical curriculum to another nontechnical curriculum.

(4) When academic difficulty dictates.

b. Staff Corps officers desiring a shift from their board selected curriculum must request so in writing to their detailer. The detailer then initiates an administrative screening.

c. URL officers desiring to enroll in curricula limited to certain RL, the RL/Staff Corps transfer board must select Staff Corps.

d. Curriculum Shift Procedures:

(1) Upon receiving written request and endorsement letter from officer, NAVPERSCOM (PERS-440B) will forward approval sheet to the assignment branch head for review. The assignment branch head will initial eligibility determination and route sheet to NAVPERSCOM (PERS-440).

(2) NAVPERSCOM (PERS-440) then routes the Board Approval Sheet to NAVPERSCOM (PERS-44) for final determination.

6. **Reporting, Convening and, Graduating Dates Policy**. NAVPERSCOM (PERS-44) promulgates reporting, convening, and graduating dates for the various graduate education courses each year. Normally an officer is ordered to report for duty under instruction (DUINS)/duty involving flying denied under instruction (DIFDENINS) not later than 3, nor earlier than 3, working days prior to the class convening date (CCD).

a. **Reporting**. Officers ordered for DUINS for PG education will be assigned by COMNAVPERSCOM to report for administrative purposes to the nearest geographically available naval activity capable of providing this support.

b. **Slating**. NAVPERSCOM (PERS-440) promulgates loading plan quotas required from each assignment section to meet the Navy's requirements. Final slating for each input is completed not later than 6 months prior to the scheduled convening date. Chief of Naval Personnel (CHNAVPERS) is committed to maximum filling of graduate education quotas with quality officers.

c. **Detachment Policy**. The detachment date for graduating officers from education programs is on or before the third working day following graduation. Exceptions to this policy must be approved in advance by NAVPERSCOM (PERS-44).

7. **Graduate Education in English, History, and Physical Education**. No officers will be ordered into full-time, fully funded education programs in support of billets requiring studies in English, History, or Physical Education fields.

8. **Dual Master's Degree**

a. NAVPERSCOM (PERS-44) has final approval authority (on a case-by-case basis) for officers to attend a second fully funded PG education program provided that

(1) the officer has laterally transferred, and

(2) the officer does not have a level "P" or higher subspecialty code that is utilized in the gaining community.

b. Nominations are submitted by the gaining community assignment officer to NAVPERSCOM (PERS-440B) utilizing the **Postgraduate Education Administrative Screening Sheet**.

c. Officers with Master's degrees obtained at other than Navy expense which satisfies all criteria for subspecialty code assignment are assigned to PG Master's curricula only after all other sources have been exhausted.

(1) The cognizant detailing division director files appropriate documentation of the need to send such an officer in the officer's personal record.

(2) Officers with Master's degrees which were non-Navy-funded and which do not meet requirements for coding as a subspecialist at the Master's level are designated a general **P subspecialty code** and are eligible for selection and assignment to PG school.

9. **OBLISERV Requirements**

a. Active duty (ACDU) officers participating in Navy-funded graduate education on a full-time, part-time or off-duty basis will incur an ACDU obligation of 3 years after completion of, or withdrawal from, education programs. This obligation will be served concurrently with any other obligation

(1) This includes both residential and distributed learning programs, unless otherwise specified.

(2) This does not apply to educational programs leading to a certificate or a certification or to education received as a result of voluntary education programs such as tuition assistance, the Veterans’ Education Assistance Program (VEAP), or the Montgomery GI Bill (MGIB). These programs are covered under separate directives and instructions.

(3) This does not apply to graduate education in health and theology disciplines, the law education program, PHD programs, education received at Service Colleges, scholarship, or fellowship programs. These programs are covered under separate directives and instructions.

(4) Nuclear trained officers should refer to MILPERSMAN 1520-050 for more information.

(5) Naval Reactor Engineering Officers (1220) should refer to reference (a).

b. **Determination**. In determining OBLISERV incurred for all other professional development education, specific governing directives listed below must be consulted in each case. The entire period of DUINS status from each date of reporting to date of detachment is used as the basic multiple when computing OBLISERV.

PROGRAM	**GOVERNING DIRECTIVE**
Fully-funded:	
Graduate Education	OPNAVINST 1520.23B and current NAVADMIN
Doctoral Program	OPNAVINST 1520.23B
Armed Forces Health Profession Scholarship	OPNAVINST 1520.39
Law Education Program	SECNAVINST 1520.7F
Non-fully funded:	
Scholarship/Fellowship Tuition Aid	OPNAVINST 1520.24B CNETINST 1560.3D
Professional Development Non-Degree:	
White House Fellows	MILPERSMAN 1301-904
Navy Federal Executive Fellowship	OPNAVINST 1500.72F
Naval Aviation	MILPERSMAN 1542-010
Naval Nuclear Power	MILPERSMAN 1520-050
Naval Submarine School	MILPERSMAN 1520-030
Surface Warfare Dept Head	MILPERSMAN 1520-040
Line/Staff Transfer	MILPERSMAN 1212-010

c. **Release from OBLISERV**. Upon receipt of a request for resignation or release from active duty (RAD), the assignment officer needs to ensure that OBLISERV arising from education related agreements has been fulfilled, or if it is determined an officer may be separated before the end of OBLISERV, the officer must repay monies on a prorated basis prior to final separation. The waiver of OBLISERV is at the discretion of the Navy and will usually not be approved.

10. **Medical Corps Officers Utilization**. The Surgeon General has asked that Medical Corps assignment policy reflect **4-year** minimum utilization for specialists. The following distribution policy is in effect:

a. Medical Corps officers awarded a subspecialty code upon completion of residency/fellowship training will be assigned only to appropriately coded billets for a minimum of 4 years. This does not imply that the 4 years must be served at the same duty station.

(1) Beyond this initial 4-year utilization requirement, Medical Corps assignment policy will continue to match billet and officer qualifications, ensuring assignment of best-qualified officers within other current assignment policy constraints.

(2) Exceptions will be granted at the NAVPERSCOM division director's level following prior coordination with Bureau of Medicine and Surgery (BUMED).

b. **Graduating Medical Interns**. All graduating interns (general medical officers (GMOs)) will be assigned to an operational tour prior to selection to Graduate Medical Education Level 2 (GME2). Waivers will be considered on a case-by-case basis. The approving authority for these waivers is NAVPERSCOM (PERS-44).

11. **Processing of Transcripts.** All transcripts of undergraduate and graduate course work completed by an officer must be forwarded to NAVPERSCOM, Subspecialty Management (PERS-45E) for entry into the ODC. NAVPERSCOM (PERS-45E) will forward transcripts to NAVPERSCOM, Receipts Control Section (PERS-312C) for entry into the OMPF. Officers should also send transcripts to NPS (Code 01B3), Monterey, CA, at the earliest feasible date following completion of such work.

a. **Academic Profile Code (APC)**. NPS is responsible for assigning APCs to all officers. This code consists of a **3-digit** number, which describes an officer's academic background. NAVPERSCOM (PERS-440B) uses the APC to determine curriculum eligibility of officers. The APC is derived as follows:

(1) **1st digit** - Quality Point Rating (QPR) code representing the cumulative grade averaging on a **0 to 5 scale**.

(2) **2nd digit** - Math qualifications code on a **0 to 6 scale**. The scale is directly keyed to the math requirements for various curricula and completely ordered so that a **grade of 3**, for example, would satisfy the requirements typified by **3**, **4**, **5**, **or 6**.

(3) **3rd digit** - Technical qualification code on a **0 to 5 scale**. This code is used for technical curricula requiring a calculus-based physics sequence for entrance.

(4) The following tables are used to assign the codes:

QPR CODE		
Code No.	**Grade**	**QPR Range**
0	A-/A	3.60-4.00
1	B+	3.20-3.59
2	B-/B	2.60-3.19
3	C+	2.20-2.59
4	C	1.90-2.19
5	C-	0-1.89
NOTE: Repeat courses and failures are included in the QPR calculations.		

MATH CODE	
Code No.	**Meaning**
0	Significant post-calculus math with B average.
1	Two or more calculus courses with B+ average.
2	Two or more calculus courses with C+ average.
3	One calculus course with a grade C or better.
4	Two or more pre-calculus courses with B average or better.
5	At least one pre-calculus course with C grade.

TECHNICAL CODE		
Code No.	**Significant Upper Division Courses in Pertinent Physics (Calculus-Based)**	**Courses in Engineering/Physical Science**
0	Ignore	B+ average
1	Ignore	C+ average
2	Complete sequence taken	B+ average
3	Complete sequence taken	C+ average
4	At least one course with	C grade
5	None	
NOTE: Significant coverage includes a major strong minor in a pertinent (ME, AE, EE, physics) discipline.		

b. Example of the assignment and use of APCs in determining if an officer is qualified for direct or indirect input:

(1) An officer has an **overall QPR of 3.10**, has taken pre-calculus courses with **grades of A and B**, a full year of physics with **grades of C and C+**, and no engineering courses. The **AP Code is 243**.

(2) The officer desires to enter a technical curriculum with entrance requirements as follows:

For direct entry: 323
For indirect entry: 334
(3 months Engineering Science)

NOTE: These codes are unique to each curriculum.

c. The above officer is **not** qualified for entry. Completion of calculus with a C or better via self-study would qualify the officer for indirect entry via Engineering Science.

EXHIBIT 1

POSTGRADUATE EDUCATION NOMINATION FORM

DATE: _____ FROM: PERS-_____

PURPOSE: ( ) NOMINATION
( ) INTERCURRIC TRANSFER ( ) TO ( )
( ) PRD EXTENSION ( ) TO ( )
( ) OTHER

_____ _____ XXX-XX-_____/_____
NAME GRADE SSN (Last 4) DESIG
UNDERGRAD: PG CURRIC PREFERENCE/APC REQUIRED
MAJOR: _____ (1ST)_____/_____
SCHOOL:_____ (2ND)_____/_____
APC: _____ (3RD)_____/_____

(ASSIGNMENT OFFICERS ENSURE CURRENT OMPF AND ODC FORWARDED)
PERS-_____APPROVE/DISAPPROVE DH/XO/CO SCREENED_____
(ASSIGNMENT OFFICER) (IF APPLICABLE)
PERS-_____APPROVE/DISAPPROVE
PERS-_____APPROVE/DISAPPROVE
PERS-440B APPROVE/DISAPPROVE
(GRADUATE EDUCATION PLACEMENT OFFICER)
PERS-440 APPROVE/DISAPPROVE
PERS-44 APPROVE/DISAPPROVE
(FINAL DETERMINATION FOR O-4 AND BELOW)
PERS-4 APPROVE/DISAPPROVE
(FINAL DETERMINATION FOR O-5)

MILPERSMAN 1301-904

SERVICE COLLEGES

Responsible Office	OPNAV (N15)	Phone:	DSN	664-4101
			COM	(703) 604-1156
			FAX	(703) 604-3469
	NAVPERSCOM (PERS-440)	Phone:	DSN	882-4100
			COM	(901) 874-4100
			FAX	(901) 874-2676
	NAVPERSCOM (PERS-45J)	Phone:	DSN	882-4217
			COM	(901) 874-4217
			FAX	(901) 874-2696

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoDI 1300.19 (b) CJCS1 1800.01D (c) 10 U.S.C.

1. **General Information**

a. Service and joint colleges include the Naval War College (NWC), National Defense University (NDU) (comprised of the National War College, the Dwight D. Eisenhower School for National Security and Resource Strategy (ES), and the Joint Forces Staff College (JFSC)), the service colleges of the other armed services, and the international service colleges. The list of service and joint colleges (which is subject to change) is provided in Exhibit 1. Those institutions that have been accredited by the Chairman, Joint Chiefs of Staff (CJCS), satisfy an officer’s requirement for joint professional military education (JPME), a prerequisite for designation as a joint qualified officer (JQO). See references (a), (b), and (c).

b. These colleges have historically played a major role in the professional development of the leadership of the Armed Forces of the United States (U.S.) by providing broadening education to prepare officers for greater responsibility.

c. The individual service and joint colleges and their varying curricula emphasize different aspects and levels of

service and joint functions, resource management, and national strategy and policy.

d. Attendance at a service or joint college is considered a significant milestone in the professional development of a naval officer. This opportunity is designed to enhance the competence of officers with high promotion potential who are selected for attendance through advanced professional military education. This improves their capability to provide intellectual leadership and to exercise sound judgment in defense matters.

2. **Policy**

a. Chief of Naval Personnel is committed to filling service and joint college quotas with quality officers.

b. Any officer proposed and accepted by Navy Personnel Command (NAVPERSCOM), Officer Education Placement Branch (PERS-440) for a Service and Joint College student quota is not to be detailed elsewhere, unless a fully qualified replacement is identified and specifically approved by NAVPERSCOM (PERS-440).

3. **Assignment Policy for JPME.** Reference (c), §661 directs the Navy to ensure that approximately one-half of O-5 and above joint duty assignment list (JDAL) billets are filled by officers who have the appropriate level of joint qualification.

a. To the maximum extent that career timing may allow, JPME Phase I and Phase II should be viewed as en route preparation for a joint tour. To most effectively use the Navy's limited Phase I and Phase II quotas, and meet expectations of joint commanders, a concerted effort is needed to identify officers for joint follow-on duty as early as possible in the professional military education process.

(1) Navy personnel policy mandates that all unrestricted line (URL) commanding officers will complete JPME I prior to assuming command. Navy officers, whose career timing does not support in-residence attendance, or for whom no in-residence quota is available, have several options for completion of JPME I, including non-resident fleet seminar programs and other distance learning programs which contain JPME I embedded in certain curricula at the Naval Postgraduate School.

(2) Reference (c), §619A mandates all active duty list officers must be JQO prior to promotion to flag rank. Secretary

of Defense (SECDEF) waivers are available for officers whose promotion is based primarily upon scientific and technical qualifications for which joint requirements do not exist and in the case of medical, dental, nurse, medical service corps, chaplain, and judge advocate officers. JPME II is only offered via in-resident service colleges or at JFSC. Logical candidates for JPME II at JFSC are officers with a projected rotation date within 1 month of the start of the JPME II class who completed JPME I, but have not completed JPME II.

b. NAVPERSCOM, Special Assistant for Joint Officer Management Branch (PERS-45J) will assign Phase II quotas at JFSC and provide class date information to assignment and placement officers.

4. **Assignment Policy for NDU**. Reference (c), §663 directs the assignment of all JQOs, and greater than 50 percent (defined as 50 percent plus one) of all other officers graduating from NDU (ES, NWC, and JFSC) to joint duty as their next assignment. The joint duty assignment requirement for JQOs may be waived by SECDEF on a case-by-case basis. Of the 50 percent plus one NDU outplacement requirement, at least one-half of the officers are required to report directly to a joint duty assignment. However, for NWC and ES, a maximum of one-half of that 50 percent plus one requirement can be deferred by one tour to accommodate career milestone and timing requirements as allowed by SECDEF procedures. For officers graduating from the Joint Advanced Warfighting School (JAWS), 100% must be assigned to JAWS graduate coded joint duty as their next assignment. Director of the Joint Staff-level waivers may be considered on a case-by-case basis.

Example: With an ES graduating class of 100 Navy officers, a minimum of 51 officers from that graduating class is required to go to a joint duty assignment following graduation. Of those 51 officers, no more than 25 may be deferred by one tour.

a. A joint duty assignment is defined as one that provides significant experience in joint matters. SECDEF publishes a JDAL of qualifying billets. Joint billets are identified with a billet additional qualification designation of JD1 (non-critical joint billet). A JD2 billet requires fill by a JQO.

b. Prior to assignment to NDU, detailers shall indicate to NAVPERSCOM (PERS-45J) the joint follow-on assignment expectation

for each proposed student to aid in tracking and planning follow-on assignments per statutory requirements.

c. At least 6 months prior to graduation, detailers will provide inputs to NAVPERSCOM (PERS-45J) for a follow-on assignment for each student to comply with statutory requirements.

5. **Eligibility**

a. Service college programs are for selected active duty, Selected Reserve, Inactive Reserve, and full time support officers in grades of O-5 and O-6 for senior level colleges (SLC) and in the grade of O-4 for intermediate level colleges (ILC).

b. Resident attendance at an ILC is not a prerequisite to selection for a SLC, nor should it preclude resident attendance at an SLC. However, JPME I is a prerequisite for SLC attendance.

c. Normally, an officer is assigned to only one service college at a given level; however, a very limited number of officers may attend more than one course at the senior level.

6. **Service College Quotas.** Office of the Chief of Naval Operations (OPNAV), Information, Analysis, and Development Division (N15) promulgates the JPME quota plan which directs the necessary distribution of Navy officers to the various service and joint colleges. The CJCS mandates the level of participation of naval officers at other military service and joint colleges according to statutory requirements for those institutions to maintain joint accreditation.

a. Quotas to service and joint colleges are distributed among various detailing communities per community inventory and representation on the JDAL.

b. Officers shall be assigned to service and joint colleges per the JPME quota plan and community inventory.

7. **Service College Selection**

a. Chief of Naval Operations (CNO) strongly supports the importance of service college attendance as a significant milestone in the professional development of a naval officer.

The overall objective is to develop a cadre of professional naval officers who are able to lead, plan for, and employ naval, joint and combined forces in support of national objectives. In the long term, CNO desires that only our top performing officers, primarily post-command officers, attend SLC programs.

b. Service and joint college selection is made in conjunction with selection for promotion to the ranks of lieutenant commander (LCDR) and commander (CDR).

c. **Selection Period**. Officers remain selected for a service or joint college until they fail to select to the next higher rank, with the exception of a selection failure to the rank of captain (CAPT)) after the maximum number of eligible looks.

d. Officers will be screened in conjunction with milestone screen boards for ILC and SLC respectively. Officers who have screened for, or who have remaining looks for the next community milestone, are considered due-course and are eligible for service and joint college assignments. Exhibit 2 provides eligibility requirements for all officers. Exceptions to these requirements will be adjudicated on a case basis by NAVPERSCOM (PERS-440).

e. All officers selected for promotion to CAPT are considered to be selected for SLC, unless they have previously attended while holding the rank of CDR.

f. To ensure officers attending service and joint colleges demonstrate the potential to provide intellectual leadership and sound judgment at the highest levels of defense, all nominations for service and joint colleges shall be administratively screened within NAVPERSCOM to ensure continued eligibility before final assignment. Nominees for these programs must be the highest quality officers.

g. The following minimum qualifications must be met before an officer is assigned to a service or joint college:

(1) All O-5 officers must have no more than 23 years of commissioned service at class convening date. All O-6 officers must have no more than 24 years of commissioned service at class convening date. There is no maximum age for an O-6 provided the officer has sufficient time on active duty remaining to complete the required obligated service (OBLISERV).

(2) Minimum rank of O-4 select for ILC course and minimum rank of O-5 select for SLC. Rank waiver approval rests with NAVPERSCOM, Career Management Department (PERS-4). Detailers will initiate waiver requests and route to NAVPERSCOM (PERS-4) for approval via NAVPERSCOM (PERS-440C) and NAVPERSCOM, Staff/RL Officer Career Management Division (PERS-44). Rank waivers are only considered for officers attending the Navy ILC and SLC. Education waiver approval guidelines are listed in Exhibit 2. Any exceptions to these guidelines will be vetted through NWC. The waiver package will consist of an endorsement by the detailing division director and the officer’s performance summary record.

(3) Undergraduate degree from an accredited institution;

(4) Personal desire to attend;

(5) Ability to perform and contribute at the graduate level;

(6) Community recommendation;

(7) Potential for continued leadership and management growth;

(8) Potential to promote to CDR (failure of selection disqualifies an officer from attending). Failure of selection to O-6 is allowable.

(9) Follow-on joint duty potential;

(10) Must have passed or been excused from the most recent physical fitness assessment;

(11) SLC to include NDU, JFSC, and the service colleges will exclusively teach JPME Phase II and completion of JPME Phase I credit will be a prerequisite. Direct entry waiver (DEW) approval for officers who do not have JPME I and who are proposed for SLC rests with the joint staff and are limited by law to no more than 10 percent of the convening class. DEW for Navy personnel will be routed via NAVPERSCOM (PERS-440) for forwarding by NAVPERSCOM (PERS-45J) to the joint staff for approval;

(12) Officers attending an international college must be sufficiently fluent in the language of the host country to undertake the course of instruction. Preparatory language training may be provided (if necessary);

(13) Sufficient time for service obligation must be considered in the assignment process.

8. **NDU and Service College Descriptions**

a. **NWC**. The mission of the NWC is to enhance the professional capabilities of its students to make sound decisions in both command and management positions and to conduct research leading to the development of advanced strategic and tactical concepts for the future employment of naval forces. Courses available include the College of Naval Warfare Course for CDRs and CAPTs, and the Command and Staff Course for LCDRs.

b. **NDU**:

(1) NDU is involved with the development of officers for the exercise of joint high-level policy and staff functions. Focus is placed on the study of interdependence of the factors of national power, as well as the economic and industrial aspects of national security and resource management.

(2) Officers may attend the National War College or the ES only if their effective date of promotion to the grade of O-5 falls on or before 1 August of each respective academic year. This policy ensures the desired level of seniority for students attending these institutions, thereby enhancing the overall educational experience.

c. **JFSC:**

(1) The mission of the Joint and Combined Warfighting School (JCWS) is to produce graduates capable of creatively and effectively planning operational level warfighting for joint and combined military forces while integrating the effects of the U.S. Government, nongovernmental organizations, and international organizations to ensure the success of combatant and joint task force commanders operating within an uncertain operating environment.

(2) The mission of JAWS is to populate the joint staff and combatant commands with officers expert in the joint planning processes and capable of critical analysis in the application of all aspects of national power across the full range of military operations. Students must be capable of synergistically combining existing and emerging capabilities in time, space, and purpose to accomplish operational or strategic objectives.

d. **Other Service Colleges:**

(1) Assignment of naval officers to other service colleges is critical to promote understanding of Navy capabilities and achieving the joint diversity required for each institution to maintain its JPME accreditation status.

(a) As the institution authorized to grant JPME accreditation, CJCS has directed that the seminar mix for both ILC and SLC institutions should include at least one officer from each of the two non-host military departments.

(b) Per reference (c), §2155, the percentage of students enrolled in any joint professional military education who are officers of the host service, may not exceed 60 percent with the remaining services proportionally represented. The JPME quota plan promulgated by OPNAV (N15) is based on annual CJCS direction that distributes quotas among the various sea service components, Navy, Marine Corps, and Coast Guard.

(2) Navy officers shall be assigned to the Air Force, Army, and Marine Corps service colleges per JPME quota plan.

(3) Unrestricted line officers shall be assigned to various international military colleges where PME is provided.

(4) Exchange and country-to-country agreements have been established. Quotas for international military colleges shall be incorporated into the JPME quota plan.

9. **OBLISERV for Service Colleges**

a. Officers accepting orders to the U.S. or international service colleges incur an active duty obligation of 2 years, commencing upon completion of the course of instruction. The obligation is served concurrently with any other service obligation. While completing JPME requirements at an ILC or

SLC, officers may earn a master’s degree if offered by the institution. There is no additional service obligation for a master’s degree obtained as a result of pursuing JPME (i.e., a master’s degree from a war college obtained while attending JPME I or JPME II).

b. A member will incur a 2-month obligation for each month of language training provided in preparation for assignment to an international military college. This obligation as a result of language training commences upon completion of the language training and is served concurrently with any other service obligation.

c. No OBLISERV is incurred by attendance at JCWS.

10. **Fellowship Programs.** JPME credit for participation in certain fellowship programs such as the Federal Execution Fellowship, White House Fellowship, SECDEF Corporate Fellowship, and the Legislative Fellowship do not satisfy joint matters learning areas specified by reference (c), §107 for award of JPME credit.

EXHIBIT 1
SERVICE COLLEGE LIST

DOMESTIC SERVICE COLLEGES:

Senior	Intermediate
College of Naval Warfare (CNW) at Naval War College (NWC)	College of Naval Command and Staff (CNCS) at Naval War College
Air War College (AWC)	Air Command and Staff College (ACSC)
Army War College (USAWC)	Army Command and General Staff College (ACGSC)
USMC Top Level School (MCWAR)	Marine Corps Command and Staff College (MCCSC)

JOINT JPME INSTITUTIONS:

Senior	Intermediate
National War College	
Dwight D. Eisenhower School for National Security and Resource Strategy (ES)	
Joint Advanced Warfighting School (JAWS)	
Joint Combined Warfighting School (JCWS)	

INTERNATIONAL MILITARY COLLEGES:

Senior	Intermediate
Argentine National Defense School	Argentine Naval War College in Command
Australian Defense College	Australian Joint Staff College
Indian National Defense College	Brazilian Naval War College
Inter-American Defense College	Canadian Forces Command and Staff College
Israeli Defense Force National Defense College	Baltic Defense College
Japanese National Institute for Defense Studies	Belgian Defense College Advanced Staff College
NATO Defense College	Brazilian Naval War College
Pakistan National Defense College	Canadian Forces Joint Command and Staff College

Senior	**Intermediate**
Peruvian Naval War College	Chilean NWC
South African Navy Command and Staff College	French Joint Defense College
Turkish National Security College	German General/Admiral Staff College
	Indian Defense Service Staff College
	Indonesia Naval Command and Staff College
	Italian Joint Services College
	Japanese Maritime Self Defense Force Staff College
	Korean Naval Command and Staff College
	Singapore Command and Staff College
	Spanish Armed Forces Joint Staff and Command Course
	Western Hemisphere Institute for Security Cooperation
	Uruguayan Naval War College

EXHIBIT 2
WAR COLLEGE ELIGIBILITY GUIDELINES

SENIOR WAR COLLEGE		
Rank	**Candidate Pool**	**Eligibility Requirement**
CAPT	All CAPT	Must have no more than 24 years of commissioned service at class convening date.
CDR	All CDR	Due course officers who have screened for or still have looks remaining, competitive for next career milestone at the O-5/O-6 pay grade, and have no more than 23 years of commissioned service at class convening date.

INTERMEDIATE WAR COLLEGE		
Rank	**Candidate Pool**	**Eligibility Requirement**
LCDR	URL RL and Staff Corps	Due course officers who have screened for or still have looks remaining and are competitive for next career milestone at the O-4 pay grade.

EXHIBIT 3

NAVPERSCOM (PERS-4) RANK WAIVER GUIDELINES

SENIOR WAR COLLEGE		
Rank	**Candidate Pool**	**Eligibility Requirement**
LCDR	Post Department Heads	Clear contenders for CDR command (must be in-zone for next O-5 board, competitive hard break out with a #1 or 2 ranking)
LCDR	RL and Staff Corps	Clear contenders for O-5 Milestone (must be in-zone for next O-5 board, competitive hard break out with a #1 or 2 ranking)
** NWC is the only service college that will accept LCDRs into senior course. Waiver authority is at NAVPERSCOM (PERS-4). Exceptions adjudicated by NAVPERSCOM (PERS-4) on a case basis. No more than 25 percent of the rolling class can be waivered.		

INTERMEDIATE WAR COLLEGE		
Rank	**Candidate Pool**	**Eligibility Requirement**
LT	Post Second Sea Tour (Aviation)	Competitive hard break out with an early promotion (EP) recommendation (if possible) and at least 8 years of commissioned service
LT	Post Division Officer (Surface, Subs)	Competitive hard break out with an EP recommendation (if possible) and at least 8 years of commissioned service
** Naval War College is the only service college that will accept LTs into an intermediate course. Waiver authority is at NAVPERSCOM (PERS-4). Exceptions will be adjudicated by NAVPERSCOM (PERS-4) on a case basis. No more than 12 percent of the rolling class can be waivered.		

MILPERSMAN 1301-906

NAVY OFFICER LEADERSHIP CONTINUUM TRAINING

Responsible Office	NAVPERSCOM (PERS-45)	Phone: DSN COM	882-3516 (901) 874-3516
	Center for Personal and Professional Development (CPPD)	Phone DSN COM	492-5600 (757) 492-5600

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVADMIN 033/06 (b) OPNAVINST 1412.14 Command Qualification Program

1. **Purpose**. To establish procedures for officers to attend leadership training courses.

2. **Background**. Reference (a) reiterates the mandatory leadership training for personnel at key career points, the details of the leadership continuum, and establishes attendance criteria. Reference (b) sets the minimum standards for qualifying and screening of officers for command.

3. **Policy**

a. Most officers in communities with established training pipelines en route to division officer (DO) and department head (DH) billets receive the required leadership training course as a portion of that pipeline. Officers who are in career fields without en route pipelines and who need DO or DH courses will receive the leadership training courses at one of the centers for personal and professional development (CPPD) learning sites. Exhibit 1 delineates which officer communities receive the courses during an existing pipeline and which will necessitate an intermediate stop for leadership training at a CPPD learning site.

b. All prospective commanding officers (PCOs) and prospective executive officers (PXOs) receive their leadership training via an intermediate stop at the Command Leadership School (CLS) while on permanent change of station (PCS) orders en route to their leadership assignment. Officers going to an O-4/O-5 officer-in-charge (OIC) tour may attend on a case by case basis.

c. All officers who are screened and headed to billets designated as major command and previously attended the PCO Leadership Course will attend the Major Command Leadership Course (MCLC) via an intermediate stop at the CLS while en route to their leadership assignment.

d. Command Spouse Leadership Course (CSLC) is offered at the CLS for the spouses of PCOs. The intention is for spouses to attend this course one time only while the Active Duty (ACDU) member is attending command leadership training. An invitation for spouses will be included in the orders and all PCOs will be required to verify the attendance or nonattendance of their spouse with the Director, Command Leadership School. All orders for officers attending the CLS will include authorization for spouses to attend the 1 week CSLC. Quotas are obtained directly from the CLS and directions are outlined in the orders on how to enroll the spouse.

e. Leadership training is mandatory for all officers serving in leadership positions. Officers will attend leadership training prior to every command tour regardless of previous CLS attendance, with one exception; if an officer has graduated from a CLS, PCO, or PXO course and is rolling to a consecutive leadership tour that requires the identical CLS course, then Deputy Chief of Naval Personnel (PERS-0) may waive the requirement to attend the course again. Officers going to all aviation XO/CO fleet-up, all SWO XO/CO fleet-up, and Navy recruiting district XO billets who fleet-up will attend Commanding Officer Leadership Course (COLC).

f. Officers assigned to OIC billets may attend the leadership course, denoted in Exhibit 1, on a case by case basis as deemed appropriate by Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4) in coordination with the cognizant immediate supervisor in command.

4. **Action**

a. PCS orders for officers en route to leadership tours who do not receive leadership training during an existing pipeline, to include training received at initial accessions sources, will include an intermediate stop for leadership training at a CPPD learning site.

b. Use Exhibit 1 matrix to determine leadership training attendance via existing pipeline or via CPPD learning site during PCS transfer.

c. Quotas are obtained directly through the Enterprise Naval Training Reservation Systems. Detailers should advise their constituents to confirm time and location of training through the leadership page of Navy Knowledge Online. Exhibit 2 lists primary sites where CPPD officer leadership courses are delivered.

d. Any officer unable to attend the appropriate DO or DH leadership course must receive a waiver from DCNP (BUPERS-00B). This waives attendance en route only.

e. Attendance at CLS is mandatory prior to assuming command, unless waived by CHNAVPERS per reference (b).

EXHIBIT 1
OFFICER LEADERSHIP DEVELOPMENT COURSES

Division Officer Leadership Course (DIVOLC) [CIN: P-7C-0100]

Communities receiving during pipelines		Communities receiving at CPPD (En Route PCS)	
Special Warfare	Judge Advocate General	Special Operations	
Submarine	Limited Duty Officer/Chief Warrant Officer	Aviation Maintenance Duty Officer	
Aviation	Civil Engineer Corps	Public Affairs Officer	
Information Warfare	Chaplain	Nurse Corps (Reserve Officer Training Corps (ROTC) option)	
Intelligence	Supply		
Dental/Nurse/ Medical Service Corps	Surface O-1 and 0-2 (Part of BDOC)		

DEPARTMENT HEAD LEADERSHIP COURSE (DHLC) [CIN: P-7C-0101 and P-7C-0103]

Communities Receiving During Pipelines		Communities Receiving at CPPD (En Route PCS)	
Surface (O-3)		Aviation	Medical/Dental/Nurse/ Medical Service Corps
Submarine		Special Operations	Aviation Maintenance Duty Officer
Supply		Special Warfare	Aviation Engineering Duty Officer
		Information Warfare	Chaplain
		Intelligence	Judge Advocate General
		Limited Duty Officer/ Chief Warrant Officer	Public Affairs Officer
		Oceanographer	Civil Engineer Corps
		Information Professional	Human Resources

Executive Officer Leadership Course (XOLC) [CIN: P-1B-0005]

For officers, typically O-4 and above, going to designated XO or "XO equivalent" billets and officers en route to O-3 or O-4 OIC tours.

Commanding Officer Leadership Course (COLC) [CIN: P-1B-0004]

For officers (typically O-4, O-5, and O-6) going to a command, regardless of previous CLS attendance, with one exception; if an officer has graduated from a CLS, PCO, or PXO course and is rolling to a consecutive leadership tour that requires the identical CLS course, then Deputy Chief of Naval Personnel (BUPERS-00B) may waive the requirement to attend the course again. Officers going to an O-4/O-5 OIC tour may attend on a case by case basis. Officers going to all aviation XO/CO fleet-up, all SWO XO/CO fleet-up, and Navy recruiting district XO billets that fleet-up will attend COLC.

Major Command Leadership Course (MCLC) [CIN: P-1B-0060]

For all officers (O-6) who are screened and headed to designated major command billets and previously attended the PCO Leadership Course.

NOTE: Quotas for Newport, RI students (XOLC/COLC/MCLC/CSLC) should be obtained directly from the CLS point of contact (POC) shown in Exhibit 2.

EXHIBIT 2
Navy Leadership Learning Sites

Learning Sites	Courses Offered
Command Leadership School 440 Meyerkord Avenue Newport, RI 02841-1617 COMM: (401) 841-7422/6382 DSN: 948-7422/ https://www.netc.navy.mil/centers/CPPD/CLS/	MCLC COLC XOLC CSLC (Spouse Course)
CPPD Learning Site San Diego 3975 Norman Scott Road Suite 3 San Diego, CA 92136-5504 COMM: (619) 556-8689 DSN: 522-8689	DHLC DIVOLC
CPPD Learning Site Dam Neck Annex 1905 Regulus Avenue 2nd deck Virginia Beach, VA 23461-2009 COMM: (757) 492-5700 DSN: 492-5700	DHLC DIVOLC
CPPD Learning Site Pensacola NTTC Corry Station 640 Roberts Ave, Bldg 511 Pensacola, FL 32511 COMM: (850) 452-6413/6416 DSN: 922-6413/6416	DIVOLC
Officer Training Command 291 Kollmeyer Street Newport, RI 02841-1524 COMM: (401) 841-2921/4321 DSN: 948-2921/4321	DIVOLC

Surface Warfare Officer School (SWOS) 446 Cushing Road Newport, RI 02841-6382 COMM: (401) 841-4957/4958 DSN: 948-4957/4958	DHLC
SWOS Learning Site Norfolk Mitscher Center 1474 Gilbert Street Norfolk, VA 23511-2612	DIVOLC (Incorporated into BDOC)
SWOS Learning Site San Diego 3975 Norman Scott Road San Diego, CA 92136-5599	DIVOLC (Incorporated into BDOC)
Navy Supply Corps School Naval Station Newport 1378 Porter Road Newport, RI 02841-1210 Tel: 401-841-4826	DHLC DIVOLC
Naval Submarine School Box 700 Groton, CT 06349-5700 COMM: (860) 694-3637 FAX: (860) 694-3637	DHLC DIVOLC

MILPERSMAN 1306-020

ASSIGNMENT AND CLASSIFICATION OF PERSONNEL ASSIGNED A LIMITED DUTY (LIMDU) DESIGNATOR

Responsible Office	NAVPERSCOM (PERS-4821)	Phone: DSN COM FAX	882-3229 (901) 874-3229 882-2622

1. **Policy**. Directives provide for retention on active duty for specified periods of time certain personnel whose physical condition falls below the standard normally acceptable for retention. When such members are retained on active duty they will be assigned to duty after classification by Navy Personnel Command (NAVPERSCOM), Disability/Retirement/LIMDU Section (PERS-4821) into one of the following categories:

Designator Number	Status
L-1	Approved for Temporary Limited Duty by NAVPERSCOM (PERS-4821).
L-2	Pending Physical Evaluation Board proceedings.
L-3	Return to duty (RTD).
L-4	Approved for Permanent Limited Duty by NAVPERSCOM (PERS-4821). CONUS or overseas shore duty.
L-5	Approved for Permanent Limited Duty by NAVPERSCOM (PERS-4821). CONUS shore duty only.
L-6	Pending Temporary Disability Retirement.
L-7	Pending Permanent Disability Retirement.
L-8	Pending Separation Intentional Misconduct or Willful Neglect (IMWN) or Incurred During Unauthorized Absence (IDUA).
L-9	Pending Disability Separation with Severance Pay.
L-M	Approved Assignment Limited Designation by NAVPERSCOM (PERS-40BB).
L-T	Pending Disability Separation without Severance Pay Existed Prior to Service (EPTS/EPTE).

2. **Change/Removal**. These designators shall not be changed or removed unless authorized by NAVPERSCOM (PERS-4821) or NAVPERSCOM, Enlisted Distribution Division (PERS-40BB).

MILPERSMAN 1306-100

ENLISTED DISTRIBUTION MANAGEMENT SYSTEM

Responsible Office	NAVPERSCOM (PERS-4013)	Phone: DSN COM FAX	882-4517 (901) 874-4517 882-2595
	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUPERSINST 1080.53, Enlisted Distribution and Verification Report Users' Manual (EDBRMAN) (b) OPNAVINST 1000.16K

1. **Purpose**. This article addresses the Enlisted Distribution Management System for active duty United States Navy (USN) personnel.

2. **Background**

a. Billet control, personnel procurement, training, and distribution are processes in the Enlisted Distribution Management System. Authorized billets are the Navy's yardstick for measuring personnel management's ultimate objective of placing the right Sailor in the right job.

b. Procurement and training managers, major manpower claimants, and fleet commanders are continually striving to build the personnel base to support the requirements while personnel distributors (Navy Personnel Command (NAVPERSCOM) and manning control authorities (MCAs)) are faced with the challenge of how to best assign personnel excesses and shortages to most nearly meet the billet requirements.

3. **Distribution Management Controls**

a. **Functions of Distribution Management Controls**. To support Deputy Chief of Naval Personnel's (DEPCHNAVPERS) responsibility for controlling assignment of enlisted personnel and fleet commander's responsibility for readiness of activities under their command, three distinct and separate functions of

enlisted distribution management controls were established. These are **allocation control**, **manning control**, and **assignment control**.

(1) **Allocation Control**. Allocation control is the function of allocating available personnel resources to the MCAs, NAVPERSCOM, and or U.S. Fleet Forces. **For USN/Full Time Support (FTS) personnel,** this control is exercised by NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013).

(2) **Manning Control**. Manning control consists of two functions - manning and placement.

(a) **Manning** is the function of determining the quality, quantity, and priority for assignment of personnel to all billets within a composite.

(b) **Placement** is the function of communicating unit personnel vacancies to the assignment control authorities (ACAs) and directing the order in which these vacancies are to be filled.

(3) **Assignment Control** is selecting, detailing, and ordering of particular Sailors to fill requisitions per manning levels and priorities designated by the MCA.

(a) **For USN/FTS personnel**. NAVPERSCOM, Enlisted Distribution Division (PERS-40) is the ACA for all USN/FTS personnel.

(b) **Availability Time Table**. A Sailor becomes available to the ACA for detailing purposes 9 months prior to the Sailor’s projected rotation date (PRD), but the ACA cannot move them more than 3 months early or 4 months late without MCA concurrence.

b. **Assignment of an Activity to an MCA**. All activities are assigned to one of two MCAs. All sea commands and commands in direct support of the fleet fall under Commander Fleet Forces Command. All other shore duty relating to training, recruiting, and joint commands remain under Commander Naval Personnel Command.

c. **Availability Time Table**. A Sailor is an asset under the control of the MCA from the time of issuance of orders to an activity under that MCA, until 3 months prior to the Sailor’s PRD.

4. **Supporting Information Systems**

a. To support allocation, manning, and assignment control functions, three automated personnel management information systems have been developed. They are as follows:

(1) **Projection System**, supporting the allocation control function.

(2) **Navy Manning Plan (NMP)**, supporting the manning function.

(3) **Personnel Requisition System**, which supports the placement function.

b. These systems assist personnel managers to allocate total Navy personnel resources to the major composites, apportion available personnel assets among activities within a composite, and measure personnel needs while establishing activity's priorities for the assignment of personnel.

5. **Projection System**

a. **Functions**. The projection system has two major functions as follows:

(1) **Personnel Strength Projection**. The first function is to predict what the Navy distributable personnel strength will be 9 months in the future. **NOTE**: These predictions are based on the number of personnel already assigned to commands, a survey of Sailors who are under orders to be transferred from one requirement to another, and measurement of personnel available for assignment.

(2) **Personnel Allocation**. The second function is to equitably allocate available personnel assets to each composite.

b. **Distributable Communities**. For distribution purposes, Navy enlisted personnel are assigned to distributable communities. Distributable communities are specified Navy Enlisted Classifications (NECs) or ratings composed of billets. They are also personnel who are on board for duty and not in the Sailors’ account as students, transients, patients, prisoners, or holdees who are counted using the assigned rate fields in Exhibit 1, or distribution NEC fields as shown in reference (a).

(1) **Management of Distributable Community**. NAVPERSCOM (PERS-4013) exercises management control over all distributable communities by establishing, maintaining, publishing and controlling the hierarchy of the structure of distributable communities. They analyze and coordinate actions on all recommended changes and implement approved changes to the structure of distributable communities.

(2) **Management by Ratings or NEC**. Normally, personnel assets and billets are managed by ratings; however, because of highly specialized training, certain members and billets are managed by NEC independent of rating. When NAVPERSCOM (PERS-4013) determines that an NEC will be managed as a distributable community, independent of rating, the NEC is designated either "**Closed Loop**" or "**Transitory**." The distinction between these two NEC categories is based on the manner in which personnel are projected for assignment.

(a) **Closed Loop NEC**. The Closed Loop NEC distributable community consists of personnel who are projected and assigned to consecutive tours within that NEC skill area. **NOTE**: A Closed Loop NEC distributable community is normally associated with one rating or group of ratings sharing a common occupational skill in which the Sailor has earned a highly specialized talent within Sailor’s general rating experience. This Sailor is managed based solely on this NEC skill.

(b) **Transitory NEC**. The Transitory NEC distributable community consists of a variety of ratings sharing a common supplemental skill which may not be generically associated with the Sailor’s actual rating.

1. This Sailor is managed by the NEC only during the period in which the Sailor is serving in a requirement requiring that NEC skill. Upon completion of a Transitory NEC tour, the member is reassigned to a requirement within Sailor’s primary rating.

2. A complete list of distributable community NECs and ratings is available through the Active Readiness Information System program.

3. All enlisted personnel and billets belong either to an NEC distributable community or a rating distributable community.

4. Rating distributable communities are normally established within both the sea **and** shore composites; however, NEC distributable communities may be established in either the sea composite, shore composite, or both.

5. NECs which are not defined as distributable communities, but which are used to identify **special categories** of personnel assignments, are called **pseudo distributable community NECs**.

6. NAVPERSCOM (PERS-4013) also maintains the pseudo distributable community NEC listing. See Exhibit 2.

c. **Billet Structure Subdivision**

(1) **Subdivision by Detailing Composites**. Having determined the Sailors and billets which will be managed by rating or NEC, the total Navy billet structure is subdivided into detailing composites.

(a) **Sea or Shore Subdivision**. The first division designates billets as either sea or shore. This sea/shore division indicates whether a billet is counted as sea duty or shore duty for personnel rotation.

1. **Shore Composite**. If an activity has a sea/shore Type Duty Code "1" (CONUS shore duty) or "6" (overseas preferred shore duty), the activity's billets are placed in the **shore composite**.

2. **Sea Composite**. The remainder of the billets (i.e., sea/shore Type Duty Codes "2," "3," and "4") are placed in the **sea composite**.

a. **Sea Composite Subdivisions.** The sea composite is further subdivided into the following:

(1) **Submarine billets**.

(2) **Non-submarine billets**. The non-submarine composite is termed the "sea-surface/air" composite.

(b) **Shore, Sea-Surface/Air, and Sea-Submarine Subdivisions**. The shore, sea-surface/air, and sea-submarine composites are again subdivided into seven pay grades (e.g. pay

grades E-1 through E-3 are considered one pay grade in this division).

(c) **Pay grade Subdivisions**. Finally, each pay grade is subdivided into two MCAs representing the billets for which each MCA has responsibility.

(2) **Strength Projection/Personnel Asset Allocation**. The end result is to project future personnel strength and allocate personnel assets to each MCA by pay grade within the rating or NEC.

6. **Navy Manning Plan (NMP)**. Since distributable personnel assets rarely equal manpower requirements, distribution managers are faced with the problem of how best to utilize assets, which are short, or in excess of manpower requirements.

a. **Manning Plan for Distribution of Assets**. Solution of this problem requires a "manning plan" which will determine how shortages and excesses shall be distributed. This plan is termed the NMP. Using the projected level of assets for a composite and the billets authorized (BA) each activity, the NMP determines the most equitable level of manning an activity can expect for each detailing composite.

b. **Normal or Directed Manning Procedures**. The manning plan of a rating is determined under either "**normal**" or "**directed**" manning procedures.

(1) **Normal**. Determination of an activity's NMP under normal procedures indicates the activity plan is representative of its "fair share" of the predicted personnel assets for the MCA and composite.

(2) **Directed**. Directed manning indicates a Chief of Naval Operations (CNO) or MCA’s decision to man the activity at a level other than normal manning.

c. **NMP Procedure Determination Rule**. The procedure under which an activity's manning plan has been determined is indicated by the NMP rule displayed per section 5 of reference (a).

(1) A **numeral 1** or **2** as the first digit of the NMP rule indicates the activity's manning plan was determined under directed manning procedures. **NOTE**: **Numeral 1** indicates manning at a level other than 100 percent and **numeral 2** indicates 100 percent manning of BA.

(2) The **numeral 9** means the activity's manning was determined under normal (fair share) procedures. Since directed manning reflects a CNO or MCA decision, no "fair share" computation techniques are applied to these plans.

(3) Prior to computing a **normal** manning plan, all **directed** manning billets and personnel assets committed to those billets are **subtracted** from the total number of billets and assets allocated to the MCAs.

7. **Personnel Requisition System**. The Projection System predicts the level of personnel assets and provides a base upon which the MCA can build a manning plan to apportion the assets to each activity. Each MCA must communicate their activities' qualitative and quantitative personnel needs to the ACA. This communication is provided by the Personnel Requisition System.

a. **Personnel Requisition Functions**

(1) Measure activity personnel needs to bring the activity first to its manning plan and second, if assets become available, from manning plan to full BA. These needs are communicated as personnel requisitions.

(2) Communicate to the ACA in what priority sequence personnel are to be assigned to activities to fill their requisitions.

b. **Measurement of Personnel Needs**. The Personnel Requisition System measures the personnel needs of each activity for the forthcoming 9 months by comparing projected on board assets to the NMP and NMP to BA.

(1) The result of this measurement is a personnel requisition indicating to the ACA the rating or NEC required by the activity and the month in which the Sailor is required on board.

(2) The requisition specifies whether the Sailor is needed to bring the activity to NMP ("N" requisition); BA ("A" requisition); or represents a pay grade imbalance ("P" requisition).

c. **Sequence of Assignments - Priority to Certain Activities for Personnel Assignment**. The CNO and the MCAs have directed that certain activities be given priority in the assignment of

personnel assets. These priorities are termed **CNO Priority 1 and 2**, and **MCA Priority 3**.

(1) Reference (b) contains a detailed explanation of these priorities, their usage, and how personnel assets are allocated to meet the priorities.

(2) The priority that is assigned to a rating or NEC within an activity is indicated by the second digit of the NMP rule displayed in section 5 of reference (a).

(a) A "**0**" indicates no priority.

(b) A "**1**," "**2**," **or** "**3**" indicates a **CNO priority 1 or 2,** and **MCA priority 3**.

(3) Within each priority, the MCAs have further directed that requisitions be arranged in a sequence based on a sum of factors as the date the member is needed (take-up month), the activity's percentage of manning, deployment status, and mission assignment.

(4) The result is an arrangement of all activity requisitions in a priority order, which indicates to the detailer the MCA's desired sequence in which the requisitions are to be filled.

8. **System Dynamics**. The supporting systems for enlisted distribution operate to optimize future assignments considering all personnel transactions that are planned and recorded in the personnel management information system. This information is constantly changing.

a. **Accurate Accounting is Critical**. Correct reflection of an activity's needs in the personnel requisition is completely dependent on timely and accurate personnel and billet accounting. It is extremely important that activities thoroughly review reference (a) and manpower authorization to ensure their accounts are accurate.

b. **Reassignments**. The re-assignment of personnel prior to established PRD adversely impacts unit stability and Sailor morale; therefore, reassignments will not be made solely for the purpose of "leveling" where excesses have been created as a result of advancements.

(1) Efforts to achieve planned levels of NMP will be primarily concentrated on reduction of excesses by normal attrition and assignment of rotating personnel and accessions to NMP vacancies.

(2) Should normal rotation of personnel not satisfy a critical manning situation, reassignments of Sailors prior to their PRD may be required.

(3) Such reassignments shall be kept to a minimum and will be accomplished only upon the direction of NAVPERSCOM (PERS-4013) with approval from the respective MCA.

(4) Reassignment due to decommissioning/inactivation or major billet reductions shall be per MILPERSMAN 1306-1100 procedures.

c. **Operational Readiness is Paramount**. The ACA must issue orders as far in advance as practical when responding to the needs and desires of Sailors. The MCA must continually refine vacancies and priorities in evaluation of ever changing unit readiness. These two goals sometimes operate in opposition to each other; however, the readiness of operational units is paramount. Although the initial assignment decision rests with the ACA, the operational requirements of the MCA will be a primary factor in the process.

9. **Inquiries and Correspondence**

a. **Point of Contact (POC) for Unit Enlisted Manning**. Since the ACA responds only to deficiencies and priorities identified and directed by the MCAs, activities must ensure that all inquiries and correspondence regarding unit enlisted manning are addressed to NAVPERSCOM (PERS-4013), which performs the placement function as agent for the MCAs.

b. **POC - For Enlisted Personnel Matters that Affect Unit Manning**. Exhibit 3 provides the POC for correspondence concerning enlisted personnel matters that affect unit manning.

EXHIBIT 1

DISTRIBUTABLE COMMUNITY RATINGS

RATING	RCN	RATING	RCN	RATING	RCN	RATING	RCN
AB	6700	BM	0100	GM	0600	RP	2500
ABE	6704	BU	5600	GS	4440	SB	5350
ABF	6705	CE	5330	GSE	4401	SH	2490
ABH	6706	CM	5500	GSM	4402	SN	3600
AC	6600	CN	6000	HM	8000	SO	5320
AD	6200	CS	2200	HT	4300	STG	0401
AE	6800	CTI	1666	IC	4200	STS	0404
AEGF	AEGF	CTM	1633	IS	2300	SW	5700
AF	6080	CTN	1677	IT	1500	UC	5280
AG	7100	CTO	1644	LN	1750	UT	5800
AM	6900	CTR	1655	LS	2000	YN	1700
AME	6903	CTT	1611	MA	0150	MCPON	7900
AN	7800	CU	5080	MC	2600	FLTCM	7901
AO	6500	DC	4500	MM	3700	FORCM	7902
AS	7500	EA	5100	MN	0900	CNOCM	7903
AT	6300	EM	4100	MR	3900	CMDCM	7904
AV	6180	EN	3800	MT	0810		
AW	6400	EO	5410	MU	3300		
AWF	6404	EOD	5331	NC	1400		
AWO	6403	EQ	5380	ND	5340		
AWR	6401	ET	1000	OS	0300		
AWS	6402	FC	0700	PR	7000		
AWV	6405	FN	5000	PS	1800		
AZ	7400	FT	0800	QM	0200		

EXHIBIT 2

PSEUDO DISTRIBUTABLE COMMUNITY NEC LISTING

PSEUDO DNEC	SPECIAL CATEGORY
0051	Seaman, Male
0053	Recalled SELRES personnel

EXHIBIT 3

POLICY FOR INQUIRIES AND SUBMISSION OF CORRESPONDENCE CONCERNING ENLISTED PERSONNEL MATTERS

SUBJECT	SUBMIT TO	REFERENCE
Billets Authorized - Change, Revision or Correction	NAVMAC Via: Manpower Claimant	OPNAVINST 1000.16K
Priority Manning	MCA Via: TYCOM/BSO	OPNAVINST 1000.16K
Directed Manning	MCA Via: TYCOM/BSO	
Navy Manning Plan (NMP) - Change, Revision or Correction	MCA Via: TYCOM/BSO	
Manning Deficiencies - Command Readiness or Replacement	PERS-4013 Info: MCA TYCOM/BSO ACA	
Enlisted Manning Inquiry Report (EMIR)	PERS-4013 Info: TYCOM/BSO MCA ACA	MILPERSMAN 1306-108
Requisitions - Change, Revision, Correction, Priority	MCA Via: TYCOM/BSO	
Individual Requests	ACA Via: PERS-4013	MILPERSMAN 1306-110 MILPERSMAN 1306-112
Personnel Accounting (EDVR Corrections)	PERS-4013	EDVRMAN NSIPS

Definitions:

ACA: Assignment Control Authority
NAVPERSCOM: Navy Personnel Command
PERS-4013: NPC, Personnel Readiness and Support Branch
MCA: Manning Control Authority
NAVMAC: Navy Manpower Analysis Center
TYCOM: Type Commander
BSO: Budget Submitting Office (Major Manpower Claimant)

MILPERSMAN 1306-101

ENLISTED ASSIGNMENT SYSTEM

Responsible Office	NAVPERSCOM (PERS-40)	Phone: DSN COM FAX	882-4360 (901) 874-4360 882-2027

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1300.17A (b) NAVADMIN 249/09 (c) OPNAVINST 6000.1C (d) NAVADMIN 256/08

1. **Policy**

a. **Rotation Pattern**

(1) The normal rotation pattern, also referred to as “sea/shore flow,” throughout a career is a repetition of assignments at sea and ashore. The type of duty to which a Sailor will be reassigned is dependent upon completion of the sea or shore tour as specified in this article. To the maximum extent possible, initial assignments will be to sea duty afloat upon completion of initial entry training.

(2) This sea/shore flow pattern may be modified in individual cases due to variables such as assignment to duty overseas (either at sea or ashore) or for an entire rating with a billet orientation that is primarily within the continental United States (CONUS) and outside the continental United States.

b. **Discipline/Reassignment/Detachment for Cause**

(1) Nonperformance of duty or “problem personnel” will not be sufficient reason to transfer Sailors in response to command efforts "to get rid of them."

(2) In all cases of detachment for cause, full documentation and a determination of the advisability of separation processing will be made prior to reassignment.

Commander, Navy Personnel Command (NAVPERSCOM) has final approval authority for all enlisted detachments for cause.

c. **Assignment**. Enlisted detailers will adhere to the following policies pertaining to the assignment of enlisted Sailors. Neither race, creed, color, national origin, nor sex (except where stipulated per reference (a)) will be factors in nomination and assignment of Sailors.

(1) **Required Skills**. Sailors' skills must be appropriate for the billet, or training en route will be accomplished when possible.

(2) **Cost Factors**. Permanent change of station (PCS) orders will emphasize minimizing monetary expenditures while maximizing use of personnel skills and qualifications.

(3) **Family Considerations**. When possible, Sailors who have family member(s) in primary or secondary school will transfer during school breaks.

(4) **Equitable Distribution - Activity**. Sailors will be equitably distributed to all activities by experience and skill in proportion to billets authorized (BA) or Navy manning plan. Manning of an activity in excess of authorized billets is not authorized, unless Navy-wide excesses exist in a specific community.

(5) **Equitable Distribution - Personal**. Sailors will be assigned to a variety of duty assignments to gain experience necessary to advance and excel within their rating.

2. **Background**

a. Rotation among sea, shore, and overseas activities is directly influenced by the number of personnel available for assignment, BA, qualifications of Sailors, time on station, and PCS funding. Obligated service (OBLISERV) is required for transfer to a new duty location to provide for both personnel and command manning stability. Using projected authorizations, personnel inventory projections, and historical data sea/shore flow lengths have been developed for all communities.

b. DoD has established overseas tour lengths for all overseas areas where Sailors are stationed, and they generally reflect the desirability of duty in that area.

c. Tour lengths applied to the sea duty commencement date, shore duty commencement date, or date of departure from CONUS determine a Sailor's projected rotation date (PRD). The PRD is a planning date and reassignment may occur at other than the PRD due to needs of the Navy.

3. **Orders Negotiation**. The orders negotiation window is defined as the **9 to 7 month** period prior to the first day of a Sailor's PRD month per reference (b).

a. Early engagement prior to the negotiation window by the command retention team (to evaluate a Sailor's career aspirations and requirements) is highly encouraged.

b. At **9 months** prior to PRD, Sailors may begin negotiating with detailers and applying for jobs via **Career Management System/Interactive Detailing**.

c. Sailors who fail to negotiate orders upon reaching the **6-month** mark prior to PRD will be considered for a "Needs of the Navy" assignment and will be issued priority manning control authority (MCA) orders.

4. **Transfers Necessitated by or Restricted as a Result of Civil Involvement or Military Disciplinary Action**. When a Sailor commits or is accused of committing a civil or military offense which necessitates the Sailor's continued presence in the area for the purpose of civil or military hearings, trials, etc.; the Sailor will not normally be reassigned from the area.

a. For purposes of this article only, the following circumstances constitute reassignment:

(1) Transfer to a new duty station.

(2) Expiration of temporary additional duty (TEMADD) orders from a parent activity away from the area which would require the Sailor's return to the parent activity's locale. In circumstances involving military offenses only, returning to parent activity for disciplinary action may be appropriate.

(3) If a Sailor is attached to a mobile activity (e.g., ship, squadron, etc.), departure of the activity from the area.

b. Requests for disposition instruction in all such cases will be forwarded via the chain of command to NAVPERSCOM, Enlisted Distribution Division (PERS-40).

c. Requests for professional apprentice (E, A, S PACT) personnel will be addressed to NAVPERSCOM, Shore Special Programs Assignment Section (PERS-4010).

d. Requests must include details of the circumstances surrounding the case and recommended course of action.

5. **Sea and Shore Tour Lengths and Variations**. The length of tours at sea and ashore for each rating depends primarily on the ratio of shore billets to sea billets. Every effort is made to achieve the Chief of Naval Operations goal of a **3-year-sea/3-year-shore** rotation pattern.

a. The minimum tour at sea is **3 years**; the maximum is **5 years**.

b. Tour lengths are published by naval administrative messages.

6. **Sea Intensive Ratings**

a. A sea intensive rating is defined as a rating that has a sea/shore flow of 48/36 or greater.

b. Sea/shore flow ratios of 47/36 or 48/37 are not classified as sea intensive.

7. **Sea/Shore Flow**

a. Changes in sea/shore flow will be implemented so that Sailors within **6 months** of PRD will not be affected.

b. If a tour length is decreased, Sailors whose PRDs fall in the next fiscal year will remain in that fiscal year.

8. **Cross-Decking**. Cross-decking is the permanent reassignment of Sailors prior to PRD for the purpose of improving manning in critical skill areas and must be approved by the cognizant MCA.

a. Cross-decking is a last resort action when manning deficiencies cannot be resolved through the normal assignment process.

b. PCS costs will be considered when cross-decking and the use of Sailors already in the same homeport will be maximized.

c. A minimum period of **6 months** between deployments is required for Sailors who are cross-decked from one ship or squadron to another (except for assignments to SSBN/SSGNs).

d. Due to the unique nature of Ship, Submersible Ballistic Nuclear (SSBN)/Ship, Submersible Guided Nuclear (SSGN) operations; a minimum period of **30 days** in an off-crew status is required for Sailors who are cross-decked from an SSBN/SSGN to another submarine.

e. Sailors who volunteer may be reassigned earlier than the **6-month** period between deployments.

f. Sailors should have a minimum of **7 months** OBLISERV remaining, except when the proposed transfer is a cost transfer outside the same homeport/corporate limits, in which case the Sailor should have a minimum of 24 **months** OBLISERV remaining.

g. Based on readiness requirements, the cognizant MCA may (with an approved NAVPERSCOM waiver) authorize cross-decks from new construction ships (after commissioning) prior to the Sailor completing 24 months on board.

9. **Diverts**. Diverts are order modifications of Sailors due to higher priority requirements. Diverts must have MCA concurrence.

10. **TEMADD Assignments**. TEMADD is a short-term additional duty assignment directed and executed by the type commander, as authorized by the appropriate MCA. The TEMADD assignments are normally between units of a similar type duty.

11. **Partial Sea Duty Credit Compensation for TEMADD Periods Spent at Sea while Attached to Shore**. Sailors who are assigned to an activity classified as shore duty (i.e., sea/shore type duty code "1" or "6") and are directed by higher authority to perform TEMADD **on board** an activity classified as sea duty

(i.e., Sea/Shore Type Duty Code "2" and "4") may request compensation in the form of partial sea duty credit from NAVPERSCOM, Distribution Management and Procedures Branch (PERS-451).

a. TEMADD from Type Duty Code "1" or "6" to Type Duty Code "2" and "4." Sailors may request extension of current PRD or reduction of Prescribed Sea Tour (PST) upon return to sea duty. **Each** occurrence must meet the “days away” requirement based on the adjustment scale below. Sailors under orders at time of request will have their PST reduced for the TEMADD period **at sea**.

b. Partial sea duty credit may be authorized on a case-by-case basis under certain circumstances by NAVPERSCOM (PERS-451) for TEMADD assignment to a sea duty activity. Sea duty must be classified as Type Duty Code “3” or permanent assignment to a unit that requires Sailors to be on board a Type Duty Code “2” or “4” command while at sea, depending on but not limited to such factors as the type of mission, environment, and conditions under which the mission is performed. Requests from Sailors permanently assigned to units that require duty on board vessels while at sea (e.g., Afloat Training Group) must include actual day-by-day accounting of time spent on board while at sea in lieu of TEMADD orders.

DAYS AWAY	CREDIT MONTHS
1-30	0
31-60	1
61-90	2
91-120	3
121-150	4
151-180	5
181-210	6
211-240, etc.	7

c. Each request must indicate the Sailor’s choice of current PRD extension or reduction of PST. The following substantiating documents are required:

(1) TEMADD orders detailing exact "from" and "to" dates.

(2) A letter signed by the Sailor’s Commanding Officer (“By direction” not authorized) showing number of days actually

on board a command classified as Type Duty Code "2" or "4" sea duty.

d. Certified copies of TEMADD orders must show the **exact** departure and return dates, also the time onboard a command classified as Type Duty Code "2" or "4" sea duty for the days to count. Sailor must have reported onboard a command classified as Type Duty Code "2" or "4" sea duty for the time to be credited as sea duty.

e. Sailors will not normally receive sea duty credit if they are on full per diem (i.e., messing **or** berthing out in town).

f. Forward requests for PRD extension on shore duty to the Sailor’s detailer with supporting documentation indicated above.

g. Forward requests for PST reduction to the Sailor’s detailer with supporting documentation as indicated above.

12. **Pregnancy Assignments.** Sailors who become pregnant while assigned to sea duty will be transferred to shore duty prior to their 20th week of pregnancy. Sailors will be transferred to shore duty for the duration of the pregnancy and 12 months post delivery per references (c) and (d.

13. **Limited Duty (LIMDU) Assignments.** Sailors who become sick or injured while assigned to sea duty will be transferred to a servicing Transient Personnel Unit (TPU) until an Abbreviated Medical Review Board is completed. TPU will submit a YH availability report to NAVPERSCOM, Transient Prisoners Patients and Holdees Division (PERS-4013C1), which will make the LIMDU assignment as per MILPERSMAN 1306-1202.

MILPERSMAN 1306-102

TYPE DUTY ASSIGNMENT CODES

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4186 (901) 874-4186 882-2693

References	(a) OPNAVINST 1300.15A (b) OPNAVNOTE 5400 (Standard Naval Distribution List (SNDL))

1. **Type Duty Classification Codes**. Five types of duty designations or “types” are used to identify commands for establishment of sea/shore rotation. Each of these types of duty is credited as sea or shore duty for rotation purposes.

a. The types of duty are reflected in each command's Enlisted Distribution and Verification Report (EDVR) as a sea/shore code (SSC).

b. These codes are assigned and, when required, changed by Navy Personnel Command (NAVPERSCOM), Distribution Department (PERS-4).

c. To determine Type Duty Codes, the following criteria applies:

(1) **Shore Duty (Sea/Shore Type Duty Code "1")**:

(a) Duty performed in United States (U.S.) (including Hawaii and Anchorage, Alaska) land-based activities where members are not required to be absent from the corporate limits of their duty station in excess of 150 days per year.

(b) Long term schooling of 18 or more months.

(2) **Sea Duty (Sea/Shore Type Duty Code "2")**:

(a) Duty performed in commissioned vessels and deployable squadrons homeported in the U.S. (including Hawaii and Alaska).

(b) U.S. land-based activities and embarked staffs, which require members to operate away from their duty station in excess of 150 days per year.

(3) **Overseas Remote Land-based Sea Duty (Sea/Shore Type Duty Code "3")**: Duty performed in a land-based activity, which does not require members to be absent more than 150 days per year, but is credited as sea duty for rotational purposes only due to the relative undesirability of the geographic area.

(4) **Overseas Sea Duty (Sea/Shore Type Duty Code "4")**:

(a) Duty performed in commissioned vessels and deployable squadrons homeported overseas.

(b) Overseas land-based activities and embarked staffs, which require members to operate away from their duty station in excess of 150 days per year.

(5) **Overseas Shore Duty (Sea/Shore Type Duty Code "6")**: Duty performed in overseas land-based activities, which are credited as shore duty for rotational purposes. Members are not required to be absent from corporate limits of their duty station in excess of 150 days per year.

2. **Type Duty Redesignation**. When the mission, functions, or the relative desirability of the location of an activity changes, it may be appropriate to submit a request for change in Type Duty Code as described below. Periodic reviews of type duty designations will be requested to ensure compliance with the criteria established in para. 1.

a. Submit the request to NAVPERSCOM, Distribution Management and Procedures Branch (PERS-451) via the appropriate chain of command.

b. The appropriate immediate superior in the chain of command (ISIC) and manpower claimant must endorse all requests. Requests will be returned without action if not accompanied by the proper endorsements.

c. Minimum supporting documentation must include the following:

(1) Mission description.

(2) Individual personnel TEMPO (ITEMPO) concerns.

(3) For Sea/Shore Type Duty Code "3" requests, completed Tour Site Survey Data Sheet (included in reference (a)).

(4) Tabulation of number of days away from parent command during the last 2 years (6 months for newly established commands), using the format below.

NOTE: Divide number of days away by the total number of billet incumbent(s). 24 hours = 1 day.

SAMPLE FORMAT:

UIC: 01234
From: 1 October 2003 To: 1 October 2004

BSC	AUTH BILLETS	#PERS ASSIGNED	#DAYS AWAY
0010-PNC	1	1	150
0020-YNC	1	1	160
0030-SK1	1	0	0
TOTAL	3	2	310

310/2 = 155

3. **Type Duty Designation for Remote Land-Based Sea Duty**. Relative desirability of a geographic area will be considered when establishing type duty designation for remote tours and for Navy billets assigned to non-DOD activities.

a. Requests must be submitted using reference (a) Tour Site Survey Data Sheet in addition to the guidelines established in para. 2.

b. When two or more activities are in the same geographic area, the area coordinator (OPNAVNOTE 5400, part 2 section 4) is responsible for submitting a coordinated request.

c. The Tour Site Survey must include general information on the activity, population, geographic location, climate, housing, medical and dental support, education support, support services, transportation, social customs, and sociopolitical conditions.

MILPERSMAN 1306-104

PROJECTED ROTATION DATE (PRD)

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) CNO Washington DC 031833Z Dec 12 (NAVADMIN 361/12)

1. **Policy**. A projected rotation date (PRD) for a member's next tour is established when assignment orders are written. This PRD is based on a member's pay grade or projected pay grade (in the case of selects) at the time orders are written, and the community in which member will serve at the new duty station. There is no requirement to move members at their PRD, unless they are completing a required Department of Defense (DoD) tour overseas, or they have served the maximum amount of consecutive sea duty. The following applies:

a. Once established, PRDs may or may not be affected by advancement or reduction in rate.

b. A PRD will not normally be changed once established, unless there is a change made to the current sea/shore flow enlisted career path outlined in reference (a).

c. Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4) is authorized to adjust a PRD to that of the senior pay grade for members who are advanced in grade during their current tour.

d. Decisions to adjust a PRD will be based on overall manning within the command, projection of future assets to fill to the new PRD, and most importantly, to enhance the career development of the incumbent at the new pay grade.

2. **Establishing PRDs**. PRD determinations are based upon the following guidelines:

a. Distribution rates and Navy enlisted classification;

b. Spouse co-location tours, which are typically aligned with the member going to sea duty;

c. DoD area tours;

d. PRD is determined without regard to obligated service (OBLISERV), except for overseas tours;

e. PRDs will be established to reflect an accompanied tour for members with primary family members, or the all others tour for members who elect an unaccompanied tour;

f. PRDs are established as follows:

(1) **Continental United States (CONUS)** - Month member reports to new duty station.

(2) **Outside continental United States** - Month member departs CONUS.

(3) **Sea Duty (Type 2)** - Based on full prescribed sea tour (PST) and sea shore flow enlisted career path outlined in reference (a).

g. For first-term members, see MILPERSMAN 1306-126.

3. **Recording PRDs**. When assignment orders are written, the PRD will be reflected in the ultimate activity's Enlisted Distribution and Verification Report (EDVR).

4. **PRD Verification**. PRD verification is the responsibility of both the transferring and receiving activities. Tour length options available to the member, whether made before transfer or after being received aboard the new duty station, directly affect the PRD; therefore, it is essential that all such decisions be reported immediately by the transferring command or within 90 days after the member reports for duty by the receiving command. Reports shall be submitted to the cognizant assignment control authority, including circumstances and a recommended PRD.

a. PRDs will be verified in conjunction with service record and EDVR verification. If a PRD has not been assigned or appears erroneous, submit a PRD adjustment request.

b. A certified copy of NAVPERS 1070/605 History of Assignments will be forwarded to the appropriate detailer. NAVPERS 1070/605 may be accessed via the following link provided: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

5. **PRD Adjustment/Change**

a. PRDs cannot be changed by personnel diary entry.

b. NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013) will continue to process requests for submarine-designated 1 and 2 members.

c. All inquiries for Professional Apprentice Career Track SN/AN/FN will be addressed to NAVPERSCOM, Shore Special Programs Branch (PERS-4010).

d. PRD inquiries for situations not listed above will be addressed to the appropriate NAVPERSCOM code.

e. Requests for PRD adjustment for the following reasons will be addressed to the NAVPERSCOM (PERS-4013) contact listed on command's EDVR:

(1) Enlisted Manning Inquiry Report for a careerist indicating intention not to reenlist at expiration of active obligated service;

(2) Discrepancies found by NAVPERSCOM (PERS-4013) placement coordinators when staffing pre-deployment Personnel Manning Report or EDVR; and

(3) Members assigned to new construction or transitioning units.

f. Requests for adjustments of overseas tour PRDs shall be submitted by letter to NAVPERSCOM (applicable detailer). Such requests must contain sufficient information to facilitate an accurate determination. Examples of situations in which PRDs require adjustments:

(1) Correction of erroneous PRDs;

(2) Members reporting without family members, with movement of family members subsequently authorized;

(3) Family members arriving in a "tourist status," or newly acquired family members who subsequently become "command sponsored" family members;

(4) Return of family members not at the option of member, or as a result of misconduct; or

(5) Member voluntarily elects to serve accompanied tour.

6. **PRD Detailing Window**. Detailers may issue orders directing transfer up to 6 months prior to PRD, and up to 6 months after the established PRD. This PRD detailing window provides flexibility for an individual in negotiating orders, and for the detailer to accommodate duty preferences while meeting enroute-training requirements. It also provides a larger pool of members to match to requirements, improving fleet readiness by reducing billet gaps of key positions at sea and correcting sea/shore imbalances in some ratings.

7. **Special Procedures for PRD Management of Advanced Electronic Field (AEF) Program Members**. AEF Program members may be assigned to sea after completion of "A" School for a period of 18 months to gain at-sea experience prior to assignment to their guaranteed advanced training.

a. PRDs for these members are phased to ensure that sufficient members return to training to fill established "C" School quotas.

b. Consideration for adjustment of these PRDs will be given on a case basis (e.g., to complete a cruise, complete submarine qualifications) contingent upon favorable endorsement by the command and no resulting vacant "C" School seat.

8. **PRD Adjustments/Order Modifications to Accommodate Delivery Dates for Family Member's Child (Baby Holds)**. On a case-by-case basis, requests for PRD adjustments/modification of orders will be considered, and normally approved, to preclude family members' travel within 6 weeks on either side of estimated delivery date.

a. If special circumstances warrant, extensions beyond 6 weeks may be granted. A doctor's statement is not required by NAVPERSCOM; however, command approval shall be based on locally available documentation.

b. Unless otherwise directed, message request shall be submitted to NAVPERSCOM (info all concerned), and provide estimated delivery date in addition to any substantiating information.

9. **Broken Service**. Members separated from naval service while serving on sea duty, and subsequently returned to active duty within 90 days or within 6 months of separation (if assigned RE-R1 reenlistment code) will be assigned as follows:

a. **Zero to Six Months Remaining on PST -** Assigned to shore duty.

b. **Seven Months or More Remaining on PST -** Assigned to sea duty for a period of 12 months or the completion of PST, whichever is greater.

c. For members serving ashore and electing to be separated from active duty, their shore tour will be considered completed, regardless of the amount of time remaining on their normal shore tour. In the event such members later reenlist, they will normally be reassigned to sea duty.

MILPERSMAN 1306-106

TIME ON STATION (TOS) AND RETAINABILITY/OBLIGATED SERVICE (OBLISERV)

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693

References	(a) DODI 1315.18 of 12 Jan 2005 (b) Joint Federal Travel Regulations, Volume 1, Appendix Q (c) DODD 1100.4 of 12 Feb 05 (Guidance for Manpower Management)

Exhibit	1. Personnel Arrival without OBLISERV Report

1. **Purpose**. When considering members for permanent change of station (PCS) transfer, time on station (TOS) and retainability prescribed by reference (a) and this article must be reviewed.

2. **Policy**

a. The following general policies apply to the assignment and reassignment of members unless exempted by other articles, or Navy Personnel Command (NAVPERSCOM) specifically approves a waiver. Authority to deviate from these policies rests with NAVPERSCOM.

b. Low cost move (LCM) is a PCS move for which the total expected cost, including the member’s travel and transportation allowances and dislocation allowance (DLA), if applicable, does not exceed $1,000.00. LCMs are not curtailments and do not require general or flag officer waivers of TOS that are required for other moves. It is not necessary to adjust the member’s original tour completion date, nor for the member to have retainability beyond the original tour completion date.

3. **TOS Requirement for Reassignment**. TOS is the minimum amount of time a member is required to spend in the same geographic area in the continental United States (U.S.) (CONUS), overseas or at sea before executing a PCS transfer. Transfer within the

same geographic area is considered to be a PCS move for which the total cost, including the member's travel and transportation allowances and DLA does not exceed $1000.00.

a. TOS requirement is established to enhance operational readiness by stabilizing members in units, to help reduce PCS costs and improve the quality of life by reducing personal and/or family turbulence.

b. When all other factors are equal, TOS is the primary consideration in selecting members for reassignment.

c. TOS requirement for all assignments within or from CONUS is 36 months, or the applicable (unaccompanied or accompanied) Department of Defense (DOD) area tour for overseas locations listed in reference (b), and may be satisfied by one or more tours within the same geographic location. For example:

(1) A PCS transfer before completing a 36-month tour from a command in Norfolk, VA to a command in Little Creek, VA would not break the TOS requirement because the commands are in the same geographic area (approximately 12 miles apart). A transfer from Arlington, VA to Norfolk, VA before completing 36 months on board would break TOS because the areas are not considered to be in the same geographic region (approximately 193 miles apart).

(2) A PCS transfer within the same overseas geographic area before completing the required DOD Area Tour would not break TOS, or create the requirement to restart a new DOD area tour at the new command. Care must be taken, however, to consider the loss of Consecutive Overseas Tour (COT)/In-place Consecutive Overseas Tour (IPCOT) entitlement if less than the equivalent of two back-to-back unaccompanied tours is completed.

d. TOS in CONUS is computed from the month of arrival to the month of departure, inclusive. TOS overseas is computed from the date of departure from CONUS to the date of return to CONUS.

e. Members may be reassigned before completing the minimum TOS requirement under certain circumstances. Waivers of TOS requirements may be granted on a case-by-case basis by NAVPERSCOM.

f. In the case of two PCS transfers within the same fiscal year, a Secretary of the Navy Finding (SECNAVFIND) may be required for payment of a second dislocation allowance (DLA). See MILPERSMAN 1300-400.

g. Authorized exceptions (TOS waiver not required) to TOS requirements are as follows:

(1) Reassigned to an overseas or sea tour.

(2) Members in sea-intensive (48/36 sea/shore rotation or greater) rates are assigned from shore to sea duty. Requires 24-months TOS prior to transfer.

(3) Members are accessed, reassigned to a different duty station for initial skill training or are separated.

(4) Members are reassigned to a different duty station for training or educational purposes.

(5) Members are reassigned due to major weapon-system change or unit conversion (e.g., change of one type of aircraft to another). Does not include replacement of members selected for new systems or unit.

(6) Members are permitted the option to retrain into a new specialty and location in conjunction with reenlistment. Requires 12-months TOS prior to transfer.

(7) Members are permitted the option to select another location in conjunction with an established program to keep military couples together (spouse co-location). Requires 12-months TOS prior to transfer.

(8) Members are assigned to the Office of the Secretary Defense (OSD), Joint Chiefs of Staff (JCS), or defense agency where tenure is limited by statute or the provisions of reference (a) to a shorter tour.

(9) Members are serving under reference (c), which prescribes different assignments for management positions in the support activities.

(10) Members are reassigned under the Exceptional Family Member Program (EFMP) or for humanitarian reasons (HUMS).

(11) Members are reassigned to a different duty station in preparation for a unit deployment/move.

(12) Members being considered for reassignment are first-termers.

(13) Members in professional skills, such as doctors and lawyers, serving in assignments designated by Secretary of the Navy (SECNAV) for the purpose of validating professional credentials or for developing expertise in selected specialized skills before being assigned to independent duty without supervision.

(14) Members are disqualified for duty as a result of loss of security clearance, professional certification, nuclear certification, or medical qualification to perform, if no vacant billet exists within the limits of the same geographic location in which the member may serve pending re-qualification or re-certification.

(15) Members are reassigned as prisoners including assignments to and from confinement or reassigned for the purpose of standing trial.

(16) Members are reassigned from patient status.

(17) Members are curtailed for the purpose of traveling outside of the travel restriction for pregnancy of the member or spouse, or reassigned for the purpose of receiving adequate medical care, including curtailments of female members from unaccompanied tours because of the lack of adequate obstetric care.

(18) Members are involved in incidents that cause serious adverse publicity or embarrassment for the U.S. Government, that may jeopardize the mission, or that indicate the member is a potential defector.

(19) Members or their dependents are threatened with bodily harm or death and circumstances are such that military and civilian authorities are unable to provide for their continued safety. Appropriate investigative agencies (e.g., Navy Criminal Investigative Service (NCIS) and Office of the Judge Advocate General (JAG)) must verify the threats and circumstances.

(20) Members complete or are eliminated from a training or education program.

(21) Members are reassigned on a LCM as defined in para. 3 above.

(22) Secretary of Defense (SECDEF) waives completion of a full tour of duty in a joint assignment, and the action would otherwise require a waiver of a TOS requirement

(23) Members are rendered in excess due to the following:

(a) Unit inactivation

(b) Base closure or consolidation

(c) Organization or staffing changes

(d) Reclassification or other actions changing the occupational specialty or skill designator of a member.

(e) Disqualification for duty as a result of loss of security clearance, professional certification, nuclear certification, or medical qualification to perform, or relief from duty for cause.

(f) Promotion to O-6 or E-9

4. **Retainability/Obligated Service (OBLISERV) Requirements for Reassignment**. Retainability is the minimum amount of active OBLISERV a member must have upon arrival at a new duty station after a PCS transfer, both in CONUS and overseas. For members executing a LCM, additional retainability beyond the original tour completion date is not necessary.

a. OBLISERV is required before reassignment to ensure members complete the prescribed tour. Waivers of OBLISERV requirements may be granted on a case-by-case basis by NAVPERSCOM.

b. Members shall not be transferred from their present duty station without obtaining the required OBLISERV for the prescribed tour.

c. The transferring command is required to obtain the applicable OBLISERV, or report non-compliance via naval message to COMNAVPERSCOM within 30 days of receipt of PCS orders. If PCS orders do not specify any required OBLISERV, the minimum standards listed in this article will apply.

d. OBLISERV will be acquired by reenlistment or extension of enlistment. For members who could suffer possible monetary loss (Selective Reenlistment Bonus (SRB)/Enlistment Bonus (EB) entitlement), see paras. 4g and 4h below.

e. Early SRB reenlistment/extension can be granted for personnel in receipt of PCS orders to meet the OBLISERV requirement (see the latest SRB NAVADMIN message).

f. The following requirements are minimums only. Additional OBLISERV may be required for special programs or schools. Fleet Reserve eligible personnel must comply with MILPERSMAN 1830-040.

TRANSFER FROM	TRANSFER TO	OBLISERV
CONUS Shore or Sea	CONUS Shore Duty	2 Years
CONUS Shore	CONUS Sea Duty	1 Year
Anywhere	OVERSEAS Sea or Shore Duty	DOD Area Tour
Overseas	CONUS Sea or Shore Duty	1 Year

g. If reenlistment and/or obtainment of OBLISERV within 30 days of receipt of PCS orders would cause potential monetary loss, and the servicemember is not qualified to participate in the OBLISERV to train (OTT) program, commands/Personnel Support Activity Detachments (PERSUPP DETs), are authorized to use a combination of extension(s) and/or NAVPERS 1070/613 (7-06), Administrative Remarks entry in lieu of all hard OBLISERV.

h. Two extensions may be used if needed per MILPERSMAN 1160-040, para. 4f. One conditional extension to extend the servicemember’s expiration of active obligated service (EAOS) past graduation date from a school which will result in an SRB qualifying Navy Enlisted Classification (NEC) being earned, and a second extension for the maximum allowable period that can be cancelled with no SRB loss will be done to get as much up-front hard OBLISERV for the Navy with no loss of SRB for the servicemember.

i. Information on the maximum allowable period to cancel inoperative extension(s) upon reenlistment with no SRB loss (currently 24 months), the required length of the reenlistment and the OTT program can be found in the latest SRB NAVADMIN message, available at http://www.npc.navy.mil/ReferenceLibrary/Messages/.

(1) If using the maximum allowable (cancelable) extension period possible will not satisfy the OBLISERV required on the PCS orders, commands/PSDs are authorized to use a NAVPERS 1070/613 entry in lieu of hard OBLISERV for periods **not to exceed 12 months**. NAVPERS 1070/613 entries are not authorized for assignments listed in paragraph 4j below.

(2) To calculate total OBLISERV required, subtract member's current EAOS (month and year) from the OBLISERV required on the PCS orders. To determine extension length for school or other SRB qualifying event (if applicable), subtract member's EAOS from school graduation (or other event) date.

(3) **For example**: Member has orders for transfer in May 03 with an SRB qualifying school in route to the ultimate command. Member's EAOS is 25 May 03, school graduation date is 14 Sep 03, and required OBLISERV on the orders is Nov 05. Total OBLISERV required is 30 months (05-11 minus 03-05). The member needs a 4-month extension (which will go operative) to get past school graduation date (03-09-14 minus 03-05-25), leaving 26 months of OBLISERV needed. A second extension for 24 months (current maximum the member can cancel with no SRB loss) is done to get maximum up-front hard OBLISERV for Navy. The member will cancel this second extension after graduation from school). This brings the total hard OBLISERV obtained by the two extensions to 28 months. A NAVPERS 1070/613 entry for 2 months of OBLISERV is used to obtain the remaining OBLISERV and bring the total to the required 30 months. **Or**:

```
              EAOS = 25 May 2003 (03-05-25)
REQUIRED OBLISERV = Nov 2005 (05-11)
        GRAD DATE = 14 Sep 2003 (03-09-14)

 05-11                03-09-14                30           26
-03-05               -03-05-25               -4          -24
 02-06 = 30 months    00-03-19 = 4 months    26 months    02
months
```

Final result: 4-month extension + 24-month extension + 2-month NAVPERS 1070/613 entry = 30 months.

Sample NAVPERS 1070/613 entry:

(Date): In consideration of assignment to _____, being unable at this time to incur additional obligated active service without potential monetary loss, I agree to an active duty obligation for ___ months to gain the total OBLISERV required by BUPERS Order #_____ until _____ (month/year). I agree to reenlist/extend when eligible for a period of __ years, and understand that if I do not reenlist, I will not be eligible for any SRB/EB award, and these orders may be cancelled. This NAVPERS 1070/613 agreement is not valid for transfer to any overseas area, including Hawaii and Alaska.

j. **NAVPERS 1070/613s in lieu of hard OBLISERV for periods over 12 months are not authorized without written approval from NAVPERSCOM, Distribution Management and Procedures Branch (PERS-451)**. Waivers of the 30-day requirement to obtain OBLISERV and/or use of NAVPERS 1070/613 entries for periods of more than 12 months may be requested from NAVPERSCOM (PERS-451) by

- E-Mail to pers451@navy.mil,
- naval message,
- letter, or
- facsimile (FAX) to DSN 822-2693;

E-Mail preferred. OBLISERV requirements will only be satisfied by reenlistment or extension and **not** by NAVPERS 1070/613 entries for the following:

(1) Transfer to overseas duty (land-based or afloat). A NAVPERS 1070/613 in lieu of reenlistment or extension may be used up to the date of departure from CONUS.

(2) Initial enlistment school assignment programs. School guarantee, occupational specialty, nuclear field, advanced electronics field, programmed school input, non-school enlistee in recruit training, and obligating for school assignment.

(3) Selective Training and Reenlistment (STAR) program.

(4) Some “A” and “C” Schools and factory/contractor training.

(5) Advancement to E-7, E-8, or E-9.

(6) Accelerated advancement program.

(7) Assignment to school as a reenlistment incentive per MILPERSMAN 1306-1000 through 1306-1006.

(8) Assignment to Navy/Marine Corps Intranet (NMCI) Network Operations Center (NOC) per MILPERSMAN 1306-967.

k. Activities receiving personnel with insufficient OBLISERV shall report OBLISERV violations via a **Personnel Arrival without OBLISERV Report** message (Exhibit 1) to transferring command; info the transferring command’s immediate superior in command (ISIC), COMNAVPERSCOM (appropriate detailer and PERS-451), and cognizant manning control authority (MCA).

NOTE: The purpose of this monitoring effort is to eliminate the negative impact on unit readiness that results from short tours and to preclude the expenditure of PCS funds for less than prescribed tour lengths.

5. **Personnel Approaching Fleet Reserve/Retirement Eligibility**. Personnel who have completed 17 or more years active duty, in addition to OBLISERV requirements, must sign a NAVPERS 1070/613 entry in their service record agreeing to remain on active duty for the period of time required to complete the applicable tour prescribed for the overseas area to which assigned.

a. Transfer to the Fleet Reserve or Retired List will not normally be authorized prior to completion of the prescribed overseas tour.

b. Personnel approaching retirement eligibility are cautioned the requirement to complete the applicable tour for the overseas area may disallow their eligibility to request a twilight tour.

EXHIBIT 1

PERSONNEL ARRIVAL WITHOUT OBLISERV REPORT

(Use the proper message format containing the following.)

FM RECEIVING COMMAND//JJJ//
TO PREVIOUS DUTY STATION//JJJ//
PREVIOUS DUTY STATION PSD (IF APPLICABLE)//JJJ//
INFO ISIC for transferring activity//JJJ//
Appropriate Manning Control Authority
COMNAVPERSCOM MILLINGTON TN//Appropriate Detailer/PERS-451//
COMNAVPERSCOM/PERS-4013//
BT
UNCLAS//NO1300//
MSGID/GENADMIN/RECEIVING CMD//
SUBJ: PERSONNEL ARRIVAL WITHOUT OBLISERV//
REF/A/DOC/NPC/01JAN03//
AMPN/MILPERSMAN 1306-106, TOS AND OBLISERV REQUIREMENTS.//
RMKS/1. PER REF A, THE FOLLOWING IS SUBMITTED DUE TO TRANSFERRING COMMAND FAILURE TO OBTAIN OBLISERV PRIOR TO PCS MOVE TO THIS COMMAND:
A. MEMBER: NAME/RATE/last 4 SSN.
B. TRANSFERRING COMMAND AND UIC.
C. DATE RECEIVED.
D. NAME/RANK/RATE/TITLE OF INDIVIDUAL SIGNING STANDARD TRANSFER ORDER/DATE.
E. DATE OF ORDERS (DTG/BUPERS ORDER #).
F. OBLISERV REQUIREMENT IN ORDERS.
G. HAS MEMBER ELECTED TO INCUR OBLIGATED SERVICE.
H. AMPLIFYING REMARKS.//
BT

MILPERSMAN 1306-108

ENLISTED MANNING INQUIRY REPORT (EMIR)

Responsible Office	NAVPERSCOM (PERS-4013)	Phone: COM FAX	(901) 874-4360 874-4360

1. **Purpose**. This article establishes a Navy-wide Enlisted Manning Inquiry Report (EMIR) for personnel shortages having a significant effect on unit readiness.

2. **Policy**

a. All activities, except submarines and submarine support staffs, will submit an EMIR message report to Navy Personnel Command (NAVPERSCOM), Enlisted Personnel Readiness and Support Branch (PERS-4013) in the format of Exhibit 1 on the occasion of an enlisted personnel manning concern meeting the criteria outlined in this article.

b. NAVPERSCOM (PERS-4013) serves as the manning control authority (MCA) agent for the following:

(1) Commander, U.S. Fleet Force Command (COMUSFLTFORCOM)

(2) Commander, Navy Personnel Command (COMNAVPERSCOM)

c. NAVPERSCOM (PERS-4013) evaluates the manning status and generates appropriate enlisted personnel requisitions to meet manpower requirements of all Navy activities, per policies established by the two MCAs, using personnel information available in the Enlisted Distribution Verification Report (EDVR), the Navy manning plan (NMP), Navy Personnel Command (NAVPERSCOM) personnel projection, and various other enlisted manning reports.

d. NAVPERSCOM (PERS-4013) is cognizant of the projected enlisted personnel gains and losses to an activity through use of the foregoing reports, and this information is compared to each activity's billet authorization and NMP to determine the appropriate enlisted personnel requisitions to be submitted to the assignment control authority (ACA).

3. **Applicability**

a. The EMIR is applicable to all Navy activities with enlisted billets authorized, except submarines and submarine support staffs.

b. Submarines and submarine support staffs, sea and shore, will report personnel deficiencies per fleet and force commanders' directives.

4. **EMIR Procedures**. The following procedures are applicable to the EMIR:

a. **Shortage Notification and Criteria**. The EMIR notifies NAVPERSCOM (PERS-4013) of a unit's concern regarding significant enlisted personnel shortages. To qualify for submission of an EMIR, the personnel shortage should meet one of the following criteria:

(1) **Manning**. Current on board (COB) manning or projected on board (POB) manning in the applicable rating or closed loop/transitory Navy Enlisted Classification (NEC) code is below NMP or billets authorized (BA), whichever is less.

(2) **Category**. Shortage is in one of the following categories:

(a) Careerist not reenlisting.

(b) Personnel being administratively separated.

(c) Death.

(d) Humanitarian reassignment.

(e) Non-volunteers removed from duty involved with flying, diving, explosive ordnance disposal (EOD), disquals, pregnancy, HIV, etc. (Immed Avails)

(3) **Readiness**. In the opinion of the commanding officer (CO), the personnel shortage has a significant effect on unit readiness.

b. **EMIR Limitation**. The EMIR is not to be used to report general manning problems in the activity, or for reporting

unplanned loss of personnel who do not have a significant effect on unit readiness.

c. **EMIR Submission**

(1) Do not submit an EMIR until the member is a permanent loss from the activity. The appropriate loss entry must be submitted via the

- Diary Message Reporting System (DMRS),
- Source Data System (SDS), or
- Navy Standard Integrated Personnel System (NSIPS)

to initiate appropriate personnel requisition action.

(2) During minimize submit reports by message (minimize considered) utilizing format outlined in Exhibit 1.

d. **NAVPERSCOM (PERS-4013) Acknowledgement**. Receipt of all manning inquiries will be acknowledged by NAVPERSCOM (PERS-4013). Such acknowledgement will contain a statement of the requisition status including a requisition fill date projected 5 months out (POB5) and will be based on the best information available at that time.

e. **Assignment of Replacement**. The actual assignment of a replacement is subject to the availability of personnel assets and will be consistent with established MCA manning priorities.

EXHIBIT 1
(Page 1 of 4)
ENLISTED MANNING INQUIRY REPORT (EMIR) MESSAGE FORMAT

Action Addressee: COMNAVPERSCOM MILLINGTON TN//*//
* (Enter the placement coordinator code listed from the EDVR cover page of the command submitting the EMIR, or use codes from the list provided below.)

Code	for ...
PERS4013B1	Surface Units
PERS4013B2	Tender/Individual Mobilization Augmentee (IMA) Commands
PERS4013B3	Aircraft Carriers (CV/CVNs) and Sea Duty Aviation Squadrons
PERS4013B4	Medical/Dental, Fleet Marine Force (FMF) Personnel
PERS4013B4	Seabees
PERS4013B4	Explosive Ordnance Disposal (EOD), Divers, Special Warfare
PERS4013B4	MA Rating, Physical Security, Navy Brigs, Corrections
PERS4013B5	All Shore Commands

Info Addressee: COMNAVPERSCOM MILLINGTON TN//PERS-40/*//
* (Select from the following desk codes.)

Desk Code	for ...
PERS22	Appropriate Enlisted Community Manager (NOTE: PERS-22 is still carried in EMIR system.)
PERS401	Seabee/SEAL/EOD/Fleet Divers
PERS402A	Engineering/Hull Ratings
PERS402B	Admin/Deck/Supply Support Ratings
PERS402C	Technical Ratings
PERS402D	Sea Special Programs Assignment, i.e., New Construction, Decommissioning, Homeport Changes, Women in Ships
PERS403	Surface/Nuclear Ratings
PERS404	Aviation Ratings/Aviation Transition
PERS407	Medical/Dental Ratings
PERS408	CT, IS Ratings
PERS453	COMNAVPERSCOM Manning Control Authority (as appropriate)
PERS4010	Shore Special Programs Assignment
COMUSFLTFORCOM Manning Control Authority (as appropriate)	
COMNAVSURFOR OR COMNAVSURFPAC (as appropriate)	
COMNAVAIRFOR or COMNAVAIRPAC (as appropriate)	

EXHIBIT 1
(Page 2 of 4)
ENLISTED MANNING INQUIRY REPORT (EMIR) MESSAGE FORMAT

Classification: Normally UNCLAS unless classification is dictated by report content.

Report Control Symbol: BUPERS 1306-2.

Subject: ENLISTED MANNING INQUIRY REPORT (EMIR) UIC _____. (The activity unit identification code (UIC) is displayed in block 2 of the EDVR.)

Message Items:

Item	Definition
ALPHA	Rate of manning concern, i.e., SM manning.
BRAVO	This item is to reflect the rate or closed loop/ transitory NEC manning requirements as shown in the command's latest EDVR (columns 1 through 4) and actual current on board (ACOB) as computed locally (column 5); and projected on board (known gains and losses to the command) at POB4 and POB9 (columns 6 and 7) shown in the command’s EDVR.
CHARLIE	A brief explanation of each difference occurring between the figures in columns (4) and (5) (COB compared to ACOB) of item BRAVO. If this EMIR is submitted because of a recent personnel loss, include the member's name, last 4 digits of SSN and Diary Message Reporting System (DMRS), Source Data System (SDS), or Navy Standard Integrated Personnel System (NSIPS) loss entry or other references (i.e., desertion reports, casualty reports, immediate availabilities, etc.).
DELTA	Comments the CO considers pertinent regarding the manning of this rating. (Optional)

EXHIBIT 1
(Page 3 of 4)
ENLISTED MANNING INQUIRY REPORT (EMIR) MESSAGE FORMAT

Glossary of Terms:

Item	Term	Explanation
(1)	"RATING" or closed loop/transitory "NEC" designation.	In the case of an NEC, the NEC designation will be followed by the paygrade, i.e., 9518(E-6).
(2)	"P9BA" (Billets Authorized).	Projected 9 months in the future.
(3)	"P9NMP" (Navy Manning Plan).	Projected 9 months in the future.
(4)	"COB" (Current on Board) or "POB" (Projected on Board).	As appropriate.
(5)	"ACOB" (Actual Current on Board).	As calculated locally.
(6)	"POB4" (Projected on Board 4 months from current month).	Projected on board figures at P-4 includes all prospective gains and losses through the next 4 months.
(7)	"POB9" (Projected on Board 9 months from current month).	Projected on board figures at P-9 includes all prospective gains and losses through the next 9 months.

EXHIBIT 1
(Page 4 of 4)
SAMPLE ENLISTED MANNING INQUIRY REPORT
(Use the proper message format containing the following.)

FROM: USS JONES
TO: COMNAVPERSCOM MILLINGTON TN//PERS-4013XX/(APPROPRIATE CODE PER INFO ADDRESSEE TABLE)//
INFO: COMUSFLTFORCOM NORFOLK VA//
COMNAVPERSCOM MILLINGTON TN//PERSXXXX (APPROPRIATE DETAILER)//
COMCRUDESGRU _____//
COMDESRON _____//
COMNAVSURFLANT NORFOLK VA//N1/N13/N141/N141A1)//(LANTSURFSHIPS ONLY)
COMPACFLT PEARL HARBOR HI//N1//(PAC ONLY)
COMNAVSURFPAC SAN DIEGO CA//N1//(PACSURFSHIPS ONLY)
UNCLAS //N01306//

MSGID/GENADMIN/(COMMAND PLAD)//

SUBJ/ENLISTED MANNING INQUIRY REPORT (EMIR) RCS BUPERS 1306-2 (57024)//

POC/(LAST NAME, FIRST AND LAST INITIALS)/(RANK)/(TITLE)/COMMAND NAME/
TEL: DSN _____/TEL: COM _____/EMAIL: _____)//

RMKS/1. ALPHA: SM MANNING

BRAVO:

RATE	BA	NMP	COB	ACOB	POB4	POB9
SMC	1	1	1	1	1	1
SM1	1	1	1	0	0	0
SM2	2	1	1	1	1	0
SM3	3	2	0	1	1	1
SMSN	0	0	1	1	1	1
SM TOTAL	7	5	4	4	4	3

CHARLIE: SM1: SM1 SMITH TRF'D TEMDU NAVHOSP PORTSMOUTH FOR TREATMENT (DMRS 02135, 121600Z AUG 02)

SM3: SM3 RILEY PG JUL 02 - REPORTED 29 JUL 02 (DMRS 02133, 301600Z JUL 02)

DELTA: THE LACK OF AN SM1 FILL WILL SIGNIFICANTLY IMPACT VISUAL COMMUNICATIONS CAPABILITY DURING FORTHCOMING DEPLOYMENT.//
BT

MILPERSMAN 1306-110

ENLISTED DUTY PREFERENCE

Responsible Office	NAVPERSCOM (PERS-40)	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. Recognizing that sea/shore rotation requirements of Naval Service necessitate permanent changes of station during a career, the Navy has provided a vehicle, the Enlisted Duty Preference, by which members may express assignment desires to their assignment control authority (ACA).

a. The Enlisted Duty Preference provides the ACA with valuable, timely information to consider when effecting Sailor assignment decisions.

b. Detailers often have a range of assignment options available in a given circumstance. In cases where members have no Enlisted Duty Preference, assignments may be made to the highest priority requirement without consideration of member's preferences.

2. **Submitting Enlisted Duty Preference**. Detailing is a process whereby the detailer matches available personnel assets and their desires with existing Navy-wide requirements. The preferred submission of desires is through the Career Management System Interactive Detailing (CMSID) portal between the member's 13- to 10-month projected rotation date (PRD) window; however, the Enlisted Duty Preference form can be submitted at any time to convey the member's duty desires. In the event a short-fused requirement is levied, detailers would prefer to offer the billet to a member desiring the billet/location, vice forcing someone else into it.

a. **Member's Responsibility**. It is emphasized that submission of Enlisted Duty Preference is a member's responsibility.

b. **Submission Method**. The method of submitting Enlisted Duty Preference is online via https://www.cmsid.navy.mil/.

c. **Calculation of Preferences**. The submission of realistic duty preferences is important. Individual preferences annotated

on the Enlisted Duty Preference are used in calculating the presentation on the Sailor's homepage. The table present on the Sailor's homepage called "First 5 Jobs Matching Your Preferences" display open positions matched to the Sailor's rate, paygrade, and Navy Enlisted Classifications (NECs) and preferences.

d. **Provide Additional Information.** The remarks section has been incorporated to allow members to indicate any information for which no provision is available and which would be useful to the detailer. Examples of such information are as follows:

(1) Any skills possessed by the member not identified by NEC.

(2) Amplifying Exceptional Family Member (EFM) or Individual Education Plan (IEP) affected family members.

(3) Expected delivery date, if wife is pregnant.

(4) When married to another servicemember, list spouse's full name, military service, SSN, rate, and present duty station.

e. **Submission Time.** It is recommended Enlisted Duty Preference be submitted at the mid-tour point, or no later than 13 months prior to PRD, or anytime thereafter when changes in significant personal data occur (family member status, location of household goods (HHG), etc.).

MILPERSMAN 1306-112

NAVPERS 1306/7, ENLISTED PERSONNEL ACTION REQUEST

Responsible Office	NAVPERSCOM (PERS-40)	Phone: Toll Free	1-866-U ASK NPC

1. **Background**. NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request was devised and automated to provide a standard Navy-wide format for authorized command representatives to assist Sailors in the submission of requests to cognizant assignment control authorities (ACAs). This form is only accessible by authorized command representatives and it is imperative that they ensure all personal data, i.e., name, SSN (XXX-XX-1234, last four digits), etc., be verified for accuracy.

2. **Submission of Requests**. Multiple requests on the same form are not allowed. All requests shall be processed and forwarded to the cognizant ACA by authorized command representatives.

a. **Transmission Method**. Requests to Navy Personnel Command (NAVPERSCOM),

- Enlisted Personnel Readiness and Support Branch (PERS-4013), or
- Reserve Personnel Management Division (PERS-49),

can be submitted via https://www.bol.navy.mil, mail, or facsimile.

(1) BUPERS Online (BOL) provides pull-down menus to aid authorized command representatives in submitting requests to the correct department and provides a copy to the submitting command. An electronic (on-line) submission provides personnel security and eliminates mailing or facsimile transmission of requests. The electronic submission is the preferred method of submission, except for "A" School requests, rate conversion, and extension of enlistment cancellation requests which must be submitted via hard-copy due to required documentation.

(2) Attachments for the electronic NAVPERS 1306/7 can be made after the "submit request" has occurred. The command point of contact (POC) line will be used by the system to generate a return copy of the text version. Once this has been received by

the command, attachments can be scanned and forwarded with the request to the cognizant NAVPERSCOM assignment desk.

(3) If mailed or sent via **facsimile**, addresses, office codes, and facsimile numbers can be located in *LINK,* or on-line at http://www.npc.navy.mil.

b. **Addressees.** Requests are to be sent directly to the following:

	Send request to...	**for...**
(1)	NAVPERSCOM, Enlisted Personnel Readiness and Support Banch (PERS-4013)	non-designated personnel.
(2)	NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010S)	"A" School requests (only hard copies accepted).
(3)	NAVPERSCOM, Nuclear Power/ Submarine Assignment Branch (PERS-403)	submarine program volunteers.
(4)	NAVPERSCOM, Enlisted Career Progression Branch (PERS-481)	• Selective Training and Reenlistment (STAR), • Selected Conversion and Reenlistment (SCORE), or • Lateral Conversion Programs, whether the command endorsement is favorable or unfavorable.
(5)	NAVPERSCOM, Enlisted Retirement Section (PERS-4823)	High Year Tenure waivers.

3. **Resubmission of Requests.** Although resubmission is by no means discouraged, consideration should be given to the processing time required and the large volume of correspondence processed by each office. The possibility of a member's request being lost is an unfortunate reality. When a reasonable length of time (30 days from receipt date) has passed since original

submission and no reply has been received, recommend contacting the responsible office prior to resubmitting the request.

4. **Cancellation of Requests**. To cancel a request, submit a new NAVPERS 1306/7 requesting cancellation. The request should provide specifics as the member may have more than one request on file (do not include new requests). This requirement is specifically intended to eliminate confusion with new desires and cancellation requests.

5. **Limitations of NAVPERS 1306/7 Usage**. Although the title "Enlisted Personnel Action Request" implies universal application for requests of any nature, in many cases the form is used incorrectly.

a. As a general guideline, the form is to be used to request any **program, school, reassignment, or special duty** for which a particular requesting format is not already specified. (Some examples for which particular formats are specified are humanitarian assignment and reenlistment incentives.)

b. The most common misuse of NAVPERS 1306/7 is the **unsubstantiated request for reassignment.** A member must have sufficient justification to warrant reassignment prior to projected rotation date (PRD). If sufficient justification is provided, request will be brought to the cognizant detailing authority's attention.

6. **Endorsement Considerations**. This article will not dictate the command's in-house process for submitting NAVPERS 1306/7s. Commands are responsible for prescreening members for program eligibility prior to endorsing the request. Requests submitted by the command's designated representative will be considered endorsed by the commanding officer (CO) unless otherwise indicated in the comments section. To prevent manning presumptions, endorsements should address acceptable gap, relief requirement, and waiver issues, as applicable. Unless otherwise held by factors contained in the command endorsement, detailers will attempt to fulfill the request for the period indicated in the "Requested Action" block.

7. **Additional Clerical Instructions**. To ensure a timely and correct response is afforded each request, the information contained therein must be complete, current, and verified for accuracy. The below items are sources of inordinate delay and may result in an inappropriate or delayed response:

a. **Invalid points of contact (POC) addresses, incorrect phone numbers, and incorrect E-Mail addresses.** These cause serious problems when the command cannot be contacted and missed opportunities occur.

b. **Request is submitted to the wrong department.** This severely impacts submissions that require deadlines. NAVPERSCOM is a large organization with many departments that handle various administrative tasks. Correct department information can be located via *LINK* and on-line sites (i.e., https://www.npc.navy.mil/ (click on Organization/NPC).

c. **Inaccurate personal data (Name, Rate, SSN (XXX-XX-1234, last four digits), etc.).** Verification of the member's name and last four of SSN is an absolute must as the Enlisted Master File searches by name and last four of SSN.

MILPERSMAN 1306-114

EARLY RETURN FOR CAUSE (ERFC) OF ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-40HH)	Phone: DSN COM FAX	882-3542 (901) 874-3542 882-2647

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**:

a. Service members assigned duty overseas act as ambassadors of the United States (U.S.) and the U.S. Navy. As such, their performance within a host country must continue to bring credit and maintain the highest standards of personal behavior. **Early Return for Cause (ERFC)** is the removal of enlisted personnel from an overseas tour before their normal projected rotation date (PRD), as a result of proven unfavorable interactions with the host nation, or as a result of disciplinary action that calls into question the ability of a member to continue in an overseas assignment.

b. ERFC is one of the strongest administrative actions used and should only be requested when all other efforts (i.e., training, counseling, guidance, treatment, etc.) are exhausted. ERFC will not be used in lieu of disciplinary action or administrative discharge, nor is it an excuse to transfer a problem Sailor to another command. It will not be used to transfer a member with sub-standard work performance or evaluation marks. ERFC is not necessarily a bar to either retention or re-enlistment eligibility.

c. Commands requesting ERFC of members should understand that approval of their request will result in a gapped billet until a relief can be identified. Judicious use of the article is cautioned since all approvals of ERFCs will require the use of unexpected and unplanned permanent change of station (PCS) funds which could result in delay or cancellation of some other priority manning action.

2. **Procedures**:

a. **Report Submission:**

(1) All requests for **Fault Early Returns** must be submitted as an **Early Return for Cause Request (ERFCR)** (Exhibit 1) by message.

(2) Ensure the ERFCR is submitted in the format provided in Exhibit 1 including all “to” and “info” addressees. Failure to comply could result in unnecessary processing delays.

(3) Requests for early return will be submitted expeditiously and ensuring all required information is provided. These requests may involve situations requiring timely action to be taken due to the nature of the circumstances involved. An understanding of all the factors that necessitated the request submission is required prior to making a decision. Submission of a partial request is discouraged as it delays the timely processing of the request. Inclusion of additional information to ensure clarity and provide justification for submitting the request is strongly recommended.

(4) Requests for ERFC will be submitted to Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40HH). Type commanders (TYCOMs) must notify NAVPERSCOM (PERS-40HH) within 5 days of requesting commander’s message date/time/group of their concurrence or non-concurrence with the submitting commander’s request.

b. **Transfer/Assignment Decision.** NAVPERSCOM will decide each case on its merits. If request for early return is approved, ensure the appropriate service record entry is completed on NAVPERS 1070/613, Administrative Remarks, indicating reason for submission of request.

(1) Approved requests will result in the transfer of member and family member(s) to an assignment for which eligible. Eligibility will be based upon requisition priority and sea/shore rotation to valid billets of member's rate. Assignments made due to ERFC issues do not alter sea or shore rotation.

(2) Orders directing transfer will normally be issued within 21 days. Detachment from current duty station will be directed to take place within 60 days of orders being released.

c. **Improper Overseas Screening**. Ensure all facts that are related to an improper screening are documented and reported in an Overseas Screening Deficiency Report (OSDR) as required, per MILPERSMAN 1300-306, prior to submitting an ERFCR. The OSDR will be listed as a reference in the EFRCR.

d. **Host Nation Relationship.** Incidents whereby the Navy's relationship with the host nation is discredited or there is a negative reflection on the U.S. because of a Sailor's behavior in the local community, will not be tolerated. Such incidents will be given prompt attention and ERFCRs will be acted on immediately. Our Sailors represent not only the Navy overseas, but are also ambassadors of the U.S. Their conduct in the local civilian community must be above reproach.

3. **Early Return for Cause Request (ERFCR)**

a. An ERFCR will be submitted when an overseas command determines that justification exists to meet the criteria established in paragraph 1.

b. The ERFCR (Exhibit 1) is sent to the following:

For...	Message Addressee...	And...	Info...
Enlisted Members (to include FTS and non-designated SN/FN/AN)	COMNAVPERSCOM MILLINGTON TN (PERS-40/PERS-40HH)	* MCA * TYCOM	* Fleet Commander * ISIC * Last Permanent Duty Station (improper screening)

EXHIBIT 1

EARLY RETURN FOR CAUSE REQUEST (ERFCR)

(Use the proper message format containing the following.)

FM PARENT COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS-40/PERS-40HH (Enlisted Only)/PERS-code for Detailer//
MCA
TYPE COMMANDER//N13//
INFO FLEET COMMANDER
ISIC
PREVIOUS DUTY STATION//(improper screening cases)
Others as appropriate
BT
UNCLAS //N01300//
MSGID/GENADMIN/PARENT CMD//
SUBJ/EARLY RETURN FOR CAUSE REQUEST ICO RATE/NAME //
REF/A/DOC/MILPERSMAN/DATE//
AMPN/REF A IS MILPERSMAN 1306-114 (THIS ARTICLE).//
POC/NAME/RANK/RATE/IDENTIFIER/LOCATION/TEL: // **(MANDATORY)**
RMKS/1. IAW REF A, THE FOLLOWING IS SUBMITTED TO SUPPORT REQUEST FOR EARLY RETURN FOR CAUSE:
A. MEMBER: NAME, RATE/RANK
B. REASON FOR REQUEST: EXPLAIN CLEARLY AND CONCISELY REASON FOR SUBMITTING THIS REQUEST, I.E., DISCIPLINARY, UNFAVORABLE INTERACTONS, ETC.
C. BACKGROUND INFORMATION: CIRCUMSTANCES LEADING TO THIS REQUEST. (DO NOT LIST NAMES, PERSONAL INFORMATION)
D. COUNSELING DOCUMENTED IN SERVICE RECORD: YES/NO
E. WAS MEMBER PROPERLY SCREENED FOR CURRENT ASSIGNMENT: YES/NO
(1) IS REPORT OF OVERSEAS SUITABILITY SCREENING (NAVPERS 1300/16) FILED IN MEMBER'S SERVICE RECORD? YES/NO GIVE/NAME/RANK/TITLE/DATE OF INDIVIDUAL SIGNING SCREENING)
F. IF MEMBER PROPERLY SCREENED, DID PROBLEMS DEVELOP AFTER ARRIVAL? EXPLAIN FULLY.
(1) SHOULD THESE PROBLEMS HAVE BEEN DETECTED IN SCREENING PROCESS?
G. HAVE ALL APPROPRIATE ADMINISTRATIVE/DISCIPLINARY/COUNSELING ACTIONS BEEN COMPLETED?
H. ADDITIONAL INFORMATION AS APPROPRIATE.
I. COMMANDING OFFICER'S COMMENTS/RECOMMENDATION: **(MANDATORY)**.//
BT

NOTE: All appropriate information necessary to make an informed decision MUST be provided. Incomplete or inconsistent information will cause unnecessary delays in processing of request.

MILPERSMAN 1306-116

PRESCRIBED SEA TOUR (PST)/NORMAL SHORE TOUR (NST)

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-4187 (901) 874-4187 882-2693
	NAVPERSCOM (PERS-40MM)	Phone:	DSN COM FAX	882-4965 (901) 874-4965 882-2647

Exhibit	1. Sample SDCD Correction Letter

1. **Prescribed Sea Tour (PST)**. Sea tours are prescribed for communities as reflected in the current sea/shore rotation NAVADMIN message. Normally, the sea tour shall not exceed 5 years or be less than 3 years in duration.

a. Once members commence a sea tour, they are expected to complete the PST for the rate/rating held (or selectee rate/ rating held) at time of the initial assignment to sea duty regardless of subsequent advancement (i.e., an IT3 ordered to sea duty will complete a 45-month PST, even though subsequently advanced to IT2 and reassigned to a new duty station during that sea tour).

b. Sea tours listed in latest effective NAVADMIN are subject to revision as manning considerations allow.

c. See MILPERSMAN 1306-104 for projected rotation date (PRD) changes when sea/shore rotation changes for an entire community.

d. PST for first-term personnel will be established per MILPERSMAN 1306-126.

e. Rotation for female personnel is outlined in MILPERSMAN 1306-114.

2. **Sea Duty Commencement Date (SDCD)**. A tour of sea duty starts when an individual reports to a permanent duty station (PDS) classified as sea duty (type duty code 2, 3, or 4).

a. Once the sea tour has started, the SDCD will be adjusted forward for periods of 30 days or more served in the following types of duty:

(1) Unauthorized Absence (UA).

(2) Duty Under Instruction (DUINS).

(3) Temporary Duty/Temporary Additional Duty (TEMDU/TEMADD).

(4) Limited Duty (LIMDU).

(5) Humanitarian Assignment (HUMS).

(6) Separation from active Naval Service for a period of up to 3 months.

(7) Pregnancy Tour.

(8) Special Programs.

b. The adjustment period is computed **from** the day member departs from a sea duty command **to** the day member reports back to a sea duty command. Only full 30-day periods will be counted. For example:

DETACH DATE	REPORT DATE	TOTAL TIME SPENT	ORIGINAL SDCD	NEW SDCD
11 NOV 01	08 FEB 02	2 months, 28 days	OCT 99	(+) 2 months = DEC 99
25 FEB 02	28 MAR 02	1 month, 3 days	JAN 02	(+) 1 month = FEB 02
05 APR 99	17 SEP 00	1 year, 5 months, 13 days	DEC 97	(+) 17 months = MAY 99

c. Sea tours will be terminated upon a member's transfer to a PDS classified as shore duty (type 1 or 6), to TEMDU or TEMADD 18 months or longer, or separation from active Naval Service for more than 3 months.

d. Historically, members reverting to enlisted status from warrant or limited duty officer (LDO) have been immediately assigned to sea duty to start the PST for their rating.

(1) Since new warrant or LDOs are initially assigned to sea duty, this will result in a double sea tour in some cases.

(2) Members reverting to enlisted status will receive consideration for sea duty served as an officer.

e. The SDCD must be recorded on NAVPERS 1070/605 (7-06), History of Assignments, in the service record. In block 2 of NAVPERS 1070/605 record SDCD (**e.g.**, **USS NEVERSAIL (DD-101) NORVA SDCD**: **99NOV**).

f. **To correct SDCD**, forward requests by E-Mail (preferred), letter, or facsimile (fax) to Navy Personnel Command (NAVPERSCOM), Distribution Management and Procedures Branch (PERS-451) using the sample format in Exhibit 1 (not required for E-Mail). For a small number of corrections, provide the same information for the member(s) shown in Exhibit 1 in the body of the E-Mail. For larger numbers of corrections, use a table or spreadsheet and attach to the E-Mail.

(1) A point of contact with E-Mail address and phone number is required on all requests.

(2) Copies of NAVPERS 1070/605 are not required, nor desired, unless specifically requested by NAVPERSCOM (PERS-451).

(3) E-Mail requests to pers451@navy.mil.
Mail/fax to:

Navy Personnel Command (PERS-451)
5720 Integrity Drive
Millington, TN 38055

Fax: (DSN) 882-2693, or
(COM) (901) 874-2693

3. **Normal Shore Tour (NST)**. NSTs are prescribed for each rate and some Navy Enlisted Classifications (NECs) as reflected in the latest effective NAVADMIN.

a. The tour length is directly affected by the ratio of sea billets to shore billets.

b. In order to provide stability and an opportunity for a reasonable period of time ashore with family and friends, a minimum normal continental United States (CONUS) shore tour of 24 months is established.

c. For first-term personnel, see MILPERSMAN 1306-126.

4. **Shore Duty Commencement Date (SHDCD)**. Tours of shore duty commence when members first report for duty at an activity designated type 1 or 6 duty, and terminate when members complete the NST for their rating, or voluntarily return to sea duty prior to completion of NST.

a. If last PDS was classified **sea duty** (type 2, 3, or 4 duty), SHDCD will be established as month and year reported.

b. If last PDS was classified **shore duty** (type 1 or 6 duty), SHDCD should already be recorded in service record and no further entry need be made. **If SHDCD is not recorded, request determination from NAVPERSCOM (PERS-451)**.

c. Shore duty commencement dates will be automatically updated when the member is diaried on board; however, commands should enter newly established SHDCDs on NAVPERS 1070/605 in the enlisted service record upon the member's reporting aboard. The date should be verified once reflected in the Enlisted Distribution and Verification Report (EDVR).

d. SHDCD will be reviewed when service record is verified.

(1) In the event SHDCD cannot be determined, or it appears to be erroneous, request determination from NAVPERSCOM (PERS-451).

(2) When SHDCD is reflected in the EDVR, make entry on NAVPERS 1070/605 in the Enlisted Service Record, citing EDVR as authority. No diary entry required.

5. **Shore Duty Curtailment**. Personnel serving on a NST who desire to return to sea duty may submit NAVPERS 1306/7 (1/03), Enlisted Personnel Action Request to NAVPERSCOM via their commanding officer (CO) for shore tour curtailment.

a. Favorable consideration will be given such requests provided

(1) member is not serving in a critical billet, (i.e., MAGG, Joint Command, Company Commander, etc);

(2) member is serving on type duty classified as sea/shore code 1 or 6;

(3) non-career member agrees to obligate for at least 24 months from date of reporting on board new command;

(4) member will have completed at least 24 months onboard at transfer; and

(5) such transfer is in the best interest of the Navy.

b. Requirement of remaining on board current shore duty for 2 years will be waived on a case-by-case basis. Factors that will affect a waiver of the 2-year onboard requirement are

(1) projected manning at present duty station.

(2) sea-to-shore manning of member's rate/rating.

(3) permanent change of station (PCS) costs for member and required relief.

(4) whether or not a Secretary of the Navy Finding (SECNAVFIND) is required for a second dislocation allowance (DLA) payment within the same fiscal year.

c. Members whose approved early reassignment would create a vacancy at current activity, requiring PCS move for relief, will not normally be approved unless by command endorsement; a gapping of billet will be acceptable.

d. Members who voluntarily terminate their tour of shore duty by executing the option to return to sea, as specified in this article, will commence a new PST on reporting to their new sea command.

e. Requests for voluntary shore duty curtailment by members on recruiting duty shall be submitted by members via their chain of command to NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010).

(1) Each case will be evaluated by NAVPERSCOM based upon available PCS funds and overall manning at sea in the member's rating.

(2) Upon approval, the member will be transferred to sea duty without a relief.

(3) The command will not receive a relief prior to the member's original PRD.

6. **GENDETS Advance to an Aviation Rating, Sea/Shore Rotation**. GENDETS advanced to aviation ratings in activities where no billets exist will be reassigned. Upon notification of advancement, members should contact their rating detailer to determine their options. If no contact is made within 60 days, it will be assumed member is not willing to obligated service (OBLISERV) and will be assigned accordingly.

EXHIBIT 1

SAMPLE SDCD CORRECTION LETTER
(Use proper letter format.)

From: Commanding Officer, USS NEVERDOCK (USS 00)
To: Commander, Navy Personnel Command (PERS-451)

Subj: REQUEST FOR SEA DUTY COMMENCEMENT DATE (SDCD) CORRECTION

Ref: (a) MILPERSMAN 1306-116

1. Request adjustment of the following SDCDs per reference (a):

RATE	NAME	SSN	FROM	TO	REMARKS
MM2	Sailor, John Q.	123-45-6789	98 12	99 03	TEMDU ACC 330 03SEP01 – 17DEC01
SK3	Jones, Bob J.	012-34-5678	01 06	01 12	LIMDU ACC 105 06JAN02 – 20JUL02
AT1	Smith, Slim D.	987-65-4321	01 04	01 07	TEMDU ACC 341 01OCT01-13JAN02

2. Point of Contact: PN1 J. P. Jones, DSN 444-1234.
E-Mail: jonesjp@neverdock.navy.mil.

I. M. UNDERWAY
By direction

MILPERSMAN 1306-118

ACTIVITY TOUR UPON COMPLETION OF AN OVERSEAS DEPARTMENT OF DEFENSE (DOD) AREA TOUR

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693

References	(a) DODI 1315.18 of 12 Jan 05

1. **Policy**. Members in certain ratings who have otherwise completed the required DOD area tour identified in reference (a) may still have time remaining on their Prescribed Sea Tour (PST) or Normal Shore Tour (NST). The following procedures are in effect for the reassignment of such members.

2. **Procedures for Members Completing DOD Area Tour (Type Duty Code "3" and "4")**. Members who complete a DOD area tour and have time remaining on their PST will be reassigned per the following:

a. **0-6 months**.

(1) Remain on board to complete PST or longer tour.

(2) Transfer to shore duty for normal tour. Members must have, or agree to acquire, a minimum 12 months obligated service (OBLISERV) to be eligible for assignment ashore.

(3) Members who do not desire to acquire necessary OBLISERV will be extended on board to complete PST or expiration of active obligated service (EAOS), whichever is less.

b. **7-11 months**.

(1) Remain on board to complete PST or longer tour.

(2) Transfer to continental United States (CONUS) sea duty to complete 12-month minimum tour. For members with a 5-year PST, the activity tour will be 12 months or completion of PST, whichever is longer. The remaining PST may be waived by Navy Personnel Command (NAVPERSCOM), Distribution Department (PERS-4) for additional OBLISERV.

(3) Members must have, or agree to acquire, a minimum of 12 months OBLISERV at new command to be eligible for assignment to CONUS. If member elects a Chief of Naval Operations (CNO) Priority 2 shore assignment (i.e., recruiting, physical security, recruit division commander (RDC) billet), a waiver of up to 24 months PST will be considered.

c. **12 months or more**.

(1) Remain on board to complete PST or longer tour.

(2) Transfer to CONUS sea duty with projected rotation date (PRD) established to provide 12 months at new command or to complete PST, whichever is longer.

(3) Members must have, or agree to acquire, a minimum of 12 months OBLISERV at new command to be eligible for assignment to CONUS. If member has less than 24 months remaining on PST, a waiver of up to 24 months will be considered if member elects a CNO Priority 2 shore assignment (i.e., recruiting, physical security, RDC billet).

d. The maximum involuntary extension for sea duty aboard a unit homeported in any overseas area will not exceed PST or EAOS, whichever is less.

e. Members whose EAOS is within 11 months after the PRD from the members' current area tour will be automatically extended to EAOS if necessary OBLISERV is not acquired for normal rotation.

f. Members assigned from overseas units (Type Duty Code "4" less Hawaii) to CONUS-based sea duty to complete their PST will be ordered for a period of 1 year or time required to complete PST, whichever is longer. Members must have, or agree to acquire, a minimum of 12 months OBLISERV at new command to be eligible for assignment to CONUS.

3. **Procedures for Members Completing DOD Area Tour (Type Duty Code "6" less Hawaii)**. Members who complete a DOD area tour and have time remaining on their NST will be offered the following options:

a. **1-6 months**.

(1) Remain on board to complete NST.

(2) Transfer to sea duty to start PST. Requires 12 months retainability per MILPERSMAN 1306-106.

b. **7-11 months**.

(1) Remain on board to complete NST.

(2) Transfer to sea duty to start PST. Requires 12 months retainability per MILPERSMAN 1306-106.

(3) Transfer to shore duty to complete their NST; however, in the interest of cost effectiveness this would be a move to a **fleet** concentration area where the member can expect to receive orders for follow-on assignment to sea duty. Members must have, or agree to acquire, a minimum of 12 months OBLISERV at new command to be eligible for assignment to CONUS.

c. **12 months or more**.

(1) Remain on board to complete NST.

(2) Transfer to sea duty to start PST.

(3) Transfer to another shore duty activity near a **fleet** concentration area for completion of NST.

MILPERSMAN 1306-120

COMMANDING OFFICER SHIPBOARD OPERATIONAL HOLDS (OPHOLD)

Responsible Office	NAVPERSCOM (PERS-4013)	Phone: COM FAX	(901) 874-4428 (901) 874-2066

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) FLTFORCOM/NAVPERSCOMINST 1300.1A (b) OPNAVINST 1300.15A (c) 10 USC §5540 (d) DoD 7000.14-R, Financial Management Regulation Manual, Vol 7a

1. **Policy**. As outlined in reference (a), an operational hold (OPHOLD) is a personnel action which impacts a member under orders from a sea duty command, serving in any type 4 duty unit (overseas sea) or type 2 duty (continental United States sea). An OPHOLD can significantly disrupt the lives of Sailors and the efficiency of the distribution system. It shall be reserved for extraordinary circumstances at sea duty commands only.

a. Commanding officers (COs) of type 2 duty units may request OPHOLD for members with orders for up to 12 months.

b. COs of type 4 duty units may request OPHOLD for members with orders for up to 2 months beyond the Department of Defense (DoD) area tour applicable to the member. Per reference (b) and on a case-by-case basis, Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4) may also involuntarily extend members up to 180 days if their presence is required to meet critical and immediate operational needs.

2. **Guidance**

a. COs may request OPHOLD status for members in the following circumstances:

(1) When loss of the member results in or exacerbates a degradation of personnel operational capability on a type 2 or type 4 duty unit.

(2) When, in the opinion of the CO, other appropriate justification exists.

b. COs should **not** request OPHOLD in the following circumstances:

(1) If the services of the member can be spared without affecting mission accomplishment.

(2) Members may not be involuntarily extended beyond their expiration of active obligated service (EAOS) without specific approval. MILPERSMAN 1160-050 refers.

c. During the OPHOLD decision process, the member’s orders will be evaluated by Commander, Navy Personnel Command (COMNAVPERSCOM) for potential cancellation.

(1) If the orders are cancelled, the member will be required to re-negotiate via Career Management System-Interactive Detailing (CMS-ID). No adjustments to the member’s current projected rotation date will be made, unless directed by COMNAVPERSCOM and agreed to by the manning control authority.

(2) OPHOLDs submitted for personnel under orders issued to honor a reenlistment incentive shall note this fact and contain comment concerning the member's desire to delay, cancel, or request an alternate incentive.

d. Premium pay for being held past an EAOS, under certain conditions, which is authorized under reference (c) and implemented in MILPERSMAN 1160-050, is triggered by holding someone at an afloat command, in foreign waters, involuntarily, for operational purposes, in the public interest (as determined by the senior officer afloat), past his or her EAOS. Reference (d), chapter 1, section 010304 also gives specific eligibility criteria.

3. **OPHOLD Reporting**. COs who wish to delay execution of orders, per this article, shall request such action by message to COMNAVPERSCOM MILLINGTON TN//PERS4013// with a copy to:

- unit commander,
- type commander,
- fleet commander,
- Commander, United States Fleet Forces Command (COMUSFLTFORCOM) NORFOLK VA
- Commander, United States Pacific Fleet (COMPACFLT) PEARL HARBOR HI
- COMNAVPERSCOM MILLINGTON TN (appropriate detailer), and
- receiving command.

This report is to be made as soon as the necessity for an OPHOLD is determined.

a. Except in emergency situations, this report should be made at least 90 days prior to transfer month.

b. This report will indicate the month and year to which orders are requested to be delayed.

c. Request will indicate if the member is a volunteer or not.

MILPERSMAN 1306-122

PERMANENT CHANGE OF STATION (PCS) AND PERMANENT CHANGE OF ACTIVITY (PCA) MOVE DETERMINATION

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	DODI 1315.18 of 12 Jan 05

1. **General Information**

a. **Permanent Duty Station (PDS)** is defined as follows:

(1) The post of duty or official station, including a ship to which a member is assigned or attached for duty other than "temporary duty (TDY)" or "temporary additional duty (TAD)."

(2) The limits of such posts of duty or official station will be the ship, or the corporate limits of the city or town in which the member is stationed.

b. **Moves** are classified as either **permanent change of station (PCS)** or **permanent change of activity (PCA)** as defined below:

(1) **PCS**: The assignment, detail, or transfer of a member of a unit to a different PDS under competent orders that do not specify the duty as temporary nor provide for further assignment to a new PDS, or direct return to the old PDS.

(2) **PCA**: Any no-cost (zero cost) assignment, detail, or transfer of a member from one unit identification code (UIC) to another UIC within the same PDS.

2. **Classification of Moves**. Moves are further classified per their associated costs as follows:

a. **Cost PCS Move**

(1) A change of PDS for which the PCS costs exceed $1,000.

(2) This type of move always requires the follow-on assignment of full Department of Defense (DOD) or Secretary of the Navy (SECNAV) prescribed tour length, as applicable.

b. **Low-cost PCS Move**. Any change of PDS for which the PCS costs do not exceed $1,000. There is no requirement to adjust the original tour completion date, see reference (a).

c. **No-Cost PCA Moves**

(1) A reassignment which does not involve a change of PDS. For example, an In-Place Consecutive Overseas Tour (IPCOT) or a reassignment from the Navy Annex (Arlington) to the Pentagon (Arlington).

(2) There are no entitlements associated with PCAs, except for Consecutive Overseas Tour leave travel in the case of IPCOT.

MILPERSMAN 1306-124

TOUR EXTENSIONS AND SPLIT TOURS

Responsible Office	NAVPERSCOM (PERS-40)	Phone: Toll Free	1-866-U ASK NPC

1. **Voluntary Tour Extensions**. Members desiring to extend their current tour of duty should initiate a NAVPERS 1306/7 (Rev. 1/03), Enlisted Personnel Action Request to Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40). The request should be submitted between 9 to 12 months prior to the member's projected rotation date (PRD) and be recommended by the member's commanding officer (CO).

a. To be eligible for consideration of tour extension under the provisions of this article, personnel must

(1) not be in receipt of permanent change of station (PCS) orders.

(2) have CO's recommendation.

b. Requests from personnel serving on types 3, 4, and 6 duty must contain a statement concerning suitability for continued overseas service per MILPERSMAN 1300-300. **The suitability determination shall include family member considerations if on an accompanied tour.**

2. **Voluntary Tour Extension Approval Criteria**. Extensions will normally be granted in 12-month increments on a case basis, considering fleet/sea/shore balances for each rating. After approval of an extension by NAVPERSCOM (PERS-40), the extension will not normally be canceled unless an exceptional hardship exists.

a. Extensions of less than 12 months in length may be approved in special circumstances (e.g., to complete deployment, etc.).

b. Request for extension in current command (type 2, 3, or 4 duty) will normally be approved so long as such extension does not result in manning in excess of billets authorized in the command's manpower authorization for the member's rating.

c. Request for extension in current command (type 1 and 6) is normally not solicited nor approved, except in times of PCS constraints.

d. Non-career designated personnel must incur sufficient obligated service (OBLISERV) requirements to complete tours as extended.

e. If extension on board is not feasible due to manning in excess, member will be offered the option of transferring to another sea duty command in the same homeport/area.

f. If another command in the same homeport/area is not available, member may extend for assignment to a command in another homeport/area with the following stipulations:

(1) A minimum of 2 years OBLISERV will be required.

(2) Where en route training in excess of 4 weeks is necessary, a minimum of 2 years OBLISERV plus training time will be required.

g. To avoid the inequity that could result from an individual serving for an extended period in a preferred assignment, extensions will always be considered on a case basis.

h. Requests to extend overseas are covered in MILPERSMAN 1300-310 and 1306-300.

i. Personnel shall submit NAVPERS 1306/7 via the chain of command to request sea tour extensions.

j. Personnel submitting a NAVPERS 1306/7 request to adjust PRD to expiration of active obligated service (EAOS) with the intent to separate will have their enlisted master file record flagged.

(1) Depending on active duty time remaining, the request may be disapproved and needs of the Navy orders issued.

(2) If a request to match PRD to EAOS is received with no stated reason, it will be considered intention to separate.

3. **Involuntary Tour Extensions**

a. During periods of PCS funding constraints, NAVPERSCOM may be required to extend personnel involuntarily on tours in the same unit or homeport/area.

b. Maximum Department of Defense (DoD) area tour for accompanied by family member/all others will not be exceeded, except as provided per MILPERSMAN 1300-308.

4. **Split Tour**. **Split tours** are defined as PCS assignment between two activities in the same geographic location.

a. **Same geographic location** is defined as any PCS move for which the total expected cost, including member's travel and transportation entitlements, does not exceed $1,000.00.

b. Any PCS move that exceeds the $1,000.00 becomes a cost move and is considered as an assignment outside of the geographic location.

c. Except as indicated below, members may request split tour reassignments effective at any time after they have served 24 months at the same activity, and provided at least 24 months remain on their current sea or shore tour, or continental United States (CONUS) or outside continental United States (OCONUS) tour.

(1) Members whose sea or shore, CONUS or OCONUS, tour is less than 49 months may request a split tour after 24 months, if they agree to serve 24 months (regardless of prescribed sea tour/normal sea tour) at the second assignment and have sufficient obligated service to complete the 24 months.

(2) Split tour assignments will be made at no cost to the government.

5. **Split Tour Eligibility Requirements**

a. The following requirements must be met prior to submission of request for a split tour:

(1) Overall evaluation of no lower than 3.0 for the past 24 months.

(2) No mark below 3.0 in the past 24 months.

(3) Have a clear record, no nonjudicial punishment (NJP) during the previous 24 months.

(4) Recommended for advancement and retention.

b. Favorable consideration of the above request is contingent upon

- manning level at present command,
- availability of billet requested within the geographic location of present duty station,
- training and/or travel costs involved, and
- recommendation by the CO.

c. Eligible personnel should submit requests on NAVPERS 1306/7.

d. An approved request will be effected 5 to 7 months after receipt of request in order to program a relief.

e. Split tour assignment is contingent upon

(1) member's prior execution of NAVPERS 1070/613 (7-06), Administrative Remarks entry acknowledging the conditions of the assignment; and

(2) executing NAVPERS 1070/621 (1/00), Agreement to Extend Enlistment to acquire sufficient OBLISERV, if required, prior to transfer.

MILPERSMAN 1306-125

ENLISTED RECORD FLAGS

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: Toll Free	1-866-U ASK NPC
Responsible Office	BUPERS-32, Enlisted Community Managers	Phone: COMM	1-866-U ASK NPC

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free E-mail:	1-866-U ASK NPC uasknpc@navy.mil

---

References	(a) DODI 1315.18 of 12 Jan 2005 (b) OPNAVINST 1300.17A (c) FLTFORCOM/NAVPERSCOMINST 1300.1

1. **Background**. In keeping the fleet appropriately manned with quality Sailors, judicious use of permanent change of station (PCS) funds is a strategic imperative for the Navy. Sailors not willing to obligate for their next set of orders have a negative impact on overall manpower readiness, retention, and advancement opportunities for their fellow Sailors. When considering members for PCS transfer, detailers must consider time on station (TOS) and retainability requirements as prescribed by MILPERSMAN 1306-106 and references (a) and (b). MILPERSMAN 1306-106 further details that members are required to obligate service (OBLISERV) before reassignment to ensure they complete the prescribed tour, except where Department of Defense (DoD) tours are greater. In addition, waivers of OBLISERV requirements may be granted on a case-by-case-basis by Navy Personnel Command (NAVPERSCOM).

2. **Policy**. Sailors who elect not to meet the minimum (OBLISERV) requirements for their reassignment will have their enlisted master file record flagged. This includes Sailors who:

a. Submit a NAVPERS 1306/7 Enlisted Personnel Action Request to adjust projected rotation date (PRD) to match expiration of active OBLISERV, as extended (expiration of active obligated service (EAOS)/soft expiration of active obligated service (SEAOS)), stating their intention to separate. Per MILPERSMAN 1306-124, a record will also be flagged if the

request is to match PRD to EAOS/SEAOS with no stated reason listed on the NAVPERS 1306/7;

b. Submit NAVPERS 1306/7 requesting early separation;

c. Submit a NAVPERS 1306/7, message, or correspondence to their respective Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32), indicating intent to separate at EAOS/SEAOS;

d. Refuse to OBLISERV for orders. If a Sailor refuses to OBLISERV to their prescribed tour, but has sufficient contract time to meet retainability, as outlined in MILPERSMAN 1306-106, orders may be modified to complete follow-on tour assignment until EAOS.

3. **Implications**. Once a Sailor's enlisted master file record is flagged, the Sailor:

a. Forfeits his or her Career Waypoints-Reenlistment (C-WAY-REEN) application quota approval (if in receipt of one). The quota will be revoked and the Sailor will be counted as "Intends to Separate (ITS)" in C-WAY-REEN;

b. Will be issued needs of the Navy orders, if the Sailor has 12 months or more remaining between PRD and EAOS/SEAOS. In certain cases, orders may be issued to an immediate deployer despite the Sailor having less than 12 months until EAOS/SEAOS.

4. **Personnel Manning Reports (PERSMARs)**. Requirements for PERSMAR submission are delineated in reference (c). When a PERSMAR is received by Navy Personnel Command's (NAVPERSCOM), Enlisted Personnel Readiness and Support Branch (PERS-4013), and a Sailor is listed as "Intends to Separate," in most cases, the PRD will be adjusted to the EAOS/SEAOS, and the record will be flagged for separation. However, if a Sailor is listed as "Intends to Separate," no action will be taken regarding PRD adjustment or record flag until a NAVPERS 1306/7 or signed NAVPERS 1070/613 Administrative Remarks (Page 13) is received, stating the Sailor's intent to separate. Commands are reminded that when submitting a command PERSMAR, if the Sailor is unsure or is early in his or her career, it is best to list the Sailor's career intentions on the PERSMARs as "Undecided," vice "Intends to Separate."

5. **Requirements for Removal of Record Flag/NAVPERSCOM Action**. If a Sailor later changes his or her mind and would like to remain on active duty, the following actions will take place:

a. Sailor must submit a NAVPERS 1306/7 to his or her rating detailer, requesting removal of the record flag and stating the Sailor's career intent.

b. Detailer will staff the request to NAVPERSCOM's Special Assistants Branch (PERS-4015) for review, who will then attach the original request that caused the flag and forward it to NAVPERSCOM's Special Assistant to the Director, Enlisted Distribution Division (PERS-40BB) for review.

c. NAVPERSCOM (PERS-40BB) will staff to the Career Waypoints (C-WAY) help desk at BUPERS-32 for Enlisted Community Manager (ECM) review and concurrence. Any changes made by BUPERS-32 which reset the Sailor's status in C-WAY must be annotated in the Sailors' C-WAY notes files.

d. NAVPERSCOM (PERS-40BB) will make the final decision, based on BUPERS-32's input, and will inform rating detailer and C-Way help desk of approval or disapproval.

e. If the request to delete the flag is approved and the Sailor previously had a C-WAY-REEN quota, that quota will be reinstated. If the Sailor never received a C-WAY-REEN quota, the application will be reset to compete for a reenlistment quota.

6. **Summary**

a. Requests for record flag removal will not normally be approved for Sailors within 6 months of their EAOS/SEAOS; each request for flag removal will be adjudicated on a case-by-case basis by NAVPERSCOM and BUPERS-32.

b. Chains of command and command career counselors should counsel Sailors regarding their decision to separate, utilizing career development boards (CDB), prior to any submission of notification of the Sailor's intent to NAVPERSCOM.

MILPERSMAN 1306-126

FIRST-TERM PERSONNEL ASSIGNMENT POLICY

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1300.15A (b) DoD Instruction 1315.18 of 12 Jan 05 (c) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Appendix Q

1. **Policy**. First-term members are those who are serving on their first enlistment contract including operative extensions (other service veterans (OSVET) and Navy veterans (NAVET) are not first termers).

a. **Members on a 3-year or less contract** will be given no more than one assignment (**exclusive** of **initial basic** and **skills training**) before their expiration of active obligated service (EAOS). If required to serve in a dependent-restricted tour overseas, they will be assigned to no more than two different geographic locations.

b. **Members on an initial enlistment of more than 3 but less than 4 years** will be given no more than one continental United States (CONUS) assignment before their EAOS following **initial basic** and **skills training**. The member will be issued a planned rotation date (PRD) equal to his/her prescribed sea tour (PST) for their initial assignment, unless the initial assignment is regulated by a Department of Defense (DoD) area tour. If overseas assignment is required, members shall be given no more than two assignments before their EAOS.

c. **Members on an initial enlistment of more than 4 but less than 5 years** will be given no more than two assignments in different locations before their EAOS following **initial basic** and **skills training**, regardless of tour length. The member will be issued a PRD equal to his/her PST for their initial

assignment unless the initial assignment is regulated by a DoD area tour.

d. **Members on an initial enlistment of more than 5 years** will not be given more than three assignments in different locations, provided one is an overseas location before their EAOS following **initial basic** and **skills training**, regardless of tour length. The member will be issued a PRD equal to his/her PST for their initial assignment unless the initial assignment is regulated by a DoD area tour.

e. **Members on their second assignment** can be ordered overseas if they have the required obligated service (OBLISERV) for the Department of Defense (DoD) area tour.

f. **Members electing to reenlist** will complete their PST at their initial assignment, unless the initial assignment is regulated by a DoD area tour or they are authorized to curtail their sea tour by negotiating through a reenlistment incentive program.

g. **Members with 6 years initial OBLISERV** assigned to a sea duty activity for their first permanent duty station (PDS) and guaranteed advanced training, will be reassigned to receive training upon completion of a special 18 to 24-month sea tour. Upon completion of training and reassignment to sea duty, sea duty commencement date and projected rotation date (PRD) adjustments (to coincide with their EAOS or completion of PST, whichever is less) should be requested by the gaining activity, per MILPERSMAN 1306-101.

h. **Professional Apprentice Career Track (PACT)** Sailors will be assigned a 24 month tour length/PRD, regardless of location or type duty of their first permanent duty station assignment, in order to align their rotation date with their contract A-school guarantee. If a PACT Sailor becomes designated during this initial 24-month assignment (via a rating examination), their PRD will be adjusted to the appropriate PST for that rating, unless the initial assignment is regulated by a DoD area tour.

2. **PRD and Tour Lengths**

a. **CONUS**

(1) Members **initially** assigned to CONUS shore duty will be assigned a 24-month tour, with the exception of those rates identified as having an INUS/OUTUS (within the continental United States/and outside the continental United States) rotation vice sea shore flow (SSF). Members will be assigned to sea duty (type 2 or 4) upon completion of an initial assignment to a 24-month shore tour.

(2) Members assigned to sea duty home ported in CONUS will be assigned a tour length to match their PST.

(a) PRD will be set to match PST.

(b) Exceptions to this rule are ships and units homeported in CONUS, but operating in an overseas area for 1 year or more. PRD will be set for a 1-year tour for these types of units.

b. **Overseas**

(1) Members assigned to overseas duty will be assigned a PRD of 36 months or the accompanied tour length, whichever is less, with the exception of Hospital Corpsmen (shore duty) and PACT Sailors, which will be 24 months. First-term duty in Alaska and Hawaii is 36 months unless otherwise specified. After completion of the 36-month tour, first-term members will be assigned per first-term limitations outlined in this article and reference (a) and (b).

(2) First-term members may be eligible for Overseas Tour Extension Incentive Program (OTEIP) benefits. See MILPERSMAN 1306-300 for details.

c. **Ratings without SSF**. Ratings identified as having a career path not defined by SSF will be assigned per the latest effective NAVADMIN for SSF. All outside continental United States (OCONUS) shore duty assignments must comply with DoD area tour lengths listed in reference (c).

d. **Tour length for members ordered to shore duty for their first tour will normally be for a maximum of 24 months**. With some exceptions, the assignment process goal is for first-term

members to be available for assignment to sea duty during their first enlistment.

3. **Floating Dry Dock Assignment**

a. **Four-year obligation personnel**. First 2 years of enlistment will encompass entry level training (Recruit Training Center (RTC) and "A" School) and floating dry dock duty. Last 2 years of enlistment, member will be assigned to sea duty.

b. **Three-year obligation personnel**. Member will not be detailed to floating dry dock.

4. **HM "A" School Graduates**. Members assigned an initial CONUS or OCONUS shore tour will be assigned a PRD of 24 months and sea tour PRD of 36 months.

5. **Members Under Age 18**. At no time will an enlisted member under the age of 18 be issued orders that require **reporting** to an operational command (Type Duty Code 2, 3, or 4).

a. When practical, use the training pipeline to ensure members will reach their 18th birthday before reporting (diaried aboard) to their PDS.

b. In situations where using the training pipeline will not satisfy the age requirement, assign member to Type Duty Code 1 or 6, per this article.

MILPERSMAN 1306-128

ROTATION FOR CONSTRUCTION RATING PERSONNEL

Responsible Office	NAVPERSCOM (PERS-401)	Phone:	DSN COM FAX	882-3571 (901) 874-3571 882-2716

1. **Policy**. Every Naval Mobile Construction Battalion (NMCB) or Amphibious Construction Battalion (ACB) member (Seabee) can expect to complete an isolated tour sometime during a career. Members assigned to isolated tours can expect a split sea tour by beginning a prescribed sea tour on isolated duty, and then completing a follow on sea tour, generally in a NMCB.

a. Based on the nature of Seabee assignments, occupation field 13 (OF 13) members assigned to isolated tours are no longer eligible for advanced assignment guarantee per MILPERSMAN 1306-200.

b. Personnel shall be assigned to the sea components of ACB without regard for gender.

c. Prior to reporting to either a NMCB or ACB tour, all personnel (OF 13 and non-OF 13) will be required to complete the 2-week Seabee replacement training at either the 20th Seabee Readiness Group located at Gulfport, MS or 31st Seabee Readiness Group located at Port Hueneme, CA.

MILPERSMAN 1306-130

POST-CONFINEMENT ASSIGNMENT PROCEDURES

Responsible Office	NAVPERSCOM (PERS-40	Phone: COM FAX	(901) 873-5170 (901) 873-5254

1. **Policy**

a. MILPERSMAN 1626-030 and 1640-060 through 1640-100 state members who are confined for 31 days or more will normally be returned to their previous duty station, and members confined while en route to a new duty station will be reassigned to another comparable duty assignment. Occasionally there will be circumstances in which the return of a released prisoner would not be in the best interest of the command or the individual.

b. In these cases commanding officers (COs) should, **at the time of confinement**, submit a message to Navy Personnel Command (NAVPERSCOM) (applicable detailer) requesting the member **not** be returned to the command. NAVPERSCOM will institute action for reassignment of the member to another comparable duty assignment. The message shall be submitted per the below guidelines:

(1) **For rated/designated members** the message shall be sent to NAVPERSCOM (applicable detailer).

(2) **For non-rated/non-designated members** the message shall be sent to NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013C).

(3) The activity where the brig is located and the local discipline/pass office which serves the brig must be information addressees to allow for proper submission of the availability report.

(4) The message must state the date the member was confined or transferred temporary duty (TEMDU) for confinement and the reason why the member should not be returned to the command, e.g., loss of security clearance, loss of Navy Enlisted Classification (NEC) qualification, morale, and/or member's return would cause high security risk of member’s well-being.

2. **Type of Transfers**. Members transferred to a Naval Consolidated Brig (NAVCONBRIG) are divided into the following two separate types of transfers:

a. Members being transferred for 30 days or less, who are assigned under temporary additional duty (TAD) orders.

b. Members who are assigned for 31 days or more who are assigned under TEMDU orders.

3. **Members pending Punitive Discharge**. Chief of Naval Personnel (CHNAVPERS) may suspend a punitive discharge of members confined in NAVCONBRIGs.

a. The CO of a NAVCONBRIG will request reassignment of such member to a duty station other than the member's duty station at the time of court-martial.

b. If applicable, a reassignment request by the brig will address loss of security clearance, loss of NEC qualifications, and change in rate.

MILPERSMAN 1306-132

REASSIGNMENT OF ENLISTED PERSONNEL ASHORE – COMPLETION OF TOUR (COMPTOUR)

Responsible Office	NAVPERSCOM (PERS-4013)	Phone COM	(901) 874-4381

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. A completion of tour (COMPTOUR) is the reassignment of personnel prior to projected rotation date (PRD) from one shore activity to another shore activity for the purpose of resolving a critical manning situation.

a. It is used as a last resort action when manning deficiencies cannot be resolved through the normal process.

b. A nominee for this type of reassignment must be serving in the requested rate and have **12 or more months remaining until PRD**.

c. All attempts will be made to make the reassignments via no-cost permanent change of station (PCS) orders.

d. Reassignments that incur PCS costs must be effected per MILPERSMAN 1306-106.

MILPERSMAN 1306-134

ASSIGNMENT POLICY WHEN NOT IN COMPLIANCE WITH PHYSICAL READINESS STANDARDS

Responsible Office	NAVPERSCOM (PERS-40)	Phone: Toll Free	1-866-U ASK NPC

References	OPNAVINST 6110.1G NAVMED P-117, Manual of the Medical Department

1. **Policy**. OPNAVINST 6110.1G and NAVADMINs describe the administrative action to be taken for members who are in noncompliance with physical readiness standards.

a. Failure of physical fitness assessments will not limit assignments except when a member cannot obligate for the minimum obligated service (OBLISERV).

b. Members who are out of standards may transfer; however, assignment to certain duties (e.g., instructor, recruiting, etc.) will continue being restricted to members who are within standards. Select schools may require members to report within Body Composition Assessment (BCA) or Physical Readiness Test (PRT) standards in order to be accepted for training, or require members to be within standards to graduate. Contact community detailers or school commands for guidance. Certain communities may require members to remain within BCA or PRT standards to retain standing in that community. Contact community detailers or school command for guidance.

c. Individuals not in standards and currently under sea duty orders shall contact the medical department representative (MDR) performing the screening so that the Sailor's next command can be notified of body composition percent.

d. If individuals report at next command significantly out of body composition percent, are found unable to perform duties on platform, or MDR finds Sailor is not compatible for platform, refer to NAVMED P-117, article 15-30.

MILPERSMAN 1306-136

SECURITY LIMITATIONS FOR SURFACE NUCLEAR POWERED SHIPS

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-3636 (901) 874-3636 882-2638

1. **Policy**. Personnel who are not United States (U.S.) citizens will not be assigned to surface nuclear powered units in commission, overhaul, or new construction with exception of personnel from the following ratings: ABE, ABH, AD, AM, AME, AMH, AMS, AS, AF, PR, PS, and CS.

a. Non-U.S. citizens shall not have access to naval nuclear propulsion information (NNPI) and nuclear propulsion plant spaces.

b. The above ratings (if assigned to an NNPI unit identification code) shall only be assigned to aircraft carriers (nuclear) (CVNs).

2. **Security Limitations for Nuclear Repair Facilities**. Personnel who are not U.S. citizens will not be assigned to nuclear repair facilities, including the repair departments of nuclear capable submarine and destroyer tenders (AS/AD).

MILPERSMAN 1306-138

FLEET SURGICAL TEAMS (FSTS)

Responsible Office	NAVPERSCOM (PERS-407)	Phone: DSN COM FAX	882-3806 (901) 874-3806 882-2645

1. **Policy**. Fleet Surgical Teams (FSTs) are freestanding units attached to the operating forces of the Atlantic and Pacific Fleet.

a. Tour lengths for all enlisted personnel assigned to FST will be 2 years.

b. Assignment to an FST will satisfy the prescribed sea tour for all enlisted members.

MILPERSMAN 1306-200

ISOLATED DUTY TOURS

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-4142 (901) 874-4142 882-2693

References	(a) OPNAVNOTE 4600 (annual)

1. **General Information**. Overseas isolated duty consists of the geographical areas noted in MILPERSMAN 1300-304 where family members are not authorized, and USNS ships (except USNS COMFORT and USNS MERCY) and units listed in reference (a).

a. Members assigned to the units identified above will be offered the option of reassignment to their previous continental United States (CONUS) duty station area, or given an advanced assignment to the next duty station area in CONUS if they complete the tour to projected rotation date (PRD) as assigned.

b. Reassignment shall be based on valid requirements and in consonance with the appropriate sea/shore rotation.

c. Enlisted members residing in government quarters in a CONUS fleet concentrated area, who elect an overseas unaccompanied tour where accompanied tours are authorized, are entitled to a home basing guarantee per this article, and may maintain residences for their families in government quarters while serving their unaccompanied tours.

d. Upon selection for an overseas isolated duty tour, members may elect from the following options, subject to eligibility for available billets:

(1) **Return to area of previous CONUS duty station**. Members electing this option may return to the area of their previous CONUS duty station. The intent is to permit geographic stability for member's family over three assignment periods.

(2) **Choice of the top half of the current requisition**. Members electing this option must specify a requisition and may

choose an assignment for which they are eligible, or qualify for prerequisite training, from the top half of that requisition.

e. Options should be submitted via www.cmsid.navy.mil.

f. Seabees are not eligible for the above options.

g. The requisition process will provide visibility of available requirements nine months prior to the member's PRD. Detailers will be able to negotiate assignments, based on elected options, after that point.

h. Upon notification of guaranteed assignment, make the following entry on NAVPERS 1070/613 (10/81), Administrative Remarks:

"I understand that my guaranteed assignment may be canceled or changed as the needs of Navy dictate if I execute any of the following family member travel entitlements: Shipment of household goods (HHG) (except those shipped to my isolated duty station for my use); non-temporary storage of HHG (except members without family members); and receipt of with family member dislocation allowance."

_____
Member's Signature

Witnessed: _____
C. J. WIRTZ
CDR, USN, Personnel Officer

MILPERSMAN 1306-250

GUARANTEED CHOICE OF COAST FOR POST-JAPAN, -GUAM, AND -KOREA ASSIGNMENTS FOR ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-40)	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. Sailors will be offered the opportunity to choose the east or west coast in the continental United States (CONUS) for their follow-on assignment for volunteering for duty with sea-going units or shore commands in Japan, Guam, and Korea.

a. Sailors must submit coast selection by NAVPERS 1306/7 (Rev. 1/03), Enlisted Personnel Action Request, 12-15 months prior to their projected rotation date (PRD).

b. Sailors must complete the entire Department of Defense (DOD) area tour to PRD in Japan, Guam, and Korea to receive the choice of coast guarantee. If they do not complete the entire tour through no fault of their own, coast guarantee validity will be determined on a case-by-case basis by Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40).

c. Post-Japan, -Guam, and -Korea reassignments shall be based on valid requirements and in consonance with sea/shore rotation (SSR).

d. If the desired coast is not available in **Career Management System Interactive Detailing (CMSID)** at the time of selection and Sailors subsequently do not make a selection by the 5-month point of their negotiating window, they may request to their detailer for the highest priority billet not on CMSID for the desired coast. If Sailors do not desire that billet, they may waive their right to coast selection and select a billet from CMSID.

e. If the desired coast has been/is visible in CMSID for selection, Sailors will be assigned to that billet at the 5-month point of their negotiating window.

f. Text shall be included in all permanent change of station (PCS) orders to Japan, Guam, and Korea to read as follows:

> "Upon completion of these orders, you are guaranteed a follow-on assignment to the coast of your choice in CONUS if a valid billet exists per MILPERSMAN 1306-250. There is no guarantee of actual homeport. In order to obtain a guaranteed coast, you must submit NAVPERS 1306/7 via the chain of command not later than 12 months prior to your PRD to identify your coast of choice. You must complete this tour to PRD for this guarantee to apply. If you do not complete the entire tour through no fault of your own, guarantee validity will be decided by NAVPERSCOM (PERS-40) on a case-by-case basis."

g. If Sailors choose to waive their guaranteed coast selection, a NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks entry will be made in their service record and a NAVPERS 1306/7 to that effect will be submitted to the detailer (orders will not be released until NAVPERS 1306/7 is received by NAVPERSCOM).

h. Coast selection option is only redeemable upon transfer from Japan, Guam, and Korea, and cannot be "banked" for a future tour. Coast selection shall not be retroactive for those already assigned to Japan, Guam, and Korea billets upon announcement of this program.

MILPERSMAN 1306-300

OVERSEAS TOUR EXTENSION INCENTIVES PROGRAM (OTEIP)

Responsible Office	NAVPERSCOM (PERS-40CC)	Phone: DSN COM FAX	882-3550 (901) 874-3550 882-2647

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. §705 (b) 37 U.S.C. §314 (c) DoD 7000.14-R, Financial Management Regulations, Volume 7A, Military Pay Policy-Active Duty and Reserve Pay, September 2013 (d) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members, Chapter 7, Part J, Section U7305 (e) OPNAVINST 4650.15B (f) Navy DJMS Procedures Training Guide, Chapter 14

1. **Policy**. Overseas Tour Extension Incentives Program (OTEIP) offers eligible enlisted members the opportunity to choose one of four incentive options for an extension of the Department of Defense (DoD) overseas tour length of 12 months or more.

a. The following options are available:

(1) **Option A** - $80 per month special pay for each month during the period of the extension.

(2) **Option B** - 30 days rest and recuperation rest and relaxation (R&R) absence during the period of extension.

(3) **Option C** - 15 days R&R absence, plus round trip transportation at Government expense from the location of the extended tour of duty to the port of debarkation in **continental United States (CONUS)** and return during the period of extension. Members authorized OTEIP extensions longer than 12 months are entitled to receive 20 days R&R absence.

(4) **Option D** - $2,000 lump sum payment on the first day of the 12-month extension.

b. The elected OTEIP option may not be effected prior to the projected rotation date (PRD) extension becoming operative.

c. An extension overseas required for command sponsorship of family member(s) will not be used as an extension for eligibility under this program.

d. The authority and guidance for the OTEIP incentives are contained in references (a) through (f).

e. A request for extension in an overseas area need not be for the same command. An extension of at least 12 months may be granted for a new command or permanent duty station (PDS), if the new assignment satisfies the prescribed DoD tour length at the new activity. This exception is only used in conjunction with a decommissioning or billet reduction when a member is not being reassigned for a full DoD tour. In these circumstances, the extension must be for a minimum of 12 months, or the unaccompanied tour length at the new area, whichever is greater.

f. Incentive options may not be granted without receipt of approval authorization from Navy Personnel Command (NAVPERSCOM), Entitlements Program Manager (PERS-40CC).

g. Consecutive overseas tour (COT) leave entitlement is earned when a member is assigned to back-to-back complete DoD tours. OTEIP is earned for extensions of at least 12 months beyond the current DoD tour.

NOTE: Upon receipt of the OTEIP authorization message, command should retain one copy in member’s command career counselor folder, provide a copy to member, and ensure the supporting personnel support detachment (PERSUPP DET) or personnel office (PERSOFF) receives a copy with the appropriate NAVPERS 1070/613 Administrative Remarks as described in paragraph 6, below.

2. **Eligible Members**. The following enlisted members are eligible for OTEIP:

a. Members serving overseas on Type "3", “4”, or “6” duty and members serving in Hawaii on Type “2” duty. Personnel must complete the prescribed DoD area tour (accompanied for those

taking family member(s), unaccompanied for those who do not take family member(s)) before being eligible for OTEIP.

b. Members serving outside these areas on temporary additional duty (TEMADD) in excess of 179 days during any 12-month period will not be eligible for OTEIP.

c. A member assigned to a family member-restricted tour location who extends for a minimum of 12 months beyond the prescribed DoD tour length, may elect either the OTEIP or COT leave travel entitlement, not both.

3. **OTEIP Benefits for First-Termers**. First-term members assigned to an overseas PDS will be eligible for OTEIP following completion of the prescribed DoD area tour (accompanied tour length for those with command sponsored family member(s) on station, and an all others tour length for single Sailors or those with family member(s) electing to serve an unaccompanied tour). This policy is modified to include all members whose assigned tour exceeds the DoD tour length by at least 12 months. Hence, a single member assigned to Type "4" duty in Japan for a 36-month sea tour where the DoD unaccompanied and all others tour is 24 months, would be OTEIP eligible for the third year. OTEIP benefits, in this case, are not automatic and must be requested.

4. **Request Procedures**. Submit requests for voluntary extensions of 12 or more months to NAVPERSCOM (PERS-40CC), not more than 18 months or less than 9 months, prior to current PRD.

a. The preferred method of submission is via the BUPERS ON-LINE (BOL) OTEIP Program.

b. Commands without BOL OTEIP Program capability may submit requests via BOL Personnel Action Request (PAR), NAVPERS 1306/7 Enlisted Personnel Action Request, naval message (Exhibit 1), or letter signed by commanding officer (CO) or delegated signing authority. NAVPERS 1306/7 may be accessed via the following link: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS%201306-7.pdf.

c. Processing times using BOL PAR, NAVPERS 1306/7, naval message, or letter are greater than with the BOL OTEIP Program. Use one method of submission and do not resubmit requests,

unless a request is verified as not received by NAVPERSCOM (PERS-40CC).

d. Requests submitted via BOL PAR, NAVPERS 1306/7, naval message, or letter must include the following:

(1) Recommendation by the command.

(2) The specific time frame of the requested extension period or the specific time frame of OTEIP eligibility, if requesting OTEIP benefits when no PRD adjustment is needed.

(3) Member's elected option (A, B, C, or D).

5. **Approval Factors**. Approval of OTEIP requests will be based on the following factors:

a. Current manning and priorities (needs of the Navy);

b. Need for the member at a Type "2" or "4" unit (shipboard duty), if on Type "3" duty;

c. Status of relief;

d. Timeliness of request (submission cannot be more than 18 months or less than 9 months prior to PRD); and

e. Need for member at a Chief of Naval Operations (CNO) priority billet (i.e., instructor, recruiter).

6. **Approval by NAVPERSCOM**:

a. **Personnel Approved for Incentive Option A**

(1) The command shall:

(a) Prepare the following NAVPERS 1070/613 utilizing Navy Standard Integrated Personnel System (NSIPS). Complete the NAVPERS 1070/613 panel as follows:

Authority: MILPERSMAN 1306-300

Permanent: Yes

Date: Select Date Prepared

Subject: OVERSEAS TOUR EXTENSION INCENTIVE - OPTION A
Remarks: As authorized by MILPERSMAN 1306-300, I desire to exercise incentive Option A for my overseas extension of ____ months for the period _____-_____.

Approving Officer Signature: (Signature of commanding officer or designee with "by direction" authority).

Witness Signature: Enter the name and title of the witness in the appropriate blocks followed by the date the member and witness will sign the NAVPERS 1070/613.

Member Signature: Select the date the member will sign.

(b) Print NAVPERS 1070/613, obtain the member and witness signatures, and submit it with a copy of the OTEIP authorization message to the servicing PERSUPP DET or PERSOFF.

(2) The PERSUPP DET or PERSOFF shall:

(a) Verify the NSIPS NAVPERS 1070/613 Administrative Remarks entry and submit the NAVPERS 1070/613 to the Official Military Personnel File (OMPF).

(b) Authorize the OTEIP payment per reference (f).

b. **Personnel Approved for Incentive Option B**

(1) The command shall:

(a) Authorize R&R absence and complete the NSIPS Administrative Remarks panel as follows:

Authority: MILPERSMAN 1306-300

Permanent: Yes

Date: Select Date Prepared

Subject: OVERSEAS TOUR EXTENSION INCENTIVE - OPTION B

Remarks: As authorized by MILPERSMAN 1306-300, I desire to exercise incentive Option B for my overseas extension of _____ months for the period _____-_____.

Approving Officer Signature: (Signature of commanding officer or designee with "by direction" authority).

Witness Signature: Enter the name and title of the witness in the appropriate blocks followed by the date the member and witness will sign the NAVPERS 1070/613.

Member Signature: Select the date the member will sign.

(b) Print NAVPERS 1070/613, obtain the member and witness signatures, and submit it with a copy of the OTEIP authorization message to the servicing PERSUPP DET or PERSOFF.

(2) The PERSUPP DET or PERSOFF shall verify the NSIPS Administrative Remarks entry and submit the NAVPERS 1070/613 to the OMPF.

NOTE: Option B must be used during operative period of extension and may not be used in conjunction with permanent change of station transfer or separation leave.

c. **Personnel Authorized Incentive Option C.** The accounting data in the NAVPERSCOM OTEIP approval message will be provided to personnel authorized incentive Option C. In order to allow local administrative support personnel sufficient processing time, change requests to Option C should be submitted via BOL PAR, NAVPERS 1306/7, letter, or naval message to NAVPERSCOM (PERS-40CC), not less than 30 days prior to the proposed commencement of travel. Travel for members serving in Type "4"

units electing incentive Option C will originate from and return to the unit's homeport.

(1) The command shall:

(a) Authorize R&R absence, plus round trip transportation at Government expense from the location of the extended tour of duty to the CONUS port of debarkation and return during the period of extension;

(b) Complete the NSIPS Administrative Remarks panel as follows:

Authority: MILPERSMAN 1306-300

Permanent: Yes

Date: Select Date Prepared

Subject: OVERSEAS TOUR EXTENSION INCENTIVE - OPTION C

Remarks: As authorized by MILPERSMAN 1306-300, I desire to exercise incentive Option C for my overseas extension of ____ months for the period _____-_____. I plan to travel during the period _____ -_____. I understand that no per diem, meals, or lodging are authorized in connection with this travel and that no transportation or per diem has been authorized for family member(s).

Approving Officer Signature: (Signature of commanding officer or designee with "by direction" authority).

Witness Signature: Enter the name and title of the witness in the appropriate blocks followed by the date the member and witness will sign the NAVPERS 1070/613.

Member Signature: Select the date the member will sign.

(c) Print NAVPERS 1070/613, obtain the member and witness signatures, and submit it along with a copy of the OTEIP authorization message to the servicing PERSUPP DET or PERSOFF.

(d) Upon receipt of the accounting data, the local command will prepare the necessary travel orders citing the authority for R&R absence as MILPERSMAN 1306-300.

(e) TEMADD orders will reflect, "Travel by Government air is directed where available; otherwise, commercial air authorized as arranged by a Navy Passenger Transportation Office (NAVPTO) or other designated direct port-call activity."

(f) Leave will commence and terminate at the appropriate CONUS port of debarkation and embarkation. Free baggage allowance is two pieces of checked baggage (each piece not to exceed 62 linear inches or 70 pounds) and one "carry-on" bag (not to exceed 45 linear inches). No excess baggage is authorized.

(g) Return transportation should be arranged prior to departure of the member from the overseas location. This may be accomplished by the overseas NAVPTO or other designated direct port-call activity.

(2) The member is entitled to transportation from the location of the extended tour of duty to the nearest port of embarkation providing travel to the United States (U.S.), then to the nearest port of debarkation in the U.S. and return.

(3) The PERSUPP DET or PERSOFF shall verify the NSIPS Administrative Remarks entry and submit the NAVPERS 1070/613 to the OMPF.

d. **Personnel Approved for Incentive Option D**

(1) The command shall:

(a) Complete the NSIPS Administrative Remarks panel as follows:

Authority: MILPERSMAN 1306-300

Permanent: Yes

Date: Select Date Prepared

Subject: OVERSEAS TOUR EXTENSION INCENTIVE - OPTION D

Remarks: As authorized by MILPERSMAN 1306-300, I desire to exercise incentive Option D payment for my overseas extension of _____ months for the period _____-_____. I understand that if I fail to fully complete the 12-month overseas extension, the Government is authorized to recoup the unearned pro rata portion of the lump sum payment.

Approving Officer Signature: (Signature of commanding officer or designee with "by direction" authority).

Witness Signature: Enter the name and title of the witness in the appropriate blocks followed by the date the member and witness will sign the NAVPERS 1070/613.

Member Signature: Select the date the member will sign.

(b) Print NAVPERS 1070/613, obtain the member and witness signatures, and submit it along with a copy of the OTEIP authorization message to the servicing PERSUPP DET or PERSOFF.

(2) The PERSUPP DET or PERSOFF shall:

(a) Verify the NSIPS Administrative Remarks entry and submit the NAVPERS 1070/613 to the OMPF.

(b) Authorize the OTEIP payment per reference (f).

7. **Changing of Incentive Options**. When member is unable to take advantage of the originally elected option due to operations, schedules, or personal preference; take the following actions.

a. The command shall:

(1) Complete the NSIPS Administrative Remarks panel as follows:

Authority: MILPERSMAN 1306-300

Permanent: Yes

Date: Select Date Prepared

Remarks: As authorized by MILPERSMAN 1306-300, I desire to change my previously elected OTEIP option from ____ to ____. I certify that I have neither received, nor executed any portion of my previously elected option for the period of extension _____ to _____.

Member authorized change of option from ____ to ____ for period of extension from _____ to _____.

Approving Officer Signature: Enter the name and title of the approving officer (must be the CO or designee with "by direction" authority) in the appropriate blocks followed by the date the member and approving officer will sign the NAVPERS 1070/613.

Witness Signature: Enter the name and title of the witness in the appropriate blocks followed by the date the member and witness will sign the NAVPERS 1070/613.

Member Signature: Select the date the member will sign.

(2) Print NAVPERS 1070/613, obtain the member and witness signatures, and submit it with a copy of the OTEIP authorization message to the servicing PERSUPP DET or PERSOFF.

(3) Submit OTEIP change requests to NAVPERSCOM (PERS-40CC) via BOL PAR, NAVPERS 1306/7, naval message, or letter signed by CO or delegated signature authority. Option change requests must indicate which option member was previously authorized, time frame of the previously authorized OTEIP period as verified by NAVPERSCOM authorization message, which OTEIP option member now desires, and the affirmative statement

certifying that the member has not received or executed any portion of the previously authorized OTEIP benefits.

NOTE: BOL OTEIP Program should not be used to request OTEIP option changes.

b. The PERSUPP DET or PERSOFF shall verify the NSIPS Administrative Remarks entry and submit the NAVPERS 1070/613 to the OMPF.

8. **Canceling Extensions**

a. Cancellation requests may be submitted via BOL PAR, NAVPERS 1306/7, or letter to NAVPERSCOM (PERS-40CC). Cancellation requests must include a justification statement about whether or not the member has used any portion of the OTEIP benefits and a recommendation about whether or not a gap in the billet is acceptable.

b. Members who elect Option D and do not complete the 12-month extension shall refund to the Government a pro rata recoupment of the unearned portion of the benefits. Secretary of the Navy may waive the obligation of a member to reimburse the Navy, if he or she determines that circumstances warrant the waiver.

(1) Waiver requests may be submitted to NAVPERSCOM (PERS-40CC) via BOL PAR, NAVPERS 1306/7, naval message, or letter signed by CO or delegated signature authority.

(2) Waiver requests must include justification.

c. Every effort must be made to ensure the member uses the entitled incentive option during the operative period of extension.

(1) Incentive options involving R&R absence cannot be authorized retroactively.

(2) Retroactive monetary entitlements are payable only with authorization from NAVPERSCOM (PERS-40CC).

(3) Requests for retroactive payment must include the reason why the option was not requested or used during the eligibility period of extension.

(4) The command shall:

(a) Complete the NSIPS Administrative Remarks panel as follows:

Authority: MILPERSMAN 1306-300
Permanent: Yes
Date: Select Date Prepared
Remarks: I acknowledge that I have received no benefits for the period _____ - _____ under the Overseas Tour Extension Incentives Program (OTEIP).
Approving Officer: (Signature of commanding officer or designee with "by direction" authority).
Witness Signature: Enter the name and title of the witness in the appropriate blocks followed by the date the member and witness will sign the NAVPERS 1070/613.
Member Signature: Select the date the member will sign.

(b) Print NAVPERS 1070/613, obtain the member and witness signatures, and submit it to the servicing PERSUPP DET or PERSOFF.

(5) The PERSUPP DET or PERSOFF shall verify the NSIPS Administrative Remarks entry and submit the NAVPERS 1070/613 to the OMPF.

EXHIBIT 1

OVERSEAS TOUR EXTENSION INCENTIVES PROGRAM (OTEIP)
MESSAGE FORMAT REQUEST
(Use proper message format.)

```
R DDHHMMZ MMM YY ZYB
FM
TO  COMNAVPERSCOM MILLINGTON TN//PERS-40CC//

BT
UNCLAS  //N01306//
MSGID/GENADMIN/       /-/MMM//
SUBJ/OVERSEAS TOUR EXTENSION INCENTIVES PROGRAM (OTEIP)//
REF/A/DOC/CNPC//
AMPN/REF A IS MILPERSMAN ARTICLE 1306-300//
POC/NAME/RATE OR RANK/TITLE/TEL:         /E-Mail address//
Mandatory (NOTE 1)
RMKS/1.  REQUEST OTEIP FOR THE FOLLOWING SERVICE MEMBER:
A.  NAME/RATE:
B.  SSN: (last four only)
C.  COMMAND UIC:
D.  EXTENSION PERIOD:  (NOTE 2)
E.  OTEIP OPTION:
F.  COMMANDING OFFICER'S RECOMMENDATION:
//
BT
```

NOTE 1: Point of contact line is mandatory. List e-mail address if possible.

NOTE 2: For extension period, enter dates of extension (e.g., JUL09—JUL10), or indicate the period of eligibility if requesting OTEIP benefits when no PRD adjustment is necessary.

MILPERSMAN 1306-400

SUBMARINE DUTY

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-3633 (901) 874-3633 882-2638

1. **Purpose**. To provide information and procedures pertaining to submarine duty. For information concerning instructor duty, overseas area assignments, etc., for submarine qualified personnel refer to the applicable article for general procedures. Other MILPERSMAN articles pertaining to submarine duty are as follows:

Topic	See MILPERSMAN
Qualification for Assignment to Submarine Duty	1306-402
Request for Submarine Training and Assignment	1306-404
Reassignment of Qualified Submariners	1306-406
Performance Monitoring Team (PMT)	1306-408
Chief of the Boat	1306-410
New Construction/Overhaul (OVHL)/Depot Modernization Program (DMP)/Conversion or Deactivation/Decommissioning (DECOM)	1306-412
Special Procedures for Assignment of SSBN Personnel	1306-414
Processing of Personnel Disqualified from Submarine Duty	1306-416
Submarine NR-1 and Deep Submergence Unit (DSU) Duty	1306-418
Assignment to Flag Writer Training for Submarine Qualified Yeoman	1306-420
Assignment to Electronic Surveillance/Support (SSEP) Groom Teams	1306-422
Physical Qualifications for Submarine Duty	1306-424

2. **Initial Submarine Training**. Initial submarine training is a 5-week basic course of instruction conducted at Naval Submarine School (NAVSUBSCOL), Groton, CT.

a. The purpose of the school is to provide basic training to assist personnel of all ratings to successfully complete the transition to submarine duty.

b. Enlisted personnel who volunteer for submarine duty are normally assigned to this school prior to reporting to their first submarine.

c. Waivers of attendance at NAVSUBSCOL may only be granted by Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403), with the approval of

- Commander, Submarine Force U.S. Atlantic Fleet (COMSUBLANT), or
- Commander, Submarine Force U.S. Pacific Fleet (COMSUBPAC),

as applicable.

d. Graduates of NAVSUBSCOL are assigned to duty aboard a submarine in commission or under construction.

e. Nuclear trained personnel will not normally attend NAVSUBSCOL.

MILPERSMAN 1306-402

QUALIFICATION FOR ASSIGNMENT TO SUBMARINE DUTY

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-3633 (901) 874-3633 882-2638

References	(a) SECNAVINST 5510.35A (b) NAVMED P-117, Manual of the Medical Department (MANMED) (c) SECNAVINST 5510.30B (DON Personnel Security Program (PEP) Instruction (6 Oct 06)) (d) SECNAVINST 5510.36A (DON Information Security Program (ISP) Instruction (6 Oct 06) (e) SECNAV M-5510.30, DON Personnel Security Program (Jun 06) (f) SECNAV M-5510.36, DON Information Security Program (Jun 06) (g) COMNAVCRUITCOMINST 1130.8G, Navy Recruiting Manual - Enlisted

1. **Policy**. Candidates must exhibit the highest standards of personal conduct and reliability involving the operation and maintenance of submarines. With the exception of nuclear trained personnel who are otherwise screened, all personnel being initially screened for submarine duty should be evaluated, using the standards of eligibility for the Personnel Reliability Program (PRP) (reference (a)).

2. **Qualification Requirements**

a. **Time**. All volunteers for duty in submarines are required to complete **not less** than a 36-month initial sea tour prior to being eligible for shore duty, regardless of prior sea time. This commitment will ensure that all new submariners are given adequate experience in submarines.

b. **Statement**

(1) All candidates must make the following entry on NAVPERS 1070/613 (7-06), Administrative Remarks prior to transfer to submarine training:

"I hereby volunteer for duty in any type of submarine in the Atlantic or Pacific Fleet. I understand my minimum initial sea tour will be 36 months, regardless of prior sea duty. I also agree to extend my enlistment or to reenlist, if necessary, to meet obligated service (OBLISERV) requirements per MILPERSMAN 1306-604."

_____
Member's Signature

Witnessed: _____
N. J. Weaver
LCDR, USN

(2) If member refuses to sign this entry or is not a volunteer, hold orders in abeyance and notify Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403).

c. **Rate/Rating**

(1) The following criteria are required for initial training or initial assignment to submarine duty:

(a) Be in paygrade E-1 through E-6. Personnel in paygrade E-7 will be considered on a case basis by NAVPERSCOM (PERS-403).

(b) Source ratings: HM (Navy Enlisted Classification (NEC) 8402), MM, MS, SK, YN, ET, MT, FT, STS.

(c) Nuclear-trained personnel: ET, EM, and MM.

(2) Volunteers into Advanced Electronics Field (MT) and Submarine Electronics Computer Field (SECF) (ET, FT, STS) ratings must incur the OBLISERV for entry into these ratings as necessary.

(3) Personnel not currently in a submarine source rating must include a rating conversion request (lateral or Selected Conversion and Reenlistment Program) in the submarine volunteer request.

(4) Personnel in the HM rating must have completed 6 years total active service with a minimum of 2 years in paygrade E-5.

d. **Armed Services Vocational Aptitude Battery (ASVAB)**. Candidates must meet ASVAB criteria for the following ratings (minimum VE for all rates is 42):

RATING	AR+MK+EI+GS	VE+AR+MK+MC
MM(SS)	N/A	210
CS(SS)	200	200
MT(SS)	222	222
SK(SS)	200	200
YN(SS)	200	200
SECF (ETS,STS,FT)	222	222
HM	200	200

e. **Physical**. Candidates shall be physically qualified for submarine duty per reference (b), article 15-69, except as set forth herein.

(1) A physical for submarine duty must specifically state, "Qualified (or "Not Qualified) for Submarine Duty" in block 77 on DD 2808 (Rev. 10-05), Report of Medical Examination.

(2) Physical examinations more than **1 year** old will not be accepted.

(3) Recommendations for waiver of visual defects, in excess of the standards prescribed in reference (b), article 15-106, to include defective color vision, must be forwarded to NAVPERSCOM (PERS-403), via Bureau of Medicine and Surgery (BUMED) (MED-M3B42) for determination. This is applicable also for all borderline or questionable cases.

(4) The visual acuity standards for submarine duty have been greatly relaxed. Applicants concerned about their physical eligibility for submarine duty in this regard should consult

reference (b), article 15-106. Questions should be referred to NAVPERSCOM (PERS-403), via BUMED (MED-21).

(5) Some activities will not have all the facilities necessary to conduct the entire submarine physical as required by reference (b), article 15-106. To prevent undue delay in preparing a request for submarine training, those portions of the submarine physical which cannot be performed due to lack of facilities may be noted on

- DD 2808 (10-05), Report of Medical Examination, and
- DD 2807-1 (3-07), Report of Medical History,

and forwarded with NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request. These portions of the physical will be performed upon arrival at Basic Enlisted Submarine School. Although not required, it is strongly recommended an Undersea Medical Officer review the physical.

f. **Age**. Personnel commencing submarine training may not be more than 30 years of age. NAVPERSCOM (PERS-403) will consider age waivers on a case basis.

g. **Discipline**. Candidates must have a clear record that does not contain official entries indicating a conviction by court-martial or non-judicial punishment (NJP) awarded during the past 24 months. Requests for clear record waivers must be forwarded to NAVPERSCOM (PERS-403) and will be considered on past performance and commanding officer's (CO's) recommendation. A single case of NJP may be waived without reference to NAVPERSCOM (PERS-403) when, in the opinion of the applicant's CO, the offense was minor and not typical of the member's projected performance profile.

h. **Security Clearance**

(1) The course of instruction taught at Basic Enlisted Submarine School requires a CONFIDENTIAL security clearance, and duty in nuclear-powered submarines requires a SECRET clearance. For well-motivated candidates who unquestionably meet all other eligibility requirements for submarine duty, a National Agency Check (NAC) request should be initiated simultaneously with submission of NAVPERS 1306/7, provided an Entrance National Agency Check (ENTNAC) has not previously been completed. If it is apparent that this NAC cannot be completed prior to transfer, a request for an ONI-NAVPERSCOM Record Check, to be used as a

basis for interim clearance, must accompany the request forms. All requests for investigation shall be submitted per references (c), (d), (e), and (f). Also, see MILPERSMAN 5510-010. Strict compliance with the security requirements of this article is mandatory.

(2) Personnel in the YN and ETS ratings must have had a Background Investigation (BI) completed in the past 5 years, or have initiated a request for same.

i. **Performance**. Candidates must have a consistent record of above average performance, or a demonstrated trend towards improved performance. No mark below 3.0 is allowed. This requirement is applicable to the last two regular enlisted evaluations only. Special evaluations on poor performers, submitted only for the purpose of increasing performance marks in order to qualify for submarine duty, will not be accepted. In special cases, NAVPERSCOM (PERS-403) may grant waivers to this paragraph.

j. **Drug Use**

(1) Personnel with a history of in-service drug abuse will **not** be accepted for submarine duty.

(2) Personnel with a history of pre-service experimental use of marijuana may be waived for submarine duty in the following situations:

(a) Disclosure is made and has been waived by Commanding Officer, Naval Recruiting District, per reference (g).

(b) Any disclosure of experimental pre-service use of marijuana after enlistment can be waived **only** by NAVPERSCOM (PERS-403).

(c) Personnel with a history of pre-service drug abuse other than marijuana will not be accepted for submarine duty.

k. **Citizenship**. Only United States citizens are eligible for duty in the submarine force.

MILPERSMAN 1306-404

REQUEST FOR SUBMARINE TRAINING AND ASSIGNMENT

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN	882-3633
			COM	(901) 874-3633
			FAX	882-2638

1. **Submission of Requests for Submarine Training**. Enlisted personnel who meet the requirements of MILPERSMAN 1306-402 may submit their requests via their commanding officer (CO) to Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403) on **NAVPERS 1306/7 (5/02)**, **Enlisted Personnel Action Request**, with current forms listed below attached:

- DD Form 2807-1 (Rev. 10-03), Report of Medical History
- DD Form 2808 (Rev. 10-05), Report of Medical Examination

a. In the "REQUEST ACTION" section of NAVPERS 1306/7, insert "INITIAL SUBMARINE TRAINING." COs shall include specific comments on factors listed in MILPERSMAN 1306-402. All applicable blocks must be completed.

b. The physical examinations cannot be older than 1 year and must state, "qualified for submarine duty."

c. Copies of the last two enlisted performance evaluations should be included.

2. **On Board for Duty**. All personnel who are on board for duty at an activity and are not in receipt of orders may apply for Enlisted Basic Submarine School.

a. With the exception of submarine candidates ordered direct from Class "A" Schools and recruit training, personnel must serve at least 1 year onboard their current activity before they can be **ordered** to Enlisted Basic Submarine School.

b. It is desirable that applications be submitted approximately 9 months early to permit ordering relief.

3. **Transient Status**

a. Members in a transient status, other than those available to NAVPERSCOM for assignment, are ineligible to apply for initial submarine training/duty until after reporting to their ultimate duty station.

b. Members awaiting assignment by NAVPERSCOM may, if qualified per MILPERSMAN 1306-402, indicate their desire for submarine training in availability reports.

4. **Attending Naval Schools**. Personnel attending naval schools in a nonreturnable status, who desire to volunteer for initial submarine training, may volunteer for initial submarine training per MILPERSMAN 1306-402.

5. **Submarine Duty Assignment**. Personnel selected for submarine training will be ordered to the Naval Submarine School (NAVSUBSCOL), Groton, CT, for the 5-week basic course of instruction. Orders to the school will read "For temporary duty under instruction and for further assignment by NAVPERSCOM to duty in submarines in the Atlantic or Pacific Fleet," or will be issued for ultimate assignment to a submarine via 5 weeks of Enlisted Basic Submarine School.

6. **Inability to Comply with Orders**. Noncompliance with orders to submarine training for any of the following reasons shall be reported as indicated:

a. **Insufficient obligated service (OBLISERV) and member refuses to extend or reenlist as necessary**. Submit message request to NAVPERSCOM (PERS-403) for cancellation of orders, with an information copy to all concerned. Include an explanation of relevant circumstances.

b. **Operational commitments or other factors preclude reporting by date specified**. Hold orders in abeyance. Request modification of the reporting date from NAVPERSCOM (PERS-403) by message, explaining the circumstances.

c. **Member no longer eligible for training because of physical or other reason**. Request cancellation of orders by message from NAVPERSCOM (PERS-403) with an information copy to all concerned. Include a brief explanation of relevant circumstances.

7. **Assignment upon Graduation**. During the fourth week of submarine training, students will receive their ultimate duty station orders. Graduates will be assigned to duty aboard a submarine in commission, or to a submarine under construction for a period of not less than a 36-month tour, regardless of present sea duty commencement date. This does not preclude assignment of submarine school graduates to a service school prior to initial assignment to a submarine.

8. **Submarine Qualification Program**. The submarine qualification program leading to the designation "Qualified in Submarines" is addressed in MILPERSMAN 1220-040.

9. **Reenlistment of Submarine Qualified Navy Veterans (NAVETS)**. NAVPERSCOM, Enlisted Community Manager Submarine Personnel Advisory Section (PERS-4011D9) approval is required for an (SS) qualified Navy veteran (NAVET) to reenlist.

a. These personnel are screened to determine if they will be assigned within the submarine community. Personnel not screened, or disapproved for submarine duty prior to reenlistment, are assigned by the surface detailer and are not eligible for Continuous Submarine Pay (CONSUBPAY).

b. If a member was reenlisted without NAVPERSCOM (PERS-4011D9) screening and approval, member must submit a reinstatement request per MILPERSMAN 1306-416.

c. Assignment detailers are not authorized to discuss possible assignment with NAVETS until they have been screened and approved by NAVPERSCOM (PERS-4011D9) and have returned to active duty.

d. Personnel not approved for return to submarine duty are entitled to wear the Enlisted Submarine Warfare Breast Device.

MILPERSMAN 1306-406

REASSIGNMENT OF QUALIFIED SUBMARINERS

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-3617 (901) 874-3617 882-2638

References	(a) NAVMED P-117, Manual of the Medical Department (MANMED) (b) OPNAVINST 7220.15

1. **Policy**. Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403) desires that submarine qualified members be assigned duty within the submarine force if valid manning requirements exist.

2. **Reassignment of Qualified Submariners to Submarine Duty**

a. Enlisted members serving on duty outside the submarine force will be ordered to duty within the force at their projected rotation date (PRD), provided such manning requirements exist.

b. The Job Advertising and Selection System (JASS) found at www.jass.navy.mil may be used to identify submarine duty preferences. Submarine qualified members who no longer hold an Enlisted Designator 1 (Divers, Explosive Ordnance Disposal, Sea-Air-Land, Career Recruiter, etc.) must submit NAVPERS 1306/7 (Rev. 1/03), Enlisted Personnel Action Request for reinstatement of Enlisted Designator 1 and return to submarine duty.

c. Members who converted to a non-submarine source rating (MA, NC, etc.) must include a request for lateral conversion back to a submarine source rating, and if applicable, NAVPERS 1221/6 (6/06), Navy Enlisted Classification (NEC) Change Request for assignment of submarine specific NEC. See MILPERSMAN 1306-416 for amplifying instructions on how to apply for submarine reinstatement.

3. **Qualification in Submarines by Members in Non-Submarine Source Ratings**

a. MILPERSMAN 1220-040 specifies the criteria to be designated "Qualified in Submarines."

b. Waivers may be granted by NAVPERSCOM (PERS-403) for members serving temporary additional duty (TAD) on board a submarine who complete the on board requirements for qualification. A request for such a waiver must include an endorsement by the submarine commanding officer (CO) and submarine type commander (TYCOM). Members approved for such a waiver will be assigned Submarine Designator 7 (SG). **NOTE**: **Members in this category are not entitled to Continuous Submarine Pay (CONSUBPAY)**.

4. **Return to Submarine Duty following Limited Duty (LIMDU)**. Non-nuclear trained submarine designated members on LIMDU, found fit for full duty by a Physical Evaluation Board (PEB), require further medical screening per reference (a), article 18 to ensure the member is qualified for submarine duty.

a. Prior to submitting a class “YJ” Availability Report the member's medical record must be screened by an Undersea Medical Officer to verify physical qualification per MILPERSMAN 1306-1200 through 1306-1210. The doctor's name and the statement "found physically qualified for submarine duty" must appear in the remarks section of the YJ Availability Report. A class “YJ” Availability Report submitted without this information will be canceled. If an Undersea Medical Officer is not available, a submarine physical must be completed per reference (a), article 15.

b. Nuclear trained submarine members are addressed separately in MILPERSMAN 1306-1206.

5. **Transfer out of the Submarine Force**. Members approved for permanent transfer to a community outside the submarine force, or assigned a rating or NEC which is non-submarine specific (i.e., HM training, Career Recruiter Force, Second Class Diver training, etc.), will be assigned Submarine Designator 7 (SG).

a. This entitles the member to wear the submarine warfare breast insignia, but member is no longer eligible for CONSUBPAY. The assignment of Submarine Designator 7 (SG) is made effective the date of the rating change or NEC assignment.

b. If a member requests release from the non-submarine community and desires to return to submarine duty, member must include a request for reinstatement to the submarine force.

c. Reinstatement to submarine duty for these members is not automatic and is approved only by NAVPERSCOM (PERS-403); or for HM Submarine Independent Duty Corpsman (IDC), NAVPERSCOM (PERS-403) and Chief of Naval Operations (CNO), Nuclear Enlisted Program Manager (N133D).

6. **Maximum Tour Length away from Submarine Duty**. Reference (b) allows submarine designated members to draw CONSUBPAY while not serving on board a submarine if they maintain an obligated service (OBLISERV) of 14 months beyond the non-submarine duty PRD (if otherwise eligible), in order for the member to rotate back to submarine duty.

a. The intent of this requirement is that submarine qualified members return to submarine duty on a normal sea/shore rotation throughout their career.

b. Members who remain away from submarine duty for more than 5 years maximum, by virtue of an additional non-submarine tour of duty or PRD extension, will be screened by NAVPERSCOM (PERS-403) prior to returning to submarine duty.

c. Members who elect to remain on non-submarine duty will be assigned Submarine Designator 5 (SQ). This entitles a member to continue to wear the enlisted submarine warfare breast insignia, but member is no longer entitled to CONSUBPAY and is not to be assigned to submarine duty without NAVPERSCOM (PERS-403) approval.

MILPERSMAN 1306-408

PERFORMANCE MONITORING TEAM (PMT)

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-4933 (901) 874-4933 882-2638

1. **Purpose**. To provide information and guidance for submission of request for assignment to Performance Monitoring Team (PMT).

2. **Background**. PMTs, formerly Ship System Maintenance Monitoring Support Detachments, were established in the early 1970s to assist in development and operation of the SSBN Extended Operating Cycle and the accompanying Extended Refit Period. Because this concept proved so successful, additional detachments have been established to support SSN submarines. All detachments have been redesignated as PMTs. PMTs are located at all submarine homeports.

3. **Tour Length**

a. **Non-nuclear personnel**. Due to technical expertise and close contact with civilian technical engineers, PMT tours for non-nuclear personnel will be 36 months. For sea/shore duty determination, the tour will be the same as for the corresponding submarine staff.

b. **Nuclear personnel**. They will be assigned to a 36-month PMT tour in the continental United States (CONUS) to count as shore duty for rotation. Upon completion, they will be reassigned to an operational nuclear powered ship for the prescribed sea tour.

4. **Eligibility Requirements**. Members requesting assignment to a PMT must be eligible for the type duty at the location requested.

a. Nuclear trained personnel must complete a minimum of 48 months at sea in an operational billet prior to assignment and be Engineering Watch Supervisor qualified.

b. Due to the nature of the evaluation and data collection procedures used in a PMT, members in paygrades below those of MILPERSMAN 1306-408 will not normally be assigned to a PMT.

c. All members requesting assignment to a PMT should be of high professional quality and adept at communicating effectively with both civilian and military personnel. Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403) will screen each volunteer prior to assignment.

5. **Submission of Requests**. The applicant should arrange an interview with an officer in charge (OIC) of a PMT whenever possible. In conjunction with the interview, requests should be submitted to the member’s respective detailer on NAVPERS 1306/7 (Rev. 1/03), Enlisted Personnel Action Request, approximately 9 months prior to member's projected rotation date (PRD).

MILPERSMAN 1306-410

CHIEF OF THE BOAT

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-3633 (901) 874-3633 882-2638

References	(a) NAVPERS 18068F, Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications (b) OPNAVINST 1306.2D

1. **Policy**

a. Chief of the Boat (COB) is assigned by billet and identified by Navy Enlisted Classification (NEC) 9579 as described in reference (a).

b. COB tour lengths are normally 36 months. Extensions of COB tours are normally not approved except for special cases such as overhaul/change of homeport stability.

2. **Eligibility**. Assets to fill COB billets are members who hold secondary NEC 9579.

a. **Submarine members** must be E-9, E-8, or E-8 selectee to be eligible for this NEC.

b. **Nuclear-trained members**

(1) For nuclear-trained members to be assigned to a COB billet, member must be E-9; or if E-8, must be eligible for transfer to the Fleet Reserve.

(2) Nuclear-trained members who are assigned as COB will not be assigned duties in connection with supervision, operation, maintenance, or training in nuclear propulsion plants. They will concurrently be assigned primary NEC 3359. Strategic Weapons System (SWS) members assigned as COB will concurrently be assigned primary NEC 3349.

3. **Identification/Selection**. Commanders (CDRs)/commanding officers (COs)are responsible for identifying outstanding members who have demonstrated excellence in leadership and managerial qualities for assignment of COB NEC 9579.

a. Upon initial selection of an eligible candidate, CDRs/COs will submit NAVPERS 1221/6 (6/06), Navy Enlisted Classification (NEC) Change Recommendation, recommending assignment of secondary NEC 9579:

Via	To	Copy to
parent submarine group/squadron commander **NOTE**: For **shore-based activities**, NAVPERS 1221/6 should be submitted via the submarine group/squadron commander geographically located nearest the member's current command.	NAVPERSCOM, Nuclear Power/Submarine Assignment Branch (PERS-403)	• Commander Submarine Force U.S. Atlantic Fleet (00A) or Commander Submarine Force U.S. Pacific Fleet (003) (as appropriate) • NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013)

b. Justification required in NAVPERS 1221/6. Block 7 is the commanding officer's recommendation of suitability which verifies the member meets selection requirements outlined in reference (b), section C, and MILPERSMAN 1306-900 for assignment as Command Master Chief.

c. A statement must be made that a NAVPERS 1070/613 (10/81), Administrative Remarks entry has been executed, stating the member is a volunteer for assignment as COB per needs of the Navy.

4. **Interview/Screening/Assignment**

a. The submarine group/squadron commander will form an interview/screening board, which should include the Command Master Chief (CMDCM) and two currently serving COBs.

b. The board will conduct the required interviews/screening and forward a recommendation for the submarine group/squadron commander's recommendation and comments.

c. The group/squadron will subsequently forward the endorsed NAVPERS 1221/6 to NAVPERSCOM (PERS-403).

d. NAVPERSCOM (PERS-403) will formally screen each recommendation and NAVPERS 1221/6 by reviewing the member's service record, the Enlisted Master File, and Navy Central Registry to certify the member meets all qualifications listed in reference (b), section C.

e. Upon assignment as COB, reference (b), sections E, F, G, and I apply.

f. Once assigned NEC 9579, member is eligible for assignment to a COB billet, per needs of the Navy. Assignment to a COB billet is not assured.

5. **Projected Loss**. Since COB reliefs are programmed approximately 6 to 9 months in advance, it is essential that NAVPERSCOM (PERS-403) be advised of the command's intentions and those of the incumbent COB. The following procedures must be utilized to minimize the possibility of gapping this critical billet.

a. If incumbent COBs desire to extend their projected rotation date on board, they must submit NAVPERS 1306/7 (Rev. 01/03), Enlisted Personnel Action Request with the command's endorsement, to NAVPERSCOM (PERS-403) via the appropriate chain of command.

b. If an early relief from NAVPERSCOM (PERS-403) assets is desired/required a message or letter must be submitted per MILPERSMAN 1306-104. Ensure desired reporting date is included.

c. Extensions of COB tours require type commander's approval.

d. Fleet-up to COB from on board assets will not be approved. Should the unplanned loss of the incumbent COB necessitate a temporary fleet-up of an on board asset while a permanent replacement is being located, approval of the type commander is required.

e. Whichever procedure is elected, prompt correspondence with NAVPERSCOM (PERS-403) is essential to facilitate an orderly and timely relief.

6. **Removal of COB Designation NEC 9579**

a. In the event it becomes necessary to disqualify a member from further duty as COB (either for administrative or other reasons), the CO shall submit NAVPERS 1221/6 recommending removal of NEC 9579 to NAVPERSCOM (PERS-403), via the parent submarine group/squadron commander and type commander, together with justification to support NEC removal.

b. In the event NEC removal is derogatory in nature, members will be afforded an opportunity to make a statement in their own behalf.

(1) This statement will be appended to NAVPERS 1221/6.

(2) In lieu thereof, member may signify acknowledgment on NAVPERS 1221/6, block 7.

(3) Removal of a serving COB's NEC requires submission of a “Detachment for Cause” request, per MILPERSMAN 1616-010.

MILPERSMAN 1306-412

NEW CONSTRUCTION, OVERHAUL (OVHL)/DEPOT MODERNIZATION PROGRAM (DMP)/CONVERSION OR DEACTIVATION/DECOMMISSIONING (DECOM)

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-3633 (901) 874-3633 882-2638

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1 (b) DOD 7000.14-R, Financial Management Regulations, Military Pay Policy and Procedures-Active Duty and Reserve Pay, Volume 7A (c) COMSUBLANT/COMSUBPACINST 1306.1 (d) OPNAVINST 3111.14V

1. **Policy**

a. Members will be ordered to crews of nuclear powered submarines under construction and to SSBNs undergoing overhaul (OVHL) in two or more discrete increments.

b. Certain members of crews of submarines under construction or OVHL should be stabilized, so the submarine commences the construction or OVHL with an adequate number of members who will remain on board throughout the shipyard period, and a reasonable period thereafter, to provide necessary continuity and a training base for members reporting later in the construction or OVHL period. Members who are stabilized will commence rotation off the ship per the following schedule:

(1) **SSN new construction** -- in the 12 months after commissioning.

(2) **SSBN Trident new construction** -- in the 18 months after commissioning.

(3) **SSN OVHL** -- in the 12 months after OVHL completion.

(4) **SSBN (All) OVHL** -- in the 13 months after OVHL completion.

2. **References**. Commanding officers (COs) and executive officers of new construction, OVHL/depot modernization program (DMP)/conversion or deactivation/decommissioning (DECOM) units should review this article for specific requirements. The following additional references should also be reviewed:

Topic	Reference
Member's travel and/or per diem	NAVSO P-6034, Volume 1, chapters 4 & 5
Family member(s) travel	NAVSO P-6034, Volume 1, chapter 5, part C
Transportation of household goods	NAVSO P-6034, Volume 1, chapter 5, part D
Dislocation allowance	NAVSO P-6034, Volume 1, chapter 5, part G
Trailer allowance	NAVSO P-6034, Volume 1, chapter 5, part F
Family separation allowance	DOD 7000.14-R, Volume 7A, part 3
Manning requirements	COMSUBLANT/COMSUBPACINST 1306.1
Manning requirements	OPNAVINST 3111.14V

3. **Manning Procedures for New Construction Submarines**. Navy Personnel Command (NAVPERSCOM) will exercise assignment control and manning control for all enlisted manning requirements, with the exception of non-designated SN/FN, until manning control is shifted to NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013) at commissioning. Thereafter, manning requirements will be handled in the normal fashion by the designated Manning Control Authority (MCA).

a. **Filling Requirements**. Enlisted manning requirements for new construction submarines will be filled by volunteers and other eligible members who become available for assignment from sea/shore activities in the appropriate time frame.

b. **Nominating Additional Members**. When these sources are exhausted, the gaining MCA will be required to nominate additional members from the MCA's assets to complete the manning. NAVPERSCOM, Nuclear Power/Submarine Assignment Branch (PERS-403) will issue a modified Personnel Deficiency Report (PDR) to NAVPERSCOM (PERS-4013), with a copy to the gaining MCA,

type commander (TYCOM), and present immediate superior in command (ISIC).

c. **Screening**. All rated members and designated SN/FN volunteers or nominees for assignment to new construction submarines will be screened per this article and approved by NAVPERSCOM (PERS-403) prior to issuance of orders.

d. **NAVPERSCOM (PERS-4013) Responsibility**. NAVPERSCOM (PERS-4013) will ascertain eligibility and issue assignment directives for non-designated SN/FN.

e. **Control Arrival at Submarines**. To provide for efficient utilization of critical, highly trained and skilled manpower, NAVPERSCOM will ensure that members do not arrive at the submarines significantly earlier than when they can be effectively utilized.

f. **Modify Manning Directives**. The status of the submarines will be monitored by NAVPERSCOM, and manning directives will be modified as dictated by changes in the construction schedule.

g. **Issue Manning Directives**. To provide timely manning for submarines, NAVPERSCOM (PERS-403) will issue manning directives to NAVPERSCOM (PERS-4013) per the following schedule:

(1) **Twelve months prior to first increment manning date**, NAVPERSCOM will issue manning directives for new construction submarines to the MCA and NAVPERSCOM (PERS-4013).

(2) **Nine months prior to reporting date for each increment**, NAVPERSCOM (PERS-4013) will ensure manning requirements reflect in the personnel requisition.

(3) **Six months prior to the reporting date for each increment**, NAVPERSCOM (PERS-403) will identify all members who have been approved for assignment. Should NAVPERSCOM (PERS-403) exhaust all options to identify qualified members to meet requirements, NAVPERSCOM (PERS-4013) will be tasked to initiate action to obtain additional qualified members to fill remaining requirements.

(4) **Four months prior to the reporting date for each increment**, NAVPERSCOM will issue assignment directives for members who have been approved for assignment utilizing requisition numbers from the personnel requisition.

(5) Thereafter, assignment directives will be issued as additional members are identified.

(6) When manning of the precommissioning unit has been completed, and in conjunction with the commissioning of the submarine, NAVPERSCOM will notify (PERS-4013), and the MCA will be shifted to the respective fleet commander effective upon the date of commissioning.

4. **Engineering Department Manning**

a. The first increment engineering department allowance of each new construction nuclear submarine will be filled with a majority of sea experienced nuclear propulsion plant operators.

b. The reporting date for these members is keyed to propulsion plant construction events. The remaining nuclear propulsion plant operators will report at a later increment date.

5. **Members Approaching Fleet Reserve Eligibility**. Members with over 17 years active service (as of their tentative reporting date to a new construction submarine) who are volunteers for this duty shall be required to execute the following NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry and forward a copy with their request for this duty:

"If selected for new construction submarine duty in a ship with a reporting date of _____, I agree to remain on active duty until 12 (18 months for a Trident submarine) months subsequent to the commissioning date of the submarine to which I am assigned."

_____
Member's Signature

_____
Witnessed: C. J. WIRTZ
LCDR, USN, Personnel Officer

6. **Establishing or Adjusting Projected Rotation Dates (PRD)**. While every command should establish a comprehensive PRD management plan, the following guidelines are provided:

a. **New Construction Submarines**. Members must understand they will be required to remain ordered to crews of nuclear powered submarines under construction, on board for the following:

(1) SSN New Construction: 12 months after commissioning.

(2) SSBN New Construction: 18 months after commissioning.

b. **OVHL/DMP/Conversion Submarines**

(1) Members ordered to a submarine undergoing OVHL, DMP, or conversion will normally be assigned for at least 24 months.

(2) PRDs should thereafter be adjusted to reflect at least 12 months on board after completion for an SSN, and 13 months after completion for an SSBN.

(3) Since a submarine may be delayed in construction or completing a shipyard period, COs should establish department/division rotational plans to ensure an equitable portion of the crew rotates at any one time during and after the shipyard period.

c. As discussed further in this article, the CO will submit a letter to NAVPERSCOM (PERS-403) and will include as an enclosure a personnel manning status which will recommend PRDs for all enlisted members attached to the unit. The forwarding cover letter should contain the "in service" date.

7. **Submission of Requests by Nuclear-Trained Members for assignment to New Construction Submarines**. Except for a small number of prototype graduates ordered directly to new construction duty, nuclear-trained members must complete at least 12 months in an operational nuclear billet prior to being ordered to new construction duty.

a. Members who are sea-experienced should have qualified for watch stations, which are commensurate with their rate and Navy Enlisted Classification (NEC).

b. In addition to meeting the minimum requirements for new construction set forth in this article, nominations will be reviewed in light of the billet for which recommended and the records of members already accepted for that billet.

c. Normally, members awaiting Selective Training and Reenlistment (STAR) or other reenlistment benefits will not receive that benefit until at least 12 months after commissioning (18 months for SSBNs).

d. Obligated service (OBLISERV) requirements associated with a particular benefit must still be met when the member ultimately resubmits a request for the benefit that was previously guaranteed as a reenlistment incentive.

e. COs are requested to furnish NAVPERSCOM the following information with respect to each nominee:

(1) Extent of watch qualifications attained.

(2) Certified copies of the last two NAVPERS 1616/26 (Rev. 03-02), Evaluation Report and Counseling Record (E-1/E-6).

(3) Whether STAR or other reenlistment benefit is pending and whether candidate is willing to defer it, if applicable.

8. **Submission of Requests from Non-Nuclear-Trained Members for Assignment to New Construction Submarines**. Petty Officers and designated strikers who meet the qualifications of this article may submit their requests NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request to NAVPERSCOM. Requests from non-designated SN/FN members shall be forwarded to NAVPERSCOM (PERS-4013) via the CO. In the Requested Action section insert "NEW CONSTRUCTION SUBMARINES". A non-career applicant must indicate his willingness to extend his enlistment or reenlist, if necessary, to obtain the **required OBLISERV of 24 months or meet OBLISERV required by this article whichever is longer**. When extensions are executed, insert the following in the reason block of NAVPERS 1070/621 (Rev. 01-00), Agreement to Extend Enlistment: **"New Construction Manning**."

a. **Previous Assignment Benefits**

(1) Members awaiting STAR and/or reenlistment assignment benefits must indicate in writing they are willing to waive or delay such assignment benefits until they have been onboard 12 months after commissioning (or 18 months for Trident submarines).

(2) OBLISERV requirements associated with a particular benefit must be met when the member ultimately resubmits a request for the benefits, which were previously guaranteed as a STAR and/or other reenlistment incentive.

b. **Additional Information on Requests**. In the CO's comments and recommendations section of NAVPERS 1306/7, the CO shall provide complete information on the items listed below plus any other relevant comments desired:

(1) Security clearance.

(2) Special training (service schools attended and completion dates of each).

(3) Extent of watch qualifications attained.

9. **Training En route to New Construction Crews**

a. **Categories**. En route training requirements for members assigned to the precommissioning crew of a submarine completing construction are classified in distinct categories as follows:

(1) **NEC Training**: Courses of instruction that assign a specific NEC upon completion of training which is required to meet the skill requirements specified in the unit's manpower authorization.

(2) **Factory Training**: Courses of instruction on maintenance and operation of new systems and equipment which are taught only by contractor personnel and which may or may not yield an NEC upon completion. Members will only receive this training en route if class convening dates are available prior to increment manning dates.

(3) **Precommissioning Training**: Non-NEC producing courses of instruction available at fleet training centers (FTC)

which are required to meet designated TYCOM requirements, such as fire fighting, damage control, refresher training, personnel qualification standards (PQS), and human resources management.

(4) **Non-NEC Producing Maintenance, Operator, and Team Training**: Courses of instruction on maintenance and operation of systems and equipments, which are taught in Navy FTCs and do not assign the member an NEC upon completion of training.

b. **Assignment to en route training pipeline**. To insure effective management of permanent change of station (PCS) funds (military personnel, Navy (MPN)); temporary duty under instruction (TEMDUINS) funds (training less than 20 weeks); and per diem funds (operations and maintenance, Navy (O&MN)); the following pertains to the assignment of members to the en route training pipeline.

(1) NAVPERSCOM assumes the responsibility for primary NEC training and factory training for equipment and systems to be installed on new construction submarines. With the exception of nuclear-power-trained members, some civilian factory training class convening dates are not available prior to established increment manning dates. Rather than gap those billets, NAVPERSCOM (PERS-403) will directly transfer the member to the new construction submarine, and the member will attend that training on a TAD basis. Precommissioning units should closely monitor and liaison with their TYCOM and ISIC to ensure those members receive training as soon as practical.

(2) NAVPERSCOM will not normally include non-NEC producing maintenance, operator, and team training TEMDUINS assignments in PCS orders. It is assumed this training will be accomplished on a TAD basis (funded by appropriate TYCOM or warfare sponsor) after member's arrival at the permanent duty station; however, in the case of submarines completing construction, non-NEC producing operator and maintenance training may be provided for members assigned to precommissioning crews on an individual case basis. This will be done if it can be reasonably determined the member concerned has not previously had this training or received on the job instruction in these systems.

10. **Qualifications to be met Prior to Transfer to New Construction**

a. **Disciplinary Record**. The transferring command will conduct a records review of enlisted members ordered to ships under construction to ensure no prior conviction by court-martial or nonjudicial punishment (NJP) and no civil violation other than minor traffic offenses for the previous 12 months.

b. **Minimum Requirements**. The following minimum requirements must be met:

(1) No indebtedness problem of a serious or chronic nature (i.e., the receipt of more than one letter regarding a delinquent account).

(2) No history of instability or serious health problems of a probable recurrent nature during the past 12 months.

(3) No evaluation/fitness report mark below 3.0 in any category for the past 12 months.

(4) For members who have received significant training en route to a new construction unit, a minor deviation from the above standards while undergoing training will not normally result in cancellation of orders to the new construction ship.

c. **OBLISERV**. COs shall notify NAVPERSCOM (PERS-403), within 10 days of receipt of the assignment directive, if the member does not desire to acquire OBLISERV for such assignment.

d. **Disqualification**. If a member fails to meet any of the above minimum requirements, COs shall notify the appropriate assignment control authority (ACA) and NAVPERSCOM, within 10 days of receipt of the assignment directive, of the specific disqualifying factors and hold the assignment directive in abeyance pending direction from the ACA.

e. **Disqualification Waivers**

(1) A waiver of disqualifying criteria may be requested from the appropriate ACA if recommended by the CO.

(2) In other cases where critical skill areas are involved, the ACA may waive disqualifying criteria.

11. **Procedures for Splitting New Construction SSBN Crews**. The following procedures will be followed in determining the split of the new construction crewmembers for assignment of either **Blue** or **Gold** crews upon commissioning of the submarine.

a. **Unique Situations**. While each member assigned to a new construction SSBN is issued orders to a certain crew, there may develop situations that require moving a few members to the other crew.

b. **Six months prior to scheduled commissioning of an SSBN**, both COs will ensure the following is received by NAVPERSCOM (PERS-403):

(1) **Forward letter**. An SSBN manning letter in the format contained in Exhibit 1 for both Blue and Gold crews. This letter must be forwarded via the SUBGRU Commander and NAVPERSCOM (PERS-4013), with a copy to the parent TYCOM.

(2) **Recommend PRD**. A PRD will be recommended for each member assigned. Equitable distribution of members between both crews by paygrades and experience shall be considered. Three principal assignment constraints should be observed in the recommendation of PRDs:

(a) Members must have completed a minimum 24-month activity tour.

(b) PRDs must conform to the patrol schedule (PRD month in which the 15th day subsequent to exchange of command date falls).

(c) Recommended PRD may not exceed the maximum sea tour (5 years) unless the affected member has signed a NAVPERS 1070/613 entry volunteering to extend his sea tour as required.

c. **Issue Orders**. PCS orders will be issued by NAVPERSCOM (PERS-403) for every enlisted member assigned prior to commissioning of the SSBN.

d. **Moving Members and Families**. Trident submarines **will not** move members and families from new construction location to established homeport on "Homeport Change Certificates."

12. **Procedures For New Construction SSN Crews**. The following action will be completed by the CO of new construction SSNs.

a. **Six months prior to the scheduled commissioning of an SSN**, the CO will ensure the SSN manning letter (in the format of Exhibit 1) is forwarded to NAVPERSCOM (PERS-403) via the parent ISIC and NAVPERSCOM (PERS-4013). The ISIC should ensure a copy is forwarded to the parent submarine group (SUBGRU) and TYCOM at that time.

b. **Recommend PRD**. A PRD will be recommended for each member assigned, utilizing the following three principal assignment constraints:

(1) Members must have completed a minimum of 24 months.

(2) PRDs should support the ship's schedule as known at that time.

(3) Recommended PRD may not exceed the maximum sea tour (5 years) unless the affected member has signed a NAVPERS 1070/613 entry volunteering to extend his sea tour as required.

c. **Two months prior to the scheduled commissioning of the SSN, the following actions should occur**:

(1) NAVPERSCOM will reply to the SSN manning letter. Included in this reply will be PRD adjustments and deviations with an explanation should a requested PRD be disapproved.

(2) Crewmembers and their families will be authorized to move to the newly established homeport per reference (d).

13. **Special Procedures for SSN OVHL/DMP**. To the maximum extent possible, members selected for assignment to an SSN OVHL/DMP should have sufficient OBLISERV to complete the shipyard period, plus 12 months thereafter.

a. **Rotate Personnel**. The CO of the OVHL/DMP period should plan to rotate some members during the shipyard period to avoid high personnel turnover at the completion of the OVHL/DMP.

b. **Pending STAR/Selective Conversion and Reenlistment (SCORE) Benefits**. Members with pending STAR/SCORE benefits should not be assigned to OVHL/DMP if such assignment will cause

undue delay in receiving their benefits and the members are unwilling to accept such a delay.

c. **Fifteen months prior to the DMP or 13 months prior to the OVHL commencement date**, the following actions should occur:

(1) TYCOM should request augment billets be assigned to the unit by the MCA.

(2) NAVPERSCOM (PERS-4013) should ensure the necessary requisitions are in place to reflect the detailer's 9-month requisitions.

d. **Six months prior to the OVHL/DMP commencement date**, SSN CO must ensure a letter recommending OVHL/DMP crew makeup is received at NAVPERSCOM (PERS-403) via parent SUBGRU commander and NAVPERSCOM (PERS-4013), with a copy to the parent TYCOM.

(1) As an enclosure to this letter, use Exhibit 1 that will list every billet, including the additional OVHL/DMP augment billets listed in reference (c).

(2) When submitting this letter, nominate non-selectees for a pre-OVHL/DMP PRD which is consistent with the ship's present schedule and which will either coincide with their end of active obligated service (EAOS) or permit completion of 24 months for those members upon their reassignment.

e. **Response**. NAVPERSCOM (PERS-403) and NAVPERSCOM (PERS-4013) for non-designated SN/FN, will reply to this letter indicating members who will remain aboard for OVHL/DMP and will adjust recommended PRDs as appropriate.

f. **Augments**

(1) Augment members shall be ordered to report 6 months prior to commencement for SSN OVHL or 4 months prior to commencement of DMP.

(2) The OVHL/DMP executive officer should maintain liaison with NAVPERSCOM (PERS-403) OVHL/DMP coordinator to ensure augment members are identified.

14. **Procedures for SSBN Deactivation/DECOM**. The DECOM crew of an SSBN is comprised of selected members from the pre-DECOM Blue and Gold crews.

a. **OBLISERV**. To the maximum extent possible, members selected for assignment to a DECOM should have sufficient OBLISERV to complete the period of the DECOM.

b. **Pending STAR/SCORE Benefits**. The members with pending STAR/SCORE benefits should not be assigned to the DECOM period if such assignment will cause undue delay in receiving their benefits and the members are unwilling to accept such a delay.

c. **Ten months prior to DECOM commencement date**, NAVPERSCOM (PERS-4013) should ensure the necessary requisitions are in place to reflect in the detailers 9-month requisition.

d. **Six months prior to DECOM commencement date**, the following actions should occur:

(1) SSBN COs must ensure a joint letter recommending DECOM crew makeup is received at NAVPERSCOM (PERS-403) via parent SUBGRU command and NAVPERSCOM (PERS-4013), with a copy to parent TYCOM. Use Exhibit 1 as an enclosure to this letter to list every billet on the most recent Blue crew Enlisted Distribution Verification Report (EDVR), whether or not members can be identified from either crew.

(2) When submitting this crew makeup letter, nominate non-selectees for a pre-DECOM PRD which is consistent with the patrol schedule and which will either coincide with their EAOS or permit completion of a minimum activity tour (24 months) for those members upon their reassignment.

(3) NAVPERSCOM (PERS-403) and NAVPERSCOM (PERS-4013) for non-designated SN/FN, will reply to this letter indicating members who will remain on board for DECOM and will adjust PRDs as appropriate.

15. **Special Procedures for SSN Deactivation/DECOM**. To the maximum extent possible, members selected for assignment to an SSN DECOM should have sufficient OBLISERV to complete the shipyard period.

a. **Pending STAR/SCORE Benefits**. Members with pending STAR/SCORE benefits should not be assigned to the DECOM period

if such assignment will cause undue delay in receiving their benefits and the members are unwilling to accept such a delay.

b. **Ten months prior to the DECOM commencement date**, NAVPERSCOM (PERS-4013) should ensure the necessary requisitions are in place to reflect in the detailers 9-month requisition.

c. **Six months prior to the DECOM commencement date**, SSN COs must ensure a letter recommending DECOM crew makeup is received at NAVPERSCOM (PERS-403) via parent SUBGRU Commander and NAVPERSCOM (PERS-4013), with a copy to the parent TYCOM.

(1) Use Exhibit 1 as an enclosure to this letter to list every billet.

(2) When submitting this letter, nominate non-selectees for a pre-DECOM PRD which is consistent with the ship's present schedule and which will either coincide with their EAOS or permit completion of 24 months for those members upon their reassignment.

(3) NAVPERSCOM (PERS-403) and NAVPERSCOM (PERS-4013) for non-designated SN/FN will reply to this letter indicating members who will remain aboard for DECOM and will adjust PRDs as appropriate.

EXHIBIT 1

SSBN/SSN MANNING FOR SHIP'S OVHL/DMP/DECOM
SSBN CREW CONSOLIDATION/CREW SPLIT FOR SHIP'S OVHL/DECOM
NEW CONSTRUCTION CREW

(Use appropriate title.)

Crew: (Blue)/(Gold) USS _____ (SSN/SSBN _____)

_____DIVISION

ALW (1) ALW (1) ACTUAL
VOL (2) REQ REQ (3)

RATE	NEC	RATE	NAME	Last 4 SSN	N/VOL	EAOS	PRD	PRD	SDCD

REMARKS

NOTES:

(1) Denotes augment or additional personnel for OVHL/DMP.
(2) Enter "V" or "N" as appropriate.
(3) In remarks enter:

1: NAVPERS 1070/613, agreeing to exceed maximum sea tour.
2: NAVPERS 1070/613, waiver/delay STAR school.
3: NAVPERS 1070/613, agreeing not to transfer to Fleet Reserve until completion of OVHL + 1 patrol.

MILPERSMAN 1306-414

SPECIAL PROCEDURES FOR ASSIGNMENT OF SSBN PERSONNEL

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN COM FAX	882-3633 (901) 874-3633 882-2638

Exhibits	1. Post-Patrol SSBN Manning Message 2. Post-Patrol SSBN Manning Report

1. **Background**. National priorities accorded the fleet ballistic missile strategic weapons system and the nuclear power program dictate an exceptional degree of combat readiness.

a. The unique nature of nuclear submarine operations demands a personnel allowance, which provides a delicate balance between requirements for special skills, watch stations, and submarine safety.

b. To ensure the stability necessary to maintain that balance, special procedures for crew rotation have been established.

2. **SSBN and SSN Tour Adjustments**. Unanticipated losses caused by illness, disqualification, humanitarian reassignment, etc., may necessitate extending projected rotation dates (PRDs) of remaining members in the same rating or technical experience level to maintain manning stability.

a. Requests for changes to PRDs should be submitted to Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403) per MILPERSMAN 1306-104.

b. All requests for PRD extensions shall indicate whether the member is a volunteer/nonvolunteer, and whether the member has a Selective Training and Reenlistment (STAR)/Selected Conversion and Reenlistment (SCORE) benefit pending.

c. When sufficient qualified/sea-experienced volunteers are not available to fill certain high priority shore duty/new construction requirements in the case of nuclear trained and Trident/Poseidon personnel, NAVPERSCOM (PERS-403) will order personnel from nuclear submarine crews at PRD as necessary to fill these billets.

3. **Action by the SSBN Commanding Officer (CO)**. Members who, upon completion of a deterrent patrol, have insufficient obligated service (OBLISERV) to complete the subsequent patrol must be identified. (Insufficient OBLISERV applies to those cases wherein a member's end of active obligated service (EAOS) is earlier than 5 days subsequent to the post-patrol exchange of command date.)

a. To improve the number of days members are assigned to operational units in the billet for which they are trained, the procedure described below is to be followed.

b. During on-crew period A, SSBN COs review noncareer designated members whose EAOS occurs more than 90 days after period C, and who have insufficient OBLISERV to complete period E (see table below for identification of periods A through E).

A	B	C	D	E
ON-CREW	OFF-CREW	ON-CREW	OFF-CREW	ON-CREW
REVIEW/COUNSEL	NOMINATE		TRANSFER	

c. The following sequence of events should take place:

(1) During on-crew period A, members are identified who do not have sufficient active OBLISERV to complete on-crew period E.

(2) Members who decline to OBLISERV to complete on-crew period E will be nominated by the end of the first week of training of off-crew period B for transfer after on-crew period C.

(3) Members will complete on-crew period C and **within 15 days of return** to homeport be transferred by NAVPERSCOM (PERS-403). Every effort will be made to assign these members to another submarine in the same homeport.

(4) When the SSBN is establishing its PRD management plan, the following rule will be adhered to:

(a) If the SSBN crew returns from patrol **between the 1st through 15th of a month**, the member's PRD will be established as the same month of return from patrol.

(b) If the SSBN crew returns from patrol **after the 15th of the month**, the member's PRD will be established for the following month.

d. COs must submit a PRD change request for all members identified by the review, or request authority from NAVPERSCOM (PERS-403) to unconditionally extend a member for a period of less than 24 months per MILPERSMAN 1160-040.

e. All applicable members shall be informed of the policy and, after approval of the PRD change request or the unconditional extension by NAVPERSCOM (PERS-403), be required to extend their enlistments to coincide with their newly established PRD or for the period of the authorized unconditional extension, as applicable.

f. Extensions will be executed by a NAVPERS 1070/621, (Rev. 01-00), Agreement to Extend Enlistment. Such extensions will not be beyond the **month in which the 15th day after change of command falls**.

4. **SSBN Post Patrol Personnel Planning Message/Report**. Upon completion of the above review and at the beginning of period B, the CO will submit an SSBN Patrol Personnel Planning Message or Report, as contained in Exhibits 1 or 2, to support personnel manning for period E as shown in the above paragraph.

EXHIBIT 1

POST-PATROL SSBN MANNING MESSAGE

(Use the proper message format containing the following.)

```
FROM:  COMSUBGRU _______________//N1//
TO:    COMNAVPERSCOM MILLINGTON TN//PERS4013//
INFO:  COMNAVPERSCOM MILLINGTON TN//PERS403//
(AS APPROPRIATE) COMUSFLTFORCOM NORFOLK VA//N1//
                 COMPACFLT PEARL HARBOR HI//N1//
                 COMSUBLANT NORFOLK VA//N1//
                 COMSUBPAC PEARL HARBOR HI//N1//
                 USS _____________________//  //
BT
UNCLAS //N01306//
MSGID/GENADMIN/      /      //
SUBJ/POST-PATROL MANNING IN USS ________________ (SSBN) ____)/
(BLUE)/GOLD) (REPORT SYMBOL _____________)//
REF/A/DOC/MPM/YMD//
AMPN/REF A IS MILPERSMAN 1306-414.//
RMKS/1.  THE FOLLOWING PERSONNEL ARE KNOWN UNPLANNED LOSSES DURING
THIS OFF-CREW PERIOD:
NAME           RATE/NEC       LAST 4 SSN         LOSS DATE     REASON

2.  THE FOLLOWING PERSONNEL ARE POTENTIAL UNPLANNED LOSSES:
NAME           RATE/NEC       LAST 4 SSN         LOSS DATE     REASON

3.  REPLACEMENT PERSONNEL HAVE NOT BEEN IDENTIFIED FOR THE FOLLOWING
BILLETS.  RELIEFS REQUIRED PRIOR TO PATROL:
    A.
    B.
    C.

4.  THE FOLLOWING PERSONNEL ARE PG AFTER COMMENCEMENT OF TEAM
TRAINING:
NAME           RATE/NEC       LAST 4 SSN         PG DATE

5.  THE FOLLOWING PERSONNEL HAVE BEEN DESIGNATED AS INDICATED:
NAME           DESIG RATE     LAST 4 SSN

6.  THE FOLLOWING NON-CAREER DESIGNATED PERSONNEL WILL HAVE
INSUFFICIENT OBLISERV TO COMPLETE THE SUBSEQUENT PATROL:
    A.  LESS THAN 90 DAYS OBLISERV:
        NAME          RATE        NEC       LAST 4 SSN        EAOS
    B.  GREATER THAN 90 DAYS OBLISERV:
        NAME          RATE        NEC       LAST 4 SSN        EAOS
```

EXHIBIT 1 (Continued)

7. THE FOLLOWING PERSONNEL ARE NOMINATED FOR TRANSFER AFTER THE FORTHCOMING PATROL HAVING DECLINED TO INCUR ADDITIONAL OBLISERV PER REFERENCE (A) TO COMPLETE THE NEXT TWO PATROLS:

NAME	RATE	NEC	LAST 4 SSN	EAOS

8. PROJECTED MANNING FOR COMMENCEMENT OF REFIT AND FOR EACH MONTH THEREAFTER THROUGH DEPLOYMENT IS:

GRADE	POB 9106	9107	9108	9109
E-7 - E-9				
E-6				
E-1 - E-9				

9. EXCESS E-6 - E-9 PERSONNEL ON BOARD:

NAME	RATE/NEC	LAST 4 SSN	PRD	REMARKS

10. REQUEST FOLLOWING PRD ADJUSTMENTS TO MATCH FUTURE PATROL CYCLES:

NAME	RATE/NEC	LAST 4 SSN	CUR PRD	REQ PRD	VOL/NVOL

11. THE FOLLOWING PERSONNEL ARE PLANNED LOSSES AFTER NEXT PATROL FOR WHICH A RELIEF HAS NOT BEEN IDENTIFIED:

NAME	RATE/NEC	LAST 4 SSN	ACCEPTABLE RELIEF

PRDS WILL BE SUBMITTED BY USS _____ (BLUE)/(GOLD) IF RELIEFS ARE NOT IDENTIFIED PRIOR TO CREW'S DEPARTURE FOR PATROL.

12. USS _____ (BLUE/GOLD) IS PROJECTED TO BEGIN OFF-CREW TRAINING ON _____ WITH AN ASSIGNED ENLISTED PERSONNEL STRENGTH OF _____ PERSONNEL.

13. POC COMSUBGRU _____ IS _____
DSN: _____.

14. CO COMMENTS/CONCERNS:
BT

EXHIBIT 2

POST-PATROL SSBN MANNING REPORT

(Use the proper letter format containing the following.)

From: Commander, Submarine Group _____
To: Navy Personnel Command (PERS-4013)

Subj: POST-PATROL MANNING IS USS _____ (SSBN _____)
(BLUE/GOLD)

Ref: (a) MILPERSMAN 1306-414

1. The following personnel are known to be unplanned losses during this off-crew period:

NAME RATE/NEC LAST 4 SSN LOSS DATE REASON

2. The following personnel are potential unplanned losses:

NAME RATE/NEC LAST 4 SSN LOSS DATE REASON

3. Replacement personnel have not been identified for the following billets. Reliefs are required prior to patrol for:

a.

b.

c.

4. The following personnel are prospective gains after commencement of team training:

NAME RATE/NEC LAST 4 SSN PG DATE

5. The following personnel have been designated as indicated:

NAME DESIG RATE LAST 4 SSN

6. The following noncareer designated personnel will have insufficient OBLISERV to complete the next patrol.

a. Less than 90 days OBLISERV:

NAME RATE/NEC LAST 4 SSN EAOS

b. Greater than 90 days OBLISERV:

NAME RATE/NEC LAST 4 SSN EAOS

EXHIBIT 2 (Continued)

7. The following personnel are nominated for transfer after the forthcoming patrol having declined to incur additional obligated service per reference (a) to complete the next two patrols:

NAME RATE/NEC LAST 4 SSN EAOS

8. Projected manning for commencement of refit and for each month thereafter through deployment is:

GRADE	POB 9206	9207	9208	9209
E-7 - E-9				
E-6				
E-1 - E-9				

9. Excess E6-E9 personnel on board:

NAME RATE/NEC LAST 4 SSN PRD REMARKS

10. Request the following PRD adjustments match future patrol cycles:

NAME RATE/NEC LAST 4 SSN PRD REQ PRD VOL/NVOL

11. The following personnel are planned losses after the next patrol for which a relief has not been identified:

NAME RATE/NEC LAST 4 SSN ACCEPTABLE RELIEF

PRDS WILL BE SUBMITTED BY USS _____ (BLUE/GOLD) IF RELIEFS ARE NOT IDENTIFIED PRIOR TO CREW'S DEPARTURE FOR PATROL.

12. USS _____ (BLUE/GOLD) is projected to begin off-crew training on _____ with an assigned enlisted personnel strength of ____ personnel.

13. Point of contact at Commander Submarine Group _____ is _____ DSN: _____.

14. Commanding officer's comments/concerns:

Copy to:
COMNAVSUBFOR (N1)
COMNAVPERSCOM (PERS-403)
COMUSFFC (N1)
COMPACFLT (N1)
COMSUBLANT (N1)
COMSUBPAC (N1)
USS _____

MILPERSMAN 1306-416

PROCESSING OF PERSONNEL DISQUALIFIED FROM SUBMARINE DUTY

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-3633 (901) 874-3633 882-2638

References	NAVMED P-117, Manual of the Medical Department SECNAVINST 5510.3A SECNAVINST 5510.35A NAVPERS 18068F, Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications OPNAVINST 5355.3B SECNAVINST 7220.80E

1. **Policy**. Because of the special safety and reliability aspects of operating submarines, the need to provide for disqualification for duty in submarines in certain instances is clear. Disqualification for duty in submarines is an administrative procedure invoked to preclude reassignment of a member to another submarine command.

a. Disqualification for duty in submarines supplements the disciplinary and administrative actions that may be required to effect satisfactory performance, and is not an end in itself.

b. There are a few situations where a member is unable to meet the physical standards for submarine duty through no fault or lack of diligence on the member's part. In these few cases, disqualification is an appropriate course of action by itself.

c. Disqualification for duty in submarines shall not be used as a substitute for required disciplinary and/or administrative action. Particular care shall be exercised to ensure that disqualification is not used to effect the transfer of members to other duty when they do not clearly meet the established high standards for continued Naval Service.

2. **Categories and Reasons**. There are two categories of disqualification for duty in submarines, one of which must be cited in **every** disqualification recommendation.

a. **Disqualified Category**. Members removed from submarine duty in the disqualified category are not normally eligible for return to submarine duty at any future date. Reasons for disqualification are as follows:

(1) Inability to qualify or failure from a training pipeline leading to assignment to submarine duty.

(2) Inability to requalify (SS) members only.

(3) **As a result of disciplinary and/or administrative action resulting in (list one)**

(a) disqualification prior to separation,

(b) discharge detachment for cause,

(c) unauthorized absence in excess of 30 days,

(d) classification as a conscientious objector or homosexuality,

(e) a change in rating,

(f) Navy Enlisted Classification (NEC) removal,

(g) security clearance,

(h) substantiated family advocacy sexual abuse case,

(i) ineligibility for the Personnel Reliability Program (PRP) when such action precludes further service in submarines, or

(j) other such disqualifying action (specify).

(4) Unreliability due to drug/alcohol abuse.

(5) Stress reaction, emotional instability, or suicide attempts/gestures.

(6) Environmental unadaptability (including claustrophobia).

NOTE: Disqualification for stress reactions, emotional instability, suicide attempts/gestures, or for environmental unadaptability must include psychiatric/psychological consultation

b. **Physically not Qualified Category**

(1) Members found not physically qualified may reapply for return to submarine duty when they again meet the physical requirements set forth in NAVMED P-117, article 15.

(2) Requests for reinstatement must be submitted via the chain of command and Bureau of Medicine and Surgery (BUMED) (MED-21) to Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403). Reasons for disqualification are as follows:

(a) Failure to meet the physical requirements for submarine duty contained in NAVMED P-117, article 15. For administrative purposes, physical disqualification will be limited to members with a duly diagnosed medical condition such as an ulcer, lung disorder, neurosis, etc. Organic brain syndrome may also be used for physical disqualification.

(b) All too often the medical problem, which renders a member not physically, qualified for submarine duty also renders the member not physically qualified for **all** duties of the member's rate at sea or on foreign service (full duty). When considered appropriate, recommendations for medical board action or administrative separation will be initiated in addition to disqualification for duty in submarines.

(3) A waiver of the physical standards for submarine duty should be considered in all appropriate cases. Waivers may be recommended with qualified and documented medical advice. Considered action will be on the basis of the member's condition, the risk it places on the member's continued health and safe reliable submarine operations.

(4) Waiver requests should be submitted to NAVPERSCOM (PERS-403) via BUMED (MED-21). For members assigned to submarine duty, submit waiver request via immediate superior in command (ISIC), type commander (TYCOM), and BUMED (MED-21).

(5) Questionable Cases. When the category or reason to be cited in a disqualification recommendation cannot be determined, guidance should be requested from NAVPERSCOM (PERS-403).

3. **Disqualification Authorities**. NAVPERSCOM and Commander, Submarine Force, U.S. Atlantic Fleet (COMSUBLANT)/Commander, Submarine Force, U.S. Pacific Fleet (COMSUBPAC) are the ultimate authorities for submarine disqualification.

a. Submarine commanders will act only on the cases of members who are under their administrative or operational command.

b. NAVPERSCOM (PERS-403) will act on all other cases such as members in transit, in school commands not under the force commander's control, or in nonsubmarine shore commands for duty.

c. Except for disqualification involving physical disqualification; or disqualification of submarine-qualified members by reason of environmental unadaptability, stress reaction, or emotional instability which have not been resolved by administrative action; the following commanders are authorized to approve disqualifications:

(1) Submarine group/squadron commanders.

NOTE: Disqualification authority may be delegated in writing to chief of staff/chief of staff officer.

(2) Submarine base commanding officers (COs).

(3) COMSUBLANT Deputy Chief of Staff Personnel Readiness.

(4)COMSUBPAC Assistant Chief of Staff (ACOS) for Personnel and Training.

d. NAVPERSCOM (PERS-403) and COMSUBLANT/COMSUBPAC, as the disqualification authority, will review each disqualification action and retain the prerogative to direct final action and to disqualify members in either disqualification category.

e. In an effort to minimize delays in processing submarine disqualification cases, NAVPERSCOM (PERS-403) has been

designated the NAVPERSCOM point of contact (POC) for these matters.

(1) All message traffic to NAVPERSCOM concerning disqualification matters should be sent to NAVPERSCOM (PERS-403F), who will monitor timely completion of actions.

(2) Procedures for removal of security clearances and eligibility for PRP require written acknowledgments from the member. Correspondence concerning these matters should be addressed to

(a) NAVPERSCOM, Personnel Performance, Security and Separations Division (PERS-83), for security clearance issues per SECNAVINST 5510.3A, and

(b) Chief of Naval Operations (CNO), Special Assistant for Naval Investigation Matters and Security (N09N) for Personal Reliability Program (PRP) issues per SECNAVINST 5510.35A.

4. **Assignment of Designator 8 (SP)**. All members disqualified from submarine duty will normally be assigned to a submarine support command for a 2-year tour, or to complete prescribed sea tour (PST) or normal shore tour (NST), whichever is longer. Submarine Designator 8 (controlled by NAVPERSCOM (PERS-403)) will be assigned.

a. Nuclear-trained members found physically disqualified from submarine duty, but remain qualified for the nuclear field, will be assigned to surface nuclear duty.

b. Members who require forced rating conversion by virtue of PRP decertification or security clearance revocation will normally be converted to a rating consistent with assignment to a submarine support billet.

c. Assignment to submarine support can only be made to a valid billet, and normally in the same geographic area.

(1) If forced rating conversion is not required, members will retain their submarine source rating and, if applicable, Navy Enlisted Classification (NEC) codes.

(2) If there is no valid submarine support billet available, or the cognizant surface detailer has a valid billet

which can be filled by a member, the submarine detailer must receive approval from the manning control authority (MCA) via Enlisted Placement Management Center (EPMAC) to assign a submarine disqualified member directly to duty in the surface fleet.

(3) If authorization is granted by the MCA, the submarine Designator 8 will be removed.

d. Members assigned to a submarine support billet will be assigned a 2-year projected rotation date (PRD). At the completion of the 2-year submarine support tour the following options are available:

(1) Retain Designator 8 and continued assignment to submarine support duty.

(2) Release from Designator 8 and made available for general detailing by the surface community. This may require forced rating conversion. If member decides to be released, member must submit NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request, requesting release to surface community and removal of Designator 8 and, if applicable, forced rate conversion. If approved for release, member's command must submit NAVPERS 1221/1 (Rev. 06-92), Navy Enlisted Classification (NEC) Change/Recommendation per NAVPERS 18068F, volume II for NEC removal if NECs are submarine related.

(3) Request reinstatement to submarine duty, as explained in this article.

(4) In cases where members are being administratively separated, a submarine disqualification package (Exhibit 1) will be utilized and forwarded to NAVPERSCOM (PERS-403F) prior to separation.

e. For all members not under disqualification authority of COMSUBLANT or COMSUBPAC (shore commands outside the submarine community, school commands, recruiting, etc.), the recommendation for disqualification will be submitted directly to NAVPERSCOM (PERS-403) in the format of Exhibit 1.

5. **Correspondence**. All correspondence to NAVPERSCOM (PERS-403) or CNO, Nuclear Power Program Manager (N133) relating to submarine disqualification (and associated NEC removals or

rating change) of enlisted members shall also be addressed to NAVPERSCOM (PERS-403F).

a. To speed processing of disqualification cases, message notification of each case must be sent to NAVPERSCOM (PERS-403) as soon as the decision to disqualify has been finalized.

b. Exhibit 2 provides the format for this message. NAVPERSCOM (PERS-403) will act as the NAVPERSCOM POC for all submarine disqualification matters.

c. Correspondence (or copies thereof) to activities external to NAVPERSCOM shall continue to be sent per applicable instructions. NAVPERSCOM (PERS-403) will be notified of all submarine disqualifications. This is a critical tool for management of the submarine enlisted community. All messages or letters for final submarine disqualification must be sent "info" or "copy to" to NAVPERSCOM (PERS-403).

6. **Rating Changes**. When rating changes are required as part of the disqualification process or the removal of a Designator 8, a rating change recommendation should be submitted to NAVPERSCOM (PERS-403) as soon as disqualification action has been approved.

a. To best match the member's previous training, experience, and needs of the Navy, choices should normally be made per the guidance in Exhibit 3.

b. Recommendations from the CO are encouraged in addition to the choices submitted by the member.

c. It is strongly recommended that choices submitted by the member be realistic. Members who have received extensive training in their present rating will not normally be assigned to ratings requiring extensive additional training or to those overmanned in rating and paygrade.

d. If none of the choices made by the member are feasible, a rating selection will be made by NAVPERSCOM per needs of the Navy and recommendations submitted by the CO. **NOTE:** With few exceptions, disqualified members are assigned to a submarine support billet and rating conversion must be consistent with ratings normally assigned to such billets.

e. Rate changes should not be submitted until the following actions have been completed (as applicable):

(1) Permanently PRP decertified.

(2) Security clearance removed/revoked.

(3) Submarine disqualification package received by NAVPERSCOM (PERS-403).

f. Rate change submission **should not** be included in an availability report.

7. **Availabilities**. Members being disqualified shall be made available as follows:

a. Availabilities should not be submitted until the submarine disqualification package has been forwarded to NAVPERSCOM (PERS-403).

b. Nonsubmarine designated E-3 and below. Should be made available to EPMAC as soon as the disqualification is finalized and the member is available for transfer.

c. All availability correspondence for submarine designated E-3 and above shall be addressed to NAVPERSCOM (PERS-403) using class DG avail code. Any other submissions may cause further delay in transfer of disqualified members.

d. Upon receipt of availability, NAVPERSCOM (PERS-403) will ensure the following administrative actions have been completed prior to entering the availability:

(1) Receipt of submarine disqualification package.

(2) Removal of submarine enlisted designator.

(3) NEC removal/change, if applicable.

(4) Rate conversion, if applicable.

(5) Assignment of Designator 8(SP), if applicable, (assigned by NAVPERSCOM (PERS-403)).

8. **Striker Identification Removal**. There is no requirement to **convert** disqualified E-3 submarine members to another rating if they are designated strikers. Striker designator removal may be required for submarine specific ratings. Approval must be

obtained from NAVPERSCOM, Active Enlisted Advancements/ Incentives Branch (PERS-811) for striker designator removal.

9. **PRP/Security Clearance/NEC Removal**. Removal of a member from the PRP or revocation of the member's security clearance can significantly decrease the member's ability to function at a subsequent duty station or in another rating.

a. Removal from the PRP and revocation of security clearance **should not be performed automatically** as part of the disqualification process, but should be based solely upon the merits of each case. Similarly, NECs, which are not unique to the submarine force, should not automatically be recommended for removal.

b. Submarine disqualification by reason of NEC removal will require approval of NAVPERS 1221/1 by EPMAC via NAVPERSCOM (PERS-403), prior to processing for submarine disqualification. Nuclear NEC removal will require approval by CNO (N133D) prior to submarine disqualification.

c. In cases where members are submarine disqualified when forced rating conversion is required and hold a submarine related NEC, submission of NAVPERS 1221/1 is required after submarine disqualification has been completed and forwarded to NAVPERSCOM (PERS-403).

10. **Procedures for Requesting Reinstatement to Submarine Duty**. Members previously assigned the submarine designator (SS)/(SU) may request reinstatement to submarine duty.

a. **Time Frame**. Requests for reinstatement to submarine duty must be submitted within 5 years from the date of disqualification.

b. **Authority**. NAVPERSCOM (PERS-403) is the submarine reinstatement authority in all cases and will assign the (SS)/(SU) submarine designator, as appropriate.

c. **Recertification**. HM Submarine IDC's must request reinstatement from NAVPERSCOM (PERS-403), via CNO, Enlisted Plans and Career Management Branch (N132D), and "clinically" recertify prior to "refresher training" to be eligible for PCS orders to a submarine and reinstatement.

d. **Submarine Designator Assignment Date**. If approved, the submarine designator will be assigned the date the reinstatement approval letter is signed for members who were medically disqualified. For all others, the submarine designator will be assigned upon reporting on board an operational submarine for duty.

e. **Reinstatement for "Physically not Qualified" Members**. Members who were physically disqualified may request reinstatement if the medical problem no longer exists, or has remained asymptomatic for a minimum of 2 years without benefit of medication, special diet, or **continuing therapy**. In all cases, a waiver of the medical standards must be submitted. The format for requesting reinstatement is as follows:

(a) Submit NAVPERS 1306/7 requesting reinstatement of the (SS)/(SU) designator and waiver of physical standards for submarine duty to NAVPERSCOM (PERS-403F) via local chain of command and BUMED (MED-21).

(b) As enclosure (1) include all applicable medical documentation and a current submarine physical as required by NAVMED P-117, article 15-69.

f. **Reinstatement for Alcohol Abuse**

(1) Members disqualified by reason of alcohol abuse per this article may be considered for return to duty in submarines after fulfilling the provisions of OPNAVINST 5355.3B.

(2) A request for reinstatement to submarine duty after disqualification for alcohol abuse must be submitted strictly per OPNAVINST 5355.3B using the format of Exhibit 4.

(3) If reinstated, the member will be assigned to submarine duty in a submarine unqualified (SU) status at PRD using normal assignment procedures. The (SU) designator will be assigned effective the date of reporting to a submarine.

g. **Reinstatement for All Others (Demonstrated Unreliability, Security Clearance Removal, etc.)**. Submit NAVPERS 1306/7 requesting reinstatement of the (SS)/(SU) designator and provide a statement concerning the reason for disqualification. Members will include a copy of a current (within 6 months) submarine physical and copies of their last three performance evaluations as enclosures.

11. **Pre-Service Drug Abuse Waivers for Previously Undisclosed and/or Undocumented Usage**

a. If, subsequent to assignment to submarine duty, a pre-service drug abuse is disclosed or identified and there is no documented waiver, a waiver request must be submitted to NAVPERSCOM (PERS-403), info to the ISIC and TYCOM (directly to NAVPERSCOM (PERS-403) for members not assigned under a submarine TYCOM).

b. A waiver will be considered only for experimental use of marijuana. A signed statement from the member defining the extent of usage is required.

12. **Limited Waiver of the Physical Standards for Submarine Duty**. Senior enlisted members (generally construed to mean senior E-7 and above), found not physically qualified for submarine duty may be granted a limited waiver of the physical standards for submarine duty.

a. This limited medical waiver will be granted by NAVPERSCOM (PERS-403), only on the advice of BUMED (MED-21) on a case-by-case basis, so the member will be able to ride a submarine for short periods of time (i.e., sea trials, weekly operations).

b. Members will be considered for a limited waiver only if recommended by the cognizant squadron or group commander, TYCOM, and BUMED (MED-21), and only if a valid need for the member's services exists.

c. The member, if approved, shall **not** be assigned to submarine duty, will be assigned submarine Designator 8(SP), and shall **not** be eligible for continuous submarine pay (CONSUBPAY). The limited medical waiver will be granted by letter to the member's parent command.

d. If granted a limited medical waiver, members must notify the staff to which assigned of their medical status, and the staff shall be responsible for ensuring members are physically able to ride a submarine on a limited basis.

e. A verification of the member's medical condition must be made by a submarine medical officer at least annually.

f. Members will be eligible for Operational Submarine Duty Incentive Pay (OPSUBPAY) per SECNAVINST 7220.80E, as they shall be considered "Qualified in Submarines with Limited Medical Waiver." A member granted a limited waiver will not be eligible for assignment to a precommissioning unit or to a submarine in overhaul unless NAVPERSCOM (PERS-403) and the responsible group and TYCOM concur.

g. An member granted a limited waiver currently serving in a precommissioning unit or in a submarine in overhaul may remain aboard that ship until post-shakedown availability (PSA) sea trials or post-overhaul sea trials have been completed.

EXHIBIT 1

RECOMMENDATION FOR DISQUALIFICATION FROM DUTY IN SUBMARINES AND, WHEN APPLICABLE, RELATED ADMINISTRATIVE ACTIONS FOR COMMANDS NOT UNDER COMSUBPAC OR COMSUBLANT DISQUALIFICATION AUTHORITY.
(Use proper letter format containing the following.)

From: Commanding Officer, _____
To: Commander, Navy Personnel Command (PERS-403)

Subj: RECOMMENDATION FOR DISQUALIFICATION FROM DUTY IN SUBMARINES

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual, Article 1220-040
(b) NAVPERS 15560D, Naval Military Personnel Manual, Article 1306-416
(c) SECNAVINST 5510.35A (when applicable for PRP)
(d) SECNAVINST 5510.3A (when applicable for security clearance)
(e) Current CREO/REGA NAVADMIN

Encl: (1) Member's statement (not required for "physically not qualified" category)
(2) Copy of NAVPERS 1221/1 (Rev. 06-92), Navy Enlisted Classification (NEC) Change/Recommendation (if a nuclear-trained operator, mail original to CNO (N133D))
(3) Copy of last three enlisted evaluation reports (not required for "physically not qualified" category)
(4) Copies of enlisted service record pages documenting substandard performance and disciplinary action (not required for "physically not qualified" category)
(5) Medical data (for "physically not qualified" category only)
(6) Any other pertinent data
(7) Copies of counseling sheets (or summary if not available)

1. Per references (a) and (b), (rate/designator, full name, branch, SSN, NECs) is recommended for disqualification from duty in
submarines. Disqualification category is _____. When applicable, the last sentence in this paragraph should read,

EXHIBIT 1 (Continued)

"Member's signed statement concerning disqualification and the associated administrative actions listed below are contained in enclosure (1)."

2. The following actions have been taken in this case:

a. Temporarily/Permanently (omit one) decertified for duty under the Personnel Reliability Program per reference (c).

b. Personnel security clearance for (indicate level of clearance) has been denied/revoked (omit one) per para. 17-208 of reference (d). Cite applicable portion(s) of para. 16-102.2 which describe the reason(s) for such action. If the member's clearance has been changed from a higher to a lower category for cause other than purely administrative reasons, so state and give specifics.

c. Change of rating to (1)_____, (2)_____, (3)_____, in order of priority, is recommended. The "open rates" list contained in reference (e) has been considered in making this recommendation. Rate/Member's last name, state member's preferences, and commanding officer's concurrence or reason for not recommending them.

d. Recommend enclosure (2) NAVPERS 1221/1 be approved.

3. Detailed comments on this recommendation are as follows:

4. By reference (cite letter or message) subject member is being processed for a discharge per NAVPERS 15560D, article (state appropriate article). Enclosures (1) through (7) refer. If member is not being processed for discharge, a statement is required stating reason for not processing member for discharge.

Signature

Copy to:
CNO (N133D) (Nuclear-trained members only (Advance)
EPMAC (EP-42)
Service Record (Transient holding activity if applicable)

EXHIBIT 2

SAMPLE DISQUALIFICATION MESSAGE

(Use the proper message format containing the following.)

```
FROM:  Originating Activity
TO:    COMNAVPERSCOM MILLINGTON TN//PERS403//
INFO:  EPMAC NEW ORLEANS LA//   //
BT
UNCLAS //NO1306//
MSGID/GENADMIN/       /
SUBJ/SUBMARINE DISQUALIFICATION NAVPERSCOM (PERS403)//
RMKS/1.  RATING, NAME, SSN, NEC DISQUALIFIED FROM SUB DUTY ON DATE BY
REASON OF _________.  SNM PERMANENTLY REMOVED FROM PERSONNEL
RELIABILITY PROGRAM.  SECURITY CLEARANCE REMOVED/REVOKED.
RECOMMENDED/NOT RECOMMENDED FOR ASSIGNMENT TO SUBMARINE SUPPORT
ACTIVITY.
BT
```

NOTES:

1. The disqualification message should not be submitted until the submarine disqualification package has been forwarded to NAVPERSCOM (PERS-403).

2. Only applicable information in para. 1 need be submitted. Not all of the actions in the sample will be applicable in every case.

3. Members disqualified from submarine duty, but not processed for discharge from the Naval Service will normally be assigned to a submarine support activity for a minimum of 2 years. Members unsuitable for such assignment should be processed for discharge from the Naval Service.

4. In cases where NEC removal is being recommended for a reason other than drug abuse, for non-nuclear members, submission of NAVPERS 1221/1 is required per NAVPERS 18068F, volume II.

5. Availability Report. After all administrative actions (i.e., rating change, NEC removal, PRP decertification, and security clearance removal/revocation, as appropriate), submit the enlisted availability to NAVPERSCOM (PERS-403) (and other necessary addressees).

6. For nuclear-trained members a NAVPERS 1221/1 must be submitted, for cases other than drug related disqualification, **prior to submission** of the disqualification message. Do not submit disqualification message or availability report until removal of NEC is approved.

EXHIBIT 3

RATING CONVERSION

1. Members being disqualified from submarine duty who are in ratings that are unique to the submarine force or that normally require PRP eligibility must convert to other ratings when disqualified. The choice should normally be made using the following guidance:

MT	STS	TM	FT
OS	*STG	OS	OS
#*AT	OS	MS	FC
EM	EM	BM	IC
*IC	#*AT	BT	EM
*ASE	OT	ABE	MM
MS	*ASE	MM	GM
BM	MS	AK	DS
#*AE (E-4)	BM		
BT (E-4)	#*AE (E-4)		
MM (E-4)	BT (E-4)		
AK (E-4)	MM (E-4)		
	AK (E-4)		

* Must normally be eligible for PRP.

\# When member requests and is recommended for conversion to these ratings. Exhibit 1 must provide additional remarks/information.

2. Rating conversions should normally be to those ratings consistent with submarine support assignments.

3. The above choices should be forwarded to NAVPERSCOM (PERS-403), in the format of Exhibit 1, by the applicable activity as soon as the disqualification decision has been finalized.

EXHIBIT 4

SAMPLE REQUEST FOR REINSTATEMENT IN SUBMARINE (DRUG/ALCOHOL)

(Use proper letter format containing the following.)

From: Name/Rate/SSN
To: Commander, Navy Personnel Command (PERS-403)
Via: (1) Commanding Officer,
(2) Commander Submarine Force, U. S. Pacific Fleet/
U. S. Atlantic Fleet (as applicable)

Subj: REINSTATEMENT IN SUBMARINES

Encl: (1) Most recent Drug/Alcohol Abuse Report on member
(2) List of dates and results of urinalysis tests (if applicable) since submarine disqualification

Ref: (a) OPNAVINST 5355.3B

1. I request reinstatement in submarines.

2. I was disqualified from submarines due to alcohol dependency on _____. Since that time I have been made aware of the physical and mental effects of alcohol abuse and I reject abuse of alcohol.

3. To substantiate my freedom from substance abuse I volunteer for participation in a urinalysis screening program for 1 year after reassignment to a submarine.

Member's Signature

MILPERSMAN 1306-418

SUBMARINE NR-1 AND DEEP SUBMERGENCE UNIT (DSU) DUTY

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-4933 (901) 874-4933 882-2638

1. **Submarine NR-1 Duty**. Submarine NR-1 is a nuclear-powered, deep-diving oceanographic vessel home ported in Groton, CT.

a. The crew is composed of 4 officers and 22 enlisted members. Fifteen of the enlisted billets are for nuclear-trained, enlisted members. The remaining 7 enlisted billets are for:

- 1 submarine qualified yeoman
- 1 senior storekeeper (Navy Enlisted Classification (NEC) 2815)
- 1 junior storekeeper
- 1 independent duty corpsman and
- 3 submarine-qualified electronic technicians.

b. Tour length on Submarine NR-1 is 3 years for all personnel.

c. All nuclear-trained enlisted billets are for active nuclear NECs. All nuclear operators assigned qualify as Engineering Officer of the Watch.

d. **Prerequisites** for Submarine NR-1 duty for nuclear-trained enlisted members:

(1) Upper-half class standing at Nuclear Power School and Nuclear Power Training Unit (NAVNUPWRTRAU) (no waivers will be considered).

(2) No performance trait evaluation marks in the lower two marking areas (1.0 and 2.0) in all categories for the last three reporting periods.

(3) Qualified in submarines and as Engineering Watch Supervisor (senior-in-rate watch station qualification will be considered on a case basis).

(4) Paygrade: E-5 or E-6.

(5) Approximately 5 to 12 years experience in the Navy. Approximately 3 years sea experience on an operational nuclear propulsion plant.

(6) Favorable commanding officer (CO) endorsement.

e. Department of Energy, Naval Reactors Representative's Office (NAVREACTREPOFC PH HI) personnel perform **final selection** of nuclear-trained enlisted members for duty on Submarine NR-1 through a series of interviews.

f. **Requests** for Submarine NR-1 duty, including support personnel, should be submitted to Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403) on NAVPERS 1306/7 (Rev. 01/03), Enlisted Personnel Action Request; last three evaluation reports; and class standings on NAVPERS 1070/604 (Rev. 3-05), Enlisted Qualification History.

2. **Deep Submergence Unit (DSU)**. DSU is a highly specialized command under the cognizance of Commander Submarine Development Squadron 5, based in San Diego, CA.

a. DSU consists of several unique detachments tasked with submarine rescue, oceanographic research, search and recovery operations, and diving/salvage operations.

b. DSU organization is as follows:

(1) DSU Deep Submergence Unit (parent command).

(2) DET MYSTIC Deep Submergence Rescue Vehicle (DSRV-1).

(3) DET AVALON Deep Submergence Rescue Vehicle (DSRV-2).

(4) DET TURTLE Deep Submergence Vehicle (DSV-3).

(5) DET SEA CLIFF Deep Submergence Vehicle (DSV-4).

(6) DET UMV Detachment Unmanned Vehicles.

c. **Prerequisites**. The following requirements are prerequisites for assignment to DSU:

(1) Have successfully completed a prescribed submarine tour (where billet requires).

(2) Be qualified in submarines (where billet requires) and qualified on senior-in-rate watch station.

(3) For assignment to DSRVs or DSVs, be qualified in all respects to attend Navy Scuba School. All candidates must be screened prior to detaching from present command.

(4) For divers assigned to DET UMV, hold required NEC and be current in all required qualifications.

(5) Favorable CO endorsement.

c. **Requests** for DSU duty should be submitted on NAVPERS 1306/7 to:

- NAVPERSCOM (PERS-403) for submarine personnel
- NAVPERSCOM (PERS-401), Seabee/UDT/EOD/SEAL Assignment Branch for divers

MILPERSMAN 1306-420

ASSIGNMENT TO FLAG WRITER TRAINING FOR SUBMARINE QUALIFIED YEOMAN

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN COM FAX	882-3633 (901) 874-3633 882-2638

1. **Policy**. Submarine qualified yeomen requesting assignment to flag writer training will be screened per MILPERSMAN 1306-900. In the event a member is approved for assignment to flag writer training, they will be assigned Submarine Designator 5(SS). Flag writers desiring reentry into the submarine force will be rescreened, and if manning permits, will be allowed reentry.

MILPERSMAN 1306-422

ASSIGNMENT TO SUBMARINE SURVEILLANCE EQUIPMENT PROGRAM (SSEP) GROOM TEAMS AND SUPPORT BILLETS

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN	882-3633
			COM	(901) 874-3633
			FAX	882-2638

1. **General Information**

a. Submarine Surveillance Equipment Program (SSEP) Groom Teams, certify and calibrate electronic support, periscope, and sound navigation and ranging sonar (SONAR) systems on deploying Atlantic and Pacific fleet submarines. They also install, test, and certify special mission support equipment and recording systems in support of type commander (TYCOM) and Office of Naval Intelligence (ONI) missions.

b. SSEP Groom Teams support the TYCOM and are located in Groton, CT and Pearl Harbor, HI. Both contain shore duty billets.

2. **Tour Lengths**. All assignments to SSEP Groom Teams (ET/STS) are for a tour length of 42 months, which provides a 6-month on-site training period followed by a full 36-month tour. Support personnel (YN/SK) tour lengths are 36 months. Obligated service (OBLISERV) to complete the tour length is required prior to transfer.

3. **Eligibility Requirements**. The following criteria must be met to be qualified for SSEP duty:

a. ET and STS personnel must be submarine-qualified E-5 or above.

b. Minimum 2 years at-sea experience in the maintenance and operation of an SSN/SSBN/SSGN electronic surveillance or SONAR system (ET/STS).

c. Be eligible for a TOP SECRET Sensitive Compartmental Information (SCI) clearance based on a favorable Single Scope Background Investigation (SSBI) (ET only).

d. Be positively recommended by the current Commanding Officer (CO) and the Officer in Charge of SSEP (ET/STS/YN/SK).

e. No nonjudicial punishment (NJP) for previous 36 months.

4. **Submission of Requests**

a. Requests for assignment to SSEP (Groom Team and Support Billets) shall be submitted to Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403), via the OIC of the SSEP Groom Team.

b. Requests shall include

(1) copies of all NAVPERS 1070/604 (03/05), Enlisted Qualifications History, from the member's service record (MSR);

(2) NAVPERS 1070/605 (07/06), History of Assignments; and

(3) all NAVPERS 1616/26 (Rev. 03/02), Evaluation Report & Counseling Records (E-1 – E-6)/evaluations for 5 years prior to submission of the request.

MILPERSMAN 1306-423

ASSIGNMENT TO UNDERSEA SURVEILLANCE DETACHMENT BILLETS

Responsible Office	NAVPERSCOM (PERS-403DH)	Phone: DSN COM FAX	94-874-3636 (901)874-3646/3626 874-2638
	NAVPERSCOM (PERS-406)	Phone: DSN COM FAX	94-874-3769 (901)874-3769/3791 874-2645

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) DoD Instruction 1315.18 of 12 January 2005

1. **General Information**

a. Undersea surveillance (UNDERSEASURV) detachments support the theater anti-submarine warfare commander; Commander, Undersea Surveillance (COMUNDERSEASURV), United States defense attaché offices, and other national agencies in support of theater and national mission requirements. These billets support the anti-submarine warfare command and tactical forces by detecting, classifying, tracking, and providing timely reporting of information on submarines; gathering long term oceanographic and undersea geological information.

b. UNDERSEASURV detachments are located in Naples, Italy and Oslo, Norway.

2. **Tour Lengths**. Assignments to UNDERSEASURV detachments in Italy and Norway are per reference (a).

3. **Eligibility Requirements**. The following criteria must be met to qualify for UNDERSEASURV detachment duty:

a. **UNDERSEASURV Detachment Italy:**

(1) Minimum of one successful integrated undersea surveillance (IUSS) naval ocean processing facility tour;

(2) Attained IUSS qualification as tactical watch officer and qualification as IUSS watch supervisor;

(3) Hold Navy enlisted classification code 0507;

(4) Complete a Top Secret personal security investigation with eligibility for sensitive compartmented information and special access programs. The Service member may not be eligible for assignment if married to a foreign national or if the family member(s) of the spouse are foreign nationals;

(5) Applicants will be interviewed and approved by COMUNDERSEASURV, Intelligence Directorate (N2); and

(6) Must be suitable for multiple daily liaisons with senior (O5 and above) Commander, Sixth Fleet staff members.

b. **UNDERSEASURV Detachment Norway:**

(1) Minimum of one successful IUSS naval ocean processing facility tour;

(2) Complete a Top Secret personal security investigation with eligibility for sensitive compartmented information and special access programs. The Service member may not be eligible for assignment if married to a foreign national or if the family member(s) of the spouse are foreign nationals;

(3) Applicants will be interviewed and approved by COMUNDERSEASURV (N2); and

(4) Must be suitable for multiple daily liaisons with senior embassy staff and members of a host Government.

4. **Submission of Requests**

a. Requests for assignment to UNDERSEASURV detachment billets will be submitted via Career Management System Interactive Detailing. Navy Personnel Command, Combat Systems Assignments Branch (PERS-406) will select the member as “pending suitable screening” and nominate the member to COMUNDERSEASURV (N2) to begin the screening process. The member's orders to the detachment will be released once the Service member is screened “suitable”.

MILPERSMAN 1306-424

PHYSICAL QUALIFICATIONS FOR SUBMARINE DUTY

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-3633 (901) 874-3633 882-2638

References	(a) NAVMED P-117, Manual of the Medical Department (MANMED), Article 15-106

1. **Policy**. All submarine designated personnel, including those recruited for or who volunteer for submarine duty, must be found physically qualified for submarine duty per reference (a).

2. **Procedures**

a. Prior to transfer to a submarine or to submarine training, the transferring command must ensure a submarine physical has been completed, or is up to date, and no medical waivers are required or pending.

b. Periodic tests, shots, etc., must be complete.

c. All orders issued by Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403) for submarine duty, or to initial submarine training, must specify the above requirements and be completed **prior to transfer**.

3. **Noncompliance**

a. Personnel transferred without meeting the above physical standards are a detriment to the readiness of the fleet, or may cause the loss of training quotas.

b. The transferring command, receiving command, NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013), and type commander will be notified immediately, by message, of any transfer not in compliance with this article.

MILPERSMAN 1306-500

NUCLEAR POWER TRAINING PROGRAM

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-4933 (901) 874-4933 882-2638

1. **Purpose**. To provide information and procedures pertaining to the Nuclear Power Training Program. Other MILPERSMAN articles pertaining to the Nuclear Power Training Program are as follows:

Topic	See MILPERSMAN
Qualification for Assignments	1306-502
Requests for Assignment	1306-504

2. **Policy**. Highly motivated and trained technicians are required to maintain and operate the Navy's nuclear powered submarines and surface ships, and shore based training facilities. To meet those requirements, the Navy has established a nuclear power training program through which qualified volunteers may attain the necessary expertise.

3. **Naval Nuclear Propulsion Program (Surface/Submarine)**

a. This program consists of approximately 12 months academic training, followed by approximately 6 months operational and maintenance training at a land-based reactor prototype site.

b. Applicants volunteering for this program should be advised that most of the training will be in a new technical field and is not limited to the professional aspects of any particular rating.

c. Training is divided into the following three major phases:

(1) **Nuclear Field "A" School**. Each candidate is classified into one of three ratings: Electronics Technician (ET), Electricians Mate (EM), or Machinist Mate (MM). Each has

a class “A” school with varying course lengths. These courses are taught at the Naval Nuclear Power Training Command (NNPTC) in Charleston, SC. The courses cover in-rate theory and equipment specific to a naval nuclear propulsion plant.

(2) **Basic Nuclear Power Course**. This course is 24 weeks long and is taught at NNPTC in Charleston, SC. Students receive a theoretical background in nuclear propulsion technology and other subjects required for the operational training phase which follows.

(3) **Nuclear Propulsion Plant Operator Course**. This 26-week operational training course is conducted at one of the nuclear propulsion reactor prototype plants (Naval Nuclear Power Training Unit (NAVNUPWRTRAU)) located at Ballston Spa, NY or Charleston, SC. At NAVNUPWRTRAU, students gain realistic practical experience by operating the prototype propulsion plant as a member of a watch section, while working with experienced nuclear propulsion plant operators and supervisors.

MILPERSMAN 1306-502

QUALIFICATIONS FOR ASSIGNMENT TO NUCLEAR PROPULSION PROGRAM SCHOOLS

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN	882-4696
			COM	(901) 874-4696
			FAX	882-2638

References	(a) NAVMED P-117, Manual of the Medical Department (MANMED) (b) NAVMED P-5055, Radiation Health Protection Manual (c) Manual for Courts-Martial, United States (2005 Edition) (d) SECNAVINST 5510.30B

1. **Suitability for the Nuclear Propulsion Program**

a. **Academic Prerequisites**. The Nuclear Propulsion Program schools are academically difficult, and a sound understanding of mathematics, physics, and chemistry is necessary for successful completion.

b. **Motivation**. Strong motivation, interest in the program, and willingness to work diligently in the academic and operational training phases are important prerequisites for the program.

c. **Reliability**. While the highest standards of personal conduct and reliability are required of all members of the Naval Service, it is especially important that members assigned to duty involving operation, maintenance, and supervision of naval nuclear propulsion plants are of unquestioned reliability.

d. **Applicant Evaluation**. Conscientious efforts are necessary to examine and evaluate each applicant's character, background and potential for meeting program requirements.

2. **Requirements for Assignment to the Nuclear Propulsion Program**. Responsibility for determining members' qualifications rests with the commanding officer (CO). Prior to recommending

members for the Nuclear Propulsion Program, COs interview and evaluate nominees per the following requirements:

a. **Paygrade/Occupational Area**. Be paygrade E-2 through E-6 on active duty.

(1) Members selected for the program will be placed in one of three nuclear operator categories (mechanical, electrical or reactor operator) at the beginning of basic Nuclear Power School based on experience and needs of the program.

(2) Members will be converted to the source rating appropriate to their operator training (MM, EM or ET) upon successful completion of the Nuclear Field "A" School course.

b. **Motivation**. Be motivated for the program and aware of the demanding academic effort required to complete the training program (e.g., general study and class time usually totals at least 12 hours per day).

c. **Scores**

- **MK + EI + GS + AR = 252, or**
- **VE + AR + MK + MC = 252**

Fleet personnel do not have to take the Navy Advanced Placement Test (NAPT).

d. **High School Diploma**. Have a high school diploma.

e. **Algebra**. Have completed at least 1 year of high school level algebra with no less than a "C" (70 - 79% on a 100% base).

f. **Chemistry**, **Physics**, **or other Sciences**. Should have completed high school level or higher instruction in chemistry, physics, or other sciences.

g. **Age**. Have not reached 25th birthday on class convening date at Nuclear Power School.

h. **Physical**. Be physically qualified per

(1) reference (a), article 15-106 and reference (b) for members applying for **submarine duty**; or

(2) reference (a), article 15-103 and reference (b) for personnel applying for **nuclear field duty**.

i. **Academic Performance**. Have demonstrated good academic performance at Class "A" and other service schools (evidenced by a standing within the upper half of the class).

NOTE: Members who did not stand in the upper half of the above schools will be considered on a case basis if other evidence of academic achievement clearly indicates potential to successfully complete nuclear propulsion training.

j. **Citizenship**. Be a U. S. Citizen.

k. **Active Service**. Not have completed more than 4 years active service on class convening date for Nuclear Power School. Waivers will be considered on a case basis for particularly outstanding candidates.

l. **Disciplinary Record**. Have a clear record for at least 1 year insofar as the CO can determine by inspection of current service record, and not more than one minor offense during the past 2 years. (A minor offense is defined in reference (c), chapter 128.b.)

(1) **Convictions**. Members convicted of a serious offense will not be accepted. (A serious offense is one that may jeopardize eligibility for security clearance, such as theft or an offense that suggests unreliability.)

(2) **Drug Abuse**. Evidence of drug abuse is disqualifying; however, a waiver may be granted for preservice experimental use of marijuana. This waiver policy applies only to preservice use of marijuana which was of a clearly experimental nature and was acknowledged by the individual during recruitment.

(3) **Other**. Cases may arise which, in the judgment of the CO, do not clearly fall within the disciplinary guidelines provided above. In such cases, recommendations containing supporting information should be submitted to Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403F) for decision.

m. **Performance**. Must have overall performance marks of 3.0 or better, with no individual performance trait marks below 2.0 for 2 years prior to entry into Nuclear Power School, except for

cases in which one minor offense has resulted in an evaluation trait mark below 3.0. Selection for nuclear propulsion training will depend on the nature of the minor offense and an evaluation of the member's overall performance record.

n. **Security Clearance**. A security investigation and clearance are required for the Nuclear Propulsion Program.

(1) A SECRET clearance is required for all students prior to the commencement of training in the Nuclear Propulsion Program. The requirements for granting a SECRET clearance are contained in reference (d).

(2) Prior to completion of the CO's endorsement on a member's request for entry into the Nuclear Propulsion Program, it must be determined if the appropriate security documents are available in the service record. If they are not, a National Agency Check (NAC) request must be submitted simultaneously with the submission of member's NAVPERS 1306/7 (Rev. 1/03), Enlisted Personnel Action Request.

(3) The member cannot be ordered to Nuclear Field “A” School until a satisfactory NAC is completed and documented in the service record.

MILPERSMAN 1306-504

REQUESTS FOR ASSIGNMENT TO NUCLEAR PROPULSION TRAINING

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN COM FAX	882-4933 (901) 874-4933 882-2638

1. **Policy**

a. Requests for assignment to nuclear propulsion training and ultimate assignment to surface ship or submarine duty shall be submitted by qualified members per MILPERSMAN 1306-502 to Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403F) on NAVPERS 1306/7 (01/03), Enlisted Personnel Action Request.

b. Members may indicate they are volunteers for submarine duty; however, ultimate assignment to submarine duty cannot be guaranteed unless the applicant is already qualified in submarines (SS designator).

2. **Service Record Entry**. The following entry must be made on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks in the member's service record prior to submitting a request for assignment to the Naval Nuclear Propulsion Program:

Date: "I understand the requirements that I must fulfill if selected for the Naval Nuclear Propulsion Program per provisions of MILPERSMAN 1160-040, 1160-080, 1306-502 and 1510-030."

_____
Member's Signature

Witnessed: _____
J. ELLIS
LCDR, USN, Personnel Officer

3. **Forwarding Endorsement**. The following information must be included in the forwarding endorsement:

a. Member has/has not been selected for officer status.

b. Member has/has not been previously selected for the Naval Nuclear Propulsion Program.

c. Statement that applicant has been determined to be physically qualified and that additional physical examination records DD Form 2808 (Rev. 10-05), Report of Medical Examination and DD Form 2807-1 (Rev. 3-07), Report of Medical History have been completed and are submitted as enclosure (1).

d. Copy of high school transcripts, and college transcripts (if applicable).

e. Copy of NAVPERS 1070/604 (Rev. 3-05), Enlisted Qualifications History.

f. Copy of NAVPERS 1616/26 (Rev. 7-95), Evaluation Report and Counseling Record covering the last 2 years.

g. Justification for waiver of any program eligibility requirements.

h. Commanding officer's statement as to the applicant's potential to successfully complete Nuclear Propulsion Training.

4. **Previously Assigned to Nuclear Training and Disenrolled for Alcohol Dependency**

a. Requests for reassignment to nuclear propulsion training for members who were disenrolled for alcohol dependency prior to completion of training may be considered after successful rehabilitation and a 180-day observation period, at least 90 days of which must be at the member's endorsing command.

b. During this period the member must demonstrate exemplary performance and freedom from alcohol abuse. The following additional information must be included with the request:

(1) Member's statement that he has been made aware of the physical and psychological effects of alcohol abuse, rejects any

further abuse, and supports the Navy and Nuclear Power Program drug and alcohol policy.

(2) A copy of the latest NAVPERS 1616/26 or special evaluation documenting the member's performance and attitude toward further alcohol abuse.

(3) A statement of the type treatment received by member.

5. **Requirements to be Met prior to Transfer**. The member's command shall ensure the requirements listed below are met prior to transfer.

a. **Obligated Service (OBLISERV)**

(1) Members selected for assignment to nuclear propulsion training must have a minimum of 48 months active OBLISERV at time of reporting to Nuclear Power School (NPS).

(2) Members who will have completed less than 2 years active service on reporting to NPS must extend or reenlist to ensure a minimum aggregate active service of 6 years.

(3) Members may reenlist or extend their enlistments, if qualified in all other respects, to obtain the required active OBLISERV.

(4) United States (U.S.) Naval Reserve must convert to U.S. Navy.

(5) Instructions concerning reenlistment and voluntary extensions of enlistment are contained in MILPERSMAN 1160-030 and 1160-040.

(a) Members extending to meet OBLISERV requirements and selected for Nuclear Surface Ship assignment will have the opportunity to reenlist at the completion of prototype training, dropping the inoperative extensions executed to obtain sufficient OBLISERV for nuclear surface operators to compute Selective Reenlistment Bonus (SRB).

(b) If an extension would become operative prior to completion of nuclear propulsion training, then two extensions should be utilized; one extension to allow completion of the training and a second extension to complete the 48-month OBLISERV requirement.

b. **Documentation**. When NAVPERS 1070/621 (1/00), Agreement to Extend Enlistment or NAVPERS 1070/622 (1/00), Agreement to Recall or Extend Enlistment is executed to attain active OBLISERV required, the following entry shall be made as the NARRATIVE REASON for extension:

"Training - Nuclear Field Program (MILPERSMAN 1306-500 and 1510-030). I understand this extension becomes binding upon execution and thereafter may not be cancelled except as set forth in MILPERSMAN 1160-040 and 1160-080."

6. **Cancellation**. If a member does not desire to obligate himself as required, retain member on board and submit message notification to NAVPERSCOM (PERS-403F), who will then issue cancellation orders.

7. **Preparation for NPS**

a. Members interested in the Naval Nuclear Propulsion Program should complete a refresher course in basic mathematics.

b. Additional review in basic physics and chemistry should also be accomplished. Completion of this study, while not mandatory, will assist in the successful completion of Nuclear Propulsion Training.

8. **Assignment to Nuclear Field "A" School**. Members who are selected for Nuclear Propulsion Training will be assigned to Nuclear Field "A" School for up to 28 weeks training.

a. Members whose present rating is EM or ET will be required to successfully complete abbreviated courses covering topics essential to support the NPS curriculum.

b. MM3 and members in other ratings will be required to successfully complete the entire "A" School curriculum prior to commencing NPS.

MILPERSMAN 1306-600

SERVICE SCHOOLS

Responsible Office	NAVPERSCOM (PERS-4010)	Phone: DSN COM FAX	882-3865 (901) 874-3865 882-2760

1. **Scope**. This article and its subarticles provide information and procedures pertaining to service schools:

Topic	See MILPERSMAN
Eligibility requirements.	1306-602
Determining obligated service (OBLISERV) requirements.	1306-604
Service school quotas.	1306-606
Class “A” School opportunities.	1306-608
Implementing the Guaranteed Targeted Enlistment Program.	1306-610
Foreign nationals and immigrant aliens.	1306-612
Granting leave in conjunction with such orders, family members' travel, and shipment of household goods (HHG) incident to orders to service schools.	1306-614
Determining the disposition of ineligible candidates who report to service schools.	1306-616
Listing of “A” School requirements.	1306-618

2. **Assignment upon Completion of Course of Instruction**

a. Assignment after training will be determined by the member's eligibility for sea or shore duty.

b. Members who reported to temporary duty under instruction (TEMDUINS) or duty under instruction (DUINS) from sea duty, who have more than 6 months remaining until completion of their prescribed sea tour, shall normally be returned to sea duty for a period of at least 12 months, or until completion of their prescribed sea tour, whichever is longer.

MILPERSMAN 1306-602

SERVICE SCHOOL ELIGIBILITY REQUIREMENTS

Responsible Office	NAVPERSCOM (PERS-4010)	Phone: DSN COM FAX	882-3865 (901) 874-3865 882-2760

References	(a) NAVEDTRA 12061, Catalog of Nonresident Training Courses (b) NAVMED P-117, Manual of the Medical Department (MANMED) (c) OPNAVINST 1160.5C (Reenlistment Quality Control Program) (d) OPNAVINST 1514.1B

1. **Eligibility Requirements**. Service school candidates must meet the general requirements described herein and the specific prerequisites for each school as set forth in reference (a) or other appropriate directives.

a. **Entrance Standards/Security Clearance**. Commanding officers (COs) must screen candidates to ensure they meet school entrance standards, including appropriate security clearance requirements.

b. **Physical**. Members must have passed most current physical readiness test (PRT) and be within body composition assessment (BCA) standards in addition to being physically qualified for transfer per reference (b), article 15-30.

(1) Those requiring medical attention, that will not allow uninterrupted completion of course of instruction, shall not be transferred to school.

(2) Refer to MILPERSMAN 1306-114 for assignment of pregnant Navy members to school. Recommendation from the medical officer must be forwarded to Navy Personnel Command (NAVPERSCOM), Shore Special Programs Assignment Branch (PERS-4010S).

c. **Education**. When high school graduation is a prerequisite for a particular service school, successful passing

of the high school level General Educational Development (GED) test will be accepted for qualification.

d. **Suitability Evaluation**. COs must ensure that members selected for transfer to Navy service schools are well suited to the course of instruction as well as the type of work associated with the training.

(1) The basis for evaluation should include performance and military behavior, physical characteristics, mental aptitude, applicable scores on Navy tests, civilian occupations, previous training, experience, hobbies, and interests.

(2) Initiative in pursing college education, completing Navy courses, and participation in Post-Secondary, Adult, and Continuing Education Program courses should be factors in recommending a member for a specific “A” School. Grades received in any of the courses completed will also be considered during the screening process.

(3) All commands are reminded that fleet “A” School candidates will make a permanent impression on recruit accessions who make up most of the “A” School population; therefore, all COs are urged to endorse only the best in the fleet for assignment.

e. **Disciplinary Record**. Candidates shall not have a record of conviction by any court-martial and not more than one nonjudicial punishment (NJP) during the 18 months preceding assignment to school. Waivers for more than one NJP should be submitted to NAVPERSCOM (PERS-4010S).

f. **Reference (a) (NAVEDTRA 12061) School Requirements**. Candidates and COs should be cognizant of specific school requirements as set forth in reference (a) prior to submission of documentation to support waiverable selection requests.

g. **Time on Board**

(1) Fleet applicants may submit request after completion of 12 months on board permanent duty station.

(2) Members assigned to first duty station must have a minimum of 12 months on board prior to submission of requests for temporary duty under instruction (TEMDUINS) or duty under

Instruction (DUINS) assignment to Class "A" Schools, and must have a minimum of 18 months on board prior to transfer.

(a) Rated personnel must have 24 months on board prior to transfer, with the exception of training in hospital corps Navy Enlisted Classifications (NEC) 8402, 8403, 8425, 8491, and 8494 which is reduced from 24 to 18 months.

(b) Participation in Navy-wide advancement examinations for open ratings and assignment via returnable quota (ACC 341 schools only) remain an option for overseas commands. Waivers for up to 12 months of the required Department of Defense (DOD) tour will be handled on a case-by-case basis and must be fully justified on NAVPERS 1306/7 (Rev. 1/03), Enlisted Personnel Action Request.

h. **Incur Active Obligated Service (OBLISERV)**. Candidates must be willing to incur active OBLISERV per MILPERSMAN 1306-604 and 1050-300. **NOTE**: They must be eligible to extend or reenlist per reference (c) and MILPERSMAN 1050-300.

i. **Pending “A” School Request/Advancement Examination Participation**. COs' attention is directed towards MILPERSMAN 1440-050 which states, “**non-designated personnel who have an “A” School request pending, or have been approved for attendance at an “A” School, are not authorized to participate in an advancement examination for any other rating until completion of the “A” School**.” Once a member participates in an advancement examination, member may not request an “A” School for a different rating until the results of the Navy-wide advancement examination are released.

2. **Recruit Input**. Recruits are assigned to "A" School by NAVPERSCOM.

a. Based on NAVPERSCOM established standards, some recruits are granted an Armed Services Vocational Aptitude Battery (ASVAB) test score waiver for assignment to Class "A" School.

b. Service record entries or reports of ineligibility set forth in this article are not required for recruits.

3. **Submission of Requests**

a. Fleet applicants should submit their request to NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010) and their respective detailer on NAVPERS 1306/7.

b. Submit requests for "A" Schools to NAVPERSCOM (PERS-4010S); requests for other schools should be addressed to the NAVPERSCOM code specified in reference (a).

c. Members requesting temporary additional instruction (TEMADDINS) (returnable quota) assignment to "A" Schools may submit their NAVPERS 1306/7 as soon as the CO determines the assignment is warranted. **NOTE**: Commands will not be authorized a returnable quota if manning levels for that specific rating is at, or exceeds, 100 percent (e.g., current on board equals or exceeds Navy Manning Plan (NMP)).

4. **Requests for Waiver of Eligibility Requirements**. Waiver of eligibility requirements (except requirements involving security clearance, OBLISERV, requisite training/physical standards for personal safety) may be requested for members who have exceptional potential.

a. Waiver requests shall be submitted in the CO's endorsement to the quota request and shall include the following:

(1) Specific deficiency and full justification for waiver. In cases of test score waiver, list all available scores separately.

(2) Length of time the member has been striking for the rating for which training is requested, and comments concerning the member's civilian experience as it relates to the requested course of instruction.

(3) Evaluation of the member's overall potential to the Navy, including the member's career intentions and leadership potential.

(4) Courses the member has completed which will enhance the prospect of successful school completion.

(5) NAVPERS 1306/7 must specify if member is applying via the Job Oriented Basic Skills Program (JOBS). Refer to

waiver requirements in reference (d). **NOTE**: The JOBS program is a perfect opportunity for ASVAB deficient applicants to obtain an “A” School upon satisfactory completion of the JOBS course of instruction. If approved, a follow-on “A” School will be added onto the member's orders.

b. When a waiver has been granted, an appropriate NAVPERS 1070/613 (10/81), Administrative Remarks entry must be made prior to the candidate's transfer to school.

MILPERSMAN 1306-604

ACTIVE OBLIGATED SERVICE (OBLISERV) FOR SERVICE SCHOOLS

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVPERS 18068F (b) OPNAVINST 1160.8A

1. **Policy**. Commanding Officers (COs) of transferring activities will ensure the active obligated service (OBLISERV) outlined in this article is completed prior to transfer. Waivers of this requirement normally will not be approved.

a. (Unless otherwise directed in MILPERSMAN 1306-618 or reference (a)) OBLISERV for "A" and "C" schools and factory/contractor training is computed from the class convening date. OBLISERV must be incurred prior to permanent change of station (PCS), temporary additional duty, or temporary duty under instruction transfer to the school by executing either:

(1) NAVPERS 1070/621, Agreement to Extend Enlistment (Rev. 10-00);

(2) NAVPERS 1070/622, Agreement to Recall or Extend Active Duty (Rev. 8-07); or

(3) NAVPERS 1070/601, Immediate Reenlistment Contract (Rev. 1-00).

Note: If the length of the Service member’s current enlistment contract is sufficient to cover the OBLISERV required in paragraph 3b below, additional OBLISERV is not required. This policy also applies to returnable quotas.

b. If reenlistment and or obtainment of OBLISERV prior to transfer will cause loss of Selective Reenlistment Bonus (SRB), the member may qualify for the following OBLISERV options:

(1) NAVPERS 1070/613, Administrative Remarks (Page 13), (Rev. 7-06) entry in lieu of hard OBLISERV per MILPERSMAN 1306-106.

(2) Obligated Service to Train (OTT) program per reference (b) and most recent SRB NAVADMIN message.

2. **Procedures**

a. For non 5/6 year obligor Sailors, when preparing the NAVPERS 1070/621 and or NAVPERS 1070/622, the reason will be "To meet OBLISERV requirements upon graduation from (name of course) course of instruction per MILPERSMAN 1306-604. I understand this extension becomes binding upon execution and thereafter may not be cancelled except as set forth in MILPERSMAN 1160-040."

b. In the event a fleet input student completes the course of instruction in less than scheduled course length, initial OBLISERV may be reduced by the schoolhouse CO to correspond to the actual time spent under instruction. If student transfers from schoolhouse prior to OBLISERV adjustment, correspondence requesting adjustment of OBLISERV under such circumstances shall be forwarded to Navy Personnel Command (NAVPERSCOM), Active Enlisted Program Branch (PERS-811) with copies of all related NAVPERS 1070/604 Enlisted Qualification History (Rev. 3-05) and NAVPERS 1070/613.

c. For non 5/6YO obligor Sailors (in addition to paragraph 2a and 2b requirements), a member acquiring an additional OBLISERV for a course of instruction will also execute and sign a NAVPERS 1070/613 entry of understanding concerning OBLISERV payback for disenrollment. An example is as follows:

"Having executed an extension of my current enlistment to obtain sufficient OBLISERV for (Course of Instruction/Course Identification Number), I understand that in case of disenrollment prior to completion of that course of instruction, the extension may be cancelled and a new extension executed per the service requirements of MILPERSMAN 1306-604."

_____
Member's Signature

Witnessed: _____
L. Kimble
CDR, USN, Personnel Officer"

d. OTT eligible members are required to submit requests via their CO to PERS-811 to request permission to use the OTT option.

3. **Active OBLISERV for Schools**. OBLISERV requirements for members assigned to single service schools or consecutive service schools, will be determined by using the below chart with the total number of weeks of schooling involved.

a. Active OBLISERV shall in no case exceed 72 months.

b. The following table outlines required OBLISERV for schools not identified in MILPERSMAN 1306-618:

Course Length	OBLISERV	Course Length	OBLISERV
01-03 weeks	06 months	15-22 weeks	30 months
04-06 weeks	12 months	23-30 weeks	36 months
07-08 weeks	18 months	31-38 weeks	42 months
09-10 weeks	20 months	39-46 weeks	48 months
11-12 weeks	22 months	47-52 weeks	54 months
13-14 weeks	24 months	53 weeks or greater	60 months

c. The following notes apply to 30-60 months OBLISERV:

(1) The total active OBLISERV requirement for those entering a course of instruction for a critical Navy enlisted classification (NEC) that is listed in the latest NAVADMIN as SRB eligible, will be 36 months from graduation from the NEC course of instruction.

(2) This provision does not apply to "C" schools less than 11 weeks in duration for which 24 months OBLISERV from graduation is required for SRB eligible NECs.

(3) This provision is not applicable to nuclear power NECs 3353-3396 or to training pipelines associated with initial 6-year obligor recruiting programs (Advanced Electronics Field (AEF)/Advanced Technical Field (ATF)). This provision applies for those who have either converted to a rating/skill to be eligible for this training or for those non-designated members who later strike for a rating to be eligible for this pipeline training.

4. **Independent Duty Corpsmen (IDC).** All IDC Hospital Corpsman (HM-8402, 8403, 8425, and 8494) who are under PCS orders to a ship/submarine, isolated duty station, operational or deployable activity, or duty independent of a medical officer and who have not served onboard a ship for the past two years **must attend the respective "en route" Independent Duty Refresher Training course.** They will receive a two-day type commander, squadron/group, or parent organization (as appropriate) indoctrination en route to the ultimate independent duty activity.

a. Bureau of Naval Personnel (BUPERS), Medical Enlisted Community Manager (BUPERS 325), has authority to remove independent duty corpsmen NECs when:

(1) Official record reveals member is no longer qualified to retain NEC.

(2) The IDC has a documented psychological problem, a substance abuse incident, or a substantiated Family Advocacy abuse case where treatment is refused or member is designated not eligible for treatment which adversely reflects on the member's integrity, professional conduct, or moral character.

NOTE: Such deviations from acceptable behavior or strong moral character may warrant (if retained) removal of the member from a patient care environment, removal of NECs, and forced conversion to an appropriate rating.

(3) NEC removal "for cause" is recommended and supported by the CO or a command requested NEC removal subsequent to documented incompetency.

(4) An IDC fails to maintain "Certification" and the IDC is not assigned/utilized as an IDC for three or more years and there is no opportunity for reassignment to an IDC billet at sea.

(5) An IDC receives disciplinary action by military or civilian authorities for conduct which reflects adversely upon the member's reliability, integrity, trustworthiness, or moral character.

5. **6-Year Obligation Programs.** Various programs require a total of 6 years active duty obligation. The AEF, ATF, and Nuclear Field Programs require a 4-year enlistment and a concurrent two-year extension of active duty obligation. These programs are set forth in MILPERSMAN 1510-030.

6. **5-Year Obligation Programs.** In addition to academic requirements, all members must acquire an aggregate of 5 years total active OBLISERV to qualify for "A" School training in the following ratings (regardless of "A" School length):

(AC) Air Traffic Controller	**(ETS)** Electronics Technician Sub
(AW) Aviation Antisubmarine Warfare Operator	**(FT)** Fire Control Technician
(BU) Builder	**(HM)** Hospital Corpsman/HM DA
(CE) Construction Electrician	**(MC)** Mass Communications Specialist
(CM) Construction Mechanic	**(STS)** Sonar Technician Sub
	(SW) Steelworker
(EA) Engineering Aide	**(UT)** Utilitiesman
(EO) Equipment Operator	

a. Members with an aggregate of 5 years active OBLISERV, who will not have at least the minimum OBLISERV remaining on their enlistment as set forth in this article, must agree to extend their enlistment for the required minimum obligation to become eligible for one of the above schools.

b. The Surgeon General has waived the HM "A" school requirement for SEAL candidates receiving medical training.

c. Fleet inputs or lateral conversions for HM and AC 5-year program "A" school candidates require 48 months minimum OBLISERV as of class convening date.

d. Fleet inputs or lateral conversion Master-at-Arms and Legalman candidates require 36 months minimum OBLISERV upon graduation from course of instruction.

7. **Acquiring Active OBLISERV.** Members may reenlist or extend their enlistments (if qualified) to obtain the required active OBLISERV.

a. Instructions concerning reenlistment and voluntary extensions of enlistment are contained in MILPERSMAN 1160-030 and 1160-040.

b. Hard OBLISERV is required for all members attending "A" and "C" schools and factory/contractor training (**except** those attending "A" and "C" schools under the Selective Conversion, Reenlistment, and Lateral Conversion programs).

c. Waivers of OBLISERV normally will not be approved.

d. Members who fail to incur sufficient OBLISERV (as required) will be dropped from the school upon reporting or at the time discrepancy is discovered.

(1) If not separated, they will immediately be made available for general duty assignment.

(2) If a member is designated and reports to a new command where the OBLISERV discrepancy is discovered, notify NAVPERSCOM (PERS-811) for authority to remove striker designation. If member is in excess as a non-designated Seaman/Airman/Fireman, make member available for Needs of the Navy assignment.

(3) Under no circumstance, will a member be allowed to remain in school, become designated, or remain designated without fulfilling the requirements for OBLISERV as set forth in this article.

(4) All members should be counseled on the requirement for NAVPERSCOM’s approval for reenlistment.

8. **Extensions of Enlistment**

a. When NAVPERS 1070/621 or NAVPERS 1070/622 is executed to attain active OBLISERV required for a course of instruction, one of the following entries (as appropriate) shall be made as **narrative reason**:

(1) Fleet input students - refer to paragraph 2.a. of this article.

(2) Initial entry students other than Nuclear Field: "Training for AEF, ATF, Five-Year Obligor (5YO) Program, or other training (cite applicable authority; e.g., PERS-TC, etc.). I understand this agreement becomes binding upon enrollment in the course of instruction for which it is executed and thereafter may not be cancelled, except as set forth in MILPERSMAN 1160-040 and MILPERSMAN 1510-030."

(3) Nuclear Field: "Training (Nuclear Field (NF) Program, accelerated advancement to E-4, MILPERSMAN 1510-030). I understand this extension becomes binding upon execution and thereafter will not be cancelled."

b. **Cancellation or Adjustments of Extensions.** Refer to MILPERSMAN 1160-040. For non-5/6YO members disenrolled from "A" or "C" schools, payback will be computed from the table in this article.

c. **OBLISERV of 5/6 Year Obligor Program disenrollees.** Refer to MILPERSMAN 1160-040 and 1510-030.

MILPERSMAN 1306-606

QUOTA TYPES AND PROCUREMENT

Responsible Office	NAVPERSCOM (PERS-4010)	Phone:	DSN	882-3451
			COM	(901) 874-3451
			FAX	874-2646
	NAVPERSCOM (PERS-4011E) SQMO		DSN	882-2976
			COM	(901) 874-2976
			FAX	874-2036

1. **Definitions of Types of Quotas**. Types of quotas assigned to attend service schools are as follows:

a. **Temporary Additional Duty under Instruction (TEMADDINS)**. These quotas are assigned only for members ordered to course(s) of instruction of less than 20 weeks duration, when it is appropriate the member be returned to the originating command. If a valid billet will exist at the current command for the member upon completion of training, the assignment will normally be made on a TEMADDINS quota.

b. **Temporary Duty under Instruction (TEMDUINS)**. Members assigned quotas to course(s) of instruction of less than 20 weeks duration in connection with a permanent change of station (PCS) are assigned to their ultimate permanent duty station in one of two ways:

(a) **Transfer directives, which indicate the ultimate duty station, will be assigned upon completion of schooling**. These members are transferred for TEMDUINS and are made available upon completion of schooling for further assignment by Navy Personnel Command (NAVPERSCOM).

(b) **Transfer directives which include a permanent duty station**. These members are transferred upon completion of schooling to the permanent duty station included in the transfer directives.

c. **Duty under Instruction (DUINS)**. All members assigned quotas to a course(s) of instruction of 20 weeks duration or longer are transferred for DUINS, which is considered a PCS. Upon completion of schooling these members are assigned a new permanent duty station by NAVPERSCOM.

d. **Determination in Change of Status from TEMDUINS to DUINS**.

(1) Orders to a course scheduled for less than 20 weeks constitute a temporary assignment. In some instances, unforeseen delays will extend a scheduled course beyond 20 weeks. The possibility of unforeseen delays does not change the fact the orders, based upon the scheduled length of the course, constitute a temporary assignment.

(2) Temporary duty allowances are no longer payable after receipt of an order modification to DUINS, as this constitutes a PCS. NAVPERSCOM is the determining authority for cases not covered by the above paragraph.

2. **Rotation Credit while Attending Course of Instruction**. Rotation credit while attending a course of instruction shall be determined on the basis of type duty assigned while under instruction as follows:

a. **TEMADDINS**. Rotation credit continues to accrue in the same category as PCS.

b. **TEMDUINS**. No credit for rotation credit.

c. **DUINS**. Rotation credit is determined utilizing previous duty assignment as follows:

(1) For members reporting for DUINS from activities classified as **shore duty** for rotation, the course of instruction is considered to be a continuation of their shore tour.

(2) For members reporting for DUINS from activities classified as **sea duty** for rotation, the course of instruction receives no rotation credit (exception - combined schooling of 18 months or more is considered shore duty).

3. **Quota Procurement**. Quota procurement is as follows:

a. **TEMADDINS Quota Assignment**. Fleet activities may request TEMADDINS quotas per type commander's instructions. For quotas controlled by NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010), see para. 3d of this article.

b. **TEMDUINS Quota Assignment**. TEMDUINS quotas for "A" and "C" schools may be requested for members being reassigned when training is required by new duty station.

c. **DUINS Quota Assignment**. Members are normally assigned to "C" schools on a DUINS basis upon normal rotation from shore duty to sea duty, or as a reenlistment incentive per MILPERSMAN 1306-1000.

d. **NAVPERSCOM Quota Control Assignment**.

(1) TEMADDINS school requests for which NAVPERSCOM (PERS-4010) exercises quota control shall be submitted to NAVPERSCOM (PERS-4010) per appropriate type commander instructions, with an information copy to NAVPERSCOM, Enlisted Personnel Readiness and Support Branch, (PERS-4013).

(2) Requests for DUINS and TEMDUINS courses are submitted directly to NAVPERSCOM (PERS-4010) via NAVPERS 1306/7 (Rev. 1/03), Enlisted Personnel Action Request. All quota requests shall contain the following information:

(a) Last three evaluations.

(b) Armed Services Vocational Aptitude Battery (ASVAB) scores.

(c) Correspondence or college course completion.

(d) Statement identifying if member participated in the last Navy-wide advancement examination, and for what rating.

(e) Any specific waivers required as outlined in MILPERSMAN 1306-602.

(f) For returnable quotas, command E3/E4 navy manning plan (NMP) and current on board must be specified for the rating requested.

(g) Name, rate, last 4 digits of social security number, Navy Enlisted Classification (NEC), Sea Duty Commencement Date/Projected Rotation Date, as appropriate, and Expiration of Active Obligated Service (EAOS) (as extended) of the candidate.

MILPERSMAN 1306-608

CLASS "A" SCHOOL OPPORTUNITIES

Responsible Office	NAVPERSCOM (PERS-4010)	Phone: DSN COM FAX	882-3884 (901) 874-3884 882-2646

References	(a) NAVSO P-117, Manual of the Medical Department (MANMED) (b) SECNAVINST 5510.30B (c) OPNAVINST 6420.1 (d) CNETINST 1500.9C

1. **Policy**. Qualified personnel in paygrades E-1, E-2, and E-3 will be assigned to Class "A" School on an individual request basis. With the exception of rating conversion, designated personnel and those who are to be advanced, or who have advanced to E-4, will not normally be considered for Class "A" School.

2. **Procedures/Information Requirements**. Requests for Class "A" Schools should be forwarded to Navy Personnel Command (NAVPERSCOM), “A” School Management Section (PERS-4010S) using a **hardcopy** NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request, **not an electronic BUPERS ACCESS copy**, and shall include the following information:

a. **Command Endorsement**. Command endorsement must certify the candidate has no history of in-service or prior service alcohol or drug abuse, or an offense involving the introduction, possession, or use of marijuana, narcotics, or other controlled substances. Waivers for pre-service experimental (one-time) use of marijuana will be considered on a case-by-case basis. Pre-service or in-service use of other drugs or any abuse of alcohol will not be waived. Required certification may be provided in the comment section of NAVPERS 1306/7, via memorandum or message.

b. **Armed Services Vocational Aptitude Battery (ASVAB) Scores**. All scores in the ASVAB test indicated on NAVPERS 1070/604 (Rev. 3-05), Enlisted Qualifications History. **NOTE**: If the member has undergone an ASVAB retest, forward a

certified copy of the new NAVPERS 1070/604 as an enclosure to the member's request.

c. **Waiver(s)**. Waiver(s) requested and justification included, if applicable (see MILPERSMAN 1306-602).

d. **Eligibility**. Certification that member is eligible to extend/reenlist for the requested school per MILPERSMAN 1160-030.

e. **Obligated Service (OBLISERV)**. Expiration of active OBLISERV.

f. **Comments**. Include month member is available for school if ship or unit will be deployed in near future. Quota requests should be planned to preclude cancellations due to deployment.

g. **Evaluations**. Three most recent NAVPERS 1616/26 (Rev. 7-95), Evaluation Report and Counseling Record (E-1/6).

3. **Information Requirements per Type School**. The following additional information will be provided based upon the type school requested:

a. **For AC "A" School**

(1) Members must be physically qualified per reference (a), article 15-69 within 120 days of the class convening date.

(2) NAVPERSCOM (PERS-4010) will notify the command of selection and request the physical be completed. It is imperative to notify NAVPERSCOM (PERS-4010), before the member transfers, if the physical cannot be completed and/or if the member is not qualified.

b. **For AW “A” School**. Forward copy of completed NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks per MILPERSMAN 1220-010 pertaining to the aircrew program.

c. **For CT/IS "A" School**

(1) All requests for CT and IS "A" School must include a copy (not original) of a newly prepared SF 86 (Rev. 9-95), Questionnaire for National Security Positions and a personal

screening interview by a special security officer (SSO). See reference (b) for general form preparation.

(2) Fingerprint cards are not desired. These items are used solely for screening for the CT/IS ratings. **Do not initiate a Single Scope Background Investigation (SSBI*)* at this time**. Once selected, orders to school will direct initiation of an SSBI, at which time a complete set of SSBI forms must be completed. **Submit an SSBI as soon as orders to CT/IS "A" School are received**. Any delay in submission of required paperwork to Department of the Navy, Central Adjudication Facility (DONCAF), Washington, DC will preclude student from convening on the scheduled class convening date.

(3) Both the applicant and applicant's immediate family member(s) must be U.S. citizens. A waiver for U.S. citizenship requirement for immediate family may exist due to a "compelling need." Include an Intelligence Risk Assessment and a Foreign Contact Interview with the waiver. Only DONCAF may authorize this based on CT enlisted community manager's (ECM's) recommendation for severely undermanned CT branches.

(4) Moral turpitude offense(s) are generally disqualifying.

(5) Former members of the Peace Corps are not eligible.

(6) Must be a high school graduate or equivalent (General Educational Development (GED), College Preparatory Training (CPT), home study, or other equivalency). If not a diploma graduate, applicant must provide a high school transcript verifying successful completion of the 10th grade.

d. **For CTI "A" School** (in addition to above)

(1) Males may be assigned to duty in submarines or duty involving aerial flight. Reference (a), chapter 15, and reference (c) pertain.

(2) Females may be assigned duty involving flight. Reference (a), chapter 15, and reference (c) pertain.

(3) Defense Language Aptitude Battery (DLAB) requirement for all languages is 95 or better. This minimum score may be waived on a case-by-case basis for native speakers of certain languages. Request DLAB tests through Naval Education and

Training Professional Development and Technology Center (NETPDC), Pensacola, FL. The Defense Language Proficiency Test (DLPT) requires a minimum score of **Listening 2+/Reading 2+** to qualify for direct conversion as a native linguist. Only candidates applying for direct conversion who are fluent in a foreign language need to take this exam per reference (d).

e. **For RP "A" School**. All requests must include

- a chaplain's endorsement,
- the commanding officer’s (CO's) endorsement,
- copies of all NAVPERS 1616/26, and
- copy of NAVPERS 1070/604 reflecting ASVAB scores.

f. **For MN "A" School**

(1) Have no uncorrectable condition, which precludes assignment overseas per MILPERSMAN 1306-600 through 1306-618.

(2) Request shall include specific remarks from the CO on the member's suitability for overseas duty.

(3) Temporary medical or dental problems that can be corrected prior to "A" School are not disqualifying.

g. **For HM "A" School**

(1) Applicants must be informed they will be assigned to duties involving direct patient care and clinical services and may be assigned to the Fleet Marine Force (FMF) for duty.

(2) HM “A” School requests must also include a copy of all NAVPERS 1616/26.

(3) COs are encouraged to consult with local medical department representatives to further determine a candidate’s suitability for medical duty.

(4) A licensed physician or dentist, or any graduate of a medical or dental school in any country, is not eligible for entrance into the HM rating.

(5) Applicants must be of highest standards as requirements are strictly adhered to for accession into the HM community.

h. **For Submarine Ratings**

(1) Member must be a volunteer for submarine duty per MILPERSMAN 1306-400, and meet physical standards per reference (a).

(2) Moral turpitude offenses are generally disqualifying.

(3) No history of drug abuse.

(4) Closed to women.

4. **Reinterview/Reclassification**. For reinterview or reclassification of personnel disenrolled from a Class “A” School, read MILPERSMAN 1236-020. Briefly, reclassification to a second “A” School will only be approved if applicant is fully qualified and recommended to a less technical/demanding Class “A” School program. **NOTE**: Voluntary drops will be availed to the fleet as General Detail (GENDET) members.

5. **Temporary Duty under Instruction (TEMDUINS)/Duty under Instruction (DUINS)**. All assignments to AW/CT/HM "A" School will be made on a TEMDUINS/DUINS (non-returnable) basis due to follow-on training requirements.

MILPERSMAN 1306-611

PROFESSIONAL APPRENTICESHIP CAREER TRACK (PACT) PROGRAM

Responsible Office	BUPERS-32, Enlisted Community Manager	Phone: DSN COM FAX E-mail:	882-3096 (901) 874-3096 (901) 874-2041 career_waypoints@navy.mil

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free E-mail:	1-866-U ASK NPC uasknpc@navy.mil

---

References	(a) COMNAVCRUITCOMINST 1130.8 (Series) (b) BUPERSINST 1430.16F

1. **General Information**

a. This article provides policy and execution guidance related to the Professional Apprenticeship Career Track (PACT) Program. It codifies existing policies and supersedes all prior policy guidance. PACT Sailors will use Career Waypoints - PACT designation (C-WAY - PACT designation) module to apply for rating entry (see section 5).

b. The Navy PACT Program requires an initial 4-year active obligation, and in return, guarantees initial apprentice skill training and a career development plan with viable career opportunities for Sailors who maintain eligibility. Additionally, the PACT Program may provide enlistees guaranteed assignment to one of six homeports upon successful completion of recruit and apprenticeship training based upon the enlistment contract NAVCRUIT 1133/53 Enlistment Statement of Understanding.

2. **Policy**

a. The PACT Program is designed to enlist Sailors into a monitored, general apprenticeship program that provides apprentice-level formal and on-the-job training, leading to a viable career field within 2 years on board their permanent duty station (PDS). PACT Sailors should be on pace to designation approval within 24 months of an initial enlistment, or after

serving a minimum of 12 months on board their PDS, whichever occurs last, per reference (a). In addition, for those PACT Sailors who are not selected for a rate designation in the aforementioned times; the Head, Enlisted Community Manager (BUPERS-32) may assign them a rating via direct designation based on the needs of the Navy. The PACT Program includes three apprenticeship career tracks, they are:

1) Aviation PACT (A-PACT);

2) Engineering PACT (E-PACT); and

3) Surface PACT (S-PACT).

b. An established set of Navy ratings are aligned to each PACT track, located at http://www.public.navy.mil/bupers-npc/Pages/default.aspx. It is the goal of the program to match each PACT Sailor into one of the ratings aligned within the Sailor's contracted apprenticeship career track, depending on minimum rating entry requirements and Navy needs.

c. PACT Program eligibility standards were developed for each apprenticeship career track based on the list of associated ratings. Sailors that receive an initial accession contract into one of the three tracks must meet the established minimum requirements for their chosen track. These requirements are listed in reference (b).

d. Once accepted into the PACT Program, selected Sailors will attend an initial PACT apprenticeship course for their respective track and receive follow-on assignment determined by needs of the Navy to a fleet unit. Sailors dropped from a previous course of instruction and reclassified into the PACT Program will receive permanent change of station (PCS) orders determined by the needs of the Navy. As a result, these Sailors may or may not attend the PACT apprenticeship course.

e. All PACT Sailors will have a 24-month projected rotation date (PRD) at their PDS. PACT Sailors, who are subsequently designated, may have their PRD adjusted to the appropriate prescribed sea tour (PST) for that rating, unless the initial assignment is regulated by a DoD area tour.

f. Rating eligibility screening and career progression plans will be developed during the PACT Sailor's reporting career development board (CDB). A rating eligibility screening

is conducted using the C-WAY System general eligibility screening functionality. Step-by-step instructions on using the C-WAY System are available in the C-WAY User Guide located on the C-WAY Web site at: http://www.public.navy.mil/BUPERS-NPC/CAREER/CAREERCOUNSELING/Pages/C-WAY.aspx. Rating eligibility screening produces a list of ratings for which the Sailor is qualified. In addition, command career counselors (CCCs) should encourage their Sailors to use Job Opportunities in the Navy (JOIN) Web site to identify their interests and the career exploration module (CEM) within C-WAY to identify eligibility requirements for additional ratings of interest. Based on the results of the general rating qualification and Sailor's interest profile, a career progression plan will be developed. The Career Information Management System (CIMS) is used to document CDBs. All four required CDBs shall be conducted and documented in CIMS (reporting, 6-month, 12-month, and 18-month are utilized for PACT Sailors).

3. **Definitions**

a. PACT track is the specific apprenticeship career path which the Sailor was accessed when entering the Navy or into which was later reclassified during training.

b. Rating designation is the process by which a Sailor submits an application to designate into a rating, receives approval, and ultimately becomes a rated Sailor.

c. Designation pathway is the method the Sailor chooses to become designated. Possible methods are described in paragraph 5d of this article.

d. Rack and stack is the methodology used to compare all submitted Sailor applications against each other based on a set algorithm. Sailors are compared within the same year group (YG) and enlisted manning code (EMC) cohort. Most qualified top performers receive approval to designate into their requested EMC.

4. **Responsibilities**

a. **OPNAV (N13).** Director, Military Personnel Plans and Policy (N13) is responsible for approval of enlisted force management policy in support of the Deputy Chief of Naval Operations (N1). As such, OPNAV (N13) is the approving

authority for C-WAY-PACT designation policy and C-WAY-PACT designation quota management plan business rules.

b. **OPNAV (N132).** Head, Enlisted Force Plans and Policy (N132) is responsible for developing enlisted force management policy in support of the Deputy Chief of Naval Operations (N1). As such, OPNAV (N132) will establish all applicable C-WAY-PACT designation policies and coordinate with BUPERS-32 to establish and update C-WAY-PACT designation quota management plan business rules.

c. **BUPERS-32.** Head Enlisted Community Manager (BUPERS-32) and the Career Waypoints(C-WAY) Program Manager, in coordination with OPNAV (N132), is responsible for C-WAY execution. Head, Enlisted Community Manager (BUPERS-32) shall manage individual rating quota plans and adjudicate all C-WAY-PACT designation pathway and apprenticeship change pathway applications as directed by OPNAV (N13) and delineated by BUPERS-3. In concert with N132, BUPERS-32 is responsible for developing and updating as required C-WAY-PACT designation quota management plan business rules for OPNAV (N13) approval.

d. **Immediate Superior In Command (ISIC).** ISIC career counselors will monitor C-WAY via "ISIC level" access to ensure subordinate commands are complying with all C-WAY-PACT designation related polices. Designated representatives can gain C-WAY System access as detailed in OPNAV 5239/14 System Authorization Account Request Navy (SAAR-N). Detailed instructions can be found at http://www.public.navy.mil/BUPERS-NPC/CAREER/CAREERCOUNSELING/Pages/C-WAY.aspx.

e. **Command Responsibility.** Commanding officers (COs) and officers in charge (OICs) are responsible for managing PACT Sailors' careers serving onboard their commands. COs and OICs must balance PACT work requirements with designation needs and desires of PACT Sailors. They will ensure the completeness and accuracy of all C-WAY-PACT designation applications. COs and OICs must ensure their command personnel understand and comply with all C-WAY-PACT designation related policies. Failure to submit, administrative error(s) and or inaccurate applications can result in denial of opportunity for Sailors. Additionally, commands shall:

(1) Ensure their CCC and or designated representatives obtain C-WAY system access;

(2) Ensure applications for all Sailors under their cognizance, to include those concurrently assigned elsewhere (e.g., individual augmentee (IA), temporary additional duty (TAD), etc.), are submitted monthly in C-WAY-PACT designation module, identifying current designation intentions, as required. If a PACT Sailor is eligible for designation but is not recommended at the current time, due to existing PACT work requirements at the command, an application with a "Not-Recommended" status using "Other" as a reason should be submitted. CCC must type in an explanation for the recommendation in the space provided.

(3) Validate all Sailor C-WAY-PACT designation application data, including Sailors' intentions and qualifications for chosen designation ratings.

(4) Designate representatives to submit C-WAY-PACT designation applications for all subordinate unit identification codes (UICs), or designate a representative for each subordinate UIC.

(5) Ensure that in all cases where application questions arise or additional clarification is required, the Career Waypoints help desk is contacted for guidance at (901) 874-2102 (DSN 882), or e-mail the Career Waypoints help desk at: career waypoints@navy.mil.

f. **Navy Personnel Command (NAVPERSCOM), Shore Special Assignments Branch (PERS-4010).** NAVPERSCOM (PERS-4010) is responsible for processing approved designations, adjusting PRDs, and writing PCS orders for PACT Sailors.

g. **Sailor Responsibility.** Sailors are ultimately responsible for their own careers. Not being aware of Navy policies or a PACT-designation application status will not justify additional reviews.

(1) Sailors should use their most recent CDB as a guide in making their career decisions. Additionally, Sailors are encouraged to engage other Sailors already designated in ratings in which they have interest to better understand duties, rating requirements, and skill sets unique to each rating.

(2) Sailors are encouraged to ensure, with the assistance of their CCC, that all required C-WAY-PACT

designation applications are submitted accurately and on time, and indicate their desires.

(3) Sailors should utilize their immediate chain of command and CCCs to address C-WAY-PACT designation questions.

Note: Sailors are encouraged to utilize CDBs and the CEM in order to determine correctable deficiencies that would otherwise render them ineligible for desired ratings (e.g., retake the Armed Forces Classification Test (AFCT) to improve their scores in order to expand their rating designation opportunities or earn a driver's license, etc.).

5. **Requesting Rating Designation**

a. **Request Procedures.** CCCs will submit all rating designation request applications for eligible Sailors via the C-WAY-PACT designation (formerly Fleet RIDE-REGA) module. Applications are submitted on a monthly basis. The deadline for submitting rating designation applications is 2359 Central Standard Time (CST) on the last day of each month.

b. Eligible applicants are compared against each other within their same YG and submitted for the same EMC using the rack and stack process. Rack and stack results are reviewed by the ECM technical advisors (TECHADs) on a monthly basis and are published each month via the C-WAY-PACT designation module. Normally, results are published within 10 business days after the application window closes. PACT Sailors have three designation pathways and one apprenticeship change pathway:

(1) Fleet "A" School designation pathway;

(2) Participation in the Navy-wide advancement examination (NWAE) designation pathway;

(3) Direct rating entry designation (RED) pathway; and or

(4) Apprenticeship change pathway.

c. CCCs will:

(1) Review and update C-WAY-PACT designation applications each month (including application notes) once the PACT Sailor becomes eligible to designate. This action will

change C-WAY-PACT designation applications from the "Initial – Action Required" or "Saved-Action Required" to the "Submitted" status. Commands are required to update applications to reflect changes to Sailors' designation eligibility status or desired rating designation choices;

(2) Certify that all applications are accurate by selecting the block that states, "I have validated the information in this application with the Sailor. I, on behalf of the CO, certify it to be correct, and the CO recommends approval as requested;"

(3) Submit applications by the application deadline. The deadline for submission of applications for eligible Sailors is 2359 CST on the last calendar day of each month; and

(4) Include the Sailor's most current evaluation in the application.

NOTE: Commands encountering issues with submitting applications by the established deadlines should forward application information to their ISICs for submission. Commands ISICs may submit C-WAY-PACT designation applications for each UIC under their authority. Applications submitted beyond established deadlines will not be adjudicated and will result in a "Failed to Submit" status.

d. The C-WAY-PACT designation module will auto-generate partially-populated applications for PACT Sailors who are time in-rate (TIR) eligible to participate in the E-4 Navy-wide advancement examination (NWAE) (must have 6 months TIR as an E-3 based on the next NWAE terminal eligibility date (TED)), and or have at least 12 months on board their PDS. Depending on the designation pathway, the following rules apply:

(1) **Requests for "A" School.** After 12 months on board, PACT Sailors are able to submit their "A" School request via C-WAY-PACT designation module through their CCC. PACT Sailors who receive approval to attend "A" School must have a minimum of 18 months on board prior to transfer, per MILPERSMAN 1306-602, and will be transferred depending on "A" School seat and PCS funds availability.

(2) **Requests to Participate in the NWAE.** PACT Sailors who meet all the prerequisites, per reference (b), may submit a request to participate in the next NWAE via the C-WAY-PACT

designation module. Approved applications are authorized for only one advancement cycle. The application windows for the NWAE are:

(a) March–August (September NWAE); and

(b) September–February (March NWAE).

(3) Requests to designate via RED. PACT Sailors who either have 12 months on-board their PDS, or who are TIR eligible for the E-4 NWAE may request to be directly designated into a rating that does not require an "A" School and where a valid billet exists on board their command. CCCs on behalf of their COs and OICs must identify that a valid gapped billet exists on board. A gapped billet is defined as either currently vacant or projected to be vacant through projected on board in 9 months (POB9). PACT Sailors are encouraged to request RED authorization quotas into ratings that are gapped at their current commands. RED authorization quotas are preferred because Sailors are designated in the same month as the quotas are approved. Additionally, direct designation is advantageous for Sailors because it provides viable career paths and eligibility to participate in the NWAE as a rated E-3. PACT Sailors on this path may perform better on the NWAE, increasing their chances for advancement since they will have more opportunity to gain experience and study in their new rating prior to the exam.

e. **Apprenticeship Change Pathway**. After 6 months on-board their PDS, PACT Sailors who desire to move into a rating outside of their current apprenticeship career path must request conversion to the appropriate apprenticeships via C-WAY-PACT designation module, and only if quotas are available (e.g., SN-FN, FN-AN). PACT Sailors must receive approval for apprenticeship conversions prior to requesting rating designation in the new apprenticeship career path. All changes to an apprenticeship career pathway must be approved by BUPERS-32.

f. **Continued Eligibility Screening**. C-WAY-PACT designation rating eligibility screening is required to ensure PACT Sailors are placed into ratings for which they are qualified and where available quotas exist.

g. **Cancellation of an Approved "A" School Request**. Personnel who do not desire, are no longer eligible to attend,

or desire to cancel an approved "A" School must submit a NAVPERS 1306/7 Enlisted Personnel Action Request to BUPERS-32 via NAVPERSCOM (PERS-4010) detailers.

NOTE: PACT Sailors designated via the NWAE at a UIC that does not have a vacant billet will be made available for transfer. In addition, PACT Sailors designated via the NWAE or RED, who are in C-WAY-Reenlistment (REEN) window (i.e., 13 months prior to SEAOS or 12 months prior to PRD with less than 24 months between PRD and SEAOS), may immediately request a C-WAY quota to reenlist.

6. **Qualifications**

a. **Eligibility**. PACT Sailors must maintain their eligibility for the prospective rate per MILPERSMAN 1306-618 Sailors shall be entered into C-WAY and screened. Additionally, Sailors shall:

(1) Have no NJP within 12 months of "A" School class convening date;

(2) Have passed most recent PFA and be within body composition standards;

(3) Have no mark below 3.0 on most recent performance Evaluation; and

(4) Maintain world-wide assignment eligibility (this applies only to RED and "A" School designation pathways).

b. **Obligated Service (OBLISERV)**. The Sailor may be required to obtain additional OBLISERV to attend "A" School as required per MILPERSMAN 1306-604. While C-WAY-Reenlistment C-WAY-REEN approval is not required for assignment to Fleet "A" School, regardless of additional OBLISERV, a conditional reenlistment can be requested from NAVPERSCOM, Active Enlisted Programs Branch (PERS-811), if additional OBLISERV required is beyond the 24 months aggregate as outlined in MILPERSMAN 1160-030.

7. **Disqualifications**

a. **Substandard Performance**. Substandard performance or disciplinary problems are cause for cancellation of a Sailor's PACT Program guarantee (e.g., "A" School assignment). Commands

are required to document substandard performance issues in the C-WAY-PACT designation module.

b. **Rescission of Retention and or Advancement Recommendation.** If a Sailor has his or her retention or advancement recommendation rescinded by his or her CO and OIC, the Sailor is no longer qualified to receive the PACT Program guarantee.

c. **Subsequent Disqualification.** Any disqualification that occurs after rating approval must be documented by that Sailor's current command and reported to the respective ECM. In addition, if a PACT Sailor received "A" School approval and is subsequently disqualified to attend, that Sailor's current command must notify the NAVPERSCOM (PERS-4010) via naval message.

8. **Reclassifications to the PACT Program**

a. **Accession "A" School drops will be reclassified to the PACT Program.**

(1) Any Sailor in the accession pipeline who is dropped from a previous course of instruction and reclassified into the PACT Program shall have his or her PCS orders written to include a 24-month PRD per MILPERSMAN 1306-126. "A" School drops will fall into the needs of the Navy category under the project management office (PMO) reclassification guidance per MILPERSMAN 1236-020. After reporting to his or her PDS, the reclassified PACT Sailor is subject to all requirements outlined in the PACT annex of the enlistment documents in reference (a) and in this MILPERSMAN article.

b. **PACT Program School Drops**

(1) PACT Sailors who fail to complete assigned PACT training may be subject to separation per MILPERSMAN 1910-125.

(2) PACT Sailors approved to designate via "A" School designation pathway and who subsequently fail or drop may be subject to separation per MILPERSMAN 1910-133.

9. **Processing of Designated Sailors.** Processing of designated Sailors will depend on their designation pathway.

a. Sailors who are designated via "A" School will receive their next set of PCS orders from the appropriate rating assignment detailer based on needs of the Navy.

b. Sailors who designate via NWAE will either remain on board their present command or be transferred to another command where a vacancy exists. NAVPERSCOM, Enlisted Distribution Division (PERS-40) and the command will make this determination based on present command manning. Sailors who remain on board will have their PRDs adjusted to the appropriate PST for that rating, unless the initial assignment is regulated by a DoD area tour. For guidance on Sailors who PCS to another command use MILPERSMAN 1306-104 and 1306-126.

c. Sailors who chose to designate via RED will remain onboard their present command by filling a previously gapped billet. These Sailors will have their PRDs adjusted to the appropriate PST for that rating, unless the initial assignment is regulated by a DoD area tour. Upon receipt of the approved RED designation lists from BUPERS-32, NAVPERS, Record/Data Maintenance Quality Division (PERS-33) will process the rating changes, and NAVPERS (PERS-40) will adjust PRDs(as appropriate).

NOTE: PACT Sailors who have completed "A" School and have been designated are required to obtain C-WAY-REEN authorization prior to reenlisting or extending to OBLISERV for follow-on orders per MILPERSMAN 1160-140. If the Sailors are not currently in their C-WAY-REEN window, then the CCC shall submit a "special circumstance-other" application with notes stating "Sailor recently designated via PACT "A" School is not in C-WAY-REEN window, but requires OBLISERV in exception to policy outlined in MILPERSMAN 1160-030 regarding short term extensions (STE)." If Sailors, due to timing of rating designation, enter "Convert Only" C-WAY-REEN application windows, or are within 6 months of SEAOS, contact the cognizant ECM to request in-rate reset.

10. **Apprenticeship Change Pathway Disposition**. Sailors who are approved for an apprenticeship change pathway will remain onboard their command. They can request designation during the next processing month. Once approved for designation, follow processing guidelines in paragraph 9 of this article.

MILPERSMAN 1306-612

FOREIGN NATIONALS AND IMMIGRANT ALIENS

Responsible Office	NAVPERSCOM (PERS-4010)	Phone:	DSN	882-3865
			COM	(901) 874-3865
			FAX	882-2760

1. **Policy**

a. Foreign nationals, except those who are classified as immigrant aliens and who have declared intent to become United States citizens, are not eligible for any type of security clearance.

b. Immigrant aliens erroneously recruited for any school program requiring a security clearance will have the following options:

(1) Retention in a program or rate/rating for which member is qualified.

(2) Honorable discharge for convenience of the government by reason of erroneous enlistment.

(a) Approval of Navy Personnel Command (NAVPERSCOM), Active Enlisted Advancement/Conversions/Incentive Section (PERS-4811) is required for discharge under this provision, except for recruits.

(b) MILPERSMAN 1910-130 is the governing instruction for this type of separation.

MILPERSMAN 1306-614

TRANSFER ORDERS, FAMILY MEMBER TRAVEL, HOUSEHOLD GOODS INFORMATION, AND LEAVE

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	(a) NAVSO P-6034, Joint Federal Travel Regulation (JFTR), Volume I

1. **Transfer Orders**. Personnel approved for school quotas will be transferred per provisions of MILPERSMAN 1320-300 and its subarticles. NAVCOMPT 536 (12-79), Standard Transfer Order (STO) should be prepared per MILPERSMAN 1320-300 and its subarticles, and the transfer directive. Information to be included in the STO is as follows:

a. **Type Quota/Convening Date/Authority**. The NAVCOMPT 536 must specify the type of quota (Temporary Duty under Instruction (TEMDUINS) or Duty under Instruction (DUINS)), convening date of the class for which member is being transferred, and authority for transfer.

b. **Transportation**. Government transportation shall be used, where practicable, as outlined in MILPERSMAN 1320-300 and its subarticles.

c. **Travel**. Where applicable, travel is authorized per MILPERSMAN 1320-100.

d. **Travel for Family Members/Shipment of Household Goods**. Entitlement to travel for family members and shipment of household goods, where applicable, shall be per reference (a).

e. **Report Date**. To keep expenditures to a minimum, personnel ordered to TEMDUINS/Temporary Additional Duty under Instruction (TEMADDINS) shall be transferred to report no earlier than the day preceding the class convening date of the school, except when transportation dictates otherwise and greater economy can be effected by use of other modes of travel (i.e., available government transportation).

2. **Family Member Travel and Household Goods Information**. Entitlement to travel of family members and movement of household goods under examples of types of quotas listed in MILPERSMAN 1306-606 is as follows:

a. TEMDUINS quotas **do not** constitute a permanent change of station (PCS).

(1) Entitlement to family members' transportation and movement of household goods at government expense **are not** authorized.

(2) A temporary change of station weight allowance for members of eligible paygrade may be authorized at government expense from the member's permanent duty station to the temporary duty station, and then to the new permanent duty station.

b. DUINS quotas are a PCS, and movement of family members and shipment of household goods at government expense **are** authorized, if otherwise eligible.

c. Commands must ensure that enlisted personnel are properly advised, prior to transfer to school, as to whether or not transportation of family members and shipment of household goods at government expense are authorized.

3. **Granting of Leave**

a. Fifteen days leave will normally be granted upon detachment from apprenticeship training, fundamental training, "A" or "C" schools, as appropriate.

b. Schools will only grant leave to personnel received on TEMADDINS orders upon completion of course of instruction when it is specifically authorized in the transfer order.

MILPERSMAN 1306-616

INELIGIBLE STUDENTS RECEIVED BY TRAINING ACTIVITY

Responsible Office	NAVPERSCOM (PERS-4010)	Phone: DSN COM FAX	882-3865 (901) 874-3865 882-2760

1. **Policy**. When a member reports to a school command who is not fit for full duty, is not qualified for the course of instruction (and waiver has not been granted), requires medical attention that will not allow for an uninterrupted course completion, or has administrative action pending from the last duty station, the following procedures shall be followed:

a. Report circumstances to Navy Personnel Command (NAVPERSCOM), Shore Special Programs Assignment Branch (PERS-4010S), by message with an information copy to the member's last duty station.

b. Provide all information required in the availability report and include one of the following recommendations for disposition of the member:

(1) Retain on board for course of instruction.

(2) Do not enroll in course of instruction and ensure the following information is reported:

(a) Type of administrative action pending.

(b) If unfit for medical reasons, include diagnosis, extent of disability, date problem was recorded in health record, the expected duration of the illness, and whether a transfer physical was received.

(c) Present location of family members.

(d) Whether or not dislocation allowance was paid.

2. **Student Identified as a Drug User**. Any student who is found guilty of a drug-related offense (i.e., as having illegally used drugs or possessed drugs/related paraphernalia) while enrolled in an "A" School training pipeline, including prerequisite

courses, will be disenrolled from the course of instruction immediately.

a. Upon completion of appropriate disciplinary action, these members are to be made available for reassignment based on needs of the Navy.

b. Waivers of this policy will not be approved.

c. Members will not be considered eligible for reclassification except as follows:

(1) **Forced/Special Conversions**. Designated/rated members who are not eligible for retention in their current ratings must notify NAVPERSCOM, Active Enlisted Advancement/ Conversion/Incentive Section (PERS-4811) by message of circumstances, results of disciplinary action, and rating choices. Members will be considered for direct conversion only.

(2) **Recruiting Selective Conversion and Reenlistment (RESCORE)/Prior Service (PRISE) III Program**

(a) Members attending "A" School in conjunction with enlistment guarantee conversion under the RESCORE/PRISE III program and fail, or are no longer qualified for the specific “A” School, notify NAVPERSCOM (PERS-4010S) as required by MILPERSMAN 1133-060.

(b) Training commands are required to have dropped students undergo a professional development board, endorsing further assignment to another “A” School.

(c) A designated classifier at the school command must screen for ratings for which the student is fully qualified and report recommendations via availability.

(d) School classifiers must provide a minimum of three choices from which NAVPERSCOM (PERS-4010S) will assign a school based on needs of the Navy. Assignment to another “A” School is not guaranteed.

MILPERSMAN 1306-618

CLASS "A" SCHOOL AND RATING ENTRY REQUIREMENTS

Responsible Office	NAVPERSCOM (BUPERS-32) Enlisted Community Managers	Phone: DSN COM FAX	882-3137 (901) 874-3137 882-2041

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 5510.35A (b) NAVMED P-117, Manual of the Medical Department(MANMED) (c) OPNAVINST 6420.1 (d) COMNAVCRUITCOMINST 1130.8 (e) JAGINST 1440.1E (f) Uniform Code of Military Justice (UCMJ) (g) BUMEDINST 1300.2A

1. **Criteria**. Minimum Armed Services Vocational Aptitude Battery (ASVAB) Test scores are based on extensive and ongoing studies of students and curricula at class "A" schools. Studies also indicate that test scores are linked to striker success in chosen rating.

a. Although motivation is a major factor in completing many courses of instruction, there is a direct correlation between test scores and the success rate in completing schools required for career progression.

b. The test scores in this article are minimum criteria. Command career counselors should use these scores in conjunction with the Rating Entry for General Apprentices /Career Reenlistment Objectives (CREO) when guiding members to careers via class "A" schools and on-the-job training (OJT). Updated CREO's can be found on the Navy Personnel Command Web site at www.npc.navy.mil , Perform to Serve, under the Career Info tab.

2. **Waivers**. In cases where a member has shown a particular aptitude for a rating and is considered an exceptional candidate, the commanding officer may use the following general guidelines to recommend a test score waiver for class "A" school.

a. Based on command endorsement and quota availability, Navy Personnel Command (NAVPERSCOM), Enlisted Community Managers (BUPERS-32) will consider granting waivers on a case basis using the following general guidelines:

(1) No waivers authorized for single score minimum requirement (i.e., minimum WK = 45).

(2) Six points (maximum) on two test score combinations (i.e., VE + AR).

(3) Nine points (maximum) on three test score combinations, including those where one score is doubled (i.e., AR + 2MK + GS).

(4) Twelve points (maximum) on a four score combination.

b. Retest of ASVAB. Although this paragraph provides an avenue for members who do not meet class "A" school or rating entry requirements, retesting is advised to meet minimum scores. See MILPERSMAN 1200-050.

c. Admitted Pre-Service Drug Usage. For ratings which stipulate "no history of drug usage," waivers for top-performing Sailors with admitted pre-service drug usage will be considered on a case-by-case basis. Submit 1306 waiver request to the appropriate BUPERS-32, ECM. For ratings requiring a security clearance, Sailors must be able to obtain the appropriate security clearance to be eligible for the rating to which they are requesting to convert. Sailors will be granted tentative conversion approval pending the adjudication of their security clearance from Department of the Navy Central Adjudication Facility (DONCAF). If adjudication results in their not being able to obtain the appropriate security clearance, they will not be able to convert into that rating. For submarine and nuclear field duty enlisted ratings, pre-service substance abuse waivers may be granted for marijuana only per MILPERSMAN 1306-402 and 1306-502. For these ratings, submit 1306 waiver request to

NAVPERSCOM, Nuclear Power/Submarine Assignments Branch (PERS-403).

3. **Test Scores for Class "A" Schools**

a. The following notes apply to the tables listed in sections 3.c through 3.k:

(1) **NOTE 1:** Vision correction 20/20. Visual acuity must be correctable to 20/20. When specified, uncorrected visual acuity must not be greater than that indicated (i.e., 20/100), and must be correctable to 20/20.

(2) **NOTE 2:** Normal hearing (NH) required. Average hearing threshold level in frequencies (Hz) 3000, 4000, 5000, and 6000 must be less than 300db with no level greater that 45db in any one frequency. If hearing level exceeds these limits, the applicant is ineligible for the rating.

(3) **NOTE 3:** The visual standard for Naval Special Warfare (NSW) is no worse than 20/40 best eye and 20/70 worse eye, correctable to at least 20/25 worse eye.

(4) Minimum ASVAB requirements are based on ASVAB test form designators. In the below tables, the "(a)" listed under the ASVAB test scores qualifications column represents Pay 97 Forms and scores, "(b)" represents Pay 80 Forms.

b. The following abbreviations apply to the tables listed in sections 3.c. through 3.k.:

Abbreviation	Definition
BI	Background Investigation
BUD/S	Basic Underwater Demolition/SEAL
BVE	Binocular Vision Equivalent
CPT	College Preparatory Training
DLAB	Defense Language Aptitude Battery
DONCAF	Department of the Navy, Central Adjudication Facility
ECM	Enlisted Community Manager
GED	General Education Development
HS	High School
HSDG	High School diploma graduate
HSG	High School graduate

MOS OBLISERV	Months Obligated Service
NCP	Normal Color Perception
NFQT	Nuclear Field Qualification Test
NH	Normal hearing
NSI	No speech impediment
NSW	Naval Special Warfare
PRP	Personnel Reliability Program
PSSQ	Personnel Security Screening Questionnaire
SCE	Security clearance eligible
SSBI	Single Scope Background Investigation
SUB QUAL	Submarine qualification
US CIT	United States (U.S.) citizenship
VIS CORR	Vision Correction
WPM	Words per minute

c. **Advanced Electronics Field (AEF) Program**

(1) Qualifications for candidates for the AEF program are set per MILPERSMAN 1510-030.

(2) Must meet the program and rating criteria set forth below:

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCE	SUB QUAL	MOS OBLI-SERV	US CIT
CTT Cryptologic Technician (Technical)	(a) VE + MK + GS = 162 (b) VE + MK + GS = 165	X	X	X	X	SSBI		72	X
CTT SPECIAL REQUIREMENTS: SSBI originated at NAVCRUITRACOM. The applicant MUST be a U.S. citizen (no waivers) and all immediate family members must be either a U.S. citizen or the citizen of a country on the Low Threat Matrix listed in Intelligence Community Directive 704 (ICD-704). Moral turpitude offense(s) are generally disqualifying. Personal security screening interview will be conducted by a Naval Cyber Forces Command personnel security specialist representative. Former members of the Peace Corps are not eligible. Must be HSG or equivalent (GED, CPT, home study, or other equivalency). If not a diploma graduate, applicant must provide a HS transcript verifying successful completion of the 10th grade. Repairs and operates EW equipment. Minimum auditory requirements: Frequency (hz) 500 1000 2000 4000 8000 Standard (db) 35 30 30 40 45									
ET Electronics Technician	(a)AR + MK + EI + GS = 223 (b) AR + MK + EI + GS = 222		X	X		X		72	X
FC Fire Controlman	(a)AR + MK + EI + GS = 223 (b) AR + MK + EI +	**Note (1)**	X			X		72	X

	GS = 222								
MT Missile Technician (Submarine)	AR + MK + EI + GS = 222 or VE + AR + MK + MC = 222	X	X	X	X	SSBI/PRP	X	72	X
MT SPECIAL REQUIREMENTS: Requires PRP screening per reference (a). Must volunteer for submarines per MILPERSMAN 1306-400 and meet physical standards per reference (b). BI required. Moral turpitude offense(s) are generally disqualifying. Closed to women. No history of drug abuse.									

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCE	SUB QUAL	MOS OBLI-SERV	US CIT
STG Sonar Technician (Surface)	(a)AR + MK + EI + GS = 223 (b) AR + MK + EI + GS = 222	X	X	X	X	X	X	72	X
STG SPECIAL REQUIREMENTS: Minimum auditory requirements: Frequency (hz) 500 1000 Standard (db) 35 30 Maximum auditory levels: Frequency (hz) 3000 4000 5000 6000 **Average** hearing threshold level in these four frequencies must be less than 30db, with no level greater that 45db in any one frequency. If hearing level exceeds these limits, the applicant is enlistment ineligible for the rating.									

d. **Advanced Technical Field (ATF) Program**

(1) Qualifications for candidates for the ATF program are set forth per MILPERSMAN 1510-030.

(2) Must meet the program and rating criteria set forth below:

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCE	SUB QUAL	MOS OBLI-SERV	US CIT
CTI Cryptologic Technician Interpretive	VE + MK + GS = 162 or VE + MK + GS = 165 (DLAB QUAL)	X		X	X	SSBI		36/72	X
CTI SPECIAL REQUIREMENTS: Males may be assigned to duty in submarines or duty involving aerial flight. Females may be assigned duty involving flight. Reference (b), chapter 15 and reference (c) pertain. DLAB requirement for all languages is 100. Request for DLAB tests through the local Navy College Office.									
CTN Cryptologic Technician Networks	AR + 2MK + GS = 222	X		X	X	SSBI		72	X
Obligated service (OBLISERV) requirements for CTN: Fleet candidates - 36 months upon completion of "A" School; Initial accession into U.S. Navy - 72 months. **CTI and CTN SPECIAL REQUIREMENTS:** SSBI originated at NAVCRUITRACOM. The applicant MUST be a U.S. citizen (no waivers) and all immediate family members must be either a U.S. citizen or the citizen of a country on the Low Threat Matrix listed in Intelligence Community Directive 704 (ICD-704). Moral turpitude offense(s) are generally									

disqualifying. Personal security screening interview will be conducted by a Naval Cyber Forces Command personnel security specialist representative. Former members of the Peace Corps are not eligible. Must be HSG or equivalent (GED, CPT, home study, or other equivalency). If not a diploma graduate, applicant must provide a HS transcript verifying successful completion of the 10th grade.									
RATING/SCHOOL	**ASVAB TEST SCORE QUALIFICATIONS**	**VIS CORR 20/20**	**NCP**	**NH**	**NSI**	**SCE**	**SUB QUAL**	**MOS OBLI-SERVE**	**US CIT**
HT Hull Maintenance Technician	(a) AR + MK + EI + GS = 213 (b) AR + MK + EI + GS = 212		X	**Note (2)**		X		72	X
IC Interior Communications Electrician	(a) AR + MK + EI + GS = 213 (b) AR + MK + EI + GS = 212		X			X		72	X
IS Intelligence Specialist	(a)VE + AR = 107 (b)VE + AR = 108	**Note (1)**	X		X	SSBI		24	X
SPECIAL REQUIREMENTS FOR IS: SSBI originated at NAVCRUITRACOM. The applicant MUST be a U.S. citizen (no waivers) and all immediate family members must be either a U.S. citizen or the citizen of a country on the Low Threat Matrix listed in Intelligence Community Directive 704 (ICD-704). Moral turpitude offense(s) are generally disqualifying. Personal security screening interview will be conducted by a Naval Cyber Forces Command personnel security specialist representative. Former members of the Peace Corps are not eligible. Must be HSG or equivalent (GED, CPT, home study, or other equivalency). If not a diploma graduate, applicant must provide a HS transcript verifying successful completion of the 10th grade.									

e. **Nuclear Field (NF) Program**

(1) All candidates for ratings in the NF program must meet test score criteria set forth below (no waivers) and other criteria set forth in reference (d).

(2) All candidates must be HSG (GED not acceptable) and have completed at least 1 year of Algebra with a minimum grade of "C." Transcripts (or certified copies) must be filed in service record when enlisted.

(3) Must meet the program and rating criteria set forth below:

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCE	SUB QUAL	MOS OBLI-SERV	US CIT
SN Seaman (Submarine)	AR + MK + EI + GS = 210 or VE + AR + MK + MC = 200	X	X	X	X	X	X		X
SN SPECIAL REQUIREMENTS: Closed to women. Must meet physical requirements per reference (b) and pass BUDS physical screening test. See MILPERSMAN 1210-220. No history of drug abuse.									

EM(NUC) Electricians Mate	VE + AR + MK + MC + NAPT = 290 and NAPT = 50 or AR + MK + EI + GS + NAPT = 290 and NAPT = 50 or AR + MK + EI + GS = 252 or VE + AR + MK + MC = 252	X	X	X	X	X	X	72	X
ET(NUC) Electronics Technician	VE + AR + MK + MC + NAPT = 290 and NAPT = 50 or AR + MK + EI + GS + NAPT = 290 and NAPT = 50 or AR + MK + EI + GS = 252 or VE + AR MK + MC = 252	X	X	X	X	X	X	72	X
MM(NUC) Machinist's Mate	VE + AR + MK + MC + NAPT = 290 and NAPT = 50 or AR + MK + EI + GS + NAPT = 290 and NAPT = 50 or AR + MK + EI + GS = 252 or VE + AR MK + MC = 252	X	X	X	X	X	X	72	X
SPECIAL REQUIREMENTS FOR EM(NUC), ET(NUC) and MM(NUC): Must volunteer for submarine duty per MILPERSMAN 1306-400 and meet physical standards per ref (b). Moral turpitude offenses are generally disqualifying. No history of drug abuse. Closed to women. May require PRP screening.									

f. **Aircrew Program**

(1) Must be HSG.

(2) Must volunteer for duty involving aerial flight as crew member and be physically qualified and psychologically adapted for flight per reference (b), article 15-77.

(3) Must be certified as Class II Swimmer before completion of recruit training with potential to achieve Class I Swimmer during aircrew training. Rescue swimmer requirements are physically demanding; therefore, strong swimmers only.

(4) No history of drug abuse.

(5) Normal depth perception required for rescue swimmer.

(6) Must meet the program and rating criteria set forth below:

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCE	SUB QUAL	MOS OBLI-SERV	US CIT
AWR,AWS, AWO, AWF, AND AWV Naval Aircrewman	VE + AR + MK + MC or GS = 210	**Note (1)**	X	**Note (2)**		X		60/72	X
OBLISERV requirements for AWR/AWS/AWO/AWF/AWV: Fleet candidates - 60 months upon completion of "A" School; Initial accession into U.S. Navy - 72 months.									

g. **Special Warfare Operator (SO)**

(1) Closed to women.

(2) Must meet physical requirements per reference (b) and pass Basic Underwater Demolition/SEAL (BUDS) Physical Screening Test. See MILPERSMAN 1220-100.

(3) No history of drug abuse.

(4) Must meet the program and rating criteria set forth below:

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCE	SUB QUAL	MOS OBLI-SERV	US CIT
SO Special Warfare Operator	GS + MC + EI = 165 or VE + MK + MC + CS = 220	**Note (3)**	X			X		51/72	X
OBLISERV requirements for SO: Fleet candidates - 51 months upon completion of "A" school; Initial accession into U.S. Navy - 72 months.									

h. **Diver**

(1) Must meet physical requirements per reference (b) and pass BUDS physical screening test. See MILPERSMAN 1220-100.

(2) No history of drug abuse.

(3) Must meet the program and rating criteria set forth below:

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCE	SUB QUAL	MOS OBLI-SERV	US CIT
ND Diver	VE + AR = 103 and MC = 51	20/100 **Note (1)**	X			X		36/72	X
OBLISERV requirements for ND: Fleet candidates - 36 months upon completion of "A" School; Initial accession into U.S. Navy - 72 months.									

i. **Explosive Ordnance Disposal (EOD)**

(1) Must meet physical requirements per reference (b) and pass Physical Screening Test per MILPERSMAN 1220-100.

(2) No history of drug abuse.

(3) Must meet the program and rating criteria set forth below:

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCE	SUB QUAL	MOS OBLI-SERV	US CIT
EOD Explosive Ordnance Disposal	(a) VE + AR = 109 and MC = 51 (b) AR + VE = 110 and MC = 50	20/200 **Note (1)**	X			X		36/72	X
OBLISERV requirements for EOD: Fleet candidates - 36 months upon completion of "A" School; Initial accession into U.S. Navy - 72 months.									

j. **Special Warfare Boat Operator (SB).** Must meet the program and rating criteria set forth below:

(1) Closed to women.

(2) Must meet physical requirements per reference (b) and pass BUDS physical screening test. See MILPERSMAN 1220-100.

(3) No history of drug abuse.

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCE	SUB QUAL	MOS OBLI-SERV	US CIT
SB Special Warfare Boat Operator	VE + AR =103 and MC = 51	20/100 UNCORR **Note (1)**	X			X		36/72	X
OBLISERV requirements for SB: Fleet candidates - 36 months upon completion of "A" School; Initial accession into U.S. Navy - 72 months.									

k. General Service Rating Requirements for "A" School

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCE	SUB QUAL	MOS OBLI-SERV	US CIT
ABE Aviation Boatswain's Mate (Launch and Recovery Equipment)	(a)VE + AR + MK + AS = 184 (b)VE + AR + MK + AS = 185	20/100 UNCORR **Note (1)**	X	**Note (2)**				24/48	
ABE SPECIAL REQUIREMENTS: Requires normal stereoscopic vision/full field of vision.									
ABF Aviation Boatswain's Mate (Fuel)	(a)VE + AR + MK + AS = 184 (b)VE + AR + MK + AS = 185	20/100 UNCORR **Note (1)**	X	**Note (2)**				24/48	
ABH Aviation Boatswain's Mate (Aircraft Handling)	(a)VE + AR + MK + AS = 184 (b)VE + AR + MK + AS = 185	20/100 UNCORR **Note (1)**	X	**Note (2)**				24/48	
ABH SPECIAL REQUIREMENTS: Requires normal stereoscopic vision/full field of vision.									
AC Air Traffic Controller	(a)VE + AR + MK + MC = 220 or VE + MK + MC + CS = 220 or (b)VE + AR + MK + MC = 220 or VE + MK + MC + CS = 220	20/200 **Note (1)**	X	X	X	X		48/60	X
OBLISERV requirements for AC: Fleet candidates - 48 months upon completion of "A" School; Initial accession into U.S. Navy - 60 months. **AC SPECIAL REQUIREMENTS:** Must be 18 years old upon school entry. Be physically qualified per reference (b). No history of drug abuse. Persons convicted by federal/state statutes for drug offense(s) are not eligible.									
AD Aviation Machinists Mate	VE + AR + MK + AS = 210 VE + AR + MK + MC = 210		X	**Note (2)**				24/48	
AE Aviation Electricians Mate	AR + MK + EI + GS = 222 VE + AR + MK + MC = 222		X			X		24/48	X
AG Aerographers Mate	(a)VE + MK + GS = 162 or (b)VE + MK + GS = 165		X			X		24/48	X
AM Aviation Structural Mechanic	VE + AR + MK + AS = 210 VE + AR + MK + MC = 210		X	**Note (2)**				24/48	
AME Aviation Structural Mechanic (Safety Equipment)	VE + AR + MK + AS = 210 VE + AR + MK + MC = 210		X	**Note (2)**				24/48	
AO Aviation Ordnanceman	VE + AR + MK + AS = 185	20/100 **Note**	X	**Note (2)**		X		24/48	X

	MK + AS + AO = 140	**(1)**							
AS Aviation Support Equipment Technician	VE + AR + MK + AS = 210 VE + AR + MK + MC = 210		X					24/48	

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCE	SUB QUAL	MOS OBLI-SERV	US CIT
AT Aviation Electronics Technician	MK + EI + GS + AR = 222 or VE + AR + MK + MC = 222		X			X		24/48	X
AZ Aviation Maintenance Administration-man	(a)VE + AR = 102 Or (b)VE + AR = 103					X		24/48	X
OBLISERV requirements for ABE, ABF, ABH, AD, AE, AG, AM, AME, AO, AS, AT, and AZ : Fleet candidates - 24 months upon completion of "A" School; Initial accession into U.S. Navy - 48 months.									
BU Builder	(a)AR + MC + AS = 145 (b) AR + MC + AS = 140			**Note (2)**				60	
BM Boatswain's Mate	VE + AR + MK + AS = 175 or MK + AS + AO = 135		X		X			24	
CE Construction Electrician	(a)AR + MK + EI + GS = 201 (b)AR + MK + EI + GS = 201	**Note (1)**	X					60	
CM Construction Mechanic	(a)AR + MC + AS = 162 (b)AR + MC + AS = 158							60	
CS Culinary Specialist	(a)VE + AR = 88 (b)VE + AR = 89							24	
CS(SS) Culinary Specialist	AR + MK + EI + GS = 200 or VE + AR + MK + MC = 200	X	X	X	X	X	X	24	X
CS (SS) SPECIAL REQUIREMENTS: Must volunteer for submarine duty per MILPERSMAN 1306-400 and meet physical standards per reference (b). Moral turpitude offenses are generally disqualifying. No history of drug abuse. Closed to women. **NOTE:** Normal color perception may be waived - see reference (b).									
CTM Cryptologic Technician Maintenance	(a)MK + EI + GS + AR = 223 (b)MK + EI + GS + AR = 222 Minimum MK = 57 Minimum AR = 57	X	X	X	X	SSBI		72	X
CTR Cryptologic Technician Collections	(a)VE + AR = 109 (b)VE + AR = 110	X		X	X	SSBI		30	X
CTT Cryptologic Technician	(a)VE + MK + GS = 162 (b)VE + MK + GS =	X		X	X	SSBI		24	X

Technical	165								
SPECIAL REQUIREMENTS FOR CTM, CTR, and CTT: SSBI originated at NAVCRUITRACOM. The applicant MUST be a U.S. citizen (no waivers) and all immediate family members must be either a U.S. citizen or the citizen of a country on the Low Threat Matrix listed in Intelligence Community Directive 704 (ICD-704). Moral turpitude offense(s) are generally disqualifying. Personal security screening interview will be conducted by a Naval Cyber Forces Command personnel security specialist representative. Former members of the Peace Corps are not eligible. Must be HSG or equivalent (GED, CPT, home study, or other equivalency). If not a diploma graduate, applicant must provide a HS transcript verifying successful completion of the 10th grade.									

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCE	SUB QUAL	MOS OBLI-SERV	US CIT
DC Damage Controlman	VE + AR + MK + AS = 205		X					24	
EA Engineering Aide	(a) AR + 2MK + GS = 207 (b) AR + 2MK + GS = 210							60	
EA SPECIAL REQUIREMENTS: Must have completed 1/2 year of HS or 1/4 semester of college Trigonometry. Minimum grade of "C" required. Course title must be specifically Trigonometry.									
EM Electricians Mate	VE + AR + MK + MC = 210 or AR + MK + EI + GS = 210		X					30	
EN Engineman	VE + AR + MK + AS = 200 or VE + AR + MK + AO = 205			**Note (2)**				24	
EO Equipment Operator	(a) AR + MC + AS = 145 (b) AR + MC + AS = 140		X	**Note (2)**				60	
EO SPECIAL REQUIREMENTS: Must have stereoscopic vision. No driving under the influence of alcohol (DUI) within a 1-year period of attending "A" School. Must hold a valid state driver's license. No major vehicle accidents to include damages to private, state, or Government property in excess of $5,000.00, or hitting a pedestrian.									
ET(SS) Electronic Technician (Submarine)	AR + MK + EI + GS = 222 or VE + AR + MK + MC = 222	X	X	X	X	SSBI	X	60	X
ET(SS) SPECIAL REQUIREMENTS: Must be a volunteer for submarine and meet physical standards per reference (b). No history of drug abuse. Closed to women. Background investigation required.									
FT(SS) Fire Control Technician (Submarine)	AR + MK + EI + GS = 222 or VE + AR + MK + MC = 222	X	X	X	X	SSBI/PRP	X	60	X
FT(SS) SPECIAL REQUIREMENTS: Requires PRP screening per reference (a). Background investigation required. Must volunteer for submarine duty per MILPERSMAN 1306-400 and meet physical standards per reference (b). Moral turpitude offense(s) are generally disqualifying. No history of drug abuse. Closed to women.									
RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCE	SUB QUAL	MOS OBLI-SERV	US CIT

GM Gunners Mate	(a)AR + MK + EI + GS = 205 (b)AR + MK + EI + GS = 204		X	**Note (2)**		X		36	X
GM SPECIAL REQUIREMENTS: No history of drug abuse.									

GSE Gas Turbine Systems Technician (Electrical)	VE + AR + MK + MC = 210 or AR + MK + EI + GS = 210		X					24	
GSM Gas Turbine Systems Technician (Mechanical)	VE + AR + MK + AS = 200 VE + AR + MK + AO = 205		X					24	
HM Hospital Corpsman	VE + MK + GS = 156							36/60	
OBLISERV requirements for HM: Fleet candidates - 36 months upon completion of "A" School; Initial accession into U.S. Navy - 60 months. **HM SPECIAL REQUIREMENTS:** Applicants must be informed that they will be assigned to duties involving direct patient care and clinical services and may be assigned to the Fleet Marine Force (FMF) for duty. Licensed physicians, dentists, nurses or graduates of a medical, dental, or nursing school in any country are not eligible for this rating. No history of drug abuse or commission of offenses involving alcohol, narcotics, or other controlled substances with the exception of experimental or casual use of marijuana. Applicants must be of highest standards as requirements are strictly adhered to before accession into the HM community. Per ref (b) and (g) must be psychologically and physically fit for full duty and World-Wide assignable.									
IT Information Systems Technician	AR + 2MK + GS = 222 or AR + MK + EI + GS = 222		X	**Note (2)**	X	SSBI		24	X
SPECIAL REQUIREMENTS FOR IT: SSBI originated at NAVCRUITRACOM. The applicant MUST be a U.S. citizen (no waivers) and all immediate family members must be either a U.S. citizen or the citizen of a country on the Low Threat Matrix listed in Intelligence Community Directive 704 (ICD-704). Moral turpitude offense(s) are generally disqualifying. Personal security screening interview will be conducted by a Naval Cyber Forces Command special representative. Former members of the Peace Corps are not eligible. Must be HSG or equivalent (GED, CPT, home study, or other equivalency). If not a diploma graduate, applicant must provide a HS transcript verifying successful completion of the 10th grade.									

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCE	SUB QUAL	MOS OBLI-SERV	US CIT
LN Legalman	VE + MK = 105			X	X	X			X
LN SPECIAL REQUIREMENTS: HSDG or equivalent. Must be able to type 40 WPM. Must have no record of conviction by civil court for any offense other than minor traffic offenses. Apply via NAVPERSCOM, Active Enlisted Programs Branch (PERS-811) (**do not** send to NAVPERSCOM, "A" School Management Section (PERS-4010S)). See reference (e) for application procedures and other eligibility requirements.									
LS Logistics Specialist	(a)VE + AR = 102 (b)VE + AR = 103							24	
LS(SS) Storekeeper (Submarine)	AR + MK + EI + GS = 200 or VE + AR + MK +	X	X	X	X	X	X	24	X

	MC = 200								
LS(SS) SPECIAL REQUIREMENTS: Must volunteer for submarine duty per MILPERSMAN 1306-400 and meet physical standards per reference (b). No history of drug abuse. Closed to women. Normal color perception may be waived see reference (b).									
MA Master-at-Arms	(a)WK + AR = 98 Minimum WK = 43 (b)WK + AR = 100 Minimum WK = 43	**Note (1)**	X	X	X	X		36	X
MA SPECIAL REQUIREMENTS: HSDG or equivalent Must have normal depth perception. Must have no record of NJP, court-martial, or civil involvement within the past 36 months (other than minor traffic). No drug, alcohol, or criminal history waivers (waivers at the NRD CO level are disqualifying for the MA rating). Must possess a valid driver's license (not be eligible for a valid license). New accessions must be eligible for a Security Clearance. Conversions (Active Duty Navy or Reserve Navy must possess a Secret clearance or higher (cannot merely be eligible for Secret clearance). PSSQ screening required.									
MC Mass Communication Specialist	VE + AR = 110	X	X		X	X		60	X
MM Machinist's Mate	VE + AR + MK + AS = 200 VE + AR + MK + AO = 205			**Note (2)**				24	
MM(SS) Machinist's Mate (Submarine)	VE + AR + MK + MC = 210	X	X	X	X	X	X	24	X
MM(SS) SPECIAL REQUIREMENTS: Must volunteer for submarine duty per MILPERSMAN 1306-400 and meet physical standards per reference (b). Moral turpitude offenses are generally disqualifying. No history of drug abuse. Closed to women. May require PRP screening.									
MN Mineman	VE + AR + MK + MC = 210 or VE + AR + MK + AS = 210		X			X		30	X
MN SPECIAL REQUIREMENTS: Must be able to pass overseas screening per MILPERSMAN 1300-300.									
MR Machinery Repairman	VE + AR + MK + AS = 205 or VE + AR + MK + MC = 205	**Note (1)**		**Note (2)**				24	
MU Musician	Selection based on personal audition at School of Music Navy Band. Contact MU Detailer for more information.								
NC Navy Counselor	(a)VE + AR = 104 and AR = 51 (b)VE + AR = 105 and AR = 50	Submit request directly to NAVPERSCOM (PERS-811). See MILPERSMAN 1440-020 for more information.							
OS Operations Specialist	AR + 2MK + GS = 210 or VE + MK + CS = 157		X	X	X	X		24	X

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCE	SUB QUAL	MOS OBLI-SERV	US CIT
PR Aircrew Survival Equipmentman	VE + AR + MK + AS = 185 MK + AS + AO = 140	**Note (1)**	X					24/48	
OBLISERV requirements for PR: Fleet candidates - 24 months upon completion of "A" School; Initial accession into U.S. Navy - 48 months. **PR SPECIAL REQUIREMENTS:** Visual acuity must be correctable to 20/20. Oculomotor balance: No obvious Heterotrophia or symptomatic Heterophoria (NOHOSH). Must have normal color perception.									
PS Personnel Specialist	VE + MK = 105 or VE + MK + CS = 157							24	
PS SPECIAL REQUIREMENTS: Have not been convicted or received punishment for any crime incident to larceny or fraud by a court-martial under reference (f), article 15 or by a civilian court within the previous 36 months.									
QM Quartermaster	(a)VE + AR = 96 (b)VE + AR = 97	**Note (1)**	X			X		24	X
RP Religious Program Specialist	VE + MK = 105 or VE + MK + CS = 157				X	X		24	X
SPECIAL REQUIREMENTS FOR RP: RPs manage and execute command religious programs (CRC) that accommodate diverse religious ministry requirements. In their role of facilitating the free exercise of religion, RPs must be able to support chaplains of all faith groups and accommodate the entire CRP. Applicants will be disqualified if they possess evidence contrary to the Navy's highest standards of personal integrity and moral character to include any conviction by military or civilian authorities of a criminal offense or violent crime. Applicants must possess a High School Diploma or GED, a valid driver's license, and have no history of drug or alcohol abuse. Priests, Rabbis, Imams, licensed ministers and ordained clergy are not eligible for the RP rating. Applicants must be informed that they may be combatants serving in Marine Corps Units, both in garrison and the Fleet Marine Force. RPs must complete a favorable interview by a chaplain/RP screening committee.									
SH Ships Serviceman	(a)VE + AR = 95 (b)VE + AR = 96							24	
SH SPECIAL REQUIREMENTS: No conviction for any crime of larceny or fraud within previous 36 months.									
STG Sonar Technician (Surface)	(a)AR + MK + EI + GS = 222 or VE + AR + MK + MC = 222		X	**Note (2)**		PRP		24	X
STS(SS) Sonar Technician (Submarine)	AR + MK + EI + GS = 222 or VE + AR + MK + MC = 222	X	X	**Note (2)**		SSBI	X	30	X
STS(SS) SPECIAL REQUIREMENTS: Minimum auditory requirements: Frequency (hz) 500 1000 Standard (db) 35 30 Must volunteer for submarines and meet physical standards per reference (b). No history of drug abuse. Must volunteer for submarine duty per MILPERSMAN 1306-400 and meet physical standards per reference (b). Closed to women. Normal color perception may be waived. See reference (b).									
SW Steel Worker	(a)AR + MC + AS							60	

	= 145 (b)AR + MC + AS = 140								

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCE	SUB QUAL	MOS OBLI-SERV	US CIT
UT Utilitiesman	(a)AR + MK + EI + GS = 201 (b) AR + MK + EI + GS = 200							60	
YN Yeoman	VE + MK = 105 or VE + MK + CS = 157					X		24	X
YN(SS) Yeoman (Submarine)	AR + MK + EI + GS = 200 or VE + AR + MK + MC = 200	X	X	X	X	SSBI	X	24	X
YN(SS) SPECIAL REQUIREMENTS: Must volunteer for submarines and meet physical standards per reference (b). No history of drug abuse. Must volunteer for submarine duty per MILPERSMAN 1306-400 and meet physical standards per reference (b). Closed to women. Normal color perception may be waived. See reference (b).									

MILPERSMAN 1306-700

EXCHANGES OF DUTY (SWAPS)

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: Toll Free	1-866-U ASK NPC

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoDI 1315.18 of 12 Jan 05

1. **Policy**. There are occasions when reassignment of a member to a specific area would be highly beneficial to the member from a morale standpoint, but not operationally necessary or justifiable in view of the expenditure of Government funds required. Permanent change of station (PCS) transfers of this nature must normally be made on a low-cost or no-cost to the Government basis.

a. Low-cost exchange of duty must meet the costing criteria of a low-cost PCS move set forth in reference (a) (currently $1,000 or less).

b. No-cost exchange of duty must meet the mileage criteria of no more than 30 miles away from Service member's present duty station (geographic location).

c. Exchanges of duty are not authorized for transfers from continental United States (CONUS) to overseas, or vice versa. For personnel stationed overseas , no change of entitlements will occur. Check with the command financial specialists for assistance.

2. **Eligibility Requirements**

a. Complete at least 12 months on board present duty station at the time the exchange of duty actually occurs;

b. Be not in receipt of PCS orders;

c. Be of identical rate and rating, serving in the same type duty classification code, or if present assignment is based on a Navy enlisted classification (NEC) code requirement, the same NEC; and

d. Receive approval by each Service member's commanding officer (CO) and Navy Personnel Command (NAVPERSCOM).

3. **Waivers**. If both COs involved approve of the exchange of duty, detailers and NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013) may authorize waivers of pay grade and or NECs on a case-by-case basis. Refer to the command's Enlisted Distribution Verification Report (EDVR) to verify if specific NECs are required for the billet(s).

4. **Criteria**. Personnel serving on shore duty are eligible for exchange of duty only with personnel serving on shore duty, and those serving on sea duty are eligible for exchange of duty only with those serving on sea duty.

a. Both Service members involved must have sufficient time remaining on their normal shore tour (NST) or prescribed sea tour (PST) to have a minimum of 12 months at the new command.

b. Due to the lengthy qualification time involved with nuclear propulsion plants, nuclear trained personnel are required to have sufficient time remaining to complete a 24-month tour at the receiving command.

c. Submission and approval of a request for exchange of duty will constitute a voluntary extension on sea duty in cases where insufficient time remains on the member's current PST.

d. Exchange of duty requests involving males swapping with females and vice versa must be approved by the NAVPERSCOM Women in Ships Coordinator, (PERS-4013B4H) due to limited female berthing on board some vessels.

e. Travel outside CONUS via air mobility command is not authorized. Fleet commanders may authorize utilization of fleet units for transportation where practicable and feasible.

5. **Procedures**. NAVPERSCOM will provide a database on the BUPERS online Web site https://WWW.BOL.NAVY.MIL. Service members can log on and enter their request or search for possible exchange of

duty. Once an exchange of duty is found, each member desiring the exchange of duty must submit NAVPERS 1306/7 Enlisted Personnel Action Request per MILPERSMAN 1306-112. NAVPERS 1306/7 is available at: http://www.public.navy.mil/BUPERS-NPC/REFERENCE/Pages/default.aspx

a. The following data is necessary to complete an online exchange of duty request:

(1) Rate (and prospective rate if authorized advancement);

(2) Homeport location (geographic location of current duty station);

(3) Three choices for the new location where member wishes to serve;

(4) Primary NEC code and secondary NEC code if required per member's command EDVR. Do not enter NEC(s) if member's billet does not require them, as it can eliminate others from being able to exchange duty with member;

(5) Expiration of active obligated service - year and month; and

(6) Projected rotation date (PRD) - year and month.

b. Exchange of duty information will be deleted from the BUPERS access data base 12 months prior to member's PRD.

6. **Submission of Request for Exchange of Duty**

a. Once a match is found, submit a NAVPERS 1306/7 at least 30 days prior to the desired date of transfer to the appropriate detailer via both COs, info copy to NAVPERSCOM (PERS-4013).

b. Submit requests from non-designated aviation, engineering, and surface professional apprenticeship career tracks (A-PACT, E-PACT, S-PACT) Sailors to NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010).

7. **Forwarding Endorsement on Request for Exchange of Duty**. In the forwarding endorsement, each CO must include the following information:

a. A definite recommendation indicating approval or disapproval. If disapproval is recommended, state reason(s).

b. Any pertinent command-related dates (i.e., scheduled change in homeport, deployment schedules, etc.).

8. **Submission of Expedient Request for Exchange of Duty**

a. In certain instances, the time involved may preclude forwarding exchange of duty requests as delineated above (e.g., deployed units, units facing imminent deployment, and other rare instances where, in the judgment of the CO involved, speed is essential).

b. In these instances, after approval of both COs involved, approval may be obtained from the detailer via message. Allow a minimum of 5 working days for responses.

Exchanges of duty for personnel stationed overseas are only authorized when no change of entitlements will occur. Check with the command financial specialists for assistance.

3. **Waivers**. If both COs involved approve of the exchange of duty, detailers (Assignment Control Authorities (ACA)) and NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013) may authorize waivers of paygrade and/or NECs on a case-by-case basis. Refer to the command's Enlisted Distribution Verification Report (EDVR) to verify if specific NECs are required for the billet(s).

4. **Criteria**. Personnel serving on shore duty are eligible for exchange of duty only with personnel serving on shore duty, and those serving on sea duty are eligible for exchange of duty only with those serving on sea duty.

a. Both servicemembers involved must have sufficient time remaining on their normal shore tour (NST) or prescribed sea tour (PST) to have a minimum of 12 months at the new command.

b. Due to the lengthy qualification time involved with nuclear propulsion plants, nuclear-trained personnel are required to have sufficient time remaining to complete a 24-month tour at the receiving command.

c. Submission and approval of a request for exchange of duty will constitute a voluntary extension on sea duty in cases where insufficient time remains on the member's current PST.

d. Exchange of duty requests involving males swapping with females and vice versa must be approved by the NAVPERSCOM, Women in Ships Coordinator (PERS-402D) due to limited female berthing on board some vessels.

e. Travel outside CONUS via Air Mobility Command is not authorized. Fleet commanders may authorize utilization of fleet units for transportation where practicable and feasible.

5. **Procedures**. NAVPERSCOM will provide a database on the BUPERS Online Web site https://WWW.BOL.NAVY.MIL. Servicemembers can log on and enter their request or search for possible exchange of duty. Once an exchange of duty is found, each member desiring to exchange of duty must submit NAVPERS 1306/7

(Rev. 1-03), Enlisted Personnel Action Request per MILPERSMAN 1306-112.

a. The following data is necessary to complete an online exchange of duty request:

(1) Rate (and prospective rate if authorized advancement).

(2) Homeport location (geographic location of current duty station).

(3) Three choices for the new location where member wishes to serve.

(4) Primary Navy Enlisted Classification (PNEC) code and Secondary Navy Enlisted Classification (SNEC) code if required per member's command's EDVR. Do not enter NEC(s) if member's billet does not require them, as it can eliminate others from being able to exchange duty with member.

(5) Expiration of active obligated service (EAOS) - year and month.

(6) Projected rotation date (PRD) - year and month.

b. Exchange of duty information will be deleted from the BUPERS Access data base 12 months prior to member's PRD.

6. **Submission of Request for Exchange of Duty**

a. Once a match is found, submit a request at least 30 days prior to the desired date of transfer on NAVPERS 1306/7 to the appropriate detailer via both COs, info copy to NAVPERSCOM (PERS-4013).

b. Submit requests from non-designated SN/FN/AN personnel to NAVPERSCOM (PERS-4013).

7. **Forwarding Endorsement on Request for Exchange of Duty**. In the forwarding endorsement, each CO must include the following information:

a. A definite recommendation indicating approval or disapproval. If disapproval is recommended, state reason(s).

b. Any pertinent command-related dates (i.e., scheduled change in homeport, deployment schedules, etc.).

8. **Submission of Expedient Request for Exchange of Duty**

a. In certain instances, the time involved may preclude forwarding exchange of duty requests as delineated above (e.g., deployed units, units facing imminent deployment, and other rare instances where, in the judgment of the CO involved, speed is essential).

b. In these instances, after approval of both COs involved, approval may be obtained from the ACA, detailer, or NAVPERSCOM via message. Allow a minimum of 5 working days for responses.

MILPERSMAN 1300-800

TRANSFER OF PERSONNEL TO OPERATIONAL DUTY (OPERATIONAL SCREENING)

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: DSN COM FAX	 882-3523 (901) 874-3523 882-2647

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUMEDINST 1300.2A (b) NAVMED P-117, Manual of the Medical Department (c) SECNAVINST 1850.4E (d) SECNAVINST 5300.30C

1. **Purpose**. To establish the requirement for commanding officers to perform an operational screening after a member in their command receives permanent change of station (PCS) orders to operational duty.

2. **Policy**. Operational screening determines suitability of Sailors transferring to Type 2, 3, and 4 duty. For Sailors transferring to Remote/Isolated Duty or Overseas Duty (Type 6), refer to MILPERSMAN 1300-300 for applicable screening procedures.

a. The responsibility for operational screening lies with the Sailor’s parent command. Screening Military Treatment Facility (MTF) responsibilities are outlined in references (a) and (b). Parent commands will ensure operational screenings are completed within the timelines in paragraph 3.

b. For Sailors transferring to an operational command within their first year of active duty, the Navy’s entrance physical examination will be considered to satisfy the requirements of an operational screening.

c. An operational screening must be completed no later than 30 days after a Sailor is under orders to operational duty.

d. For Sailors who have been disqualified from any program (e.g., submarine, nuclear, air crew duty) due to medical limitations and are requesting conversion, an operational screening must be completed prior to any conversion request being considered. Ensure submarine disqualification or medical waiver process has been completed prior to submission of the operational screening report.

3. **Reporting Requirements**. For personnel found able to return to duty (RTD) after temporary limited duty (TLD) or “Fit for Continued Naval Service” by the Physical Evaluation Board (PEB), responsibilities are outlined in MILPERSMAN 1300-801.

a. For medical limitations identified during operational screening, contact the gaining command and Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40BB/applicable detailer) for acceptance per this article and reference (a).

b. If a delay in operational screening is anticipated, notify the gaining command and NAVPERSCOM (PERS-40BB) utilizing Exhibit 1, with a "status pending" message, stating the reason for delay and anticipated completion date.

c. For Sailors found **Suitable**: The transferring command will document suitability screening using Exhibit 2 and attach to transfer package.

d. For Sailors found **Unsuitable**:

(1) The transferring command will notify the gaining command and NAVPERSCOM (PERS-40BB) using Exhibit 3.

(2) Ensure report of unsuitability contains the following:

(a) Detailed reason(s) for the finding to include ICD-9 code(s).

(b) Recommendations from the screening MTF regarding medical limitations, prognosis, and indicated administrative actions (e.g., placement on TLD, referral to PEB).

(c) Recommendation from the commanding officer.

(3) Commands with officers who are found unsuitable for operational duty will send an operational unsuitability message to their respective detailer.

4. **NAVPERSCOM Action**. Upon receipt of an unsuitable for operational duty message, NAVPERSCOM (PERS-40BB) will place the 0090 (Not Operationally Suitable) Navy Enlisted Classification (NEC) code in the Sailor's Enlisted Master File (EMF).

a. **For enlisted Sailors**, disposition recommendations will come from the respective detailer and enlisted community manager (ECM). NAVPERSCOM, Disability/ Retirements/Limited Duty (LIMDU) Branch (PERS-821), Medical Liaison Officer will coordinate with Bureau of Medicine and Surgery (BUMED), force medical officers, ship medical officers, and overseas MTFs as required for those cases where assignment determinations for different type platforms cannot be readily made.

b. **For officers**, recommendations will come from the respective detailer, placement officer, and officer community manager. NAVPERSCOM (PERS-821) Medical Liaison Officer will coordinate with BUMED, force medical officers, ship medical officers, and overseas MTFs as required for those cases where assignment determinations for different type platforms cannot be readily made.

c. **For both officers and enlisted**, one of the following actions will result if the Sailor is not placed on TLD or referred to PEB:

(1) If a prospective gaining command with medical capabilities appropriate for supporting the Sailor's limitations can be identified, assignment orders will be issued.

(2) If a valid requirement exists at the current command, retain the member until expiration of active obligated service (EAOS) or minimum service requirement (MSR), unless needs of the Navy dictate otherwise.

(3) **For enlisted Sailors only**, one of the following additional actions may result:

(a) As dictated by needs of the Navy, an enlisted Sailor may be allowed to extend/reenlist provided the Sailor can be detailed per MCA priorities. This is different from the first option in that it allows Sailors who are unsuitable for some operational jobs to go to other hard-to-fill jobs.

(b) The Sailor will be instructed to contact his/her command career counselor (CCC) regarding submission of a conversion package to NAVPERSCOM, Active/Reserve Enlisted Career Program Division (PERS-81). COs and CCCs should be aware that most Navy ratings require a Sailor to be world-wide assignable and if the Sailor has been found to be operationally unsuitable, the request for conversion may be disapproved.

(c) If none of the above options apply, the enlisted Sailor's command will be directed to initiate administrative separation (ADSEP) processing per MILPERSMAN 1910-120 by reason of "not worldwide assignable."

5. **Administrative Separation (ADSEP)**

a. Sailors administratively separated by reason of being "not world-wide assignable" per MILPERSMAN 1910-120 **must not** have a disability as defined in reference (c).

b. Sailors who are awaiting PEB findings will not be administratively separated until conclusion of the PEB process.

c. If an administrative board is required prior to a separation determination, the administrative board may not disregard or change the diagnosis of a medical officer. Sailors can introduce evidence as to the impact that such diagnosis may have on their potential for productive future naval service.

6. **Human Immunodeficiency Virus (HIV) Personnel**. Personnel enrolled in the HIV program are governed under reference (d) and are not included in this article.

EXHIBIT 1

OPERATIONAL SCREENING STATUS REPORT

(Use proper message format containing the following:)

FM Transferring Command
TO COMNAVPERSCOM MILLINGTON TN//PERS-40BB/APPLICABLE DETAILER (for enlisted personnel)/APPLICABLE OFFICER DETAILER FOR OFFICERS//
INFO GAINING COMMAND (IF APPLICABLE)
BUMED WASHINGTON DC//M3F//
BT
UNCLAS // N01300//
MSGID/GENADMIN//
SUBJ/OPERATIONAL SCREENING STATUS REPORT ICO RANK/RATE, NAME, SSN (XXX-XX-1234, LAST FOUR DIGITS)//
REF/A/DOC/BUPERS/DMY//
REF/B/DOC/BUMED/DMY//
REF/C/RMG/BUPERS ORDER/DTG//
NARR/REF A IS MILPERSMAN 1300-800 OPERATIONAL SCREENING PROCESS. REF B IS BUMEDINST 1300.2A. REF C IS ORDER XXXX//
POC/NAME/RANK/UNIT IDENTIFIER/TEL:DSN/COMM/EMAIL IF APPLICABLE//
RMKS/1. ORIG UNABLE TO COMPLETE OPERATIONAL SCREENING PER REFS A THRU C WITHIN THE 30-DAY TIME PERIOD.
2. REASON FOR DELAY:
3. ANTICIPATED COMPLETION DATE:
4. ADDITIONAL INFO FROM MTF (IF ANY):
5. PROVIDER’S NAME, RANK, TELEPHONE NUMBER, AND E-MAIL ADDRESS.
6. COMMANDING OFFICER’S COMMENTS:
BT

EXHIBIT 2

OPERATIONAL SUITABILITY REPORT

(Attach the following statement to transfer package)

(DATE) SUITABILITY FOR OPERATIONAL DUTY

1. Operational screening per BUPERS Order XXXX completed. Member is fully suitable for operational duty.

2. Reason for screening: Orders to Type 2/operational duty.

U. R. SEAWORTHY
By direction

(**DATE**): I hereby acknowledge the above entry and that I am fully suitable for operational duty.

_____
(Sailor's Signature)

EXHIBIT 3

OPERATIONAL UNSUITABILITY REPORT

(Use proper message format containing the following:)

FM Transferring Command
TO COMNAVPERSCOM MILLINGTON TN//PERS-40BB/APPLICABLE DETAILER (for enlisted personnel)/APPLICABLE OFFICER DETAILER **ONLY** FOR OFFICERS//
INFO GAINING COMMAND (IF APPLICABLE)
BUMED WASHINGTON DC//M3F//
BT
UNCLAS // N01300//
MSGID/GENADMIN//
SUBJ/UNSUITABILITY FOR OPERATIONAL DUTY ICO RANK/RATE, NAME, SSN (XXX-XX-1234, LAST FOUR DIGITS)//
REF/A/DOC/BUPERS/DMY//
REF/B/DOC/BUMED/DMY//
REF/C/RMG/BUPERS ORDER/DTG//
NARR/REF A IS MILPERSMAN 1300-800 OPERATIONAL SCREENING PROCESS. REF B IS BUMEDINST 1300.2. REF C IS BUPERS ORDER XXXX//
POC/NAME/RANK/UNIT IDENTIFIER/TEL:DSN/COMM/EMAIL IF APPLICABLE//
RMKS/1. OPERATIONAL SCREENING PER REFS A THRU C COMPLETED. MEMBER IS UNSUITABLE FOR (LIST SPECIFIC UIC/BILLET).
2. REASON FOR SCREENING: ORDERS TO TYPE 2/OPERATIONAL DUTY.
3. REASON FOR UNSUITABILITY: (MEDICAL OFFICER'S DIAGNOSIS. UTILIZE ICD-9 CODES WHEN APPLICABLE.)
4. ADDITIONAL INFO FROM MTF (PER REF B):
A. SPECIFIC LIMITATIONS.
B. PROGNOSIS FOR IMPROVEMENT.
C. LIMDU / PEB.
D. PROVIDER’S NAME, RANK, TELEPHONE NUMBER AND E-MAIL ADDRESS.
5. COMMANDING OFFICER’S RECOMMENDATION://
BT

MILPERSMAN 1306-801

ENLISTED ASSIGNMENT SCREENING

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: DSN	882-3523 (901 874-3523 882-2647

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1300.15A (b) BUMEDINST 1300.2A (c) NAVMED P-117, Manual of the Medical Department (d) SECNAV memo, Administrative Separation Policy Guidance of 15 Apr 11 (e) SECNAVINST 1850.4E (f) SECNAVINST 5300.30E

1. **Purpose**. To establish a requirement to perform an assignment screening for enlisted members being returned to duty following temporary limited duty (TLD) or being found “fit for continued naval service” by the physical evaluation board (PEB). For members with permanent change of station orders to a Type 2 operational command refer to MILPERSMAN 1300-800.

2. **Policy**. Assignment screening determines whether a member is **worldwide assignable** or **not worldwide assignable**. Reference (a) governs the Navy’s military personnel assignment policy.

a. Responsibility for assignment screening lies with the member’s parent command. Screening military treatment facility (MTF) responsibilities are outlined in references (b) and (c). Parent command will ensure members follow the guidelines of this article and complete assignment screening within the timeline established in paragraph 3. Failure of members to comply may result in disciplinary action.

b. An assignment screening must be completed no later than 15 days after a member is:

(1) Found able to return to duty (RTD) at the conclusion of TLD;

(2) Found “fit for continued naval service” by the PEB; or

(3) When directed by Navy Personnel Command (NAVPERSCOM) due to unresolved limited duty (LIMDU) (accounting category code (ACC) 105) situations.

c. An assignment screening should not be completed prior to a member being returned to duty or found fit for continued naval service by the PEB.

d. For members completing a period of LIMDU and or having been disqualified from any program (e.g., submarine, nuclear, air crew duty) due to medical limitations who are requesting conversion, an assignment screening must be completed prior to any conversion request being considered.

Note: Ensure submarine disqualification or medical waiver process has been completed prior to submission of the assignment screening report.

3. **Reporting Requirements**. The assignment screening process and report will be completed within 15 days of being found either RTD or “fit for continued naval service.” The MTF will either classify a member as **worldwide assignable** or **not worldwide assignable**.

a. For all members whom an assignment screening is conducted, the parent command will forward the screening report to the servicing Personnel Support Detachment (PERSUPP DET) upon receipt. Servicing PERSUPP DET will submit a class “YJ” availability report within 24 hours.

b. For members found **not worldwide assignable**:

(1) The member’s parent command will notify the Special Assistant to Director, Enlisted Distribution Division, NAVPERSCOM (PERS-40BB) and the applicable detailer as an information addressee for rated personnel using Exhibit 1. For non-rated personnel, ensure NAVPERSCOM, Shore Special Programs Branch (PERS-4010) is an information addressee.

(2) Ensure not worldwide assignable message contains the following:

(a) Detailed reason(s) for the finding to include ICD-9 code(s), prognosis for improvement, and specific limitations.

(b) Commanding officer's (CO's) recommendation on member's performance and possible administrative actions.

4. **NAVPERSCOM Action**. Upon receipt of the not worldwide assignable message, NAVPERSCOM (PERS-40BB) will place the 0090 (not operationally suitable) Navy enlisted classification (NEC) code in the member's enlisted master file and conduct a thorough review of each case.

a. Disposition recommendations will come from the respective detailer and enlisted community manager. NAVPERSCOM Management/Program Analyst/Operational Screening (PERS-40MM) will liaise with the NAVPERSCOM, Medical Programs Division (PERS-82) to coordinate with Bureau of Medicine and Surgery (BUMED), force medical officers, ship medical officers, and overseas MTFs (as required) for those cases in which assignment determinations for different type platforms cannot be readily made.

b. One of the following actions will result:

(1) If a prospective gaining command with medical capabilities appropriate for supporting member's limitations can be identified and agreed upon between NAVPERSCOM and the gaining command, orders will be issued.

(2) For members with 18 or more years of active service, detailing will be governed by earliest retirement opportunity and needs of the Navy.

c. One of the following additional actions may result:

(1) As dictated by needs of the Navy, an enlisted member may be allowed to extend or reenlist, provided member can be detailed per manning control authority priorities. This is different from the first option in that it allows members unsuitable for some operational jobs to go to a variety of other hard-to-fill jobs or they may carry the necessary skills (i.e., a critical NEC) that are in short supply. An opportunity to reenlist and fill a critical billet may fit needs of the Navy as well as those of the member. A request to reenlist (message) will be sent to BUPERS (BUPERS-32) for approval for those

members who fall under this category as determined by NAVPERSCOM.

(2) Member will be instructed to contact the command career counselor (CCC) regarding submission of a conversion package to NAVPERSCOM, Enlisted Career Progression Branch (PERS-81). COs and CCCs should be aware that most Navy ratings require a member to be worldwide assignable, and if the member has been found to be not worldwide assignable, his or her request for conversion may be disapproved.

(3) If none of the above options apply to Sailors being returned to duty from temporary limited duty in a not worldwide assignable status and a PEB is not warranted, the enlisted member's command may be directed via naval message to initiate administrative separation (ADSEP) processing per MILPERSMAN 1910-120 by reason of "not worldwide assignable."

(4) Sailors found fit for continued naval service by the PEB, and found not worldwide assignable after completing a medical assignment screening, will not be involuntarily separated per reference (d). Sailors' eligibility for reenlistment is established in MILPERSMAN 1160-030.

5. **ADSEP:**

a. Members administratively separated by reason of being found not worldwide assignable, per MILPERSMAN 1910-120, **must not** have a disability as defined per reference (e).

b. If an administrative board is required prior to a separation determination (see MILPERSMAN 1910-500 series), the administrative board may not disregard or change the approved diagnosis of a medical officer. Members can introduce evidence as to the impact that such diagnosis may have on their potential for productive future naval service.

6. **Human Immunodeficiency Virus (HIV) Personnel**. Personnel enrolled in the HIV Program are governed per reference (f) and are not included in this article.

EXHIBIT 1

ASSIGNMENT LIMITED REPORT

(Use proper message format containing the following)

```
FM Parent Command
TO COMNAVPERSCOM MILLINGTON TN//PERS-40BB//
INFO COMNAVPERSCOM MILLINGTON TN//APPLICABLE DETAILER (FOR RATED
PERSONNEL)/PERS-4010 (FOR NON-RATE PERSONNEL)//
GAINING COMMAND (IF APPLICABLE)
BUMED WASHINGTON DC//M3F//
BT
UNCLAS // N01300//
MSGID/GENADMIN//
SUBJ/ NOT WORLDWIDE ASSIGNABLE REPORT ICO FULL NAME, RATE//
REF/A/DOC/BUPERS/DDMMMYY//
REF/B/DOC/BUMED/DDMMMYY//
NARR/REF A IS MILPERSMAN 1306-801 ASSIGNMENT SCREENING.
REF B IS BUMEDINST 1300.2.//
POC/NAME/RANK/UNIT IDENTIFIER/TEL:DSN/COMM/EMAIL IF APPLICABLE//
RMKS/1.  ASSIGNMENT SCREENING PER REFS A AND B COMPLETED.
MEMBER IS NOT WORLDWIDE ASSIGNABLE.
2.  REASON FOR SCREENING:
A.  FOUND RTD AT CONCLUSION OF TLD.
B.  FOUND "FIT FOR CONTINUED NAVAL SERVICE" BY PEB.
3.  REASON FOR ASSIGNMENT LIMITATIONS:  (MEDICAL OFFICER'S
DIAGNOSIS.  UTILIZE ICD-9 CODES WHEN APPLICABLE.)
4.  ADDITIONAL INFO FROM MTF (PER REF B):
A.  SPECIFIC LIMITATIONS:
B.  PROGNOSIS FOR IMPROVEMENT:
C.  PROVIDER’S NAME, RANK, TELEPHONE NUMBER, AND E-MAIL ADDRESS.
5.  COMMANDING OFFICER’S RECOMMENDATION://
BT
```

MILPERSMAN 1306-802

SURFACE SHIPS UNDERGOING CONSTRUCTION/CONVERSION

Responsible Office	NAVPERSCOM (PERS-402D)	Phone:	DSN	882-2337
			COM	(901) 874-2337
			FAX	882-2649
	NAVPERSCOM (PERS-4013)		DSN	882-4987
			COM	(901) 874-4987
			FAX	882-2734

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Chapters 4 and 5 (b) OPNAVINST 6110.1H (c) OPNAVINST 4650.17

1. **Policy**. Personnel assigned to all new construction surface ships will first report to the ship's Pre-Commissioning Unit (PRECOMMUNIT), located at either Fleet Training Center (FTC) Norfolk, VA, or FTC San Diego, CA, depending on the ship's prospective homeport. After a two-month training period, most personnel will report to their respective shipyard.

2. **Entitlements**

a. **Personnel Ordered "For Duty In Connection With Fitting Out" (DUTY CFO)(ACC-106)**. A member ordered to either the PRECOMMUNIT or to the shipyard for a period in excess of 6 months will report DUTYCFO. This will entitle the member to move family members/household goods to that location.

(1) Approximately 4 months prior to the ship being placed "In Service," a second set of Permanent Change of Station (PCS) orders will be issued entitling the member to move family members/household goods to the ship's homeport.

(2) Members will receive sea duty credit for the time served in ACC 106, up to a maximum of 12 months.

(3) Members ordered FORDUCFO are **not** entitled to Per Diem.

(4) For specific entitlement information, consult chapter 5, part B of reference (a).

b. **Personnel Ordered For "Temporary Duty In Connection With Fitting Out" (TEMDU CFO)(ACC-352)**. Personnel who are assigned to the PRECOMMUNIT for less than 6 months prior to the ship's placement "In Service" will report to that site TEMDU CFO.

(1) Personnel who report TEMDU CFO may be authorized to draw Per Diem. The authorization for per diem will cease when the member reports to an activity for duty.

(2) Personnel who report TEMDU CFO are only authorized to move family members/household goods to the post-commissioning homeport of the activity where they are reporting for duty, if prior to the promulgation date.

(3) Members will not receive any sea duty credit for the time served in ACC 352.

(4) Members will not be entitled to move family members/household goods to the ship's prospective homeport until CNO makes the official homeport announcement.

(5) For more specific entitlement information, consult chapter 4, part C of reference (a).

3. **Qualifications for Assignment**. The Pre-commissioning period of a unit undergoing new construction/conversion is a fast paced, demanding period that requires the highest level of performance from each individual assigned.

a. This period requires intensive effort to establish the administrative and training readiness of the unit for future operations. Additionally, the PRECOMMUNIT is not equipped to handle excessive personnel-related administrative burdens. In view of this, all personnel ordered to duty on new construction surface ships must meet the following minimum standards:

(1) No prior conviction by courts-martial.

(2) No non-judicial punishments (NJP) or civil violations, other than minor traffic offenses, for the past 12 months.

(3) Is member currently within height, weight or body fat standards, and has member passed the most recent regularly scheduled Physical Fitness Assessment (PFA) per reference (b).

(4) No indebtedness problems of a serious or chronic nature.

(5) No history of serious physical or mental health problems of a probable or recurrent nature.

(6) No evidence of drug abuse in the past 12 months. Pre-service drug experimentation is not a disqualifying factor.

(7) No alcohol related incidents in the past 12 months.

(8) Must be a U.S. citizen if assigned to a nuclear powered ship. The following rates are allowed to be assigned to a nuclear aircraft carrier without being a U.S. citizen: ABE, ABH, AD, AM, AME, AS, AF, CS, PR, and PS. Non-U.S. citizens shall not have access to Naval Nuclear Propulsion Information (NNPI) and nuclear propulsion plant spaces.

(9) Performance marks of at least 3.0 on all traits, been recommended for retention and receive promotable or higher recommendation for the previous 24 months.

(10) Member must be able to complete obligated service (OBLISERV) requirements for current or prospective paygrade prior to High Year Tenure. Waivers to High Year Tenure must be approved prior to issuance of orders/authorization to transition.

4. **Volunteering for Assignment to Ships Under Construction**. Personnel desiring to volunteer for assignment to ships under construction should contact their respective rating detailers regarding new construction billet availability and to obtain further guidance on requesting new construction duty.

a. **Nuclear Power Trained Personnel**. Except for a small number for prototype graduates ordered directly to new construction duty, nuclear power trained personnel must complete at least 12 months in an operational nuclear power billet prior to being assigned to new construction duty. Members who are sea experienced must be qualified for those watch stations that are commensurate with their rate and NEC.

b. **Previous Benefits**. Members awaiting Selected Training and Retention (STAR)/reenlistment assignment benefits must indicate in writing that they are willing to waive or delay such assignment benefits until they have completed a 24 month OBLISERV requirement after ship's placement "In Service." OBLISERV requirements associated with a particular benefit must be met when the individual ultimately resubmits a request for the benefits, which were previously guaranteed as a STAR/other reenlistment incentive.

c. **Commanding Officer (CO) Endorsement**. COs are required to make comments concerning the member's suitability for assignment utilizing the criteria set forth in paragraph 3. Additionally, COs are requested to provide the following information regarding the member:

(1) Extent of watch qualifications attained.

(2) Special Training (service school attended and completion date of each).

(3) Agreement to incur sufficient OBLISERV, if applicable.

(4) Security clearance.

(5) Whether STAR/other reenlistment benefits are pending, and whether the member is willing to waive or defer it, if applicable.

(6) For nuclear power trained personnel, include certified copies of last two NAVPERS 1616/26 (7-95), Evaluation Report and Counseling Record.

5. **Suitability Determination and Reporting Requirements**. The transferring command will determine suitability/unsuitability for assignment to new construction duty within 15 days of receipt of the assignment directive, and submit a report of suitability/unsuitability to Navy Personnel Command (NAVPERSCOM), Sea Special Programs/Surface New Construction/Sea Placement Branch (PERS-402D) for rated personnel and NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013) for undesignated personnel.

a. Determination of suitability/unsuitability will be based on the criteria identified in paragraph 3 and will include a review of service and medical records.

b. If a member fails to meet any of the minimum standards that are outlined in paragraph 3, submit a report of unsuitability to NAVPERSCOM (PERS-402D)/(PERS-4013) specifying the disqualifying factors and hold the assignment directive in abeyance pending direction.

c. Should circumstances following an initial finding of suitability later make member unsuitable for assignment, submit a report of unsuitability as soon as possible. (**Note**: Transfer evaluation marks below the minimum standards identified in

paragraph 5 are disqualifying and a report of unsuitability is required.)

d. Use of MILPERSMAN 1306-800 Exhibit 1, New Construction Screening Form is required.

6. **Waivers**. If a member fails to meet the minimum requirements, a waiver for disqualifying criteria may be requested from NAVPERSCOM (PERS-402D)/PERS-4013) as appropriate if recommended by the transferring command Commanding Officer. NAVPERSCOM retains final waiver approval.

7. **Personnel Stability**. Members who have completed their Prescribed Sea Tour (PST) will only be considered for assignment to ships under construction if they indicate their volunteer status in writing, or in response to a request submitted to NAVPERSCOM (PERS-402D) and have approval granted to extend at sea for the additional time required to meet the required OBLISERVE.

a. **OBLISERV Requirements**. Personnel assigned to ships under construction/conversion will be required to incur sufficient OBLISERV to complete a minimum of 24 months on board after ship's placement "In Service" or minimum DoD Area Tour for those units assigned overseas. A slippage in the date will **not** incur additional OBLISERV.

(1) Requests for transfer to Fleet Reserve will not be favorably endorsed for effective dates prior to 24 months after ship's placement "In Service."

(2) Must possess required OBLISERV appropriate for the length of training as per MILPERSMAN 1306-604.

(3) Must possess required OBLISERV prior to execution of orders per MILPERSMAN 1306-106.

b. **Assigning PRDs**. In all cases PRDs will be assigned for not less than 24 months from the date of ship's placement "In Service," additionally:

(1) For personnel without prior sea duty, PRDs are assigned:

(a) To PST for members on second or subsequent enlistment.

(b) To PST for members on first enlistment.

(2) For personnel with prior sea duty, PRDs are assigned to PST, but not less than 24 months after ship's placement "In Service."

8. **Permanent Change of Station (PCS) Orders to Ships Under Construction at Civilian Shipbuilding Companies or Yards**. A PRECOMMUNIT for each ship under construction at a civilian shipbuilding company or yard has been established with its assigned location the same as the civilian shipbuilding company or yard.

a. These units allow processing of electronic PCS orders for members assigned to, and detached from, DUTY CFO or TEMDU CFO at the ships construction site.

b. Reporting and detaching procedures for PCS orders to ships under construction are provided in Exhibit 1 of this article.

EXHIBIT 1

REPORTING AND DETACHING PROCEDURES FOR PCS ORDERS TO SHIPS UNDER CONSTRUCTION

1. DUTY CFO (6 MONTHS OR MORE)

a. Two (2) sets of PCS orders will be issued by NAVPERSCOM when it is determined by the detailer that the delivery date of the vessel will be 6 months or more from the member's EDA at the ship's PRECOMMUNIT based on the Current Ships Phasing Plan (CSPP).

b. The following procedures apply:

(1) Member's first PCS orders will be to the ship's PRECOMMUNIT, located at the construction/conversion site. Upon arrival the member will report to the appropriate reporting senior for "DUTY CFO AT (shipbuilding company/yard)." No per diem entitlements exist. PCS entitlements are to the PRECOMMUNIT's assigned permanent duty station (PDS). Members assigned to DUTY CFO (ACC: 106) may be entitled to transportation costs from ship's construction site to the assigned initial homeport (if different than the construction site) or to where the family members are residing per reference (a), para. U7115-B.

(2) Member's second PCS orders will be issued upon release of the CNO message assigning the initial homeport for the vessel. The UIC of the PRECOMMUNIT will be activated and assigned the area city code (ATC) as of the date of the CNO message. The orders will include the following Personnel Text (PTEXT) (P62038):

“ON _____ CNO ASSIGNED (city, state/country) AS THE HOMEPORT FOR (vessel’s name and hull number) EFFECTIVE UPON COMMISSIONING. A COPY OF THIS MODIFICATION MUST BE IMMEDIATELY DELIVERED TO THE PERSONAL PROPERTY TRANSPORTATION OFFICE ARRANGING SHIPMENT OF HOUSEHOLD GOODS; ALSO TO THE NAVY PASSENGER TRANSPORTATION OFFICE ARRANGING DEPENDENT TRAVEL.”

c. These orders will detach the member from "DUTY CFO" (ACC-106) with the PRECOMMUNIT and direct the member to report to the vessel for duty (ACC-100) on board when placed "IN SERVICE." No per diem entitlements exist. PCS entitlements are to the homeport as assigned by the CNO, or designated place if assigned to unusual arduous sea duty under reference (a), para. 5222-d and

reference (c). These orders to sea duty meet DoD Time on Station exemption and no waiver is required.

2. TEMDU CFO (LESS THAN 6 MONTHS)

a. Members will be issued one (1) PCS order by NAVPERSCOM when it is determined by the detailer that the delivery date of the vessel will be less than 6 months from the member's EDA at the ship's PRECOMMUNIT based on the CSPP.

b. When orders are issued **after** the CNO message has been released assigning the ship's initial homeport, the member will be ordered to report to the PRECOMMUNIT UIC (intermediate activity) for "TEMDU CFO (ACC-352) AT (shipbuilding company or yard.)" Upon detachment from TEMDU CFO the member will be "DUTY (ACC-100) ON BOARD WHEN PLACED IN SERVICE." The orders will include the following PTEXT (P62038):

"ON _____ CNO ASSIGNED (city, state/country) AS THE HOMEPORT FOR (vessel's name and hull number) EFFECTIVE UPON COMMISSIONING. A COPY OF THIS MODIFICATION MUST BE IMMEDIATELY DELIVERED TO THE PERSONAL PROPERTY TRANSPORTATION OFFICE ARRANGING SHIPMENT OF HOUSEHOLD GOODS; ALSO TO THE NAVY PASSENGER TRANSPORTATION OFFICE ARRANGING DEPENDENT TRAVEL."

c. Per Diem cost will incur if the initial homeport of the vessel is not the same as the construction site. If the initial homeport and the construction site are the same, per diem stops as soon as permanent quarters are occupied, or on the date the member's assignment is changed from TEMDU CFO (ACC-352) to DUTY (ACC-100), per reference (a), para. U4105-A. Also see reference (a), para. U4102-G. PCS entitlements are to the vessel's initial homeport as assigned by CNO, or to designated place if assigned to unusual arduous sea duty under reference (a), para. U5222-D and reference (c).

d. If the member occupies permanent quarters in anticipation of the construction site and the homeport being the same, per diem ceases when the homeport is assigned and it is the same as the construction site. Entitlements to dependents' transportation are not to exceed the cost of that from the old permanent duty station to the initial homeport unless the vessel will be designated unusually arduous sea duty when commissioned. TEMDU CFO is not considered indeterminate temporary duty under purview of reference (a), chapter 4, part G.

3. **ORDERS TO A VESSEL REMAINING AT THE CONSTRUCTION SITE FOR 6 MONTHS OR MORE AFTER COMMISSIONING (FOR POST COMMISSIONING WORK) AND CNO ASSIGNS THAT SAME SITE AS SHIP'S INITIAL HOMEPORT**.

a. Procedures for assigning members to TEMDU CFO (ACC-352) or DUTY CFO (ACC-106) are same as previously specified.

b. In PCS orders detaching member from DUTY CFO (ACC-106) and directing them to report for DUTY (ACC-100) and the initial homeport assignment location is the same as the PRECOMMUNIT (construction site) no PCS entitlements should incur. However, in some situations they may incur, depending upon decisions made by the member (regarding transportation of family members/household goods) under previous PCS orders to DUTY CFO (ACC-106). These orders to sea duty meet DoD TOS exemption and no waiver is required.

c. In orders where member is directed, upon completion of TEMDU CFO (ACC-352), to report for DUTY (ACC-100) on board when placed in service, PCS entitlements, if any, are from the old permanent duty station to the initial homeport (same as the PRECOMMUNIT UIC location/construction site). Again, once the member occupies permanent quarters, or on the date the member's assignment is changed from TEMDU CFO (ACC-352), OR TAD, to DUTY (ACC-100) entitlements to Per Diem stop per reference (a), para. U4105-A

d. 6 months prior to completion of the post-commissioning work, CNO promulgates a homeport "change" from first (initial) homeport (same as construction site) to the ultimate homeport. When appropriate, members on board will receive a homeport change certificate, which entitles them to a PCS move from the initial homeport (construction site) to the new homeport.

4. **PROCEDURES IN CONNECTION WITH SHIP DELIVERY SLIPPAGES**

a. All personnel ordered to TEMDU (ACC-352) in connection with precommissioning training at FTCs, or TEMDU CFO (ACC-352) with the PRECOMMUNIT at the construction site, are so ordered with the understanding that "no period of TEMDU at any one location, from the best information available at the time orders are written, is anticipated to be in excess of 6 months." When it is officially determined by appropriate authority that a slippage in ship delivery of the vessel will occur, NAVPERSCOM will be notified by the Program Office.

b. To ensure that per diem payments to members assigned to TEMDU (ACC-352) at FTCs, or TEMDU CFO (ACC-352) are not suddenly

terminated, NAVPERSCOM or CO, PRECOMMUNIT/PCO, will be responsible for the following procedures:

(1) Additional Period "Exceeds" 6 Months. When slippage occurs after personnel have reported for TEMDU (ACC-352) Pre-commissioning training at FTCs, or TEMDU CFO (ACC-352) with PRECOMMUNIT at the construction site, and the remaining time from the date the determination is made until the new projected commissioning date will exceed 6 months. NAVPERSCOM (PERS-402D) and (PERS-4013) for non-designated enlisted personnel, will issue appropriate order modifications changing the member's status at:

(a) **FTCs**: Status from TEMDU (ACC-352) Pre-commissioning training to DUTY (ACC-106) commissioning training; or

(b) **PRECOMMUNITS**: From TEMDU CFO (ACC-352) to DUTY (ACC-106)

(c) **FTCs and PRECOMMUNITS**: disband the precommissioning detail in the case of extreme (greater than 6 months) slippage of ship's delivery date.

(2) Additional Period is "Less" Than 6 Months. When slippage occurs after personnel have reported to Fleet Training Centers for TEMDU (ACC-352) Pre-commissioning training, or PRECOMMUNITS for TEMDU CFO (ACC-352) and the remaining period of time until the vessel's commissioning, or placement in service (for USNS ships), date is less than 6 months, the following procedures will apply for:

(a) **FTCs**: NAVPERSCOM (PERS-402D) and (PERS-4013) for non-rated/designated enlisted personnel, will issue appropriate order modifications. These modifications will either change the member's status from TEMDU (ACC-352) Pre-commissioning training to DUTY (ACC-100) Pre-commissioning training, or extend present period of TEMDU (ACC-352) Pre-commissioning training for an additional period (not to exceed 6 months from date of NAVPERSCOM or EPMAC order modification).

(b) **PRECOMMUNITS**: the PCO of the vessel under construction is authorized, under MILPERSMAN 1320-030 to modify NAVPERSCOM or EMPAC orders of military personnel under their command to extend their present period of TEMDU CFO (ACC-352). The modification will be an endorsement to member's orders to extend their present period of TEMDU CFO for an additional period not to exceed 6 months from date of endorsement. The endorsement will include:

1. Date the TEMDU CFO is extended;

2. Reason for such extension;

3. New estimated date of completion of TEMDU CFO (which cannot exceed 6 months (or 180 days) from the date the TEMDU CFO is extended); and

4. Copies of endorsement modification(s) will be forwarded to: NAVPERSCOM (PERS-402D) or (PERS-4013) for all non-rated/designated enlisted personnel. NAVPERSCOM will use these copies to "manually" update the member's master record/file accordingly.

c. In order to account and protect payments of per diem, orders which specify any kind of TEMDU (including CFO) followed by the words "FOR APPROXIMATELY ____ DAYS" must be modified to reflect any additional, or expanded period of assignment. This is not necessary for relatively insignificant extensions of 7 days or less when the period of TEMDU or TEMDUINS is more than 30 days, or 3 days or less when the period of TEMDU or TEMDUINS is less than 30 days.

d. If any additional slippage of commissioning, or placement in service of USNS ships date occurs, appropriate action(s) outlined above will again be required.

MILPERSMAN 1306-803

SPECIAL PROCEDURES FOR NEWLY ESTABLISHED/ RECOMMISSIONED NAVAL CONSTRUCTION FORCE (NCF) UNITS

Responsible Office	NAVPERSCOM (PERS-401) (PERS-4013)	Phone: DSN COM FAX	882-3655 (901) 874-3655 882-2716

1. **Policy**

a. The procedures in this article are applicable to newly established or newly recommissioned Naval Construction Force (NCF) Units.

b. Navy Personnel Command (NAVPERSCOM), Seabee/SEAL/SWCC/ EOD Diver Assignments Branch (PERS-401) is the placement monitor for newly established or recommissioned NCF Units.

2. **Manning Levels**. NCF Units newly established or recommissioned are manned to levels directed by Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM).

3. **Manning Increments**

a. **Newly Established/Recommissioned Units**. Personnel assigned to all new NCF Units will report to the Precommissioning Unit (PRECOMMUNIT), located at either Naval Construction Battalion Center (NCBC) Gulfport, MS or NCBC Port Hueneme, CA, depending on the unit's prospective homeport.

b. **Nucleus Crew**. The nucleus crew consists of 80 percent of the unit's manning, will receive precommissioning (PRECOM) training at the appropriate NCBC, and report 12 months prior to the unit deploying. They are responsible for the establishment of the unit's organization.

4. **Training**. The en route training requirements for personnel assigned to the PRECOM crew of newly established/recommissioned units are classified into the following categories:

a. **Navy Enlisted Classification (NEC) Training**. Courses of instruction that assign a specific NEC upon completion of training and are required by the activity's manning documents.

b. **Seabee Replacement Training (SERT)**. Non-NEC producing courses of instruction, which are required to meet type commander (TYCOM) requirements or can be completed at the Naval Construction Regiments (NCR).

5. **Funding Policy**. To ensure effective management of permanent change of station (PCS) and training funds, NAVPERSCOM will only fund en route NEC and SERT training.

6. **Personnel Stability**. Members who have completed their prescribed sea tour (PST) will only be considered for assignment if they indicate their volunteer status via a NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request submitted to NAVPERSCOM (PERS-401) and have approval granted to extend at sea for the additional time required to meet the projected rotation date (PRD).

a. **Obligated Service (OBLISERV) Requirements**. Personnel assigned to newly established/recommissioned units will be required to incur sufficient OBLISERV to complete a minimum 24 months on board.

(1) Requests for transfer to Fleet Reserve will not be favorably endorsed for effective dates prior to 24 months on board.

(2) Personnel must possess required OBLISERV appropriate for the length of training per MILPERSMAN 1306-106.

b. **Assigning PRDs**

(1) In all cases PRDs will be assigned for not less than 24 months upon reporting on board.

(2) For personnel without prior sea duty, PRDs are assigned

(a) to PST for members on second or subsequent enlistment.

(b) to expiration of active obligated service (EAOS) for members on first enlistment.

MILPERSMAN 1306-804

NEWLY ESTABLISHED OR TRANSITIONING AIRCRAFT SQUADRONS

Responsible Office	NAVPERSCOM (PERS-404EL) (PERS-4013)	Phone: DSN COM FAX	882-2325 (901) 874-2325 882-2642

1. **Policy**. The procedures outlined in this article are applicable to newly established squadrons, squadrons transitioning to a new model aircraft and the introduction of prototype aircraft into the fleet.

a. Transitioning and newly established squadrons will be manned per fleet manning levels except in those cases where priority manning has been authorized by Chief of Naval Operations (CNO).

b. In some instances, aviation units faced with major configuration changes having an effect on manning requirements in selected ratings do not fall into the above categories. Examples would be the installation of a new fire control system or Anti-Submarine Warfare (ASW) sensor system. In these cases, type commanders (TYCOMs) should request that Navy Personnel Command (NAVPERSCOM) implement the special stability options discussed later in the article for those ratings or Navy Enlisted Classification (NEC) codes most affected by the update.

c. NAVPERSCOM Points of contact concerning assignments and manning for newly established and transitioning aircraft squadrons:

- New Construction Section (PERS-404EL) and
- Enlisted Personnel Readiness and Support Branch (PERS-4013)

d. In transitioning aircraft squadrons, all personnel will remain on board to complete prescribed sea tour (PST)/normal shore tour (NST) except those personnel in ratings receiving transition training. These personnel are subject to other criteria as outlined in this article.

2. **Assignment Qualifications**. Assignment criteria set forth herein will apply to personnel reporting to newly established or transitioning aircraft squadrons within **12 months** of establishment or commencement of transition.

a. Reassignment under the provisions of this article will not normally be approved once an individual has reported on board a newly established or transitioned squadron for duty.

b. Members volunteering for/ordered to duty in newly established or transitioning aircraft squadrons must meet the following requirements:

(1) **Indebtedness**. No indebtedness problem of a serious or chronic nature (waiverable).

(2) **Health**. No history of instability or serious health problems of a probable recurrent nature during the past **12 months**.

(3) **Performance**. No mark below 3.0 in any category or below 3.0 overall during the previous **24 months**. Evaluation marks received from Navy Recruit Training Command, Service School Commands, on members who have never served at a permanent duty station; or marks received during active duty for training for USNR members, are not considered disqualifying for duty in newly established or transitioning aircraft squadrons.

(4) **Disciplinary History**. No prior conviction by courts-martial, nonjudicial punishment (NJP), and no civil violations other than minor traffic offenses for the past **12 months**.

(5) **Obligated Service (OBLISERV)**. Members must be able to complete OBLISERV requirements for current or prospective paygrade prior to high year tenure (HYT). Waivers to HYT must be approved prior to issuance of orders/authorization to transition.

3. **OBLISERV Requirements**. The following applies to personnel being assigned to an establishing or transitioning aircraft squadron.

a. **OBLISERV for a newly establishing aircraft squadron**. Minimum OBLISERV of **24 months** from the establishment date or completion of transition is required for personnel being assigned to an establishing/transitioning aircraft squadron that is moving **from CONUS to CONUS**.

b. **Prior to transfer the individual is required to incur the required additional OBLISERV**.

(1) Minimum OBLISERV of **24 months** from the establishment date or completion of transition is required for personnel being assigned to an establishing/transitioning aircraft squadron that is moving **from OCONUS to CONUS**.

(2) Members moving from **CONUS to OCONUS** have to complete the DOD minimum tour of the area being assigned from the establishment date or completion of transition for an establishing/transitioning aircraft squadron.

(3) Prior to transfer the individual is required to incur the required additional OBLISERV.

c. **OBLISERV for a transitioning aircraft squadron**. The following applies to personnel that elect to remain on board a transitioning aircraft squadron and receive transition training:

(1) Amount of OBLISERV requirement/extension of projected rotation date (PRD) in order to receive transition training is computed from class graduation date and is dependent on the length of training received. The following is to be utilized when calculating OBLISERV/PRD extension requirements.

Length of Training	**Amount of required OBLISERV/PRD extension**
1-3 weeks	6 months
4-6 weeks	12 months
7-8 weeks	18 months
9-10 weeks	20 months
11-12 weeks	22 months
13 or more weeks	24 months

(2) Personnel who volunteer to remain on board to complete the transition and receive additional training must incur additional OBLISERV and agree to extend on board if required per the above chart up to a maximum of **24 months**.

(3) The following NAVPERS 1070/613 (Rev. 7-06)), Administrative Remarks entry must be made for personnel who require an extension beyond their normal PST:

Date: "In consideration for assignment to _____ transition program, I agree to remain on sea duty for a period of (refer to chart above) months from completion of transition training, unless such requirement is specifically waived by NAVPERSCOM."

_____
Member's Signature

WITNESSED: _____
Name, Rank, and Title of Witnessing Officer

(4) Additional OBLISERV requirements for personnel who volunteer to remain on board to receive transition training cannot be satisfied by a NAVPERS 1070/613 entry in member's service record.

4. **Stability Period**. To afford maximum stability, personnel who arrive onboard a newly established or transitioning aircraft squadron will not normally be eligible for transfer until they have completed **24 months** on board after transition or establishment. This requirement may be waived where members are on board in excess of both rating/NEC allowances, with the approval of the manning control authority (MCA).

5. **Previous Assignment Benefits**. Members guaranteed previous assignment benefits (Selective Training and Reenlistment (STAR), Selected Conversion and Reenlistment Program (SCORE), Reenlistment Incentive, etc.) must indicate in writing that they are willing to waive or delay such benefits until they have been on board **24 months** after transition or establishment.

a. OBLISERV requirements associated with a particular benefit must be met when the member ultimately resubmits a request for the benefits previously guaranteed.

b. A copy of the member's waiver/delay shall be forwarded to NAVPERSCOM (PERS-404EL).

6. **Request Procedures**. Personnel desiring to volunteer for newly established or transitioning aircraft squadron duty shall submit requests utilizing the NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request.

a. Commanding officers (COs) are required to make comments concerning the member's suitability for assignment utilizing criteria set forth in this article.

b. Additionally, include comments concerning member's special training (service schools attended and completion dates) and agreement to incur sufficient OBLISERV, if applicable.

7. **Transferring Command's Responsibility**. The transferring command will conduct a review of the member's service record to ensure that the member meets the criteria and OBLISERV set forth in this article.

a. COs shall notify NAVPERSCOM (PERS-404EL) within **10 days** of receipt of the assignment directive if a member fails to meet the minimum requirements or does not desire to acquire OBLISERV (specify disqualifying factors).

b. Hold assignment directive in abeyance pending NAVPERSCOM (PERS-404EL) determination. If NAVPERSCOM (PERS-404EL) reply is not received within **30 days**, initiate tracer action.

8. **Transitional Assets**. COs of transitioning aircraft squadrons shall screen all on board personnel to determine that the requirements of this article have been complied with. Personnel not qualified for transitioning aircraft squadrons shall be made available for reassignment.

9. **Adjustment of Sea Duty Commencment Date (SDCD)**. SDCDs will be established and reported per MILPERSMAN 1306-116. COs of units undergoing construction, conversion or transition should refer to MILPERSMAN 1306-116 for adjustment procedures.

10. **Adjustment of PRD**. PRDs of all personnel assigned to newly established or transitioning aircraft squadrons will be established to allow for required **24 months** after establishment or completion of transition or member's PST for their rating/NEC, whichever is greater.

a. In order to ensure that all key members are not transferred immediately at the end of the stabilization period, **12 months** prior to the end of the stabilization period, the CO shall review the command's Enlisted Distribution and Verification Report (EDVR) and make PRD adjustment recommendations, with a certified copy of NAVPERS 1070/605 (Rev. 7-06), History of Assignments to NAVPERSCOM, Enlisted Distribution Division (PERS-40), with information copy NAVPERSCOM (PERS-4013).

b. PRD adjustments will be a **maximum plus or minus 90 days** from the original PRD.

c. When recommending PRD adjustments, such factors as time remaining on active duty, time remaining on PST, and the desires of the individual should be considered.

d. Waiver requests must be made to NAVPERSCOM (PERS-404EL) and include justification.

e. Adjustment of OBLISERV requirements will be handled on a case-by-case basis.

11. **Assignment of Personnel to Activities Involved in the Introduction of Prototype Aircraft**. NAVPERSCOM (PERS-404EL) will assign all personnel to duties directly related to the introduction of prototype aircraft, which will include factory training, acceptance, evaluation trials, and fleet introduction phases.

a. NST lengths will be adjusted to ensure that critical skills continue to be used where required.

b. Personnel specially selected/trained for new basic model aircraft introduction will be distributed apart from normal rotation since their assignment to duties directly related to the new aircraft program is essential.

c. NAVPERSCOM (PERS-404EL) will promulgate a notice soliciting volunteers, establishing eligibility requirements, and specifying the method of submitting requests for duty in the introduction of prototype new basis model aircraft. The notice will be distributed approximately **24 months** prior to fleet introduction of the aircraft.

12. **Newly Established or Transitioning Aircraft Squadrons Time Table**

Legend: **BTD** – Beginning Transition Date **MCT** – Member Completes Training **CTD** – Complete Transition Date **ED** - Establishment Date		
Date	**Action**	**Responsibility**
12 months prior to BTD/ED	Determination of ED or BTD, BTD/CTD and Official Notification of ALCON	Cognizant Type Commander
12 months prior to BTD (transition only)	Screen on board personnel for transition eligibility and desires. Submit message to NAVPERSCOM (PERS-404 and PERS-4013) of transitioning personnel and non-transitioning personnel with avail date for reassignment. (Refer to Exhibit 1 for proper format.) Execute OBLISERV agreement for transitioning personnel and notify NAVPERSCOM.	Squadron CO Squadron CO Squadron CO
9 months prior to BTD/ED	Generate requisitions to fill vacancies created by non-transition personnel and new billets as provided by OPNAV.	NAVPERSCOM (PERS-4013)
9-6 months prior to BTD	Assign personnel to squadron via appropriate training pipeline or direct (as required) to fill any vacancy not filled by on board assets.	NAVPERSCOM
BTD/ED	Begin transition/establishment	SQUADRON CO
BTD/ED & 12 months	Screening requirement for newly assigned personnel terminate per MILPERSMAN 1306-804.	NAVPERSCOM
CTD	Complete transition	SQUADRON CO
CTD/ED & 12 months	OBLISERV requirements from CTD/ED and 24 months for prospective gains ceases. Review unit EDVR and make staggered PRD adjustment recommendations to NAVPERSCOM.	NAVPERSCOM SQUADRON CO

EXHIBIT 1

SAMPLE FORMAT FOR INITIAL PHASE-IN-PLAN

(Use the proper message format containing the following:)

```
FROM ORIGINATING ACTIVTY
TO COMNAVPERSCOM//PERS4013//
INFO APPROPRIATE FLEET COMMANDER
COMNAVPERSCOM MILLINGTON TN//404EL//
APPROPRIATE MCA
APPROPRIATE TYCOM
APPROPRIATE FUNCWING
APPROPRIATE PSA/PSD
Others as appropriate
UNCLAS //NO1306//
SUBJ:  INITIAL PHASE-IN-PLAN FOR TRANSITIONING UNIT.  VFA- (UIC:       )//
MSGID/GENADMIN/COMMAND PLA//
REF/A/RMG/TYCOM PLA/MSG DTG//
AMPN/TYCOM TASKING MSG//
REF/B/DOC/COMNAVPERSCOM/01JUL03//
NARR/REF A TRANSITION SCHEDULE.  REF B IS MILPERSMAN 1306-804.//
RMKS/1.  THIS ACTY IS SCHEDULED FOR TRANSITION TO F-18 AIRCRAFT FROM MMM YY TO
MMM YY.

    A.  COMMANDING OFFICER HAS SCREENED THE FOLPERS FOR TRANSITION IAW REF A,
APPROP OBLISERV HAS BEEN INCURRED AND NAVPERS 1070/613 ENTRY MADE IAW REF B:
NEW TRANSITION BILLET
RATE  NAME         Last 4 SSN              MBR WILL FILL (RATE/NEC)
AT1   HORNET          6789                 AT1/8345

    B.  THE FOLPERS WILL NOT TRANSITION, AND ARE MADE AVAIL FOR ORDS AS FOLS:
DETACHMENT/DUPREFS
RATE NAME    LAST 4 SSN         EAOS   EXT  CUR PRD DATE 3 CHOICES
AT2  PHANTOM    2222           861101  12MO 8802    8510 SAN DIEGO

    C.  FOLPERS ARE BEING PROCESSED FOR SEPARATION.
RATE     NAME           LAST 4 SSN         DATE LTR MAILED/DTG FOR MSG

    D.  FOLPERS IN RECEIPT OF FLTRES AUTH/SELECTED FOR OFFICER PROMOTION WITH
TRF/PROMOTION DATE AS INDICATED:
RATE     NAME           LAST 4 SSN         FLTRES/PROMOTION DATE

2.  COMMENTS.  (INCLUDE ANTICIPATED SPECIAL NEC/MANNING REQRMTS NOT COVERED BY
SQMD OR OPNAV 1000/2 COMD MANNING DOCUMENT.  SPECIAL PROBLEM CAUSED BY
TRANSITION.  CO'S COMMENTS.)//
```

MILPERSMAN 1306-900

ASSIGNMENT OF ENLISTED PERSONNEL TO SPECIAL PROGRAMS

Responsible Office	NAVPERSCOM (PERS-4010) Shore	Phone: Toll Free	1-866-U-ASK NPC
	NAVPERSCOM (PERS-409) Sea	Phone: Toll Free	1-866-U-ASK NPC

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 6110.1J (b) SECNAVINST 5510.30B

1. **Policy**. To request assignment to a special program, contact rating detailer for release to a special program assignment or submit NAVPERS 1306/7 Enlisted Personnel Action Request to applicable detailer at Navy Personnel Command (NAVPERSCOM) approximately 12-15 months prior to member's projected rotation date.

a. It is the responsibility of the commanding officer, command master chief, chief of the boat, or senior enlisted advisor, as well as several other key personnel, to ensure all applicants are fully endorsed/qualified for the specific program.

b. This article provides basic procedures for screening, reporting, and requesting information for transfer to a special program. Refer to other pertinent MILPERSMAN 1306 articles for further screening requirements.

(1) NAVPERS 1306/92 Special Program Screening form will be completed as required. Access to this form is located at http://www.npc.navy.mil/ReferenceLibrary/Forms/NAVPERS/.

(2) Exhibit 1, Special Program Suitability/Unsuitability Report will be submitted for all special program applicants once a suitability determination has been made.

(3) Exhibit 2, Special Program Waiver Request will be utilized when a wavier is warranted.

(4) Exhibit 3, Special Program Screening Deficiency Report will be submitted as required when deficiencies in the screening process are noted.

2. **Background**

a. In order to provide guidance on the ever-increasing complexity of the Navy's mission, it is frequently necessary to establish special programs to perform support functions that are not identified by existing ratings.

b. The following MILPERSMAN articles provide information on specific programs and their additional requirements.

TOPIC	See MILPERSMAN
Navy Food Management Teams (NFTMs)	1306-901
Regional Maintenance Center (RMC)/Ship Repair Facility (SRF) Program	1306-902
Brig/Transient Personnel Unit (TPU) Staff	1306-904
Command Career Counselor Program	1306-905
Naval Intelligence Support Center	1306-906
Navy Ceremonial Guard	1306-907
Navy Personnel Command (NAVPERSCOM) Transient Monitoring Unit (TMU)	1306-908
Seabee Underwater Construction Technician (UCT) Program	1306-912
Flag Officer Writer (NEC 2514)	1306-913
Military Assistance Advisory Groups (MAAGS), Military Groups, North Atlantic Treaty Organization (NATO) Commands, Joint Staffs, Attache' (Embassy) Duty, and Similar Activities	1306-914
Navy Leadership Continuum (NAVLEAD) Instructor	1306-915

TOPIC	See MILPERSMAN
Navy Drug and Alcohol Counselor and Intern	1306-916
Navy Equal Opportunity Assistants (EOAs)	1306-917
Naval Support Unit, State Department	1306-918
Navy Flight Demonstration Squadron (NAVFLIGHTDEMRON) (Blue Angels)	1306-919
USS Constitution	1306-920
Personnel Exchange Program (PEP)	1306-921
Pay and Personnel Administrative Training Team (PPAT) and the Personnel Administrative Training Group (PATG)	1306-923
Mobile Utilities Support Equipment (MUSE) Program	1306-924
Senior Enlisted Academies (SEAs)	1306-925
Joint Staff Duty with Military Entrance Processing Stations (MEPS)	1306-926
Navy Harbor Pilot Program	1306-927
Navy Music Program (MU)	1306-928
Navy Manpower Analysis Center (NAVMAC)	1306-929
Historic Ship Nautilus (SSN 571)	1306-930
Navy Absentee Collection and Information Center (NACIC)	1306-931
Staff Duty with the Broadened Opportunity for Officer Selection and Training (BOOST) Program	1306-932
Nuclear Trained Personnel Assigned to Nuclear Capable Intermediate Maintenance Activities (IMA)	1306-934
Command Master Chief (CMC) Program	1306-935

TOPIC	See MILPERSMAN
Advancement Examination and Rate Training Manual Writer	1306-936
Flag/Staff Duty for Mess Management Specialists	1306-937
White House Communications Agency (WHCA)	1306-939
Naval Reserve Officer Training Corps (NROTC) Training and Support Personnel	1306-940
Fleet and Family Support Centers (FFSCs)	1306-941
USS Arizona Memorial	1306-942
Mobile Environmental Teams (METs)	1306-943
Naval Special Warfare Mobile Communication Teams (MCT)	1306-944
Flag Officer (STAFF) Duty	1306-945
Navy Tugmaster Program	1306-946
Navy Exchange Service Command (NEXCOM) Fleet Assistance Teams	1306-947
Commander Naval Air Forces (CNAF) Aviation Maintenance Management Team (AMMT)	1306-948
Landing Craft, Air Cushion (LCAC)	1306-949
Marine Helicopter Squadron One (HMX 1)(Nighthawks)	1306-950
Assignments Outside the Department of Defense (DoD)	1306-951
Instructor Duty	1306-953
Recruit Division Commander (RDC) Duty	1306-954
Survival, Evasion, Resistance, and Escape (SERE) Instructor	1306-955
Naval Reserve Instructor Duty	1306-956
Nuclear Propulsion Training Activities	1306-957

TOPIC	See MILPERSMAN
Academic Remedial Training (ART) Instruction Duty	1306-958
Afloat Training Groups (ATGs)	1306-959
Instructor Duty at Field Medical Service Schools (FLDMEDSERVSCOLs)	1306-960
Cryptologic Technician Interpreter (CTI) Language Instructor Candidates	1306-961
Instrumental Instructor Duty at Navy School of Music	1306-962
Recruiting Duty	1306-964
Career Recruiter Force (CRF)	1306-965
Enlisted Rating Detailer	1306-966
Camp David (Naval Support Facility, Thurmont, MD)	1306-968
Joint Communications Support Element (JCSE)	1306-970
Apprentice Military Environment (AME) Instructor Duty	1306-971
Patrol Coastal (PC) Crew	1306-972
Navy Provisional Guard Battalion (CUBA)	1306-973
Naval Special Warfare Meteorology and Oceanography Support Teams (NSW METOC)	1306-975
Enlisted Musician (MU) Assignments to Navy Premier Bands: US Navy Band, Washington DC and Naval Academy Band, Annapolis MD	1306-976
Littoral Combat Ship (LCS)	1306-978
Recruitment/Assignment to Commander, Naval Special	1306-979
Navy Interactive ON-NET (ION) Computer Network Exploitation (CNE) Operator Certification Program	1306-980

TOPIC	See MILPERSMAN
Assignment of Nuclear Trained Master Chief Petty Officers (MCPOs) as Reactor Department Master Chief (RDMC)/Engineering Department Master Chief (EDMC) in CVN 65	1306-982
Medical Deep Sea Diving / Fleet Marine Force Reconnaissance Corpsman Programs	1306-983
Naval Special Warfare Command (NAVSPECWARCOM) Tactical Information Operations (TIO) Program	1306-984
United States Special Operations Command (USSOCOM)	1306-985
Qualification for Assignment to Naval Special Warfare Support Activity Duty	1306-986
Instructor Duty at Medical Education and Training Campus (METC)	1306-987
Maritime Civil Affairs and Security Training Screening Requirements	1306-988
Assignment to Navy Information Operations Command (NIOC) Maryland - Fleet Information Operations Center (FIOC) Special Projects/Sea Duty (UIC 48549) and National Security Agency/Central Security Service (NSA/CSS) Special Projects/Sea Duty (UIC) 48547)	1306-989

3. **Qualifications**. Commands will ensure the following requirements are met prior to transfer:

a. Members requesting a special program must understand that these programs coincide with normal sea/shore rotation. If member is bound for sea duty, the special program will be a sea going program. If member is bound for shore duty, the special program will be for shore.

b. Members must be released by their rating detailer to qualify for a special program.

c. Individuals selected for special programs are expected to meet or exceed Navy physical fitness standards per reference (a).

d. Any person selected for a special program involving the education or orientation of military or civilian personnel will have a favorable national agency check or entrance national agency check on file. Many special programs require a security clearance and member is to acquire the security clearance specified in the program description prior to transfer per reference (b).

e. Individuals qualified for a special program will have the required obligated service (OBLISERV) to complete the normal tour of duty.

(1) Members must have current approval from Career Waypoint Reenlistment process or have sufficient OBLISERV on current contract prior to issuance of permanent change of station orders.

(2) Careerist with 15 or more years of active service must complete minimum tour of duty prior to being authorized to transfer to the Fleet Reserve. A NAVPERS 1070/613 Administrative Remarks entry will be made certifying the member understands and agrees.

(3) Members who are unwilling to incur required OBLISERV are not eligible for transfer to special programs. Retain member on board and send an unsuitability report to NAVPERSCOM (appropriate code) via message.

f. Commanding officers will ensure members are fully qualified for assignment. The commanding officer’s signature on NAVPERS 1306/92 is the endorsement.

(1) Report suitability/unsuitability determinations utilizing Exhibit 1.

(2) Submit a waiver (if warranted) utilizing Exhibit 2.

4. **Waivers**. Special screening qualifications are required for all special programs; however, waivers are granted on a case-by-case basis.

a. With the exception of security clearances and prerequisite training required for personal safety, waivers of published requirements will be considered if the member has exceptional potential for success in a given program.

b. Waivers are submitted to NAVPERSCOM (applicable code or specified special program manager).

c. Supporting documentation and the commanding officer's endorsement should accompany all waiver requests.

d. Use the message format in Exhibit 2 for waiver messages.

NOTE: Several qualifications will indicate non-waiverable in the MILPERSMAN associated with a given special program. These requirements cannot be waived for that specified program.

5. **Unsuitable After Transfer to a Special Program**. After a member has been transferred to a special program and has been determined unsuitable, due to no fault of the member (e.g., medical, program disestablishment, etc.), the member will be considered for other special programs for which the member is qualified or released back to his or her rating detailer via message to NAVPERSCOM, Enlisted Distribution Division (PERS-40) and rating detailer.

a. Negotiations with member and detailer for reassignment will occur for the remainder of the prescribed sea/shore tour. If member is within 12 months of completion of normal shore tour, the member will return to sea duty.

b. If the reassignment is the fault of the member, then the member will be reassigned by the in-rate detailer based on requisition priority.

6. **Special Programs Screening Deficiency Report (SPSDR)**. Exhibit 3 provides the format for submitting a SPSDR. This message is used to report discrepancies discovered as a result of the screening, which is conducted by the transferring command and sent to PERS-4010 and applicable detailer (Info the receiving command).

EXHIBIT 1

SPECIAL PROGRAM SUITABILITY/UNSUITABILITY REPORT

(Use proper message format containing the following):

FM TRANSFERRING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS40/PERS (DETAILER)//
COMNAVPERSCOM MILLINGTON TN//PERS 4013 (ONLY FOR NON-RATED SN, FN, AN)//
INFO INTENDED GAINING ACTIVITY//JJJ//
BT
UNCLAS //N01300//
MSGID/GENADMIN/REQUESTING CMD/-/MMM//
SUBJ/SPECIAL PROGRAM SUITABILITY (OR UNSUITABILITY), ICO NAME, RATE, SSN//
REF/A/DOC/NPC/DATE//
REF/B/GENADMIN/ORGINATOR/DDHHMMZMMYY// (IF APPLICABLE)
NARR/REF A IS MILPERSMAN ARTICLE 1306-XXX, REF B IS WAIVER REQUEST (IF APPLICABLE).//
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**
RMKS/1. IAW REF A AND B, SNM IS SUITABLE (OR UNSUITABLE) FOR _____ PROGRAM.
A. REASON FOR UNSUITABILITY: (EXPLAIN WITH SPECIFIC DETAILS).
B. REPORT OF SUITABILITY WAS FILED IN SERVICE RECORD.
C. SNM HAS __ MONTHS OF OBLISERV FOR SPECIFIED PROGRAM.//

EXHIBIT 2

SPECIAL PROGRAM WAIVER REQUEST

(Use proper message format containing the following):

```
FM REQUESTING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS40/PERS (DETAILER)//
COMNAVPERSCOM MILLINGTON TN//PERS4010 (ONLY FOR NON-RATED SN,
FN, AN)//
INFO INTENDED GAINING ACTIVITY//JJJ//
BT
UNCLAS //N01300//
MSGID/GENADMIN/REQUESTING CMD/-/MMM//
SUBJ/SPECIAL PROGRAM WAIVER ICO NAME, RATE, SSN//
REF/A/DOC/NPC/DATE//
AMPN/REF A IS MILPERSMAN ARTICLE 1306-900.//
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// (MANDATORY)
RMKS/1. IAW REF A, REQUEST A WAIVER FOR SNM FOR THE
_____________ PROGRAM.
     A. SECTION __, ITEM NO ___ (FROM SPECIAL PROGRAM SCREENING
FORM)
     B. EXPLAIN/SPECIFICS
2. CO'S JUSTIFICATION/RECOMMENDATION: (3 LINES MAX)//
```

EXHIBIT 3

SPECIAL PROGRAM SCREENING DEFICIENCY REPORT (SPSDR)

(Use proper message format containing the following):

FM TRANSFERRING COMMAND
TO R COMNAVPERSCOM MILLINGTON TN//PERS4010/PERS (DETAILER)//
INFO RECEIVING COMMAND
BT
UNCLAS //N01300//
MSGID/GENADMIN/COMNAVPERSCOM MILLINGTON TN//
SUBJ/SPECIAL PROGRAM SCREENING DEFICIENCY REPORT ICO
NAME/RATE/SSN//
REF/A/DOC/COMNAVPERSCOM/DATE//
AMPN/REF A IS MILPERSMAN ARTICLE 1306-XXX.//
POC/NAME/RANK/IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**
RMKS/1. IAW REF A, THE FOLLOWING IS SUBMITTED DUE TO IMPROPER SPECIAL PROGRAM SCREENING FOR (list program title):

A. MEMBER: NAME, RATE/RANK, AND SSN

B. WAS SCREENING FORM FILED IN SERVICE RECORD? GIVE NAME/RANK/TITLE/DATE OF INDIVIDUAL SIGNING SCREENING FORM.

C. TRANSFERRING COMMAND AND UIC.

D. EXPLAIN FULLY THE REASON SNM IS CONSIDERED IMPROPERLY SCREENED.

E. IF SNM WAS PROPERLY SCREENED, DID PROBLEMS DEVELOP AFTER ARRIVAL? EXPLAIN FULLY.

F. IS SNM CONSIDERED MARGINALLY UNSUITABLE BUT COULD CONTINUE SPECIAL PROGRAM DUTY? EXPLAIN FULLY.

G. ARE DISQUALIFYING FACTORS SO SEVERE THAT SNM SHOULD BE REASSIGNED? EXPLAIN FULLY.//

NOTE: This report is sent to the transferring command info COMNAVPERSCOM MILLINGTON TN (PERS-4010 and applicable detailer).

MILPERSMAN 1306-901

NAVY FOOD MANAGEMENT TEAMS (NFMTs)

Responsible Office	NAVPERSCOM (PERS-402B)	Phone: DSN COM FAX	882-3741 (901) 874-3741 882-2637

1. **Background**. Navy Food Management Teams (NFMTs) provide technical and management assistance to Culinary Specialists (CS) in operation of enlisted dining facilities and afloat officer messing facilities, with on-the-job instruction in areas of food preparation and service, mess management, and sanitation.

a. Their mission is to assist both fleet units and shore activities in improvement of food service operations staffed with Navy CSs. These teams are located at Norfolk, VA; New London, CT; Yokosuka, JA; Bremerton, WA; Mayport, FL; San Diego, CA; and Pearl Harbor, HI.

b. Tour length will be normal CS shore tour or Department of Defense (DOD) area tour for overseas assignments.

2. **Requirements/Qualifications**

a. NFMTs are composed of CSs in paygrades E-7 and above who have completed CS "C" School, Management Principles Course, and Instructor’s Training prior to reporting for team duty.

b. Complete section A of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form (Exhibit 1 of MILPERSMAN 1306-900).

c. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-902

REGIONAL MAINTENANCE CENTER (RMC)/SHIP REPAIR FACILITY (SRF) PROGRAM

Responsible Office	NAVPERSCOM (PERS-402)	Phone:	DSN	882-3610
			COM	(901) 874-3610
			FAX	882-2734

1. **Policy**

a. Duty assignments at Regional Maintenance Center (RMC)/ Ship Repair Facility (SRF) are in fleet concentration areas both continental United States (CONUS) and overseas.

b. Duty with RMCs/SRFs is classified as shore duty. Exceptions are as follows:

Location	Classification
RMC/SRF detachments in Manama, Bahrain	Type 3, Overseas Shore Duty-Shore Duty Credit
Naples, Italy	Type 4, Non-Rotated Sea Duty
Yokosuka and Sasebo, Japan	Type 6, Preferred Overseas Shore Duty

2. **Background**

a. RMCs and SRFs provide a cadre of versatile, technical personnel to improve fleet engineering, electronics, logistics, and weapons readiness through informal classroom training at the various RMC/SRF sites and by providing technical assistance through on-the-job training on board fleet units.

b. Tour length will be the prescribed rating shore tour or Department of Defense (DoD) area tour for overseas assignments.

3. **Requirements/Qualifications**

a. Members in paygrades E-6 through E-9 that are applying for technical or fleet assist type billets must first be screened and approved by the local RMC/SRF based on the following:

(1) Broad background in various type hulls, mechanical, electrical, weapons, or electronics equipment, as appropriate.

(2) Excellent technical ability; ability to work on own initiative and with others.

(3) Suitability for duty; no record of drug or alcohol abuse, or any infraction that would impede member's ability to perform the RMC/SRF mission.

(4) Overall performance evaluations of "Promotable" or better for the past 4 years.

(5) Instructor/facilitator training prerequisite is desired; however, instructor training may be gained enroute.

b. It is expected that RMC/SRF leadership will engage the rating assignment officers (RAOs) on personnel that they have observed and desire to be ordered to these billets. RAOs, branch heads, and Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40) will ensure that any concerns from RMC/SRF leadership are taken into consideration when making final decisions on filling these billets.

c. Transferring commanding officers must complete Sections A, C, and D1 and D2 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form (Exhibit 1 of MILPERSMAN 1306-900) on behalf of candidates' nomination for this duty.

MILPERSMAN 1306-904

BRIG/TRANSIENT PERSONNEL UNIT (TPU) STAFF

Responsible Office	NAVPERSCOM (PERS-4010E3)	Phone:	DSN	882-3869
			COM	(901) 874-3869
			FAX	882-2646

1. **Background**. Brig/Transient Personnel Unit (TPU) staff has facilities located throughout the United States and at a few overseas locations.

a. Assignment to Brig/TPU staff provides exceptional opportunities for members to enhance their leadership qualities without regard to their military specialty.

b. Tour length will be 36 months or Department of Defense (DOD) area tour for overseas assignments.

2. **Requirements/Qualifications**. Members in paygrades E-4 and above who have completed at least 24 months active duty, who are mature and emotionally stable, no history of financial difficulties, no civil court convictions since joining the military other than minor traffic violations, and no documented in-service drug use are eligible for assignment.

a. **TPU**. Members being screened for TPU should demonstrate leadership and supervisory abilities.

b. **Brig Staff only**. Members contemplating brig staff should be aware that any obvious disfigurement, physical or speech impediment, might subject them to contempt or ridicule by prisoners or undermine their control of prisoners. Members selected for assignment to a brig staff will be ordered via Corrections Specialist Training (NEC 9575) at NTTC Lackland AFB. Due to members' job requirements in which possession of weapons may be authorized, members with open Family Advocacy Program (FAP) cases are ineligible.

c. **Correctional Counselor**. In addition to the general selection criteria for Corrections Specialist (NEC 9575) or Correctional Custody Unit (CCU) staff, members being considered for duty as a Correctional Counselor must

(1) have 6 months experience on a brig or CCU staff,

(2) be in paygrade E-5 or above,

(3) have at least 1 year remaining on board upon completion of training, and

(4) be screened by the brig or correctional custody officer prior to being ordered to Correctional Counselor Training (NEC 9516) at NTTC Lackland AFB.

d. Complete sections A, B, (and D3 for TPU) of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form (Exhibit 1 of MILPERSMAN 1306-900).

e. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-905

COMMAND CAREER COUNSELOR PROGRAM

Responsible Office	NAVPERSCOM (PERS-402B)	Phone: DSN COM FAX	882-3737 (901) 874-3737 882-2637

References	(a) NAVPERS 15878J, Career Counselor Handbook

1. **Background**

a. The Command Career Counselor Program allows members in ratings other than Navy Counselor to assume full-time command career counselor billets. These members are assigned to assist commanding officers (COs)/unit commanders in maintaining an effective career counseling program as outlined in reference (a).

b. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. To qualify for selection as a command career counselor, the member must be in a paygrade E-6 through E-9.

b. Required Armed Services Vocational Aptitude Battery (ASVAB) scores:

(1) VE + AR = 105.

(2) Minimum AR = 50.

c. Complete section A of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form (Exhibit 1 of MILPERSMAN 1306-900).

d. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-906

NAVAL INTELLIGENCE SUPPORT CENTER

Responsible Office	NAVPERSCOM (PERS-402C) (PERS-403D)	Phone: DSN COM FAX	882-3773 (901) 874-3773 882-2643

References	(a) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume 1, Navy Enlisted Occupational Standards (b) OPNAVINST 1510.9F

1. **Background**. The requirement exists for a small number of the following submarine and surface qualified members to participate in the Acoustic Intelligence (ACINT) Specialist program:

a. **Sonar Technicians (STG)**, at the Office of Naval Intelligence (ONI), Suitland, MD (Washington, D.C. area).

b. **Submarine Sonar Technicians**, at the Submarine Surveillance Equipment Program (SSEP) at Pearl Harbor, HI and New London, CT.

c. Tour length will be 48 months.

2. **Requirements/Qualifications**

a. Applicants for assignment to this program must do the following:

(1) Meet requirements set forth in reference (a).

(2) Be in a paygrade E-5 through E-8 with 15 years or less active service.

(3) Interview/screen with a qualified ST-0416.

(4) Have outstanding command of oral and written English language. Reference (b) refers.

b. Complete sections A and C of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form (Exhibit 1 of MILPERSMAN 1306-900).

c. Required obligated service (OBLISERV) for this program is 48 months.

MILPERSMAN 1306-907

NAVY CEREMONIAL GUARD

Responsible Office	NAVPERSCOM (PERS-4010F)	Phone:	DSN	882-3880
			COM	(901) 874-3880
			FAX	882-2643

References	(a) DoD Directive 5210.55 of 15 Dec 98 (b) DoD Instruction 5210.87 of 30 Nov 98

1. **Policy**

a. Non petty officers (POs) are assigned directly from Recruit Training Command (NAVCRUITRACOM). Recruits who volunteer and are accepted for Ceremonial Guard duty must execute NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks, acknowledging the delayed entry into whatever guaranteed program they enlisted for, until completion of the prescribed tour with the Ceremonial Guard.

b. Members who did not enlist for a guaranteed program may request any program for which they qualify within 9 months prior to completion of their tour. This does not preclude any member of the Ceremonial Guard from subsequently requesting “A” School or transfer to sea duty. Requests of this nature can be expected to receive favorable consideration if the member is otherwise eligible and a requirement exists.

c. Chief petty officers (CPOs) and POs eligible for shore duty will be released by their rating detailer to

Navy Personnel Command (NAVPERSCOM),
Shore Special Programs Assignment Section,
Washington, DC Placement Detailer (PERS-4010F1).

NAVPERSCOM (PERS-4010F1) will send a **Flag Officer (Staff) Duty** screening message to the command concerned. The command will

comply with MILPERSMAN 1306-945 in completion of the screening. Additionally, within 10 days the command will submit the member's

- last six evaluations,
- awards (Navy Achievement Medal and above),
- a full length photo in the uniform of the day, and
- Physical Readiness Information Management System (PRIMS) information.

2. **Background**

a. The U.S. Navy Ceremonial Guard, a component of Naval District (NAVDIST), Washington, DC, is the official ceremonial unit of the Navy.

b. Tour lengths for Ceremonial Guard personnel are as follows:

(1) E-1 to E-3 personnel will serve 24 months.

(2) E-4 to E-9 personnel will serve 36 months.

(3) Officers who are screened and selected will serve 36 months, or the normal shore tour for their community, whichever is longer.

(4) Members successfully completing a Ceremonial Guard assignment, and having an initial 4-year enlistment with guaranteed "A" School training, must have at least 18 months of remaining obligated service (OBLISERV) upon completion of training.

(5) Members successfully completing "A" School will not incur any additional OBLISERV for training. Members who were not guaranteed "A" School training upon initial enlistment must have the required OBLISERV remaining for the course of instruction desired.

3. **Requirements/Qualifications**

a. Prospective members of the Ceremonial Guard, E-1 to O-5, except administrative support personnel (YN, SK, and SH), shall meet the following minimum qualifications:

(1) Height (waivers considered).

(a) Male: Minimum 6'0".

(b) Females: Minimum 5'10”.

(2) Be able to participate in public ceremonies without glasses (contact lenses are acceptable).

(3) Be capable of strenuous marching, drilling, and prolonged standing.

(4) Have outstanding appearance and military bearing.

(5) Possess facial features free of acne, scars, and other unusual distinguishing features.

b. Prospective POs and E-4 to E-9 members must have the following additional qualifications:

(1) No trait below 3.0 for the past three evaluation periods.

(2) Be high-caliber individuals to serve as sharp military role models for junior members.

(3) Overall physical fitness test (PFT) category **Good** or higher and within body composition assessment (BCA) standards.

c. Commandant Navy District (COMNAVDIST), Washington, DC, and commanding officer (CO) will personally interview all prospective staff officers.

d. The CO will personally interview all prospective staff CPOs.

e. A command master chief (CMC) position is a Chief of Naval Operations (CNO) directed billet and must be filled by a qualified and screened candidate meeting all other Ceremonial Guard qualifications.

f. All prospective members of the Ceremonial Guard must meet the criteria for nomination to Presidential support activities, per reference (a); and reference (b), enclosure 4.

g. COs will verify, via administrative entry in the member's service record, that candidate meets requirements for nomination to Presidential support activities.

h. Members must have a favorably completed National Agency Check with Local Check (NACLC) within the last 36 months preceding nomination to Presidential support activities.

i. Complete sections A, B, D1, D2, and D5 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form (Exhibit 1 of MILPERSMAN 1306-900).

j. Special instructions are as follows for electronic transmission of security clearance submission forms to Defense Security Service (DDS):

(1) **Item 1**, "Return Results to:" "Director, Department of Navy Central Adjudication Facility, 716 Sicard Street SE, WNY Building 176, Washington, DC 20388-5389."

(2) **Item 2**, under "Type of Investigation," select "5" (NAF other, enter "NACLC").

(3) **Item 6**, "Reason for Access:" (1) Select, "Secret," (2) Select, "XX (other)," then enter "Initial Assignment for Presidential Support Activity as member of USN Ceremonial Guard (YANKEE WHITE) Washington, DC EDA ()." Indicate estimated date of arrival (EDA).

k. Required OBLISERV for this program is 36 months.

MILPERSMAN 1306-908

NAVY PERSONNEL COMMAND (NAVPERSCOM) TRANSIENT MONITORING UNIT (TMU)

Responsible Office	NAVPERSCOM TMU	Phone: DSN COM FAX	882-3107 (901) 874-3107 882-2637

References	(a) SECNAVINST 5216.5D, Department of the Navy (DoN) Correspondence Manual, of 29 Aug 96

1. **Background**. Navy Personnel Command (NAVPERSCOM) Transient Monitoring Unit (TMU) was established to monitor the movement of personnel through the Transient, Patient, Prisoner, Holdee (TPPH); Student; and Limited Duty (LIMDU) Pipelines.

a. As an agent for Chief of Naval Personnel (CHNAVPERS), NAVPERSCOM TMU conducts on-site audits of transient, TPPH, and LIMDU personnel processing activities to ensure proper administration and management procedures are in place.

b. NAVPERSCOM TMU is located in Millington, TN. Assignment to this unit is classified as Type 2 sea duty.

c. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. To qualify for assignment to NAVPERSCOM TMU, applicant must

(1) be a Personnel Specialist (PS) in paygrade E-6 or above.

(2) be a Hospital Corpsman (HM) in paygrade E-6.

(3) be warfare qualified.

(4) have a current background investigation and be eligible for a security clearance.

(5) be in possession of, or be eligible for, a Government Travel Charge Card (GTCC).

(6) possess and demonstrate a superior degree of rating knowledge and competence. PS applicants must possess an expert working knowledge of the Navy Standard Integrated Personnel System (NSIPS).

(7) have demonstrated the ability to communicate effectively.

(a) Must be able to verbally articulate in a logical and coherent manner and must possess the tact and composure to brief senior enlisted and officer personnel.

(b) Must be familiar with reference (a) and be able to write reports using proper sentence structure, correct noun/verb agreement, and punctuation.

(8) be willing to sign a NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks, stating that the applicant understands that any abuse or misuse of the GTCC or associated payments will result in immediate reassignment to a fleet activity for completion of prescribed sea tour (PST) as appropriate.

b. Request for assignment to NAVPERSCOM TMU shall be submitted to NAVPERSCOM as follows:

Officer in Charge
Navy Personnel Command
Transient Monitoring Unit
5720 Integrity Drive
Millington, TN 38055-0000

c. Complete sections A, C, and D3 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

MILPERSMAN 1306-912

SEABEE UNDERWATER CONSTRUCTION TECHNICIAN (UCT) PROGRAM

Responsible Office	BUPERS-325 Enlisted Community Manager	Phone:	DSN COM FAX	882-2037 (901) 874-2037 882-2927
Point of Contact	NAVPERSCOM (PERS-401C) Detailer	Phone:	DSN COM FAX	882-3559 (901) 874-3559 882-2716

References	(a) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications (b) NAVMED P-117, Manual of the Medical Department (c) U.S. Navy Diving Manual (d) OPNAVINST 1160.8A, Selective Reenlistment Bonus (SRB) Program (e) OPNAVINST 5350.4C, Drug and Alcohol Abuse Prevention and Control (f) DoD 7000.14-R, DoD Financial Management Regulations, Volume 7A, Military Pay Policy and Procedures – Active Duty and Reserve Pay (g) NAVPERS 15665I, U.S. Navy Uniform Regulations

Forms	(1) NAVPERS 1070/604 (Rev. 3-05), Enlisted Qualifications History (2) NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks (3) NAVPERS 1200/6 (12-09), U.S. Military Diving Medical Screening Questionnaire (4) NAVPERS 1221/6 (6-06), Navy Enlisted Classification (NEC) Change Request (5) NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request (6) NAVPERS 1610/2 (Rev. 3-02), Fitness Report and Counseling Record (E-7 – O-6) (7) NAVPERS 1616/26 (Rev. 3-02), Evaluation Report and Counseling Record (E-1 – E-6) (8) NAVPERS 1616/27 (6-08), Evaluation and Counseling Record (E-7 – E-9) (9) DD 2807-1 (3-07), Report of Medical History (10) DD 2808 (10-05), Report of Medical Examination

1. **Background**. A limited number of construction rating personnel are needed as Underwater Construction Technicians (UCT) for underwater construction, repair, maintenance, and inspection.

2. **Purpose**. This article discusses personnel aspects of the Seabee UCT program. The following topics are covered:

Topic	See Paragraph
Suitability for Assignment	3
Navy Enlisted Classification (NEC) Codes	4
Program Entry Requirements	5
Applying for the Program	6
Program Screening Requirements	7
Program Screening Process	8
NAVPERS (1200/6) (12-09), U.S. Military Diving Medical Screening Questionnaire	8
Transfer to Initial Training	9
Voluntary NEC Revocation	10
Involuntary NEC Revocation	11
Reinstatement	12
Supervisory Status	13
Periodic Requalification	14
Rotational Patterns for UCT Personnel	15
Advanced Diver Training	16
Disenrollment from Advanced Diver Training	17
Insignia and Designation	18
Report of Seabee Underwater Construction Technician (UCT) Program Screening	Exhibit 1

3. **Suitability for Assignment**

a. **Accession Prerequisites**. The distinct purpose and nature of duties involved in the Seabee UCT program requires strict adherence to eligibility criteria, application procedures, and policy for assignment in the Seabee UCT program.

b. **Professional Performance**. While the highest standards of personal conduct, reliability and judgment are required of all members of the Naval Service, it is especially important that members assigned to duty involving the performance and supervision of Navy Diving and Seabee UCT operations are of

unquestioned personal conduct, reliability, judgment, and observance of military regulations.

4. **Navy Enlisted Classification (NEC) Codes**. The Seabee UCT program consists of the following NEC codes: 5931, 5932, 5933. Reference (a) further describes each of the NEC codes to include qualification requirements.

NEC	Designation
5931	Advanced Underwater Construction Technician
5932	Basic Underwater Construction Technician
5933	Master Underwater Construction Technician Diver

5. **Program Entry Requirements**. Except where specified "**no waiver,**" Bureau of Naval Personnel (BUPERS), Expeditionary Section (BUPERS-325) may waive one or more entry requirements if the applicant is considered otherwise qualified. Due to the cost of PCS orders, historical high attrition training rates and to prevent undue delay in training, commands and personnel submitting requests for underwater construction training shall strictly adhere to the policy and requirements specified in this article.

a. **Duty Status**. Must be on active duty.

b. **Source Rating**: Applicants must be in one of the following Seabee ratings: BU, SW, EA, UT, CE, EO, and CM. Conversion to the Seabee ratings will be conducted per MILPERSMAN 1440-010.

c. **Experience**. Two years in rate experience in a Naval Mobile Construction Battalion (NMCB) or Amphibious Construction Battalion (ACB). Exceptions will be considered based on performance and experience. All exceptions must be approved by BUPERS-325.

d. **Gender**. Male or female.

e. **Age Requirement**. Be 30 years of age, or less, as of date of application receipt at Navy Personnel Command, NAVPERSCOM, Seabee/SEAL/SWCC/EOD/Diver Assignment (PERS-401C).

f. **Rank**. Be in paygrade E-5 or below. **No waivers.**

g. **Armed Services Vocational Aptitude Battery (ASVAB)**. Meet ASVAB requirement per current ASVAB NAVADMIN.

h. **Medical Requirements**. Meet medical standards as specified in reference (b), Article 15-105, Naval Special Warfare and Special Operations (NSW/SO).

i. **Examination Waivers**. Request for waiver of physical standards for personnel who do not meet minimum standards must be submitted per reference (b), Article 15-105, and **through** the servicemember's commanding officer (CO); **via** Bureau of Medicine and Surgery (BUMED), Undersea Medicine and Radiation Health (M3/50M2); **to** NAVPERSCOM (PERS-401C).

j. **Hyperbaric Pressure Test**. Administered per reference (c). Hyperbaric Pressure Test may be waived if a hyperbaric chamber facility is not accessible due to geographic isolation.

k. **Obligated Service (OBLISERV)**. The OBLISERV requirement for attending UCT initial training is 36 months from class graduation date or until completion of previous OBLISERV, whichever is greater, unless released earlier by Chief of Naval Personnel (CHNAVPERS). COs shall ensure applicants understand Obligated Service to Train (OTT) options specified in MILPERSMAN 1306-106 and reference (d). **No waivers.**

l. **Performance Standards**. Evaluation trait marks 3.0 or above in last 3 evaluation reports.

m. **Nonjudicial Punishment (NJP) or Court Conviction**. The applicant may not have a NJP/court-martial or serious civil court conviction during the 12 months prior to the application.

n. **Security Clearance**. Meet eligibility requirements for a SECRET clearance based on a National Agency Check with Local Agency and Credit Checks (NACLC). **No waivers.**

o. **Physical Fitness**. Pass the physical screening test per the **diver** requirements in 1220-100, Exhibit 1. **No waivers.**

p. **Recommendation**. Be recommended for initial training by the member's current CO.

6. **Applying for the Program**. Applicants who are applying for the program must take the following steps:

Step	Action
1	Contact NAVPERSCOM (PERS-401C) to locate the nearest approved screening activity. Phone: 1-901-874-3559, DSN 882
2	Undergo screening process.
3	Receive Report of Seabee Underwater Construction Technician (UCT) Program Screening.
4	Assemble program screening package.
5	Mail, facsimile (FAX), or E-Mail Application Package to **(E-Mmail is the preferred method)**: Navy Personnel Command (PERS-401C) 5720 Integrity Drive Millington, TN 38055-5402 FAX: (901) 874-2716, DSN 882 **E-Mail: p401c@navy.mil**

7. **Program Screening Requirements**. Applicants will be screened by approved personnel and activity.

a. **Approved Screening Personnel**. A Civil Engineer Corps Diving Officer or Master UCT Diver (NEC 5933) can conduct the screening.

b. **Approved Screening Activity**. Only commands with adequate facilities for screening applicants will conduct screening.

(1) An approved screening activity is any Diving/EOD/SEAL/SWCC/UCT command or Navy Recruit Training Command (NAVCRUITRACOM). UCT commands should be the priority screening activity as it relates to the applicant’s primary mission and capability.

(2) Screening conducted by other commands due to geographic isolation or absence of approved screening personnel must be coordinated through and approved by NAVPERSCOM (PERS-401C).

8. **Program Screening Process**. The screening activity will ensure the following:

Step	Action	Per
1	Interview the applicant.	Para. 8a
2	Conduct a Diving Medical Examination.	Para. 8b
3	Conduct a Physical Screening Test.	Para. 8c
4	Conduct a Hyperbaric Pressure Test.	Para. 8d
5	Submit a Request for Program Entry.	Para. 8e

a. **Interview the applicant**. The interview is necessary to examine and evaluate each applicant's character, traits, background, motivation, and potential for successfully completing training and subsequent Seabee UCT career assignments. The interviewer will do the following:

(1) Discuss the nature of the Seabee UCT program with the applicant to include training, duty assignments, operational employment, career development, pay, advancement, etc.

(2) Review the applicant’s service record to fully assess past performance, program entry effect on professional development, and potential for successfully completing initial training.

(3) Determine the applicant's comfort level in the water. Member must have considerable comfort level when in a waterborne environment. This should not be determined solely by the physical screening test.

(4) Determine the applicant’s physical fitness level.

(5) Review entry requirements with the applicant to determine which requirements are met and which requirements require a waiver.

(6) Complete MILPERSMAN 1306-912, Exhibit 1, Report of Seabee Underwater Construction Technician (UCT) Program Screening.

(a) All program entry requirement waivers must be specified and supported with justification for approval.

(b) A negative response to any of the questions or traits identified in the applicant’s service record could indicate unsuitability for the program.

(c) Provide a positive or negative endorsement stating the suitability to attend initial training.

b. **Conduct a Diving Medical Examination**. Applicants must meet Physical Examination and Standards per reference (b), Article 15-105.

(1) Approved location. The medical examination may be conducted at hospitals, clinics, or dispensaries capable of accomplishing or coordinating all required examination elements.

(2) Approved Medical Examiner. Per reference (b), Article 15-105, examinations can be conducted by any physician, but an Undersea Medical Officer (UMO) or Diving Medical Officer (DMO) must approve and review all examinations/reports. BUMED (M3/50M2) can review and sign physical examinations for accessions performed by another credentialed medical provider where a Navy UMO or DMO is not proximately available.

(3) Medical Reports. Results of the diving medical examination will be recorded on the following reports:

- DD 2807-1 (3-07), Report of Medical History.
- DD 2808 10-05), Report of Medical Examination.
- NAVPERS 1200/6 (12-09), U.S. Military Diving Medical Screening Questionnaire. (Used to report any interval changes to health history or physical exam since last valid periodic dive medical exam. Must be completed no later than 1 month prior to actual transfer to training and placed in servicemember's medical record.)

(4) Validity. The initial diving medical examination will be valid for a 24-month period. Candidates who have not reported to initial training within the 24-month period must re-submit DD 2807-1 and DD 2808 updated reports to NAVPERSCOM (PERS-401C).

c. **Conduct the Physical Screening Test**. The physical screening test is designed to assess the applicant’s physical ability to undergo initial and advanced training.

(1) Administer the Physical Screening Test per MILPERSMAN 1220-100, Exhibit 1.

(2) No alterations to the test are permitted. The test must be administered exactly as indicated.

(3) Testing Males and Females. Physical screening test standards are identical for both male and female applicants.

d. **Conduct a Hyperbaric Pressure Test**. The hyperbaric pressure test is designed to determine if the applicant can successfully adapt to increased atmospheric pressure without adverse physiological reaction. This test is conducted in a hyperbaric recompression chamber per reference (c).

e. **Submit a Request for Program Entry**. Upon satisfactory completion of the screening process, applicants will forward their request to NAVPERSCOM (PERS-401C), with copy to applicant, via NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request.

(1) NAVPERS 1306/7 will reference MILPERSMAN 1306-912 and include the following statement:

“Per MILPERSMAN 1306-912, I volunteer for Seabee Underwater Construction Technician (UCT) duty and request assignment to initial training. I agree to serve on active duty for a period of 36 months from class graduation date or until completion of previously obligated service, whichever is greater, unless released earlier by Navy Personnel Command (NAVPERSCOM). I also agree to serve the period of minimum obligated service specified regardless of whether I retain qualification as a Seabee Underwater Construction Technician (UCT) and NEC 5392 during that period.”

(2) COs are required to provide a statement concerning the applicant’s suitability for type of training and assignment to duty.

(Continued on next page.)

(3) Required enclosures are listed below:

Enclosure 1	DD 2807-1 (3-07), Report of Medical History
Enclosure 2	DD 2808 (10-05), Report of Medical Examination
Enclosure 3	MILPERSMAN 1306-912, Exhibit 1, Report of Seabee Underwater Construction Technician (UCT) Program Screening.
Enclosure 4	NAVPERS 1616/26 (Rev. 3-02), Evaluation Report and Counseling Record, for previous 3 years including any special or transfer evaluations.
Enclosure 5	Armed Services Vocational Aptitude Battery scores as documented on NAVPERS 1070/604 (Rev. 3-05), Enlisted Qualifications History.
Enclosure 6	Hyperbaric Pressure test results. Provide memorandum stating waiver justification if not completed.

9. **Transfer To Initial Training**

a. **Physical condition Verification**. The member's physical condition shall be verified by performing the physical screening test approximately 30 days prior to transfer to initial training. Test results will be placed in the servicemember's service record. Personnel who fail the physical screening test 30 days prior to transfer will retest approximately 15 days prior to transferring. If members fail again, they will have their orders held in abeyance and NAVPERSCOM (PERS-401C) will be notified by message.

b. **Authorization**. A DMO or UMO is required to complete and sign NAVPERS 1200/6 no later than 1 month prior to actual transfer to training. Place original NAVPERS 1200/6 in the servicemember's medical record.

c. **Disqualifying Condition**. Personnel who have received orders to attend initial training, but develop any possible disqualifying condition, to include physical conditioning, medical, performance standards, non-judicial punishment, or security clearance eligibility are required to notify NAVPERSCOM (PERS-401C) by message.

10. **Voluntary NEC Revocation**

a. **Request for Removal of NEC**. Members assigned Seabee UCT NEC codes may request removal of their NEC **via** their CO, **to** BUPERS-325. Personnel are required to submit

(1) NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request; and

(2) NAVPERS 1221/6 (6-06), Enlisted Personnel Action Request.

b. **Request Reasons and Statement**. The request should include member’s reasons for removing NEC, and the following Statement:

“I understand removal of my assigned NEC (fill in) will result in stoppage of special or hazardous duty pay and reassignment to a non-NEC billet, not necessarily at my present command.”

c. **Further Training/Assignment/OBLISERV.** Members who voluntarily request NEC removal normally will not be approved for further voluntary training or assignment in other Diver/EOD/SEAL/UCT programs; however, member must serve remainder of original OBLISERV incurred as the result of initial training in a non-NEC billet, unless released at an earlier date by CHNAVPERS. Contact BUPERS-325 for information on reverting to a component diving NEC.

11. **Involuntary NEC Revocation**

a. **CO Determination**. COs may recommend revocation of a member's NEC(s) by submitting NAVPERS 1221/6 to BUPERS-325. This revocation shall not be used as a punitive measure, but based on the CO’s determination that the member is no longer suitable for assignment to billets requiring the NEC. NAVPERS 1221/6 must substantiate that determination by providing sufficient background and reasonable justification for removal of member's NEC.

b. **Required Statement**. Recommendations to revoke NEC shall include one or more of the following statements:

"The member is considered suitable for assignment to rate or rating billets not requiring NEC (fill-in)."
"The member may reapply for reinstatement of NEC (fill-in) after completing at least 2 years assigned to a non-NEC billet."
"The member is considered unsuitable for reassignment and will be recommended for administrative discharge by separate action."

c. **Revocation Reasons**. Primary reasons for revocation of NEC include (but are not limited to) the following:

(1) Non-Performance of Duties. Failure or unwillingness to perform duties required of the NEC.

(2) Failure to maintain NEC eligibility.

(a) Permanent revocation by Department of the Navy, Central Adjudication Facility (DON CAF) of the member's security clearance.

(b) Permanent physical disability.

(3) Professional performance.

(a) Culpable negligence.

(b) Breaches of diving safety or regulations.

(c) Loss of CO's faith and confidence in the member's ability to exercise sound judgment, reliability, and personal conduct.

(4) Alcohol Abuse. Personnel identified as having abused alcohol will be locally suspended by their CO from duty pending the outcome of screening, disciplinary counseling, or rehabilitation procedures as outlined in reference (e). At any time, during or upon completion of those proceedings, COs have the following options:

(a) If a counseling/rehabilitation program appears **likely to succeed**, the member will remain assigned to the command in a non-UCT program NEC status and will have a program

developed per reference (e). Commands will submit NAVPERS 1221/6 to BUPERS-325 to affect suspension of the Seabee UCT program related NEC. Upon successful completion of the rehabilitation program, the CO may request reinstatement of the member's Seabee UCT program related NEC.

(b) If **future alcohol abuse is considered likely**, or the member **fails rehabilitation treatment**, the CO may certify that the member has no potential for further useful service and must initiate separation procedures. Commands will submit NAVPERS 1221/6 to BUPERS-325 to revoke the Seabee UCT program related NEC.

(c) Personnel who **voluntarily refer themselves** for treatment in the **absence of either an alcohol-related violation** (of local, state, or Federal law; or the Uniform Code of Military Justice) **or substandard service** and are found in need of treatment will be placed in a non-diving related NEC status pending outcome of required treatment. Commands will submit a NAVPERS 1221/6 to BUPERS-325 to suspend the Seabee UCT program related NEC. Upon successful completion of the rehabilitation program, the CO may request reinstatement of the member's Seabee UCT program related NEC.

(5) Drug Abuse. Members identified as having abused drugs as defined in reference (e) are not eligible for diving duty or future reinstatement. Members will be processed for administrative separation as specified in MILPERSMAN 1910-146. Commands will submit NAVPERS 1221/6 to BUPERS-325 to revoke the Seabee UCT program related NEC.

ADVISORY: NEC revocation shall not be used as a substitute for required disciplinary, punitive, and/or administrative action. Particular consideration shall be exercised to ensure that NEC revocation is not used to transfer members to other duty when they do not clearly meet the established high standards for continued Naval Service.

d. **E-9 UCT Divers**

(1) NEC Removal. It is the expressed intent that all E-9 UCT divers be qualified as NEC 5933 or be selected for/serving as a chief warrant officer (CWO). As such,

(a) Chief of Naval Operations (CNO), Force Shaping Plans and Policy branch (OPNAV (N132D16)) will submit NAVPERS

1221/6 to BUPERS-325 to remove NEC 5931 of any Advanced UCT Diver who has is not qualified as NEC 5933 at the time of their advancement/frocking (whichever occurs first) to E-9.

(b) OPNAV (N132D16) will submit NAVPERS 1221/6 to BUPERS-325 to remove NEC 5931 of any Advanced UCT Diver who, within 12 months of member's frocking/advancement (whichever occurs first) to paygrade E-8, has not attended the Master Diver (MDV) Evaluation Course.

(c) OPNAV (N132D16) will submit NAVPERS 1221/6 to BUPERS-325 to remove NEC 5931 of any Advanced UCT Diver in paygrade E-8 who has failed the MDV Evaluation Course and asked not to return, or has failed the MDV Evaluation Course with a recommendation to return, but is not making satisfactory progress toward returning to the MDV Evaluation Course.

(2) Waivers. BUPERS, Seabee Enlisted Community Manager (BUPERS-325D); **via** Naval Facilities Engineering Command, Director, Naval Ocean Facilities Program (NOFP) Office (NAVFAC OFP); must approve any waiver requests. Generally, waivers will only be granted for, but not limited to, the following:

(a) An E-8 Advanced UCT Diver, who at time of frocking/advancement (whichever occurs first) to E-8 is stationed at a non-diving command. This waiver will not eliminate the need to have the 5933 NEC at time of advancement or frocking to E-9. Further, it is expected that the E-8 will have 1 year after returning to a diving command to attend the first available Master UCT Diver evaluation course.

(b) An E-8 or E-9 Advanced UCT Diver who has been selected for CWO.

(c) Other waivers will be reviewed on a case-by-case basis.

12. **Reinstatement**

a. **Request**. Personnel whose NEC was previously removed by administrative action may request reinstatement of their former NEC by submitting NAVPERS 1306/7 to BUPERS-325 via their present CO. If approved, COs will submit NAVPERS 1221/6 to BUPERS-325.

b. **Request from Personnel Separated**. Personnel separated from the Navy may request reinstatement of their former NEC by submitting NAVPERS 1306/7 to BUPERS-325 if qualified and recommended for reenlistment in the NEC at time of separation, the member may send the request for reinstatement directly to BUPERS-325.

13. **Supervisory Status**. There are a few situations where personnel are unable to meet the physical standards for Seabee UCT duties to include diving and demolition operations through no fault or lack of diligence on the member's part. In these few cases, personnel whose significant Seabee UCT experience is of continued value to the Navy, may apply for “Supervisory Status” designation and remain in the Seabee UCT program.

a. **Eligibility**. Personnel serving in paygrades E-7 through E-9, with NEC 5933 may request designation for “Supervisory Status” by submitting NAVPERS 1306/7 **via** their CO and BUMED (M3/50M2) **to** BUPERS-325. Request shall contain the following:

Enclosure (1)	Results of a recent diving physical examination.
Enclosure (2)	A brief synopsis of previous NEC-related experience.

b. **Designation**. If approved, BUPERS-325 will designate personnel in either "Supervisory Status, Diving" or "Supervisory Status, Non-diving," based on the following considerations:

(1) Favorable endorsement of the member's request by the CO.

(2) BUMED recommendation concerning waiver of physical standards.

(3) Number of personnel presently assigned in a "Supervisory Status, Diving" or "Supervisory Status, Non-diving" at the member's activity.

(Continued on next page.)

(4) The member’s eligibility, as specified in NECs below:

Supervisory Status Only (Categories) Eligibility Criteria	**5933**
Diving Status (requalification dives only)	YES
Minimum years service in NEC	N/A
Maximum years total service	30
Top 30 percent evaluations previous 4 years	YES
Qualified for sea duty	YES
Non-diving Status	YES
Minimum years service in NEC	N/A
Maximum years total service	30
Top 10 percent evaluations previous 4 years	YES

(5) Personnel designated "Supervisory Status, Diving” or “Supervisory Status, Non-diving" will be limited to a maximum of 5 percent of an activity's onboard diving related billet allowance, or less if the number may be detrimental to operational capability.

c. **Disapproval**. If disapproved, members will have their Seabee Underwater Construction Technician (UCT) NEC revoked per paragraph 11 of this article.

d. **Tenure**. Designation of personnel for "Supervisory Status, Diving" or "Supervisory Status, Non-diving" shall be made to coincide with required diving duty physical examination tenure. Extension of “Supervisory Status” must be requested to coincide with completion of diving duty physical examinations. Personnel designated "Supervisory Status, Diving/Non-diving" may retain that status, dependent upon the receiving command’s requirements, if transferred during the normal tenure of diving duty physical examination.

e. **Assignments**. Personnel designated “Supervisory Status, Diving” are assignable to sea duty, eligible for diving pay per their current NEC; and limited to performing supervisory, inspection, and re-qualification dives only, as specified in MILPERSMAN 1220-260.

f. **Sea Duty and Diving**. Personnel designated "Supervisory Status, Non-diving" will not normally be

assigned to sea duty, unless the number of divers in a full diving status at an activity is sufficient to conduct safe diving operations. Personnel assigned in a "Supervisory Status, Non-diving" shall not dive.

14. **Periodic Requalification**

a. **Maintain Proficiency**. Periodic requalification of Seabee UCT program personnel is necessary to maintain individual proficiency and unit capability. Personal safety during hazardous operations is directly related to proficiency. COs are directed to afford every opportunity for maintaining individual qualification without lapse.

b. **Specific NEC Requalification**. For policy on specific NEC requalification refer to MILPERSMAN 1220-260, Diving Requalification. Documentation of diving operations is described in reference (c).

15. **Rotational Patterns for UCT Personnel**. Rotation of UCTs is in a “closed loop” of billets for NECs 5931, 5932, and 5933. Billets outside the UCT primary Navy Enlisted Classification (PNEC) code community are available on an exception basis to enhance construction rating skills. These limited assignments are made jointly by the UCT and rating detailers. While in one of these billets, members will retain their PNEC and are required to maintain diving qualification per MILPERSMAN 1220-260. The assignment is considered duty involving the performance of diving and the member is entitled to applicable pay per reference (f). Upon completion, and prior to the return to a UCT billet at projected rotation date (PRD), diver qualification must be verified by NAVPERSCOM (PERS-401C).

16. **Advanced Diver Training**. Volunteers for Advanced Diver training (NECs 5931 and 5933) must satisfy specific requirements stated below; be physically qualified under reference (b), article 15-102; and be recommended by the Command MDV (NEC 5933) with CO’s concurrence prior to assignment to Advanced Diver training.

a. **Advanced UCT Training (NEC 5931) Minimum Requirements**. Currently qualified as follows:

(1) Basic UCT (NEC 5932), with a minimum of a complete SEA tour as an UCT in an NEC 5932 billet.

(2) Paygrade E-6 or Above. Personnel in paygrade E-5 may apply for a waiver to attend advanced training. Waivers will be issued on a case by case basis by BUPERS-325.

(3) OBLISERV. Thirty-six months OBLISERV from class graduation date.

(4) Personnel Qualification Standards (PQS). Completion of Diving Salvage Warfare PQS items as currently required by local command PQS.

b. **Master UCT Diver (NEC 5933) course (A-433-0019)**.

(1) Location. Naval Diving and Salvage Training Center (NAVDIVESALVTRACEN) conducts periodic MDV courses and is the only command authorized to qualify MDVs, and is the prerequisite to achieving Master UCT Diver (NEC 5933).

(2) Screening and Selection. NAVPERSCOM (PERS-401C) will annually screen the current personnel inventory of all E-7/E-8 Advanced UCT for eligibility to attend MDV Evaluation Course (A-433-0019). Selected candidates will receive notification of their eligibility and be directed to submit an application to attend.

(3) Recommendation and Endorsement. Command Master UCT Diver of diving activities will recommend Advanced UCT (NEC 5931) personnel for CO approval. COs will endorse the application for participation in the MDV course as specified in MILPERSMAN 1220-100, Exhibit 4, Request for Master Diver Course, providing the candidate fulfills all prerequisites below.

(4) Review of Packages. NAVPERSCOM (PERS-401C) and BUPERS-325 will annually review all submitted packages and categorize packages for attendance.

(5) Prerequisites

(a) Served a minimum of 2 years from date of frocking or advancement to E-7.

(b) Be a qualified Advanced UCT Training (NEC 5931).

(c) Complete the following career progression through the Seabee community:

E-1 through E-5	Seabees attend construction rating “A” School and completed a minimum 24-month Seabee tour.
E-3 through E-6	Achieve 5932 NEC and serve one sea tour.
E-5 through E-7	Achieve 5931 and serve one tour.
E-7	Serve as an UCT Air Detachment leader for one 18-month Fleet Response Training Plan (FRTP) cycle.

(d) Be qualified at the highest level of Diving Supervisor at present command and must have been qualified as a Surface Supplied Diving Supervisor as an Advanced UCT (NEC 5931).

(e) Qualified Seabee Combat Warfare Specialist (SCWS) as Advanced UCT and all required command qualifications at present command.

(f) No marks less than 3.0 on the below listed reports as applicable. Must be marked promotable for advancement.

- NAVPERS 1616/26 (Rev. 3-02), Evaluation Report and Counseling Record (E-1 - E-6);
- NAVPERS 1616/27 (6-08), Evaluation and Counseling Record (E-7 – E-9); or
- NAVPERS 1610/2 (Rev. 3-02), Fitness Report and Counseling Record (E-7 – O-6).

(g) Have 36 months OBLISERV from class graduation date to fill a normal 36-month Master UCT Diver (5933) tour.

(h) Successfully pass written MDV course pretest administered by NAVDIVESALVTRACEN. (The validity of this test shall be for 12 months from the date of letter notification of test results. Failure to maintain eligibility by annual completion of the test will remove individuals from consideration for training.)

(i) Complete Salvage Diving Officer course of instruction via Navy E-Learning.

(j) Qualify surface supplied HEO2 diving, MK-16, and MK-25.

(6) Package Submission. Submit course request, MILPERSMAN 1220-100, Exhibit 4, Request for Master Diver Course; and completed package to NAVPERSCOM (PERS-401C) with the following enclosures:

(a) Copy of service record NAVPERS 1070/613 (Rev 7-06), Administrative Remarks entry indicating the individual's designation as a qualified Diving Supervisor.

(b) Copies of NAVPERS 1616/26, NAVPERS 1616/27, or NAVPERS 1610/2 regular, transfer, and special evaluations/ fitness reports for last 3 years.

(c) Local screening/training process letters of completion.

(d) Awards and letters of recommendation/ appreciation pertinent to determining performance, professionalism, potential, etc.

(e) NAVPERS 1070/613 entry agreeing to satisfy 36 months OBLISERV from class graduation date.

(f) Special duty request (NAVPERS 1306/7) indicating a desire to participate in MDV course.

(g) CO recommendation letter. Recommendation must address candidate’s leadership, supervisory abilities, and technical expertise.

17. **Disenrollment from Advanced Diver Training**

a. **Involuntary Disenrollment**

(1) Advanced UCT Training. Members involuntarily removed from Advanced UCT training for failure to meet physical or academic standards will retain their NEC 5932 and be made available to their detailer for assignment. These personnel will be required to return for Advanced UCT training at the end of their next duty assignment. A second failure will result in NEC 5932 revocation and assignment to a non-diving billet.

(2) MDV Evaluations. Members involuntarily removed from MDV evaluations for failure to meet physical or academic standards will retain their NEC 5931 and be made available to their detailer for assignment. NAVPERSCOM (PERS-401C) will reassign personnel to the MDV Evaluation Course based on the recommendation of the MDV evaluation panel.

b. **Voluntary Disenrollment**

(1) Advanced UCT Training. Members who voluntarily disenroll from First Class Diver training for other than emergency reasons shall have their NEC 5932 revoked and be assigned to a non-diving related billet. Recommendation of valid justifications for disenrollment will be made by the training activity to BUPERS-325 for approval.

(2) MDV Evaluations. Members who voluntarily disenroll from MDV evaluations for other than emergency reasons will retain their NEC 5931 and be made available to their detailer for assignment. NAVPERSCOM (PERS-401C) will not reassign these personnel to the MDV Evaluation Course. Personnel disenrolling for emergency reasons may be reassigned to the course based on seat availability. Recommendation of valid justifications for disenrollment will be made by the training activity to BUPERS-325 for approval.

18. **Insignia and Designation**

a. **Diving Insignia**. Upon fulfillment of the appropriate course of instruction, Seabees shall be authorized to wear the following diving insignia per reference (g):

(1) Underwater Insignia, Diver, Second Class. This insignia is authorized upon successful completion of Basic UCT training and award of NEC 5932.

(2) Underwater Insignia, Diver, First Class. This insignia is authorized upon successful completion of Advanced UCT training and award of NEC 5931.

(3) Underwater Insignia, MDV. This insignia is authorized upon successful completion of MDV evaluations and award of NEC 5933.

b. **Diver Designation**

(1) When a member has been qualified as a Basic UCT, the following entry will be made on NAVPERS 1070/613 of their service record:

“(Date): Qualified Basic Underwater Construction Technician this date and assigned the “DV” designator.”

(2) When a member has been qualified as a Master UCT Diver, the following entry will be made on NAVPERS 1070/613 of their service record:

“(Date): Qualified Master Underwater Construction Technician Diver this date and assigned the “MDV” designator.”

c. **Disqualification or NEC Removal**

(1) Members who voluntarily remove their NEC 5932, 5931, or 5933 per paragraph 10, or who have their NEC 5932, 5931, or 5933 removed through disciplinary or administrative action per paragraph 11, are considered disqualified as UCT.

(2) Members who are disqualified as a Basic UCT or Advanced UCT shall have the following entry made on NAVPERS 1070/613 of their service record:

“(Date) Failed to maintain qualification as an Underwater Construction Technician (include specifics for disqualification). Member has been informed that, as of this date, member is disqualified and no longer authorized to wear diving insignia or use the “DV” designator as a part of member’s rate.”

Members, once notified of their disqualification, shall have appropriate comments entered in the next periodic fitness report or evaluation and are no longer authorized to wear diving insignia.

(Continued on next page.)

(3) Members who are disqualified as a Master UCT Diver shall have the following entry made on NAVPERS 1070/613 of their service record:

“(Date) Failed to maintain qualification as an Underwater Construction Technician (include specifics for disqualification). Member has been informed that, as of this date, member is disqualified and no longer authorized to wear diving insignia or use the “MDV” designator as a part of member’s rate.”

Members, once notified of their disqualification, shall have appropriate comments entered in the next periodic fitness report or evaluation and are no long authorized to wear diving insignia.

(4) Members who have their NEC 5932, 5931, or 5933 involuntarily removed as a result of a permanent physical disqualification are authorized to continue to wear the appropriate diving insignia and continue to utilize the appropriate designator if recommended by the member’s CO and approved by BUPERS-325.

EXHIBIT 1

REPORT OF SEABEE UNDERWATER CONSTRUCTION TECHNICIAN (UCT) PROGRAM SCREENING

(Use proper letter format.)

From: (Screening Activity)
To: Commander, Navy Personnel Command (PERS-401CC1)

Subj: REQUEST FOR SEABEEE UNDERWATER CONSTRUCTION TECHNICIAN (UCT) PROGRAM

Ref: (a) MILPERSMAN 1306-912

1. (rank or rate, name), currently attached to (member's present command), was screened for entry to the Seabee Underwater Construction Technician (UCT) program as specified in reference (a).

2. The member completed the screening as indicated below:

a. Interview conducted by: (name, rank, position, command, date) (Interviewer should include any significant findings pertinent to selection/non-selection of member for requested training.)

(1) Does the applicant totally understand the mission and scope of the program? Yes _____ No _____

(2) Does the applicant fully understand the training regimen during initial training and what will be expected of him/her? Yes _____ No _____

(3) Is the applicant’s motivation for entry into the program a sincere desire for professional growth and achievement and not solely for the money or as a method to escape applicant’s present circumstances, etc.? Yes _____ No _____

(4) Does the applicant have the ability to adapt to the requirements of the program? Yes _____ No _____

(5) Is the applicant mentally prepared for the arduous training? Yes _____ No _____

(6) Does the applicant have any financial, marital, or other hardships that would impede the applicant's ability to concentrate on and complete the training? Yes _____ No _____

b. Physical Screening Test conducted by: (name, rank, position, command, date)

(1) Swim Time: _____min _____sec

(2) Run Time: ____ min _____sec

(3) Sit-ups: _____, Push-ups: _____, Pull-ups: _____

c. Hyperbaric Test conducted by: (name, rank, position, command/facility, date) or waived (state justification).

d. Eligible for SECRET security clearance based on a National Agency Check with Local Agency and Credit Checks (NACLC)? Yes _____ No_____

3. Based on (satisfactory/unsatisfactory) completion of this screening and per rating conversion entry requirements specified in reference (a), the member (is/is not) recommended for the Seabee UCT Program. (If member is not recommended, state reason/s.)

(Signature)

Copy to:
Member's present command

MILPERSMAN 1306-913

FLAG WRITER (NEC 2514)

Responsible Office	NAVPERSCOM (PERS-44ES1)	Phone: DSN COM FAX	882-3732 (901) 874-3732 882-2676

1. **Background**

a. Flag Writers (NEC 2514) are assigned to the personal staffs of flag and general officers and senior level civilians for the purpose of assisting those individuals with administrative details so they may devote a larger portion of their time to other important matters.

b. Assignments will be made without regard to sea/shore rotational considerations. Assignments to sea billets will be made as requirements dictate, with consideration given to enhancing future advancement opportunities in each individual case.

c. Flag Writer projected rotation dates (PRDs) are initially established to coincide as closely as possible with the anticipated rotation of the incumbent flag officer.

d. Tour length will normally be 24-36 months.

2. **Requirements/Qualifications**. To qualify for selection as a Flag Writer, a member must possess the following qualifications:

a. Be a warfare qualified YN1, with a minimum of 6 years total service or at least 1 year time in rate on active duty in the Regular Navy, and be on second or subsequent enlistment.

b. Required Armed Services Vocational Aptitude Battery (ASVAB) scores: VE + NO + CS = 165.

c. Have outstanding verbal communications ability, free of speech impediment.

d. Be emotionally able to handle stressful situations and possess the flexibility to work arduous hours. Applicants married to other military members and military single parents should give due consideration to assignment policies governing Flag Writers before applying for this program.

e. Complete sections A, B, D1, and D2 (SBI) of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

f. Required obligated service (OBLISERV) for this program is 36 months.

g. Waivers of the minimum qualifications will not normally be granted.

h. Letter of recommendation from the member’s commanding officer stating that the member is fully qualified for the program (noting any waivers that may be required), addressing the member’s military bearing, demeanor, and future potential.

i. Members accepted into the Flag Writer Program must sign a NAVPERS 1070/613 upon graduation of the YN “C” school agreeing to maintain physical readiness standards per OPNAVINST 6110.1 (series). Graduates who are unable to maintain physical readiness standards will be released from the program and returned to normal rating detailer for follow-on assignments.

j. Members accepted into the Flag Writer Program will be required to sign a NAVPERS 1070/613 entry upon graduation of the YN ”C” School recognizing the fact that their personal conduct, both on-and off-duty, must always be of the highest caliber. If a Flag Writer is unable to maintain good order and discipline, receives any civil or military conviction (less minor traffic violations), or is deemed unsuitable for Flag Writer duty by the Flag Officer, it will serve as grounds for release from the program and the member will be returned to the normal rating detailer for follow-on assignments.

3. **Flag Writer Interview**

a. Prior to submitting an application for the Flag Writer Program, members should contact the Flag Writer Placement Coordinator (PERS-44ES) in order to discuss the program.

b. The prospective candidate shall be interviewed by a Flag Writer and recommended to the Regional Coordinator for further processing. The Regional Coordinator will contact the applicant and set up an interview with a minimum of three other Flag Writers from the area, if possible, using the NAVPERS 1236/13 (Rev. 3-06), Flag Writer Interview Sheet. The purpose of the interview follows:

(1) Discuss the nature of the program with the applicant, to include training, duty assignments, advancement, etc.

(2) Determine the applicant’s reasons for volunteering and assess the motivation to serve as a Flag Writer and complete initial training.

(3) Review entry requirements with the applicant to determine which requirements are met and which requirements require a waiver.

c. Performance Evaluation Review. As part of the interview process, the applicant’s performance evaluations shall be reviewed to:

- fully assess past performance,
- fully assess potential for development,
- identify traits which could be beneficial to the community, and
- identify traits which could be detrimental to the community.

d. **Questions to Answer**. The interviewer should attempt to answer the following questions during the interview and advise the applicant accordingly:

No.	Questions
1	Does the applicant totally understand the mission and scope of the program?
2	Does the applicant fully understand the initial training and what will be expected?
3	Is the applicant's motivation for entry into the program a sincere desire for personal growth and achievement, and not solely as a method to escape present circumstances, etc.?
4	Does the applicant have the ability to adapt to the requirements of the desired community?
5	Is the applicant mentally prepared for the arduous duty? Does the applicant have any financial, marital, or other hardships that would impede his or her ability to concentrate on and complete the training or fulfill obligations as a flag writer?
6	Does the applicant have a considerable comfort level for working in the Flag Writer environment?

e. **Negative Answers**. A negative response to any of the questions could indicate unsuitability for the program. The Interviewer should further ascertain the applicant's motivation for the program.

4. **Requests**

a. Requests shall be submitted to NAVPERSCOM, Admin/Deck/Supply Section (PERS-402B) via the administrative chain of command utilizing NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request. Packages will include the following:

(1) Full front and side view digital photographs in service dress uniform or service uniform.

(2) A biography, listing all duty stations with dates and duties.

(3) Last 5 years of evaluations/fitness reports.

(4) Interview appraisal from the Regional Coordinator.

b. Selected candidates will be required to attend the 5-week Flag Writer Course (YN "C" School) at Naval Technical Training Center, Meridian, MS. Upon successful completion of the course, students will be awarded NEC 2514 and detailed to a Flag Writer billet.

c. Those graduates who have not been assigned to a flag or general officer within four months after graduation or acceptance into the program will be returned to their normal rating detailer for follow-on assignment as a 0000 YN and the 2514 NEC will be archived for future detailing.

MILPERSMAN 1306-914

MILITARY ASSISTANCE ADVISORY GROUPS (MAAGS), MILITARY GROUPS, NORTH ATLANTIC TREATY ORGANIZATION (NATO) COMMANDS, JOINT STAFFS, ATTACHÉ (EMBASSY) DUTY, AND SIMILAR ACTIVITIES

Responsible Office	NAVPERSCOM (PERS-4010G)	Phone: DSN COM FAX	882-3872 (901) 874-3872 882-2646

1. **Background**

a. This article prescribes the procedures by which enlisted members may request assignment to duty in Military Assistance Advisory Groups (MAAGS), Military Groups, North Atlantic Treaty Organization (NATO) commands, Joint Staffs, Attaché (Embassy) Duty, and similar activities.

b. The largest percentage of billets presently established within these special activities are for the YN, IT, and ET ratings (paygrades E-4 thru E-8).

c. Some requirements do exist, however, for a variety of other ratings/Navy Enlisted Classifications (NECs) and interested members may contact the MAAGS desk at Navy Personnel Command (NAVPERSCOM), Shore Special Programs Assignment Branch (PERS-4010G) to determine whether a requirement exists for a particular rating, paygrade, or NEC.

d. Tour lengths will be 36 months in the continental United States (CONUS), or Department of Defense (DoD) area tour for overseas assignment.

2. **Requirements/Qualifications**

a. For assignment to some activities, foreign language qualifications are desirable but not mandatory. Members assigned to billets with mandatory foreign language qualifications will be assigned a course of instruction at Defense Language Institute (DLI).

b. Members being considered for assignment to embassy duty shall meet the following minimum qualifications:

(1) Paygrade E-5 or higher.

(2) Must be able to obtain a Top Secret Sensitive Compartmented Information (SCI) security clearance.

(3) No nonjudicial punishment (NJP) or civilian convictions within the last 36 months.

(4) No record of drug or alcohol abuse.

(5) Excellent moral character and sound judgment.

(6) No financial problems.

(7) Member and all immediate family member(s) must be United States (U.S.) citizens.

(8) Member and family member(s) must be screened for isolated overseas duty.

(9) Minimum Defense Language Aptitude Battery (DLAB) score of 100 (for countries requiring language training). If qualified, members will be required to submit a nomination package to Office of Naval Intelligence (ONI), Washington, D.C. for final approval.

c. Complete sections A, B, C, and D of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

d. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-915

NAVY LEADERSHIP CONTINUUM (NAVLEAD) INSTRUCTOR

Responsible Office	NAVPERSCOM (PERS-4010D1)	Phone:	DSN	882-3862
			COM	(901) 874-3862
			FAX	882-2646

1. **Background**

a. This program requires assignment of members to full-time instructor duty ashore, earning Navy Enlisted Classification (NEC) 9518.

b. Tour lengths will be 36 months or Department of Defense (DoD) area tour for overseas assignments.

2. **Requirements/Qualifications**

a. Required Armed Services Vocational Aptitude Battery (ASVAB) Scores: Combined WK-GCT/AR-ARI of 101 or 2-year college degree or higher.

b. Must have a warfare designator.

c. Must be a petty officer E-6 through E-9.

d. Must present a sharp military appearance and obtain a personal interview with the nearest Navy Leadership Continuum (NAVLEAD) facility.

e. Complete section A of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

f. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-916

NAVY DRUG AND ALCOHOL COUNSELOR AND INTERN

Responsible Office	NAVPERSCOM (PERS-4010D1)	Phone: DSN COM FAX	882-3862 (901) 874-3862 882-2646

References	(a) OPNAVINST 6110.1G (b) OPNAVINST 5350.4C (c) NAVEDTRA 12061, Catalog of Nonresident Training Courses (CANTRAC)

1. **Program Background**

a. This program requires assignment of personnel to full-time counselor duty afloat and ashore. Members first earn Secondary Navy Enlisted Classification Code (SNEC) 9522 as a Navy Drug and Alcohol Counselor Intern. After serving as a SNEC 9522 for a minimum of 12 months and meeting all qualifications per the Naval School of Health Science (NSHS), members may submit approval documentation to NSHS for assignment of SNEC 9519, Navy Drug and Alcohol Counselor. Once SNEC 9519 is assigned, component SNEC 9522 will be automatically dropped.

b. Personnel rotating from an existing counselor shore billet will be screened by Navy Personnel Command (NAVPERSCOM), Shore Special Programs Assignment Branch (PERS-4010D1) for a counselor sea billet (Type Duty Code “2,” “3,” “4”). If one is available, the member may be assigned to that billet. If no counselor sea billet is available, the member will be returned to the rating detailer for an in-rate assignment.

c. When certified counselors approach their projected rotation date (PRD) while in non-counselor billets, the rating detailers will nominate them to NAVPERSCOM (PERS-4010D1) for assignment to valid counselor billets. If no billets exist, members will be returned to their detailer for assignment.

d. Initial counselor tour length with a SNEC of 9522/9519 will be 36 months or Department of Defense (DOD) area tour length.

2. **Requirements/Qualifications**

a. Qualifications for duty as a Navy Drug and Alcohol Counselor Intern SNEC 9522 are as follows:

(1) Express a desire and willingness to perform the required duties and tasks.

(2) Be a petty officer E-5 through E-9.

(3) Be able to communicate well in both oral and written formats and able to successfully complete college-level courses of instruction.

(4) If recovering from substance dependency, must have 2 years continuous sobriety and be actively involved in a recovery program. If member has a history of substance abuse and treatment, there must be no indications of abuse in past 2 years.

(5) Have no nonjudicial punishments (NJP)/ court-martial in past 3 years.

(6) Demonstrated stability in personal affairs and present a positive role model.

(7) Be mentally and medically fit for duty.

(8) Meet applicable military physical fitness standards per reference (a).

(9) Must be interviewed and recommended by a certified Substance Abuse Rehabilitation Program (SARP) per reference (b).

(10) Complete the Navy Drug and Alcohol Counselor School in San Diego, CA. The course description and class convening dates are included in reference (c).

b. To qualify for assignment as a Navy Drug and Alcohol Counselor SNEC 9519, member must serve as a SNEC 9522 for minimum of 12 months, meet all requirements per NSHS, and submit approval documentation to NSHS. Once SNEC 9519 is assigned, component SNEC 9522 will be automatically dropped.

c. Complete section A of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

d. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-917

NAVY EQUAL OPPORTUNITY Advisor (EOA)

Responsible Office	NAVPERSCOM (PERS-4010D1)	Phone: DSN COM FAX	882-3862 (901) 874-3862 882-2646

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Background**. The Navy's Equal Opportunity Advisor (EOA) Program is a valuable asset which stimulates a free-flow of communication at all levels within the chain of command. EOAs provide briefings, training, and assist visits to subordinate and area commands. Additionally, assigned EOAs strengthen the chain of command by keeping the leadership team aware of existing or potential equal opportunity related issues as well as procedures and practices which affect the mission, readiness, welfare, and morale of Sailors in the command.

a. This program requires assignment of members to a full-time advisor duty afloat and ashore.

b. Assignment to an EOA billet is contingent upon successful completion of both the EOA Primary Course and the Navy Service Specific Course at the Defense Equal Opportunity Manager Institute (DEOMI), and awarding of Navy enlisted classification (NEC) 9515.

c. EOAs are assigned to major shore commands, nuclear aircraft carriers, amphibious assault ships, assault craft units, and DEOMI instructor billets.

d. Members are required to complete two full consecutive EOA tours (one sea and one shore). Office of the Chief of Naval Operations (OPNAV), Director, Navy Equal Opportunity Program Office (N134) has identified EOA billets requiring a second tour EOA. These billets will be filled by second tour EOAs regardless of sea/shore flow requirements. EOAs completing their first tours (who are not waived from second tour as noted in paragraph 1e) upon entering their negotiating window will be detailed to second tour requirements. If no second tour requirement exists, EOAs will be allowed to select another first tour EOA billet consistent with their sea/shore flow. If there

are no EOA billets available when the member is negotiating their second EOA tour, the member may be returned to his or her rating detailer for an in-rate assignment.

e. Navy Personnel Command (NAVPERSCOM) recognizes that some ratings possess critical training/NECs that will not normally allow those personnel to be released by rating detailers for two tours. Additionally, High Year Tenure (HYT) limits may preclude members from completing two tours. Personnel in these situations who are interested in serving a single tour as an EOA may have the second tour requirement waived by the Branch Head, Shore Special Programs Branch, NAVPERSCOM (PERS-4010). Personnel interested in this option should submit a NAVPERS 1306/7 Enlisted Personnel Action Report requesting detail as an EOA with a waiver from the second tour requirement. Members requesting such waiver should specify why they are unable to serve two tours (i.e., nuclear trained, normal sea tour in rate requirements for advancement eligibility, HYT date allows only one assignment, etc.).

f. When EOA applicants approach their projected rotation date (PRD) from non-EOA billets, the rating detailer will nominate them to NAVPERSCOM, EOA/NAVLEAD/CAAC Detailer (PERS-4010D1) for assignment to valid EOA requirements. Personnel interested in EOA duty are encouraged to request release to Special Programs for EOA duty via NAVPERS 1306/7 prior to entering their normal detailing window (10-12 months prior to PRD).

g. Personnel completing their second EOA tour who desire to remain in the EOA Program for a third tour should submit a NAVPERS 1306/7, via OPNAV (N134E) requesting such assignment. Personnel recommended for third tour assignment with endorsement of OPNAV (N134E) and approved by NAVPERSCOM, Enlisted Distribution Division (PERS-40) will be detailed only to billets identified as requiring second tour experience.

h. Tour lengths will be per rating sea/shore flow or Department of Defense area tour for overseas assignment.

2. **Requirements/Qualifications**

a. To be eligible for selection for an EOA assignment, members must be E-6 through E-9 and be interviewed by an EOA. If an EOA is not stationed within a reasonable commuting distance, contact OPNAV, EOA Community Manager (N134E) to

arrange for a telephone interview: Commercial (901) 874-4283/DSN 882-4283).

b. Complete section A and D of NAVPERS 1306/92, Special Program Screening.

c. Required obligated service (OBLISERV) for each EOA tour is 36 months.

3. **FORMS**

a. NAVPERS 1306/7 available at:

http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx

b. NAVPERS 1306/92 available at:

http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx

MILPERSMAN 1306-918

NAVAL SUPPORT UNIT, STATE DEPARTMENT

Responsible Office	NAVPERSCOM (PERS-401)	Phone: DSN COM FAX	882-3571 (901)874-3571 882-2716

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVMED P-117, Manual of the Medical Department (MANMED) (b) SECNAVINST 5510.30B (c) NAVSO P-6034, Joint Federal Travel Regulations, Volume I

1. **Background**. The Naval Support Unit (NSU), State Department provides Seabee support to the U.S. Department of State (DoS) on a continuing basis.

a. This program involves construction, renovation, maintenance, and repair work in sensitive and secure spaces; including installation, maintenance, and repair of technical security systems, high security locks, and security surveillance of foreign contract construction within the DoS facilities overseas.

b. Seabees selected for duty with this unit will undergo approximately 24 weeks of specialized training and indoctrination in the Washington DC metro area prior to assignment to the temporary duty (TDY) pool or a foreign post.

c. Sea duty tours with this unit typically consist of a 6-12 month unaccompanied tour, followed by a 30-36 month overseas accompanied tour. Although members may provide their input on desired assignments and locations, final assignment will be based on operational requirements at the time.

d. Shore duty billets consist of:

(1) One Civil Engineer Corps (CEC) officer (5100) (officer in charge);

(2) Five occupational field (OF)-7 personnel (E-9 assistant officer in charge, E-8 operations chief, E-7 training chief, E-6 assistant training petty officer, and E-6 assistant operations petty officer); and

(3) Five non OF-7 personnel (PS1 pay and disbursing, PS2 administration and passports, YN1 security manager/awards/ EVALS, NC1 career counselor, and yeoman chief (YNC)). All other personnel assigned to naval support unit will be on sea duty.

e. All personnel assigned to the unit are required to wear civilian clothing, unless otherwise directed. A civilian clothing allowance will be paid upon execution of orders to NSU. Officers are not entitled to a clothing allowance.

f. Applications for assignment to the unit are accepted from selected construction ratings (OF-7) and fleet (YN, NC, and PS) personnel.

g. Tour length will be at least 48 months for unit identification code (UIC) 30002 (sea).

h. Tour length will be at least 36 months for UIC 65498 (shore).

2. **Requirements/Qualifications**

a. Personnel desiring assignment to the NSU must meet the following requirements:

(1) All overseas screening requirements for the member and member’s family per MILPERSMAN 1300-300 through 1300-316.

(2) If married, have no more than three family members, including expected.

(3) E-5 and above in one of the following ratings: BU, CE, UT, EA, SW, CM, or EO.

(4) E-5 through E-7 in one of the following ratings: YN, NC, or PS.

(5) Be a United States citizen and speak and write English proficiently.

(6) The Special Program screening shall cover 60 months of service vice 36 months.

(7) Personnel must have a current physical health assessment and be physically qualified per reference (a).

(8) No exceptional family member codes, dependent development concerns, or maintenance phase treatment will be accepted. Only class 1 and 2 dental readiness is accepted.

b. Applications should be submitted to:

Officer in Charge **Naval Support Unit** **SA-14 Suite 210 (DS/STO/NSU)** **Washington, D.C. 20522-1403**

(1) Application packages must include:

(a) NAVPERS 1306/7 Enlisted Personnel Action Request with command recommendation;

(b) Last five evaluations; and

(c) Last five physical fitness assessment scores (Physical Readiness Information Management System printout) and a full length color photo; and

(d) NAVMED 1300/1 Medical, Dental, and Educational Suitability Screening for Service and Family Members (overseas screening form).

(2) Appropriate endorsements will be made concerning qualification and shall be forwarded to Navy Personnel Command NAVPERSCOM, Seabee/SEAL/SWCC/EOD/Diver Assignment Branch (PERS-401) for appropriate action.

c. Applicants should verify that their electronic service record is up to date and accurate to ensure full consideration in the screening process.

d. Applicants shall read MILPERSMAN 1306-900 and follow all applicable instructions when applying for assignment to NSU. Complete NAVPERS 1306/92 Special Program Screening. Special screening must cover 60 months vice 36 months.

e. Required obligated service for this program is 48 months on sea (UIC 30002) and 36 months on shore (UIC 65498).

3. **Special Security Requirements**. Per reference (b), applicant's electronic service record must be screened to determine if it contains valid documentation of a satisfactory security clearance eligibility to qualify for a single scope background investigation (SSBI).

a. NSU will initiate a SSBI investigation for the required top secret/sensitive compartmented information access. Do not have your current command initiate your investigation.

b. Investigation packages must be submitted within 10 working days after receipt of NSU's initiation of SSBI e-mail from the NSU Security Manager.

c. The complete investigation package must be submitted electronically via the Electronic Questionnaires for Investigations Processing (e-QIP) System to U.S. Office of Personnel Management.

(1) Forward the following to the address provided below via **Federal Express/UPS/DHL only**:

(a) Two original fingerprint cards (left hand, then right hand).

(b) Signature pages of e-QIP forms signed and dated.

Forward fingerprint card and signature pages via FEDEX/UPS/DHL only to:

Naval Support Unit **Attn: Security Manager** **1400 Wilson Blvd, Suite 210** **Arlington, VA 22209**

4. **Additional Special Requirements**

a. Prior to an applicant's arrival at NSU, applicants must complete the Navy Electricity and Electronics Training Series Modules 1-4 with no less than 3.0 average; Human Trafficking; Force Protection level I; and Code of Conduct level B on Navy E-Learning for the current fiscal year; as well as any other required training as directed. Upon arrival and check into NSU,

applicants must turn in all completion certificates to the training officer. Personnel reporting for the first class of any fiscal year shall wait until October to complete annual general military training courses.

b. Forward a statement to **operations chief, naval support unit** within 15 working days from the date the applicant has been determined as physically qualified per reference (a), section III. Ensure **SF88 Medical Record – Report of Medical Examination** and **SF93 Medical Record - Report of Medical History** records have been completed and are submitted as enclosure (1). Insert in block 5 of SF-88 and SF-93 the purpose of examination, "NAVSUPPU STATE DEPT CANDIDATE."

c. Housing recommendations for family member(s)

(1) The entire tour at NSU UIC 30002 is considered **sea duty** (sea/shore code 2). When a member initially reports, they may be assigned to the TDY pool.

(2) Upon receiving an assignment to a post at a specific overseas location, the member will receive a set of DOS permanent change of station orders. These orders are unique to the NSU and do not change the official Navy status of the member; the member is still assigned to **UIC 30002, located in Washington, DC, serving on sea duty (sea/shore code 2).** The member and family member(s) are entitled to only those benefits under reference (c), which apply to members serving on sea duty (sea/shore code 2). Members serve overseas within the DOS, but are considered as serving in Washington, DC for any and all Navy purposes.

(3) Reference (c), chapter 5 describes entitlements and is the correct reference for transportation of family member(s) and household goods (HHG) for personnel assigned to the NSU.

(4) Ensure Sailors understand reference (c), chapter 5 before making any arrangements to move family member(s) and HHG. Members do not qualify for any benefits granted to personnel assigned overseas duty under normal Navy orders. Members remain assigned to Washington, DC for their full tour at the NSU, even though they will be residing overseas within the NSU.

MILPERSMAN 1306-919

NAVY FLIGHT DEMONSTRATION SQUADRON (NAVFLIGHTDEMRON) (BLUE ANGELS)

Responsible Office	NAVPERSCOM (PERS-404)	Phone:	DSN	882-3692
			COM	(901) 874-3692
			FAX	882-2642

1. **Background**. The permanent duty station of Navy Flight Demonstration Squadron (NAVFLIGHTDEMRON) (Blue Angels) is Naval Air Station, Pensacola, FL.

a. Normally, applicants will be interviewed and their records screened by a representative of the Blue Angels.

b. Most billets are for paygrades E-5 and E-6; however, qualified, highly motivated personnel of lower paygrades will be considered.

c. Requirements exist for personnel in the AD, AE, AME, AM, AO, AS, AT, AZ, DM, PH, PR, SK, and YN ratings.

d. Tour lengths will be 36 months.

2. **Requirements/Qualifications**

a. The Blue Angels or the approving authority will contact Navy Personnel Command.

b. Detailed application information is available at www.navy.com/blueangels.

c. Complete sections A, B, C, D3, and D5 of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

d. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-920

USS CONSTITUTION

Responsible Office	NAVPERSCOM (PERS-4010D)	Phone: DSN COM FAX	882-3878 (901) 874-3878 882-2646

1. **Background**. USS CONSTITUTION is an important part of American heritage and the history of our Navy. Having earned her nickname "Old Ironside" during the War of 1812, USS CONSTITUTION is the oldest commissioned warship afloat in the world.

a. USS CONSTITUTION is permanently berthed in Boston, MA. The crew is tasked with promoting, protecting, and preserving the ship. The ship receives nearly half a million visitors annually and is the Navy’s platform for receiving senior officers, high ranking government officials, and heads of state.

2. **Policy**

a. Non-petty officers are normally assigned directly from Navy Recruit Training Command (NAVCRUITRACOM). Recruits who volunteer and are accepted for USS CONSTITUITION duty must execute NAVPERS 1070/613 (7-06), Administrative Remarks acknowledging the delayed entry into whichever guaranteed program they enlisted for, until completion of their prescribed tour on USS CONSTITUITION.

b. Members who did not enlist for a guaranteed program may request any program for which they qualify within 9 months prior to the end of their tour. Requests can be expected to receive a favorable consideration if the member is otherwise eligible and a requirement exists.

c. Chief petty officers (CPOs) and petty officers (POs) are selected from those eligible for shore duty.

d. Tour lengths are as follows:

(1) E-1 to E-3 personnel will serve 24 months.

(2) E-4 to E-9 personnel will serve 36 months.

e. USS CONSTITUTION is the approving authority for requests and will coordinate with Navy Personnel Command (NAVPERSCOM).

3. **Requirements/Qualifications**

a. Volunteers seeking duty on USS CONSTITUTION must be able to interact with the public with maturity, tact, and be a model representative of the U.S. Navy. They must have impeccable appearance and military bearing. CPOs and POs must be high-caliber individuals ready to serve as sharp military role models for junior crew members and must be strong leaders.

b. All volunteers being considered for duty on USS CONSTITUITION must meet the following **minimum** qualifications:

(1) Armed Services Vocational Aptitude Battery (ASVAB) scores:

(a) WK = 50

(b) VE = 50

(2) No record of nonjudicial punishment (NJP) within the past 36 months.

(3) No record of alcohol incidents within the past 36 months.

(4) No record of financial instability within the past 36 months.

(5) Have no evaluation/fitness report trait below 3.0 within the past 36 months.

(6) Must be within current body composition standards. Must not have failed any physical fitness assessment (PFA) in the past year. May not have more than one PFA failure in the past 4 years.

(7) Must be fit for full duty (medical/dental) without any limitations or disabilities which would preclude service onboard a ship.

(8) Must possess facial features free of acne, scars, and other unusual distinguishing features.

(9) Must not have any tattoos which are visible in short-sleeves or skirts.

(10) Must have a clear, strong voice free of heavy accents or speech impediments. Must not be afraid of public speaking.

(11) Must not be afraid of heights.

(12) Non-POs must be unmarried and without dependents.

c. Complete all sections of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form MILPERSMAN 1306-900, Exhibit 1.

d. Required obligated service (OBLISERV) for this program is 36 months for E-4 to E-9.

4. **Application**

a. Volunteers must be released from their community via rating detailer to NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010D).

b. Submit the following information to USS CONSTITUTION for screening:

(1) NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form.

(2) Evaluation/fitness reports for the past 36 months.

(3) ASVAB scores (WK, VE).

(4) Height, weight, last three PFA scores, and any failures within the last 4 years.

(5) Commanding officer’s (COs) signed letter of endorsement which must include a statement on military appearance and tattoos, an evaluation on the member’s speaking ability to include information on heavy accents or speech impediments, and the Sailor’s demeanor, professional knowledge, and leadership skills. Commenting on the member’s ability to work and lead groups of junior Sailors with little oversight is a favorable characteristic.

(6) Point of contact (POC) and phone number (career counselor, leading chief petty officer (LCPO), command master chief (CMC)).

c. Forwarding command CMC must contact and coordinate application with the following:

USS CONSTITUTION
CMC
Administrative Department
(617) 242-5670

d. Applications can be sent via the following:

E-Mail:
constitution.cc@navy.mil

or

Fax:
(617) 242-2308

e. Once application package is received and reviewed, a telephone interview will be arranged between the member and the USS CONSTITUTION CMC.

MILPERSMAN 1306-921

PERSONNEL EXCHANGE PROGRAM (PEP)

Program Manager	CNO (N13F-PEP)	Phone:	DSN COM FAX	227-3899 (703) 697-3899 693-0533
Responsible Office (officer)	NAVPERSCOM (PERS-461)	Phone:	DSN COM FAX	882-4065 (901) 874-4065 882-2676
Responsible Office (enlisted)	NAVPERSCOM (PERS-4010G)	Phone:	DSN COM FAX	882-3872 (901) 874-3872 882-2646

Reference	(a) OPNAVINST 5700.7H

1. **Background**. Per reference (a), the Personnel Exchange Program (PEP) provides for an equivalent one-for-one exchange between United States (U.S.) Navy officers or career-designated petty officers, and personnel from other military services, including foreign services. The program objective is to integrate participants into the host organization as though they belonged to the service to which they are assigned, while adhering to applicable technology transfer and classified information disclosure restrictions.

2. **Billets**. A list of authorized billets, broken down by rank/designator or rate/rank and country, may be obtained by contacting Navy Personnel Command (NAVPERSCOM),

- Foreign Area Officer (FAO) Placement Branch (PERS-461) (for **officer** personnel), or
- Shore Special Programs Assignment Branch (PERS-4010) (for **enlisted** personnel).

3. **Tour Length**. Tour length for PEP duty is usually 24 months, based on the date that members report to their ultimate command. One-year tour extensions may be authorized.

4. **Requirements/Qualifications**

a. Applicants for foreign PEP billets must be able to demonstrate cultural sensitivity and serve as military ambassadors of the U.S.

b. The nature of the PEP is to share professional knowledge with members from other services (and nations); therefore, applicants must be able to serve as subject matter experts in their designator or rate.

c. Applicants desiring to serve in a country whose native language is not English must

- test at a minimum 2/2/1+ (listening/reading/speaking) level on the Defense Language Proficiency Test (DLPT); otherwise,
- they must achieve a qualifying score on the Defense Language Aptitude Battery (DLAB), and
- receive training at the Defense Language Institute Foreign Language Center (DLIFLC) prior to reporting overseas.

Family members may receive language training on a space-available basis.

d. If a security clearance is required, participants are expected to report to their foreign command with a security clearance valid for the duration of the tour.

e. Participants must report with official passports, as they may be required to travel to countries that do not recognize NATO orders.

f. Participants in the PEP will be required to wear their U.S. Navy uniforms unless Force Protection requirements dictate otherwise.

g. Required obligated service (OBLISERV) for this program is 24 months.

5. **Administrative support**. Upon arriving overseas, personnel must report to their assigned administrative command for an in-processing period of 3 days temporary duty (TEMDU) prior to reporting to their ultimate duty stations. Frequently remote

from the PEP duty station, the administrative command is available to assist participants with

- fitness reports/evaluations,
- pay,
- advancements,
- examinations,
- leave,
- security clearances, and
- other related issues.

The command is also available to provide guidance on Physical Fitness Assessment (PFA), DLPT, and flight physical requirements.

6. **Pay and Allowances**. PEP members receive normal pay and allowances by the U.S. Government and may be entitled to special allowances based on location, such as

- Overseas Housing Allowance,
- Cost of Living Allowance,
- Hardship Duty Pay, and
- Foreign Language Proficiency Bonus.

Participants are not entitled to bonus pay from the host nation. Travel costs and allowances for travel ordered or required by the host nation will be funded by the host nation. Travel costs and allowances for travel ordered or required by the parent service will be funded by the parent service.

7. **Application**

a. **Officers**. Interested officers should contact their detailer in order to compete for a PEP billet.

b. **Enlisted**. Interested enlisted personnel should complete sections A, B, C, and D of **NAVPERS 1306/92 (Rev. 12-03)**, **Special Program Screening Form**, Exhibit 1 of MILPERSMAN 1306-900, and submit the form as directed by NAVPERSCOM (PERS-4010). Enlisted personnel will also be required to provide to their administrative command copies of their last four evaluations/ fitness reports (FITREPs), a summary of qualifications, as well as details about dependents.

MILPERSMAN 1306-924

MOBILE UTILITIES SUPPORT EQUIPMENT (MUSE) PROGRAM

Responsible Office	NAVPERSCOM (PERS-4011D16)	Phone:	DSN COM FAX	882-2038 (901) 874-2038 882-2987
Point of Contact	NAVPERSCOM (PERS-401C) for MUSE	Phone:	DSN COM FAX	882-3559 (901) 874-3559 882-2716

1. **Background**. The Navy's Mobile Utilities Support Equipment (MUSE) Program supports shore establishment utility systems and cold-iron services throughout the world with supplemental equipment capable of steam and electrical generation, and electrical transformation. MUSE provides siting, hookup, training, and inspection of this equipment. Skill areas include the **mechanical**, **electrical**, and **instrumentation** professions.

a. **Training**. Accepted applicants will undergo a rigorous

- 48 weeks of intensive training in the Primary Power Production Specialist Course conducted at Fort Belvoir, VA, and
- 12 weeks of technical training after transfer to Naval Facilities Expeditionary Logistics Center (NFELC), Port Hueneme, CA.

b. **Course**. The Primary Power Production Specialist Course at Fort Belvoir, VA consists of the following:

(1) **Academic Training - 15 weeks**. Includes algebra review, introduction to physics, fundamentals of electrical and mechanical engineering, chemistry, and corrosion control. Sub course is facilitated by accredited college providing successful students with 31 semester hours.

(2) **Operator Training - 14 weeks**. Includes hands-on training in operating, maintaining, and troubleshooting diesel driven power plants, and other power station systems.

(3) **Specialty Training - 18 weeks**. Based on program requirements and the students' previous training, students enter the instrumentation, mechanical, or electrical specialty phase.

Each phase is designed to provide intensive training in the specialty area as it relates to equipment used in both the Army Prime Power and Navy MUSE Programs.

c. **Navy Enlisted Classification (NEC)**. Upon successful course completion, **NEC 5633** is awarded. Graduates will then receive orders to NFELC, Port Hueneme, CA, or one of several overseas locations. Needs of the program and previous duty will dictate the initial duty assignment.

d. **Tour length**. Tour length will be 36 months or Department of Defense (DOD) area tour for overseas assignments.

2. **Requirements/Qualifications**

a. **Applicant Pool**. Applications for assignment to this program are invited from Seabee personnel who meet the following criteria:

(1) Paygrades E-4 through E-6 in the CE, UT, CM, EO, BU, EA, and SW ratings.

(2) No more than 12 years active duty.

(3) Required Armed Services Vocational Aptitude Battery (ASVAB) scores: WK + AR = 110.

(4) Have completed at least a 1-year course in algebra during high school or through another accredited school, or an equivalent course through Defense Activity for Nontraditional Education Support (DANTES). This requirement will not be waived.

b. **Clearance**. A **SECRET** clearance is required for all trainees prior to the commencement of the Primary Power Production Specialist Course.

c. **Course Convening and Selection Boards**. The Primary Power Production Specialist Course convenes two classes a year, one in **February** and one in **August**. Student selection boards are convened approximately 9 months prior to class start date. The selection board will be comprised of a minimum of four chief petty officers (CPOs) who hold **NEC 5633**. It will meet at NFELC, MUSE Department, Port Hueneme, CA, and screen all complete Navy Personnel Command (NAVPERSCOM) endorsed applications. Selections will be made per manning requirements of the program.

Results of this board are then forwarded to NAVPERSCOM, SEABEE Assignments Section (PERS-401C) to screen for final approval and orders.

d. **Not Selected**. Applications not selected will be retained at Construction Battalion Center, NFELC, MUSE Department, Port Hueneme, CA, for further review at subsequent boards.

(1) Personnel are most often not selected due to incomplete packages and failure to meet projected rotation date (PRD) obligation with their current command.

(2) Applications will be reviewed semi-annually for up to 3 years.

(3) Applicants are invited to update their applications with

- schools,
- awards,
- copy of NAVPERS 1616/26 (Rev. 7-95), Evaluation Report and Counseling Record (E-1 – E-6) for the last 2 years,
- grade transcripts for education,
- applicant’s hand-written statement,
- NAVPERS 1070/603 (Rev. 7-06), Administrative Remarks,
- NAVPERS 1070/604 (Rev. 3-05), Enlisted Qualifications History, and
- NAVPERS 1070/605 (7-06), History of Assignments, or
- any other pertinent data during this period.

(4) Any such information should be certified as a true copy and sent via the member’s command to the following:

Commanding Officer
Naval Facilities Expeditionary Logistics Center
MUSE Program Manager Code N33
1000 23rd Avenue
Port Hueneme, CA 93043

e. **Form**. Complete sections A, B, C, D1 and D2 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

f. **Obligated Service (OBLISERV)**. Required OBLISERV for this program is 60 months after the completion of MUSE training at the Primary Power Production Specialist Course.

g. **High Standards**. MUSE is a demanding, high OPTEMPO special program with extremely high standards. Potential applicants are advised that failure to meet all established standards will result in NEC removal.

MILPERSMAN 1306-925

SENIOR ENLISTED ACADEMIES (SEAS)

Responsible Office	NAVPERSCOM (PERS-40G1)	Phone: DSN COM FAX	882-3555/4906 (901) 874-3555/4906 882-2647

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Background**. Senior Enlisted Academies (SEAs) provide an opportunity for master, senior, and chief petty officers to engage in studies that broaden their educational experience and assist in fulfilling leadership and managerial responsibilities.

a. The curriculum is designed to be demanding, challenging, diversified, relevant, and comprehensive, giving the student a broad exposure to all facets of leadership and management functions.

b. There are six senior enlisted educational opportunities discussed in this article. Location, the number of seats available, and class convening months are as follows:

(1)	**United States Navy Senior Enlisted Academy - Resident Course (USN SEA-RC):** • Naval Station Newport, RI. • 112 seats per class, convening seven times each year; E-7s limited to 10% of class (typically 10 to 12 seats). • Course duration: 6 weeks in Residence (prerequisites required). • Travel during Permanent Change of Station (PCS) funded by NAVPERSCOM; Temporary Additional Duty (TEMADD) travel funded by the attendees' parent command. • See "Navy Senior Enlisted Academy" Web site for details (http://www.usnwc.edu/colleges/sea).
(2)	**United States Navy Senior Enlisted Academy - Non-Resident Course (USN SEA-NRC):** • Naval Station Newport, RI. • This course is limited to U.S. Navy personnel only. • 48 seats per class open to all E-8/9s. E-7 limited to SELRES only. • Course duration: 4 months Distance Learning, 2 weeks in Residence.

	• Temporary Additional Duty (TEMADD) travel funded by the attendees' parent command. • See "Navy Senior Enlisted Academy" Web site for details (http://www.usnwc.edu/colleges/sea).
(3)	**United States Army Sergeants Major Academy (USASMA):** • Fort Bliss, El Paso, TX. • Seven Navy seats per class convening in AUG; E-8 and E9 only. • Course duration: 9 months. • Permanent change of station (PCS) move required. • No geographical bachelor quarters available. • See "USASMA" Web site for details (https://usasma.bliss.army.mil).
(4)	**United States Air Force Senior Non-Commissioned Officer Academy (AFSNCOA):** • Maxwell Air Force Base (AFB), Gunter Annex, Montgomery, AL • Six Navy seats per class, convening six times each year; E8 and E-9 only • Course duration: 6 weeks in Residence • Travel during Permanent Change of Station (PCS) funded by NAVPERSCOM; Temporary Additional Duty (TEMADD) travel is funded by the attendees' parent command. • See "Air Force Senior NCO Academy" Web site for details (http://www.au.af.mil/au/cepme/sncoa).
(5)	**United States Special Operations Command (USSOCOM) Joint Special Operations Forces Senior Enlisted Academy (JSOFSEA):** • MacDill AFB, Tampa, FL. • Special Operations Forces E-8 and E-9 only. • Course duration: 6 months of Distance Learning prerequisites; 2 months in Residence. • Travel during Permanent Change of Station (PCS funded by NAVPERSCOM; Temporary Additional Duty (TEMADD) travel is funded by attendees' parent command. • See "JSOFSEA" Web site for details (http://jsoupublic.socom.mil/courses/jsofsea/index.php).
(6)	**United States Coast Guard Chief Petty Officer Academy (USCG CPOA):** • Coast Guard Training Center (TRACEN), Petaluma, CA. • Four Navy seats per class, convening 10 times each year; E-7s only. • Course duration: 4 months Distance Learning; 5 weeks in Residence. See "Navy Senior Enlisted Academy" Web site for prerequisite details. • Travel during Permanent Change of Station (PCS funded by NAVPERSCOM; Temporary Additional Duty (TEMADD) travel is

	funded by attendees' parent command. • See "USCG CPO Academy" Web site for additional details (http://www.uscg.mil/hq/cg1/TracenPetaluma/CPOA/default.asp).

2. **Eligibility Requirements by Pay Grade**. With the exception of the USCG CPOA, SEAs were designed for the E-8/E-9 student. Eligibility for attending the various SEAs are:

a. **Pay Grade E-9**

- No additional eligibility requirements.

b. **Pay Grade E-8**

- Selectees for E-8 must be frocked or advanced prior to the class convening date.

c. **Pay Grade E-7 (USN SEA-RC).** E-7 personnel applying for Navy SEA-RC must:

- be time-in-rate eligible for E-8,
- have a recommendation for advancement from their current commanding officer (CO),
- have an Early Promote (EP) on their most recent competitive chief evaluation, and
- receive an endorsement from the first force or fleet master chief in their chain of command.
- Note: Special consideration is afforded to those personnel who are command advanced to E-7 under the Navy Sailor of the Year (SOY) program.

d. **Pay Grade E-7 (USN SEA-NRC).** E-7 personnel applying for Navy SEA-NRC must:

- be SELRES,
- be time-in-grade eligible for E-8,
- have a recommendation for advancement from their commanding officer (CO),
- have an Early Promote (EP) on their most recent competitive chief evaluation, and
- receive an endorsement from the Reserve Force Master Chief.

e. **Pay Grade E-7 (USCG CPOA).** E-7 personnel applying for CG CPOA:

- can be in a frocked status, and

- must have either a Must Promote (MP) or an Early Promote (EP) on their most recent chief evaluation.

f. **Pay Grade E-7 (All Other SEAs).** E-7 personnel are not eligible to attend USASMA or AFSNCOA.

3. **Other Qualifications and Submission Requirements**.

a. All attendees must be within the Service Body Composition Assessment (BCA) standards for the school they are attending, and must have passed their last Physical Fitness Assessment. Waivers will not be accepted. Failure to meet BCA standards will result in immediate disenrollment from the course.

b. Complete and submit NAVPERS 1306/92, Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900. Submit entire form with sections A and C completed, member's signature in section D, and command endorsement with the CO's signature. Additionally, E-7 personnel must submit NAVPERS 1306/7 and all other requirements within this article.

c. Submit all forms and any other required documents to Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40G1) via the appropriate chain of command.

d. Required obligated service (OBLISERV) for attending SEA-RC, SEA-NRC, AFSNCOA, CGCPOA, or JSOFSEA is 12 months from course completion. OBLISERV for attending USASMA is 36 months from course completion.

MILPERSMAN 1306-926

JOINT STAFF DUTY WITH MILITARY ENTRANCE PROCESSING STATIONS (MEPS)

Responsible Office	NAVPERSCOM (PERS-4010D)	Phone:	DSN	882-3878
			COM	(901) 874-3878
			FAX	882-2646

1. **Background.** Military Entrance Processing Stations (MEPS) are responsible for aptitude testing, medical evaluations, administrative processing, enlistment, and shipment of applicants for the Armed Forces.

a. Joint Staff Duty billets within headquarters, U.S. Military Entrance Processing (USMEPCOM) whose nation-wide mission is to qualify applicants medically, aptitudinally, and morally for enlistment into the Armed Forces.

b. The billets within MEPS activities are open to all ratings in pay grades E-5 to E-9.

c. Many MEPS activities are in remote locations or in the center of a major city; therefore, members should be advised that financial stability is a must to successfully complete a tour at a MEPS duty station.

d. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. Applicants must complete a financial screening form with a certified Family Service Center (FSC) Financial Counselor or Command Financial Counselor. Submit a certified copy of completed financial screening form to: HQ, USMEPCOM, Attn: HR-PE/Navy, 2834 Green Bay Rd, North Chicago, IL 60064-3094.

b. Complete sections A, C, and D3 of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

c. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-927

NAVY HARBOR PILOT PROGRAM

Responsible Office	NAVPERSCOM (PERS-402B)	Phone: DSN COM FAX	882-3713 (901) 874-3713 882-2637

1. **Background**

a. A **Navy Harbor Pilot**

(1) **pilots** naval ships of all classes and tonnage, in and out of harbors and naval bases, or to and from docks and berths.

(2) **supervises** naval and civilian personnel in docking, berthing, and mooring of all classes of vessels, floating docks, cranes, and barges.

(3) **directs** operation of pusher boats (YTLs, YTMs, YTBs) in the movement of ships and tows, to and from sea and in harbors.

b. Navy Harbor Pilots are routinely on standby to move at short notice to areas of political unrest or strikes, to ensure smooth flow of military cargo and ships.

c. Tour length will be 36 months, or Department of Defense (DoD) area tour for overseas assignments.

2. **Requirements/Qualifications**

a. Personnel in paygrades E-6 and above in BM and QM ratings are eligible.

b. Member must be interviewed and subsequently recommended by an active Navy Harbor Pilot, unlimited tonnage.

c. If accepted, and upon completion of training, the applicant should expect at least two consecutive overseas tours before being assigned to duty in continental United States (CONUS). One tour of unaccompanied duty can be anticipated.

d. Complete section A of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

e. Required obligated service (OBLISERV) for this program is 72 months (6 years).

MILPERSMAN 1306-928

NAVY MUSIC PROGRAM (MU)

Responsible Office	NAVPERSCOM (PERS-4014)	Phone: DSN COM FAX	882-4316 (901) 874-4316 882-2614

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Background**

a. The Navy Musician Rating (MU) is comprised of personnel who possess musical skills in varying styles, to include martial, classical, jazz, rock, and country/western.

b. Tour lengths will be per rating sea/shore rotation.

2. **Requirements/Qualifications**. Members must audition and be certified as musically qualified by Navy Personnel Command (NAVPERSCOM), Navy Music Program Management Branch (PERS-4014) prior to submitting requests for lateral conversion/assignment to MU "A" School.

a. This audition constitutes the official assessment of the member's overall musical performance ability. Auditions may be administered by any of the 13 official Navy bands located throughout the continental United States (CONUS), and overseas. Contact NAVPERSCOM (PERS-4014) for assistance or location of audition sites.

b. Individual commands may issue "cost" temporary additional duty (TEMADD) orders, but funded travel is not required. Special liberty, leave, or no-cost TEMADD orders may be required by the member to properly affect the audition. Following the audition, members will return to their parent command.

c. Members auditioning for this program must demonstrate competent performance ability on one primary instrument or voice, as indicated below:

NEC	PRIMARY INSTRUMENT	SECONDARY INSTRUMENT
3801	Flute/Piccolo	None
3802	Oboe	None
3803	Clarinet	None
3804	Bassoon	None
3805	Saxophone	None
3806	Trumpet	None
3807	French Horn	None
3808	Euphonium (Baritone)	None
3809	Trombone	None
3811	Tuba	None
3812	Guitar	Note [1]
3813	Percussion (Drums)	None
3814	Piano/keyboard	Note [1]
3815	Electric/String Bass	Note [1]
3825	Vocalist/Entertainer	Note [1]

NOTES:

[1] Guitar, keyboard, electric/string bass instrumentalists, and vocalists receive basic skills instruction in Percussion Techniques during “A” School, and perform on auxiliary percussion instruments for ceremonial band, parade band, and similar performance requirements (i.e., bass drum, cymbals, Latin-percussion instruments).

d. Completion of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900 is not required.

e. Required obligated service (OBLISERV) for this program is 36 months.

f. Due to the high-visibility of Navy bands, Navy musicians must have outstanding appearance and military bearing.

MILPERSMAN 1306-929

NAVY MANPOWER ANALYSIS CENTER (NAVMAC)

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: Toll Free	1-866-U ASK NPC

1. **Program Background**. Navy Manpower Analysis Center (NAVMAC) is responsible for developing and documenting wartime manpower requirements for all Navy fleet and shore activities and reviewing documentation for total force manpower requirements of the shore establishment, both peacetime and wartime.

a. NAVMAC conducts detailed analysis of workload, manning standards, and mission statements to determine optimum levels of manpower required for units to meet their respective wartime missions.

b. NAVMAC conducts extensive on-site surveys of workload on ships, staffs, and aviation squadrons and uses collected data to develop ship, squadron, or fleet manpower documents as well as Occupational and Naval Standards (OCCSTDs/NAVSTDs).

c. NAVMAC develops and applies various industrial engineering techniques designed to increase an organization's capability, proficiency, and productivity without increasing resources or existing workload.

d. Ratings assigned to NAVMAC include the following:

AB	Aviation Boatswain’s Mate
AD	Aviation Machinist’s Mate
AE	Aviation Electrician’s Mate
AM	Aviation Structural Mechanic
AS	Aviation Support Equipment Technician
AT	Aviation Electronics Technician
AW	Aviation Warfare Systems Operator
AZ	Aviation Maintenance Administrationman
BM	Boatswain’s Mate
CS	Culinary Specialist
CT	Cryptological Technician
DC	Damage Controlman

EM	Electrician's Mate
ET	Electronics Technician
FC	Fire Controlman
GM	Gunner's Mate
GS	Gas Turbine Systems Technician
HM	Hospital Corpsman
HT	Hull Maintenance Technician
IC	Interior Communications Electrician
IS	Intelligence Specialist
IT	Information Systems Technician
MM	Machinist's Mate
OS	Operations Specialist
PS	Personnel Specialist
SH	Ships Serviceman
SK	Storekeeper
STG	Sonar Technician (Surface)
STS	Sonar Technician (Submarine)
YN	Yeoman

e. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. Personnel assigned to NAVMAC manpower analysts' billets must be eligible for a Secret security clearance.

b. Complete sections A and D2 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

c. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-930

HISTORIC SHIP NAUTILUS (SSN 571)

Responsible Office	NAVPERSCOM (PERS-403C)	Phone: DSN COM FAX	882-4696 (901) 874-4696 882-2638

1. **Background**. The Historic Ship NAUTILUS (SSN 571) is an important part of U.S. Navy history. The ship is located in Groton, CT and hosts more than 150,000 visitors each year.

a. The crew of the NAUTILUS is in constant contact with the public, requiring an outstanding personal appearance, free of obvious skin blemishes, and having excellent natural posture and military bearing.

b. Good moral character with respect to authority, as well as a clear, distinct speaking voice (free from any impediment) are musts.

c. Members fluent in the following languages are highly desired: French, Spanish, German, Arabic, Japanese, Chinese, or Tagalog.

d. Tour length will be prescribed rating shore tour.

2. **Requirements/Qualifications**

a. Male members must be submarine (SS) qualified. Nuclear-trained females who have completed Enlisted Surface Warfare Specialist qualification may be considered upon completion of an AS/CVN tour and favorable endorsement as having the ability to perform Radiological Control (RADCON) duties.

b. E-6 personnel not qualified Engineering Watch Supervisor (EWS)/Propulsion Plant Watch Supervisor (PPWS) for nuclear trained personnel, or Chief of the Watch (COW) for non-nuclear trained personnel must be recommended by the commanding officer (CO) as having the potential to rapidly qualify for the appropriate watch upon returning to sea following the NAUTILUS tour.

c. As required, some nuclear-trained personnel will be ordered via Radiological Control Technician Qualification School, Norfolk Naval Shipyard, VA.

d. Member must not have any visible tattoos.

e. Nuclear trained personnel must possess a valid driver’s license.

f. COs must **personally** interview applicants prior to certifying eligibility. This responsibility may not be delegated.

g. Complete sections A, C, D3, and D5 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900. For item A7, member must be within height-weight standards.

h. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-931

NAVY ABSENTEE COLLECTION AND INFORMATION CENTER (NACIC)

Responsible Office	NAVPERSCOM (PERS-4010E)	Phone:	DSN COM FAX	882-3869 (901) 874-3869 882-2646

References	(a) NAVMED P-117, Manual of the Medical Department (MANMED)

1. **Background**. Navy Absentee Collection and Information Center (NACIC) assigned E-5 – E-9 personnel transport apprehended deserters/absentees to points throughout the United States (U.S.) and overseas.

a. NACIC personnel represent the U.S. Navy as well as the nation, often in extremely high positions of visibility in both civilian and military communities.

b. NACIC personnel have independent duty responsibilities and, therefore, must possess the highest levels of maturity, sound judgement, and integrity.

c. NACIC duty involves extensive temporary additional duty (TEMADD) travel, often with very little notice. Prospective personnel shall be apprised of this requirement.

d. NACIC tour lengths will be 36 months.

2. **Requirements/Qualifications**

a. Medical and dental screening. Members must be medically fit for extensive air travel. Health and dental records are to be screened following guidance in reference (a), and documented in the member’s health record. Prior to transfer members are to be, at a minimum, Class II, Dental status.

b. Candidates shall be counseled/evaluated by the command personal financial manager (PFM). Serious financial problems/ indebtedness, which are considered unresolved, or a documented

history of indebtedness over the last 3 years is disqualifying for duty at NACIC.

c. Single parents must have a childcare provider available at all times. NAVPERS 1740/6 (Rev. 9-06), Department of the Navy Family Care Plan Certificate must be validated prior to Command Special Program Screening endorsement.

d. Complete sections A, B, C, and D3 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

e. Required obligated service (OBLISERV) for this program is 36 months.

f. Due to members' job requirements in which possession of weapons may be authorized, members that have been convicted of domestic violence or with an open Family Advocacy Program (FAP) are ineligible.

MILPERSMAN 1306-932

STAFF DUTY WITH THE BROADENED OPPORTUNITY FOR OFFICER SELECTION AND TRAINING (BOOST) PROGRAM

Responsible Office	NAVPERSCOM (PERS-4010K)	Phone:	DSN	882-3874
			COM	(901) 874-3874
			FAX	882-2646

1. **Program Background**

a. Broadened Opportunity for Officer Selection and Training (BOOST) is a Navy upward mobility program that allows educationally disadvantaged young men and women to prepare themselves to gain entrance to the Naval Academy or to accept Naval Reserve Officer Training Corps (NROTC) scholarships.

b. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. Complete section A of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

b. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-934

NUCLEAR TRAINED PERSONNEL ASSIGNED TO NUCLEAR CAPABLE INTERMEDIATE MAINTENANCE ACTIVITIES (IMA)

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN COM FAX	882-4696 (901) 874-4696 882-2638

References	(a) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications

1. **Program Background.** Each nuclear capable Intermediate Maintenance Activity (IMA) has a **Radiological Control (RADCON) Division** consisting of Electronic Laboratory Technician (ELT) and non-ELT nuclear trained personnel, and a **Nuclear Planner Division** consisting of non-ELT nuclear trained personnel. Certain nuclear capable IMAs also have a **Nuclear Repair Division** consisting of non-ELT nuclear trained personnel.

a. Billets in AS tenders count as sea duty for rotation.

(1) Locations include the following:

GUAM	LA MADDELENA, SARDINIA
SAN DIEGO, CA	NORFOLK, VA
NEW LONDON, CT	KINGS BAY, GA
PEARL HARBOR, HI	BANGOR, WA

(2) Tour length will be prescribed rating sea tour.

b. Tour length for shore IMAs will be 36 months.

2. **Requirements/Qualifications**

a. Nuclear trained personnel interested in requesting assignment to a nuclear capable IMA must be qualified on those watch stations required by reference (a) for assignment of the Nuclear Propulsion Plant Supervisor Navy Enlisted Classification (NEC) codes.

b. E-6 personnel requesting assignment as Nuclear Planner must be Engineering Watch Supervisor qualified.

c. Requests should include the following:

(1) Nuclear Power School (NPS) class standing (overall standing, not in-rate standing).

(2) Highest nuclear watch station qualification.

(3) Nuclear Instructor Duty screening for personnel requesting follow-on assignment to NPS.

(4) Commanding officer’s (CO’s) comments for IMA suitability and any requested waivers.

d. Required obligated service (OBLISERV) for this program is a minimum of 36 months.

MILPERSMAN 1306-935

COMMAND MASTER CHIEF (CMC) PROGRAM

Responsible Office	NAVPERSCOM (PERS-40FF)	Phone: DSN COM FAX	882-4560 (901) 874-4560 882-2647

References	(a) OPNAVINST 1306.2D

1. **Background**. Fleet Master Chiefs (FLTCM), Force Master Chiefs (FORCM), CNO-Directed Command Master Chiefs (CNOCM), and Command Master Chiefs (CMDCM) are the senior enlisted leaders who report directly to their commanders/commanding officers.

a. They are responsible and accountable for the following:

(1) Lead Sailors and apply their skills to tasks that enable mission accomplishment.

(2) Promote the professional growth and personal development of Sailors.

(3) Communicate the mission requirements, policies, core values, and standards.

(4) Strengthen and support the chain of command through aiding in the formulation and implementation of policy.

b. FLTCMs, FORCMs, CNOCMs, and CMDCMs uphold the highest standards of professionalism and stimulate better communications at all levels of the command throughout the Department of the Navy (DON). They strengthen the chain of command by working as an integrated element to foster better understanding of the requirements for, and viewpoints of, Sailors and their families.

c. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. Specific responsibilities, screening, selection, and billet requirements are contained in reference (a).

b. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-936

ADVANCEMENT EXAMINATION DEVELOPER AND MILITARY EXAM LEADER

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: Toll Free	1-866-U ASK NPC

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) SECNAVINST 5510.30B

1. **Program Background**. Personnel selected will be ordered to the appropriate activity for duty as a facilitator.

a. Member leads and facilitates an advancement examination development conference for various ratings to review the advancement examination bank and graphics, write new advancement examination questions, and build advancement examinations.

b. Reference (a) provides that any person selected for duties in connection with programs involving the education and orientation of military or civilian personnel shall have been the subject of a favorable national agency check, entrance national agency check, or national agency check interim, as applicable.

c. Tour length is 36 months.

2. **Requirements/Qualifications**

a. Must be an E-7 or above;

b. Complete section A and D2 of NAVPERS 1306/92 Special Program Screening, Exhibit 1 of MILPERSMAN 1306-900; and

c. Required obligated service for this program is 36 months.

MILPERSMAN 1306-937

FLAG/STAFF DUTY FOR MESS MANAGEMENT SPECIALISTS

Responsible Office	NAVPERSCOM (PERS-44ES2)	Phone: DSN COM FAX	882-3871 (901) 874-3871 882-2676

References	(a) SECNAVINST 1306.2D

1. **Background.** Flag Mess and Enlisted Aides are normally assigned to personal staffs of Flag Officers, executive level activities, and joint staffs. A description of the program can be found in reference (a).

a. Assignment to this duty is highly competitive. Historically, personnel selected for these assignments possess superior performance records, special culinary skills often gained through off-duty education or experience, impeccable appearance, and a strong recommendation from their commanding officer (CO).

b. Tour length is normally 36 months or Department of Defense (DoD) area tour for overseas assignment; however, assignments as Flag Mess/Enlisted Aide can be up to 8 consecutive years of duty. Projected rotation dates (PRDs) for personnel in public quarters are determined by the tour length of the Flag Officer.

2. **Requirements/Qualifications**

a. An individual must possess the following qualifications for nomination as a Flag Mess or Enlisted Aide. Waivers of these qualifications will not be granted.

(1) Highly motivated for assignment and strongly recommended by CO.

(2) Ability to work effectively with senior officers.

(3) Must have at least 2 years experience in food preparation and meal service.

(4) In some cases, experience in bookkeeping or automated accounting is a plus.

(5) A clear record, free from conviction by courts-martial, civil court (except minor traffic offenses), and non-judicial punishment (NJP) in the past 3 years.

(6) Able to meet security clearance requirements.

(7) Emotionally stable and able to work arduous hours.

(8) No evaluation marks below 3.0 for past 3 years.

b. Complete sections A, B, D2, and D3 of NAVPERS 1306/92 (Rev. 12-3), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

c. Required obligated service (OBLISERV) for this program is 36 months.

3. **Requests**. Request for assignment as a Flag Mess or Enlisted Aide will be submitted to Navy Personnel Command (NAVPERSCOM), Staff/RL Officer Distribution Division (PERS-44ES2) via the administrative chain of command on NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request. When submitting NAVPERS 1306/7 include copies of the last three evaluations and your CO’s endorsement on letterhead.

a. Requests should be submitted at least 8-10 months prior to member’s PRD to allow sufficient time for review of nominees, personal interviews (if required), and final selection.

b. Personnel serving as Enlisted Aides must volunteer in writing prior to execution of orders and may choose to terminate Enlisted Aide at any time.

MILPERSMAN 1306-939

WHITE HOUSE COMMUNICATIONS AGENCY (WHCA)

Responsible Office	NAVPERSCOM (PERS-4010F1)	Phone: DSN COM FAX	882-3886 (901) 874-3886 882-2646

References	(a) DODD 5210.55 of 15 Dec 1998 (b) DODI 5210.87 of 30 Nov 1998 (c) SECNAVINST 5312.12B

1. **Background**. The White House Communications Agency (WHCA) provides premier communication systems that enable the President and the Presidential staff to lead the nation effectively.

a. The WHCA manages a worldwide screening program to identify personnel for assignment to the agency by traveling to various naval bases. The screening team conducts a record screen of those personnel that meet the initial qualification criteria.

b. Eligible candidates selected from the record screen will then attend an orientation and continue on with personal interviews and further security clearance processing.

c. Considering the intense training received at the WHCA, all tour lengths will be 4 years with the following exceptions:

(1) Electronics Technicians (ET), Information Systems Technician (IT), and Photographer’s Mate (PH) will be assigned for 5 years.

(2) Personnel assigned to WHCA who are Submarine Qualified (SS) will be assigned for 4 years. Limitations placed on (SS) personnel regarding time away from submarine duty and continuous submarine pay (CONSUBPAY) preclude granting extensions and set their projected rotation dates (PRDs) at the maximum of 4 years.

2. **Requirements/Qualifications**. Paygrade E-4 may not have more than 5 years total active military service, paygrade E-5 may not have more than 10 years total active military service, and pay

grade E-6 and above may not have more than 15 years total active military service.

a. The following additional requirements must also be met:

(1) Must be in the following ratings: CTI (NEC 9201), CTM, CE, EM, ET, IC, PH, PN, IT.

(2) A United States (U.S.) citizen.

(3) Eligible for assignment to a Presidential Support Duty per references (a) through (c).

b. Complete sections A, C, and D2 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

c. Required obligated service (OBLISERV) for this program is 48 months.

3. **Additional Requirements**. Assignment to the WHCA is contingent on the successful completion of a special background investigation for Presidential duty, qualifying as an Enlisted Surface/Aviation Warfare Specialist (if attached to qualifying unit), and the availability of an authorized billet. Online applications can be placed at www.disa.mil/WHCA.

MILPERSMAN 1306-940

NAVAL RESERVE OFFICER TRAINING CORPS (NROTC) TRAINING AND SUPPORT PERSONNEL

Responsible Office	NAVPERSCOM (PERS-402SK)	Phone:	DSN	882-3724
			COM	(901) 874-3724
			FAX	882-2637

1. **Program Background**

a. Personnel selected for duty as instructors at any Naval Reserve Officer Training Corps (NROTC).

b. Tour lengths are 36 months.

2. **Requirements/Qualifications**

a. Complete section A of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

b. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-941

FLEET AND FAMILY SUPPORT CENTERS (FFSCs)

Responsible Office	**Policy**: NAVPERSCOM (PERS-61)	Phone:	DSN	882-4328
			COM	(901) 874-4328
			FAX	(901) 874-6812
	Implementation: CNI (N21)	Phone:	DSN	288-4617
			COM	(202) 433-4617
			FAX	(202) 433-0841

1. **Background**. Fleet and Family Support Centers (FFSCs) provide a full range of counseling, education and training, and information and referral services for servicemembers and their families. There are a very limited number of billets for military personnel in FFSCs.

a. Hampton Roads FFSC Information and Referral (I&R) Unit

(1) I&R Specialist Counselors perform specialized I&R/Crisis Intervention duties.

(2) Hotline responses range from individual information requests, to shipboard crisis or world crisis, and potential suicide situations.

(3) I&R Specialists act as an initial contact for servicemembers and their families, providing information on, and referral to, established federal, state, and local programs available to aid military families. I&R includes, but is not limited to: health care resources, personal/family/marital counseling, housing, child care, legal assistance, education resources, religious service/pastoral counseling, and other family support services. I&R Specialists may also receive crisis calls. Duties include: evaluating each situation, calm caller, and make appropriate referrals/coordinate local law enforcement/medical intervention when required.

b. Other general FFSC billets usually operate as single military point of contact (POC) in an FFSC. Duties may include: advising staff members on military-related issues, providing I&R to clients, assisting with educational programs and client self-help computer resource centers, operating Relocation Loan Locker, distribution of Welcome Aboard Packets, and manage facility maintenance and security.

c. Tour length will be prescribed rating shore tour.

2. **Requirements/Qualifications**

a. Complete sections A and C of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

b. Have **no** history of **child or spouse maltreatment**. Due to the close working relationship with Navy families in crisis, members currently involved in Family Advocacy Program (FAP) are not eligible.

c. Required Armed Services Vocational Aptitude Battery (ASVAB) scores: Combined VE + AR OF 110.

d. Required obligated service (OBLISERV) for this program is 36 months.

3. **Screening Questions/Waivers**. Questions about the billet or any screening items should be directed to the FFSP Program Director for the Navy region in which the billet is assigned. POC name and phone numbers may be obtained from Commander Navy Installations (CNI) (N21) listed above.

MILPERSMAN 1306-942

USS ARIZONA MEMORIAL

Responsible Office	NAVPERSCOM (PERS-4010D)	Phone: DSN COM FAX	882-3451 (901) 874-3451 882-2646

1. **Background**. USS ARIZONA Memorial is a premier tourist attraction in Hawaii. More than 1 million visitors annually pay their respects to the ship and its crew.

a. Volunteers seeking duty at USS ARIZONA Memorial must be able to deal with the public. Non-petty officers (E-3 and below) should preferably have fleet experience. Petty officers should be warfare qualified.

b. Tour length will be Department of Defense (DoD) area tour.

2. **Policy**

a. Non-petty officers are normally assigned directly from Navy Recruit Training Command (NAVCRUITRACOM). Recruits who volunteer and are accepted for ARIZONA duty must execute NAVPERS 1070/613 (7-06), Administrative Remarks, acknowledging delayed entry into whichever guaranteed program they enlisted for, until completion of their prescribed tour on ARIZONA.

b. Members who did not enlist for a guaranteed program may request any program for which they qualify within 9 months prior to the end of their tour. Requests can be expected to receive favorable consideration if the member is otherwise eligible and a requirement exists.

3. **Requirements/Qualifications**

a. Required minimum Armed Services Vocational Aptitude Battery (ASVAB) scores:

(1) WK of 50.

(2) VE of 50.

b. Meet the following additional requirements:

(1) No skin blemishes or tattoos that are visible while wearing short sleeve working uniforms.

(2) Clear distinct speaking voice, free from any impediment or heavy accent.

(3) Non-petty officers must be unmarried and without dependents.

(4) No physical disabilities which would preclude service onboard ship.

(5) Qualified second class swimmer.

4. **Application**

a. Volunteers must be released from their community via rating detailer to Navy Personnel Command (NAVPERSCOM), Shore Special Programs Assignment Branch(PERS-4010D).

b. Submit the following information to NAVPERSCOM (PERS-4010D) for screening:

(1) NAVPERS 1306/92 (Rev. 12-03), Special Duty Screening Form. (Complete all sections of NAVPERS 1306/92, MILPERSMAN 1306-900, Exhibit 1.)

(2) Evaluation/fitness reports for the past 36 months.

(3) ASVAB scores (WK, VE).

(4) Height, weight, last three physical fitness assessment (PFA) scores and any current failures.

(5) Commanding officer (CO) signed letter of endorsement which must include a statement on military appearance and tattoos, an evaluation on the member’s speaking ability to include information on heavy accents or speech impediments, and the Sailor’s demeanor, professional knowledge, and leadership skills. Commenting on the member’s ability to work and lead groups of junior Sailors with little oversight is a favorable characteristic.

(6) Point of contact (POC) and phone number (career counselor, leading chief petty officer (LCPO), command master chief (CMC)).

c. Forwarding command career counselor (CCC) must contact and coordinate application with NAVPERSCOM (PERS-4010D) at (901) 874-3855.

d. Applications can be sent via facsimile (FAX) to (901) 874-2646.

e. In case of new accessions, a copy of DD 4 (1-01), Enlistment/Reenlistment Document Armed Forces of the United States should be forwarded to NAVPERSCOM (PERS-4010D).

f. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-943

MOBILE ENVIRONMENTAL TEAMS (METS)

Responsible Office	NAVPERSCOM (PERS-404DH)	Phone:	DSN	882-3656
			COM	(901) 874-3656
			FAX	882-2642

References	SECNAVINST 5510.30A, Appendix F

1. **Background**. Mobile Environmental Teams (METs) provide short term, on-scene tactical environmental support to operating units, which do not have meteorological, and oceanographic support personnel assigned.

a. METs are equipped to provide a wide variety of support including meteorological and oceanographic forecasts and observations and upper air observations using portable computers, facsimile equipment, satellite receiving equipment, communications and other equipment.

b. In addition, they provide training in observing, recording and reporting surface weather and oceanographic observations.

c. There are currently eight METs located at Norfolk, VA; Rota, SP; Jacksonville, FL; Pearl Harbor, HI; San Diego, CA; Yokosuka, JA; Bahrain and Whidbey Is., WA.

d. Duty with METs is classified as Type 2 or 4 sea duty. Tour length is prescribed rating sea tour or Department of Defense (DoD) area tour for overseas assignments.

2. **Requirements/Qualifications**

a. Possession of or eligibility to obtain a SECRET security clearance or higher in accordance with SECNAVINST 5510.30A, appendix F is a requirement.

b. Complete sections A and D2 of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

c. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-944

NAVAL SPECIAL WARFARE MOBILE COMMUNICATION DETACHMENTS (MCD)

Responsible Office	NAVPERSCOM (PERS-4013)	Phone:	DSN	882-4252
			COM	(901) 874-4252
			FAX	882-2649

1. **Background**. Naval Special Warfare Mobile Communication Detachment UIC's (58588/58587/00312/57009) provide operational communications support to include training, organizing, integrating new equipment, and development of tactics to provide the highest quality tactical communicators in support of Naval Special Warfare.

a. Billets require duty in arduous field environments (many times isolated and independent) in support of naval special warfare operational forces.

b. Teams are in homeport at Naval Amphibious Base (NAVPHIBASE), Coronado, CA and Joint Expeditionary Base (JEB), Little Creek, VA.

c. All waivers can be sent to:

(1) Officer in Charge, Naval Special Warfare Group One, Mobile Communication Team PLAD: NAVSPECWARGRU ONE MOBCOMMDET.

(2) Officer in Charge, Naval Special Warfare Group Two, Mobile Communication Team PLAD: NAVSPECWARGRU TWO MOBCOMMDET.

d. The following ratings are currently eligible for assignment: ET, IT, PS, LS and YN.

e. Minimum activity tour will be 48 months.

2. **Requirements/Qualifications**

a. Personnel:

(1) Must be eligible for and maintain a Top Secret/Sensitive Compartmented Information clearance.

(2) Must maintain minimum score of Good-low or higher for last 36 months, with no waivers, on the Physical Fitness Assessment.

(3) Must not have any non-judicial punishment or civil offenses in the last 36 months.

(4) With a prior conviction for domestic violence charges are permanently ineligible (No waiver).

(5) Must qualify for and maintain eligibility for a Government travel credit card (GTCC).

(6) Must complete NAVPERS 1306/92 Special Program Screening, sections A, B, C, D2/D3/D4/D6, which can be accessed by the following link http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS%201306-92%20R1-11_RE.pdf

(7) Must have 48 months of required obligated service for this program (all pay grades) due to the extensive naval special warfare communications training, including several high risk courses of instruction.

b. Detailed application information may be obtained by contacting:

(1) NAB Coronado: Comm (619)537-5303 or DSN: 577-7623.

(2) JEB Little Creek: Comm (757)462-7801/763-2671 or DSN: 253-7801/255-2671.

MILPERSMAN 1306-945

FLAG OFFICER (STAFF) DUTY

Responsible Office	NAVPERSCOM (PERS-4010F)	Phone: DSN COM FAX	882-3451 (901) 874-3451 882-2640

1. **Program Background**

a. Flag Officer Staff duty in various billets is open to all ratings and paygrades.

b. Tour length is 36 months.

2. **Requirements/Qualifications**

a. All screening requirements are to be completed by member's current command prior to issue of permanent change of station (PCS) orders.

b. Commanding officers (COs) will take action as directed by Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40); nominating message and report completion to specific NAVPERSCOM detailing code, info gaining command.

c. Complete sections A, D2, and D3 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

d. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-946

NAVY TUGMASTER PROGRAM

Responsible Office	NAVPERSCOM (PERS-402B)	Phone: DSN COM FAX	882-3713 (901) 874-3713 882-2637

References	(a) OPNAVINST 3171.2

1. **Background**. Operates YTM/YT tugs to assist in mooring, docking, getting underway, and cold iron moves.

a. Directs use of head, breast, powerlines, and stern tow makeups.

b. Employs International and Inland Rules of the Road, navigational, visual, and radio communications procedures.

c. Directs the operation and maintenance of engineering plant, deck machinery firefighting, and other emergency equipment.

d. Assists in sea/air rescue and Mission of Mercy operations.

e. Directs the movement of non-self-propelled Yard Craft within the boundaries of harbors, bays, and sounds.

f. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. Applicants must meet the following criteria:

(1) Must be in paygrade E-6 and above in the BM and QM rating.

(2) Be a qualified Enlisted Surface Warfare Specialist (ESWS).

(3) Must not be color blind.

b. Meet qualifications contained in reference (a).

c. Complete sections A, D2, and D3 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

d. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-947

NAVY EXCHANGE SERVICE COMMAND (NEXCOM) FLEET ASSISTANCE TEAMS

Responsible Office	NAVPERSCOM (PERS-402A) (PERS-402B)	Phone:	DSN COM FAX	882-3610 (901) 874-3610 882-2734

1. **Background**. Navy Exchange Service Command (NEXCOM) Fleet Assistance Teams provide technical and managerial assistance to Ship's Servicemen (SHs) in ships store retail and service operations, as well as provide in-depth assistance in accountable records maintenance. They also provide technical and managerial assistance to engineering personnel in the Electrician's Mate (EM) and Machinist's Mate (MM) ratings in laundry and dry cleaning operations, and the Navy 3M system.

a. These teams are located at Norfolk, VA; Mayport, FL; San Diego, CA; and Yokosuka, Japan.

b. Tour length will be 36 months, or Department of Defense (DOD) area tour for overseas assignments.

2. **Requirements/Qualifications**

a. Requirements for SH:

(1) SH Team Leader: E-8 or E-9.

(2) SH member: E-5 - E-7 with at least one sea tour.

(3) Completed Retail Operations Management (ROM) "C" School and SH Personnel Qualification Standards (PQS) prior to reporting for duty.

b. Requirements for EM/MM:

(1) EM/MM member: E-6 – E-7 with at least one sea tour.

(2) Completed Instructor School (NEC 9502).

c. Complete section A of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

d. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-948

COMMANDER NAVAL AIR FORCES (CNAF) AVIATION MAINTENANCE MANAGEMENT TEAM (AMMT)

Responsible Office	NAVPERSCOM (PERS-404)	Phone: DSN COM FAX	882-3685 (901) 874-3685 882-2642

1. **Program Background**. Commander Naval Air Forces (CNAF) Aviation Maintenance Management Teams (AMMTs) are responsible for conducting maintenance management evaluations throughout the Fleet and providing expert assistance and training to ensure strict compliance with the Naval Aviation Maintenance Program (NAMP).

a. AMMTs provide organizational and intermediate level evaluations on programs such as central technical publications library, aviation weapons support equipment program, tire and wheel, calibration, electromagnetic static discharge, hazardous material, tool control, ordnance certification, support equipment training and licensing, maintenance department safety, quality assurance audits, and other NAMP programs.

b. AMMT assignments are sea duty (Type Duty Code “2”) for rotation purposes and members are required to serve on extended temporary additional duty (TEMADD) assignments.

c. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. Complete sections A and D2 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

b. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-949

LANDING CRAFT, AIR CUSHION (LCAC)

Responsible Office	NAVPERSCOM (PERS-402D)	Phone: DSN COM FAX	882-2305 (901) 874-2305 882-2649

References	(a) SECNAVINST 5510.30A

1. **Background**. The Landing Craft, Air Cushion (LCAC) is a high-speed, ship-to-shore, over-the-beach Air Cushioned Vehicle (ACV) designed to operate from the welldeck of amphibious assault ships.

a. The primary mission is to conduct high-speed, ship-to-shore, and over-the-beach operations in support of Marine amphibious forces.

(1) It is capable of carrying a 60-ton payload at 35+ knots. Launched from the welldeck of amphibious ships (LSDs, LHAs, LHDs, and LPDs), the LCAC can transport to the beach equipment, personnel, and weapons; and is capable of transporting up to 180 troops.

(2) The craft is comprised of 5 crew members.

(a) Craft Master (NEC 0167) duties include maneuvering the craft and supervising all craft activity.

(b) Craft Engineer (NEC 4131) duties include operating the craft engineering, auxiliary, and propulsion equipment.

(c) Craft Navigator (NEC 0304) duties include operation of installed communication and navigation electronic equipment.

(d) Deck Mechanic (NEC 4130) duties include at sea troubleshooting and repair of engineering systems.

(e) Load Master (NEC 0172) duties are to supervise the loading and unloading of all cargo, ensuring proper craft balance, and supervise all seamanship evolutions.

b. Initial tour length for NECs 0167, 4131, and 0304 will be a 60-month sea tour. NECs 4130 and 0172 will be assigned normal prescribed sea tour length.

(1) Upon completion of the initial 60-month sea tour, personnel may be required to complete a follow-on shore tour as an instructor within the LCAC community.

(2) Assignments will be made by Navy Enlisted Classification (NEC) vice rate or paygrade. This shall be done in order to recoup the tremendous investment made in training and qualifying personnel.

2. **Requirements/Qualifications**

a. Craft Master, Craft Engineer, and Craft Navigator require Armed Services Vocational Aptitude Battery (ASVAB) scores of: AR + MK + GS + EI = 204.

b. Eligible for a Secret clearance per reference (a).

c. Second Class swim qualified.

d. Night blindness will be cause for rejection. Color vision must pass the Farnsworth lantern test or 12 of 14 Pseudoisochromatic Plates (PIP).

e. Hearing must meet the following ISO standards in each ear during required audiogram:

Frequency Range	Better Ear	Worse Ear
500hz	35db	50db
1000hz	30db	50db
2000hz	30db	50db

f. Complete sections A, B, C, and D of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

g. Required obligated service (OBLISERV) for initial tour will be 30 months for NECs 0167, 4131, and 0304; and 24 months for NECs 4130 and 0172.

MILPERSMAN 1306-950

MARINE HELICOPTER SQUADRON ONE (HMX 1) (NIGHTHAWKS)

Responsible Office	NAVPERSCOM (PERS-4010F)	Phone:	DSN COM FAX	882-3880 (901) 874-3880 882-2646

References	(a) SECNAVINST 5312.12C (b) DODD 5210.55 of 15 Dec 98

1. **Program Background**.

a. Marine Helicopter Squadron One (HMX-1) is the designated Presidential helicopter support squadron based at Quantico, VA. Marine and Navy personnel assigned to HMX-1 perform a wide range of duties including the transport of executives and heads of states, as well as provide support to various commands attached to Marine Corps Combat Development Command located at Quantico, VA.

b. Tour length will be 36 months.

2. **Requirements/Qualifications**.

a. Be a Storekeeper (SK) in paygrade E-3 through E-7, or a Hospital Corpsman (HM) in paygrade E-4 through E-6, possessing Navy Enlisted Classification (NEC) code HM-8406, HM-8409, or HM-8425.

b. Be a United States (U.S.) citizen and, if married, immediate family (including in-laws) be U.S. citizens.

c. Be eligible for assignment to a Presidential support activity per references (a) and (b).

d. Final screening will be conducted by HMX-1. Upon completion of screening, HMX-1 Security Administration will send a message with the results of the screening to the respective Navy Personnel Command (NAVPERSCOM) detailer. If accepted, permanent change of station (PCS) orders will be issued.

e. For additional information regarding duty or security clearance information contact HMX-1 Security Administration at the following:

HMX-1 (Security Administration)
2101 Rowell Rd.
Quantico, VA 22014

Comm: (703) 784-2705
DSN: 278-2705
Fax: (703) 784-2919
DSN: 278-2919

f. Complete sections A, B, and D2 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form.

g. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-951

ASSIGNMENTS OUTSIDE THE DEPARTMENT OF DEFENSE (DoD)

Responsible Office	NAVPERSCOM (PERS-4010F)	Phone:	DSN	882-3880
			COM	(901) 874-3880
			FAX	882-2646

References	DoDD 1000.17 of 24 Feb 97 DoDD 5132.10 of 14 Dec 73

1. **Background**

a. DoDD 1000.17 establishes policy and assigns responsibility for the management and administration of military and civilian personnel supporting non-Department of Defense (DoD) agencies and activities.

b. DoDD 5132.10 establishes policy and assigns responsibility for personnel assigned outside DoD involving individual foreign military sales funded by foreign governments and Military Assistance Groups and Missions.

c. Navy Personnel Command (NAVPERSCOM) (PERS-4010F), Washington/Memphis Staff, is responsible for coordinating the placement of members in agencies outside the DoD.

d. The use of DoD personnel to support non-DoD agencies and activities is rigorously controlled and all new positions are approved in writing by the Office of the Assistant Secretary of Defense (MRA&L). Individuals on their last tours prior to retirement will not normally be assigned outside DoD.

e. Tour length will be prescribed rating sea tour.

2. **Requirements/Qualifications**

a. Personnel will not be detailed or otherwise assigned to committees of Congress or to the personal staffs of members of Congress except in the case of an assignment to perform duties for a specific duration in a specific project.

(1) Such assignment must be approved in advance by the Navy Comptroller or the Chief of Legislative Affairs, as appropriate, and the Assistant Secretary of the Navy (M&RA).

(2) Department of the Navy (DoN) activities are not authorized to establish independent congressional fellowship programs.

b. Complete sections A, B, and D2 of the NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

c. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-953

INSTRUCTOR DUTY

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAV M-5510.30, Department of the Navy Personnel Security Program (b) Manual of the Medical Department (NAVMED) (c) OPNAVINST 1500.75A

1. **Program Background**. Personnel selected for duty as instructors will learn the methods and techniques of training either via instructor school prior to transferring to the appropriate activity for duty as an instructor, or through a command sponsored Instructor Development Training (IDT) program upon arrival at the appropriate activity for duty as an instructor.

a. Reference (a) provides that any person selected for duties in connection with formal programs involving the education and training of military or civilian personnel must have a favorably adjudicated National Agency Check with Local Agency and Credit Checks (NACLC)/Access National Acency Check and inquiries (ANACI) prior to assignment.

b. Tour length is 36 months or prescribed rating shore tour.

2. **Transferring Command Requirements**

a. Complete all sections of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

b. Have local Military Treatment Facility (MTF), Medical Officer, Independent Duty Corpsman (IDC), or Master Training Specialist administer the Reading Aloud Test, as outlined in reference (b), article 15-95, para. (1)(c). Annotate results in Section D of NAVPERS 1306/92.

c. Required obligated service (OBLISERV) for this program is 36 months.

d. Required completion of reference (c), enclosures (1) through (3), for high-risk courses. It is the responsibility of the receiving activity to notify the detaching activity of course requirement.

e. Report suitability/unsuitability determinations to Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40), rating detailer; and receiving command utilizing Exhibit 2 of MILPERSMAN 1306-900 within 30 days of receipt of Bureau of Naval Personnel (BUPERS) orders. If warranted, submit waiver utilizing Exhibit 3 of MILPERSMAN 1306-900.

f. Submit completed NAVPERS 1306/92 to servicing Personnel Support Activity Detachment (PERSUPPDET) for entry into electronic service record.

g. If Sailor is in excess of body fat but passed the PFA, the commanding officer has the discretion to query the receiving command. Front and side photos will be provided to determine if the Sailor is acceptable.

3. **Receiving Command Requirements**. Special Programs Screening Deficiency Report (SPSDR) is submitted by the receiving command to report discrepancies discovered during the screening conducted by the transferring command. Exhibit 4 of MILPERSMAN 1306-900 provides the format for submitting a SPSDR. It is sent to the transferring command; information copy to NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010); and applicable detailer.

MILPERSMAN 1306-954

RECRUIT DIVISION COMMANDER (RDC) DUTY

Responsible Office	NAVPERSCOM (PERS-4010D)	Phone: DSN COM FAX	882-3855 (901) 874-3855 882-2646

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUMEDINST 1300.2A

1. **Background**. Recruit division commanders (RDC) are the single most important factor in preparing new enlisted personnel for a successful Navy career. Few billets are as demanding as those of training recruits.

a. In execution of these duties, personnel assigned to Recruit Training Command (NAVCRUITRACOM) must continually demonstrate superior leadership and motivational skills in demanding and often unique situations.

b. The tasks required are mentally, physically, and emotionally demanding and require proven self-discipline and imaginative problem-solving skills.

c. Above all, RDCs must be highly principled, possessing strong character and personal and professional integrity. They must be committed to reflecting the Navy’s core values.

d. Duty as an RDC has many advantages, such as: special duty assignment pay (SDAP), leadership experience that is unmatched in any other billet, (historically) greater advancement opportunity, supplemental clothing allowance rate of $220 per year, and no cost dry cleaning. The Recruit Training Service Ribbon will be awarded to those RDCs who successfully train 9 divisions.

e. Upon completion of a full 3 or more year tour as an RDC (NEC 9508), personnel will be guaranteed choice of

coast assignment. The member must submit coast selection via NAVPERS 1306/7 Enlisted Personnel Action Request, 12-15 months prior to projected rotation date (PRD).

f. Tour length will be a minimum of 36 months.

2. **Requirements/Qualifications**

a. Service members must be screened by a qualified medical representative per reference (a). Candidates must disclose the following information to medical personnel:

(1) List any known medical conditions (e.g., recent surgery, injuries, knee problems, back problems, etc.) which would preclude full participation in strenuous daily exercise with recruits and the physical readiness program.

(2) Mental health status. Personnel with any documented psychiatric care or anger management care will be considered unsuitable for RDC duty. Any history of emotional/mental instability (e.g., post-traumatic stress disorder or tendency for violent reaction to stress) must be fully documented and presented to Navy Personnel Command (NAVPERSCOM) and NAVCRUITRACOM for consideration and waiver.

b. Member must be screened by the command drug and alcohol program advisor. Member must not have a history of intemperate use of alcohol in the last 60 months. Personnel with any history of drug usage, possession, or trafficking while on active duty are not considered suitable for RDC duty.

c. Member must be screened by a family advocacy program (FAP) representative.

(1) Substantiated cases are disqualifying while families are in treatment, and for 2 years after treatment.

(2) Applicants with substantiated child sexual abuse cases are permanently disqualified for RDC duty.

(3) All FAP cases require review/comment of screening by their Commanding Officer (CO).

d. Member must be screened by the command equal opportunity (EO) representative. All substantiated cases of equal opportunity program violations which result in non-judicial punishment (NJP), marks of 2.0 in EO on evaluations, conviction at court-martial, or civilian criminal court are disqualifying.

(1) NJP does not constitute a “conviction”.

(2) Conviction at a court-martial or in a civilian criminal court.

e. A screening board chaired by member’s command master chief (CMC), and a minimum of three other board members must interview the nominee prior to the CO’s interview.

(1) Upon completion of the CMC screening board, a NAVPERS 1070/613 Administrative Remarks entry must be completed.

Date: (Rate/Name) was interviewed this date per MILPERSMAN 1306-954 and found to be fully qualified for assignment to Recruit Division Commander Duty. _____ Command Master Chief’s Signature

(2) The following administrative remarks apply to all personnel assigned as RDCs and shall be briefed to all applicants by the CMC screening board:

(a) Member must be committed to and reflect the Navy’s core values.

(b) Tobacco use is severely restricted at NAVCRUITRACOM.

(c) Pregnancy is not disqualifying; however, PRD will be lengthened to include limited duty and

convalescent leave associated with pregnancy and childbirth.

(d) Minimum 3-year RDC tour commences upon successful graduation from RDC “C” School.

(e) Member’s family must be screened to ensure known medical conditions can be properly cared for.

(f) Exceptional family member (EFM) participation is not disqualifying. Candidates with dependents enrolled in EFM program should be closely screened and counseled concerning the availability of required services and the demanding nature of duty at NAVCRUITRACOM.

(g) Single parent members must be counseled on working hours, duty requirements, and **extended childcare requirements** (documented by a NAVPERS 1070/613 entry). Point of contact for this information is **RDC School LCPO (DSN 792-4994, COMM. (847) 688-4994) at NAVCRUITRACOM Great Lakes**.

(h) Personnel with 15 or more years of service will not be approved for transfer to the Fleet Reserve before completion of the minimum tour. High year tenure waivers for E6’s with 17 years of service and E5’s with 11 years will not be approved for RDC duty.

f. The CO will personally evaluate and certify that member has been screened.

(1) Upon completion of the CO’s interview, a NAVPERS 1070/613 entry must be completed.

Date: (Rate/Name) was interviewed this date per MILPERSMAN 1306-954 and found to be fully qualified for assignment to Recruit Division Commander Duty. _____

Commanding Officer's Signature **Note: By direction is not authorized and will not be accepted.**

(2) The following requirements must be evaluated:

(a) Performance evaluations: No mark below 3.0 on NAVPERS 1616/26 Evaluation Report and Counseling Record (E-1 – E-6) in any trait and must reflect steady or improving trend for the past 36 months.

(b) No NJP, courts-martial, civilian criminal conviction, or significant involvement with civil authorities within the past 36 months.

(c) Must demonstrate strong traits in military bearing and leadership.

(d) E-5: Must have a minimum of 6 years active service with 2 years time-in-rate. E-6 must have a minimum of 6 years active service.

(e) Warfare qualification required (waivers granted on case-by-case basis).

(f) Required Armed Services Vocational Aptitude Battery minimum VE score of 50 (waivers granted on case-by-case basis).

(g) Physical Readiness: Member must have scored "good low" or higher on the most recent physical fitness assessment for his/her age group. Due to the nature of the assignment, the run portion of the Physical Readiness Test (PRT) may not be substituted with any other optional cardiovascular event. The RDC candidate must perform and pass the run portion of his/her most recent PRT for NAVCRUITRACOM, Officer Training Command and United States Naval Academy RDC assignments. Waiver of the run portion of the PRT is disqualifying.

(h) Tattoos: Individuals with excessive or vulgar (nudity/profanity) visible tattoos are not eligible.

Excessive is defined as tattoos that cover over two-thirds of an individual's exposed limbs. Visibility of tattoos must be inspected with the member in PTU's. Any waiver request must have tattoos photographed and submitted to NAVPERSCOM, Shores Special Programs Branch (PERS-4010) for approval.

(i) Permanent No-Shave Chits: Individuals who have been issued medical permanent no-shave chits are disqualified.

g. All candidates must be re-screened by the detaching command 30-45 days prior to detachment. If status has changed, detaching command must notify NAVPERSCOM, (PERS-4010) and NAVCRUITRACOM Great Lakes by message prior to execution of orders.

h. Waivers for the requirements contained in this article will be granted by NAVPERSCOM (PERS-4010), in consultation with CO, NAVCRUITRACOM prior to releasing orders.

i. Complete sections A, B, C, D1, and D5 of NAVPERS 1306/92 Special Program Screening Form, and Exhibit 1 of MILPERSMAN 1306-900. A copy of the completed screening package, including full length three-quarter view photo of the candidate in Khaki (E-7 and above) or service uniform (E-6 and below) and PRT results from last 3 cycles from Physical Readiness Information Management System must be emailed or faxed to NAVPERSCOM (PERS-4010).

j. Required obligated service (OBLISERV) for this program is 36 months. OBLISERV must be obtained by the command delivering orders within 30 days of receipt. NAVPERSCOM (PERS-4010D) must be notified by message of any members who fail to obligate.

MILPERSMAN 1306-955

SURVIVAL, EVASION, RESISTANCE, AND ESCAPE (SERE) INSTRUCTOR

Responsible Office	NAVPERSCOM (PERS-4010E3)	Phone:	DSN COM FAX	882-3869 (901) 874-3869 882-2646

References	(a) Code of Conduct (b) NAVMED P-117, Manual of the Medical Department (MANMED) (c) OPNAVINST 1500.75A

1. **Background**. Reference (a) governs the actions of every member of the Armed Forces during peacetime or combat. It demands high standards. To ensure the achievement of these standards, members of the Armed Forces are trained in the proper procedures when isolated, detained, surrounded, or cut off.

a. Strong, effective leadership, group loyalties, and esprit de corps must be fostered by every means. Each individual must be fully instructed in proper conduct and courses of action when faced with detention, capture, or as a prisoner of war.

b. Individuals liable to detention or capture must be provided with training designed to enable them to cope with exploitation efforts. All must learn the methods by which exploitation can be resisted or avoided. The Executive Agent for Secretary of Defense (SECDEF) Code of Conduct training is the Joint Personnel Recovery Agency (JPRA), who oversees all Code of Conduct training within the Department of Defense (DOD).

c. Survival, Evasion, Resistance and Escape (SERE) Instructor duty is physically and mentally challenging.

d. SERE duty locations are

- Fleet Aviation Specialized Operational Training Group Pacific (FASOTRAGRUPAC), San Diego, CA, and
- Fleet Aviation Specialized Operational Training Group Atlantic (FASOTRAGRULANT), Brunswick, ME.

e. Access additional information at

- www.faso.navy.mil for FASOTRAGRUPAC, or
- www.fasolant.navy.mil for FASOTRAGRULANT.

f. Tour length will be 36 months.

2. **Standards/Requirements**

a. Must be an E-5 or above.

b. Members must complete a medical examination per reference (b), chapter 15, article 15-65.

c. Complete high-risk instructor form per reference (c), enclosure (2).

d. Complete sections A, B, C, D2, and D3 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

e. Required obligated service (OBLISERV) for this program is 36 months.

f. Contact gaining command prior to screening.

g. Members selected for assignment to SERE will be assigned to attend **89 days of SERE IUT (NEC 9505)** at one of the designated locations.

MILPERSMAN 1306-956

NAVY RESERVE INSTRUCTOR DUTY

Responsible Office	NAVPERSCOM (PERS-4012C)	Phone:	DSN	882-3257
			COM	(901) 874-3257
			FAX	882-2595

1. **Program Background**. Navy Reserve instructor duty involves preparing Selected Reservists for mobilization. The job is one of great responsibility and in many instances the instructor is the vital link between reservists and "state-of-the-art" knowledge of fleet operations.

a. Included among the member’s collateral duties at some locations, the job may require cleaning stations and minor maintenance functions since Navy Reserve centers are generally situated away from major Navy installations.

b. Since the primary duty is to train Selected Reservists, instructor’s duty requires availability when reservists report (weekends and some evenings). Suitable time off is provided at other times during the week.

c. Tour length is 36 months.

2. **Requirements/Qualifications**

a. Member must have 9502 Navy Enlisted Classification (NEC) code.

b. Complete sections A and D2 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

c. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-957

NUCLEAR PROPULSION TRAINING ACTIVITIES

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-4696 (901) 874-4696 882-2638

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Background**

a. Nuclear propulsion training activities are located at Ballston Spa, NY and Charleston, SC. These activities have approximately 1,400 **instructor, maintenance training group (MTG), nuclear support,** and **non-nuclear trained support** billets available for assignment.

2. **Tour Lengths**

a. **Nuclear Instructors**

(1) Nuclear Field A-School (NFAS) tours will be 39 months.

(2) Nuclear Power School (NPS) and nuclear power training unit (NPTU) tours will be 40 months. An additional 4 months are required for engineering laboratory technicians attending Radiological Controls Technician Qualifications School en route.

b. **Nuclear support personnel, fleet interactive display equipment (FIDE) instructors**, and **MTG personnel** tours will be 36 months.

c. **Non-nuclear trained support personnel** tour lengths will be prescribed rating shore tour, but not less than 36 months.

2. **Requirements/Qualifications**

a. **General Requirements**

(1) Must have a final security clearance of Confidential or higher with a favorable background (i.e., national agency

check and or entrance national agency check) investigation. Locally awarded or interim clearances will not suffice;

(2) Must be a U.S. citizen;

(3) Must be warfare qualified;

(4) Must be formally screened and approved by Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignments Branch (PERS-403); Office of the Chief of Naval Operations (OPNAV), Nuclear Propulsion Program Management Branch (N133); and Naval Sea Systems Command (NAVSEA), Naval Reactors (SEA08) via one of two methods:

(a) Submission of NAVPERS 1306/7 Enlisted Personnel Action Request from the Service Member with commanding officer (CO), or reactor officer (RO) on aircraft carriers (CVNs), endorsement, evaluations (EVALs) covering at least the past 2 years, and record of assignment history. Additionally, submission of NAVPERS 1306/92 Special Program Screening from the Service Member with sections A, B, C, and D (except D1 and D4) completed. For nuclear operators, section C is to be signed by the reactor department master chief on CVNs, or the engineering department master chief on submarines. Section D is to be signed by the RO on CVNs; or

(b) Submission of an internally generated instructor screening package by NAVPERSCOM (PERS-403);

(5) First term nuclear trained personnel serving in a nuclear propulsion plant operator billet on board a nuclear powered ship must complete a minimum of 3 years of their prescribed sea tour (PST) for NPTU instructor duty, or 4 years of their PST for NFAS/NPS instructor duty. Additionally, they must attain qualification in their senior in-rate watch station, including those watch stations required for appropriate supervisory NEC;

(6) All other first term nuclear trained personnel should expect to complete their PST in its entirety; and

(7) Required obligated service (OBLISERV) for this program will match tour length as outlined in paragraph 2.

b. **NFAS Instructor**

(1) All general requirements;

(2) E-5 or above;

(3) Class standing in upper half at NPS and NPTU. Waivers are not normally considered, except for personnel who have previously completed an NPTU instructor tour; and

(4) Qualified as engineering watch supervisor or propulsion plant watch supervisor (E-6 and above only).

c. **NPS and FIDE Instructor**

(1) All general requirements;

(2) E-6 or above;

(3) Class standing in upper half at NPS and NPTU. Waivers are not normally considered, except for personnel who have previously completed an NPTU instructor tour; and

(4) Qualified as engineering watch supervisor or propulsion plant watch supervisor.

d. **NPTU Instructor**

(1) All general requirements;

(2) E-5 or above; and

(3) Competitive class standing at NPS and upper half class standing at NPTU. Waivers will be considered for personnel who have demonstrated superior at sea performance.

e. **Prototype Junior Staff Instructors**

(1) All general requirements;

(2) E-4 or above; and

(3) NPTU junior staff instructors shall remain assigned to the applicable student unit identification code (UIC) for 2 months following NPTU graduation, and then be assigned to the

staff UIC for a 24-month tour. Junior staff instructors must have sufficient OBLISERV to complete a first sea tour of at least 36 months. Prospective junior staff instructors who do not have sufficient OBLISERV, based upon their initial enlistment, must reenlist to obtain the required OBLISERV.

f. **Nuclear Support and MTG Personnel**

(1) All general requirements;

(2) E-5 or above;

(3) Competitive class standing at NPS and upper half class standing at NPTU. Waivers will be considered for personnel who have demonstrated superior at sea performance; and

(4) Demonstrated superior performance in shipboard propulsion plant maintenance.

g. **Non-Nuclear Trained Support Personnel:** All general requirements.

3. **Requests for Assignment**. Requests for assignment to NFAS/NPS/NPTU duty shall be submitted via NAVPERS 1306/7 signed by the CO (RO on CVNs), and must contain the following information:

a. Indicate highest level of nuclear propulsion plant watch station qualification achieved for nuclear trained applicants.

b. Recommendation for waiver of eligibility criteria (if applicable).

c. Nuclear trained personnel must include copies of last two EVALs/fitness reports (FITREPs).

d. Non-nuclear trained personnel must include copies of last five EVALs/FITREPs.

4. **Forms**

a. NAVPERS 1306/7 may be accessed via the following link: http://www.public.navy.mil/bupers-npc/enlisted/community/nuclear/Documents/1306_7.pdf

b. NAVPERS 1306/92 may be accessed via the following link: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS%201306-92%20R1-11_RE.pdf

MILPERSMAN 1306-958

ACADEMIC REMEDIAL TRAINING (ART) INSTRUCTION DUTY

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: Toll Free	1-866-U ASK NPC

1. **Program Background**. Academic remedial training (ART) instruction duty is a remedial basic reading and verbal skills program conducted at Recruit Training Command (NAVCRUITCOM).

a. The program provides essential reading and language skills to recruits with identified deficiencies and assists them in completing the academic portion of the recruit training curriculum.

b. Tour length is 36 months.

2. **Requirements/Qualifications**

a. Complete sections A and D1 of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

b. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-959

AFLOAT TRAINING GROUPS (ATGS)

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: Toll Free	1-866-U-ASK-NPC

1. **Program Background**. Type commander unit level training requirements to include Unit Level Training Readiness Assessments (ULTRA) and Tailored Ship Training Availabilities (TSTA) constitute the essential elements of the basic training phase of the Fleet Response Training Plan.

a. During the basic training phase, the afloat training groups (ATGs) are the primary training resource for ships' commanding officers and their immediate superiors in command.

b. ATGs are organized as follows:

(1) ATG Atlantic (ATGLANT);

(2) ATG Pacific (ATGPAC);

(3) ATG Norfolk (ATGN);

(4) ATG San Diego (ATGSD);

(5) ATG Middle Pacific (ATG MIDPAC);

(6) ATG Western Pacific (ATG WESTPAC);

(7) ATG Pacific Northwest (ATG PACNORWEST); and

(8) ATG Mayport (ATGM).

c. ATG Western Pacific (WESTPAC) tour lengths will be per current Forward Deployed Naval Forces tour length policies.

2. **Requirements/Qualifications**

a. Member must be an E-6 or above, completing a sea tour in a billet in which operational and technical expertise were maintained. There are limited ATG E-5 billets available for E-5's who have completed tours in which operational and technical expertise were maintained.

b. Enlisted Surface Warfare or Aviation Warfare qualified.

c. Hold Navy Enlisted Classification (NEC) 9502 (Instructor) or complete instructor training school enroute.

d. Engineers must be qualified as engineering officer of the watch (EOOW) (Damage Controlman waived).

e. Personnel identified for assignment to ATG instructor duty billets requiring primary NEC (PNEC) HM-8425 (Surface Force Independent Duty Corpsman), (PNEC) BM-0170 (Surface Rescue Swimmer), and (PNEC) AW-7815 (Helicopter Search and Rescue Aircrew Swimmer) must have completed a prior sea tour utilizing the PNEC.

f. Pay grade substitutions are not authorized unless approved by gaining command.

3. **Transferring Command Requirements**

a. Complete all sections of NAVPERS 1306/92 Special Program Screening, Exhibit 1 of MILPERSMAN 1306-900.

b. Complete NAVMED 1300/1 Medical, Dental, and Educational Suitability Screening for Service and Family Members (sea duty screening).

c. Required obligated service for this program is 36 months.

d. Report to receiving command via message any derogatory entries in section A of NAVPERS 1306/92 and whether member's record contains any of the following for the past 36-month period if found suitable:

(1) One or more Physical Fitness Assessment Failures;

(2) NEC 9502 Instructor School failure; or

(3) Failure to maintain security clearance, where applicable

e. Report suitability/unsuitability determinations to Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40), rating detailer, and receiving command utilizing MILPERSMAN 1306-900, Exhibit 2 within 30 days of receipt of Bureau of Naval Personnel (BUPERS) orders. If warranted, submit waiver utilizing MILPERSMAN 1306-900, Exhibit 3.

f. Submit completed NAVPERS 1306/92 to servicing personnel support activity detachment for entry into electronic service record.

MILPERSMAN 1306-960

INSTRUCTOR DUTY AT FIELD MEDICAL SERVICE SCHOOLS (FLDMEDSERVSCOLs)

Responsible Office	NAVPERSCOM (PERS-407)	Phone: DSN COM FAX	882-3811 (901) 874-3811 882-2645

1. **Program Background**. Field Medical Service Schools (FLDMEDSERVSCOLs) are under management control of Commandant of the Marine Corps and under military control of Commanding General of Marine Corps Bases, Camp LeJeune, NC and Camp Pendleton, CA.

a. Instructors at FLDMEDSERVSCOLs should be **capable** of meeting Marine Corps physical fitness and weight control/ military appearance standards regardless of whether or not they elect to adopt Marine Corps uniform and grooming standards.

b. Must be capable of sustained strenuous exertion required to instruct physical fitness, to lead foot marches up to 20 miles with heavy gear (40-50 pound pack), and to traverse obstacle/confidence course during recurring periods in the field.

c. Tour length is prescribed rating shore tour.

2. **Requirements/Qualifications**

a. Must have served at least one tour in a **Fleet Marine Force (FMF)** assignment.

b. Hold Navy Enlisted Classification Code (NEC) 9502 (Instructor), or complete Instructor Training School enroute.

c. Complete sections A, B, and D1 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

d. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-961

CRYPTOLOGIC TECHNICIAN INTERPRETIVE (CTI) LANGUAGE INSTRUCTOR CANDIDATES

Responsible Office	NAVPERSCOM (PERS-408)	Phone:	DSN COM FAX	882-3835 (901) 874-3835 882-2650

1. **Background**

a. To maintain high levels of linguistic instruction and professional credibility, all Cryptologic Technician Interpretive (CTI) instructor candidates must meet or exceed minimum Commander, Naval Network Warfare Command (COMNAVNETWARCOM) directed foreign language readiness standards as measured by the Defense Language Proficiency Test (DLPT), per the levels stated in paras. 2a(1) and 2a(2) below. For screening purposes, failure to meet the minimum linguistic requirements shall disqualify the applicant in the same manner as failing to meet other minimum professional standards, such as body fat/physical fitness assessment (PFA).

b. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. In addition to meeting the basic eligibility and screening requirements for instructor duty outlined in MILPERSMAN 1306-953, candidates must achieve the following:

(1) For CTI instructor duty assignments to a language category I-III billet, ILR Listening 3, Reading 3 is required.

(2) For CTI instructor duty assignments to a language category IV billet, ILR Listening 2+, Reading 2+ is required.

b. Complete sections A, D1, and D2 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

c. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-962

INSTRUMENTAL INSTRUCTOR DUTY AT NAVY SCHOOL OF MUSIC

Responsible Office	NAVPERSCOM (PERS-4014)	Phone: DSN COM FAX	882-4316 (901) 874-4316 882-2614

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) MUSCOLINST 1300.3D

1. **Background**

a. The mission of the Navy School of Music (SOM) is to train military musicians of the Navy and Marine Corps for duty in fleet service bands.

b. Due to the unique one-on-one nature of the training requirements for many SOM instructors, candidates must be carefully screened to ensure only the best qualified are assigned to these critical positions. Therefore, all candidates must complete an appraisal process prior to assignment for instructor duty at the SOM. The most heavily weighted grading area in the accession-level of the Basic Music Course is the student's demonstrated instrumental/vocal ability (50 percent of final grade). Training in this area is accomplished primarily through one-on-one instruction.

c. Tour length will be prescribed rating shore tour.

2. **General Requirements/Qualifications**

a. Must hold a 3800 series Navy Enlisted Classification (NEC).

b. Must be E5 or above for assignment as Instrumental Instructor or Basic Course Academic Instructor, E6 or above for assignment as Advance Course Instructor, and eligible for reassignment.

c. Should have served at least 3 years with a fleet, field, or special band.

d. Must complete an Instructor Appraisal and be certified by the SOM Commanding Officer per reference (a). The full text of the instruction is available at https://www.netc.navy.mil/centers/css/som/_documents/sominst1300_3d.pdf.

(1) Although on-site is preferred, appraisal may be submitted via videotape, digital video disk (DVD), or other electronic media when travel to the school is not feasible or practical. Applicants pursuing this alternative to an on-site appraisal must contact the Training Officer to make appropriate arrangements and confirm media compatibility with SOM playback systems.

(2) Appraisals may be conducted at anytime in order to become qualified for future assignment considerations. Personnel are encouraged to complete an Instructor Appraisal while enrolled at the SOM or while in the area on leave or official travel.

e. Screening will be conducted in the following areas:

(1) Instrumental/vocal proficiency:

(a) Instrumental instructors must possess a 3.20 or above performance skill level in assigned primary instrumental or vocal NEC.

(b) Academic/rehearsal instructors must possess 3.00 or above performance skill level in assigned primary instrumental or vocal NEC.

(2) Overall teaching ability and communication skills.

(3) Technical knowledge: Must obtain a proficiency grade of 3.5 or above on applicable subject diagnostic exams (academic instructor candidates only).

(4) Rehearsal technique, “podium” leadership, and communication skills (rehearsal conductor candidates only).

f. Complete sections A, D1, and D2 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

g. Required obligated service for this program is 36 months.

MILPERSMAN 1306-964

RECRUITING DUTY

Responsible Office	NAVPERSCOM (PERS-4010)	Phone: DSN COM FAX	882-2352 (901) 874-2352 901-874-2646

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) NAVADMIN 076/13 (b) DoD 7000.14R, Department of Defense Financial Management Regulation (c) NAVMED P-117, Manual of the Medical Department (MANMED) (d) OPNAVINST 1740.5B (e) NAVADMIN 110/06

1. **Program Background**. The mission of recruiting is to recruit men and women for enlisted, officer candidate, and officer status in the Regular Component and Reserve Component of the Navy. It is one of the most demanding billets in the Navy due to the pressures associated with a fast-paced sales environment. Experience has shown that personnel with a strong record of performance in the Fleet and who are at ease discussing Navy programs with others have the ability to succeed on recruiting duty.

2. **Policy**

a. **Billets**. Enlisted personnel (pay grades E5 - E8) are ordered to 1 of 26 Navy recruiting districts (NRDs) for a 36-month tour, commencing once on station. Military personnel are ordered in as recruiters or into a support billet. The NRD assigns recruiters to 1 of approximately 1,500 Navy recruiting stations (NRSs), and military support personnel to 1 of 65 military entrance processing stations (MEPS) or NRDs located across the country. There are a limited number of production recruiter billets in Japan, Guam, Europe, Puerto Rico, and St. Thomas.

b. **Recruiters**

(1) Production recruiters (Navy enlisted classification (NEC) 9585) and officer recruiters (NEC 9587) are typically on independent duty, and are often stationed in areas far from military installations and associated support facilities. As such, they may be the only Navy representative within a civilian community.

(2) Production recruiters are responsible for achieving demanding contract and accession goals. They must be knowledgeable of myriad recruiting programs and be able to supply this information to applicants.

c. **Assignment.** Upon receipt of permanent change of station orders assigning a member to recruiting duty, the NRD will provide the transferring command with the ultimate duty station (ULTDUSTA) assignment (normally an NRS) for inclusion in the member's transfer order.

(1) The member must keep in mind that the decision of the commanding officer (CO) (regarding ULTDUSTA assignment) will be based on the needs of the NRD at the time of the member's arrival at the command.

(2) A guaranteed assignment to a specific city or NRS location may not be feasible.

d. **Tour.** In computing the tour of recruiting duty, the tour shall commence as of the date the member reports to the NRD (parent command), even though the member reports for further assignment and is ultimately assigned to an NRS.

(1) Overseas recruiting tours are established per Department of Defense area tour requirements.

(2) The tour length for nuclear qualified members will be computed from the date they are detached from their present command to ensure they are not out of the nuclear field for more than 36 months.

e. **Temporary Duty Under Instruction (TEMDUINS).** Production recruiters and classifiers are transferred to the Navy Recruiting Orientation Unit (NORU) located in Pensacola, FL for TEMDUINS.

(1) The course of instruction is 5 weeks for production recruiters and 4 weeks for classifiers.

(2) Members should ensure the availability of Government quarters, and if necessary, draw advance per diem prior to transfer.

(3) Instruction consists of competency-based training during which time students learn, develop, and practice competence in areas of selling, prospecting, paperwork, processing, marketing, public speaking, social networking, recruiter incentives, and quality of life.

(4) Upon satisfactory completion of the course of instruction, personnel transfer to their NRD.

3. **Recruiting Duty Benefits**

a. Enlisted recruiters and some military support personnel assigned to recruiting duty are eligible for special duty assignment pay and an opportunity to be stationed at a variety of locations throughout Navy Recruiting Command, per reference (a), and meritorious advancement up to E-7 through the Recruiting Command Advancement Program.

b. **Recruiters**

(1) Members assigned as production recruiters and specific recruiting support personnel may be eligible for special or supplemental clothing monetary allowance (SSCMA) per reference (b).

(2) Production recruiters will receive their first allowance upon reporting to their prospective NRD and their second and final entitlement on the anniversary of their report date.

Note: Only those serving in an active 9585 role will be entitled to SSCMA.

(3) Members should obtain extra uniforms and accessories prior to arrival at their ULTDUSTA, as it may be difficult to purchase new items while on independent duty.

4. **Requirements and Qualifications**

a. **CO Certification.** All recruiters and military support personnel will be screened for recruiting duty. The CO will certify that the member has been screened for the following: (Complete sections A, B, C, and D on the NAVPERS 1306/93 Recruiting Duty Screening form which can be accessed by using the following link: http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx.)

(1) **Performance Evaluations.** No mark below 3.0 on NAVPERS 1616/26 Evaluation Report and Counseling Record (E4- E6) and NAVPERS 1616/27 Evaluation and Counseling Record (E7 – E9) in any trait over the last 36 months.

(2) **Nonjudicial Punishment (NJP).** A waiver is required for members with any NJP, courts-martial conviction, civilian conviction, and or significant involvement with civilian authorities or moral/integrity violations. Waivers will be authorized on case-by-case basis (a waiver is not authorized for any sex-related offenses during their career or pre-service). Submit waivers using a Navy Recruiter Waiver Request (see Exhibit 1).

(3) **Physical Fitness Assessment (PFA).** Currently within height, weight, or body fat standards; and has passed the last 3 years of regularly scheduled PFA, body composition assessment (BCA), and **must be in standards at time of transfer.** Waivers for past failures are considered on a case-by-case basis by Navy Personnel Command (NAVPERSCOM), Shore Special Programs Assignment Section (PERS-4010). Use Navy Recruiter Waiver Request (Exhibit 1) and submit a completed NAVPERS 1306/93 along with full length color photographs in short sleeve physical training uniform (PTU) from front and side via e-mail to **mill_npcrecruiting@navy.mil.** Any Service member arriving at NORU not within BCA standards **will be** dropped from training and made available for immediate needs of Navy detailing.

(4) **Family Advocacy Program (FAP).** Substantiated FAP cases for physical abuse are disqualifying while families are in treatment (i.e., open FAP case, resolved substantiated FAP, or civil charges). All members involved in substantiated cases involving child abuse, sexual molestation, or any sexual assaults (incest or other) are permanently disqualified from recruiting duty.

(5) **Command Drug and Alcohol Program Advisor.** Personnel with a documented alcohol-related incident (e.g., driving under the influence of alcohol, driving while intoxicated, public intoxication within the previous 3 years, or any two incidents during their career) are unsuitable. In addition, personnel who have successfully completed alcohol rehabilitation level II or III (self-referral or directed) must not have any alcohol-related incidents or repeated counseling for alcohol involvement for entire period after treatment or counseling completion date. All alcohol-related incidents require a waiver. Items needed for a waiver are the completed NAVPERS 1306/93, last 3 years of evaluations, copy(s) of nonjudicial punishment (NJP), civil law proceedings, and any pertinent documents. E-mail all required documentation to NAVPERS (PERS-4010) at **mill_npcrecruiting@navy.mil.**

(6) **Recruiter Aptitude Battery Assessment (RAB).** Personnel must go to https://militaps.nmci.navy.mil/rab and print out the RAB certificate. Once complete, include the certificate as part of the screening. If member is deployed and or unable to access RAB, member will complete at first available opportunity upon arrival at NORU.

(7) **Medical and Dental.** Health and dental records are to be screened following the guidance in reference (c) and documented in the member's health records. Due to the routine high-stress environment of recruiting, members with a history of stress-related problems such as depression, suicide ideations, nervous breakdowns, and anger management issues will not be assigned to recruiting duty. Members must be at least dental class II prior to transfer. Members with a permanent "no shave chit" medical waiver are not suitable for assignment.

(8) **Exceptional Family Member (EFM).** If the member is currently processing a dependent application for the EFM Program, contact NAVPERS, Exceptional Family Member Program Manager (PERS-456) and NAVPERSCOM (PERS-4010). Due to the limitations of facilities in some assignments, any dependent enrolled in the EFM Program will have his or her case reviewed to ensure adequate facilities are available at the member's ULTDUSTA prior to his or her transfer.

(9) **Command Financial Advisor.** Generally, recruiting duty assignments are in areas where military housing, commissary, and exchange facilities are not available; making the cost of living potentially higher.

(a) All members must be screened thoroughly prior to transfer, per reference (d), to ensure financial stability.

(b) **Financial Standing.** Serious financial problems or indebtedness which are not resolved, or a documented history of indebtedness over the last 3 years are disqualifying for recruiting duty. Members with a discretionary surplus of less than $500 after all monthly living expenses and debts are paid should not be recommended for recruiting duty.

(10) **Tattoos.** Reference (e) outlines the acceptable maximum tattoo coverage standards for continued service. However, due to the fact that Sailors in recruiting may be the sole ambassador for the U.S. Navy, more stringent screening is required for any tattoo visible while in short sleeve PTU. The primary consideration is whether the Sailors will present a positive image and whether they would be allowed to enlist with tattoos obtained after their initial enlistment. Requests for tattoo waivers shall be submitted via e-mail to **mill_npcrecruiting@navy.mil**, and will include a completed NAVPERS 1306/93 full length color photograph (front and back), close-up color picture of tattoo itself, and also an explanation of the meaning of the tattoo, within 30 days of receipt of initial screening message. Additionally, submit a copy of the NAVPERS 1070/613 Administrative Remarks (page 13) as required by reference (e).

b. **NAVPERS 1306/93.** The original NAVPERS 1306/93 will be hand-carried to NORU, scanned, and submitted via e-mail to PERS-4010 at **mill_npcrecruiting@navy.mil** prior to the release of orders. Include a front and side view photograph in PTU.

c. **Obligated Service (OBLISERV).** Required OBLISERV for this duty is 36 months from the time the member checks into the recruiting district, with the exception of nuclear recruiters.

d. **Report of Suitability/Unsuitability.** Transferring commands will submit Navy Recruiting Suitability/Unsuitability Report (Exhibit 2) within 30 days of receipt of screening message. Additionally scan and e-mail a completed NAVPERS 1306/93 along with front and side view photograph in PTU gear via e-mail to NAVPERS (PERS-4010) at **mill_npcrecruiting@navy.mil**.

e. **Security Clearances.** Assignment to Navy Recruiting Command requires personnel to have a completed and adjudicated National agency check with local agency and credit checks (NACLC) that is favorable. Members will not receive orders to a Navy recruiting command until they receive a completed and adjudicated NACLC that is favorable.

5. Unit certifying officials should take screening criteria into careful consideration. Each item will be verified prior to beginning training at NORU. No student will be allowed to continue assignment who does not meet all criteria, especially PFA standards and security clearance screening, upon arrival. COs are required to thoroughly screen all candidates to help preserve funds and avoid hardships caused when students are dropped from training due to improperly completed screenings.

EXHIBIT 1

NAVY RECRUITING WAIVER REQUEST

Use proper message format containing the following:

FM REQUESTING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS4010//
INFO INTENDED GAINING ACTIVITY//JJJ//
COMNAVCRUITCOM MILLINGTON TN//JJJ//
BT
UNCLAS //N01300//
MSGID/GENADMIN/REQUESTING CMD/-/MMM//
SUBJ/ NAVY RECRUITING WAIVER ICO RATE, NAME//
REF/A/DOC/NPC/DATE//
AMPN/REF A IS MILPERSMAN ARTICLE 1306-964.//
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**
RMKS/1. PER REF A, REQUEST WAIVER FOR SNM FOR RECRUITING DUTY.
A. SECTION __, ITEM NO ___ (FROM NAVPERS 1306/93, NAVY RECRUITING SCREENING FORM)
B. EXPLAIN/SPECIFICS
2. CO'S JUSTIFICATION/RECOMMENDATION: (3 LINES MAX)//

NOTE: Waiver request must be forwarded to NAVPERSCOM (PERS-4010) via msg and e-mail mill_npc_recruiting.fct@navy.mil for final approval. Waiver consideration is limited to tattoos, NJP convictions, courts-martial convictions, civilian convictions, significant involvement with civilian authorities or moral/integrity violations, performance trait marks below 3.0, PFA failures, or inability to meet 36-month OBLISERV requirement due to HYT. Tattoo waiver submissions will be limited to those that can be seen, while wearing a PTU, are in good taste. Submit waiver requests within 30 days of DTG of this message.

EXHIBIT 2

NAVY RECRUITING SUITABILITY/UNSUITABILITY REPORT

Use proper message format containing the following:

```
FM TRANSFERRING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS4010//
INFO INTENDED GAINING ACTIVITY//JJJ//
COMNAVCRUITCOM MILLINGTON TN//JJJ//
BT
UNCLAS //N01300//
MSGID/GENADMIN/REQUESTING CMD/-/MMM//
SUBJ/NAVY RECRUITING SUITABILITY (OR UNSUITABILITY), ICO RATE,
NAME//
REF/A/DOC/NPC/DATE//
REF/B/GENADMIN/ORIGINATOR/DDHHMMZMMYY// (IF APPLICABLE)
NARR/REF A IS MILPERSMAN ARTICLE 1306-964, REF B IS WAIVER
REQUEST (IF APPLICABLE).//
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// (MANDATORY)
RMKS/1. IAW REF A AND B, SNM IS SUITABLE (OR UNSUITABLE) FOR
RECRUITING DUTY.
     A.  REASON FOR UNSUITABILITY: (EXPLAIN WITH SPECIFIC
DETAILS).
     B.  REPORT OF SUITABILITY WAS FILED IN SERVICE RECORD.
     C.  SNM HAS __ MONTHS OF OBLISERV FOR RECRUITING DUTY.//
```

MILPERSMAN 1306-965

CAREER RECRUITER FORCE (CRF)

Responsible Office	NAVPERSCOM (PERS-4010)	Phone	DSN:	882-3868
			Com:	(901)874-3868
			Fax:	874-2646

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) COMNAVCRUITCOMINST 5400.2E (b) BUPERSINST 1133.29H

1. **Program Background**. The career recruiter force (CRF) allows recruiters the opportunity to become a permanent part of Navy Recruiting Command (NAVCRUITCOM). If selected, members will be assigned key middle management and recruiter billets within NAVCRUITCOM.

a. **Members Selected for CRF.** Members selected for CRF with Navy enlisted classification (NEC) code 9585 will be assigned to the CRF Leadership Academy, Pensacola, FL for temporary additional duty prior to completion of their recruiter tour. The standard tour length for CRF personnel is 36 months.

b. **Successful CRF Leadership Academy Completion.** Upon successful completion of CRF Leadership Academy, members will be assigned to a new Navy recruiting district (NAVCRUITDIST) at projected rotation date (PRD) for a 36-month tour.

c. **Assigned to Duty other than Recruiter Duty.** Members currently assigned to duty other than recruiter duty will not be awarded NEC 2186 until they transfer at PRD to a NAVCRUITDIST and complete CRF Leadership Academy.

d. **CRF Force Conversion Policy.** Members serving in the CRF will, in most cases, serve for the remainder of their naval career. If the commanding officer (CO) of a district believes that a member is no longer effective in the CRF, CO may recommend the member for force conversion from the CRF **without prejudice** per reference (a).

e. **CRF Rate Reversion Requests.** A member of the CRF community who no longer wishes to serve in the CRF may submit a rate reversion request **without prejudice** per reference (a).

2. **Requirements and or Qualifications.** Application procedures and eligibility criteria are promulgated in reference (b). The CRF selection board meets 4 times per year (February, May, August, and November).

3. **CRF Detailing.** CRF personnel are expected to maintain screening suitability for the remainder of their career. When negotiating for orders CRF personnel will be required to submit NAVPERS 1306/92 Special Programs Screening. The completed NAVPERS 1306/92 shall be forwarded within 30 days of screening message receipt to Navy Personnel Command, Shore Special Programs Assignment Section (PERS-4010) prior to issuance of orders. NAVPERS 1306/92, Special Programs Screening Form is available at: http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx.

MILPERSMAN 1306-966

ENLISTED RATING DETAILER

Responsible Office	NAVPERSCOM (PERS-4010F)	Phone: DSN COM FAX	882-3880 (901) 874-3880 882-2646

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Background**. The enlisted rating detailer is the key player in the placement of enlisted personnel.

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 in pay grades E-3 and above.

c. The enlisted rating detailer’s job includes:

(1) Communication with constituents by Career Management System Interactive Detailing (CMS/ID), by telephone, e-mail, and naval messages.

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

(3) Coordination with Navy Personnel Command (NAVPERSCOM), Enlisted Personnel Readiness and Support Branch (PERS-4013) and fleet units to ensure proper manning levels.

d. NAVPERSCOM is located at Naval Support Activity Mid-South, Millington, TN (NAVSUPPACT MID SOUTH).

e. There are limited medical and dental facilities available at NAVSUPPACT MID SOUTH.

f. Tour length and obligated service (OBLISERV) for this program is 36 months, regardless of sea/shore flow.

2. **Requirements**

a. No evaluation (EVAL) traits below 3.0, recommended for retention, and received a promotable or higher for the past 36 months.

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

c. 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. No record of financial instability within the past 36 months.

f. Eligible for a Secret security clearance.

g. Be in accordance with normal sea/shore flow. Exceptions will be addressed on a case-by-case basis.

h. Be able to fulfill a 36 month tour.

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

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

b. Completed NAVPERS 1306/92 Special Program Screening, all sections except D1, D4, and D10-D13.

c. A recent full-length photograph 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 the tattoo(s) signify.

NOTE: Digitally reproduced photographs are acceptable and recommended; however, if the photograph will be electronically transferred, ensure that it is in JPEG or similar format. Do not forward a scanned or photocopied picture.

d. EVALs for the past 36 months. Ensure full SSNs are omitted.

MILPERSMAN 1306-968

Camp David (Naval Support Facility, Thurmont, MD)

Responsible Office	NAVPERSCOM (PERS-4010F)	Phone:	DSN COM FAX	882-3880 (901) 874-3880 882-2646
	Camp David	Phone:	DSN COM FAX	376-9000 Ext 1400 (301) 271-1400 271-1366

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoDD 5210.55 of 15 Dec 98 (b) DoDI 5210.87 of 30 Nov 98 (c) SECNAVINST 5312.12C

1. **Program Background**. Camp David provides the President of the United States with a safe and private presidential retreat.

a. Camp David manages a recruiting team to identify Sailors for assignment to Camp David by traveling to various naval facilities. The recruiting team conducts record screening and personal interviews with personnel who meet the initial qualification criteria. Once selected, a single scope background investigation will be initiated by the Camp David recruiting team to determine Top Secret and Sensitive Compartmentalized Information (TS/SCI) eligibility with a Yankee White (YW) clearance.

b. Camp David screening procedures require time intensive and costly background investigations. A TS/SCI and YW clearance may take approximately 10 to 18 months to complete. Therefore, upon notification from a Camp David recruiting yeoman, Navy Personnel Command (NAVPERSCOM), Major Washington/Memphis Staff detailer (PERS-4010F) will place a candidate’s record in a detailing hold status. This hold status notifies the respective rating detailers that the candidate is being screened

for Camp David and not to create orders. Once a candidate receives a YW clearance and meets all other requirements per MILPERSMAN 1306-900 and MILPERSMAN 1306-945, the recruiting yeoman will notify NAVPERSCOM (PERS-4010F) to create orders to Camp David, with the exception of those candidates recruited directly from "A" school, who will report to Camp David while their YW clearance is being processed.

c. Tour length for all E-1 – E-9 candidates is 36 months.

2. **Requirements/Qualifications**

a. E-1 – E-9 candidates must be in the following ratings:

ABH	Aviation Boatswain's Mate (Handler)
ABF	Aviation Boatswain's Mate (Fuel)
BU	Builder
CE	Construction Electrician
CM	Construction Mechanic
CS	Culinary Specialist
DC	Damage Controlman
EA	Engineering Aide
EM	Electrician's Mate
EN	Engineman
EO	Equipment Operator
ET	Electronics Technician
HM	Hospital Corpsman (HM-8425)
IC	Interior Communications Electrician
IT	Information Systems Technician
LS	Logistics Specialist
MC	Mass Communication Specialist
NC	Navy Counselor
PS	Personnel Specialist
RP	Religious Program Specialist
SH	Ship's Serviceman
SW	Steelworker
UT	Utilitiesman
YN	Yeoman

b. Construction occupation field (Group 13) E-1 – E-3 candidates, will be selected directly from seabee "A" schools.

c. Some aviation and culinary specialist ratings in pay grades E-1 – E-3 will be selected directly from “A” Schools.

d. Candidates must be eligible for assignment to presidential support duty per references (a) through (c).

e. Candidates must be U.S. citizens.

f. Required obligated service for this program is 36 months.

MILPERSMAN 1306-970

JOINT COMMUNICATIONS SUPPORT ELEMENT (JCSE)

Responsible Offices	NAVPERSCOM (PERS-40)	Phone: Toll Free FAX	1-800-U ASK-NPC 882-2646
	JCSE (MacDill,AFB)	Phone: DSN COM FAX	968-0628 (813)828-0628 (813)828-4193

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 5510.30B

1. **Background**. Joint Communications Support Element (JCSE) is a selectively manned joint airborne communications unit providing command and control capabilities across the full spectrum of warfare on land, air, and maritime communications platforms. On order, Service members will deploy as a team for a joint task force or joint special operations task force headquarters to install, operate, and maintain deployable modular communications packages. JCSE operates in direct support of the Joint Chiefs of Staff, combatant commanders, general officers, and special operations units for contingencies ranging from major theater wars to humanitarian relief missions.

a. Billets require duty in arduous field environments in support of operational forces.

b. The following ratings are currently eligible for assignment: ET, IT, CE, PS (E-6), YN (E-6).

Note: Personnel in the IT rating should have (as a minimum) a 2791 Navy enlisted classification code.

c. An activity tour will be a minimum of 48 months.

2. **Requirements and Qualifications**

a. **Personnel:**

(1) Must be an E-5 or higher pay grade to apply;

(2) Must have a minimum of 48 months of required obligated service (OBLISERV) from program acceptance date;

(3) Required OBLISERV from program acceptance date must not exceed current high year tenure policy for the applicant's pay grade;

(4) Must have a warfare designator (preferably expeditionary warfare, enlisted information dominance warfare specialist, surface warfare, aviation warfare, Seabee combat warfare, etc.);

(5) Must hold a current single scope background investigation for Top Secret and or Sensitive Compartmented Information prior to transfer per reference (a);

(6) Must maintain minimum score of "good" or higher (with no waivers) on the physical fitness assessment for the 36 months prior to application and assignment;

(7) Must not have any non-judicial punishments or civil offenses in the last 36 months prior to application and assignment;

(8) Must not have any prior conviction of domestic violence charges (non-waiverable);

(9) Must qualify for and maintain valid Government travel charge card; and

(10) Must complete NAVPERS 1306/92 Special Program Screening (sections A, B, C, D2, D3, and D6). This document must be screened by the JCSE Navy Senior Enlisted Advisor, MacDill Air Force Base (AFB) before orders are released to the Service member. NAVPERS 1306/92 can be accessed by using the following link: **http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx**.

b. Detailed application information may be obtained by contacting JCSE, MacDill AFB at:

DSN: 968-0630
COM: 813-828-0630
E-mail: J1@jcse.mil

MILPERSMAN 1306-971

APPRENTICE MILITARY ENVIRONMENT (AME) INSTRUCTOR DUTY

Responsible Office	NAVPERSCOM (PERS-4010D)	Phone:	DSN	882-3878
			COM	(901) 874-3878
			FAX	882-2646

References	(a) BUMEDINST 1300.2

1. **Background**. Personnel assigned to Apprentice Military Environment (AME) Instructor duties at Training Support Center (TSC), Great Lakes provide leadership, training, and mentorship to Sailors at the Apprentice level of the Sailor Development Continuum.

a. In execution of these duties, personnel assigned to TSC, Great Lakes must continually demonstrate superior leadership and motivational skills to be successful in physically and emotionally demanding situations. Duties as an AME Instructor require proven self-discipline and imaginative problem-solving skills in challenging and often unique situations.

b. Above all, AME Instructors must be highly principled, possessing strong character and personal and professional integrity. They must be committed to reflect the Navy's core values.

c. Tour length will be a minimum of 36 months.

2. **Requirements/Qualifications**

a. Servicemembers must be screened by a qualified medical representative per reference (a). Candidates must disclose the following information to medical personnel:

(1) List any known medical conditions to include recent surgery, injuries, knee problems, back problems, etc., which would preclude full participation in strenuous daily exercise with Sailors and the physical readiness program.

b. Member must be screened by the command Drug and Alcohol Program Advisor (DAPA). Member must not have a history of intemperate use of alcohol in the last 60 months.

c. A screening board chaired by the command master chief (CMC) and a minimum of three other board members must interview the nominee prior to the commanding officer's (CO) interview.

(1) Upon completion of the CMC screening board, a NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry must be completed.

Date: (Rate/Name) was interviewed this date per MILPERSMAN 1306-971 and found to be fully qualified for assignment to Apprentice Military Environment Instructor Duty. _____ Command Master Chief's Signature

(2) The following administrative remarks apply to all personnel assigned as AME Instructor and shall be briefed to all applicants by the CMC screening board:

(a) Member must be committed to and reflect the Navy core values.

(b) Pregnancy is not disqualifying; however, the projected rotation date (PRD) will be lengthened to include limited duty and convalescent leave associated with pregnancy and childbirth.

(c) Single parent members must be counseled about working hours, duty requirements, and **extended childcare requirements** (documented by a NAVPERS 1070/613 entry). Point of contact for this information is:

Command Master Chief
TSC, Great Lakes
DSN 792-6959
COMM. (847) 688-6959

(d) Personnel with 15 or more years of service will not be approved for transfer to the Fleet Reserve before completion of the minimum tour.

d. The CO will personally evaluate and certify that member has been screened.

(1) Upon completion of the CO's interview, a NAVPERS 1070/613 entry must be completed.

Date: (Rate/Name) was interviewed this date per MILPERSMAN 1306-971 and found to be fully qualified for assignment to Apprentice Military Environment Instructor Duty. _____ Commanding Officer's Signature **NOTE**: **By direction is not authorized and will not be accepted**.

(2) The following requirements must be evaluated:

(a) Performance evaluations: No mark below 3.0 on NAVPERS 1616/26 (Rev. 3-02), Evaluation Report and Counseling Record (E-1 – E-6) in any trait and must reflect steady or improving trend for the past 36 months.

(b) No nonjudicial punishment (NJP), courts-martial, civil conviction, or significant involvement with civil authorities within the past 36 months.

(c) Must demonstrate strong traits in military bearing and leadership.

(d) Warfare qualification required.

(e) Required Armed Services Vocational Aptitude Battery (ASVAB) minimum VE score of 50 (waivers granted on case-by-case basis).

(f) Physical Readiness: Member must have scored "good low" or higher on the most recent Physical Fitness

Assessment (PFA) for their age group. The candidate for AME Instructor duty must be able to perform and pass the run portion of the Physical Readiness Test (PRT) before the screening is submitted to Navy Personnel Command (NAVPERSCOM). Waiver of the run portion of the PRT is not allowed.

(h) Tattoos: Individuals with excessive or tasteless (nudity/profanity) visible tattoos are not eligible. Excessive is defined as tattoos that cover over two-thirds of an individual's exposed limbs. Visibility of tattoos must be inspected with the member in PT-shorts and T-shirt.

e. All candidates must be re-screened by the detaching command 30-45 days prior to detachment. If status has changed, detaching command must notify NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010D) and TSC, Great Lakes by message prior to execution of orders.

f. Waivers for the requirements contained in this article may only be granted by CO, TSC, Great Lakes prior to releasing orders.

g. Complete sections A, B1, C, D1, D5 and D6 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900. A copy of the completed screening package, including full length three-quarter view photo of the candidate in Summer Khaki (E-7 and above) or Summer Whites (E-6 and below) must be mailed or faxed to NAVPERSCOM (PERS-4010D) and TSC, Great Lakes. NAVPERSCOM (PERS-4010D) will verify PRT results if member is contained in Physical Readiness Information Management System (PRIMS); otherwise, the current command will need to provide PRT results to NAVPERSCOM (PERS-4010D).

h. Required obligated service (OBLISERV) for this program is 36 months. OBLISERV will need to be obtained by the command delivering orders within 30 days of receipt. NAVPERSCOM (PERS-4010D) must be notified by message of any members who fail to obligate.

MILPERSMAN 1306-972

PATROL COASTAL (PC) CREW

Responsible Office	NAVPERSCOM (PERS-4010)	Phone: DSN COM FAX	882-3860 (901) 874-3860 882-2646

References	(a) SECNAVINST 5510.30A

1. **Scope**. Patrol crew billets require duty in arduous field environments (many times isolated and independent), supporting surface and special warfare operations around the world. Crewmembers are expected to cross-train and attain watch qualifications that are beyond the scope of their regular rating's duties.

2. **Eligibility Requirements**

a. Eligible for a secret clearance. Member's command will initiate a background investigation per reference (a).

b. Assignment after training will be determined by the member's eligibility for sea or shore duty.

c. No Physical Readiness Test (PRT) failures in the last 12 months.

d. Enlisted Surface Warfare Specialist (ESWS) qualified (paygrades E-5 and above).

e. Eligible to carry a weapon per all applicable directives and instructions.

f. Second class swim qualified.

g. No letters of indebtedness, nonjudicial punishment (NJP), or alcohol related incidents within the last 12 months, nor pending any civil actions.

h. Completion of sections A, B, C, and D of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

MILPERSMAN 1306-973

NAVY PROVISIONAL GUARD BATTALION (CUBA)

Responsible Office	NAVPERSCOM (PERS-402D)	Phone:	DSN	882-3863
			COM	(901) 874-3863
			FAX	882-2649

1. **Policy**. Personnel selected for assignment to Navy Provisional Guard Battalion will be ordered for a 12-month unaccompanied tour. Personnel will be ordered to a designated location for gear issue and classroom training. Additionally, all personnel will be sent to Fort Lewis, WA for detainee handling certification.

2. **Background**. Navy Provisional Guard Battalion duties are as follows:

a. Navy Provisional Guards conduct detention and interrogation operations to collect and exploit intelligence in support of the Global War on Terrorism.

b. Coordinate and implement detainee screening operations, support law enforcement and war crimes investigations.

c. Guard Force administers fair, firm, and impartial enforcement of all rules and regulations.

d. Directly responsible for the day-to-day safe and humane treatment and movements of detainees within the Medium/Maximum Security Camps.

3. **Location(s)**: Guantanamo Bay, Cuba.

4. **Requirements/Qualifications**

a. Personnel of all ratings that hold a 9545 or 9575 NEC and Master-at-Arms may apply for assignment.

b. Personnel who do not already have the required NECs may still be eligible, if training is available.

c. Due to member’s job requirements, which can authorize the possession of weapons, members with open Family Advocacy Program (FAP) cases are ineligible (non-waiverable).

d. No record of nonjudicial punishment (NJP) conviction within the last 36 months from servicemember’s transfer date.

e. Member must have or be eligible for a Secret clearance (non-waiverable).

f. Member must be within height/weight standards, if weight exceeds limits provide body fat percentage per current instructions.

g. Complete sections A, B, C, and D2 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form (Exhibit 1 of MILPERSMAN 1306-900).

h. Required obligated service (OBLISERV) for this program is 12 months.

MILPERSMAN 1306-975

NAVAL SPECIAL WARFARE METEOROLOGY AND OCEANOGRAPHY SUPPORT TEAMS (NSW METOC)

Responsible Office	NAVPERSCOM (PERS-404DH)	Phone: DSN COM FAX	882-3656 (901) 874-3656 882-2642

1. **Background**. Naval Special Warfare Meteorology and Oceanography Support Team (NSW METOC) billets require duty in arduous/combat field environments. Duty is frequently isolated/independent in direct support to naval special warfare operations.

a. NSW METOC are equipped to provide a wide variety of support including meteorology and oceanography forecasts, observations using portable computers and in situ sensors, communications, and other equipment.

b. Billets are co-located with naval special warfare commands.

c. Duty with NSW METOC is classified as Type 2 sea duty. Tour length is prescribed rating sea tour or Department of Defense (DOD) area tour for overseas assignments.

2. **Requirements/Qualifications**

a. Possession of, or eligibility to obtain, a Top Secret security clearance. Member’s command will initiate a Single Scope Background Investigation (SSBI).

b. Complete sections A, B, C, and D2 of NAVPERS 1306/92 (Rev 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

c. Interview with NSW METOC leadership (commanding officer (CO)/senior enlisted advisor (SEA) or designate) for assessment of suitability for program.

d. Member must score Excellent – Low or above on the most recent Physical Readiness Test (PRT) with no failures over the past 3 years.

e. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-976

ENLISTED MUSICIAN (MU) ASSIGNMENTS TO NAVY PREMIER BANDS – U.S. NAVY BAND, WASHINGTON, DC AND NAVAL ACADEMY BAND, ANNAPOLIS, MD

Responsible Office	NAVPERSCOM (PERS-4014)	Phone: DSN COM FAX	882-4316 (901) 874-4316 882-2614

1. **Background**. This article addresses enlisted Musician (MU) assignment policies for the **U.S. Navy Band**, **Washington**, **DC** and **Naval Academy Band**, **Annapolis**, **MD**.

2. **Requirements/Qualifications**

a. Chief of Naval Personnel (CHNAVPERS) will assign only the most highly qualified MU personnel to duty with the U.S. Navy Band and Naval Academy Band to maintain the unique musical and professional standards required of these premier Presidential support and Service Academy organizations.

b. CHNAVPERS will give primary consideration to MUs already serving on active duty whenever filling vacancies in either band.

c. Applicants for assignment must schedule and complete a personal audition and interview on board the applicable activity, unless waived by the respective leader. Officer in Charge (OIC), U.S. Navy Band; and Leader, Naval Academy Band; have the authority to accept applicants for assignment to their respective bands, within authorized allowances, unless needs of the service dictate otherwise.

d. The Navy’s premier-bands are non-rotated special-duty assignments. MUs serving with these activities will not normally be reassigned unless needs of the service dictate. Personnel assigned to these activities must maintain the required level of professional and personal performance standards for continued assignment eligibility. Members who fail to retain premier-band assignment eligibility, and those desiring to terminate special-duty status, may request reassignment to Fleet Music Program activities. Requests for reassignment will be considered on a case basis dependent on

individual members' status and Fleet Manning levels. Members are not eligible for reassignment until completion of a minimum, 36-month tour of duty.

MILPERSMAN 1306-978

LITTORAL COMBAT SHIP (LCS)

Responsible Office	NAVPERSCOM (PERS–409)	PHONE DSN COM FAX	882-3854 (901) 874-3854 882-2649

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) Lautenberg Amendment of 1996 (b) OPNAVINST 6110.1J (c) COMNAVSURFORINST 3502.1

1. **Purpose**. To issue qualification requirements and assignment policies for personnel ordered to duty in connection with the **Littoral Combat Ship (LCS) Program**.

2. **Program Background**. LCS is a "**modular warship concept**" primarily designed to complement the Navy's larger multi-mission surface combatants in select warfare mission areas and combat threats in the littoral environment including submarines, mines, and fast attack craft. It consists of the following three primary modular mission packages:

- Surface warfare (SUW);
- Mine warfare (MIW); and
- Anti-submarine warfare (ASW)

a. **Maritime Interdiction Capability**. In the near future, some variants of the SUW package will provide an enhanced maritime interdiction capability to facilitate overseas contingency operations. Additionally, the unique platform design provides the additional capability to support the following:

(1) Special operations forces;

(2) High-speed transit;

(3) Maritime interdiction operations (MIO);

(4) Intelligence;

(5) Surveillance and reconnaissance; and

(6) Anti-terrorism and force protection operations.

b. **Networking Capability**. LCS also has the capability to network and to share tactical information with other Navy aircraft, ships, submarines, and joint units.

c. **New Policies and Procedures**. The LCS **design**, **manning**, and **policies** will be a significant departure from current legacy ways of doing business. Current directives will be inadequate to ensure LCS stays manned with the right people at the right time. Current “fit” metrics will be inadequate to meet LCS needs.

d. **Two Hull Designs**. Two hull designs for LCS are currently being built - Lockheed Martin and General Dynamics. Each hull has **different training requirements** for the respective billets. In some cases, those differences are minor, in others, they are fairly significant. For this reason, assigned crews will be specific to one hull design or the other.

e. **Rotating Crews**. All sea frames will have **rotating crews with four crews per three ships** in order to extend hull operational availability and on station time, build a cadre of LCS excellence, and mitigate the impacts of unplanned losses. The **core crew** will be manned using **hybrid billets**. The loss of a single Sailor and his or her unique skill sets will have mission related implications. **It is envisioned that LCS will be the first class of ship for which personnel losses could result in an operational casualty report**.

f. **Training**. A unique aspect of LCS is that normal unit level training will occur during the off-cycle time for the crew. Another aspect of LCS training is no under-instruction (UI) watchstanders on board. Watchstanders, therefore, must go through a **train-to-qualify hull billet specific pipeline** and be ready to assume the watch upon reporting.

g. **Permanent Change of Station (PCS) Replacements**

(1) Due to the hybrid skills, minimal crew size, and off-hull training regime, normal PCS replacements will occur during the **first 3 weeks of the off-hull time**. In order to facilitate this, the immediate superior in command (ISIC) will man from existing resources; if unable to fill, request additional manning actions from type commander (TYCOM) to include temporary additional duty or personnel redirect.

(2) Additionally, the normal requisition window for orders must be modified for LCS **from the standard 5-9-month to an 18-24-month window**. This increased window provides the opportunity to conduct a thorough screening as well as assures training pipeline completion. ISIC and TYCOM will work with Navy Personnel Command (NAVPERSCOM) to identify requirements well in advance to facilitate the complex **screening**, **assignment**, and **training sequence** to deliver a qualified relief in the desired time frame.

(3) In the event of **unplanned losses**, the ISIC and TYCOM will rotate Sailors from other crews under their cognizance until a qualified relief is received.

h. **Hybrid Skill Sets VS. Navy Enlisted Classifications (NECs)**. LCS will not use traditional NECs, but rather hybrid skill sets. In the near term, these skills will be as closely matched as possible to existing NECs.

i. **Personnel Assignments**. All assignments to personnel in pay grades below that designated for the billet must be approved by the TYCOM. **Waivers will be considered** based on ability to meet the billet prerequisites including maturity, leadership, and watchstanding skills beyond technical skills and NECs.

3. **Requirements and Qualifications**. Candidates shall meet the following minimum requirements:

a. **Eligible Ratings**. AG, BM, CS, ET, FC, GM, MN, HM, IT, OS, LS, DC, EM, EN, GSM, GSE, and STG.

b. **Citizenship**. Must be a U.S. citizen with Secret clearance eligibility.

c. **Screening**. Satisfactorily complete NAVPERS 1306/94 Littoral Combat Ship (LCS) Screening and report per Exhibit 1.

Exhibit 2 will be utilized by personnel requesting waivers. Exhibit 3 shall be used to de-screen a previously screened member. NAVPERS 1306/94 is located on the BUPERS CD-ROM and can be accessed by using the following link: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

d. **Weapons**. Per reference (a), Sailors convicted of a qualifying domestic violence charge are prohibited access to firearms. Qualifying domestic violence convictions, as set forth in reference (a), are described in DD 2760 Qualification to Possess Firearms or Ammunition. Navy personnel have an affirmative obligation to inform their command if they have a qualifying domestic violence conviction. Members with qualifying convictions may not be assigned to LCS crews. If any individual is in question as to whether or not they have a qualifying conviction, they shall consult their local Navy legal service office or staff judge advocate for legal advice.

e. **Visit, Board, Search and Seizure (VBSS), and Physical and Mental Condition**. All members of SUW mission packages, except for boatswain's mates and search and rescue swimmers, shall be trained for and perform the duties of VBSS. Due to the nature of the duties, in addition to the physical fitness assessment (PFA) standards of reference (b) and to ensure the VBSS certification criteria of reference (c) can be met, personnel assigned to LCS VBSS billets must meet the following requirements:

(1) Second class swimmer qualified;

(2) “Good” or higher on most recent PFA;

(3) Climb a 30-ft. Jacobs Ladder (see Note 1);

(4) Participants must volunteer (see Note 2);

(5) Psychological certification – no known claustrophobia (i.e., fear of enclosed spaces) (see Note 3); and

(6) Psychological certification – no known acrophobia (i.e., fear of heights) (see Note 3)

Note 1. Not all personnel are located in a fleet concentration area. A baseline for determining probability of success of climbing a 30-ft. Jacobs Ladder is; Males - 10 dead-hang pull-

ups (no momentum) and 50 squats, females - 1 minute held pull-up (chin over bar) and 50 squats. Upon successful demonstration of the above, commands are authorized to complete screening of interested personnel and submit Special Program Waiver Request (Exhibit 2). Individuals shall conduct actual demonstration of ability to climb a 30-ft. Jacobs Ladder upon reporting to regional support office in LCS squadron, San Diego, CA (UIC 30065).

Note 2. Personnel volunteer status for SUW mission package VBSS in subparagraph 4 above is indicated via completion of LCS screening for applicable VBSS billet using NAVPERS 1306/94 and transmission of required suitability message.

Note 3. Certification for items (5) and (6) above is no previous documentation in medical record and completion of LCS screening for applicable VBSS billet using NAVPERS 1306/94 and transmission of required suitability message. See NAVPERS 1306/94, Exhibit 2, and sample screening message for LCS and VBSS assignment.

f. **Obligated Service (OBLISERV)**. Selected members must incur required OBLISERV of 36 months from date of reporting on board in ACC 100 status after training is completed. Sea tour is 36 months or prescribed sea tour, whichever is greater.

EXHIBIT 1

SPECIAL PROGRAM SUITABILITY/UNSUITABILITY REPORT

(Use the proper message format.)

FM TRANSFERRING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS409A1/PERS4013//
INFO GAINING ACTIVITY//JJJ//
BT
UNCLAS //N01300//
MSGID/GENADMIN/REQUESTING CMD/-/MMM//
SUBJ/LCS PROGRAM SUITABILITY (OR UNSUITABILITY), ICO NAME, RATE//
REF/A/DOC/NPC/DATE//
NARR/REF A IS MILPERSMAN 1306-978//
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**
RMKS/1. PER REF A, SNM IS SUITABLE (OR UNSUITABLE) FOR LITTORAL COMBAT SHIP PROGRAM.
2. SNM IS A VOLUNTEER FOR VBSS (WHERE APPLICABLE) ASSIGNMENT.
3. (VBSS BILLETS ONLY) SNM IS SUITABLE FOR VBSS ASSIGNMENT. SNM HAS NO HISTORY OF CLAUSTROPHOBIA OR ACROPHOBIA (FEAR OF HEIGHTS).
A. REASON FOR UNSUITABILITY: (EXPLAIN WITH SPECIFIC DETAILS).
B. REPORT OF SUITABILITY WAS FILED IN SERVICE RECORD.
C. SNM HAS __ MONTHS OF OBLISERV FOR SPECIFIED PROGRAM.//
BT

EXHIBIT 2

SPECIAL PROGRAM WAIVER REQUEST

(Use the proper message format.)

FM REQUESTING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS409A1/PERS4013//
INFO GAINING ACTIVITY//JJJ//
BT
UNCLAS //N01300//
MSGID/GENADMIN/REQUESTING CMD/-/MMM//
SUBJ/LCS PROGRAM WAIVER ICO NAME, RATE//
REF/A/DOC/NPC/DATE//
AMPN/REF A IS MILPERSMAN 1306-978.//
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**
RMKS/1. PER REF A, REQUEST A WAIVER FOR SNM FOR THE LITTORAL COMBAT SHIP PROGRAM.
A. SECTION __, ITEM NO ___ (FROM SPECIAL PROGRAM SCREENING FORM)
B. EXPLAIN/SPECIFICS
2. CO'S JUSTIFICATION/RECOMMENDATION: //
BT

EXHIBIT 3

SPECIAL PROGRAM SCREENING DEFICIENCY REPORT (SPSDR)
(Use the proper message format.)

FM
TO
INFO
BT
UNCLAS //N01300//
MSGID/GENADMIN/(RECEIVING CMD)//
SUBJ/LCS PROGRAM SCREENING DEFICIENCY REPORT ICO NAME/RATE//
REF/A/DOC/COMNAVPERSCOM/DATE//
AMPN/REF A IS MILPERSMAN 1306-978.//
POC/NAME/RANK/IDENTIFIER/LOCATION/TEL://**(MANDATORY)**
RMKS/1. IAW REF A, THE FOLLOWING IS SUBMITTED DUE TO IMPROPER SPECIAL PROGRAM SCREENING FOR LITTORAL COMBAT SHIP:
A. MEMBER: NAME AND RATE/RANK
B. WAS SCREENING FORM FILED IN SERVICE RECORD? GIVE NAME/RANK/TITLE/DATE OF INDIVIDUAL SIGNING SCREENING FORM.
C. TRANSFERRING COMMAND AND UIC.
D. EXPLAIN FULLY THE REASON SNM IS CONSIDERED IMPROPERLY SCREENED.
E. IF SNM WAS PROPERLY SCREENED, DID PROBLEMS DEVELOP AFTER ARRIVAL? EXPLAIN FULLY.
F. IS SNM CONSIDERED MARGINALLY UNSUITABLE BUT COULD CONTINUE SPECIAL PROGRAM DUTY? EXPLAIN FULLY.
G. ARE DISQUALIFYING FACTORS SO SEVERE THAT SNM SHOULD BE REASSIGNED? EXPLAIN FULLY.//
BT

MILPERSMAN 1306-979

RECRUITMENT/ASSIGNMENT TO COMMANDER, NAVAL SPECIAL WARFARE DEVELOPMENT GROUP (COMNAVSPECWARDEVGRU)

Responsible Office	NAVPERSCOM (PERS-401D)	Phone:	DSN	882-3865
			COM	(901) 874-3865
			FAX	882-2716
	COMNAVSPEC-WARDEVGRU	Phone:	DSN	537-2000
			COM	(757) 893-2090
				893-2000
			FAX	(757) 893-3033

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Program Background**. Commander, Naval Special Warfare Development Group (COMNAVSPECWARDEVGRU) is responsible for the research, development, testing, and evaluation of state of the art, commercially procured and modified equipment in support of naval special warfare operational forces. The command is also responsible for the evaluation of advance maritime, ground, and airborne tactics that may be applicable to naval special warfare, and to assist in the determination of the suitability and implementation of the equipment and tactics for the use by naval special warfare, Department of the Navy, and Department of Defense.

a. COMNAVSPECWARDEVGRU manages a worldwide recruiting and screening program to identify personnel for assignment to the command. The recruiting and or screening team conducts record screening and personal interviews with personnel who meet the initial qualification criteria.

b. Most billets are for pay grades E-5 through E-9; however, qualified, highly motivated personnel of lower pay grades may be considered.

c. Considering the extensive training received at COMNAVSPECWARDEVGRU, all tour lengths will be 4 years with the option to be considered for a 1 or 2 year extension at the conclusion of the initial 4 years.

2. **Requirements/Qualifications**:

a. Eligible support rates (subject to additions and deletions):

AE	CE	DC	GM	MC	SW
AG	CM	EA	HM	NC	UT
AM	CTI	EM	HT	ND	YN
AT	LS	EN	IS	PR	SO
AW	CTN	EO	IT	PS	
BM	CTR	EOD	LN	QM	
BU	CTT	ET	MA	RP	

b. The following additional requirements must also be met:

(1) Must be a volunteer.

(2) Physically fit, with no medical conditions that prevent physical training and or physical activity.

(3) No nonjudicial punishment or civil offenses in the last 3 years.

(4) No alcohol related incidents in the last 3 years.

(5) Top performer and recommended by current chain of command.

(6) Able to meet security requirements for Top Secret clearance.

(7) U.S. citizen (no dual citizenship).

c. Completion of NAVPERS 1306/92 Special Program Suitability/Unsuitability Report, Exhibit 1 of MILPERSMAN 1306-900, is not required.

d. Detailed application information may be obtained by contacting either the responsible office or COMNAVSPECWARDEVGRU.

e. Required obligated service for this program is 48 months, which is waiverable by COMNAVSPECWARDEVGRU per MILPERSMAN 1306-106. Approved waivers will be submitted to NAVPERSCOM, SEABEE/SEAL/SWCC/EOD/DIVER (PERS-401D) by COMNAVSPECWARDEVGRU CCC via e-mail or FAX.

3. **Forms**. NAVPERS 1306/92 Special Program Screening is available at:

http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS%201306-92%20R1-11_RE.pdf

MILPERSMAN 1306-980

NAVY INTERACTIVE ON-NET (ION) COMPUTER NETWORK EXPLOITATION (CNE) OPERATOR CERTIFICATION PROGRAM

Responsible Office	NAVPERSCOM (PERS-408)	Phone: DSN COM FAX	882-3882 (901) 874-3882 (901) 874-2650

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Background**. Navy Interactive ON-NET (ION) Computer Network Exploitation (CNE) operators develop, refine, and utilize world-class tactics, techniques, and procedures to conduct computer network operations in support of national and tactical security objectives. Bridging the tactical-technical span, ION operators use advanced software applications to change or collect information residing on or transiting computer networks.

The purpose of the Navy ION CNE Operator Certification Program is to select and develop Navy cryptologic technicians networks (CTNs) who will achieve basic certification with an end goal of journeyman at the end of their first 3-year tour as an operator. Any reference to apprentice or journeyman is associated with training milestones for single technology certifications and does not reflect current rating pay band grouping.

2. **Requirements and Qualifications**

a. All applicants must have a service record that clearly demonstrates sustained superior performance, and he or she must meet the following criteria:

(1) Be a rated CTN;

(2) Be in pay grade E-4 to E-7;

(3) Be within 12 months from projected rotation date (PRD);

(4) Have no PFA failures within 3 years of application date;

(5) Be Career Waypoint reenlistment approved (if required);

(6) Have no more than 16 years of military service;

(7) Have no nonjudicial punishment within 2 years of application date;

(8) Have a final Top Secret clearance with access to sensitive compartmented information and complete a counter intelligence polygraph prior to execution of permanent change of station orders; and

(9) Incur a 3-year obligated service (OBLISERV) that will consist of a follow-on tour utilizing the Navy enlisted classification earned. OBLISERV or OBLISERV to train (if SRB eligible) must be completed prior to execution of orders.

b. Waivers to specific eligibility requirements will be considered on a case-by-case basis and approved or disapproved by Navy Personnel Command (NAVPERSCOM), Cryptologic/Intelligence Specialist (CT/IS) Assignment Section (PERS-408CJ).

3. **Application Procedures**. Commands are encouraged to nominate the best qualified personnel. All candidates shall complete and submit the following:

a. NAVPERS 1306/7 Enlisted Personnel Action Request to NAVPERSCOM (PERS-408CJ) a minimum of 10 months prior to PRD;

b. ION Assessment;

c. Last five reports:

(1) NAVPERS 1616/26 Evaluation Report & Counseling Record (E-1 to E-6); or

(2) NAVPERS 1616/27 Evaluation & Counseling Record (E-7 – E9);

d. Physical Readiness Information Management System data for previous 3 years; and

e. NAVPERS 1070/613 Administrative Remarks. A temporary NAVPERS 1070/613 is required to be signed by the member and submitted with the application. A copy will be forwarded to the

servicing personnel office for entry in the electronic service record (ESR). The following is a sample entry:

(Date): I agree to serve on active duty for a period of 36 months from class graduation date or until completion of previously obligated service, whichever is greater, unless released earlier by Navy Personnel Command (NAVPERSCOM). I also agree to serve the period of minimum obligated service specified, regardless of whether I retain qualification as an ION Operator NEC 9308 during that period.

4. **Screening Process**

a. Upon approval of NAVPERS 1306/7, member will forward complete package to the ION Program Manager at Fleet Cyber Command/10th Fleet for final technical screening and approval, or disapproval of selection to subject program. Soft copy application packages will be forwarded via unclassified e-mail.

b. The ION Program Manager will notify NAVPERSCOM, (PERS-408CJ), applicant of selection determination, and class convening and availability through written documentation.

5. **Training Pipeline Expectations**

a. Program candidates are expected to achieve the following training milestones for single technology certification on operating systems and network infrastructure during the 3-year program:

Apprentice	CAT-D Cert	Training + 3 Months
Apprentice	CAT-C Cert	Report + 12 Months
Journeyman	CAT-C Cert	Report + 24 Months

b. Sailors who fail to maintain program requirements and qualification eligibility, or fail to meet stated training expectations, will be released back to the rating detailer for further assignment.

MILPERSMAN 1306-981

NAVY INTERACTIVE ON-NET (ION) COMPUTER NETWORK EXPLOITATION (CNE) TRAINER CERTIFICATION PROGRAM

Responsible Office	NAVPERSCOM (PERS-408)	Phone: DSN COM FAX	882-3842 (901) 874-3842 (901) 874-2650

References	(a) TAO.ROC_PS02-495-V4.0 – Remote Operations Center Interactive Operations Certification Overview (b) OPNAVINST 6110.1H

1. **Background**

a. Navy Interactive ON-NET (ION) Computer Network Exploitation (CNE) Trainers mentor and train Cryptologic Technician Networks (CTNs) through the ION CNE Operator Program to prepare them to utilize world-class tactics, techniques, and procedures to conduct computer network operations in support of national and tactical security objectives.

b. The purpose of the Navy ION CNE Trainer Certification Program is to select and develop CTNs who have been certified as ON-NET CNE Operators and certify them as Certification Trainers for single technology operating system/network infrastructure within 3 years. After completion of this program certified trainers will be distributed to a Navy or national site billet coded with the ION CNE Trainer Navy Enlisted Classification (NEC) code.

2. **Requirements/Qualifications**

a. All applicants must have a service record that clearly demonstrates sustained superior performance and must meet the following criteria:

(1) Be a rated CTN.

(2) Have successfully graduated the ION CNE operator program and earned the NEC.

(3) Be paygrade E-5 to E-7.

(4) Be within 12 months from projected rotation date (PRD).

(5) Have no more than 14 years military service.

(6) Have no nonjudicial punishment (NJP) within 2 years of application date.

(7) Meet or exceed all Navy physical readiness standards per reference (b).

(8) Have a final Top Secret clearance with access to sensitive compartmented information (SCI) and complete a counter intelligence polygraph prior to execution of permanent change of station (PCS) orders.

(9) Incur a 3-year obligated service (OBLISERV) to complete the ION CNE Trainer Certification Program. OBLISERV must be completed prior to execution of orders.

b. Waivers to specific eligibility requirements will be considered on a case-by-case basis and approved or disapproved by Navy Personnel Command (NAVPERSCOM), Cryptologic/Intelligence Specialist (CT/IS) Assignment Section (PERS-408CJ).

3. **Application Procedures**. Commands are encouraged to nominate the best qualified personnel who possess the ION Operator NEC and have the personal traits to teach others. Submit the following information for consideration:

a. NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request, to NAVPERSCOM (PERS-408CJ) a minimum of 10 months prior to PRD.

b. Last five

- NAVPERS 1616/26 (Rev. 7-95), Evaluation Report and Counseling Record (E-1 to E-6), or
- NAVPERS 1610/2 (Rev. 7-95), Fitness Report and Counseling Record (E-7 to O-6).

c. Command endorsement not to exceed one page. The endorsement shall

- address only the technical qualifications and demonstrated aptitude of the applicant,
- address a command ranking if more than one applicant applies, and
- include a statement that all information has been verified and package is complete.

4. **Screening Process**

a. Upon approval of NAVPERS 1306/7, NAVPERSCOM (PERS-408) will forward member's complete package to the Navy element within Tailored Access Operations (TAO) for final technical screening and approval/disapproval of selection to subject program. Soft copy application packages will be forwarded via unclassified E-Mail.

b. The Navy element within TAO will notify NAVPERSCOM (PERS-408CJ) and applicant of selection determination and class convening/availability through written documentation.

5. **Training Pipeline Expectations**

a. Program candidates are expected to achieve the following training milestones for single technology operating system/ network infrastructure trainer certification during the 3-year program:

- Junior Trainer Report + 18 Months
- Senior Trainer Report + 36 Months

b. Sailors who fail to maintain program requirements/ qualification eligibility or fail to meet stated training expectations will be released back to the rating detailer for further assignment.

MILPERSMAN 1306-982

ASSIGNMENT OF NUCLEAR TRAINED MASTER CHIEF PETTY OFFICERS (MCPOS) AS REACTOR DEPARTMENT MASTER CHIEF (RDMC)/ENGINEERING DEPARTMENT MASTER CHIEF (EDMC) IN CVN 65

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-4696 (901) 874-4696 882-2638

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVSEA S9213-41-MAN-000/(R), Engineering Department Manual for Nuclear Power Plants (EDM) (b) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications (NECs)

1. **Background**

a. The Reactor Department Master Chief (RDMC) (including the Engineering Department Master Chief (EDMC) in CVN 65) is key to the success of nuclear powered aircraft carriers. Per reference (a), the RDMC is responsible to the Reactor/Engineer Officer for the performance of his/her department. RDMCs must uphold the highest standards of professionalism and enhance communication at all levels of the department and command. They participate in the formulation and implementation of policies concerning training, operations, discipline, utilization, morale, and welfare of department personnel.

b. Tour lengths will normally be 36 months.

2. **Requirements/Qualification**

a. Applicants shall have successfully completed or be currently serving as the following:

(1) **Leading Chief Petty Officer (LCPO)** of Electrical, Mechanical, Reactor Controls, Reactor Electrical, Reactor Mechanical, or Reactor Laboratory Division; or

(2) **Reactor Training Division Officer**.

b. Normally applicants will not be considered for an RDMC/EDMC position at their current command. On a case-by-case basis, a candidate currently onboard may be considered. In these cases a 2-year minimum tour after relief is required.

c. If feasible, be a graduate of the Senior Enlisted Academy (SEA) (accomplishment in route to the RDMC assignment is acceptable).

d. Applicants shall have an outstanding performance record with fitness report performance trait marks not lower than 3.0 in any area for the past 3 years.

e. Applicants will have successfully completed the previous three Physical Fitness Assessments (PFAs) and present a sharp military appearance and demeanor, and possess irreproachable military bearing.

3. **Requests for Assignment**

a. Requests for assignment as RDMC should be submitted via NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request, and signed by the commanding officer (CO). Requests should be sent as applicable:

To: Navy Personnel Command (NAVPERSCOM)
Surface Nuclear Chief Petty Officer Detailer (PERS-403CJ)

Via: Commander Naval Air Forces (COMNAVAIRFOR)
Force or Deputy Force Nuclear Propulsion Officer (N9)

b. Applicants will include the following:

(1) CO’s recommendation stating qualifications for assignment as RDMC/EDMC, and duty history. Waivers for prerequisites and selection requirements will be considered on a case-by-case basis. CO’s endorsement must include recommendation for waiver of prerequisites or requirements, if applicable.

(2) Evaluation/fitness reports covering at least the last 5 years.

4. **Selection and Assignment**

a. COMNAVAIRFOR (N9) will review all requests for assignment as an RDMC, and forward all recommendations to NAVPERSCOM (PERS-403CJ).

b. NAVPERSCOM (PERS-403CJ) will forward to Deputy Chief of Naval Operations (MPT&E), Nuclear Enlisted Program Manager (OPNAV (N133D)) for final approval. Upon approval, OPNAV (N133D) will assign the 3301 Navy Enlisted Classification (NEC) code per reference (b).

c. If feasible and the candidate has not previously completed the SEA, the selected candidate will be ordered to RDMC/EDMC assignment via the SEA.

5. **Screening Panel**

a. In unusual circumstances, if there are insufficient qualified applications for selection, COMNAVAIRFOR (N9) will convene a screening panel to select the best qualified candidates from available individuals rotating to sea duty.

b. The panel will include a Senior Enlisted Advisor from the respective

- COMNAVAIRFOR (N9) staff,
- NAVPERSCOM (PERS-403CJ), and
- Office of Chief of Naval Operations, Nuclear Enlisted Program Manager’s Quality Control Advisor (OPNAV (N133D2)).

c. The panel recommendation will be forwarded to COMNAVAIRFOR (N9) for routing per paragraph 4.

MILPERSMAN 1306-983

MEDICAL DEEP SEA DIVING/FLEET MARINE FORCE RECONNAISSANCE CORPSMAN PROGRAMS

Responsible Office	BUPERS-327 Enlisted Community Manager	Phone: DSN COM FAX	882-2079 (901) 874-2079 882-2927
Point of Contact	NAVPERSCOM (PERS-407) Detailer	Phone: DSN COM FAX	882-3322 (901) 874-3322 882-2645

References	(a) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications (b) NAVMED P-117, Manual of the Medical Department, Article 15-105, Naval Special Warfare and Special Operations (NSW/SO) (c) U.S. Navy Diving Manual (d) OPNAVINST 1160.8A, Selective Reenlistment Bonus (SRB) Program (e) OPNAVINST 5350.4C, Drug and Alcohol Abuse Prevention and Control

Forms	(1) NAVPERS 1221/6 (6-06), Navy Enlisted Classification (NEC) Change Request (2) NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request (3) NAVPERS 1616/26 (Rev. 3-02), Evaluation Report and Counseling Record (E-1 – E-6) (4) DD 2807-1 (3-07), Report of Medical History (5) DD 2808 (10-05), Report of Medical Examination

1. **Background.** The Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman programs provide an opportunity for recruit and fleet personnel to become career enlisted Hospital Corpsman (HM) serving in Navy Enlisted Classification (NEC) codes 8493, 8494, 8427, and 8403.

2. **Purpose**. This article discusses personnel aspects of the Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman programs. The following topics are covered:

Topic	See Paragraph
Suitability for Assignment	3
Navy Enlisted Classification (NEC) Codes	4
Program Entry Requirements	5
Applying for the Program	6
Program Screening Requirements	7
Program Screening Process	8
Transfer to Initial Training	9
Voluntary NEC Revocation	10
Involuntary NEC Revocation	11
Reinstatement	12
Supervisory Status	13
Periodic Requalification	14
Report of Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman Program Screening	Exhibit 1

3. **Suitability for Assignment**

a. **Accession Prerequisites**. The distinct purpose and nature of duties involved in the Medical Deep Sea Diving program requires strict adherence to eligibility criteria, application procedures, and policy for assignment in the Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman programs.

b. **Professional Performance**. While the highest standards of personal conduct, reliability, and judgment are required of all members of the Naval Service, it is especially important that members assigned to duty involving the performance and supervision of Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman operations are of unquestioned personal conduct, reliability, judgment, and observance of military regulations.

4. **Navy Enlisted Classification (NEC) Codes**. The Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman programs consist of the following NEC codes. Reference (a) further describes each of the NEC codes.

NEC	Designation
8493	Medical Deep Sea Diving Technician
8494	Deep Sea Diving Independent Duty Corpsman
8427	Fleet Marine Force Reconnaissance Corpsman
8403	Fleet Marine Force Reconnaissance Independent Duty Corpsman

5. **Program Entry Requirements**. Except where specified "**no waiver,**" Bureau of Naval Personnel (BUPERS), Medical/Dental (HM) Rating Enlisted Community Manager (BUPERS-327) may waive one or more entry requirements if the applicant is considered otherwise qualified. Due to the cost of PCS orders, historical high attrition training rates, and to prevent undue delay in training, commands and personnel submitting requests for conversion shall strictly adhere to the policy and requirements specified in this article.

a. **Duty Status**. Must be on active duty.

b. **Source rating**: Applicants must be in or request to convert into the HM rating. Conversion to the HM rating will be conducted per MILPERSMAN 1440-010.

c. **Gender**

(1) For NEC 8493/8494, male or female.

(2) For NEC 8427/8403, male. **No waivers.**

d. **Age Requirement**

(1) For NEC 8493, be 30 years of age, or less, as of date of application receipt at Navy Personnel Command (NAVPERSCOM), Medical/Dental Assignment Branch (PERS-407).

(2) For NEC 8427, be 30 years of age, or less, as of date of application receipt at NAVPERSCOM (PERS-407).

e. **Rank**

(1) For NEC 8493, be in paygrade E-2 through E-6.

(2) For NEC 8427, be in paygrade E-1 through E-5.

(3) For NEC 8403/8494, be in paygrade E-5 with 2 years time in rate.

f. **Armed Services Vocational Aptitude Battery (ASVAB)**. Meet ASVAB requirement per current ASVAB NAVADMIN.

g. **Medical Requirements**. Meet medical standards as specified in reference (b). Request for waiver of physical standards for personnel who do not meet minimum standards must be submitted per reference (b) and **through** the servicemember's commanding officer (CO) **via** Bureau of Medicine and Surgery (BUMED), Undersea Medicine and Radiation Health (M3/50M2) **to** NAVPERSCOM (PERS-407).

h. **Hyperbaric Pressure Test**. Administered per reference (c). Hyperbaric Pressure Test may be waived if a hyperbaric chamber facility is not accessible due to geographic isolation.

i. **Obligated Service (OBLISERV)**. The OBLISERV requirement for attending initial training is 36 months from class graduation date or until completion of previous OBLISERV, whichever is greater, unless released earlier by Chief of Naval Personnel (CHNAVPERS). COs shall ensure applicants understand Obligated Service to Train (OTT) options specified in MILPERSMAN 1306-106 and reference (d). **No waivers.**

j. **Performance Standards**. Evaluation trait marks 3.0 or above in last 3 evaluation reports.

k. **Nonjudicial Punishment (NJP) or Court Conviction**. The applicant may not have an NJP/court-martial or serious civil court convictions during the previous 18 months prior to the application.

l. **Security Clearance**. Meet eligibility requirements for a SECRET clearance based on a National Agency Check with Local Agency and Credit Checks (NACLC). **No waivers.**

m. **Physical Fitness**. Pass the physical screening test per the Diver requirements in 1220-100, Exhibit 1 for HM8427/HM8403; and Exhibit 2 for HM8493/HM8494. **No waivers.** Fleet Marine Force Reconnaissance Corpsmen must meet SEAL standards.

n. **Recommendation**. Be recommended for initial training by the member's current CO.

6. **Applying for the Program**. Applicants who are applying for the program must take the following steps:

Step	Action
1	Contact NAVPERSCOM (PERS 407) to locate the nearest approved screening activity. Phone: 1-901-874-3332, DSN 882
2	Undergo screening process.
3	Receive Report of Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman Program Screening.
4	Assemble program screening package.
5	Mail or facsimile (FAX) the Conversion Package to: Navy Personnel Command (PERS-407) 5720 Integrity Drive Millington, TN 38055-5402 FAX: (901) 874-2645, DSN 882

7. **Program Screening Requirements**. Applicants will be screened by approved personnel and activity.

a. **Approved Screening Personnel**. A qualified

- Diving Officer,
- Master Diver (NEC 5341),
- E-7 - E-9 Deep Sea Diving Independent Duty Corpsman (NEC 8494),
- E-7 – E-9 Fleet Marine Force Reconnaissance Corpsman (NEC 8427), or
- E-7 – E-9 Fleet Marine Force Reconnaissance Independent Duty Corpsman (NEC 8403),

can conduct the screening.

b. **Approved Screening Activity**. Only commands with adequate facilities for screening applicants will conduct screening.

(1) An approved screening activity is any Diving/EOD/SEAL/SWCC/UCT command, Reconnaissance Battalion, Marine Special Operations Battalion, or Recruit Training Command

(NAVCRUITRACOM). Diving commands should be the priority screening activity as it relates to the applicant's primary mission and capability.

(2) Screening conducted by other commands due to geographic isolation or absence of approved screening personnel must be coordinated through and approved by NAVPERSCOM (PERS-407).

8. **Program Screening Process**. The screening activity will ensure the following:

Step	Action	IAW
1	Interview the Applicant	Para. 8a
2	Conduct a Diving Medical Examination	Para. 8b
3	Conduct a Physical Screening Test	Para. 8c
4	Conduct a Hyperbaric Pressure Test	Para. 8d
5	Submit a Request for Program Entry	Para. 8e

a. **Interview the Applicant**. The interview is necessary to examine and evaluate each applicant's character, traits, background, motivation, and potential for successfully completing training and subsequent Medical Deep Sea Diving/ Fleet Marine Force Reconnaissance Corpsman career assignments. The interviewer will do the following:

(1) Discuss the nature of the Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman program with the applicant, to include training, duty assignments, operational employment, career development, pay, advancement, etc.

(2) Review the applicant's service record to fully assess past performance, program entry effect on professional development, and potential for successfully completing initial training.

(3) Determine the applicant's comfort level in the water. Member must have considerable comfort level when in a waterborne environment. This should not be determined solely by the physical screening test.

(4) Determine the applicant's physical fitness level.

(5) Review entry requirements with the applicant to determine which requirements are met and which requirements require a waiver.

(6) Complete Exhibit 1 of MILPERSMAN 1306-983, Report of Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman Program Screening.

(a) All program entry requirement waivers must be specified and supported with justification for approval.

(b) A negative response to any of the questions or traits identified in the applicant’s service record could indicate unsuitability for the program.

(c) Provide a positive or negative endorsement stating the suitability to attend initial training.

b. **Conduct a Diving Medical Examination**. Applicants must meet physical examination and standards per reference (b).

(1) Approved Location. The medical examination may be conducted at hospitals, clinics, or dispensaries capable of accomplishing or coordinating all required examination elements.

(2) Approved Medical Examiner. Per reference (b), examinations can be conducted by any physician, but an Undersea Medical Officer (UMO) or Diving Medical Officer (DMO) must approve and review all examinations/reports. BUMED (M3/50M2) can review and sign physical examinations for accessions performed by another credentialed medical provider where a Navy UMO or DMO is not proximately available.

(3) Medical Reports. Results of the Diving Medical Examination will be recorded on the following reports:

- DD 2807-1 (3-07), Report of Medical History
- DD 2808 (10-05), Report of Medical Examination

(4) Validity. The initial diving medical examination will be valid for a 24-month period. Candidates who have not reported to initial training within the 24-month period must re-submit DD 2807-1 and DD 2808 updated reports to NAVPERSCOM (PERS-407).

c. **Conduct the Physical Screening Test**. The physical screening test is designed to assess the applicant's physical ability to undergo initial and advanced training.

(1) Administer the Physical Screening Test per MILPERSMAN 1220-100, Exhibit 1 for HM8427/HM8403; and Exhibit 2 for HM8493/HM8494. Fleet Marine Force Reconnaissance Corpsmen must meet SEAL standards.

(2) No alterations to the test are permitted. The test must be administered exactly as indicated.

(3) Testing Males and Females. Physical screening test standards are identical for both male and female applicants.

d. **Conduct a Hyperbaric Pressure Test**. The hyperbaric pressure test is designed to determine if the applicant can successfully adapt to increased atmospheric pressure without adverse physiological reaction. This test is conducted in a hyperbaric recompression chamber per reference (c).

e. **Submit a Request for Program Entry**. Upon satisfactory completion of the screening process, applicants will forward their request to NAVPERSCOM (PERS-407), via NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request.

(1) NAVPERS 1306/7 will reference MILPERSMAN 1306-983 and include the following statement:

" Per MILPERSMAN 1306-983, I volunteer for Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman duty and request assignment to initial training. I agree to serve on active duty for a period of 36 months from class graduation date or until completion of previously obligated service, whichever is greater, unless released earlier by Navy Personnel Command (NAVPERSCOM). I also agree to serve the period of minimum obligated service specified regardless of whether I retain qualification as a Medical Deep Sea Diving Technician/Fleet Marine Force Reconnaissance Corpsman and NEC 8493/8427 during that period."

(2) COs are required to provide a statement concerning the applicant's suitability for type of training and assignment to duty.

(3) Required enclosures are listed below:

Enclosure 1	DD 2807-1 (3-07), Report of Medical History
Enclosure 2	DD 2808, Report of Medical Examination
Enclosure 3	MILPERSMAN 1306-983, Exhibit 1, Report of Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman Program Screening.
Enclosure 4	NAVPERS 1616/26 (Rev. 3-02), Evaluation Report and Counseling Record for previous 3 years including any special or transfer evaluations.
Enclosure 5	Hyperbaric Pressure test results. Provide memorandum stating waiver justification if not completed.

9. **Transfer to Initial Training**

a. **Physical Condition Verification**. The member's physical condition shall be verified by performing the physical screening test approximately 30 days prior to transfer to initial training. Test results will be placed in the servicemember's service record. Personnel who fail the physical screening test 30 days prior to transfer will retest approximately 15 days prior to transferring. If the member fails again, he or she will have their orders held in abeyance and NAVPERSCOM (PERS-407) will be notified by message.

b. **Disqualifying Condition**. Personnel who have received orders to attend initial training, but develop any possible disqualifying condition; to include physical conditioning, medical, performance standards, non-judicial punishment, or security clearance eligibility; are required to notify NAVPERSCOM (PERS-407) by message.

10. **Voluntary NEC Revocation**

a. **Request for Removal of NEC**. Members assigned Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman program NEC codes may request removal of their NEC via their CO, to BUPERS-327. Personnel are required to submit

(1) NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request; and

(2) NAVPERS 1221/6 (6-06), Navy Enlisted Classification (NEC) Change Request.

b. **Request Reasons and Statement**. The request should include member's reasons for removing NEC, and the following Statement:

" I understand removal of my assigned NEC (fill in) will result in stoppage of special or hazardous duty pay and reassignment to a non-NEC billet, not necessarily at my present command."

c. **Further Training/Assignment/OBLISERV.** Members who voluntarily request NEC removal normally will not be approved for further voluntary training or assignment in other Diver/EOD/SEAL/UCT programs; however, member must serve remainder of original OBLISERV incurred as the result of initial training in a non-NEC billet, unless released at an earlier date by CHNAVPERS. Contact BUPERS-327 for information on reverting to a component diving NEC.

d. **Insignia**. Members who voluntarily request removal of their NEC(s) will not be authorized to wear applicable distinguishing insignia.

11. **Involuntary NEC Revocation**

a. **CO Determination**. COs may recommend revocation of a member's NEC(s) by submitting NAVPERS 1221/6 to BUPERS-327. This revocation shall not be used as a punitive measure, but based on the CO's determination that the member is no longer suitable for assignment to billets requiring the NEC. NAVPERS 1221/6 must substantiate that determination by providing sufficient background and reasonable justification for removal of member's NEC.

b. **Insignia**. Members who have their NEC(s) involuntarily removed will not be authorized to wear applicable distinguishing insignia.

c. **Required Statement**. Recommendations to revoke NEC shall include one or more of the following statements:

"The member is considered suitable for assignment to rate or rating billets not requiring NEC (fill-in)."

"The member may reapply for reinstatement of NEC (fill-in) after completing at least 2 years assigned to a non-NEC billet."

"The member is considered unsuitable for reassignment and will be recommended for administrative discharge by separate action."

d. **Revocation Reasons**. Primary reasons for revocation of NEC include (but are not limited to) the following:

(1) Failure or unwillingness to perform duties required of the NEC.

(2) Failure to maintain NEC eligibility:

(a) Permanent revocation by Department of the Navy, Central Adjudication Facility (DON CAF) of the member's security clearance.

(b) Permanent physical disability.

(3) Professional Performance:

(a) Culpable negligence.

(b) Breaches of diving safety or regulations.

(c) Loss of CO's faith and confidence in the member's ability to exercise sound judgment, reliability, and personal conduct.

(4) Alcohol Abuse. Personnel identified as having abused alcohol will be locally suspended by their CO from duty pending the outcome of screening, disciplinary counseling, or rehabilitation procedures as outlined in reference (e). At any time, during or upon completion of those proceedings, COs have the following options:

(a) If a counseling/rehabilitation program appears **likely to succeed**, the member will remain assigned to the command in a non-Medical Deep Sea Diving/Fleet Marine

Force Reconnaissance Corpsman program Navy Enlisted Classification (NEC) status and will have a program developed per reference (e). Commands will submit a NAVPERS 1221/6 to BUPERS-327 to affect suspension of the Medical Deep Sea Diving program related NEC. Upon successful completion of the rehabilitation program, the CO may request reinstatement of the member's Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman program related NEC.

(b) If **future alcohol abuse is considered likely**, or the member **fails rehabilitation treatment**, the CO may certify that the member has no potential for further useful service and must initiate separation procedures. Commands will submit NAVPERS 1221/6 to BUPERS-327 to revoke the Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman program related NEC.

(c) Personnel who **voluntarily refer themselves** for treatment in the **absence of either an alcohol-related violation** (of local, state, or Federal law; or the Uniform Code of Military Justice) **or substandard service** and are found in need of treatment will be placed in a non-Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman program related NEC status pending outcome of required treatment. Commands will submit NAVPERS 1221/6 to BUPERS-327 to suspend the Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman program related NEC. Upon successful completion of the rehabilitation program, the CO may request reinstatement of the member's Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman program related NEC.

(5) Drug Abuse. Members identified as having abused drugs as defined in reference (e) are not eligible for diving duty or future reinstatement. Members will be processed for administrative separation as specified in MILPERSMAN 1910-146. Commands will submit NAVPERS 1221/6 to BUPERS-327 to revoke the Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman program related NEC.

ADVISORY: NEC revocation shall not be used as a substitute for required disciplinary, punitive, and/or administrative action. Particular consideration shall be exercised to ensure that NEC revocation is not used to transfer members to other duty when they do not clearly meet the established high standards for continued Naval Service.

12. **Reinstatement**

a. **Request**. Personnel whose NEC was previously removed by administrative action may request reinstatement of their former NEC by submitting NAVPERS 1306/7 to BUPERS-327 via their present CO. If approved, COs will submit NAVPERS 1221/6 to BUPERS-327.

b. **Requests from Personnel Separated**. Personnel separated from the Navy may request reinstatement of their former NEC by submitting NAVPERS 1306/7 to BUPERS-327, if qualified and recommended for reenlistment in the NEC at time of separation. The member may send the request for reinstatement directly to BUPERS-327.

13. **Supervisory Status**. There are a few situations where personnel are unable to meet the physical standards for Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman duties to include diving operations through no fault or lack of diligence on the member's part. In these few cases, personnel whose significant Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman experience is of continued value to the Navy, may apply for “Supervisory Status” designation and remain in the Medial Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman program.

a. **Eligibility**. Personnel serving in paygrades E-7 through E-9, with NEC 8403 and 8494 may request designation for Supervisory Status by submitting NAVPERS 1306/7 **via** their CO and BUMED (M3/50M2) **to** BUPERS-327. Request shall contain the following:

Enclosure (1)	Results of a recent diving physical examination.
Enclosure (2)	A brief synopsis of previous NEC-related experience.

b. **Designation**. If approved, BUPERS-327 will designate personnel in either "Supervisory Status, Diving" or "Supervisory Status, Non-diving," based on the following considerations:

(1) Favorable endorsement of the member's request by the CO.

(2) BUMED recommendation concerning waiver of physical standards.

(3) Number of personnel presently assigned in a "Supervisory Status, Diving" or "Supervisory Status, Non-diving" at the member's activity.

(4) The member’s eligibility, as specified in NECs below:

Supervisory Status Only (Categories) Eligibility Criteria	**8403 8494**
Diving Status (requalification dives only)	YES
Minimum years service in NEC	4
Maximum years total service	26
Top 30 percent evaluations previous 4 years	YES
Qualified for sea duty	YES
Non-diving Status	YES
Minimum years service in NEC	4
Maximum years total service	20
Top 10 percent evaluations previous 4 years	YES

(5) Personnel designated "Supervisory Status, Diving” or “Supervisory Status, Non-diving" will be limited to a maximum of 5 percent of an activity's onboard diving-related billet allowance, or less if the number may be detrimental to operational capability.

c. **Disapproval**. If disapproved, members will have their Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman NEC revoked per paragraph 11 of this article.

d. **Tenure**. Designation of personnel for "Supervisory Status, Diving" or "Supervisory Status, Non-diving" shall be made to coincide with required diving duty physical examination tenure. Extension of “Supervisory Status” must be requested to coincide with completion of diving duty physical examinations. Personnel designated "Supervisory Status, Diving/Non-diving" may retain that status, dependent upon the receiving command’s requirements, if transferred during the normal tenure of diving duty physical examination.

e. **Assignments**. Personnel designated “Supervisory Status, Diving” are assignable to sea duty; eligible for diving pay per their current NEC; and limited to performing supervisory, inspection, and re-qualification dives only, as specified in MILPERSMAN 1220-260.

f. **Sea Duty and Diving**. Personnel designated "Supervisory Status, Non-diving" will not normally be assigned to sea duty, unless the number of divers in a full diving status at an activity is sufficient to conduct safe diving operations. Personnel assigned in a "Supervisory Status, Non-diving" shall not dive.

14. **Periodic Requalification**. Periodic requalification of Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman program personnel is necessary to maintain individual proficiency and unit capability. Personal safety during hazardous operations is directly related to proficiency. COs are directed to afford every opportunity for maintaining individual qualification without lapse.

a. **Diving Specific NEC Requalification**. For policy on diving specific NEC requalification refer to MILPERSMAN 1220-260, Diving Requalification.

b. **Documentation**. Documentation of diving operations is described in reference (c).

EXHIBIT 1

REPORT OF MEDICAL DEEP SEA DIVING/FLEET MARINE FORCE RECONNAISSANCE CORPSMAN PROGRAM SCREENING

(Use proper letter format.)

From: (Screening Activity)
To: Commander, Navy Personnel Command (PERS-407)

Subj: REQUEST FOR MEDICAL DEEP SEA DIVING/FLEET MARINE FORCE RECONNAISSANCE CORPSMAN PROGRAM

Ref: (a) MILPERSMAN 1306-983

1. (rank or rate, name) , currently attached to (member's present command), was screened for entry to the Medical Deep Sea Diving/Fleet Marine Force Reconnaissance Corpsman Program as specified in reference (a).

2. The member completed the screening as indicated below:

a. Interview conducted by: (name, rank, position, command, date) (Interviewer should include any significant findings pertinent to selection/non-selection of member for requested training.)

(1) Does the applicant totally understand the mission and scope of the program? Yes _____ No _____

(2) Does the applicant fully understand the training regimen during initial training and what will be expected of him/her? Yes _____ No _____

(3) Is the applicant's motivation for entry into the program a sincere desire for professional growth and achievement and not solely for the money or as a method to escape the applicant's present circumstances, etc.? Yes _____ No _____

(4) Does the applicant have the ability to adapt to the requirements of the program? Yes _____ No _____

(5) Is the applicant mentally prepared for the arduous training? Yes _____ No _____

(6) Does the applicant have any financial, marital, or other hardships that would impede the applicant's ability to concentrate on and complete the training? Yes _____ No _____

b. Physical Screening Test conducted by: (name, rank, position, command, date)

(1) Swim Time: _____min _____sec

(2) Run Time: _____ min _____sec

(3) Sit-ups: _____, Push-ups: _____, Pull-ups: _____

c. Hyperbaric Test conducted by: (name, rank, position, command/facility, date) or waived (state justification)

d. Eligible for SECRET security clearance based on a National Agency Check with Local Agency and Credit Checks(NACLC)? Yes _____ No_____

3. Based on (satisfactory/unsatisfactory) completion of this screening and per rating conversion entry requirements specified in reference (a), the member (is/is not) recommended for the Medical Deep Sea Diving Program. (If member is not recommended, state reason/s.)

(Signature)

Copy to:
Member's present command

MILPERSMAN 1306-984

NAVAL SPECIAL WARFARE COMMAND (NAVSPECWARCOM) TACTICAL INFORMATION OPERATIONS (TIO) PROGRAM

Responsible Office	BUPERS (BUPERS-326)	Phone: DSN COM FAX	882-2870 (901) 874-2870 882-2987

References	(a) OPNAVINST 3591.1E

1. **Background**. Naval Special Warfare Command (NAVSPECWARCOM) Tactical Information Operations (TIO) program billets require duty in arduous and combat environments. Duty is frequently isolated and independent, and involves deployment with NAVSPECWARCOM personnel engaged in the Global War on Terror.

a. **Designation**. NAVSPECWARCOM TIO personnel are designated either

- Tactical Electronic Warfare (TAC-EW)/Tactical Computer Network Operations (TAC-CNO) operators, or
- Tactical Information Operations analysts (TIOA).

They are trained and equipped to provide a wide variety of tactical information operations support including electronic warfare and select computer network operations.

b. **Location**. Billets are located within NAVSPECWARCOM commands.

c. **Authorization to Apply**. Due to the nature of work and requirement to operate independently, first tour Sailors are not authorized to apply.

d. **Tour Lengths**. Duty with NAVSPECWARCOM TIO is classified as Type 2 sea duty and due to the extensive amount of training, the tour lengths are **60 months for TAC-EW/TAC-CNO** and **36 months for TIOA**.

e. **Weapons**. Members must maintain qualifications in various tactical and crew served weapons.

2. **Requirements/Qualifications**

a. **Eligible Ratings**. The following ratings are currently eligible for assignment.

- CTR – Cryptologic Technician (Collection)
- CTI – Cryptologic Technician (Interpretive)
- CTT – Cryptologic Technician (Technical)
- CTN – Cryptologic Technician (Networks)

b. **Applicant requirements**:

(1) Receive a Single Scope Background Investigation (SSBI) and Counter Intelligence (CI) Polygraph (member's command will initiate).

(2) Complete sections A, B, C, D2, and D6 of NAVPERS 1306/92 (Rev 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900. Members must meet additional mandatory screening requirements per reference (a).

(3) Be interviewed and screened by NAVSPECWARCOM TIO leadership (officer or Senior Enlisted Advisor (SEA) or designated representative) for assessment of suitability for program. Initial point of contact (POC):

Commander, Naval Special Warfare Command
(COMNAVSPECWARCOM) (N39)
COMM (619) 437-5422/0811
DSN 577-5422/0811.

(4) Score "Excellent Low" or above on the most recent Physical Fitness Assessment (PFA), with no failures over the past 3 years.

(5) For TAC-EW/TAC-CNO – satisfactorily complete physical screening test (COMNAVSPECWARCOM R242019Z JUN 04). **TAC-EW** program falls under the Ground Combat Exclusion Policy and **is currently closed to females**. **TIOA is open to females**.

c. **Tour Length**. Prescribed tour length for this program is **36 months for TIO-A** and **60 months for TAC-EW/TAC-CNO** personnel. Members must have obligated service (OBLISERV) for the prescribed tour length.

d. **Termination**. TIO-EW and TAC-CNO personnel who no longer volunteer or fail to maintain qualification for NAVSPECWARCOM standards will submit NAVPERS 1306/7, (Rev. 1-03), Enlisted Personnel Action Request **to** Bureau of Naval Personnel (BUPERS) (BUPERS-32) **via** Navy Personnel Command (NAVPERSCOM), Information Warfare/ Intelligence Specialist Assignment Branch (PERS-408) requesting termination.

MILPERSMAN 1306-985

UNITED STATES SPECIAL OPERATIONS COMMAND (USSOCOM)

Responsible Office	NAVPERSCOM (PERS-4010G)	Phone: DSN COM FAX	882-3872 (901) 874-3872 882-2646

References	(a) SECNAV M-5510.30, Jun 06

1. **Background**

a. The United States Special Operations Command (USSOCOM) leads, plans, synchronizes, and as directed, executes global operations against terrorist networks. They train, organize, equip, and deploy combat ready special operation forces to combatant commanders. Their mission is to provide fully capable Special Operations Forces to defend the United States and its interests.

b. USSOCOM is the joint headquarters for all Special Operations Forces component commands. Personnel assigned represent all services, both active duty (ACDU) and reserve, civil service employees, and contractors. As the combatant command (COCOM) designated to lead efforts against terrorist networks, assigned personnel are expected to adhere to strict standards that will not jeopardize their security clearances in any manner. Military members must be able to work in a diverse and large organization while maintaining a high level of physical fitness.

c. Personnel assigned will have ample opportunity for professional gratification. There are many intangible rewards in being assigned to the nation’s premier warfighting command. Members who are looking for a challenging assignment are encouraged to apply.

2. **Requirements/Qualifications**

a. To qualify for assignment to USSOCOM, applicants must:

(1) Complete NAVPERS 1306-92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900, for Flag Staff screening.

(2) Conduct a prescreening interview with the USSOCOM staff personnel officer. Contact information will be provided via screening notification message from Navy Personnel Command (NAVPERSCOM).

(3) Be an E-5 or above with the following criteria:

(a) E-5 with less than 10 years of active service.
OR
(b) E-6 with less than 14 years of active service.

(4) Be in the following ratings:

AG, IS, IT, LN, SK, YN.

(5) Have a warfare designator.

(6) Hold a current Single Scope Background Investigation (SSBI) for Top Secret/Sensitive Compartmented Information (TS/SCI) access prior to transfer, per reference (a).

(7) Have scored a Good – Low or above on the most recent Physical Readiness Test (PRT) with no failures over the past 3 years. Additionally, must be able to complete a 3-mile command run in 30 minutes.

(8) Be in a “FIT” for full duty status. Medical or limited profiles of any type must be communicated in advance to NAVPERSCOM, Shore Special Programs Assignment Section (PERS-4010G) for assessment by the gaining command.

b. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-986

Qualification For Assignment to Naval Special Warfare Support Activity Duty

Responsible Office	NAVPERSCOM (PERS-409)	Phone:	DSN COM FAX	882-2337 (901)874-2337 882-2649
	SUPPORT ACTIVITY ONE	Phone:	DSN COM FAX	577-1009 (619)537-1009 577-1082

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Background**. Naval Special Warfare (NSW) support activities man, train, equip, organize, and deploy forces to conduct preparation of the environment, intelligence, surveillance, reconnaissance, special operations, and combat support for combatant commanders, interagency, and host nation partners.

a. Billets are located at Naval Amphibious Base Coronado, CA at UIC 48569 and Little Creek, VA at UIC 49660.

b. NSW support activities billets are classified as Type 2 Sea duty.

c. Personnel assigned to NSW support activities may be assigned to either headquarters support departments or one of any number of deployable combat support troops.

d. The following ratings are currently eligible for assignment (subject to additions and deletions):

AD	AVIATION MACHINIST’S MATE
AE	AVIATION ELECTRICIAN’S MATE
AG	AEROGRAPHER’S MATE
AM	AVIATION STRUCTURAL MECHANIC
AT	AVIATION ELECTRONICS TECHNICIAN
AWO	NAVAL AIRCREWMAN (OPERATOR)
AWF	NAVAL AIRCREWMAN (MECHANICAL)
AWR	NAVAL AIRCREWMAN (TACTICAL HELICOPTER)
AWS	NAVAL AIRCREWMAN (HELICOPTER)
AWV	NAVAL AIRCREWMAN (AVIONICS)

AZ	AVIATION MAINTENANCE ADMINISTRATION
BU	BUILDER
CTI	CRYPTOLOGIC TECHNICIAN (INTERPRETIVE)
CTN	CRYPTOLOGIC TECHNICIAN (NETWORKS)
CTR	CRYPTOLOGIC TECHNICIAN (COLLECTION)
CTT	CRYPTOLOGIC TECHNICIAN (TECHNICAL)
ET	ELECTRONICS TECHNICIAN
GM	GUNNER’S MATE
HM	HOSPITAL CORPSMAN
IS	INTELLIGENCE SPECIALIST
IT	INFORMATION SYSTEMS TECHNICIAN
MA	MASTER-AT-ARMS
MC	MASS COMMUNICATIONS SPECIALIST
NC	NAVY COUNSELOR
OS	OPERATIONS SPECIALIST
PS	PERSONNEL SPECIALIST
SB	SPECIAL WARFARE BOAT OPERATOR
LS	LOGISTICS SPECIALIST
SO	SPECIAL WARFARE OPERATOR
YN	YEOMAN

2. **Requirements and Qualifications**:

a. Available to any pay grade, however, E-5s may not have more than 10 years total active military service, E-6s may not have more than 15 years total active military service, and E-7s and above must have at least 4 years until high year tenure.

b. Member must have scored at least “Good-Low” on the most recent Physical Readiness Test (PRT) with no failures over the past 3 years (waiverable).

c. Must be a U.S. citizen and possess a valid driver’s license (non-waiverable).

d. All rates must possess, at a minimum, a Secret clearance within 12 months of arrival (non-waiverable). Ideal candidates will possess an interim Secret clearance or have the ability to obtain one prior to arrival.

e. No alcohol related incidents, non-judicial punishment, or civil convictions (excluding minor traffic violations) within past 36 months. Waivers will be considered on a case-by-case basis.

f. All personnel must qualify for and maintain eligibility for a Government travel card (GTC). Loss of eligibility for a GTC may result in disqualification and subsequent termination from NSW support activities.

g. Members convicted of a domestic violence charge are permanently ineligible (non-waiverable).

h. If a member is completing a period of limited duty, the member must complete and pass a PRT with no waivers of any events (good or low standard) prior to transfer.

i. Operational rates (CT, IS, AD, AE, AM, AT, AZ, HM, OS, AWO, AWF, AWV, AWS, MC, ET, IT) must be eligible to obtain a Top Secret security clearance. Member’s command will initiate a single scope background investigation (SSBI) before issuance of orders.

j. It is required for CT, AWO, AWF, AWV, AWS, ET, IT, and IS rates to become second class swimmers within 12 months of reporting on board. Ideal candidates will already be qualified second class swimmers.

k. Personnel transferring to operational duty must complete NAVPERS 1306/92 Special Program Screening Form, section A, B, C, D1, D2, D4, and D6; and MILPERSMAN 1306-900, (Exhibit 1) Special Program Suitability and Unsuitability Report. Forward Exhibit 2, Special Program Waiver Request and Exhibit 3, Special Program Screening Deficiency Report (as applicable) to Navy Personnel Command (NAVPERSCOM), Sea Special Programs and Surface New Construction Branch (PERS-409).

l. Members will be trained and be expected to maintain qualifications in small arms and crew served weapons.

m. Personnel will be required to have a Government and civilian (tourist) passport. Members shall initiate passport processing with current command upon being selected for assignment. Ideal candidates will already possess a valid passport.

n. All waivers can be sent to: Commander, NSW Support Activity ONE (NAVSPECWARGRU ONE SPT ACT) or NSW Support Activity TWO (NAVSPECWARGRU TWO SPT ACT). Use message format contained, per MILPERSMAN 1306-900, Exhibit 3 (as applicable). Waiver

requests must contain full justification and rationale for consideration.

3. **Specific Assignment Requirements and Qualifications**:

a. Personnel desiring assignment to the Administration Department (N-1) must meet the following requirements:

(1) Must be from one of the following rates: YN, OS, PS, NC or MA.

(2) Required obligated service (OBLISERV) for rate per current sea shore flow NAVADMIN.

(3) Personnel will be interviewed by NSW support activity command leadership (N-1 Department Head and or Leading Chief Petty Officer (LCPO)), per MILPERSMAN 1306-900 - Exhibit 1, as a guideline for assessment of suitability for the program prior to detailing.

b. Personnel desiring assignment to the Intelligence Department (N2) or cross functional troops must meet the following requirements:

(1) Must be from the IS rate and possess the NECs 3912 and 3913. Personnel will be trained according to command mission requirements.

(2) Member must be willing to complete a counter intelligence polygraph.

(3) Open to females in a deployable status.

(4) Due to the extensive training received, tour length will be 4 years (48 months OBLISERV) with the option to extend for an additional year.

(5) Personnel will be interviewed by NSW support activity command leadership (N-2 Department Head and or Leading Chief Petty Officer) using MILPERSMAN 1306-900 - Exhibit 1 as a guideline for assessment of suitability for the program prior to detailing.

(6) Termination. N-2 personnel who no longer volunteer or fail to maintain qualification for NSW command standards will submit NAVPERS 1306/7 Enlisted Personnel Action Request to

Bureau of Navy Personnel (BUPERS), Officer Community Management (BUPERS-31) via NAVPERSCOM, Information Warfare and Intelligence Specialist Assignment Branch (PERS-408) requesting termination.

c. Personnel desiring assignment to the Logistics and Supply Department (N-4) must meet the following requirements:

(1) Must be an LS with a background in the Logistic, Financial, Inventory, and Purchase Card Program.

(2) Personnel will be interviewed by NSW support activity command leadership (N-4 Department Head and or (LCPO)) using MILPERSMAN 1306-900 - Exhibit 1 as a guideline for assessment of suitability for the program prior to detailing.

d. Personnel desiring assignment to the Communications Department (N-6) must meet the following requirements:

(1) Must be from the IT or ET rate with desired NEC’s; 9613, 2379, 2735, 2779, 2780, 2781, however, a 0000 will be accepted on a case-by–case basis.

(2) Personnel will be expected to cross-train and attain qualifications and skills (technical surveillance electronics) that are beyond the scope of their regular rating duties.

(3) Due to the extensive training received, tour length will be 4 years (48 months OBLISERV) with the option to extend for an additional year.

(4) Personnel will be interviewed by NSW support activity command leadership (N-6 Department Head and or (LCPO)) for assessment of suitability for the program prior to detailing.

(5) All ITs (E-7s) must have completed the NAVEDTRA 43462-1 EKMS Manager 304 PQS and attend the EKMS Manager Course (V-4C-0013).

e. Personnel desiring assignment to the Combat Systems Department or unmanned aircraft systems troop must meet the following requirements:

(1) Must be from the following rates; AD, AE, AM, AT, AWO, AWF, AWV, AWS, AZ, OS with desired NEC’s; 8261, 8262, 8263,

8264, 8800), however, 0000 will be accepted on a case-by–case basis.

(2) Must be of pay grade E-5 or above with a current Class 3 aviation flight physical for appropriate rates.

(3) Considering the extensive training received, tour length will be 4 years (48 months OBLISERV) with the option to extend for an additional year.

(4) Personnel must submit completed unmanned aircraft systems screening application and will be interviewed by NSW support activity command leadership (troop commander, department head and or LCPO) for assessment of suitability for the program prior to detailing.

(5) Personnel will be expected to cross-train and attain qualifications and skills that are beyond the scope of their regular rating duties.

f. Personnel desiring assignment to cross functional troops for performance as Tactical Electronic Warfare operators (TAC-EW), Tactical Computer Network Operators (TAC-CNO), or Tactical Information Operations (TIO-A) analysts must meet the following requirements:

(1) Must be E-5 and above from one of the following rates:

(a) CTI (must meet naval network warfare command minimum language standards)

(b) CTN (Desired NECs: 9306/9307)

(c) CTR (Desired NECs: 9105/9138)

(d) CTT (Desired NECs: 9102/9141)

(2) Candidates must have completed one operational tour in current CT rating.

(3) Complete a SSBI and counter intelligence polygraph prior to executing permanent change of station (PCS) orders.

(4) Personnel will be interviewed by NSW support activity leadership (TIO Department Head and or LCPO) for assessment of suitability for the program prior to detailing.

(5) Females are restricted from TAC-EW and TAC-CNO assignments at NSW support activities due to ground combat exclusion policy. However, detailing female members on deployable status to TIO analyst positions is highly encouraged.

(6) Satisfactory completion of physical screening tests per MILPERSMAN 1220-100 (TAC-EW/TAC-CNO ONLY).

(7) Due to the extensive training received, the initial tour length will be 4 years for TIO analysts and 5 years for TAC-EW/TAC-CNO operators with the option to extend for an additional year in both cases. Required OBLISERV for this program is 48 - 60 months and will be obtained prior to executing PCS orders.

(8) Termination. TIO personnel who no longer volunteer or fail to maintain qualification for Navy Special Warfare Command standards will submit NAVPERS 1306/7 to BUPERS (BUPERS-31) via NAVPERSCOM, CT, IS, EW, IT Assignments Branch (PERS-408) requesting termination.

MILPERSMAN 1306-987

INSTRUCTOR DUTY FOR ENLISTED MEDICAL EDUCATION AND TRAINING CAMPUS (METC)

Responsible Office	NAVPERSCOM (PERS-407)	Phone: DSN COM FAX	882-3819 (901) 874-3819 882-2645

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Program Background**

a. Per MILPERMAN 1306-953 personnel will comply with the requisite training prior to or upon arrival at the appropriate activity for duty as an instructor. MILPERSMAN 1306-953 delineates the basic qualifications for instructor duty. MILPERSMAN 1306-900 provides the screening requirement for instructor duty.

b. The Base Realignment and Closure Commission (BRAC) 2005 DoD guidance realigned the Community College of the Air Force with the Medical Education and Training Campus (METC). As a result, instructors are now required to have (at a minimum) an Associate’s Degree or be able to earn an Associate’s Degree within 1 year of reporting to METC - the new tri-service medical training facility at Fort Sam Houston, Texas.

c. Tuition support (if appropriate) will be provided using the Navy’s Tuition Assistance Program.

2. **Transferring Command Requirements**

a. Follow screening requirements provided in MILPERSMAN 1306-953 and MILPESMAN 1306-900.

b. Prescreen prospective METC instructors to ensure they have met the education requirements or are within 8-12 credits of degree completion. They are required to attain their Associate’s Degree within 1 year of reporting to METC.

3. **Receiving Command Requirements**

a. Follow requirements delineated in MILPERSMAN 1306-953 and 1306-900.

b. Should an instructor fail to complete the mandatory education requirements within 1 year of reporting, METC will determine whether it is in the best interest of the command to allow the member more time to complete after considering mitigating factors. METC will take appropriate administrative/disciplinary action if member has not made appropriate progress and coordinate with Navy Personnel Command should reassignment be requested.

MILPERSMAN 1306-988

MARITIME CIVIL AFFAIRS AND SECURITY TRAINING SCREENING REQUIREMENTS

Responsible Office:	NAVPERCOM (PERS-401)	Phone: DSN COM FAX	882-2306 (901)874-2306 882-2649

NAVPERSCOM CUSTOMER SERVICE	Phone: TOLL FREE	1-866-U ASK NPC

References	(a) OPNAVINST 6110.1H (b) 18 U.S.C., Chapter 44, Unlawful Acts, section 922

1. **Purpose**. To issue screening requirements and assignment policy for Sailors ordered to duty in connection with Maritime Civil Affairs and Security Training (MCAST).

2. **Program Background**. MCAST command mans, trains, equips and deploys Sailors to facilitate and enable a Navy Component or joint task force commander to establish and enhance relations between military forces, governmental and nongovernmental organizations, and the civilian populace. This is accomplished in a collaborative manner across the spectrum of operations in the maritime environment, including execution of civilian-to-military operations and military-to-military training (as directed) in support of security cooperation and security force assistance requirements.

3. **Program Screening Requirements**. Screening requirements apply to officer and enlisted members.

a. **Eligible Rating.** The following enlisted ratings are source ratings eligible for assignment:

BU	Builder
BM	Boatswain's Mate
CE	Construction Electrician
CM	Construction Mechanic
EM	Electrician's Mate
EN	Engineman
EO	Equipment Operator
ET	Electronics Technician
GM	Gunner's Mate
HM	Hospital Corpsman
HT	Hull Technician
IT	Information Systems Technician
LN	Legalman
LS	Logistics Specialist
MA	Master at Arms
MC	Mass Communication Specialist
MM	Machinist's Mate
OS	Operations Specialist
PS	Personnel Specialist
QM	Quartermaster
YN	Yeoman

b. **Officer eligibility:** Any unrestricted line officer (O3 and above) warfare qualified in any one of the warfare specialties. Approval from the Officer Warfare Community Manager is required.

c. **Screening.** Satisfactorily complete assignment to special programs screening per MILPERSMAN 1306-900 and operational duty screening per MILPERSMAN 1300-800.

(1) **Alcohol.** Must not have had any alcohol-related incidents within the past 36 months. Waivers may be requested on a case-by-case basis. Forward waiver requests to Bureau of Naval Personnel (BUPERS), Officer Community Manager (BUPERS-31) (for officers), or BUPERS, Enlisted Community Manager (BUPERS-32) (for enlisted) for consideration.

(2) **Non-Judicial Punishment (NJP) and Civilian Convictions.** Must not have had any NJP or civilian convictions, excluding minor traffic violations, within the past 36 months. Waivers may be requested on a case-by-case basis. Forward waiver requests to BUPERS (BUPERS-31) (for officers), or BUPERS (BUPERS-32) (for enlisted) for consideration.

(3) **Tattoos.** Careful consideration shall be given to Sailors who have tattoos. MCAST Program members interact with country teams, foreign diplomats, dignitaries, and foreign military.

d. **Physical Standards**

(1) Personnel must have passed three of last four physical fitness assessments (PFAs) per standards promulgated in reference (a). If a member is completing a period of limited duty, the member must complete and pass a PFA with no waiver of any events.

(2) MCAST mission requirements are arduous and will require members to operate in austere environments, occasionally wearing heavy body armor for long periods of time. Sailors must not have any physical condition that would preclude them from meeting this requirement, such as chronic back and shoulder problems, knee problems, etc.

(3) All Sea Component Sailors must qualify as a second class swimmer.

e. **Security Clearance.** All members must currently hold or be in the process of obtaining a SECRET clearance. Personnel currently assigned to MCAST Command who have their security clearance removed or revoked by Department of the Navy, Central Adjudication Facility, or other appropriate authority, are no longer eligible for MCAST Command duty and will be de-screened and transferred. Sailors who report without a clearance and are subsequently deemed ineligible for a clearance will be made available for assignment based on the needs of the Navy. This requirement shall not be waived.

f. **Firearms.** Sailors must achieve and maintain qualifications on various individual weapons. The 1996 Lautenberg Amendment to the Gun Control Act of 1968, reference

(b), prohibits access to firearms by persons convicted of any misdemeanor crime of domestic violence. Policy also applies to felony crimes and general and special courts-martial convictions that otherwise meet the definition of "crime of domestic violence." Any member disqualified from handling or training on weapons is not eligible for duty at MCAST Command.

4. **Screening Documentation**. Complete sections A, B, C, and D of NAVPERS 1306/92 Special Program Screening Form and Exhibit 1 of MILPERSMAN 1306-900. Screening waivers should be coordinated with MCAST.

MILPERSMAN 1306-989

ASSIGNMENT TO NAVY INFORMATION OPERATIONS COMMAND (NIOC) MARYLAND (FLEET INFORMATION OPERATIONS CENTER (FIOC) SPECIAL PROJECTS/SEA DUTY (UIC 48549) AND NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE (NSA/CSS) SPECIAL PROJECTS/SEA DUTY (UIC 48547))

Responsible Office	NAVPERSCOM (PERS 408)	Phone: DSN COM FAX	882-3841 (901)874-3841 882-2646
	NIOC (FIOC Special Projects/Sea Duty)	Phone: COM FAX	(410)854-2601 (410)854-2623 (410)854-2653
	NIOC (NSA/CSS Special Projects/Sea Duty)	Phone: COM FAX	(410)854-2650 (410)854-2642 (410)854-2653

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) NAVMED P-117, Manual of the Medical Department

1. **Program Details**

a. Special Projects/Sea Duty manages the screening program used to evaluate personnel prior to assignment to NIOC. In coordination with Navy Personnel Command (NAVPERSCOM), Cryptologic Technician, Intelligence Specialist, and Information Systems Technician Assignments Branch (PERS-408) detailers; Special Projects/Sea Duty conduct record screening and personal interviews with personnel who meet the initial qualification criteria.

b. Special Projects/Sea Duty screen eligible candidates and coordinate with NAVPERSCOM (PERS-408) for assignment by providing candidate recommendations.

Note: Eligible candidates consist of Sailors who are in their Career Management System/Interactive Detailing (CMS/ID)

negotiation window and who apply for Special Projects/Sea Duty billets during the application phase of CMS/ID. Holding a current CMS/ID advertised billet for a Sailor not yet eligible for CMS/ID applications is not authorized. Due to operational environment, the program is not available to female candidates.

2. **Requirements/Qualifications**

a. Eligible rates and NEC's:

Unit Identification Code (UIC 48549)

RATE	NEC	DESIGNATION	REQUIREMENTS
CTI	N/A	Cryptologic Technician (Interpretive)	Senior Operator Qualified. (Waiverable).
CTM	9229	Submarine Carry-on Equipment Technician	Required to have either 9229 or 9238.
	9238	Submarine Carry-on Equipment Maintenance Technician	
CTR	9147	Intermediate Signals Analyst	Minimum requirement. 9149 also eligible. Waiverable with interview.
	9169	Morse Code Intercept Operator	Waiverable with interview.
CTT	9135	Subsurface Augmentee Operator	Minimum qualification DIRSUP Senior Operator.
	9141	Intermediate Technical Analysis Technician	Waiverable with interview.

UIC 48547

RATE	NEC	DESIGNATION	REQUIREMENTS
CTR	9169	Morse Code Intercept Operator	Minimum requirement.
	9138	Journeyman A&R Specialist	Waiverable with interview.
	9134	Subsurface Augmentee Operator	
CTT	9135	Subsurface Augmentee Operator	Required to have either 9135 or 8296.
	8296	EP-3E Technical OP/Analyst	
	9141	Intermediate Technical Analysis Technician	Waiverable with interview.

b. **Previous submarine experience is desired (UIC 48549).**

c. The following additional requirements must be met by canidates:

(1) Be a volunteer;

(2) Have no non-judicial punishment or civil offenses in the last 2 years;

(3) Have no alcohol related incidents in the last 2 years;

(4) Be recommended by current chain of command;

(5) Be eligible to receive Top Secret security clearance; and

(6) Be a U.S. citizen.

d. Completion of NAVPERS 1306/92 Special Program Screening Form. Special Program Suitability/Unsuitability Report (per MILPERSMAN 1306-900, Exhibit 1) is not required.

e. Detailed screening information may be obtained by contacting FIOC, Special Projects/Sea Duty at (410)854-2601/2650.

f. Community detailers will notify Special Projects/Sea Duty of all potential candidates for CMS/ID advertised billets, to include name and contact information. Once notified, Special Projects/Sea Duty will initiate the screening process. Upon completion of the screening process, Special Projects/Sea Duty will provide recommendations to NAVPERSCOM (PERS-408) for billet assignment via CMS/ID for all applicants.

g. Member must have a current Single Scope Background Investigation and must have completed a counter-intelligence scope polygraph prior to transfer.

h. For UIC 48547, prior to transfer, the detaching command is responsible for ensuring that the member is physically qualified for submarine duty, per reference (a). NAVPERS 1070/613 Administrative Remarks entry is signed by member and witnessed with the following statement:

“I hereby volunteer for duty in a submarine direct support billet and I understand that I am considered to be a volunteer for duty in any type of submarine worldwide”.

If member is not physically qualified or refuses to sign this entry, hold orders in abeyance and immediately notify NAVPERSCOM (PERS-408) by message.

i. For UIC 48547, prior to transfer, ensure member is physically qualified for sea duty per reference (a).

j. Required obligated service for UICs 48549 and 48547 is 36 months.

MILPERSMAN 1306-1000

REENLISTMENT INCENTIVES

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone Toll Free	1-866-U ASK NPC

Exhibits	1. GUARD 2000 Request Format 2. GUARD Billet Non-Availability Message 3. GUARD Commitment Message, Non-Special Programs Billet 4. GUARD Commitment Message, Special Programs Billet

1. **Purpose**. To provide information and procedures pertaining to various Navy reenlistment incentive programs. Other MILPERSMAN articles pertaining to Navy reenlistment incentive programs are as follows:

Topic	See MILPERSMAN
Guaranteed Assignment Retention Detailing (GUARD 2000) Program	1306-1002
Guaranteed Assignment Retention Detailing (GUARD 2000) Program for Nuclear Trained Personnel	1306-1004
Assignment to School as a Reenlistment Incentive	1306-1006

2. **Policy**. This article and its sub-articles present various Navy reenlistment incentive programs in regard to duty assignments and school guarantees, setting forth eligibility criteria and requesting procedures for each.

a. It should be noted that incentives offered under one program may not normally be obtained in conjunction with incentives offered by another program, unless specifically noted.

b. A member may not be guaranteed a choice of duty under Guaranteed Assignment Retention Detailing (GUARD 2000) Program and training under the Selective Training and Reenlistment (STAR) Program as dual incentives for the same reenlistment.

c. A member may receive Selective Reenlistment Bonus (SRB) for reenlistment; SRB is not a guarantee of any reenlistment program.

d. See MILPERSMAN 1160-090 for the Selective Conversion and Reenlistment (SCORE) Program and MILPERSMAN 1160-100 for the Selective Training and Reenlistment (STAR) Program.

e. Exhibits 1, 2, 3, and 4 are to be used as appropriate.

EXHIBIT 1

GUARD 2000 REQUEST FORMAT

(Use the proper message format containing the following.)

SUBJECT LINE: GUARD 2000 REQUEST ICO RATE, NAME, LAST FOUR DIGITS OF SSN, NEC, COMNAVPERSCOM DESK CODE (NRPC CODE 30 FOR USNR-R (FTS))

1. MEMBER RECOMMENDED OR NOT RECOMMENDED FOR REENLISTMENT BY THE COMMANDING OFFICER.

2. IN ORDER, PROVIDE THE FOLLOWING INFORMATION:

A. ACTIVE DUTY SERVICE DATE (ADSD)
B. EXPIRATION OF ACTIVE OBLIGATED SERVICE (EAOS)/EAOS AS EXTENDED
C. IS INDIVIDUAL NOW UNDER ORDERS? (YES/NO)
D. NUMBER OF DEPENDENTS/LOCATION OF DEPENDENTS

3. A. PERIOD FOR WHICH APPLICANT WILL REENLIST IF GUARANTEED DUTY REQUESTED.
B. LIST DUTY STATION/TYPE DUTY PREFERRED BY APPLICANT. INCLUDE AT LEAST THREE CHOICES (IN ORDER).
C. REMARKS OF APPLICANT.

4. PREVIOUS TWO REGULAR ENLISTED EVALUATIONS ARE REQUIRED AS INDICATED BELOW:

DATE OF NAVPERS 1610/2/BLOCKS 27 THROUGH 39 (E-7/8/9).

DATE OF NAVPERS 1616/26/BLOCKS 27,28,30,31,32,36, AND 39 (E-3/4/5/6).

NO COURTS-MARTIAL, NONJUDICIAL PUNISHMENT (NJP), OR INVOLVEMENT WITH CIVIL AUTHORITIES WITHIN 18 MONTHS OF EAOS AS EXTENDED.

5. CO REMARKS, INCLUDING SPECIFIC RECOMMENDATION FOR ANY TYPE OF SPECIAL DUTY THE APPLICANT MAY HAVE REQUESTED (RECRUITING DUTY, OVERSEAS DUTY, ETC.). FOR E-3s MAKE POSITIVE STATEMENT TO THE FACT THAT THE MEMBER HAS PASSED THE E-4 EXAMINATION. (E-3s WHO HAVE NOT PASSED THE E-4 EXAMINATION ARE INELIGIBLE FOR GUARD.) FOR OVERSEAS DUTY REQUESTS, MAKE POSITIVE STATEMENT THAT APPLICANT HAS SATISFACTORILY COMPLETED OVERSEAS SCREENING PER MILPERMAN 1300-300.
BT

EXHIBIT 2

GUARD BILLET NON-AVAILABILITY MESSAGE

(Use the proper message format containing the following.)

RMKS/1. REQUEST {Sailor's NARANO (LAST FOUR DIGITS OF SSN)} BE PROVIDED A COPY OF THIS MSG.

2. DUE TO NON-AVAIL OF BILLET, YOUR REQ CONTAINED REF A CANNOT BE APPROVED; HOWEVER, BELOW LISTED BILLETS ARE AVAIL FOR CONSIDERATION. THIS IS NOT TO BE CONSIDERED AS GUARANTEE AT THIS TIME. FURTHER, MEMBER SHOULD BE ADVISED BILLETS OFFERED IN THIS MSG ARE BEING OFFERED TO OTHER ELIGIBLE SAILORS; THEREFORE, IT IS ESSENTIAL THAT MEMBER CONTACT DETAILER VIA MSG/E-MAIL/PHONE IF INTERESTED IN THE BELOW LISTED BILLETS OR TO DISCUSS OTHER POSSIBLE OPTIONS.

3. FOLLOWING BILLETS AVAILABLE:

{List at least 3 alternatives.}

4. REQUEST MEMBER LIST BILLETS DESIRED IN ORDER OF PREFERENCE. UPON REPLY, ORDERS WILL BE ISSUED BASED ON BILLETS STILL AVAILABLE AND MEMBER'S PREFERENCES. YOUR COOPERATION IN THIS RETENTION EFFORT IS GREATLY APPRECIATED.

5. DETAILER: {Fill in detailer's name, phone, DSN, E-Mail.}

6. WHEN REF THIS MSG ENSURE NARANO (LAST FOUR DIGITS OF SSN), UIC, AND PERS {enter PERS code} ARE IN SUBJ LINE.
BT

EXHIBIT 3

GUARD COMMITMENT MESSAGE, NON-SPECIAL PROGRAMS BILLET

(Use the proper message format containing the following.)

RMKS/1. REQUEST {Sailor's NARANO (LAST FOUR DIGITS OF SSN)} BE PROVIDED A COPY OF THIS MSG.

2. FOR {Sailor's name}. DUTY REQ BY REF A IS GRANTED. BY SEPCOR ORDERS TO {Billet and UIC} WILL BE FORTHCOMING. NAVY PERSONNEL COMMAND (NAVPERSCOM) TAKES PLEASURE IN YOUR DECISION TO CONTINUE YOUR NAVAL CAREER BY USE OF THIS ASSIGNMENT GUARANTEE UNDER THE GUARD 2000 PROGRAM. THE SUCCESS OF SUCH PROGRAMS IS ENSURED BY YOUR PARTICIPATION WITH DETAILER AND CAREER COUNSELOR IN YOUR CAREER PLANNING AND DUTY ASSIGNMENTS.

3. FOR THE COMMANDING OFFICER:

A. ENSURE BLOCK 32 OF REENL CONTRACT STIPULATES GUARD ASSIGNMENT TO (Billet and UIC). CITE THIS MSG AS AUTH FOR ASSIGNMENT GUARD. {number of years reenlisting} REENL REQD.

B. **MEMBER IS WITHIN 3 MOS OF EAOS**. IF MEMBER DOES NOT REENL WITHIN 30 DAYS NOTIFY PERS {PERS Code] BY MSG. DUE TO LIMITED BILLETS AVAILABLE, ORDERS MAY BE CANCELLED AND BILLET NECESSARILY OFFERED TO ANOTHER ELIGIBLE SAILOR. IF MEMBER IS SRB ELIGIBLE, THE 30 DAY PROVISION DOES NOT APPLY. ADVISE {PERS Code} OF MEMBER'S INTENTIONS WITHIN THIS PERIOD.

C. **MEMBER IS GREATER THAN 3 MOS FROM EAOS**. IF MEMBER DOES NOT REENLIST 70 DAYS PRIOR TO EAOS NOTIFY PERS {PERS Code} BY MSG. DUE TO LIMITED BILLETS AVAILABLE, ORDS MAY BE CANCELLED AND BILLET NECESSARILY OFFERED TO ANOTHER SAILOR. IF MEMBER IS SRB-ELIGIBLE THE 70-DAY PROVISION DOES NOT APPLY. ADVISE {PERS Code} OF MEMBER'S INTENTIONS WITHIN THIS PERIOD.
BT

EXHIBIT 4

GUARD COMMITMENT MESSAGE, SPECIAL PROGRAMS BILLET

(Use the proper message format containing the following.)

RMKS/1. REQUEST {Sailor's NARANO (LAST FOUR DIGITS OF SSN)} BE PROVIDED A COPY OF THIS MSG.

2. FOR {Sailor's name}. DUTY REQ BY REF A IS GRANTED. MEMBER'S GUARD REQUEST HAS BEEN PASSED TO SPECIAL PROGRAMS NAVPERSCOM (PERS 4010), DSN 882-_____, COMM (901) 874-_____. ESTIMATE 7 WORKING DAYS FOR SCREENING REQUEST MSG FM NAVPERSCOM (PERS 4010). NAVPERSCOM TAKES PLEASURE IN YOUR DECISION TO CONTINUE YOUR NAVAL CAREER BY USE OF THIS ASSIGNMENT GUARANTEE UNDER THE GUARD 2000 PROGRAM. THE SUCCESS OF SUCH PROGRAMS IS ENSURED BY YOUR PARTICIPATION WITH DETAILER AND CAREER COUNSELOR IN YOUR CAREER PLANNING AND DUTY ASSIGNMENTS.

3. FOR THE COMMANDING OFFICER:

A. ENSURE BLOCK 32 OF REENL CONTRACT STIPULATES GUARD ASSIGNMENT TO (Billet and UIC). CITE THIS MSG AS AUTH FOR ASSIGNMENT GUARD. {number of years reenlisting} REENL REQD.

B. **MEMBER IS WITHIN 3 MOS OF EAOS**. IF MEMBER DOES NOT REENLIST WITHIN 30 DAYS NOTIFY PERS {PERS Code] BY MSG. DUE TO LIMITED BILLETS AVAILABLE, ORDERS MAY BE CANCELLED AND BILLET NECESSARILY OFFERED TO ANOTHER ELIGIBLE SAILOR. IF MEMBER IS SRB ELIGIBLE, THE 30-DAY PROVISION DOES NOT APPLY. ADVISE {PERS Code} OF MEMBER'S INTENTIONS WITHIN THIS PERIOD.

C. **MEMBER IS GREATER THAN 3 MOS FROM EAOS**. IF MEMBER DOES NOT REENLIST 70 DAYS PRIOR TO EAOS NOTIFY PERS {PERS Code} BY MSG. DUE TO LIMITED BILLETS AVAILABLE ORDERS MAY BE CANCELLED AND BILLET NECESSARILY OFFERED TO ANOTHER SAILOR. IF MEMBER IS SRB ELIGIBLE, THE 70-DAY PROVISION DOES NOT APPLY. ADVISE PERS {PERS Code} OF MEMBER'S INTENTIONS WITHIN THIS PERIOD.
BT

MILPERSMAN 1306-1002

GUARANTEED ASSIGNMENT RETENTION DETAILING (GUARD 2000) PROGRAM

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. The Guaranteed Assignment Retention Detailing (GUARD 2000) Program offers two guaranteed assignments within a 20-year career time frame for active duty USN, USNR-R (FTS), and USNR members in return for a 4-, 5-, or 6-year reenlistment.

a. **First Guarantee**. The first guaranteed assignment must be used during member's first reenlistment. Tour length waivers of up to 18 months of a prescribed sea tour (PST) will be considered on a case-by-case basis.

b. **Subsequent Guarantees**. Members who are in their second or subsequent term are entitled to one additional guaranteed assignment under this program.

c. The GUARD 2000 assignment is the result of negotiations between the member and the detailer (the detailer has greater latitude in assigning members to lower priority billets for a longer reenlistment period) for a mutually agreeable assignment. **All assignments must be to valid billets**.

2. **General Eligibility Requirements**. All members, E-4 through E-9, USN, USNR-R (FTS), and USNR on active duty with less than 17 years of active military service, and E-3 members who have passed an E-4 examination and meet all other criteria for advancement, may apply for the program.

a. Members must be eligible for reenlistment per MILPERSMAN 1160-030.

b. Members must reenlist for a minimum of 4 years beyond their expiration of active obligated service (EAOS) as extended.

c. Members may reenlist prior to any signed extension agreement of 24 months or less becoming operative; however, in so doing the member must agree to reenlist for a period equal to the unexecuted extension plus 4 years, up to a maximum total of 6 years.

d. **Assignments are intended to be made for transfer when EAOS and projected rotation date (PRD) coincide** (with the exception of first-term members where assignments may be made at initial EAOS).

e. **Contact the detailer** and apply 6 to 9 months prior to EAOS, or EAOS as extended.

f. If currently assigned overseas, must complete prescribed Department of Defense (DOD) area tour.

g. Members whose completion of the specified activity/area tour is **more** than 9 months in the future may request a general assignment guarantee for execution at PRD (e.g., coast or general overseas area, etc.)

h. As an alternative to the general assignment procedures above, members may extend enlistment to complete the specified activity tour per MILPERSMAN 1160-040 in order to move EAOS out to coincide with PRD to negotiate for a specific assignment guarantee.

i. Member's eligibility for a GUARD assignment remains unless the member is in receipt of orders.

3. **First-Term Member Eligibility Requirements**. First-term members (non-careerists) are defined as members in paygrade E-6 or below who are not in their second or subsequent enlistment. For GUARD purposes only, first reenlistment is defined as member's first immediate reenlistment - that is, there has been no lapse in active service. Any broken service, whether Navy or in any other component of the armed services, will not be considered as a first reenlistment under this program.

a. First termers may request transfer in conjunction with a GUARD reenlistment to complete PST at another command of same duty type. Transfer to another command for completion of PST requires a tour of at least 24 months.

b. Tour length waivers of up to 18 months of a PST for first-term members reenlisting under the GUARD 2000 Program will be considered on a case-by-case basis.

c. Tour length waivers offered under the GUARD 2000 Program are constantly reviewed and revised to be the most responsive to needs of the Navy in consideration of overall manning. For this reason, options for members of different ratings, sea/shore

eligibility, etc., may vary widely as standardization could be achieved only at the expense of program degradation. Contact rating detailers to determine rating exceptions.

d. Approval of waivers will be based on the following:

(1) Manning of rate/rating.

(2) Amount of PST being waived.

(3) Amount of time obligating. In all cases, the period of reenlistment will be sufficient to ensure at least 1 year of sea duty following the GUARD shore tour.

(4) Priority of requisition available to fill request.

4. **Amplifying Remarks**

a. Guaranteed duty assignment is interpreted as being either

(1) type ship/type aircraft, or

(2) homeport for sea duty, or

(3) shore duty in a specific geographic location, or

(4) a mutually agreeable billet/unit identification code (UIC) as negotiated by the member and their detailer.

b. Specific geographic location is determined by the detailer and member on a case-by-case basis, but can be a city, fleet concentration area, state, coast, country, etc.

(1) The above cannot be combined on the contract. Type ship cannot be combined with a homeport.

(2) Only one guarantee is authorized.

c. GUARD reenlistment incentive assignments are intended to be made for transfer at PRD equal to EAOS prior to an extension becoming operative. The type of guarantee will depend upon billet availability per manning control authority (MCA) priorities in the general area requested (e.g., coast, homeport, overseas area, etc.).

d. Although training may be included in GUARD orders if such training is required at the ultimate duty station, training **is not** a part of the GUARD guarantee.

e. Assignment of members with specialized skills and training to billets not requiring that training and experience must be justified, and will be carefully considered to ensure that the benefits to the Navy as a result of the assignment outweigh unfavorable impact on the Navy-wide manning of the specialty.

f. A career member who's PRD is adjusted to equal EAOS, because of an election not to obligate service (OBLISERV)/advises intent to separate at EAOS, is not GUARD eligible.

g. Since permanent change of station (PCS) funds must be closely managed, requests for high cost moves may be denied solely due to monetary constraints. Such assignments should not be listed as a single choice in GUARD requests.

h. With the exception of a limited number of assignments to general duty billets, such as recruiting, recruit division commander (RDC), etc., members who have received specialized training in a field or equipment will not be assigned to duty not connected with their specialty as a GUARD reenlistment incentive, if such assignment will impact unfavorably on the Navy-wide manning of the specialty.

i. SRB is not a guarantee of the GUARD 2000 Program. In-skill assignment of members who received SRB shall remain the highest priority.

5. **Procedures**. The following procedures will be followed for all members participating in the GUARD 2000 Program.

a. **Contact the detailer**, after counseling by the command career counselor, when within the eligibility zone (6-9 months prior to EAOS, or EAOS as extended) to discuss specific billets which may be available.

b. To ensure eligibility for GUARD and a full understanding of other benefits, which may be available in connection with reenlistment, members are encouraged to discuss their reenlistment intentions with the command career counselor and inform the counselor of communications with the detailer. If an assignment is agreed upon during the course of these informal communications, the GUARD message; NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request; or letter should be transmitted immediately indicating the tentative agreement for reenlistment incentive.

c. Submit all GUARD requests by routine message, NAVPERS 1306/7, or letter in the format prescribed in Exhibit 1 of MILPERSMAN 1306-1000.

d. All GUARD requests will be handled as **URGENT RETENTION ACTION ITEMS** by commanding officers (COs)/officers in charge (OICs).

e. Eligible members who, after appropriate counseling sessions with their command career counselor, are unable to contact their detailer should indicate a broad range of duty choices in the GUARD message, NAVPERS 1306/7, or letter request in order to minimize administrative requirements associated with the reenlistment assignment.

f. Inclusion of spouse's name, rate, social security number (SSN), Navy Enlisted Classification (NEC) code, duty station (DUSTA), PRD, and EAOS is required in cases concerning dual military couples.

g. Members requesting operational/overseas duty must satisfactorily complete screening prior to submission of GUARD request. Forward info copy to Navy Personnel Command (NAVPERSCOM), Distribution Management and Procedures Branch (PERS-451).

h. NAVPERSCOM will, upon receipt of the GUARD request and based on the commanding officer's endorsement, issue orders for assignment or offer the member an alternate assignment if the duty assignment originally requested is not available. Detailers will do the following:

(1) Handle all GUARD requests promptly.

(2) Verify eligibility.

(3) If member is ineligible, send message advising reason for ineligibility and recommend alternate or proper course of action.

(4) If member is eligible, verify billet availability.

(5) If the requested billet is not available, send a message stating that requested billet is not available and offer specific alternatives (Exhibit 2 of MILPERSMAN 1306-1000).

(6) If the requested billet is available, send a commitment message or special programs screening message (Exhibits 3 and 4 of MILPERSMAN 1306-1000), as applicable.

i. Nomination to special programs may delay the ultimate response to a GUARD request due to qualification screening requirement.

j. All approved GUARD requests are to be handled in a 2-step process; first a commitment message, followed by a set of orders.

k. Responses to message requests will be transmitted within 10 working days after receipt.

l. When writing orders ensure P-text P58008 (specific items to fill in) is included. No orders will be issued until an official request with command endorsement is received.

6. **Recording**. The enlisted orders will reflect one of the following statements, which the reenlisting command will transcribe onto Block 32 of the reenlistment contract:

a. Type of ship. Example: Type of ship - (DDG)

b. Homeport for Sea Duty. Example: Sea Duty - Norfolk, VA

c. Shore duty in specific location. Example: Shore duty - San Diego, CA

d. Split Tour. Example: Split tour - Homeport Charleston, SC or Split tour - Type ship (DDG)

e. Enter activity name and UIC. Example: USS KITTY HAWK UIC 03363; or Naval Station, Mayport, FL UIC 60201

7. **Term of Guarantee**. Acceptance of a reenlistment incentive under the GUARD 2000 Program should be with the following understanding:

a. Assignments are normally made for the appropriate sea, shore, or area tour.

b. Should unforeseen circumstances necessitate voiding the guarantee through no fault of the member (e.g., base closure, billet reduction, homeport change, etc.)

(1) **within the first 12 months** after reporting aboard,

(a) member shall be permitted to renegotiate for a valid requirement in the same geographical area for completion of tour.

(b) in the event no valid requirement is available in the immediate area, the member may negotiate a follow-on assignment outside the current geographic location.

(2) **after the first 12 months** of reporting aboard, members will contact their detailer to negotiate a follow-on assignment. Although every effort will be made to successfully negotiate a follow-on assignment, the Navy's contractual obligation will be considered fulfilled.

c. The member must maintain eligibility as outlined in paragraph 2 of this article until the time PCS transfer is executed. In the event that a guaranteed assignment under this program is abrogated by the action of the servicemember (e.g., disciplinary action, disenrollment from essential en route training, loss of security clearance, etc.), the Navy shall be considered to have fulfilled the contractual agreement and the term of enlistment incurred by the member shall be binding. Incidents of a minor nature may be waivable, and requests for waivers shall be submitted to NAVPERSCOM, Enlisted Distribution Division (PERS-40) for determination.

8. **Members not Approved for GUARD 2000 Program**. Members who are not approved for assignment under the provisions of the GUARD 2000 Program by NAVPERSCOM (PERS-40) may still be reenlisted, provided otherwise qualified, under regular reenlistment procedures in accordance with current directives.

MILPERSMAN 1306-1004

GUARANTEED ASSIGNMENT RETENTION DETAILING (GUARD 2000) PROGRAM FOR NUCLEAR-TRAINED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-4696 (901) 874-4696 882-2638

References	OPNAVINST 1160.6A

1. **Policy.** The Nuclear Guaranteed Assignment Retention Detailing (GUARD 2000) Program was established to provide a program for the guaranteed assignment, as a retention incentive, of top quality nuclear-trained enlisted personnel who are currently qualified for assignment to operational reactor plant duty.

a. The Nuclear GUARD 2000 Program provides for two GUARD assignments, one of which must be used at first reenlistment or at the completion of a Selective Training and Reenlistment (STAR) Program enlistment, provided the terms in MILPERSMAN 1306-1000 are met.

b. The second GUARD assignment may be used at the member's discretion any time prior to commencement of the 17th year of service within the provisions of this article. Additionally, the GUARD 2000 Program is designed to insure direct contact between nuclear-trained personnel approaching their expiration of active obligated service (EAOS) date, and their detailers at Navy Personnel Command (NAVPERSCOM), in order to retain these personnel through guaranteed assignment detailing.

2. **Scope of the Nuclear Guard 2000 Program.** This program is applicable only to personnel in the Electronics Technician (ET), Electrician’s Mate (EM), and Machinist’s Mate (MM) ratings, who are coded with Navy Enlisted Classification (NEC) codes 3353-3356, 3359, 3363-3366, 3383-3386, 3389, and 3393-3396. This program is designed to offer nuclear-trained enlisted personnel a choice of guaranteed duty assignments.

3. **Eligibility Requirements.** Active duty nuclear-trained enlisted personnel meeting the following eligibility requirements may apply for assignment under the provisions of the Nuclear GUARD 2000 Program:

a. May not be under orders for permanent change of station (PCS) transfer at time of application.

b. Be within 6 months of EAOS as extended. Personnel may reenlist prior to any signed extension agreement of 24 months or less becoming operative; however, in so doing, the member must agree to reenlist for a period equal to the unexecuted extension plus 4 years, up to a maximum total of 6 years.

c. Be eligible for duty requested per sea/shore rotation pattern established by current directives.

d. Be willing to reenlist for 4 or more years.

e. Have a consistent record of satisfactory performance or a demonstrated trend toward improved performance.

f. Be recommended for reenlistment by the commanding officer (CO).

4. **Assignment Guarantees Available for Nuclear Operators**

a. The Nuclear GUARD 2000 Program is a program of guaranteed duty assignments to either a type ship or homeport for sea duty, or for shore duty at a specific geographical location requested by the member.

b. If member elects to reenlist for at least 4 years, the following assignment guarantee options are available for nuclear-trained personnel.

(1) If member is currently serving in an operational nuclear billet at sea and is within 12 months of completing the prescribed sea tour (PST) and has at least 24 months at the present command, he may request one of the following:

(a) A waiver of up to 1 year of the PST may be granted only for assignment to an operational NEC billet at a nuclear support or training activity.

(b) For personnel who do not desire assignment to an available operational (NEC) support training billet, no waiver of PST is authorized. Upon completion of PST a normal shore tour (NST) is guaranteed for 2 or 3 years, depending upon billet assigned. With the exception of a limited number of assignments to special duty such as recruiting and instructor duty, nuclear-trained personnel will be assigned to shore duty for a NST.

(c) Member may request a split sea tour (intra- or inter-fleet) with choice of nuclear ship type or homeport, followed by assignment to shore duty after completion of at least a 24-month tour.

(2) If members are currently serving a tour of shore duty, they may request assignment to the nuclear ship type or coast of choice.

(3) If members are currently serving in an operational nuclear billet at sea and have completed between 18 and 48 months of their PST, they may request one of the following:

(a) Retention on board to complete PST.

(b) Split sea tour (intra- or inter-fleet) with choice of nuclear ship type or nuclear homeport. The 24-month minimum tour applies per MILPERSMAN 1306-124.

5. **Amplifying Remarks**. Since PCS funds must be closely managed on a continuing basis, requests for long, high-cost moves may be denied solely due to monetary constraints. Such assignments should not be listed as a single choice in Nuclear GUARD 2000 requests.

a. Options offered under the Nuclear GUARD 2000 Program are constantly reviewed and revised to be the most responsive to needs of the Navy, in consideration of overall nuclear manning. For this reason, options for personnel of different ratings, sea/shore eligibility, etc., may vary widely as standardization could be achieved only at the expense of program degradation.

b. Nuclear-trained personnel will not be assigned to duty not connected with operation, supervision, and maintenance of nuclear propulsion plants as a GUARD 2000 reenlistment incentive if such assignment will impact unfavorably on Navy-wide nuclear manning.

c. A Nuclear GUARD 2000 incentive may not be requested after PCS orders are issued as a means to change or cancel such orders.

d. Fleet Reserve eligible personnel must sign a NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry agreeing to complete the specified activity or prescribed overseas area tour at the new activity.

6. **Procedures**. As the Nuclear GUARD 2000 Program closely parallels the regular GUARD 2000 Program, the provisions of the regular GUARD 2000 Program outlined in MILPERSMAN 1306-1002 shall be followed in the following areas:

a. Members issued orders or offered alternative assignments under the Nuclear GUARD 2000 Program shall notify NAVPERSCOM, Nuclear Power/Submarine Assignment Branch (PERS-403C) within 15 days of the acceptance or refusal of the assignment offered. This may be done by message, if necessary. If member refuses the assignment directive offered, the assignment directive will be cancelled.

b. Terms of guarantee.

c. Procedure for requesting GUARD 2000 Program.

d. Recording procedure.

e. Personnel not approved for GUARD 2000 Program.

7. **Selective Reenlistment Bonus (SRB) Eligibility**. Refer to OPNAVINST 1160.6A for SRB eligibility criteria. SRB eligibility is based on the instructions in effect on the actual date of reenlistment and is not a guarantee of the Nuclear GUARD 2000 Program.

MILPERSMAN 1306-1006

ASSIGNMENT TO SCHOOL AS A REENLISTMENT INCENTIVE

Responsible Office	NAVPERSCOM (PERS-4010)	Phone: DSN COM FAX	882-3451 (901) 874-3451 882-2646

1. **Policy**

a. The purpose of this article is to provide an incentive for reenlistments of 4 or more years by guaranteeing, under certain conditions, assignments to a specific school.

b. If a member has previously executed an agreement to extend enlistment for a specific benefit, requests to reenlist with a guarantee of further training, in lieu of allowing the aforementioned extension to become operative, will not normally be granted unless the reenlistment incurs at least 2 years service obligation beyond the original obligation as extended.

2. **Eligibility**

a. In addition to merely meeting obligated service (OBLISERV) requirements and entrance requirements specified in MILPERSMAN 1306-602 and appropriate schools catalog, a reasonable assurance that skills gained through training will be effectively utilized must exist in order to justify the expenditure of training dollars.

b. Consideration of requests will be based on the following factors:

(1) **Composite Training**. Does the member currently possess a critical skill? If so, future assignments may necessarily be based upon that skill. Further, unless the skill acquired through the training requested is compatible with the member's current skill (i.e., both the new and old skills can be utilized together in future assignments), the additional training would not be justified.

(2) **Sea/Shore Rotation**. Does the member's projected rotation provide for immediate utilization of the desired skill? Some skills are lost if not exercised immediately after acquisition. For example, if a member is currently shore eligible and requirements for the skill desires exist only at sea, assignment to the desired school would not be warranted.

(3) **Paygrade vs. Skill Requirement**. Is the member in a higher paygrade than that for which utilization of the desired skill is intended? Some skills are intended to be exercised at the E-5 or below level. In such instances, training of an E-7 or E-8 to perform a task, which member would not normally utilize, would not be warranted.

(4) **Performance**. Does the member have a consistent record of satisfactory performance?

(5) **Fleet Reserve Eligibility**. MILPERSMAN 1306-604 prescribes OBLISERV requirements for various training course lengths. Members who are, or will become, eligible for transfer to the Fleet Reserve within the required OBLISERV period for training requested must sign a NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks service record entry to remain on active duty for that entire period.

(6) **Projected Rotation Date (PRD) Adjustments**. Careerists whose PRD is adjusted (curtailed) to equal expiration of active obligated service (EAOS), because of an election not to OBLISERV/advise intent to separate at EAOS, are not eligible for assignment to a school as a reenlistment incentive should they later change their mind.

(7) **Intent to Separate at EAOS**. Non-careerists advising intent to separate at EAOS are not eligible for assignment to school as a reenlistment incentive should they later change their mind.

3. **Request Procedures**. Members reenlisting under the provisions of this article will have their school assignment guaranteed prior to reenlistment.

a. To permit orderly administration of this program the following procedures are prescribed:

(1) All members desiring to reenlist under the provisions of this article shall submit their requests

- **to** Navy Personnel Command (NAVPERSCOM) (applicable detailer),
- **via** appropriate type commander (TYCOM),
- **with a copy to** NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010/E471A),

4 to 6 months prior to the desired reenlistment date.

(2) Members must be within 1 year of expiration of normal enlistment. Extensions not yet operative do not affect normal enlistment expiration date.

(3) Assignments to schools under the provisions of this article will normally occur at member's PRD; however, school assignments on a temporary additional duty (TEMADD) basis, as approved by appropriate TYCOM when feasible, will also constitute fulfillment of the reenlistment incentive and may occur at any time within the member's activity tour that is agreeable to the member's commanding officer (CO).

b. The following information must be included in requests for school assignment as a reenlistment incentive:

(1) EAOS.

(2) Date desiring to reenlist.

(3) Active duty service date (ADSD).

(4) Previously attended school requested (YES/NO) (if YES, indicate date graduated and standing in class, if applicable).

(5) Meets security requirements (where applicable).

(6) Meets physical requirements (where applicable).

(7) Presently in receipt of orders (YES/NO) (if YES, indicate authority).

(8) Number of dependents (if applicable).

(9) Location of household goods (HHG).

(10) Aptitude test scores (Basic Test Battery or Armed Services Vocational Aptitude Battery (ASVAB)).

(11) Evaluations in same format as for Guaranteed Assignment Retention Detailing (GUARD) 2000 request.

(12) Date reported to present duty station.

4. **Service Record Entry**. If the request is approved, the following entry is required on NAVPERS 1070/601 (Rev. 1-00), Immediate Reenlistment Contract: "**School Assignment**, **per MILPERSMAN 1306-1006**."

MILPERSMAN 1306-1100

PERSONNEL REASSIGNMENT/SEPARATION PROCEDURES INCIDENT TO ACTIVITY DEACTIVATION

Responsible Office	NAVPERSCOM (PERS-402D)	Phone:	DSN COM FAX	882-4987 901-874-4987 882-2734

1. **General Information.** This article sets forth guidelines to be utilized in effecting the reassignment or separation of members attached to naval activities scheduled for deactivation, a change in mission, or billet reduction due to Commercial Activity (CA) study or elimination of requirement.

2. **Definitions**

a. **Deactivation.** The decommissioning, disestablishment, or any other type of phasing out/closing down of a sea or shore based activity.

b. **Loss Month.** The month in which an individual's services are no longer required in current assignment for duty in connection with deactivation. Loss months are determined in accordance with procedures approved by the activity's Manning Control Authority (MCA).

c. **Cadre Crew.** Personnel who will remain on board naval ships after decommissioning to complete deactivation preparations or reactivation for hot ship transfer. Cadre crew will be identified as follows:

(1) **Caretaker Crew (CTC).** For deactivation preparation and towing after decommissioning.

(2) **Mobile Team Training (MTT).** For reactivation and training of Foreign Navy personnel.

d. **Admin Transfer.** The transfer of personnel from one activity unit identification code (UIC) to another UIC due to the disestablishment of the former UIC or as a result of a change in mission. This transfer does not involve any change in geographic location and therefore involves no entitlement for travel or shipment of household goods.

e. **Commercial Activity (CA).** An activity either contracted or operated and managed by a Navy field or headquarters activity

that provides a product or service obtainable from a private, commercial source.

(1) A CA can be identified with an organization or as a type of work, but must be:

(a) Separable from other functions so as to be suitable for performance either in-house or by contract.

(b) A regularly needed activity of an operational nature, not a one-time activity of short duration associated with support of a particular project.

f. **Cost Comparison (or Cost Comparison Analysis).** An accurate determination of whether it is more economical to acquire the needed products or services from a private, commercial source or from an existing or proposed CA. The term "CA Study" is often used interchangeably with the term "cost comparison analysis".

g. **Review of a Commercial Activity.** The examination of a CA or a service contract to determine whether the present method of performance should be continued, or whether the function should be scheduled for a cost comparison for a possible change in method of performance.

h. **Billet Reduction.** Wholesale reduction or elimination of billets in a particular rating at the activity due to a reduction or elimination of the mission requirement.

3. **Responsibilities.** Upon announcement by Chief of Naval Operations (CNO) that an activity is scheduled for deactivation, a change in mission, or CA action, the following responsibilities will be assigned:

a. MCA will schedule a manning conference for the purpose of determining the final disposition of the activity's crew. This conference will normally be attended by representatives from the activity being deactivated, Enlisted Placement Management Center (EPMAC) and Navy Personnel Command (NAVPERSCOM).

b. In the event the manning conference is not feasible due to operational commitments (deployment) or location, EPMAC will send a deactivation plan to the activity being deactivated or reduced to include policies and guidelines to effect orderly phase-down or de-crewing.

(1) EPMAC will review unit's Enlisted Distribution and Verification Report (EDVR) for any discrepancies and submit availability in accordance with the unit's deactivation plan.

(2) The following EPMAC codes will have primary coordination responsibilities in the phase-down or de-crewing of the following types of activities:

(a) Codes 41-44. SSC 2 and 4 activities

(b) Code 45. SSC 1, 3, and 6 activities

c. The following sections in NAVPERSCOM will coordinate the phase-down or de-crewing of the following types of activities:

(a) PERS-452. All administrative transfers involving 30 or more personnel

(b) PERS-402D. Surface units

(c) PERS-403. Sub-surface units

(d) PERS-404. Air units

(e) PERS-4010. Shore commands

d. Upon receipt of deactivation plan and prior to the manning conference, the activity being deactivated will submit a plan to EPMAC via message with information copy to MCA, TYCOM and appropriate NAVPERSCOM PERS-code(s). Forward all rated and designated personnel NAVPERS 1306/63, Enlisted Duty Preference to the appropriate NAVPERSCOM PERS-code for distribution to all rating Detailers. Non-designated personnel duty preference NAVPERS 1306/63 to EPMAC (Code 47).

4. **Reassignment of personnel**. Reassignment of personnel will be in accordance with Article 1306-101 except in the case of a change in mission or disestablishment.

a. In the case of a change of mission but no geographic change, NAVPERSCOM (PERS-452) and EPMAC will coordinate the administrative transfer of the personnel.

(1) Inputs may be submitted to EPMAC concerning personnel to be transferred.

b. In the case of a change of mission but no geographic change, NAVPERSCOM (PERS-452) and the MCA will coordinate the administrative transfer of the personnel.

(1) Commands should submit proper paperwork to their Manpower Claimant.

(2) In turn the Manpower Claimant will go through the MCA, submitting a list of personnel to be transferred.

(3) The MCA will then ensure basic allowance (BA) and Navy Manning Plan (NMP) are in place at the new UIC.

(4) The MCA will go through the list provided to them and remove members under orders or who have FLTRES orders on file. Also members within their projected rotation date (PRD) window will be removed.

(5) Once the list is cleaned up, the MCA will then forward that list to NAVPERSCOM (PERS-452) directing an administrative transfer of personnel.

(6) The MCA will also provide an effective date of transfer to NAVPERSCOM (PERS-452), which will be used as the transfer date.

(7) Upon receipt, NAVPERSCOM (PERS-452) will then transfer personnel.

c. Any individual who does not have permanent change of station (PCS) orders 30 days prior to the unit's deactivating date should be brought to the attention of the respective PERS-code within NAVPERSCOM (i.e. PERS-403, PERS-404, PERS-409, PERS-4010) via message or facsimile.

(1) The goal to ensure that all the command's permanently assigned personnel, who will not be part of the caretaker crew, have PCS orders that transfer them prior to or on the deactivating date.

d. A loss month will be established for each crewmember to provide adequate manning throughout the deactivation period and will be based upon specific deactivation requirements. In determining the loss month of each crewmember, submit by Enlisted Distribution Verification Report (EDVR) order to EPMAC in column format as indicated below:

(1) Personnel Recommended for Early Separation. Indicate name, rate, SSN, EAOS/EAOS as extended.

(2) Special Cases. Personnel with transfer directives or fleet reserve authorizations after decommissioning date. Include transfer month.

(3) Designation of Non-rated Personnel. Those non-rated personnel who were recently designated or who will be designated by the commanding officer prior to decommissioning date. Indicate name, rate, SSN, rate to which designated, desired transfer months.

(4) Personnel Recommended for Service School. Indicate name, rate, and SSN of personnel who are recommended for and have NAVPERS 1306/7, Enlisted Personnel Action Request pending.

(5) Personnel on Board as Reenlistment Incentives. Indicate name, rate, SSN, and type of reenlistment incentive (i.e., type of ship, homeport, training) and date reported on board. Personnel with less than 12 months on board will have assignment renegotiated by rating detailers.

(6) All Other Personnel for Reassignment. Indicate name, rate, SSN, and projected loss month. Include any helpful information such as reenlistment intention.

5. **Early Separation**. Approval of early separation will be contingent upon overall Navy manning, manning of specific ratings and Navy Enlisted Classification codes (NECs), the availability of billets within the area and existing PCS funding constraints.

a. There are two procedures and authorizing authorities for the early release of personnel in connection with unit deactivation:

(1) The first procedure is for members who have an EAOS within 90 days after the unit deactivation date.

(2) The second procedure is for members who have EAOS between 91 and 365 days after the unit deactivation date.

b. Activities not having a separation capability will transfer members to the nearest separation activity in accordance with MILPERSMAN 1910-812.

c. Personnel whose request for early separation is disapproved will be assigned by the appropriate NAVPERSCOM PERS-code in accordance with MCA requisition priority.

6. **Request for Early Separation of Personnel within 90 days after Unit Deactivation.** Commanding officers of activities being deactivated are authorized to separate, up to six months prior to deactivation, those individuals who meet the following criteria:

a. EAOS (including operative and inoperative agreements to extend enlistment) not exceeding three months from date of deactivation.

b. Personnel not willing to extend or reenlist for further assignment.

7. **Request for Early Separation of Personnel with EAOS between 91 and 365 days after Unit Deactivation.** Subject to Commander Navy Personnel Command (COMNAVPERSCOM) approval, commanding officers of activities being deactivated should submit a list of personnel requesting early separation to the appropriate NAVPERSCOM code.

a. Those individuals who meet the following criteria may be included in the request:

(1) EAOS (including operative and inoperative agreements to extend enlistment) not exceeding 365 days from date of deactivation.

(2) The individual's services cannot be effectively utilized elsewhere (as determined at the manning conference).

(3) The individual desires early separation.

8. **Unit with a Homeport Change as part of Inactivation**

a. In the case of an activity, which must maintain a cadre crew as part of a homeport change in concert with inactivation may separate personnel in one of two activity windows.

(1) Homeport change window.

(2) Inactivity date.

b. This applies to nuclear powered ships and submarines, which must maintain a cadre crew until complete removal of the reactor.

c. Non-essential personnel may be approved for early separation on the homeport change date, while essential personnel may be approved for early separation on the inactivation date.

d. Nuclear trained personnel are considered essential in all cases and will not be separated at the homeport change window.

9. **Reassignment as a result of deactivation**. The type of duty to which crewmembers will be reassigned as a result of deactivation will be determined as follows:

a. Members serving on Type duty 1 and 6. Those members who have completed a normal shore tour (NST) will be reassigned to sea duty. Those members who have not completed a NST will be reassigned in accordance with following table:

Rule	If Member has	Will be assigned to	With PRD established	Provided
1	0-6 months remaining on NST	sea duty	for prescribed sea tour	Note 1,3,4
2	7-12 months remaining on NST	shore duty	to complete 12 months at follow on assignment	Note 2,3,4,5
3	13 months or more remaining on NST	shore duty	as required to complete NST	Note 2,3,4,5

Note 1: Personnel assigned a 24-month NST are exempt from this policy. Individuals in this category will complete their NST.

Note 2: Personnel who desire a specific location as number one reassignment priority may be required to transition to sea duty and serve the prescribed sea tour (PST) in the new assignment.

Note 3: Most situations will not allow for no-cost reassignments in the same geographical area. Cost reassignments within CONUS will be to force concentration sites where reasonable expectations exist that a follow on sea tour billet will exist at the completion of NST. The tour length at the new duty station involving cost transfer will be set to appropriate area tour overseas or completion of NST (minimum tour of 12 months) in CONUS. Follow on sea assignment will be at the same location when following Rule 2. Individuals must obligated service (OBLISERV) for the area tour length overseas.

Note 4: Career personnel will be assigned without regard to OBLISERV, except for Department of Defense (DOD) overseas assignments.

Note 5: Non-career personnel who do not desire to acquire necessary OBLISERV maybe assigned to sea duty. **Exception**: For nuclear trained personnel this period shall be 24 months due to requalification requirements.

b. Members serving a prescribed sea tour (PST) on Type duty 2, 3, and 4. If reassignment is required, it will normally be in accordance with the following decision logic table using loss month as basis for computation:

Rule	If Member has	Will be assigned to	With PRD established	Provided
1	0-6 months remaining on PST	shore duty	for NST	OBLISERV Note 1,2
2	7-12 months remaining on PST, but cumulative sea duty exceeds 48 months	sea duty	to complete PST	
3	7-12 months remaining on PST, but cumulative sea duty is less than 48 months	sea duty	to provide 12 months at new command	
3	13 months or more remaining on PST	sea Duty	as required to complete PST	

Note 1: Career personnel will be assigned without regard to OBLISERV, except for DoD overseas assignments.

Note 2: Non-Career personnel must have, or agree to acquire, a minimum 24 month obligated service (OBLISERV) to be eligible for assignment to shore duty. Non-career personnel who do not desire to acquire necessary OBLISERV maybe assigned to sea duty.

10. **Order Modification**. If, after the de-crewing conference, it is determined that members under orders from a deactivating activity are required for an additional period of time or require an order modification for other reasons, the CO may request modification (via the appropriate NAVPERSCOM code) from the cognizant Assignment Control Authority. Such request must provide adequate justification to support the modification or cancellation.

11. **Procedures involving Large Reductions in Strength**. In the case of deactivations incident to large reductions in Navy personnel strength, modifying or supplementing directives may be required to provide specific procedures not now included in this article. The policies and guidelines, which are modified, will be provided by the appropriate code at NAVPERSCOM to the deactivating activity.

MILPERSMAN 1306-1200

LIMITED DUTY (LIMDU)

Responsible Office	EPMAC DET TMU	DSN COM FAX	678-1602 (504) 678-1602 678-5126

References	SECNAVINST 1850.4E BUMEDINST 1300.2 EPMACINST 5000.3E Uniform Code of Military Justice (UCMJ) NAVMED P-117, Manual of the Medical Department

1. **Purpose**. This article and the sub articles listed below standardize procedures for the assignment, accountability, follow-up care, and disposition of enlisted personnel to or from a limited duty (LIMDU) status for medical reasons.

Topic	See MILPERSMAN
Limited Duty (LIMDU) Availability Procedures and Assignment Policy	1306-1202
Accountability of Personnel on Limited Duty (LIMDU)	1306-1204
Limited Duty (LIMDU) Follow-up Care	1306-1206
Disposition and Accounting of Personnel upon Completion of Limited Duty (LIMDU)	1306-1208
Nuclear Trained and Submarine Personnel on Limited Duty (LIMDU)	1306-1210

2. **Definitions**

a. **Light Duty**. Presumes frequent provider/patient interaction to determine whether return to full duty status or more intensive therapeutic intervention is appropriate in any given case; therefore, light duty will be ordered in periods not to exceed 30 days to ensure appropriate patient clinical oversight. Consecutive light duty for any “new condition” up to

90 days may be ordered by the provider (in maximum 30-day periods), **but in no case will light duty exceed 90 consecutive days, inclusive of any convalescent leave periods**.

b. **Limited Duty (LIMDU)**. The assignment of a member in a duty status for a specified time, following a medical board action, with certain medical limitations/restrictions concerning the duties the member may perform. LIMDU is divided into two separate categories as follows:

(1) **Temporary Limited Duty (TLD)**. A member is assigned in a TLD status when a medical officer expects the member to be able to return to duty (RTD) in a reasonable period of time. TLD is authorized locally, in increments of 6 months with a 12-month maximum, by the convening authority (CA) responsible for the military treatment facility (MTF) initiating TLD. Navy Personnel Command (NAVPERSCOM), Disability Retirement/ Limited Duty Branch (PERS-4821) will perform a departmental review of all cases that require additional TLD in excess of 12 months. The maximum total TLD authorized is 12 months unless otherwise approved by NAVPERSCOM (PERS-4821).

(2) **Permanent Limited Duty (PLD) (L5)**. Assignment authorized by NAVPERSCOM (PERS-4821) to be in a PLD status to complete 20 years active service day-for-day, or remain on active duty until a specific date. Only members who have been found “unfit for continued Naval Service” by the Physical Evaluation Board (PEB) may request PLD per SECNAVINST 1850.4E. Members approved for PLD will be placed in a FOR DUTY LIMDU (ACC 105) status with a projected rotation date (PRD) that corresponds with the approved PLD date. Once placed in a PLD status, the member may remain at the current command or be assigned to a valid billet per manning control authority (MCA) priorities based on needs of the Navy. Assignment will be made to an area where the required medical care is available and shall remain in that area for the remainder of the member’s Naval Service.

c. **LIMDU Coordinator**. Every command, Personnel Support Activity Detachment (PERSUPP DET) or personnel office, and MTF servicing a LIMDU population is required to appoint, in writing, a single point of contact (POC) to act as the command LIMDU coordinator. Close liaison between parent command, PERSUPP DET, and medical LIMDU coordinators is critical to ensure accurate accounting, tracking, medical treatment, and expeditious

movement of LIMDU personnel through the transient pipeline. LIMDU coordinators shall not be in a TLD status.

d. **Assignment Screening**. Short and concise medical screening to specifically review a member's medical condition and determine if a member is worldwide assignable (WWA).

e. **Operational Screening (Sea Duty Screening)**. After a LIMDU member is able to RTD, completes assignment screening, and is in receipt of PCS orders to an operational command (Type Duty Code “2” or “4”), member must complete an operational screening per BUMEDINST 1300.2, and MILPERSMAN 1300-800.

f. **Abbreviated Medical Evaluation Board Report (AMEBR)**. A brief summary of the member’s medical condition, limitations, and expected RTD date used to place a member on TLD.

g. **Dictated Medical Evaluation Board Report (MEBR)**. As opposed to the AMEBR, this detailed summary of the member’s medical condition(s) is dictated by the attending physician and is used to request additional LIMDU in excess of 12 months or for a referral to the PEB.

h. **Return to Duty (RTD)**. At any time during a period of LIMDU, upon determination that the member’s medical condition has been resolved, the member may be returned to duty (RTD) from the TLD status by the cognizant MTF.

3. **Command Responsibilities**. All commands will do the following:

a. Designate, in writing, a LIMDU coordinator to track and monitor personnel assigned TLD, and maintain close liaison with LIMDU coordinators at PERSUPP DET and the MTF. Personnel currently on TLD shall not be assigned as LIMDU coordinators.

b. Comply with all requirements regarding the management of LIMDU personnel outlined in this manual, EPMACINST 5000.3E, and all associated relevant instructions.

c. Ensure LIMDU personnel physically report to the PERSUPP DET, or their personnel office/PASS liaison representative if the servicing PERSUPP DET is located outside the geographical area.

d. For personnel under orders who are subsequently placed on LIMDU, submit naval messages to Assignment Control Authority (ACA) (Info COMNAVPERSCOM (PERS-4821)) requesting order cancellation.

e. Ensure LIMDU personnel report for all scheduled appointments and remain available for all follow-up care. LIMDU personnel will not be reassigned TAD outside the geographic area of the primary care provider. Coordinate the scheduling of appointments with LIMDU personnel and cognizant MTF per MILPERSMAN 1306-1206. Providers can return members from a TLD status at any time during a period of TLD. Ensure regular leave (other than emergency leave) does not conflict with any scheduled medical appointments.

f. Notify PERSUPP DET within 24 hours of any change in a member's TLD status.

g. Ensure a case file is created and maintained for each member on TLD. The case file will contain:

- PEB findings
- PEB Medical Board Cover Sheet
- NAVPERSCOM (PERS-4821) message recommending forward case to PEB, or approving/denying additional TLD
- Copy of NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks
- Initial Medical Board Cover Sheet

h. At the commencement of a LIMDU period, the member will be counseled on the responsibility to report to all scheduled appointments and that failure to report to scheduled appointments may constitute a violation of UCMJ, article 86 (failure to go to appointed place of duty) and article 92 (failure to obey a lawful order), and that immediate disciplinary action may be warranted. This counseling will be annotated by a NAVPERS 1070/613 entry. Exhibit 1 refers.

i. Investigate instances where members fail to report for scheduled appointments and initiate disciplinary action where appropriate.

j. Ensure completion of assignment screening within 15 days for LIMDU personnel able to RTD who were ordered in as ACC 105,

or were placed on LIMDU while serving on shore duty and are within 9 months of their PRD. Forward completed assignment screening to PERSUPP DET within 24 hours of completion.

k. Submit naval message to NAVPERSCOM (PERS-40BB), Bureau of Medicine and Surgery (BUMED) (M3F/M3M), and the ACA (Info COMNAVPERSCOM (PERS-4821); PERSUPP DET; and Enlisted Placement Management Center Detachment, Transient Monitoring Unit (EPMAC DET TMU)) for all personnel who were able to RTD during the assignment screening, but are assignment limited per MILPERSMAN 1300-801. This assignment limited message (MILPERSMAN 1300-801, Exhibit 1) must be submitted no later than 15 days after the assignment screening. No message is required for personnel who are able to RTD during the assignment screening and are WWA.

l. For geographically separated units, contact should be via teleconference or video teleconference if physical travel to LIMDU coordinators meetings is not feasible.

m. Submit assignment limited tracer message, if results are not received from NAVPERSCOM (PERS-40BB) within 30 days from the date of the original message. MILPERSMAN 1306-1208, Exhibit 3 refers.

4. **PERSUPP DET/Personnel Office Responsibilities**. The servicing PERSUPP DET or personnel office shall do the following:

a. Designate, in writing, a LIMDU coordinator to track and monitor personnel assigned to LIMDU. LIMDU coordinators shall not be in a TLD status.

b. Comply with all requirements regarding the management of LIMDU personnel outlined in this manual, EPMACINST 5000.3E, and all associated relevant instructions.

c. Make appropriate Navy Standard Integrated Personnel System (NSIPS) entries for all personnel gained in or changed to LIMDU ACC 105.

d. Print out a new LIMDU ADHOC report every Monday, annotate updates and changes onto this report throughout the week as they occur, and input appropriate changes into NSIPS Transient Tracking Panels by the end of each week.

e. Maintain close liaison with parent command LIMDU coordinators and MTF LIMDU coordinators.

f. Request copy of initial AMEBR/MEBR, Departmental Review Cover Sheet, or PEB Cover Sheet. MILPERSMAN 1306-1202, Exhibit 1 refers.

g. Submit a Monthly Status Update of LIMDU Personnel message no later than the 10th of each month (negative reports are required). MILPERSMAN 1306-1204, Exhibits 1 and 2 refer.

h. Submit assignment screening tracer message, if results not received from parent command within 15 days from the date a member is able to RTD. MILPERSMAN 1306-1206, Exhibit 1, Weekly Request for LIMDU or Assignment Screening Status refers.

i. Submit YJ availability and associated tracer actions upon completion of assignment screening, regardless of results. This availability will include one of the following remarks:

(1) WORLD WIDE ASSIGNABLE.

(2) ASSIGNMENT LIMITED. (Requires NAVPERSCOM (PERS-40BB) direction.)

j. Verify PRDs for all personnel on LIMDU and submit PRD correction request via the Monthly Status Update of LIMDU Personnel message for those personnel with incorrect PRD's. MILPERSMAN 1306-1204, Exhibit 1 refers.

(1) Request PRD adjustments if PRD does not equal LIMDU PRD for those personnel ordered in as ACC 105.

(2) Request PRD adjustments for those personnel placed on LIMDU while attached to shore as ACC 105 whose current PRD is less than their LIMDU PRD.

(3) Request PRD adjustments for those personnel approved for, but not adjusted by NAVPERSCOM (PERS-4821), for additional LIMDU greater than the second locally approved 6-month period.

k. For personnel assigned to shore duty, change ACC to 105, and track the status of personnel awaiting final disposition by PEB.

l. Track the status of personnel awaiting final disposition of departmental review.

m. Ensure a case file is created and maintained for each member on TLD. The case file will be maintained in chronological order as follows:

Top to bottom:

- PEB findings
- PEB Medical Board Cover Sheet
- NAVPERSCOM (PERS-4821) message recommending forward case to PEB, or approving/denying additional TLD
- Initial Medical Board Cover Sheet
- NAVPERS 1070/613
- NSIPS panel reflecting date of TLD (effective date)

n. Attend a monthly LIMDU meeting with the MTF and commands with LIMDU personnel assigned. Provide a current copy of the latest LIMDU ADHOC report for review and discussion to each LIMDU coordinator at the meeting.

o. The LIMDU coordinator is responsible for generating the following messages:

(1) **Monthly Status Update of LIMDU Personnel**, MILPERSMAN 1306-1204, Exhibit 1. Due on the 10th of each month.

(2) **Request Copy of AMEBR/MEBR, Departmental Review Cover Sheet, OR PEB Cover Sheet**, MILPERSMAN 1306-1202, Exhibit 1. Due weekly, as required.

(3) **Weekly Request for LIMDU or Assignment Screening Status**, MILPERSMAN 1306-1206, Exhibit 1. Due weekly, as required.

5. **Naval MTF Responsibilities**. The MTF shall do the following:

a. Designate, in writing, a LIMDU coordinator per NAVMED P-117, chapter 18.

b. Support all requirements regarding the management of LIMDU personnel outlined in this manual, EPMACINST 5000.3E, and all associated relevant instructions.

c. Assist parent command LIMDU coordinators and TLD personnel in acquiring appointments on a priority basis.

d. LIMDU coordinators at MTFs will hold monthly meetings with area LIMDU coordinators to review and discuss potential problems and analyze existing processes. For geographically separated units, contact should be via teleconference or videoteleconference if physical travel to meetings is not feasible.

e. Maintain case files for TLD personnel separately to assist in identification and processing.

f. Per NAVMED P-117, chapter 18 advise NAVPERSCOM (PERS-4821), BUMED (M3M31), EPMAC DET TMU, the member's parent command, and the servicing PERSUPP DET or personnel office via a weekly message of the status of all LIMDU personnel that had their status changed during the previous week. This message shall be released each Friday. MILPERSMAN 1306-1206, Exhibit 2 is a sample of a **Weekly LIMDU Follow-up Disposition** message. It is the responsibility of the cognizant MTF to ensure results of all follow-up care held the previous week are included on this message.

g. The primary care provider will make a RTD determination recommending additional TLD, PEB, etc., no later than 30 days prior to the expiration of TLD.

h. One of the following actions is completed prior to the end of the member's TLD period:

(1) The member is able to RTD.

(2) AMEBR recommends a second 6-month period of TLD. (Not to exceed 12 months consecutively.)

(3) MEBR is submitted to NAVPERSCOM (PERS-4821) for departmental review requesting an additional TLD.

(4) MEBR is referred to PEB for a fitness determination.

i. Establish local procedures to ensure the member reports to the Patient Administration Office immediately upon being recommended for placement on, extension of, or removal from LIMDU.

6. **Member Responsibilities**. Members assigned to TLD will do the following:

a. At the commencement of a LIMDU period, the member will be required to sign a NAVPERS 1070/613 acknowledging the responsibility to report to all scheduled appointments, and that failure to report to scheduled appointments may constitute a violation of the UCMJ, article 86 (failure to go to appointed place of duty) and article 92 (failure to obey a lawful order). Additionally, member will acknowledge that missing scheduled appointments may result in disciplinary action.

b. Ensure a medical TLD appointment is attended no later than 30 days prior to the expiration of the LIMDU period. Report to the medical board section of the MTF Patient Administration Office at least 30 minutes prior to the appointment with all appropriate medical records.

c. Advise Patient Administration Office immediately upon being recommended for placement on extension of, or removal from LIMDU.

d. Ensure leave (other than emergency) is coordinated with LIMDU coordinator and does not conflict or coincide with medical appointments.

7. **Forms**

a. NAVMED 6100/1 (Rev. 9-04), Medical Board Report Cover Sheet. A medical administrative document that reports on the present state of health of a member and provides a considered clinical opinion regarding a member's physical fitness for duty.

b. NAVMED 6100/5 (Rev. 9-04), Abbreviated Limited Duty Medical Board Report. An abbreviated report is used to assign members to TLD who have an uncomplicated injury/illness. NAVMED 6100/5 will be utilized for **first and second 6-month periods** of LIMDU, departmental review processing, and PEB processing.

EXHIBIT 1

LIMITED DUTY

E-32

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (REV. 10-81)
S/N 0106-LF-010-6991

SHIP OR STATION

DATE:_____

_____ I UNDERSTAND THAT I AM ASSIGNED TO THIS COMMAND IN A LIMITED DUTY STATUS, AND THAT MY INITIAL LIMITED DUTY PRD IS _____.

_____ I AM AWARE AND UNDERSTAND THAT THE FOLLOWING PERSONNEL ARE ASSIGNED AS MY LIMITED DUTY COORDINATORS:

_____ COMMAND LIMITED DUTY COORDINATOR

_____ PERSUPP DET LIMITED DUTY COORDINATOR

_____ MTF LIMITED DUTY COORDINATOR

_____ I CERTIFY THAT I HAVE BEEN BRIEFED AND UNDERSTAND THE RESPONSIBILITIES PERTAINING TO MY LIMITED DUTY ASSIGNMENT AS FOLLOWS:

A. BE PERSONALLY RESPONSIBLE IN ADHERING TO MEDICAL ADVICE AND PROMOTE REHABILITATION DURING THE LIMDU PERIOD.

B. STRICTLY COMPLY WITH THE PROCEDURES DIRECTED BY THE PERSUPP DET OR PERSONNEL OFFICE AND THE MTF FOR FOLLOW-UP PROCESSING.

C. COORDINATE WITH THE MTF AND REPORT FOR FOLLOW-UP CARE AS SCHEDULED. RESCHEDULING OF MEDICAL APPOINTMENTS FOR PERSONAL CONVENIENCE IS STRICTLY PROHIBITED.

D. ENSURE A MEDICAL APPOINTMENT IS SCHEDULED AND ATTENDED NO LATER THAN 30 DAYS PRIOR TO THE EXPIRATION OF LIMDU PRD. REPORT TO THE MEDICAL BOARD SECTION OF THE MTF'S PATIENT ADMINISTRATION OFFICE AT LEAST 30 MINUTES PRIOR TO THE APPOINTMENT, WITH ALL APPROPRIATE MEDICAL RECORDS. AT THE TIME OF THE APPOINTMENT, REQUEST ATTENDING PHYSICIAN MAKE A DETERMINATION OF LIMITED DUTY STATUS.

E. WITHIN 24 HOURS, ADVISE THE MTF'S PATIENT ADMINISTRATION OFFICE, PARENT COMMAND, AND PERSUPP DET LIMDU COORDINATOR OF ANY CHANGE IN LIMDU STATUS.

_____ I FURTHER UNDERSTAND THAT I MUST SCHEDULE ALL FOLLOW-UP APPOINTMENTS WITH THE MTF. THE CENTRAL APPOINTMENT PHONE NUMBER IS: _____. FAILURE TO REPORT FOR AN APPOINTMENT MAY RESULT IN DISCIPLINARY ACTION.

_____ I UNDERSTAND THAT I MAY BE FOUND ABLE TO RETURN TO DUTY AT ANY TIME DURING MY PERIOD OF LIMDU. I ACKNOWLEDGE THAT I MUST REPORT TO PERSUPP DET WITHIN 24 HOURS OF ANY CHANGE IN MY LIMDU STATUS. ADDITIONALLY, I HAVE BEEN ADVISED THAT **I MUST COMPLETE AN ASSIGNMENT SCREENING WITHIN 15 DAYS OF BEING ABLE TO RETURN TO DUTY**.

_____
MEMBER'S SIGNATURE

WITNESSED: _____

NAME (LAST, FIRST MI)	SSN	BRANCH/CLASS

13

EXHIBIT 1

LIMITED DUTY

E-32

ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (REV. 10-81)
S/N 0106-LF-010-6991

SHIP OR STATION

_____ I UNDERSTAND THAT A DETERMINATION OF "ASSIGNMENT LIMITED" DURING THE ASSIGNMENT SCREENING PROCESS, FOLLOWING A FINDING OF BEING ABLE TO RETURN TO DUTY, MAY ULTIMATELY LEAD TO A NAVY PERSONNEL COMMAND (NAVPERSCOM) DIRECTION OF **SEPARATION FROM ACTIVE DUTY**.

_____ I UNDERSTAND THAT I AM REQUIRED TO **HAND-CARRY ALL LEAVE REQUESTS TO THE COMMAND LIMITED DUTY COORDINATOR** FOR SIGNATURE.

_____ MY EAOS IS _____. IF IT EXPIRES PRIOR TO COMPLETION OF MY LIMITED DUTY, I WILL REPORT TO THE PERSUPP DET LIMITED DUTY COORDINATOR 30 DAYS PRIOR TO EXPIRATION OF EAOS FOR CORRECTIVE ACTION, AND SUBMIT I.D. CARD APPLICATIONS FOR MYSELF AND MY FAMILY MEMBERS. FAILURE TO COMPLY MAY RESULT IN A SUSPENSION OF PAY AND ALLOWANCES.

_____ I UNDERSTAND THAT I MUST PROVIDE MY PERSUPP DET LIMITED DUTY COORDINATOR, WITHIN 24 HOURS, ALL CHANGES IN MY LIMITED DUTY STATUS, WORKING LOCATION, WORK PHONE, OR HOME PHONE.

_____ PER MILPERSMAN 1306-1200 AND NAVMED 6100/5, ABBREVIATED LIMITED DUTY MEDICAL BOARD REPORT, I SHOULD NOT PARTICIPATE IN ANY PHYSICAL ACTIVITY THAT COULD FURTHER AGGRAVATE THE INJURY FOR WHICH I AM CURRENTLY ON LIMITED DUTY. WHILE ON LIMITED DUTY, IF I DESIRE TO PARTICIPATE IN LIMITED PHYSICAL EXERCISE/SPORTS, WRITTEN CONSENT FROM MY ATTENDING PHYSICIAN IS REQUIRED. INJURIES THAT ARE SUSTAINED WITHOUT WRITTEN PERMISSION MAY RESULT IN DISCIPLINARY ACTION.

_____
MEMBER'S SIGNATURE

WITNESSED: _____

NAME (LAST, FIRST MI)	SSN	BRANCH/CLASS

13

MILPERSMAN 1306-1202

LIMITED DUTY (LIMDU) AVAILABILITY PROCEDURES AND ASSIGNMENT POLICY

Responsible Office	NAVPERSCOM (PERS-4013D1L)	Phone:	DSN COM FAX	882-4358 (901)874-4358 882-2066
	NAVPERSCOM (PERS-4013D1)	Phone:	DSN COM FAX	882-4302 (901) 874-4302 882-2066
	NAVPERSCOM (PERS-4821)	Phone:	DSN COM FAX	882-3229 (901) 874-3229 882-2622

References	(a) NAVPERS 130000A (Transient Personnel Administration Manual)

1. **Policy**. The military treatment facility (MTF) shall immediately advise the member's parent command and servicing Personnel Support Detachment (PERSUPP DET) or personnel office upon determination that a member is to be processed for limited duty (LIMDU). The MTF will provide a copy of the signed medical evaluation board report to the member's servicing PERSUPP DET or personnel office within 24 hours following convening authority (CA) approval.

2. **Action Procedures upon Notification of Medical Board Processing**. Upon receiving information that a member is being processed for medical board action, the PERSUPP DET or personnel office will review the member's status and take the following action:

a. At the direction of the MTF, personnel assigned to sea duty (Type Duty Code "2" or "4") shall be transferred via a Standard Transfer Order (STO) (account category code (ACC) 355 TEMDU AWAITING RESULTS OF MEDICAL BOARD, or ACC 320 TEMDU FOR FURTHER ASSIGNMENT) to the nearest Patient/TPU/Others account as specified by the MTF. See MILPERMAN 1320-302 for standard transfer order (STO) preparation. **NOTE**: ACC changes from 1XX to 355 occur after the member reports to the nearest Patient/TPU/Others account.

b. All personnel in Type Duty Codes "1", "3", or "6", assigned FOR DUTY (ACC 100), shall be retained on board pending

completion of medical board processing. The ACC will not be changed to TEMDU (ACC 3XX).

c. Personnel assigned to an MTF for treatment (TEMDU UNTREAT)(ACC 37X) shall be tracked and accounted for per MILPERSMAN 1306-1600 and reference (a).

3. **Action Procedures upon Receipt of a Completed Medical Evaluation Board Report**. Upon receiving the signed medical board report, either Abbreviated Medical Evaluation Board Report (AMEBR) or dictated Medical Evaluation Board Report (MEBR), the PERSUPP DET or personnel office will take the following action:

a. **Patient Account**. Personnel assigned to a patient account shall be transferred to the nearest TPU/Others activity provided the provisions of MILPERSMAN 1306-1600 apply.

NOTE: Only those personnel in a temporary duty (TEMDU) status and/or personnel transferred TEMDU to the TPU/Others account awaiting an AMEBR or MEBR will be accounted for in ACC 355.

b. **Physical Evaluation Board (PEB)**. If a PEB is being initiated on a member, as specified by the MTF, comply with the following:

(1) Personnel assigned to sea duty (Type Duty Code "2" or "4"), shall be transferred via a STO to the nearest Patient/TPU/Others activity, as specified by the MTF, in ACC 355, TEMDU AWAITING RESULTS OF MEDICAL BOARD.

(2) Personnel assigned to shore duty (Type Duty Code "1") shall be accounted for in ACC 105, and not transferred unless the required medical care is not available in close proximity to their current duty station, in which case submit an immediate availability report.

(3) Personnel with Navy Personnel Command (NAVPERSCOM), Disability/Retirement/LIMDU Section (PERS-4821) permanent LIMDU authority shall be retained onboard the assigned shore command in ACC 105, and be assigned the LIMDU designator L5.

c. **Period of LIMDU**. If a signed AMEBR for a first period of temporary limited duty (TLD) for 6 months is completed, comply with the following:

(1) Personnel assigned from sea duty (Type Duty Code "2" or "4") to a TLD status shall be transferred via a STO to the nearest Patient/TPU/Others activity as specified by the MTF in ACC 320 TEMPORARY DUTY FOR FURTHER ASSIGNMENT.

(a) When not in receipt of member's LIMDU AMEBR, PSDs shall, upon receiving STO directing transfer of TLD personnel from sea duty to the nearest TPU/Others account, gain personnel in ACC 355. After gain entry is submitted, set up a LIMDU case file (MILPERSMAN 1306-1200 refers).

(b) Submit tracer action via **Request Copy of AMEBR/MEBR**, **Departmental Review Cover Sheet**, **or PEB Cover Sheet** (see Exhibit 1). The weekly status request message must be submitted to the MTF, with information copy to NAVPERSCOM (PERS-4821/PERS-4013D1L) and Bureau of Medicine and Surgery (BUMED) (M3M1). Personnel are to remain on the weekly status request message until the AMEBR/MEBR is received by PERSUPP DET. Once received, change member's ACC to 320, and submit a YH avail via E-Mail to epmac_avails@navy.mil. YH avail must comply with paragraph 3c(4).

(2) Personnel assigned TLD while on a normal shore tour shall be retained on board and ACC changed to 105 via Navy Standard Integrated Personnel System (NSIPS). Incorporate the member in the NSIPS Transient Tracking Panel and local tracking files. Comply with reference (a) regarding maintenance of the LIMDU report.

(a) If the member's existing projected rotation date (PRD) expires before the period of TLD, request a PRD adjustment via **Monthly Status Update of LIMDU Personnel** message. MILPERSMAN 1306-1204, Exhibit 1 refers. Monitor the Enlisted Distribution and Verification Report (EDVR) to ensure the PRD is correctly reflected.

(b) Do not submit an availability for enlisted members assigned to shore duty (Type Duty Code "1") for TLD, unless the required medical care is not available in close proximity to their current duty station, in which case submit an immediate YH availability report. YH avails must comply with paragraph 3c(4).

(3) Submit a message report for personnel assigned to overseas duty (Type Duty Code "3" or "6") to the appropriate assignment control authority (ACA). Info NAVPERSCOM, (PERS-4821), advising the availability of the required medical care at the overseas activity, with comment on the member's abilities to be effectively used on board with current condition during the period of TLD.

(a) If the required medical care is available and the member's condition does not prevent member from being used

productively on board during the period of TLD, comply with procedures identified for personnel assigned to shore duty (Type Duty Code "1").

(b) If required medical care is not available or member's current condition prevents effective use on board during the period of TLD, PERSUPP DET will submit a YH availability report.

(4) YH avails submitted via E-Mail must contain the following:

(a) The date the initial AMEBR/MEBR was completed.

(b) The number of months of LIMDU specified in the initial AMEBR/MEBR.

(c) The LIMDU PRD, which is 6 months from the date the AMEBR/MEBR was signed.

(d) International Classification of Diseases (ICD) code of the individual's physical condition.

(e) Physical limitations and/or geographical limitations.

(f) Family member’s location, if applicable.

(g) For overseas locations, include in remarks whether local treatment facilities can provide adequate medical care.

(5) If the signed medical board report recommends departmental review, track the results of NAVPERSCOM (PERS-4821) determination utilizing the **Monthly Status Update of LIMDU Personnel** message per MILPERSMAN 1306-1204, Exhibit 1, and reference (a). Take appropriate action as directed by NAVPERSCOM (PERS-4821) when departmental review notification message is received.

(6) If the medical board recommended referral to PEB, submit monthly status request for findings of the PEB to the MTF Physical Evaluation Board Liaison Officer (PEBLO) and NAVPERSCOM (PERS-4821) using the Monthly Status Update of LIMDU Personnel message. If PERSUPP DET is receiving a PEB listing from the MTF, and member in question is listed, the requirement for the PEB tracer action is waived. Upon receipt of findings, take appropriate action as directed.

4. **Assignment Policy**. NAVPERSCOM (PERS-4013D1L) is the central coordinator for the placement and assignment of LIMDU personnel. The function of this central coordination point is to equitably distribute LIMDU personnel throughout a geographical area. Upon receipt of each LIMDU availability, NAVPERSCOM (PERS-4013D1L) will review the placement and assignment options. A member assigned to LIMDU will be placed in a valid requisition provided by NAVPERSCOM based on the following guidelines:

a. TLD is authorized locally by the CA responsible for the MTF initiating LIMDU in increments of 6 months with a 12-month maximum. NAVPERSCOM (PERS-4821) will perform a departmental review of all cases that require additional LIMDU in excess of 12 months. The maximum time a member may be assigned a TLD status is 12 months, before referral to the PEB is required, unless otherwise directed by NAVPERSCOM (PERS-4821). Maximum total temporary LIMDU authorized is 12 months.

b. Prior to recommending assignments to the ACA, NAVPERSCOM will consider the number in a specific rating assigned in an activity, the readiness and mission capability impact on each activity assigned LIMDU personnel, and the equitable distribution of LIMDU personnel in a geographical area.

c. Members are assigned in close proximity to a MTF capable of providing the required care.

d. To satisfy permanent change of station (PCS) cost constraints as well as personnel requirements, other factors are considered in making assignments including the location of dependents, the member's past type duty, and the physical restrictions imposed by the medical board.

5. **Transfer to LIMDU**. Upon receipt of orders for transfer of personnel for LIMDU, the PERSUPP DET or personnel office will review the orders to ensure assignment has been directed per this article, within the restrictions set forth by the medical board, and is in close proximity to a MTF where the member may receive follow-up care. The parent command shall ensure that servicemember will not be assigned TAD outside the geographical area where member is receiving treatment.

a. Personnel assigned LIMDU per this article will be transferred immediately upon receipt of orders for assignment to LIMDU.

b. Should any factor(s) exist precluding assignment of the member to the duty station or geographical area specified in the

transfer directive, the PERSUPP DET or personnel office will do the following:

(1) Immediately advise the ACA, NAVPERSCOM (PERS-4821/PERS-4013C), the member's parent command, and the ultimate duty station by message.

(2) Hold the LIMDU assignment in abeyance pending further guidance.

c. LIMDU will not delay personnel pending mandatory separation or retirement. **Personnel pending a mandatory separation or retirement will not be delayed unless member is either hospitalized, or a medical board has been accepted by the PEB for disability processing prior to the mandatory release/retirement date**.

EXHIBIT 1

SAMPLE MESSAGE
REQUEST COPY OF AMEBR/MEBR, DEPARTMENTAL REVIEW COVER SHEET, OR PEB COVER SHEET

(Use the proper message format containing the following.)

```
FM       (PERSUPP DET/PARENT COMMAND IF NOT SERVICED BY
          PERSUPP DET)
TO        APPROPRIATE MTF//PAO//
INFO      BUMED WASHINGTON DC//M3M31//
          COMNAVPERSCOM MILLINGTON TN//PERS4821/TMU//
          COMNAVPERSCOM MILLINGTON TN//TMU//
UNCLAS//N06320//
MSGID/GENADMIN/(PERSUPP DET/PARENT COMMAND IF NOT SERVICED BY
PERSUPP DET)
SUBJ/ REQUEST COPY OF AMEBR/MEBR, DEPARTMENTAL REVIEW COVER
SHEET, OR PEB COVER SHEET
REF/A/DOC/MILPERSMAN 1306-1202Y-//
REF/B/DOC/EPMACINST 5000.3EY-//
NARR/REF A IS MILPERSMAN ARTICLE GOVERNING ASSIGNMENT OF LIMDU
PERSONNEL AND REF B IS TRANSIENT PERSONNEL ADMINISTRATION
MANUAL//
POC/A J SAILOR/PN1/DSN 222-2222/COMM 222-222-2222//
RMKS/1.  PER REFS A AND B, REQ FWD COPY OF APPROPRIATE MEDBD
COVER SHEET AS LISTED BELOW:
A.  FOL PERS HAVE HAD AN AMEBR/MEBR DICTATED:
NAME              SSN             UIC          REQ #
SAILOR, I         000-00-0000     00001        1ST
JONES, D          000-00-0001     00002        3RD
B.  FOL PERS HAVE BEEN REFERRED TO DEPT REVIEW:
NAME              SSN             UIC          REQ #
SEAMAN, A         000-00-0002     00003        1ST
ABEL, B           000-00-0003     00004        2ND
C.  FOL PERS WERE REFERRED TO PEB:
NAME              SSN             UIC          REQ #
SMITH, W          000-00-0004     00005        1ST
//
BT
```

SAMPLE

MILPERSMAN 1306-1204

ACCOUNTABILITY OF PERSONNEL ON LIMITED DUTY (LIMDU)

Responsible Office	NAVPERSCOM (PERS-4013C)	Phone: DSN COM FAX	(901) 873-5220 873-5253

References	(a) NAVPERS 130000A, Transient Personnel Administration Manual

1. **Information**. Proper accounting for limited duty (LIMDU) personnel and constant monitoring of the LIMDU process is key to ensuring appropriate treatment is received and that a final determination of fitness is made expeditiously. Effective communication between the member, the command, the servicing Personnel Support Activity Detachment (PERSUPP DET) or personnel office, and the cognizant military treatment facility (MTF) is the single most important factor in making sure that LIMDU personnel are accurately accounted for, and that all action is completed to facilitate a final determination of fitness. Reference (a) contains amplifying information for tracking and accounting for personnel in a LIMDU status.

2. **LIMDU Tracking Procedures**. Upon receipt of personnel for LIMDU, or upon changing a member's accounting category code (ACC) from 100 to 105, the PERSUPP DET or personnel office will verify the projected rotation date (PRD). For personnel whose ACC is being changed from 100 to 105, comply with provisions of MILPERSMAN 1306-1202.

a. For personnel ordered permanent change of station (PCS) for a period of LIMDU, if the PRD is not in agreement with the medical board, the PERSUPP DET or personnel office will advise Navy Personnel Command (NAVPERSCOM), Disability/Retirement/LIMDU Section (PERS-4821) and Personnel Readiness Section, (PERS-4013C), via the **Monthly Status Update of LIMDU Personnel** message (Exhibit 1).

b. The PERSUPP DET or personnel office will closely track the status of LIMDU personnel using the Navy Standard Integrated Personnel System (NSIPS) LIMDU report。 Refer to referemce (a)

for detailed guidance on the use of, and required entries for, the NSIPS LIMDU report.

c. NSIPS LIMDU reports will be maintained by PERSUPP DET or personnel office per guidelines set forth in this article and reference (a) to provide the following:

(1) A method of tracking required actions.

(2) Documentation for an accurate account throughout the LIMDU process.

(3) A source of information to be used in submission of required reports.

(4) Number of expired LIMDU periods to assist in returning personnel to the fleet.

(5) The LIMDU ADHOC Report is a tool to be provided by PERSUPP DET, at the time of the required monthly LIMDU meeting, with parent command and MTF LIMDU coordinators. This will be used to centrally coordinate, track, and discuss issues to ensure personnel do not delay in the LIMDU process. Proper utilization of this report during the LIMDU meeting will assist parent commands in pinpointing LIMDU personnel who are within 30 days of the expiration of LIMDU and require follow-up appointments.

d. To retain strict control and accountability, the LIMDU coordinator shall maintain the service records of LIMDU personnel separately from other records. These service records shall be flagged on the outer cover to readily identify special restrictions placed on LIMDU personnel regarding extension of enlistment, reenlistment, or discharge. This shall be accomplished by attaching a label to the front cover clearly marked "LIMDU."

e. Change the ACC from 100 to 105, and track results for all personnel who have had a medical board submitted to the Physical Evaluation Board (PEB) while serving on a normal shore tour.

3. **Status Update of LIMDU Personnel**. PERSUPP DET or personnel offices must submit a monthly report via message to NAVPERSCOM (PERS-4821/PERS-4013C), and Bureau of Medicine and Surgery (BUMED) (M3M1) with information copy to the cognizant MTF and

NAVPERSCOM (PERS-4013C) (see Exhibit 1). This report must be submitted no later than the 10th of each month. PERSUPP DETs or personnel offices that have LIMDU personnel assigned on board, but have no changes to report during the month must submit a **negative input report** (see Exhibit 2) by the 10th of each month.

a. **Report Composition**. The report is comprised of five sections as follows:

(1) PRD disparities.

(2) Personnel who are able to return to duty (RTD), assignment screening has been completed, and members have been made available for orders, but are not in receipt of orders.

(3) Personnel pending departmental review action where NAVPERSCOM (PERS-4821) determination has not been received within 30 days of convening authority (CA) signature.

(4) Personnel pending findings of PEB where determination has not been received within 30 days of CA signature, and who are not on the most current PEB listing.

(5) Personnel who have accepted preliminary findings of PEB awaiting final disposition. Request the status of all personnel who have accepted preliminary findings of PEB and final disposition has not been received within 30 days of member's acceptance. The following complete information shall be submitted:

(a) SSN, Grade/Rate, Name, and unit identification code (UIC) (per current Enlisted Distribution and Verification Report (EDVR)).

(b) Date member accepted preliminary findings.

b. **Report Descriptions/Guidance**. Report descriptions and guidance are as follows:

(1) **PRD Disparities**. Incorrect PRDs for personnel currently assigned in a LIMDU status require adjustment and fall under one of the following categories:

(a) Enlisted personnel who were gained at current command under LIMDU (ACC 105) orders, are assigned to a LIMDU period equal to or less than 12 months, and current PRD does not

equal LIMDU PRD. Use section 1a of the Monthly Status Update of LIMDU Personnel message (Exhibit 1) to request PRD adjustment to equal LIMDU PRD.

(b) Enlisted personnel who, while serving on a shore tour, are assigned to a LIMDU period equal to or less than 12 months and current PRD is less than LIMDU PRD. Use section 1a of the Monthly Status Update of LIMDU Personnel message (Exhibit 1) to request PRD adjustment to equal LIMDU PRD.

(c) Enlisted personnel who were gained at current command under LIMDU (ACC 105) orders, NAVPERSCOM (PERS-4821) approved a period of additional LIMDU, and current PRD does not equal new LIMDU PRD. Use section 1b of the Monthly Status Update of LIMDU Personnel message (Exhibit 1) to request PRD adjustment to equal new LIMDU PRD.

(d) Enlisted personnel who, while serving on a shore tour, NAVPERSCOM (PERS-4821) approved a period of additional LIMDU, and current PRD is less than new LIMDU PRD. Use section 1b of the Monthly Status Update of LIMDU Personnel message (Exhibit 1) to request PRD adjustment to equal new LIMDU PRD.

(e) Enlisted personnel with NAVPERSCOM (PERS-4821) approval for permanent LIMDU (L5), and current PRD does not equal permanent LIMDU PRD. Use section 1b of the Monthly Status Update of LIMDU Personnel message (Exhibit 1) to request PRD adjustment to equal permanent LIMDU PRD.

(f) In order for a PRD to be adjusted due to limited duty, personnel must first be gained in ACC 105 as applicable, and ACC 100 PCS orders cancelled, if on file. Report any PRD disparities that require update or correction in the Enlisted Master File.

(2) **Include the following information in the PRD disparity section of the message**:

(a) Name, SSN, UIC, and PRD (per current EDVR).

(b) Date of Abbreviated Medical Evaluation Report (AMEBR)/Medical Evaluation Board Report (MEBR).

(c) Period Of LIMDU.

(d) Requested PRD change.

(3) **Personnel made Available and not in Receipt of Orders**. Personnel who are able to RTD, assignment screening has been completed, and members have been made available for orders, but are not in receipt of orders.

(a) NAVPERSCOM code assigned to member.

(b) SSN, Rate, Name, PRD, and UIC (per current EDVR).

(c) Date avail submitted.

(4) **Personnel Pending Departmental Review Action**. Request the current status of all personnel pending departmental review action on AMEBR/MEBR where NAVPERSCOM (PERS-4821) determination has not been received within 30 days of CA signature. The following complete information shall be submitted:

(a) NAVPERSCOM code assigned to member.

(b) SSN, Grade/Rate, Name, and UIC (per current EDVR).

(c) Date of CA signature.

(d) Date AMEBR/MEBR was forwarded to NAVPERSCOM for determination.

(5) **Personnel Pending Preliminary Findings of PEB**. Request the status of all personnel pending preliminary findings of PEB that have not been received within 30 days of CA signature, and who are not on the most current PEB listing. The following complete information shall be submitted:

(a) Date of most current PEB listing.

(b) SSN, Grade/Rate, Name, and UIC (per current EDVR).

(c) Date of CA signature.

(d) Date MEBR was forwarded to PEB.

(6) **Personnel Who have Accepted Preliminary Findings of PEB Awaiting Final Disposition**. Request the status of all personnel who have accepted preliminary findings of PEB and final disposition has not been received within 30 days of member's acceptance. The following complete information shall be submitted:

(a) SSN, Grade/Rate, Name, and UIC (per current EDVR).

(b) Date member accepted preliminary findings.

EXHIBIT 1

SAMPLE MESSAGE
MONTHLY STATUS UPDATE OF LIMDU PERSONNEL

(Use the proper message format containing the following.)

FM (PERSUPP DET/PARENT COMMAND IF NOT SERVICED BY PERSUPP DET)
TO COMNAVPERSCOM MILLINGTON TN//JJJ//APPROPRIATE DETAILER CODE
COMNAVPERSCOM MILLINGTON TN//TMU//PERS4821//
(PARENT COMMANDS FOR ALL PERSONNEL LISTED WITHIN MESSAGE)
(COGNIZANT MEDICAL TREATMENT FACILITY)/PEBLO/PAO//
INFO BUMED WASHINGTON DC//M3M1//
COMNAVPERSCOM MILLINGTON TN//PERS4013C//
UNCLAS//N06320//
MSGID/GENADMIN/(PERSUPP DET/PARENT COMMAND IF NOT SERVICED BY PERSUPP DET)
SUBJ/MONTHLY STATUS UPDATE OF LIMDU PERS (MON YR)/
RMKS/1. A. FOR TMU ACTION. THE FOL ENL PERS ARE ASSIGNED TO A LIMITED DUTY PERIOD EQUAL TO OR LESS THAN 12 MONTHS AND HAVE ERRONEOUS LIMDU PRDS:
(THIS SUBPARA WILL BE USED FOR PERS WITH INCORRECT PRDS ASSIGNED WHEN LIMDU ORDERS WERE CUT, AND WHEN SHORE PERSONNEL PLACED ON LIMDU WITH CURR PRD LESS THAN LIMDU PRD. ALL REQUESTS FOR LIMDU PRD ADJ, WHEN PERIOD OF LIMDU IS EQUAL TO OR LESS THAN 12 MOS, WILL BE SENT TO TMU.)

SSN	RATE	NAME	MEDBD DT/PERIOD	CORRECT PRD	UIC
123-45-6789	HMCM	JOHNSON, S R	000809/8 MOS	0103	00001
001-00-0002	HM1	SMITH, I B	000812/8 MOS	0103	00002
002-00-0000	PNCM	SKATE, I M	000701/8 MOS	0102	00003

B. FOR TMU ACTION. THE FOL ENL PERS ARE ASSIGNED TO A LIMITED DUTY PERIOD GREATER THAN 12 MONTHS, APPROVED BY PERS-4821, AND HAVE ERRONEOUS LIMDU PRDS:
(THIS SUBPARA WILL BE USED FOR PERS WITH INCORRECT PRDS DUE TO SYSTEM ERROR.)

PERS	SSN	RATE	NAME	DTG PERS821 APP	CORRECT PRD	UIC
404	000-00-0005	AB1	EDGAR, B E	012000ZMAR00	0104	00005
404	005-23-9000	ABE2	NOBLE, I R	082840ZAPR00	0102	00006

C. FOR PERS 4821 ACTION. THE FOL OFFICERS ARE ASSIGNED TO LIMITED DUTY, APPROVED BY PERS-4821, AND HAVE ERRONEOUS LIMDU PRDS:
(THIS SUBPARA WILL BE USED FOR OFFICERS WITH INCORRECT PRDS DUE TO SYSTEM ERROR.)

PERS	SSN	GRADE	NAME	DTG PERS821 APP	CORRECT PRD	UIC
421	125-78-0054/1700	LTJG	JOHNSON, B	072130ZMAY00	0101	00009

2. FOR DETAILER ACTION. THE FOL PERS ARE ABLE TO RETURN TO DUTY, ASSIGNMENT SCREENING COMPLETED, AVAIL SUBMITTED, AND ARE NOT IN RECEIPT OF ORDERS:

PERS	SSN	RATE	NAME	AVAIL DATE	PRD	UIC	ASGN SCREEN
404	006-43-0001	AE2	FLYER, I M	000201	0003	00007	WWA 000130
405	009-54-0003	BMC	KNUCKLES, D	000312	0004	00008	WWA 000309

3. FOR PERS 4821 ACTION. THE FOL PERS ARE PENDING DEPT REVIEW AND HAVE NOT RECEIVED RESULTS WITHIN 30 DAYS:
(ENSURE PERS IN THIS PARA HAVE MEDBDS SIGNED AND MAILED TO PERS 4821 REQ ADDITIONAL LIMDU.)

PERS	SSN	GRADE/RATE	NAME	CA SIGNATURE DATE	DATE FWD NPC	UIC
4821	003-49-1314	EM1	SPARKY, B	000706	000708**	00010
4821	294-50-1516/1100	LT	SIMON, J	000712	000712	00011

4. FOR MTF PEBLO ACTION. THE FOL PERS ARE PENDING PRELIMINARY FINDINGS OF PEB IN EXCESS OF 30 DAYS FROM DATE FWD TO PEB, AND ARE NOT ON PEB LISTING OF **(INSERT DATE OF LATEST PEB LISTING)**:

SSN	GRADE/RATE	NAME	CA SIGNATURE DATE	DATE FWD PEB	UIC
935-76-4821	YN2	WHITEOUT, S	000723	000801	00014
000-23-2612	LTJG	BURNES, T	000630	000706	00015

5. FOR PERS 4821 ACTION. FOL INFO PROVIDED ON PERS AWAITING FINAL ACTION OF ACCEPTED PRELIMINARY PEB FINDINGS IN EXCESS OF 30 DAYS FROM DATE OF ACCEPTANCE.

SSN	GRADE/RATE	NAME	UIC	DATE ACCEPTED FINDINGS
008-00-0057	JO2	READER, M	00011	000630

6. LIMDU COORDINATOR PN2(SW/AW) JOHN JAMES DSN: 564-0111; COM (757) 867-5309.// EMAIL: JOHN.JAMES@NAVY.MIL//
BT

SAMPLE

EXHIBIT 2

SAMPLE MESSAGE
NEGATIVE REPORT FOR MONTHLY STATUS UPDATE
OF LIMDU PERSONNEL

(Use the proper message format containing the following.)

```
FM       (PERSUPP DET/PARENT COMMAND IF NOT SERVICED BY PERSUPP DET)
TO        COMNAVPERSCOM MILLINGTON TN//TMU/PERS4821//
          (PARENT COMMANDS FOR ALL PERSONNEL LISTED WITHIN MESSAGE)
INFO      BUMED WASHINGTON DC//M3M31//
         (COGNIZANT MEDICAL TREATMENT FACILITY)
          COMNAVPERSCOM MILLINGTON TN//PERS4013C//
UNCLAS//N06320//
MSGID/GENADMIN/(PERSUPP DET/PARENT COMMAND IF NOT SERVICED BY PERSUPP DET)
SUBJ/NEGATIVE REPORT FOR MONTHLY STATUS UPDATE OF LIMDU PERS (MON YR)/
RMKS/1.  ORIG HAS (# OF LIMDU) ONBD.  NO UPDATES IN THEIR STATUS HAVE OCURRED
DURING THIS MONTH.  (IF NO LIMDU PERSONNEL ARE ASSIGNED, THIS REPORT IS NOT
REQUIRED.)
2.  LIMDU COORDINATOR PN2(SW/AW) JOHN JAMES DSN:  564-0111;
COM (757) 867-5309.// EMAIL: JOHN.JAMES@NAVY.MIL//
BT
```

MILPERSMAN 1306-1206

LIMITED DUTY (LIMDU) FOLLOW-UP CARE

Responsible Office	NAVPERSCOM (PERS-4013C)	Phone: COM FAX	(901) 873-5220 873-5253

References	(a) NAVPERS 130000A (Transient Personnel Administration Manual) (b) BUMEDINST 1300.2 (c) NAVMED P-117, Manual of the Medical Department, Chapter 18

Exhibits	1. Sample Message – Weekly Request for LIMDU or Assignment Screening Status 2. Sample Message – Weekly LIMDU Follow-up Disposition

1. **Policy**

a. Per reference (a), each component of the limited duty (LIMDU) program (member, member's parent command, servicing Personnel Support Activity Detachment (PERSUPP DET) or personnel office, and cognizant military treatment facility (MTF)) shall assist in ensuring medical appointments are promptly completed and required reports are expeditiously processed.

b. The most efficient and successful LIMDU programs occur when managers of the LIMDU population meet to discuss issues on a regular basis; therefore, LIMDU coordinators from the MTF, PERSUPP DET, and commands with LIMDU personnel assigned shall meet at a minimum of once a month to resolve problems and analyze the process.

c. Suggestions for improvement in the LIMDU population management process should be submitted as soon as possible to Navy Personnel Command (NAVPERSCOM),

- Personnel Readiness Section (PERS-4013C)
- Transient Monitoring Unit (TMU) (PERS-4013C1A2)
- Disability Retirement/Limited Duty Section (PERS-4821).

2. **Follow-up Appointments**

a. All medical appointments for personnel in a temporary limited duty (TLD) status are required to be attended as directed by the medical officer. Any time there is a change in TLD status, the member must report to the PERSUPP DET within 24 hours.

b. Ensure leave (other than emergency) is coordinated with LIMDU coordinator and does not conflict or coincide with medical appointments.

c. The parent command LIMDU coordinator is responsible for ensuring that LIMDU members have provided a status of their TLD not later than 30 days prior to the expiration of TLD. If necessary, assist member in getting necessary appointments prior to expiration of TLD.

d. LIMDU coordinator at MTF will act as point of contact (POC) when parent commands are unable to schedule appointments.

e. The PERSUPP DET LIMDU coordinator will trace TLD personnel within 30 days of expiration of TLD using the **Weekly Request for LIMDU or Assignment Screening Status message**. See Exhibit 1. The request for LIMDU status message will be submitted weekly to the **parent command(s)** until status change results are received, with information copies to

- Bureau of Medicine and Surgery (BUMED) (BUMED-M3M1),
- NAVPERSCOM (PERS-4013C)
- NAVPERSCOM (PERS-4013C1A2)
- NAVPERSCOM (PERS-4821), and
- cognizant MTF.

f. Any time during a period of TLD the attending medical officer can make one of the following determinations:

(1) Member is able to “return to duty” (RTD).

(2) Member requires additional LIMDU, not to exceed 12 months.

(3) Member requires additional LIMDU, to exceed 12 months. (Requires NAVPERSCOM (PERS-4821) approval.)

(4) Medical board to be dictated referring the member to Physical Evaluation Board (PEB).

g. First and second periods of TLD only require Abbreviated Limited Duty Medical Board Report (AMEBR) approved locally by the cognizant MTF convening authority (CA). If there is a delay between the first and second periods, the elapsed time is applied toward the 12-month total. In these instances, the second period TLD will be less than 6 months.

h. When TLD cases return to duty (RTD), the AMEBR requires signature from cognizant MTF CA. No more than 5 working days may elapse from the date of RTD, CA signature, and PERSUPP DET notification by the MTF.

i. The member must notify the parent command and the PERSUPP DET within 24 hours of the pending RTD status change. The parent command must complete the assignment screening within 15 days of being able to RTD and forward completed assignment screening to PERSUPP DET within 24 hours. MILPERSMAN 1306-1208 refers.

j. PERSUPP DET is required to trace assignment screening results if not received from parent command within 15 days from the date a member is able to RTD. MILPERSMAN 1306-1208, Exhibit 3 refers.

k. PERSUPP DET will submit YJ availability and associated tracer actions upon receipt of completion of assignment screening. **NOTE**: You cannot fail an assignment screening. This availability will include one of the following remarks:

(1) **WORLD WIDE ASSIGNABLE**.

(2) **ASSIGNMENT LIMITED** (requires NAVPERSCOM, Enlisted Distribution Division (PERS-40BB) direction).

l. Cognizant MTF, per references (b) and (c), will advise

- NAVPERSCOM (PERS-4013C),
- NAVPERSCOM (PERS-4821),
- BUMED-M3M31,
- member's parent command, and
- servicing PERSUPP DET or personnel office,

via a weekly message of the status of all TLD personnel whose medical status changed during the previous week. This message shall be released each Friday. Exhibit 2 is a sample of a **Weekly LIMDU Follow-up Disposition** message. It is the responsibility of the cognizant MTF to ensure results of all follow-up appointments held the previous week are included on this message.

EXHIBIT 1

SAMPLE MESSAGE
WEEKLY REQUEST FOR LIMDU OR ASSIGNMENT SCREENING STATUS

(Use the proper message format containing the following.)

```
FM SERVICING PERSUPP DET/PERSONNEL OFFICE
TO PARENT COMMAND
COGNIZANT MEDICAL TREATMENT FACILITY
INFO BUMED WASHINGTON DC//M3M31//
NAVPERSCOM MILLINGTON TN//TMU/PERS4013C/PERS4821//
BT
UNCLAS //N06320//
MSGID/GENADMIN/PERSUPP DET________/-/-//
SUBJ:  WEEKLY REQUEST FOR LIMDU OR ASSIGNMENT SCREENING STATUS
REF/A/DOC/MILPERSMAN/YMD(041105)//
REF/B/DOC/NAVPERS 130000A/070101//
NARR/REF A IS MILPERSMAN 1306-1206 AND REF B IS TRANSIENT PERSONNEL
ADMINISTRATION MANUAL//
RMKS/1.  PER REFS A AND B, REQUEST TLD STATUS OF PERSONNEL LISTED BELOW WHO
ARE WITHIN 30 DAYS OF EXPIRATION OF LIMDU:

CMD         NAME          GRADE/RATE   SSN         LIMDU EXP  NO. REQ
SIMA        SEA, A        BM3          000000000   04NOV18    1ST
AIMD        SAILOR, J     AZC          000000001   04NOV09    2ND

2.  REQUEST TLD STATUS OF PERSONNEL LISTED BELOW WHO ARE BEYOND EXPIRATION OF
LIMDU.
CMD         NAME          GRADE/RATE   SSN         LIMDU EXP  NO. REQ
NAS         AIRMAN, J     AN           000000004   04OCT15    4TH

3.  THE FOLLOWING PERS ARE RTD, AND ASSIGNMENT SCREENING RESULTS HAVE NOT
BEEN RECEIVED.
CMD         NAME          GRADE/RATE   SSN         RTD DATE   NO. REQ
AIMD        HAZLETT, M    AT1          000000005   04NOV03    2ND

4.  LIMDU COORDINATOR PS2(SW/AW) JOHN JAMES DSN:  564-0111;
COM (757) 867-5309.// EMAIL: JOHN.JAMES@NAVY.MIL//
BT
```

SAMPLE

EXHIBIT 2

SAMPLE MESSAGE
WEEKLY LIMDU FOLLOW-UP DISPOSITION

(Use the proper message format containing the following.)

```
FM NAVHOSP _____________
TO COMNAVPERSCOM MILLINGTON TN//TMU/PERS-4821//
PARENT COMMAND(S) OF MEMBER(S)
SERVICING PERSUPP DET(S)/PERSONNEL OFFICE(S)
INFO BUMED WASHINGTON DC//M3M31//
BT
UNCLAS //N06320//
MSGID/GENADMIN/NAVHOSP___________/-/-//
SUBJ:  WEEKLY LIMDU FOLLOW-UP DISPOSITION
REF/A/DOC/MANMED/YMD(050110)//
REF/B/GENADMIN/COMNAVPERSCOM MILLINGTON TN/211500ZOCT88//
REF/C/GENADMIN/COMNAVPERSCOM MILLINGTON TN/280001ZNOV88//
RMKS/1.  PER REFS A THROUGH C, FOL IS IMMED UPDATE OF LIMDU PERS FOR THE
PERIOD _______________ TO _______________.

A.  FOL PERS EVALUATED AND ABLE TO RETURN TO DUTY.  SERVICING PERSUPP DET/
PERSONNEL OFFICE SHOULD SUBMIT AVAIL AND/OR CHANGE ACC TO 100 AS APPROPRIATE.
NAME          RATE   SSN         CLINIC/DR     UIC/CMD           AVAIL DATE
SMITH, R.B.   SN     000000000   ORTHO/PETERS  00207/NAS JAX   92MAR23
JONES, A.J.   MM3    000000001   PSYCH/WOOD    00204/NAS CECIL 92MAY18

B.  FOL PERS EVALUATED AND RECMD FOR ADDL PD OF LIMDU, NOT TO EXCEED 12 TOTAL
MONTHS OF TLD.  FOR TMU, REQ ADJ LIMDU EXPIRATION DATE.
NAME           RATE   SSN         CLINIC/DR     UIC/CMD           NEW EXP
DATE
MATT, D. NMN   SK2    000000002   ORTHO/PETERS  55467/NTC ORL   92JUL18
WILLIAMS, J.F. BM3    000000003   INTMED/JONES  00000/NSB KSBAY 92SEP15

C.  FOL PERS EVALUATED AND RECMD FOR ADDL PD OF LIMDU, TO EXCEED 12 TOTAL
MONTHS OF TLD.  FOR PERS-4821 MEDBD TO BE SUBMITTED FOR DEPARTMENTAL REVIEW.
NAME           RATE   SSN         CLINIC/DR     UIC/CMD      MEDBD DATE
MEADE, D. L.   PS1    000000004   ORTHO/PETERS  00207/NDW      92MAY14

D.  FOL PERS EVALUATED AND UNFIT FOR ADDL LIMDU, CASE REFERRED TO PEB.
NAME           RATE   SSN         CLINIC/DR     UIC/CMD      MEDBD DATE
HORNBLOWER, H. FC2    000000005   ORTHO/PETERS  00207/NAS JAX  92MAR23

E.  FOL PERS FAILED TO REPORT FOR SCHEDULED LIMDU FOLLOW-UP CARE APPT:
NAME          RATE  SSN        CLINIC/DR     UIC/CMD        NEW APPT
FELDERS, L.U. AT2   000000006  ORTHO/PETERS  00207/NAS JAX 1300/92APR06

2.  POC HMC(SS) B.T. PERSON, PATIENT ADMIN (A) 942-7777.//
BT
```

SAMPLE

MILPERSMAN 1306-1208

DISPOSITION AND ACCOUNTING OF PERSONNEL UPON COMPLETION OF LIMITED DUTY (LIMDU)

Responsible Office	NAVPERSCOM (PERS-4821/40BB)	Phone:	DSN	882-3229
			COM	(901) 874-3229
			FAX	882-2622
	EPMAC DET TMU		DSN	678-1602
			COM	(504) 678-1602
			FAX	678-5126

1. **Purpose**. This article provides procedures for accounting and disposition of personnel upon completion of limited duty (LIMDU).

2. **Accounting Procedures**. When a member is determined by the cognizant military treatment facility (MTF) to be able to return to duty (RTD), no more than 5 working days may elapse between RTD, convening authority (CA) signature, and notification of Personnel Support Activity Detachment (PERSUPP DET) by the MTF. All determinations for RTD require CA signature. Once able to return to duty, the following actions will occur:

a. For members who were placed on limited duty during a normal shore tour and whose accounting category code (ACC) was changed from 100 to 105:

(1) If projected rotation date (PRD) is more than 9 months beyond their temporary limited duty (TLD) period, change ACC to 100. Assignment screening is not required.

(2) If within 9 months of PRD when able to RTD, parent command will ensure member completes an assignment screening within 15 days of being able to RTD. Forward completed assignment screening to PERSUPP DET within 24 hours. The servicing PERSUPP DET will submit the **Request for LIMDU/Assignment Screening Status message**, MILPERSMAN 1306-1206, Exhibit 1, for all personnel who were able to RTD and assignment screening has not been received within 15 days.

(3) If the PRD was adjusted to complete the period of TLD, parent command will ensure member completes an assignment

screening within 15 days of being able to RTD. Forward completed assignment screening to PERSUPP DET within 24 hours. The servicing PERSUPP DET will submit the **Request for LIMDU or Assignment Screening Status** message, MILPERSMAN 1306-1206, Exhibit 1, for all personnel who were able to RTD and assignment screening has not been received within 15 days.

(4) Upon receipt of completed assignment screening, PERSUPP DET will submit a YJ availability and associated tracer actions (see Exhibit 3, **Assignment Limited Tracer** message). This availability will include one of the following remarks:

(a) If member is world wide assignable (WWA), include the following remarks in availability **"WORLD WIDE ASSIGNABLE."**

(b) If member is able to RTD with limitations, include the following remarks in availability **"ASSIGNMENT LIMITED."** (Requires Navy Personnel Command (NAVPERSCOM) (PERS-40BB) direction.)

b. For members reassigned from sea duty and ordered to a new duty station for LIMDU (i.e., permanent change of station (PCS) orders issued by the Assignment Control Authority (ACA)):

(1) Parent command will ensure member completes an assignment screening within 15 days of being able to RTD. Forward completed assignment screening to PERSUPP DET within 24 hours. The servicing PERSUPPDET will submit the **Request for LIMDU or Assignment Screening Status** message, MILPERSMAN 1306-1206, Exhibit 1, for all personnel who are able to RTD and assignment screening has not been received within 15 days.

(2) If member is not pending a “Perform to Serve” or "rate conversion" request, PERSUPP DET will submit a YJ availability and associated tracer actions. This availability will include one of the following remarks:

(a) If member is WWA include the following remarks in availability **"WORLD WIDE ASSIGNABLE."**

(b) If member is able to RTD with limitations, include the following remarks in availability **"ASSIGNMENT LIMITED."** (Requires NAVPERSCOM (PERS-40BB) direction.)

(3) If member requires submission of a “Perform to Serve” or "rate conversion" request, PERSUPP DET will submit a YJ availability and associated tracer actions. This availability will include one of the following remarks:

(a) If member is WWA, include the following remarks in availability **"WORLD WIDE ASSIGNABLE, PERFORM TO SERVE PENDING/RATE CONVERSION REQUEST PENDING."**

(b) If member is able to RTD with limitations, include the following remarks in availability **"ASSIGNMENT LIMITED, PERFORM TO SERVE PENDING/RATE CONVERSION REQUEST PENDING."** (Requires NAVPERSCOM (PERS-40BB) direction.)

(4) If member is pending Fleet Reserve approval request, change ACC to 100 and track per MILPERSMAN 1830-010.

c. Upon receipt of NAVPERSCOM orders change member’s ACC from 105 to 100, or upon determination by NAVPERSCOM (PERS-40BB).

d. **Members authorized to proceed home awaiting orders per MILPERSMAN 1910-900, to await Physical Evaluation Board (PEB) proceedings**, will be accounted for in ACC 381.

e. **For enlisted members able to RTD and who are in receipt of approved retirement/Fleet Reserve dates, or are beyond high year tenure (HYT)**, no availability is required. Change ACC to 100 and contact NAVPERSCOM, Disability Retirement/Limited Duty Branch (PERS-4822 for enlisted and PERS-4823 for officers) regarding execution of previously approved retirement or Fleet Reserve authorization.

3. **Assignment Limited**. Members found to be "assignment limited" will be issued both a Navy Enlisted Classification (NEC) of 0090 by NAVPERSCOM (PERS-40BB), and an LM designator by NAVPERSCOM (PERS-4821). NAVPERSCOM (PERS-40BB) will direct one of the following actions:

a. **Direct administrative separation (ADSEP)**. Upon receipt of ADSEP message, PERSUPP DET will separate member as directed. Retain member on board current command and separate at expiration of active obligated service (EAOS).

b. **Issuance of orders based on assignment limitations**. NAVPERSCOM assignment determination will be made between

NAVPERSCOM (PERS-40BB), applicable detailer, and a NAVPERSCOM (PERS-4821) medical officer following receipt of assignment limited message from member's parent command.

4. **Assignment of Members Able to RTD**. Members will be assigned by the ACA after being found able to RTD by a medical board and after completion of the assignment screening as follows:

a. **Type Duty Code "1" or "6."** Members being assigned to, or who are currently on Type Duty Code "1" or "6", will have the period of LIMDU applied to their normal shore tour (NST).

(1) Whatever time remains on a NST after the LIMDU period has been applied will be completed at the current duty station. If no time is remaining on NST, the member will be assigned to sea duty.

(2) The decision logic table (Exhibit 1) with availability month as basis for computation pertains.

b. **Type Duty Code "2," "3," or "4."**

(1) Members who were on Type Duty Code "2," "3," or "4" and were assigned ashore for the period of TLD will normally be assigned per the Exhibit 2 table, using availability month as basis for computation.

(2) The time member starts LIMDU until the member is able to RTD is considered **idle time** and will not be used in computation of cumulative sea time.

5. **Early Separation**. Approval of early separation will be contingent upon overall Navy manning, manning of specific ratings and NECs, the availability of billets, and existing PCS funding constraints.

a. **EAOS within 90 Days**. Members whose EAOS is within 90 days, and do not desire to reenlist, may be separated within 7 days of being able to RTD per MILPERSMAN 1910-102.

b. **EAOS more than 90 Days, but within 1 Year**. Members whose EAOS is more than 90 days, but within 1 year, may submit a request for early separation to NAVPERSCOM.

EXHIBIT 1

DECISION LOGIC TABLE FOR ASSIGNMENT OF MEMBERS ABLE TO RTD AFTER ASSIGNMENT TO LIMDU FROM TYPE DUTY CODE "1" OR "6"

Rule	If months remaining on NST ...	member will ...	and PRD set ...
A	is greater than zero	remain at current duty station,	to complete NST.
B	is less than zero (no time remaining)	be assigned to sea duty,	to prescribed sea tour (PST).

EXHIBIT 2

DECISION LOGIC TABLE FOR ASSIGNMENT OF MEMBERS ABLE TO RTD AFTER ASSIGNMENT TO LIMDU FROM TYPE DUTY CODE "2," "3," OR "4"

Rule	If member has ...	member will be assigned to ...	with PRD established ...	provided ...
A	0-6 months remaining on PST,	shore duty	to NST.	See notes 1 and 2.
B	greater than 6 months remaining on PST,	sea duty	to complete PST. See notes 1 and 2.	

Note 1: Career members will be assigned without regard to obligated service (OBLISERV).

Note 2: Non-career members must have, or agree to acquire, a minimum 24 months OBLISERV to be eligible for assignment ashore. Non-career members who do not desire to acquire necessary OBLISERV will remain at current duty station/may request early separation.

Example (1): Members who have 12 months remaining on PST will be assigned to a 24-month tour.

Example (2): Members who have 9 months remaining on PST will be required to complete a 21-month tour.

EXHIBIT 3

SAMPLE MESSAGE
ASSIGNMENT LIMITED TRACER

(Use proper message format containing the following:)

```
FM        PARENT COMMAND//
TO        COMNAVPERSCOM MILLINGTON TN//PERS40BB/4821/RATING DETAILER/
INFO      BUMED WASHINGTON DC//M3F//
          (COGNIZANT MEDICAL TREATMENT FACILITY)//
          (SERVICING PERSUPP DET)//OIC//
          TRANSMONUNIT NEW ORLEANS LA//TMU//
BT
UNCLAS//N06320//
MSGID/GENADMIN/(SERVICING PERSUPP DET)
SUBJ/ASSIGNMENT LIMITED TRACER/
REF/A/DOC/MPM/YMD(041105)//
REF/B/DOC/EPMACINST 5000.3F/YMD(050215)//
REF/C/DOC/BUMED/YMD(050110)//
NARR/REF A MILPERSMAN 1300-801 ASSIGNMENT SCREENING.  REF B IS TPAMAN.  REF C IS
BUMEDINST 1300.2.
RMKS/1.  PER REFS A, B, AND C, THE FOL PERS WERE FOUND ABLE TO RETURN TO DUTY, WERE
DETERMINED TO BE ASSIGNMENT LIMITED, ASSIGNMENT LIMITED REPORT MESSAGE WAS SUBMITTED,
AND HAVE NOT RECEIVED NPC DETERMINATION WITHIN 30 DAYS:
(THIS PARA WILL INCLUDE INITIAL ENTRY OF ALL PERS WHO WERE FOUND FFD, ASSIGNMENT
SCREENING DETERMINED MBR TO BE "NOT WORLD WIDE ASSIGNABLE," ASSIGNMENT LIMITED REPORT
MESSAGE WAS SUBMITTED, AND NPC DISPOSITION IS NOT RECEIVED WITHIN 30 DAYS.)
SSN          RATE  NAME          ASSGN LIM DT  ASSGN LIM DTG  UIC    #REQ
001-00-0000  HMCM  JOHNSON, S R  000809        121356AUG00    00001   1ST
002-00-0000  HM1   SMITH, I B    000812        161027AUG00    00002   1ST
004-00-0000  SR    DONG, B D     000809        111336AUG00    00001   2ND
005-00-0000  AT1   MCGUFFIE, I B 000812        151555AUG00    00002   2ND
003-00-0000  PNCM  SKATE, I M    000701        041440JUL00    00003   3RD
006-00-0000  AD2   HAZLETT, M A  000601        031236JUN00    00003   4TH
3.  LIMDU COORDINATOR PN1(AW) MICHAEL SUPERSTAR DSN:  949-4000; COM:  (559) 998-4000;
EMAIL:  MSUPERSTAR@NAVY.MIL//
BT
```

MILPERSMAN 1306-1210

NUCLEAR-TRAINED AND SUBMARINE PERSONNEL ON LIMITED DUTY (LIMDU)

Responsible Offices	NAVPERSCOM (PERS-403F)	Phone:	DSN	882-3617
			COM	(901) 874-3617
			FAX	882-2638
	CNO (N133D)	Phone:	DSN	225-3301
			COM	(703) 695-3301
			FAX	(703) 697-7751
	NAVPERSCOM (PERS-4013D)	Phone:	DSN	882-4386
			COM	(901) 874-4386
			FAX	874-2066
	NAVPERSCOM (PERS-4013D1)	Phone:	DSN	882-4302
			COM	(901) 874-4302
			FAX	874-2066

References	(a) NAVMED P-117, Manual of the Medical Department

1. **Policy**. Nuclear-trained surface, nuclear-trained submarine, and non nuclear-trained submarine personnel require additional screening and administrative processing for assignment to or from a limited duty (LIMDU) status. **All** of the above personnel, regardless of sea/shore type duty code or type assignment code, must be made available (class YH avail) for assignment to LIMDU with a projected rotation date (PRD) established for the length of the LIMDU period.

2. **Procedures**. To eliminate delays in returning the above members to full duty they must be immediately identified and meticulously tracked to ensure the additional requirements are completed in a timely manner.

a. **Medical Evaluation**. All nuclear-trained surface, nuclear-trained submarine, and non nuclear-trained submarine personnel detached for hospitalization or LIMDU shall be expeditiously evaluated by the command medical department representative, squadron medical officer, or group medical officer to determine their potential for continued service in the nuclear field or submarine force. If nuclear field or submarine disqualification is appropriate, the member's parent command

shall submit the disqualification and Navy Enlisted Classification (NEC) change request, if required, as follows:

(1) **For nuclear-trained surface and nuclear-trained submarine personnel**: Submit via the appropriate chain of command to Chief of Naval Operations (CNO), Nuclear Propulsion Branch (N133D).

(2) **For non nuclear-trained submarine personnel**: Submit via the appropriate chain of command to Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403F).

b. **Documentation to CNO (N133D) for Nuclear-Trained Operators**. The servicing Personnel Support Detachment (PERSUPP DET) or personnel office submitting the availability for assignment to a LIMDU status on a nuclear-trained surface or nuclear-trained submarine member will forward a copy of the medical board report, with enclosures, to CNO (N133D) by separate correspondence.

c. **Required Notification for Examinations/Screening**. The servicing PERSUPP DET or personnel office for a member assigned to LIMDU will ensure the member and member's command are aware of all required physical examinations/screening in time to be completed prior to the expiration of the LIMDU period (reference (a), chapter 18).

d. **Complete Requirements/forward Documentation**. The member's command will ensure the member completes all medical requirements needed to determine fitness for duty in submarines and/or fitness for duty involving exposure to ionizing radiation, and that documentation is forwarded to the servicing PERSUPP DET or personnel office.

e. **Screening by Undersea Medical Officer**. Prior to being made available from LIMDU, **non nuclear-trained submarine personnel** will be screened for return to submarine duty by an undersea medical officer. A YJ availability report shall be submitted and shall include the following remarks, modified as appropriate:

"Member has been found “fit for duty” in submarines by Dr._____, (Title)."

f. **Screening by CNO (N133D) for Nuclear-Trained Operators**. Nuclear-trained surface and nuclear-trained submarine personnel shall **not** be made available from LIMDU until screened by CNO (N133D). Once screening is completed, CNO (N133D) will direct the PERSUPP DET or personnel office to submit availability. The following documentation must be submitted to CNO (N133D) prior to the expiration of the member's LIMDU period:

(1) NAVMED 6100/5 (Rev. 9-04), Abbreviated Medical Evaluation Board Report (AMEBR) which assigned the member to LIMDU, with all supporting documentation.

(2) DD Form 2808 (Rev. 10-05), Report of Medical Examination with qualified or not qualified recommendations in block 74 and DD Form 2807-1 (Rev. 10-03), Report of Medical History for the following:

(a) Fitness for full duty.

(b) Fitness for duty involving occupational exposure to ionizing radiation.

(c) Fitness for nuclear field duty.

(d) Fitness for submarine duty if a nuclear trained submariner. Must be signed by an undersea medical officer.

(3) SF 600 (Rev. 6-97), Chronological Record of Medical Care that clearly and legibly states all of the above qualifications, when signed by a medical officer qualified to make the assessment, is acceptable in lieu of an DD Form 2808.

(4) If LIMDU was based on a psychological problem, documentation shall include the following:

(a) A thorough history of the problem (stress reaction, personality disorder, suicidal ideation, etc.).

(b) Treatment.

(c) Resolution.

g. **Disqualification/Waivers**

(1) Request for disqualification/waivers of disqualification shall be submitted as follows:

(a) **For nuclear and non nuclear-trained submarine personnel**: Submit via the appropriate chain of command and

Bureau of Medicine and Surgery (BUMED) (M3B42) to NAVPERSCOM (PERS-403F).

(b) **For nuclear-trained surface personnel**: Submit via the appropriate chain of command and BUMED (M3B42) to NAVPERSCOM (PERS-403F).

(2) Submarine medical disqualification requests for nuclear-trained submarine personnel shall include a recommendation regarding qualification for nuclear field duty and for duty involving exposure to ionizing radiation. (See reference (a), articles 15-103 and 15-106 for additional information.)

3. **Inquiries**. Inquiries related to screening status/ requirements for all nuclear-trained enlisted personnel should be directed to CNO (N133D).

MILPERSMAN 1306-1500

FULL TIME SUPPORT (FTS) PROGRAM

Responsible Office	BUPERS-32	Phone: DSN COM FAX	882-2678 (901)874-2678 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. §12102(a) and §12103(a)

1. **General Information**

a. The purpose of the Full Time Support (FTS) Program is to train and administer the Navy Reserve. It is open to both male and female personnel. Enlisted FTS personnel serve in demanding billets, both at sea and ashore, providing the support necessary to prepare Navy reservists to conduct prompt and sustained operations in support of United States national interests. Enlisted FTS personnel may be assigned to the following:

(1) **Operational units** (e.g., ships, maritime expeditionary security forces, aviation squadrons, etc.);

(2) **Shore activities** (e.g., Navy operational support centers, military entrance processing stations, etc.); or

(3) **Major shore commands** (e.g., Chief of Naval Operations, Navy Personnel Command (NAVPERSCOM), Commander, Navy Reserve Forces Command, etc.).

b. FTS enlisted personnel are accessed via the following:

(1) Initial enlistment;

(2) Conversion from active component (AC); or

(3) Recall of Selected Reserve (SELRES) to active duty (ACDU).

c. First-term FTS direct enlistment is authorized by

reference (a). Members of this program are guaranteed an "A" school after recruit training. They incur an 8-year obligation of which 48 months are normally served on continuous ACDU.

d. All approved applicants for the FTS Program incur a minimum 4-year ACDU obligation. The enlisted community manager may authorize a 3-year obligation for FTS accessions that do not require a rate change.

e. Career opportunities exist in the enlisted FTS Program for personnel in the following ratings:

AD	aviation machinist's mate
AE	aviation electrician's mate
AM	aviation structural mechanic
AME	aviation structural mechanic (safety equipment)
AO	aviation ordnanceman
AS	aviation support equipment technician
AT	aviation electronics technician
AWF	naval aircrewman (mechanical)
AZ	aviation maintenance administrationman
BM	boatswain's mate
CS	culinary specialist
DC	damage controlman
EM	electrician's mate
ET	electronics technician
HM	hospital corpsman
IT	information systems technician
LS	logistics specialist
NC	Navy counselor
PR	aircrew survival equipmentman
PS	personnel specialist
YN	yeoman

f. SELRES recalls into the FTS Program are normally restricted to pay grade E-5 and below, and are limited by fiscal year quotas.

g. Application procedures for the FTS Program are outlined in MILPERSMAN 1306-1502.

2. **Selection Criteria**. The FTS community is small and opportunities for accession are limited. Manpower requirements

(pay grade, rating, and Navy enlisted classification codes), physical readiness, years of active service, and sustained professional performance are the primary considerations for selection.

3. **Obligated Service (OBLISERV) Requirements**. OBLISERV requirements for FTS personnel assignments are contained in MILPERSMAN 1306-106.

4. **Reenlistment Incentive**. Selective reenlistment bonuses (SRBs) are occasionally offered for reenlistments into the FTS Program. Refer to the latest SRB naval administrative message (NAVADMIN) for specific skills and award levels offered. Additionally, FTS personnel may request assignment under the Guaranteed Assignment Retention Detailing 2000 Program as per guidance in MILPERSMAN 1306-1002.

5. **FTS Sea Shore Rotation**. FTS sea/shore rotation tour lengths are determined by rating and pay grade. Refer to the current NAVADMIN for FTS sea shore rotation tour lengths. Projected rotation dates (PRDs) for first-term FTS personnel with 4 years initial OBLISERV will normally coincide with their expiration of active obligated service. Initial sea/shore tour and PRD will be recomputed upon reenlistment at which time the member will then be reassigned based on normal rotation.

6. **Change of Rating in Conjunction with FTS Accession**. Personnel in ratings not listed in paragraph 1e may request a change of rating in conjunction with their AC to FTS conversion or SELRES recall to FTS. Change of rating requests are considered on a case-by-case basis, focusing primarily on individual qualifications, formal coursework, and practical experience necessary to perform the duties of personnel in the desired rating.

7. **Approval Authority for AC to FTS Conversion and SELRES Recall to FTS**. Bureau of Naval Personnel (BUPERS), Enlisted Community Management (BUPERS-32) is the approval authority for AC to FTS, FTS to AC, and SELRES to FTS via a Career Waypoint-Transition application.

MILPERSMAN 1306-1501

ENLISTED ACTIVE COMPONENT TO RESERVE COMPONENT (AC2RC) TRANSITION VIA THE CAREER TRANSITION OFFICE (CTO)

Responsible Office	NAVPERSCOM (PERS-97)	Phone: DSN COM FAX	882-4108 901-874-4108 901-874-2186

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Purpose.** This article sets forth the procedures for an enlisted member in the Active Component (AC) or Full Time Support (FTS) to directly transition at end of active obligated service (EAOS) to the Selected Reserve (SELRES) via the Active Component to the Reserve Component (AC2RC) Program to continue his or her Navy career.

2. **Eligibility.** All Sailors desiring transition from AC2RC via Navy Personnel Command (NAVPERSCOM), Career Transition Office (CTO) (PERS-97) must have a Perform to Serve (PTS) SELRES option quota or Enlisted Early Career Transition Program (ECTP) approval. To affiliate with the SELRES, application procedures are as follows:

a. PTS with SELRES option is open to all eligible Active Duty Sailors in zones A, B, and C with up to 14 years of active service. PTS applications will continue to be processed until 3 months prior to EAOS (as extended) per MILPERSMAN 1440-060. Eligible Sailors include:

(1) Sailors in their normal PTS window that are within 4 to 12 months of their EAOS;

(2) Sailors electing to separate at EAOS;

(3) Sailors “PTS denied” to remain on Active Duty;

(4) E-5 and below Sailors being released from Active Duty as a result of the Navy’s High Year Tenure policy; and

(5) Sailors identified by the Enlisted Retention Board for release from Active Duty.

b. Sailors who currently have a final AC or FTS PTS quota and have greater than 3 months remaining prior to their EAOS (as extended) must cancel their AC or FTS PTS quota prior to applying for a quota for the SELRES by submitting a NAVPERS 1070/613 Administrative Remarks to the Bureau of Naval Personnel (BUPERS), Enlisted Community Management (BUPERS-32). NAVPERS 1070/613 is available at: http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx.

c. Sailors who do not have a PTS quota for the SELRES, have greater than 30 days prior to EAOS (as extended), are not currently on terminal leave, and desire direct transition to the Reserve Component (RC) as a SELRES are required to have their Command Career Counselor (CCC) contact the SELRES community manager to request a SELRES quota. The SELRES community manager will approve or disapprove the accession quota based on the needs of the Navy.

d. All other Sailors must contact a Navy recruiter if they desire to affiliate with the RC as a SELRES.

3. **Procedures**. The following procedures have been established for all AC or FTS Sailors transitioning to the SELRES via the CTO:

a. Upon notification of PTS quota approval for the SELRES, the CCC shall assist the Sailor with completing and submitting NAVPERS 1306/97 Reserve Affiliation Screening Checklist (RASC) and Contact Information Sheet regardless of the Sailor's intentions. Once the Sailor decides to utilize the PTS quota for the SELRES, the CCC will submit the RASC to the CTO. If the Sailor does not desire to utilize the PTS quota for the SELRES at the time of approval, the CCC shall print and retain the Sailor's PTS approval letter onboard until the 61st day after the Sailors EAOS;

b. The Sailor's AC commanding officer (CO) shall evaluate and certify that the member is fully qualified utilizing the RASC regardless of the Sailor's intent to use their PTS quota for the SELRES. NAVPERS 1306/97 is available at: http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx

c. The CTO will prepare and provide all affiliation documents to the Sailor via their CCC to review, sign, and return to the CTO;

d. Upon completion and submission of the RASC, the CCC and Sailor must log into the Career Management System-Interactive Detailing (CMS-ID) and select the location of the nearest Navy operational support center (NOSC) where the Sailor intends to drill;

e. Upon receipt of a completed RASC from the CTO, NAVPERSCOM, Full Time Support Assignments Branch (PERS-4012) will generate separation orders on the Sailor to the NOSC that the Sailor selected via CMS-ID;

f. The CO must rescind the Sailor’s approval for affiliation if the Sailor subsequently becomes ineligible to affiliate in the Navy Reserves (non-judicial punishment, medical reasons) after the RASC has been sent to the CTO. To rescind approval, the CO must check the final disapproval block on the RASC and resubmit the form to the CTO to terminate the affiliation process before the Sailor detaches from his or her command;

g. Sailors who receive separation orders from NAVPERSCOM will detach from their AC command and report to the NOSC by the “report no later than” date that as described on their separation orders. The detaching command’s supporting personnel support detachment (PERSUPP DET) or afloat personnel office will affect the AC transfer to the NOSC;

h. The supporting PERSUPP DET of the NOSC for Sailors with NAVPERSCOM separation orders will affect the gain to the NOSC and the AC strength loss;

i. Sailors will have their RC strength gain and their initial Navy Reserve unit assignment initiated by the CTO;

j. Sailors who do not complete their RASC and request a NOSC via CMS-ID at least 60 days prior to their EAOS will not receive NAVPERSCOM separation orders to their NOSC of choice. Sailors who subsequently complete their RASC within 60 days of their EAOS will initiate their transition via the CTO. Sailors without orders to the NOSC will not report to the NOSC until they receive their transition documents including their drill date from the CTO;

k. If required, CCCs will assist Sailors with the execution of a Reserve reenlistment contract. Sailors who choose to fulfill their Reserve obligation for involuntary separation pay in SELRES, must sign a contract for a minimum of 3 years per MILPERSMAN 1910-050. The contract must be sworn and signed prior to the Sailor executing any terminal leave. The effective date of the Reserve contract must be the day after the Sailor's EAOS; and

l. All Sailors who affiliate with the SELRES via this article must hand carry their medical and dental records to their NOSC.

4. **Feedback**. If the gaining NOSC determines that the appropriate screening was not done or was completed improperly, NAVPERS (PERS-97) shall be informed and a Special Program Screening Deficiency Report shall be submitted to the detaching command. Refer to MILPERSMAN 1306-900, Exhibit 3.

MILPERSMAN 1306-1502

ELIGIBILITY REQUIREMENTS AND APPLICATION PROCEDURES FOR CONVERSION AND RECALL TO THE FULL TIME SUPPORT (FTS) PROGRAM

Responsible Office	NAVPERSCOM (PERS-913)	Phone: DSN COM FAX	882-4510 (901) 874-4510 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) COMNAVRESFORINST 1001.5F (b) OPNAVINST 6110.1J (c) NAVMED P-117, Manual of the Medical Department (MANMED)

1. **Policy**. This article sets forth eligibility and application procedures for Active component (AC) Sailors requesting conversion to the Full Time Support (FTS) Program and selected reservists (SELRES) requesting recall to Active Duty (ACDU) in the FTS Program. All AC Sailors must utilize the Fleet Rating Identification Engine (RIDE) - Perform to Serve System (PTS) when requesting conversion into the FTS Program. SELRES Sailors must request recall via Navy Personnel Command (NAVPERSCOM), Reserve Enlisted Status Branch/FTS Recall and Conversions (PERS-913).

2. **Eligibility Requirements for Selected Reserve (SELRES) Recall to ACDU in the FTS Program**

a. Applicant must:

(1) Be a member of the SELRES at the time of application for FTS recall. Retired Sailors and Sailors of the Individual Ready Reserve are not eligible;

(2) Have satisfactory drill participation;

(3) Be designated. Undesignated personnel are not eligible for FTS recall to ACDU;

(4) Have completed all requirements to make rate

permanent for all temporary rating Reserve affiliation programs as per reference (a);

(5) Have completed any mandatory drilling obligation (if applicable) per reference (a). New Accession Training Program and National Call to Service Program Sailors will be considered on a case-by-case basis;

(6) Be able to meet the prescribed enlisted age limitations for continuation on ACDU per MILPERSMAN 1160-010;

(7) Meet physical readiness assessment standards per reference (b);

(8) Meet requirements for reenlistment per reference (c), Chapters 15 and 18; and

(9) Be eligible to reenlist for 48 months without exceeding High Year Tenure (HYT) Program limitations outlined in MILPERSMAN 1160-120.

b. SELRES currently mobilized or identified for mobilization may apply for recall into the FTS Program, but normally will not be approved for FTS reenlistment until demobilized.

3. **Eligibility Requirements for AC Conversion to the FTS Program**

a. Applicant must:

(1) Be eligible to reenlist for 48 months without exceeding HYT limitations outlined in MILPERSMAN 1160-120;

(2) Have completed a minimum of 24 months on board current command before submission of application;

(3) Not be in receipt of permanent change of station orders;

(4) Complete all contractual requirements if reenlisted with a selective reenlistment bonus (SRB). Applicant may be approved for FTS conversion if currently serving under an SRB, but may not reenlist in the FTS Program until the full term of obligated service (OBLISERV) has been completed;

(5) Be within 12 months of projected rotation date (PRD) and expiration of active obligated service (EAOS). If EAOS and PRD don't match, it is recommended that the applicant submit a request to the appropriate detailer to align PRD and EAOS before submitting application;

(6) Meet physical readiness assessment standards per reference (b); and

(7) Meet requirements for reenlistment per reference (c), Chapter 15.

4. **SELRES Application Procedures**

a. **Required Documentation**. Sailor submits NAVPERS 1306/7 Enlisted Personnel Action Request to NAVPERSCOM (PERS-913) via the commanding officer (CO). In the “Reason for Submission” request block of NAVPERS 1306/7, SELRES will indicate “**Recall to Active Duty in the FTS Program**.” Also indicate any change of rate requested as applicable.

b. Command endorses the application (see Exhibit 1) and forwards with the following enclosures:

(1) Copies of applicant’s NAVPERS 1616/26 Evaluation Report and Counseling Record (E-1 to E-6), for the last 3 years;

(2) Copies of current Physical Fitness Assessments (PFA) (most recent four-year period) from the Physical Readiness Information Management System (PRIMS);

(3) Copies of all applicant's DD-214 Certificate of Release or Discharge from Active Duty (if applicable); and or

(4) Copies of NAVPERS 1070/604 Enlisted Qualifications History, or equivalent (Electronic Personnel Data Summary).

5. **AC Application Procedures.** All AC Sailors must utilize the Fleet RIDE - PTS system outlined in MILPERSMAN 1440-060 when requesting conversion into the FTS Program.

6. **Notification of SELRES Recall to FTS Request**. NAVPERSCOM (PERS-913) will notify SELRES applicants of adjudication in writing, via Navy message, to Sailor’s command. Approval messages will provide the specific dates authorized for

reenlistment and the procedures for reenlistment. Disapproval messages will state the reason(s) for disapproval.

7. **Order Writing Authority**. NAVPERSCOM, Full Time Support Assignment Branch (PERS-4012), Enlisted FTS Detailing is the order writing authority for Sailors approved for conversion or recall to ACDU in the FTS Program. Sailors should contact the appropriate FTS detailer for discussion of assignments after receiving an approval message.

8. **Declining Conversion or Recall to ACDU**. Commands will notify NAVPERSCOM (PERS-913) if a SELRES Sailor approved for recall declines to reenlist into the FTS Program. AC Sailors that decline an FTS conversion quota shall contact their prospective enlisted community manager technical advisor via their command career counselor.

9. **Processing Procedures**. Applicants who accept conversion or recall to ACDU in the FTS Program will be processed as follows:

a. AC Sailors who convert to FTS will reenlist for 4 years.

b. Selected reservists who:

(1) Have more than 48 months remaining on their current enlistment contract will recall to ACDU via NAVPERS 1070/622 Agreement to Recall or Extend Active Duty for 48 months as indicated in the recall authorization message; or

(2) Do not have 48 months remaining on their current enlistment contract at the time of recall to ACDU, will reenlist via NAVPERS 1070/601 Immediate Reenlistment Contract for 4 years completing the Reserve Active Duty Obligation block (RADO) to reflect 48 months.

10. **Administrative Reduction in Rate**. Applicants who have been approved for recall into the FTS Program at a lower pay grade must voluntarily accept an administrative reduction in rate. Sailors will acknowledge their reduction in rate by signing a NAVPERS 1070/613 Administrative Remarks entry per Exhibit 2.

11. **Availability Processing for FTS Personnel**. Per MILPERSMAN 1306-1718, commands must submit an availability report for enlisted FTS conversion and or recall to NAVPERSCOM (PERS-4012).

12. **Assignments**. Assignments are dependent upon the needs of

the Navy, the Sailor’s desires, and consistent with normal sea/ shore rotation tour lengths. Per MILPERSMAN 1306-110, enlisted FTS personnel will submit an enlisted duty preference using the Career Management System online at: https://www.cmsid.navy.mil.

EXHIBIT 1

(Page 1 of 2)

COMMANDING OFFICER'S ENDORSEMENT FOR NAVPERS 1306/7 ENLISTED PERSONNEL ACTION REQUEST

(Use the proper letter format containing the following.)

FIRST ENDORSEMENT ON NAVPERS 1306/7 ICO

From: Commanding Officer,
To: Commander, Navy Personnel Command (PERS-913)

Subj: FULL TIME SUPPORT (FTS) RECALL TO ACTIVE DUTY REQUEST ICO

Ref: (a) MILPERSMAN 1306-1502

Encl: (1) Copies of all applicant's NAVPERS 1616/26 Evaluation Report and Counseling Record, for the last 3 years.
(2) Copies of current Physical Fitness Assessments (PFAs) (most recent 4-year period) from the Physical Readiness Information Management System (PRIMS).
(3) Copies of applicant's DD-214 Certificate of Release or Discharge from Active Duty (if applicable).
(4) Copies of NAVPERS 1070/604 Enlisted Qualifications History, or equivalent (Electronic Personnel Data Summary).

1. Per reference (a), enclosures (1) through (4) are provided.

2. [Commanding officer (CO) comments on Sailor's performance and potential as an FTS Sailor. (Comment on all performance trait marks 1.0 or 2.0, nonjudicial punishments (NJPs), civilian convictions, and drug abuse.)]

3. The following information is provided:

a. Date Sailor is available for conversion or recall to Active Duty: _____.

b. Sailor's total military service: Active _____/ Inactive _____.

EXHIBIT 1

(Page 2 of 2)

COMMANDING OFFICER'S ENDORSEMENT FOR NAVPERS 1306/7 ENLISTED PERSONNEL ACTION REQUEST

(Use the proper letter format containing the following.)

c. Sailor's date of birth (DOB): _____.

d. Sailor's permanent/effective date of rate: _____.

e. Sailor participated in the (Active/Inactive) (mm/yy) advancement examination. Status of selection for advancement: (Indicate selected for advancement or frocked. If frocked, give date of advancement to next pay grade, if known. Sailors selected for advancement may not be eligible for advancement as USNR FTS. Contact Navy Personnel Command (NAVPERSCOM), Reserve Career Progression Branch (PERS-812) for a preliminary determination of advancement using USN (FTS) final multiples and advise Sailor before forwarding Sailor's request.)

f. Selected reenlistment bonus (SRB). (Indicate if Sailor is receiving an SRB and provide date that SRB obligated service (OBLISERV) will be completed. For Selected Reserve (SELRES) personnel receiving SRBs, contact Commander, Naval Reserve Forces Command (COMNAVRESFORCOM) to begin recoupment procedures.)

g. Date of United States Navy Reserve affiliation: _____

h. Sailor (will/will not) accept administrative reduction in rate to enlist in the FTS program.

i. [Complete mailing address to which recall authority should be mailed; and name, telephone number, facsimile number, and e-mail address of point of contact (POC) (should match the POC on NAVPERS 1306/7).]

_____
Commanding Officer's Signature

NOTE 1: Not all paragraphs may be applicable. Mark paragraphs that are not applicable "**N/A**."

EXHIBIT 2

REDUCTION IN RATE STATEMENT OF AGREEMENT
(NAVPERS 1070/613, Administrative Remarks)

Date: It has been explained to me that my application for recall to Active Duty in the FTS Program as a (pay grade/rating) cannot be approved. Current policy restricts the number of reenlistments for (pay grade) in certain over-manned ratings. I, therefore, voluntarily accept an administrative reduction to (pay grade/rating) in order to qualify for reenlistment into the FTS Program. I acknowledge that this reduction is permanent, and that I cannot petition for reinstatement at a future date. I also understand that future advancements will be in strict accordance with instructions, procedures, and limitations that may be in effect at that time. For the purpose of computation of final multiple only for advancement to _____, my time-in-rate date has been established as _____.

AUTHORITY: COMNAVPERSCOM MSG DTG _____.

_____
Sailor's Signature

WITNESSED: _____
Name, Rank, and Title of Witnessing Officer

MILPERSMAN 1306-1504

GENERAL ASSIGNMENT WITH THE REGULAR NAVY AND REMOVAL OF TRAINING AND ADMINISTRATION OF RESERVES (TAR) DESIGNATOR

Responsible Office	NAVPERSCOM (PERS-913)	Phone: DSN COM FAX	882-4510 (901) 874-4510 882-2673

1. **Policy**. Enlisted Training and Administration of Reserves (TAR) personnel may request release from the TAR program by Navy Personnel Command (NAVPERSCOM), Naval Reserve Enlisted Personnel Administrative Branch (PERS-913) to request general assignment recall with the regular Navy. If the request for release from the TAR program is disapproved, NAVPERSCOM (PERS-913) will notify the member in writing of the reason for disapproval. If the request for release from the TAR program is approved, the member's request will be forwarded to NAVPERSCOM, Reserve Enlisted Advancements/Conversion Branch (PERS-812) for adjudication for general assignment recall.

a. If approved for general assignment recall by NAVPERSCOM (PERS-812), member will become USNR (Active), the TAR designator will be removed, and member will be detailed by NAVPERSCOM, Distribution Department (PERS-4).

b. TAR personnel will not be authorized to remove the TAR designator or reenlist USN without release approval by NAVPERSCOM (PERS-913) and an approved request for general assignment recall by NAVPERSCOM (PERS-812).

c. Member must sign a NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry per Exhibit 1, agreeing to remain on active duty contingent upon release from the TAR program.

2. **Eligibility**. Applicants must be within 9 months of their projected rotation date (PRD) and expiration of active obligated service (EAOS). Additionally, personnel must have been serving on active duty at their present duty station for a minimum of 24 months at the time of request and must not be in receipt of permanent change of station (PCS) orders. Personnel approved for general assignment are normally required to remain at their present duty station until PRD.

3. **Application Procedures**

a. Member submits NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request to NAVPERSCOM (PERS-913) via member's commanding officer (CO). In the “Reason for Request/Amplifying Information/Other Request” block of NAVPERS 1306/7, indicate that request is for general assignment recall. Also indicate in this block any change of rate request, if applicable.

b. Command endorses the application per Exhibit 2 and forwards with the following enclosures:

(1) Copies of applicable NAVPERS 1070/604 (Rev. 7-91), Enlisted Qualifications History.

(2) Copies of NAVPERS 1616/26 (Rev. 7-95), Evaluation Report and Counseling Record for the last 4 years.

(3) Copy of the applicant's DD-214s, (Rev. 2-02), Certificate of Release or Discharge from Active Duty (if applicable).

(4) Copy of physical fitness assessments (current three test cycles).

(5) Physical examination (DD 2807-1 (Rev. 7-01), Report of Medical History, and DD 2808 (Rev. 1-03), Report of Medical Examination) must have been completed within the last 12 months.

(6) HIV results; must have been completed within the last 12 months.

(7) Copy of NAVPERS 1070/613 entry agreeing to remain on active duty per Exhibit 1.

4. **Specific Duty Assignment**. General assignment requests should not be submitted under conditional terms. Specific duty assignments cannot be guaranteed.

5. **Reenlistment in the Regular Navy**. Personnel who have been approved for general assignment recall may reenlist in the regular Navy after reporting on board their ultimate general assignment duty station.

6. **Request for Officer Commissioning Programs and Special Programs**. Requests for officer commissioning programs and special programs (e.g., Selective Conversion and Reenlistment (SCORE), Recruiting Selective Conversion and Reenlistment

(RESCORE), Selective Training and Reenlistment (STAR), Lateral Conversions, Explosive Ordnance Disposal (EOD), Under-water Demolition Teams (UDT), New Construction, and Operation Deep Freeze) will be submitted to NAVPERSCOM (PERS-913). Approval of a member's request for a commissioning program or special program requires removal of the TAR designator and placement under the distribution control of the regular Navy.

7. **Removal of TAR Designation.** A NAVPERS 1070/613 entry per Exhibit 1 agreeing to remain on active duty will be completed as appropriate, and a copy will be attached to the general assignment or special program request. Personnel who are approved for general assignment are removed from the distribution control of the enlisted TAR program and placed under that of the regular Navy.

a. TAR personnel who are approved for general assignment recall have their TAR designator removed and are made available to regular Navy detailing for assignment.

b. TAR personnel who are selected for an officer commissioning program or a special program lose their TAR designation. If disenrolled, either voluntarily or involuntarily, members are made available to regular Navy detailing for assignment.

8. **Reinstatement of TAR Designation.** Personnel who desire reinstatement of their TAR designation must request TAR conversion as outlined in MILPERSMAN 1306-1502. The request must contain pertinent facts and reasons for reinstatement and disenrollment as applicable. Reinstatement is not guaranteed, but will be consistent with the needs of the TAR program, the regular Navy, and the circumstances surrounding disenrollment. Personnel approved for reinstatement must agree to the appropriate service requirement obligations.

EXHIBIT 1

GENERAL ASSIGNMENT STATEMENT OF AGREEMENT

(NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry)

Date: I understand that upon approval of my request for General Assignment by NAVPERSCOM, I will be immediately removed from the enlisted TAR program and placed under the distribution control of the regular Navy. I further understand that my TAR designator will be removed and that it will not be reassigned.

_____
Member's Signature

WITNESSED: _____
Name, Rank and Title of Witnessing Officer

EXHIBIT 2

COMMANDING OFFICER'S ENDORSEMENT FOR NAVPERS 1306/7 (REV. 1-03), ENLISTED PERSONNEL ACTION REQUEST

(Use proper letter format containing the following.)

From: Commanding Officer,
To: Commander, Navy Personnel Command (PERS-913)

Subj: FIRST ENDORSEMENT ON GENERAL ASSIGNMENT REQUEST ICO

Ref: (a) MILPERSMAN 1306-1504

Encl: (1) Copies of NAVPERS 1070/604s (Rev. 7-91), Enlisted Qualifications History
(2) Copies of NAVPERS 1616/26 (Rev. 7-95), Evaluation Report and Counseling History
(3) Copies of DD-214s (Rev. 2-02), Certificate of Release or Discharge from Active Duty
(4) Copy of Physical Readiness Assessments (current three test cycles)
(5) Physical examination (DD 2807-1 (Rev. 7-01), Report of Medical History, and DD 2808 (Rev. 1-03), Report of Medical Examination)
(6) Copy of NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry
(7) HIV Results

1. Per reference (a), enclosures (1) through (7) are provided.

2. (Commanding Officer's comments.)

3. (Complete mailing address to which recall authority should be mailed and name, telephone number, facsimile (fax) number, and E-mail address of point of contact.)

Commanding Officer's Signature

MILPERSMAN 1306-1600

HOSPITALIZATION OF ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-4821)	Phone: DSN COM FAX	882-3229 (901) 874-3229 882-2622

References	(a) NAVMED P-117, Manual of the Medical Department (MANMED) (b) OPNAVINST 5350.4C (c) DOD 7000.14-R, Department of Defense Financial Management Regulation (DODFMR) (d) NAVSO P-6034, The Joint Federal Travel Regulations (JFTR), Volume 1, Appendix J (e) BUPERSINST 7040.6 (f) BUMEDINST 6320.1E

Exhibits	1. Change of Status from TEMADD to TEMDU under Treatment 2. MTF Modification of Transfer

1. **Background**. The purpose of this article is to provide standard procedures for ordering, accounting, and transferring records of members hospitalized while assigned to a permanent duty station (PDS) or temporary duty (TEMDU) station, while in a leave or liberty status, or while traveling under permanent change of station (PCS) orders.

2. **Definitions**

a. **Naval Medical Treatment Facility (MTF)**. An activity of the naval establishment assigned the primary mission of providing medical care. Examples: Naval Hospitals (NAVHOSPs), Naval Medical Centers (NAVMEDCENs), Branch Medical Clinics (BRMEDCLINICs), Branch Clinics, and Medical Departments.

b. **Non-Naval MTF**. An MTF, foreign or domestic, federal or civilian, not falling within the definition of "naval MTF."

c. **Outpatient Medical Board**. Reference (a) provides for medical boards to be completed on an outpatient basis. This applies only to members who have not been admitted to the NAVHOSP in a temporary additional duty (TEMADD) or TEMDU status.

d. **Hospitalization**. Admission to any MTF for inpatient treatment or admission to a resident treatment program at a Substance Abuse Rehabilitation Program (SARP).

e. **Duty Station**. The activity to which the member was attached at the time of hospitalization.

f. **Limited Duty (LIMDU)**. When a medical board has determined that a member is temporarily not physically qualified to perform full duty, but return to full duty is anticipated, the member shall be assigned to a non-deploying activity and to duties that will not aggravate the temporary physical limitations. For complete information consult reference (a), chapter 18.

3. **Hospitalization in a Naval MTF**. Commanding officers (COs) shall issue individual orders for each member transferred TEMADD or TEMDU to a naval MTF. These orders shall be prepared prior to effecting the transfer, or as soon as circumstances permit.

a. **When a member in a leave or liberty status** is hospitalized, the MTF shall report the circumstances as soon as possible to the member's CO so that TEMADD or TEMDU orders may be issued. This information should be provided to ensure receipt by the member's CO prior to the normal expiration of the member's leave or liberty.

b. **When a member in a transient status** is hospitalized, the MTF shall report the circumstances to the

(1) **CO of the next duty station** to which the member was ordered to report; and

(2) **Assignment Control Authority (ACA)** (Navy Personnel Command (NAVPERSCOM),

- Enlisted Distribution Division (PERS-40);
- Enlisted Personnel Readiness and Support Branch (PERS-4013C1); or
- Reserve Personnel Services (PERS-4912)).

4. **TEMADD Under Treatment (UNTREAT) in a Naval MTF**

a. **Preparation**. The CO of a member's duty station shall prepare TEMADD UNTREAT orders (**NAVPERS 1320/16 (Rev. 11-87)**, **Temporary Additional Duty (TEMADD) Travel Order**) under the following circumstances:

(1) **Resident Treatment Programs**. Member is transferred to a resident treatment program at a SARP. Time limits in this article do not apply to these programs. For complete information consult reference (b).

(2) **Hospitalization less than 60 Days while on Sea Duty**. Member is serving on sea duty (Type Duty Code “2” or “4”), the period of hospitalization is expected to be less than 60 days, and the ship or unit is not scheduled to depart the area for an **extended period** while the member is hospitalized.

(a) For the purpose of this article, an **extended period** is defined as deployment of more than 60 days.

(b) The MTF shall advise the CO as soon as possible if member is expected to remain UNTREAT longer than 60 days.

(c) After 30 days, the CO has the option to assign member TEMDU to the MTF.

(3) **Hospitalization less than 91 Days while on Shore Duty**. Member is serving on shore duty (Type Duty Code “1,” “3,” or “6”) and the period of hospitalization is expected to be less than 91 days. This category includes all members serving ashore for duty, duty under instruction (DUINS), TEMDU, and temporary duty under instruction (TEMDUINS).

(4) **Hospitalization while Performing Hazardous Duty or Diving Duty**. Member is performing hazardous duty or diving duty, is receiving incentive pay as authorized by reference (c), and is hospitalized as a result of injury or incapacitation incurred during the performance of such duty. Members in this category shall remain under TEMADD orders until one of the following occurs, whichever comes first:

(a) Treatment is completed and member returns to PDS.

(b) Member is found unfit for duty by appropriate medical authority.

(c) Three calendar months elapse as defined by reference (c).

b. **Content of TEMADD UNTREAT Orders**. TEMADD UNTREAT orders shall permit only one round trip and must cite appropriate TEMADD accounting data.

(1) In cases where TEMADD accounting data must be requested from an administrative commander and it cannot be cited at the time of transfer, COs may issue TEMADD UNTREAT orders containing a statement that accounting data will be forwarded to the naval MTF by separate action as soon as possible.

(2) Members will not be transferred to MTFs under "no-cost" orders, except as noted below.

(a) When members are transferred to an MTF within the vicinity of their PDS (as defined in reference (d)) and government transportation to and from the MTF is directed.

(b) TEMADD UNTREAT orders may be prepared without accounting data so long as the following mandatory statement appears in the orders:

"THIS ORDER IS ISSUED WITHOUT ACCOUNTING DATA SINCE IT APPEARS THAT IT CAN BE EXECUTED WITHOUT COST. IF COSTS ACCRUE ADVISE YOUR COMMANDING OFFICER."

c. **Endorsement**. The officer in charge (OIC) of the Personnel Support Activity Detachment (PERSUPP DET) supporting the MTF where a member is hospitalized shall prepare a memorandum endorsement containing the time and date of admission and release from the MTF.

5. **Change of Status from TEMADD to TEMDU UNTREAT in a Naval MTF**. The CO of a NAVMEDCEN or NAVHOSP shall immediately direct the change of status from TEMADD to TEMDU and notify the **parent command** by **message** not later than the next day, **info** the **supporting PERSUPP DET** (Exhibit 1 refers) when

a. members serving on sea duty (Type Duty Code “2” or “4”) are being processed by an outpatient medical board, and the opinion of the medical board is that member is not fit for duty.

b. there is a change of status to TEMDU for treatment. The naval MTF will submit TEMDU for treatment **message** to the **ultimate duty station**, any **intermediate duty stations**, and the **ACA**.

c. the period of hospitalization will exceed the time limits set by this article.

d. the member exceeds, or is expected to exceed, the time frame established by this article.

e. a determination is made that the member is no longer fit for full duty and a medical board is anticipated. This applies only in cases where the member is permanently assigned to a ship or mobile unit, or is permanently assigned to a command outside the geographic area of the MTF.

f. the member is permanently assigned to a ship or mobile unit, and the command departs from the area for a deployment greater than 60 days.

NOTE: In cases requiring a line of duty investigation (LODI), take no action to change a member's status until a copy of the investigation is received by the cognizant MTF.

6. **TEMDU UNTREAT in a Naval MTF**. Upon receipt of notification from a MTF that a member's status has changed, the CO of the parent command or the supporting PERSUPP DET, as appropriate, shall prepare TEMDU UNTREAT orders (standard transfer order (STO)), and detaching endorsement.

a. **Preparation**. The orders; detaching endorsement; service, medical, dental, and pay records; and transfer evaluation; shall be forwarded to the PERSUPP DET servicing the MTF not later than 5 working days after receipt of notification.

b. **Content of TEMDU UNTREAT Orders**. TEMDU UNTREAT orders shall direct transfer to the MTF for accounting category code (ACC) 370 for **TEMDU (UNTREAT)**.

(1) TEMDU UNTREAT orders must cite appropriate accounting data from reference (e).

(2) Members will not be transferred to MTFs for TEMDU UNTREAT at "no-cost."

c. **Endorsement**. The OIC of the PERSUPP DET supporting the MTF where a member is hospitalized shall use

- NAVCOMPT 3068-6C (Rev. 9-76), Reporting (Arrival) Endorsement to Orders; **and**
- NAVCOMPT 3067-6C (9-76), Detaching (Departing) Endorsement to Orders; **or**
- the appropriate Pay and Personnel Source Data System (SDS) event

to endorse TEMDU UNTREAT orders with time and date of admission and release from the MTF.

d. **Provisions for Transient Personnel**. When a member is hospitalized while en route to a temporary or PDS, the OIC of the PERSUPP DET supporting the MTF where the member is hospitalized shall use NAVCOMPT 3068-6C or the appropriate SDS event to endorse the PCS order under which the member was traveling to reflect admission to the MTF and receipt of the member for TEMDU UNTREAT.

(1) The NAVHOSP will notify the ultimate duty station and any intermediate duty stations of the member's hospitalization and estimated length of hospitalization, and provide updates as appropriate.

(2) In the event the unexecuted portion of the member's PCS order is cancelled by the ACA, an entry in the remarks section of NAVCOMPT 3068-6C shall so state and cite the authority for the order cancellation.

7. **Hospitalization in a Non-Naval MTF**. Any naval activity, upon learning of a Navy member hospitalized in a non-naval MTF, must immediately notify the following:

Military Medical Support Office (MILMEDSUPPOFF)
Great Lakes, IL
COM Toll Free (888) 647-6676
DSN 792-3950
FAX (847) 688-3905

The responsibilities of the MILMEDSUPPOFF are defined in reference (f).

a. **The MILMEDSUPPOFF will**

(1) notify all commands concerned of the member’s status;

(2) designate the NAVHOSP with a patient account responsible for the member;

(3) designate the nearest naval activity with a medical department responsible for personal contact and liaison with the member; and

(4) direct appropriate orders, endorsements, records, and accounts be forwarded to the PERSUPP DET servicing the NAVHOSP.

b. **The designated naval MTF will**

(1) maintain liaison with the non-naval MTF and the member. The NAVHOSP will monitor and account for the member; however, the MILMEDSUPPOFF still retains ultimate responsibility for monitoring and accounting.

(2) ensure command functions necessary for proper administration of the member are performed (e.g., line of duty investigations).

(3) coordinate with the non-naval MTF to ensure timely release and transfer to the appropriate MTF or VA hospital.

(4) notify the PERSUPP DET servicing the NAVHOSP when the member is released from the non-naval MTF and advise the PERSUPP DET of the disposition of the member following hospitalization in the non-naval MTF.

(5) designate the MTF responsible for the member.

(6) notify all commands concerned of the member's status, and

(7) direct that service, pay, and health records be forwarded to the PERSUPP DET supporting the responsible MTF.

NOTE: See MILPERSMAN 1050-050 regarding leave while sick in quarters (SIQ) or hospitalized by civilian physician.

c. **Content of Orders**. COs shall prepare and forward individual orders as set forth in this article. Orders shall direct transfer to the responsible MTF for

(1) TEMADD UNTREAT,

(2) TEMDU UNTREAT at a non-military MTF (ACC 372), or

(3) TEMDU UNTREAT at other uniformed service MTF (ACC 373).

d. **Records and Accounts**. A member's records and accounts shall be maintained by the PERSUPP DET supporting the NAVHOSP. The PERSUPP DET will gain the member

- TEMADD UNTREAT,
- TEMDU UNTREAT at a non-naval MTF (ACC 372), or
- TEMDU UNTREAT at other Uniformed Service MTF (ACC 373) in the NAVHOSP (Patients/Others) account,

as appropriate.

8. **Hospitalization in a Non-Naval U.S. Military MTF Overseas**. COs shall prepare and forward individual orders as set forth in this Article.

a. **Orders**. Orders shall direct transfer to the responsible Navy overseas area commander for TEMADD UNTREAT, or TEMDU UNTREAT at a uniformed service MTF (ACC 373).

b. **Records and Accounts**. A member's records and accounts shall be maintained by the PERSUPP DET supporting the responsible Navy overseas area commander.

c. **Liaison**. The Navy overseas area commander

(1) will maintain liaison with the non-naval MTF and the member.

(2) will notify the member's parent command of hospitalization, when appropriate.

(3) will ensure command functions necessary for proper administration of the member are performed (for example, line of duty investigations).

(4) will notify the supporting PERSUPP DET when the member is released from the MTF.

(5) may request another Navy activity nearer to the non-naval MTF to perform these liaison functions.

d. **Foreign MTFs**. When a member is hospitalized in a foreign MTF, COs shall transfer the member to the **U.S. Consul** for accountability and inform the **Bureau of Medicine and Surgery (BUMED) (BUMED-331)** by **message**. This message must include all known facts and an estimate of the duration of the hospitalization. The **U.S. Consul and the Navy overseas area commander** must be included as **information addressees** on this message report.

e. **Content of Orders**. Orders shall direct transfer to the U.S. Consul for TEMADD UNTREAT or TEMDU UNTREAT at a non-military MTF (ACC 372).

f. **Records and Accounts**. A member's records and accounts shall be retained by the unit or activity to which the member is assigned.

(1) When a unit is about to depart the area where the member is hospitalized, records shall be forwarded to the nearest U.S. Consul.

(2) The U.S. Consul shall be furnished with a complete history of the case and will be requested to cooperate with the attending physician in charge at the hospital to arrange for transportation of the member, with records, to the nearest U.S. naval activity.

9. **Transfer of Patients between NAVHOSPs, and from a NAVHOSP to Another Armed Forces Hospital**

a. **Cost Transfer**. Reference (a) provides for transfer of patients between NAVHOSPs and other Armed Forces hospitals. Patients may be transferred between Armed Forces MTFs to facilitate recovery or to effectively use available bed space. Such transfers shall be effected at government expense.

b. **No-Cost-to-the-Government Travel Authorization**. When a patient in a TEMDU UNDERTREAT status desires transfer between NAVHOSPs, or from a NAVHOSP to another Armed Forces hospital, and such transfer is considered by the CO of the hospital to be unnecessary for medical reasons, the patient may request a transfer for personal reasons. A request shall be submitted utilizing NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request per criteria set forth below:

(1) If the transfer is between NAVHOSPs located in the same geographical area, the request shall be submitted to the PERSUPP DET via the receiving CO.

(2) If the transfer is between NAVHOSPs located in different geographical areas, or from a NAVHOSP to another Armed Forces hospital, requests shall be submitted to **NAVPERSCOM (PERS-40)** via the

- CO of the NAVHOSP,
- supporting PERSUPP DET, and
- BUMED (BUMED-331).

(3) The forwarding endorsement by CO of the NAVHOSP shall

- make a specific recommendation regarding approval/disapproval,
- estimate the remaining period of hospitalization, and
- address humanitarian considerations of the requested transfer and whether the transfer would alleviate the conditions.

(4) A statement that following service record entry has been made:

"I understand that if my request for transfer from a naval hospital to (another naval hospital/Armed Forces Hospital) is authorized, it will be as a result of my own request for my personal convenience, and is to be made at no-cost-to-the-government. I further understand that I shall not be entitled to reimbursement for any expenses connected therewith, and government transportation, including the use of Air Mobility Command, is not authorized for myself/my family members. I shall not be entitled to payment of dislocation allowance and my transfer will be made during a leave period with no proceed or travel time authorized."

10. **Assignment of Personnel upon Completion of Hospitalization or Treatment**. While TEMADD members will be returned to their parent command by the PERSUPP DET servicing the NAVHOSP, the disposition of TEMDU members will be resolved under the provisions provided in this article.

a. In view of the MTF's limited quarters for staff, patients, and medical holding company personnel, members may, but are not required to, be assigned to the nearest Transient Personnel Unit (TPU)/Others activity in a TEMADD status while awaiting medical board processing or other appropriate disposition upon completion of hospitalization.

b. These TEMADD assignments do not shift the management responsibility from the NAVHOSP to the TPU/Others activity that may berth and employ these members.

c. The MTF shall advise the servicing PERSUPP DET of status changes of members upon occurrence and shall provide the servicing PERSUPP DET with a copy of the medical board immediately upon being signed by the convening authority (CA).

d. COs of MTFs may authorize separation of members who have less than 3 months remaining obligated service (OBLISERV) who indicate they don't desire to reenlist.

(1) Cite MILPERSMAN 1910-102 as authority in effecting such separation.

(2) The PERSUPP DET servicing the NAVHOSP will change the member's status to ACC 380 and effect the discharge within 7 days.

e. The PERSUPP DET servicing the NAVHOSP will transfer the member to the nearest TPU/Others activity no later than the next working day following receipt of notification of fit for full duty.

f. The PERSUPP DET servicing the TPU/Others activity will receive the member in ACC 320 and submit the availability report on the date of receipt.

g. Per reference (a), the established time frame for processing a medical board is 20 calendar days. To ensure this timeliness is observed, COs of MTFs will retain members on board pending completion of local medical board processing.

h. The PERSUPP DET servicing the NAVHOSP will change the member's status to ACC 355, establish a tickler, and advise the

NAVHOSP by **message** with **information copies** to

- NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013/TMU),
- NAVPERSCOM, Disability Retirement/LIMDU Section (PERS-4821/TMU), and
- BUMED (BUMED-311),

if the medical board is not received within 25 days from effective date of status, and every week thereafter.

i. No later than the next working day following the date the Medical Board Report is signed by the CA, the following action will be taken:

(1) If the medical board authorized discharge of the member due to physical disability existing prior to entry and does not require approval of higher authority, the PERSUPP DET servicing the NAVHOSP will change the member's status to ACC 380 and effect the discharge within 7 days.

(2) If the medical board approved a first period of LIMDU for 6 months or less, the PERSUPP DET servicing the NAVHOSP will effect the transfer of the member to the nearest TPU/Others activity. The PERSUPP DET servicing the TPU/Others activity will receive the member in ACC 320 and submit the availability report on the date of receipt.

(3) If the signed Medical Board Report recommended departmental review by NAVPERSCOM (PERS-4821) or Physical Evaluation Board (PEB) proceedings, the PERSUPP DET servicing the NAVHOSP will effect the transfer of the member to the nearest TPU/Others activity. The PERSUPP DET servicing the TPU/Others activity will receive the member in ACC 355.

j. The transfer stipulated above does not apply to members who are not in an ambulatory status, in need of nursing procedures, dietary care, or special treatment not normally available outside the NAVHOSP.

(1) Should a member report to the TPU/Others activity whose apparent condition is questionable, the CO of the TPU/Others activity shall immediately contact Head, Patient Administration Department of the NAVHOSP.

(2) Head, Patient Administration Department will resolve questionable cases within the best interests of the member concerned, the TPU/Others activity, and the NAVHOSP.

(3) In cases where the member remains on board the NAVHOSP pending further treatment or follow-up action upon completion of medical board processing, the PERSUPP DET servicing the NAVHOSP will take appropriate actions regarding ACC change and availability submission.

11. **Disposition of Records**. COs effecting transfer of members to a NAVHOSP or non-NAVHOSP will effect disposition of their records per MILPERSMAN 1070-120.

12. **Out-Patient Medical Boards**. Outpatient medical boards apply only to members who have not been admitted to the MTF in a TEMADD or TEMDU status.

a. **Awaiting Results**

(1) Members will be transferred to the TPU/Others activity nearest the NAVHOSP in a TEMDU status awaiting results of a medical board (ACC 355), provided **all** the following provisions apply:

(a) When it is of the opinion of the medical board that the member is not fit for full duty.

(b) The member is permanently attached to a command classified as Arduous Sea Duty (Type Duty Code “2”) or Overseas Sea Duty (Type Duty Code “4”).

(c) The member is in an ambulatory status and is not in need of nursing procedures, dietary care, or special treatment not normally available outside the NAVHOSP.

(d) Medical condition does not warrant Convalescent Leave. (Convalescent Leave will not be granted en route to the TPU/Others activity.)

(e) Berthing is not available at the MTF.

(2) The following guidelines apply:

(a) The MTF will issue memorandum orders directing the member to report to the TPU/Others activity nearest the MTF to await medical board and availability processing.

(b) If the member reported with funded TEMADD orders for the purpose of travel reimbursement, the MTF will prepare a memorandum endorsement to the orders.

(c) The MTF will notify the **parent command** by **message** of the transfer and direct the parent command to forward the member's records and accounts to the appropriate PERSUPP DET servicing the TPU/Others activity with TEMDU orders and endorsements. Format provided in Exhibit 2 will be used.

(d) The parent command will comply with the transfer of the member within 5 working days to ensure expeditious processing of members through the transient pipeline. The parent command will additionally advise all concerned the date and method of transfer of records and accounts, and any mail delays anticipated, if applicable.

b. **Members Found Not Fit for Full Duty by an Outpatient Medical Board, Who will be Retained by the MTF**

(1) A member permanently attached to a command classified as Arduous Sea Duty (Type Duty Code “2”) or Overseas Sea Duty (Type Duty Code “4”) will be gained in a TEMDU status at the MTF, vice transferred to the nearest TPU/Others activity under **any** of the following circumstances:

(a) The member is not in an ambulatory status, is in need of nursing procedures, dietary care, or special treatment not available outside the NAVHOSP.

(b) Medical condition warrants Convalescent Leave. (Convalescent Leave will not be granted en route to the TPU/Others activity).

(c) Berthing is available at the MTF. (In this case the member should be transferred to the nearest TPU/Others only after the Medical Board Report has been signed.).

(d) Members assigned to sea duty commands at Naval Weapons Station, Charleston, SC may be gained to NAVHOSP, Charleston patient account (UIC: 31647) TEMDU (ACC: 355) to await final outcome of medical board proceedings when directed by NAVHOSP, Charleston.

(2) Additional Actions Required upon Notification of Medical Board Proceedings

(a) The parent command will submit the diary loss entry or appropriate SDS entry and comply with MILPERSMAN 1306-108, Enlisted Manning Inquiry Report (EMIR), as warranted.

(b) The PERSUPP DET servicing the TPU/Others activity will submit the appropriate diary gain placing the member in

ACC 355 and will establish a tickler to ensure records and accounts are received. Appropriate **tracer action** shall be initiated via **message** should the records not be received within **10 days** after the member reports, with follow-up tracers initiated weekly. Ensure appropriate **information addressees**,

- parent command,
- immediate superior in command (ISIC),
- NAVHOSP, and
- NAVPERSCOM (PERS-4013/TMU),

are advised of failure of the parent command to comply with the guidelines herein.

(c) The MTF will ensure a copy of the medical board's reports are forwarded to the PERSUPP DET servicing the TPU/Others activity as specified by reference (a).

(d) PERSUPP DET will submit via **message** a weekly status request listing all members who reported on board without a copy of the Medical Board Report. Weekly status request must be submitted to the **appropriate MTF**, with **information copy** to

- NAVPERSCOM (PERS-4013/TMU),
- NAVPERSCOM (PERS-4821/TMU), and
- BUMED (BUMED-311).

Members will remain on the weekly status request until a copy of the Medical Board Report is received onboard.

(e) PERSUPP DET will submit via **message** a monthly status request listing all members whose medical board has been referred to the PEB and findings are not received on board. Monthly status request must be submitted no later than the first week of the month to the **PEB Liaison Officer (PEBLO) at the MTF where the medical board was originated**, with **information copy** to

- Director, Naval Council of Personnel Boards (DIRNCPB),
- NAVPERSCOM (PERS-4013/TMU),
- NAVPERSCOM (PERS-4821/TMU), and
- BUMED (BUMED-311).

Members will remain on the monthly status request until the results of PEB proceedings are received on board.

c. **Chief Petty Officers (CPOs) (E-7 - E-9) found Not Fit for Full Duty**. To ensure that CPOs are assigned to positions commensurate with their paygrade while awaiting the results of a medical board, the following requirements, in addition to the guidelines prescribed in this article, should be followed:

(1) NAVHOSP will request the previous CO to provide a recommendation for the work assignment of a CPO by **message** simultaneous upon transfer to the TPU/Others activity.

(2) This work assignment may be the member's previous duty station ISIC, administrative commander, or other shore duty component of their chain of command.

(3) To protect the member's health, such work assignment cannot aggravate the medical condition. Ultimate work assignment will be made by the TPU/Others activity.

(4) During this work assignment, the member remains attached to the TPU/Others activity in a TEMDU status and must be readily available for medical consultation, treatment, availability processing, and transfer when required.

EXHIBIT 1

CHANGE OF STATUS FROM TEMADD TO TEMDU UNTREAT

(Use the proper message format containing the following.)

FROM NAVMEDCEN PORTSMOUTH VA//JJJ//
TO USS OBANNON
INFO COMNAVPERSCOM MILLINGTON TN//PERS-4821/TMU//
PERSUPP DET PORTSMOUTH VA//JJJ//
UNCLAS//N01306//
SUBJ/TEMDU FOR TREATMENT TRF ICO ET2 JOHN P. JONES, USN, SSN (XXXX-XX-1234, LAST FOUR ONLY)//
MSGID/GENADMIN/CMD PLA//
REF/A/DOC/CNPC/date//
AMPN/MILPERSMAN 1306-1600//
RMKS/1. STATUS OF SNM CHANGED FROM TEMADD TO TEMDU EFFECTIVE 0800, 26JUN07. REASON FOR CHANGE: EST PERIOD OF HOSP EXPECTED TO EXCEED TIME LIMITS EST REF A. (OR PROVIDE APPROPRIATE GUIDELINE OR REF A.)
2. REQ TEMDU ORDERS AND DET END EFF 0800, 26JUN07. FWD STO, TRF EVAL, DET END, SERPAHEL TO PERSUPP DET PORTSMOUTH VA. ENSURE DIARY LOSS SUB PER DMRSMAN.
BT

SAMPLE

EXHIBIT 2

MTF MODIFICATION OF TRANSFER

(Use the proper message format containing the following.)

```
FROM NAVMEDCEN PORTSMOUTH VA//JJJ//
TO USS OBANNON
INFO COMNAVPERSCOM MILLINGTON TN//PERS-4821/4013C1/TMU//
TPU NORFOLK VA//JJJ//
PERSUPP DET NAVSTA NORFOLK VA//JJJ//
UNCLAS //N01306//
SUBJ/TEMDU TRF ICO QMC U.S. GRANT, USN, SSN (XXXX-XX-1234, LAST
FOUR ONLY)//
MSGID/GENADMIN/CMD PLA//
REF/A/DOC/CNPC/date//
AMPN/MILPERSMAN 1306-1600//
RMKS/1.  OUTPATIENT MED BD DICTATED 08MAY07 ICO SNM.  MEMO ORDERS
ISSUED PER REF A DIR SNM TO RPT NLT 1200, 08MAY07 TO TPU NORFOLK.
    A.  EFF TIME/DATE OF TRF: 0900, 08MAY07.
    B.  TPU POC/ADDRESS:  MACM FOWLER, 743-3385/TPU NORFOLK VA
(ATTN: BKS 32).
    C.  SERVICING PERSUPP DET POC/ADDRESS:  MRS SMITH,
473-2710/PERSUPP DET NAVSTA NORFOLK VA.
    D.  ISSUE TEMDU ORDERS TO:  TPU NORFOLK VA (OTHERS)
(UIC:  32002) ACC:  355.
2.  FWD ORDERS, DET END, TRF EVALS, AND SERPAHEL REC TO
PERSUPP DET NAVSTA NORFOLK WITHIN 5 WORKING DAYS OF REC THIS MSG.
SUBMIT DIARY LOSS EVENT.  ADVISE MSG DATE AND METHOD OF TRF OF
RECORDS AND ACCOUNTS AND ANY MAIL DELAYS ANTICIPATED IF
APPLICABLE.
3.  (FOR E-7 - E-9 PERSONNEL ONLY) PROVIDE TPU NORFOLK WITH REC
FOR MEMBER'S WORK ASSIGNMENT PER REF A.//
BT
```

SAMPLE

MILPERSMAN 1306-1700

AVAILABILITY PROCESSING - GENERAL INFORMATION

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone DSN: Com: Fax:	882-3779 (901)874-3779 874-2647

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. The procedures outlined in this article and its 1306-1700 series provide the means by which the Navy can efficiently and expeditiously assign available personnel to duty where their talents, experience, and training coupled with their individual preferences can best be utilized to the ultimate advantage of the individual and the Navy.

2. **Background**

a. An availability report (AVAIL) is the communication to the assignment control authority (ACA) that an individual requires assignment or reassignment.

b. Excessive transient time is costly and erodes the ability of the Navy to perform its mission. In the interest of stability, personnel readiness, cost effectiveness, and the morale of the individual; accurate, complete, and timely submission of availability reports is mandatory. Errors and omissions cause delays in the processing of availability reports and ultimately delays the transfer of the individual. It is imperative that personnel move through the transient system as rapidly as possible.

3. **Responsibility**. Navy commands and specific departments within Navy Personnel Command (NAVPERSCOM) are responsible for prompt and accurate submission of AVAILs on personnel who are available for assignment or reassignment. These AVAILs are submitted using Navy Standard Integrated Processing System (NSIPS), except as otherwise indicated in various MILPERSMAN articles under the 1306-1700 series. Specific guidance concerning AVAIL processing may be found in the following:

Topic	See MILPERSMAN
Availability Processing – –Former Officer Candidates and Former Officers	1306-1702
Availability Processing - Class "D" Nominations	1306-1704
Availability Processing - Class "F" – NAVET, OSVET, and Others	1306-1705
Availability Processing - Class "H" – Humanitarian Tour Releases	1306-1706
Availability Processing - Class "J", "K", and "L" - Graduation from Class A, C, and Other Type Schools	1306-1707
Availability Processing - Class "N" - School Non-Graduates	1306-1710
Availability Processing - Class "R" - Recruit Training Graduates	1306-1711
Availability Processing - Class "X" - Brig and Disciplinary Releases	1306-1712
Availability Processing - Class "Y" - Medical Releases	1306-1713
Availability Processing – Data Item Descriptions and Definitions For Report Submissions	1306-1714
Availability Processing – Initial Submissions	1306-1715
Availability Processing – Tracer Action After Report Submissions	1306-1716
Availability Processing – Changes to and Cancellation or Deletions After Report Submissions	1306-1717

MILPERSMAN 1306-1702

AVAILABILITY PROCESSING – CLASS "O" FORMER OFFICER CANDIDATES AND FORMER OFFICERS

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone DSN: Com: Fax:	882-3779 (901)874-3779 874-2647

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1420.1B

1. **Class "O" – Former Officer Candidates and Former Officers**. This class is for former officers, officer candidates, and midshipmen gained into Navy strength or already commissioned officers reverting back to enlisted status.

2. **Responsibility**. The personnel support detachment (PERSUPP DET) and customer service desk for shore commands (e.g., duty type 1, 3, or 6 as provided in MILPERSMAN 1306-102) are responsible for submitting gain documents to include exception gain messages uploaded through the Navy Standard Integrated Processing System (NSIPS) and for submitting availability reports (AVAIL).

a. Refer to NSIPS user guides when submitting exception gains to bring a member into Navy strength. Submit an NSIPS trouble ticket when an exception gain message cannot be uploaded through NSIPS.

b. Nonshore and operational activities (e.g., duty type 2 or 4 as provided in MILPERSMAN 1306-102) will contact Navy Personnel Command (NAVPERSCOM) AVAILs Program Manager (PERS-40GG) prior to an AVAIL submission for personnel onboard who become available in this class.

3. **Report Submissions**. Class "O" AVAILs are considered immediate and should be submitted as soon as gain is posted to the Navy master file with Navy full strength status using NSIPS.

4. **Disenrollment and Loss of Status Processing**. Former Officer candidates disenrolled from officer programs and considered not

qualified for enlisted status may be separated from naval service as approved by higher authority. Refer to MILPERSMAN 1910-182 for further guidelines on separation authority.

a. **Former Seaman to Admiral-21 Program (STA-21).** Students disenrolled from training will be issued permanent change of station orders to a new assignment to complete 5 years of enlisted service from the date of program disenrollment, or the remainder of their current enlistment, whichever is longer. Former STA-21 flight pilot option officer candidates will incur 6 years of enlisted service from their date of disenrollment.

b. **Former Medical Service Corps In-Service Procurement Program.** Students who are disenrolled or decline to accept an appointment will remain in their enlisted rate and be made available for general assignment. Members will be required to serve the time remaining on their current obligation.

c. **Former Medical Enlisted Commissioning Program.** Students disenrolled will be made available for general assignment for duty in their current rate or rating and shall complete the remainder of the terms of their enlistment. The period served at the college or university will count as shore duty.

d. **Former Officer Candidates.** Personnel no longer eligible for the officer candidate school program due to being disenrolled or for declining to accept appointment as a commissioned officer will revert back to their enlisted status and made available for general assignment. Members will be required to serve the time remaining on their current obligation.

e. **Naval Academy Midshipmen.** Disenrolled midshipmen will be transferred as follows:

(1) Members not in a pending separation status will be transferred to Headquarters, Naval District Washington, D.C. and report to the servicing PERSUPP DET to be gained into Navy strength and have an AVAIL submitted;

(2) Members in a pending separation status at the home of record will be transferred to the Navy facility closest to their home of record and receive DD 214 Certificate of Release or Discharge from active duty;

(3) Refer to MILPERSMAN 1531-020 for further guidelines concerning disposition of personnel.

f. **Other Service Academies.** Refer to MILPERSMAN 1910-186.

g. **Aviation Reserve Officer Candidates.** Refer to Commander, Naval Air Force Reserve directives.

5. **Listing of Availability Codes.** The following table lists class "O" availability codes and their descriptions. Ensure all appropriate remarks are provided per MILPERSMAN 1306-1714 and the proper format and method are used per MILPERSMAN 1306-1715.

Code	Description	Notes
OD	Officer candidates disenrolled, dropped from, or no longer eligible to continue training (who are coming from prior enlisted active duty service).	1
OE	STA-21 students disenrolled from or no longer eligible to continue training.	1
OF	Officer candidate declines appointment and is made available for further assignment.	2
OG	Commissioned officer no longer eligible to retain commission.	3
OM	Midshipmen without prior active duty service who are disenrolled and ordered to active duty.	4
ON	Midshipmen with prior active duty service who are disenrolled and ordered back to active duty.	4
OR	Officer voluntarily reverts back to an enlisted status and made available for further assignment.	5

Note 1: Indicate the course and program from which the member was disenrolled or dropped.

Note 2: Reference letter declining appointment.

Note 3: Reference substantiating document(s) and provide brief reason why the officer is no longer eligible for commission.

Note 4: Reference disenrollment letter and indicate the date disenrolled and the dates served as a midshipmen.

Note 5: Reference substantiating documents(s) and provide a brief reason for why the officer is being reverted to an enlisted status.

MILPERSMAN 1306-1704

AVAILABILITY PROCESSING – CLASS "D" – NOMINATIONS

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone DSN: Com: Fax:	882-3779 (901)874-3779 874-2647

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Class "D" – Nominations**: Personnel who are made available for reassignment as a result of disqualification from serving in a type duty, rate change, activity draw down, inactivation, homeport change, decommissioning, and other nominations defined in this article.

2. **Responsibility**

a. **Shore Activities (Duty Type 1, 3, or 6 as Provided in MILPERSMAN 1306-102).** The servicing personnel support detachment (PERSUPP DET) or customer service desk (CSD) has sole responsibility to submit an availability report (AVAIL), except as otherwise indicated under various MILPERSMAN articles in the 1306-1700 series.

b. **Non-Shore and Operational Activities (Duty Type 2 or 4 as Provided in MILPERSMAN 1306-102).** If a member requires reassignment before his or her established projected rotation date (PRD), the servicing PERSUPP DET or personnel office (as applicable) has sole responsibility to submit AVAILs, except as otherwise indicated under various MILPERSMAN articles in the 1306-1700 series.

c. **Navy Personnel Command (NAVPERSCOM).** Specific personnel assigned at NAVPERSCOM are authorized to enter an AVAIL in the Enlisted Assignment Information System (EAIS) as directed by NAVPERSCOM, Enlisted Distribution Division (PERS-40). These personnel are identified under various MILPERSMAN articles in the 1306-1700 series.

3. **Normal Report Submission Method.** AVAIL reports are submitted through the Navy Standard Integrated Processing System (NSIPS), except as otherwise indicated.

4. **Other Report Submission Methods and Requirements**. AVAILs listed below **will not** be submitted using NSIPS regardless of NSIPS capability. Once appropriate AVAIL information is received, assigned personnel at NAVPERSCOM will enter the AVAIL report.

a. **Pregnancy (Class "DP" AVAIL):**

(1) **Contact**. Command PERSUPP DET or CSD (as applicable) will submit AVAIL report via e-mail to NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013C). (Refer to Paragraph 6, Note 6 for AVAIL submission method.)

(2) **AVAIL Requirement**. The "DP" AVAIL shall be submitted immediately upon receipt of pregnancy confirmation, except as otherwise provided. This AVAIL is required for members assigned to an operational activity, students unable to continue training at a school activity due to pregnancy, and students who will complete current course of instruction, but not attend further training. The 8-week timeline on AVAIL submission under MILPERSMAN 1306-1707 applies when a member is able to continue training while pregnant. This AVAIL is also required for members attached to a nonoperational activity when an assigned pregnancy tour length will exceed the member's PRD to include an assigned limited duty (LIMDU) PRD. Additionally, a new DP AVAIL is to be submitted for subsequent pregnancies during assigned pregnancy tour. MILPERSMAN 1306-1200 provides further guidance on LIMDU personnel.

b. **Command Status Change (Class "DD", "DE", "DF", and "DH")** shall be used for personnel attached to commands scheduled for deactivation, a change in mission, a billet reduction due to commercial activity study, or elimination of requirement. Designated personnel at NAVPERSCOM will liaise with the affected activity or command to determine a command personnel phasing plan and enter AVAILs accordingly. MILPERSMAN 1306-1100 and MILPERSMAN 1306-1800 provide additional guidance.

c. **Fleet Personnel Approved for "A" School (Class "DT", "DU", "DV", and "DW")** shall be used for personnel onboard a permanent duty station approved to attend formal training under Fleet RIDE or Perform to Serve (PTS) Program. These class AVAILs are controlled by designated NAVPERSCOM personnel responsible for monitoring fleet personnel.

5. **Disqualified for Submarine Duty. Do not** submit an AVAIL for personnel who become disqualified for submarine duty. Refer to MILPERSMAN 1306-416 for guidelines.

6. **Listing of Availability Codes**. Ensure appropriate remarks are provided in the AVAIL per MILPERSMAN 1306-1714 and proper format and method are used per MILPERSMAN 1306-1715. The following table lists all class "D" availability codes and their descriptions:

Code	Description	Notes
DA	Not Otherwise Defined. E-1 through E-3 non-rated or undesignated personnel. Utilize **only when** directed by NAVPERSCOM.	1
DB	Change in Rating. Formal training **is** required prior to a rating change. Submit AVAIL only after lateral or forced conversion has been approved.	2
DC	Change in Rating. Formal training **is not** required for a rating change. Submit AVAIL **only** after lateral or forced conversion has been approved.	2
DD	Available through draw-down procedures.	3
DE	Inactivation of activity with type duty codes 2, 3, or 4 which includes transition to sea lift commands.	3
DF	Disestablishment of activity with type duty codes 1 or 6.	3
DH	Homeport Change or Move.	3
DM	Service Member marries another Service Member while both are assigned to the same non-shore or operational command, or who share the same reporting senior while assigned to a shore and or non-operational command that does not concur with both Service Members having same reporting senior.	4
DN	Surface nuclear disqualification.	1,5
DP	Pregnant personnel disqualified from present duty assignment at non-shore or deployable command, or those assigned to shore command and pregnancy tour exceeds PRD.	6
DR	Recruiter and recruit division commander disqualification.	1,7
DS	Striker Designation. Undesignated member becomes designated into a rating for which there is no billet for that rating onboard current command.	1

DT	Fleet member approved for change in rating to master-at-arms upon completion of designated training.	8
DU	Fleet member approved for nuclear or submariner training.	8
DV	Fleet member approved for explosive ordnance disposal / special warfare combatant-craft crewmen / Sea, Air, and Land (SEAL)/Basic Underwater demolition (SEAL)/Seabee training.	8
DW	Fleet member approved for change in rating upon completion of a class "A" school other than master-at-arms, nuclear/submariner, or BUDS/Seabee training.	8
DX	Member becomes disqualified for Overseas Contingency Operations Support Assignments (OSA) upon arrival at Enlisted Combat Readiness Center (ECRC), or who returns early due to being disqualified.	9
DY	Termination of pregnancy and medically cleared	10
DZ	Not Otherwise Defined. Rated or designated personnel. Utilize **only when** directed by NAVPERSCOM.	1,11

Note 1: Explain reason for AVAIL submission in remarks.

Note 2: Reference substantiating document approving conversion in remarks. For those not requiring formal training, the AVAIL rate will be the approved conversion rate. For members approved for master-at-arms or special operations class "A" school, the AVAIL rate will be the rate the member will hold upon completion of training.

Note 3: For individuals with less than 24 months obligated service (OBLISERV), include in the remarks section of the AVAIL the member's OBLISERV intentions (i.e., "Will OBLISERV for months" or "Will not OBLISERV").

Note 4: Submit an AVAIL for each member. Include rate, last name, and last four digits of SSN of spouse in the remarks. AVAIL date will be date of marriage. For members stationed on board the same deployable unit (ship, vessel, or squadron), the member who has completed the larger percentage of the prescribed sea duty tour (PST) will normally be reassigned as soon as possible. However, adverse impact on the ship's readiness may

necessitate transfer of the spouse with lower percentage of PST. If the spouse is in another branch of service (e.g., USAF, USMC), but at the same command, contact NAVPERSCOM, AVAILs Program Manager (PERS-40GG) prior to AVAIL submission.

Note 5: Provide statement concerning retention of member in subject rating or related duty.

Note 6: Submit "DP" class AVAILs via e-mail as follows:

Submit to **M_MILL_PERS4013_AVAILS@navy.mil** when using the Navy/Marine Corps Internet (NMCI) Global address listing.

Submit to **MILL_PERS4013_AVAILS@navy.mil** when not using the NMCI Global address listing. **The first M is not included when not using NMCI.**

Note 7: Submit **only when** directed by NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010). Class "DR" AVAILs include approved "No Fault" and "Fault" transfers.

Note 8: For use only by NAVPERSCOM (PERS-401), (PERS-403), (PERS-4010), and Admin/Deck/Security/Supply Assignment Branch (PERS-405) detailers as needed to write orders.

Note 9: The Navy mobilization processing site sends notification via e-mail to all pertinent personnel reporting disqualification. For personnel under temporary additional duty orders, the servicing PERSUPP DET or personnel office attached to the station in which the member is permanently assigned will submit AVAIL once member is medically cleared and returned back to permanent duty station. For personnel under permanent change of station orders, the **ECRC** PERSUPP DET will submit AVAIL after member is gained onboard. The DX AVAIL is not to be used for personnel who are referred to medical board processing, or for a member who becomes pregnant.

Note 10: Member must be medically cleared by an Obstetrician.

Note 11: Authorizing Authority - NAVPERSCOM. Contact NAVPERSCOM (PERS-40GG) for any questions concerning submission of a DA or DZ AVAIL. Any AVAILs submitted without proper authorization will be considered invalid. The DA and DZ class AVAILs include personnel approved for detachment for cause (DFC) who are not pending separation, requiring reassignment, and other circumstances not already provided in this article.

MILPERSMAN 1306-1705

AVAILABILITY PROCESSING – CLASS "F" ENLISTED NAVET/OSVET/OTHER

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone DSN: Com: Fax:	882-3779 (901)874-3779 874-2647

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Class "F" – Navy Veteran (NAVET)/Other Service Veteran (OSVET)/Other**. Pertains to personnel who are gained into enlisted Navy strength status after a break in service or who are available for reassignment as defined in this article. Class "F" availability reports (AVAILs) do not include prior officers, prior officer candidates, or officer programs personnel.

2. **Responsibility**. The Personnel Support Detachment (PERSUPP DET) or customer service desk (CSD) is responsible for submitting gain documents to include exception gain message uploads through the Navy Standard Integrated Processing System (NSIPS) and for submitting AVAILs. The PERSUPP DET and or CSD should refer to NSIPS user guides for submitting exception gains to enter a member into Navy strength. An NSIPS trouble ticket should be submitted when an exception gain message cannot be uploaded due to the applicable military entrance processing station's failure to pre-stage the gain information.

3. **Report Submissions**. Class "F" availabilities are considered immediate and an AVAIL should be submitted as soon as the gain is posted to the Navy master file with Navy full strength status.

4. **Listing of Availability Codes**. The following table lists all class "F" availability codes and their descriptions. Ensure appropriate remarks are provided per MILPERSMAN 1306-1714, and proper format and method are used per MILPERSMAN 1306-1715.

Code	Description	Notes
FA	E-1 through E-3 personnel who are not designated strikers and not eligible for formal training	1

FD	United States Navy Reserves (USNR) reporting for active duty (involuntary).	1
FE	United States Navy (USN) enlistment (from Inactive Reserve).	1
FG	USN enlistment from the Recruiting Selective Conversion for Reenlistment program.	
FH	USNR reporting for active duty (voluntary).	
FK	USN reenlistment (broken service). Used for previously separated Navy rated personnel (not in Fleet Reserve, retired, or active Reserve status) who are accessed into Navy strength with or without a school recommendation, not including class “A” school.	
FL	USN reenlistment. Member authorized to reenlist after being gained onboard a transient activity for voluntary separation at end of active obligated service, then requests to reenlist and reenlistment approved.	
FO	USN enlistment (from active Reserve).	
FP	Fleet Reserve recall (voluntary).	
FQ	Fleet Reserve recall (involuntary).	
FR	Full Time Support recall and conversion.	
FS	USN enlistment from other armed forces (other service veteran).	
FT	E-1 through E-3 personnel who are not designated striker recommended, as provided on Enlistment Contract/Appendix Guarantee, or who are in receipt of other authorization to attend formal training for class “A” school.	1
FU	Reenlistment contract/appendix guarantee, or other authorization for change to master-at-arms upon completion of designated training.	1
FV	Reenlistment contract/appendix guarantee, or other authorization for nuclear and or submariner training.	1
FW	Reenlistment contract/appendix guarantee, or other authorization for Basic Underwater Demolition School or Seabee training.	1
FZ	Any member commencing active duty not within the criteria of any other Class "F" availability.	1

Note 1: A complete explanation is required in the remarks section of the AVAIL.

MILPERSMAN 1306-1706

AVAILABILITY PROCESSING – CLASS "H" – HUMANITARIAN TOUR RELEASES

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone DSN: Com: Fax:	882-3779 (901)874-3779 874-2647

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Class "H" – Humanitarian Tour Releases**: Pertains to personnel who are completing humanitarian tour assignments (HUMS). Refer to MILPERSMAN 1300-500 for guidelines concerning humanitarian reassignment and extensions.

2. **Responsibility**

a. **Shore Activities (Duty Type 1, 3, or 6 as provided in MILPERSMAN 1306-102).** The servicing personnel support detachment (PERSUPP DET) or customer service desk has sole responsibility to submit an availability report (AVAIL), except as otherwise indicated under various MILPERSMAN articles in the 1306-1700 series.

b. **Non-shore and Operational Activities (Duty Type 2 or 4 as provided in MILPERSMAN 1306-102).** The servicing PERSUPP DET or personnel office (as applicable) has sole responsibility to submit AVAILs, except as otherwise indicated under various MILPERSMAN articles in the 1306-1700 series, if a member requires reassignment before their established projected rotation date.

3. **Report Submissions**. AVAILs will be submitted using the Navy Standard Integrated Processing System. Submit an AVAIL 6 weeks prior to HUMS tour completion, unless the member has submitted a written request to Navy Personnel Command (NAVPERSCOM), AVAILs Program Manager (PERS-40HH) for a HUMS extension. In this instance, an AVAIL will be submitted if the HUMS extension is denied.

4. **Listing of Availability Codes**. The following table lists all class "H" availability codes and their descriptions. Ensure

appropriate remarks are provided per MILPERSMAN 1306-1714, and proper format and method are used per MILPERSMAN 1306-1715.

Code	Description	Notes
HA	E-1 through E-3 non-rated or undesignated personnel.	1
HD	All other personnel.	1

Note 1: For individuals with less than 24 months obligated service (OBLISERV), include in the availability remarks section the member's OBLISERV intentions (e.g., “Will OBLISERV for ___ months” or “Will not OBLISERV”).

MILPERSMAN 1306-1707

AVAILABILITY PROCESSING – GRADUATION FROM CLASS "A", "C", AND OTHER TYPE SCHOOLS

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone DSN: Com: Fax:	882-3779 (901)874-3779 874-2647

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **School Graduates**

a. Personnel who are available for assignment are indicated below:

(1) **Class "J" -** Graduation from "A" school.

(2) **Class "K"** - Graduation from "C" school.

(3) **Class "L" –** Graduation from a school other than "A" or "C" school (e.g., Navy enlisted classification code awarded).

b. Personnel attending schools under orders with next assignment already scheduled do not require an availability report (AVAIL) submission, unless their status changes or they are dropped from training. The AVAIL submission will initiate a formal order modification.

2. **Responsibility**

a. The servicing personnel support detachment (PERSUPP DET) or customer service desk (CSD) has sole responsibility to submit AVAILs. **Exception:** For class "LD" AVAILs (members graduating from nuclear power school) and class "LN" AVAILs (members graduating from fleet replacement squadron), refer to Notes 3 and 4 in paragraph 6 of this article for guidance on AVAIL submission responsibility and method. Personnel responsible for submitting student AVAILs shall become familiar with the Corporate Enterprise and Training Activity Resources System as it contains updates to a member's training status (e.g., enrollments, estimated graduation dates, holds, drops, etc.).

b. The command personnel administrative support system coordinator (CPC) or training command representative is responsible for providing class rosters to the PERSUPP DET or CSD to support initial AVAIL submissions as well as to provide any date change notifications.

3. **Report submissions**. AVAILs will be submitted using the Navy Standard Integrated Processing System, except as otherwise indicated. Initial AVAILs will not be submitted until a member is actually enrolled into a designated course of instruction relating to this article and per the following course length schedule:

a. **Eight Weeks or Less**. When the course length is 8 weeks or less, the AVAIL will be submitted during the first week of training.

b. **More than 8 weeks**. When the course length is more than 8 weeks, the AVAIL will be submitted no later than 8 weeks prior to graduation.

c. **Self-paced**. Training commands are responsible for providing the PERSUPP DET or CSD a determined average course completion length for courses. Once a graduation date is determined, the AVAIL will be submitted per the above schedule and reflect the class convening date in the AVAIL remarks section.

4. **Status Changes**. Status changes for members at a training command may impact the transfer date.

a. **Limited Duty (LIMDU) or Pregnancy Status**. Students placed in a LIMDU or pregnancy status while under instruction may be dropped from training, dependent on their ability to continue training, and or incur an AVAIL status change. MILPERSMAN 1306-1704 and MILPERSMAN 1306-1713 provide AVAIL submission guidance in these cases.

b. **Other Changes**. A member’s status can change to interrupted or removed from instruction temporarily with an undetermined return or disenrollment date; or has graduated, but cannot transfer due to a hold (e.g., medical, legal, clearance) situation). See MILPERSMAN 1306-1717 for guidance on AVAIL changes after initial submission.

5. **Transfer Delays**. The CPC or training command representative must provide notification of status changes to the PERSUPP DET or CSD, and the assignment control authority (ACA).

a. If, after the initial AVAIL submission, the member's transfer date becomes undeterminable due to a temporary interrupted training and or hold status, the current system AVAIL can be deleted by the PERSUPP DET or CSD if orders have not been issued. Submit new AVAIL when member is available for transfer.

b. If orders have been issued and delay is no more than 30 days past original no later than (NLT) date, MILPERSMAN 1320-306 gives authority to pen-and-ink-modify orders for no more than 30 days past the original NLT date for enlisted personnel in a temporary duty under instruction or duty under instruction accounting category code (ACC) 34x status at a recruit training command or service school command. Under the purview of this article, orders will not need formal modification by the ACA. The training command will provide pen-and-ink-modified orders to PERSUPP DET or CSD and will send notification of the member's delay in reporting to the gaining command with a copy to ACA and PERSUPP DET or CSD. However, a formal modification may still be needed in order to distinguish temporary duty under instruction and duty under instruction status when a member remains in the student pipeline in the same geographic location longer than expected. Temporary duty under instruction funds and per diem entitlements may also require adjustments as a member remains in the pipeline or graduates early. When the reporting delay is confirmed to exceed 30 days past original NLT date, the PERSUPP DET or CSD is required to submit a new AVAIL to reflect the revised AVAIL date and reason for the date change.

6. **Listing of Availability Codes**. The tables below list course graduation AVAIL class codes. Ensure all appropriate remarks are provided per MILPERSMAN 1306-1714, and proper format or methods are used per MILPERSMAN 1306-1715.

a. "A" school graduation availability codes and their descriptions:

Code	Description	Notes
JD	Graduate, Selective Training and Reenlistment, or Selected Conversion and Reenlistment Program.	
JE	Graduate, honor student.	1
JF	Graduate, no further school recommended.	

JG	Graduate, recommended for further school.	
JH	Graduate, submarine school candidate.	2
JI	Graduate, diver or explosive ordnance disposal (EOD) candidate.	
JK	Graduate, no further school recommended. Designated as submariner.	
JL	Graduate, recommended for further school. Designated as submariner.	
JM	Graduate, nominated or selected for a special program.	5

b. "C" school graduation availability codes and their descriptions:

Code	Description	Notes
KA	Graduate, E-1 through E-3, non-designated strikers, not within the criteria of any other class "K" availability.	1
KC	Graduate, rated or designated, not within the criteria of any other class "K" availability.	1
KD	Graduate, no further school recommended.	
KE	Graduate, recommended for further school.	
KF	Graduate, honor student.	
KG	Graduate, no further school recommended. Designated as submariner.	
KH	Graduate, recommended for further school. Designated as submariner.	
KL	Graduate, nominated or selected for a special program.	5

c. Graduation from schools other than "A" and "C" school - availability codes and their descriptions:

Code	Description	Notes
LA	Graduate, E-1 through E-3, non-designated strikers, not within criteria of any other class "L" availability.	1
LB	Graduate, submarine school. Class "A" school required.	
LC	Graduate, rated or designated, not within the criteria of any other class "L" availability.	1
LD	Graduate, nuclear power school.	3
LE	Graduate, diving or EOD school.	
LF	Graduate, recommended for further school.	
LH	Graduate, no further school recommended.	

LJ	Graduate, submarine school, rated or designated personnel. Class "A" school not required after completion of submarine school. Not recommended for further school.	
LK	Graduate, submarine school, rated or designated personnel. Class "A" school not required after completion of submarine school. Recommended for further school.	
LM	Completed Fleet Readiness Aviation Maintenance Program (FRAMP). Specify type of FRAMP in AVAIL remarks.	1
LN	Graduate fleet replacement squadron.	4
LO	Graduate, nominated or selected for a special program.	5

Note 1: Provide specifics in remarks section.

Note 2: "JH" AVAIL submission is for submarine school candidates as administrative support personnel upon completion of class "A" school for CS, LS, and YN ratings.

Note 3: AVAILs are entered by Navy Personnel Command (NAVPERSCOM), Submarine Nuclear Qualifications Coordinator (PERS-403F) or Human Resources Assistant (PERS-403CQ) for students graduating from nuclear power school and nuclear power training unit when notification is received by the training support command.

Note 4: AVAILs are entered by NAVPERSCOM, AWF/AWV Aircrew Detailer (PERS-404EH) for students assigned in ACC 342 graduating from flight instruction with flight training evolutions.

Note 5: AVAIL submission is for a member who has been nominated for assignment to a special program upon graduation from designated training.

MILPERSMAN 1306-1708

AVAILABILITY PROCESSING – CLASS "K" - GRADUATES OF "C" SCHOOL

Responsible Office	NAVPERSCOM (PERS-4013C)	Phone: DSN COM FAX	 (901) 873-5172 873-5253
	NAVPERSCOM (PERS-40A3)	DSN COM FAX	874-3553 (901) 874-3553 874-2647

1. **Class "K" - Graduates of "C" School**

a. Personnel who are available for assignment as a result of graduation from "C" School.

b. Personnel attending "C" School en route to a duty station already designated in their orders, or onboard in a temporary duty under instruction (TEMDUINS) status, will **not** be made available for assignment since next duty station is known.

2. **Report Submissions**

a. Where length of school is 8 weeks or less, availability will be submitted during the first week of training.

b. Where length of school is more than 8 weeks, availability will be submitted 8 weeks prior to graduation.

c. Where school is under "self-pace" program, availability will be submitted 8 weeks prior to graduation. The availability date will be based on average completion time for the course. Specify class convening date in the remarks section.

d. Class "K" availability reports must include availability items 1 through 9.

3. **Listing of Availability Codes**. The following table lists all Class “K” availability codes and their description.

Code	Description	Notes
KA	Graduate, E-1 through E-3, not designated strikers, not within the criteria of any other Class "K" availability.	1
KC	Graduate, rated/designated, not within the criteria of any other Class "K" availability.	1
KD	Graduate, no further school recommended.	
KE	Graduate, recommended for further school.	1
KF	Graduate, honor student.	

Note 1: Provide explanation in remarks section.

MILPERSMAN 1306-1709

AVAILABILITY PROCESSING – CLASS "L" – OTHER SCHOOL GRADUATES

Responsible Office	NAVPERSCOM (PERS-4013C)	Phone: DSN COM FAX	 (901) 873-5172 873-5253
	NAVPERSCOM (PERS-40A3)	DSN COM FAX	874-3553 (901) 874-3553 874-2647

1. **Class "L" – Other School Graduates**

a. Personnel who are available for assignment as a result of graduation from a school other than "A" or "C" School.

b. Personnel attending these schools en route to a duty station already designated in their orders, or onboard in a temporary duty under instruction (TEMDUINS) status, will **not** be made available for assignment since next duty station is known.

2. **Report Submissions**

a. Where length of school is 8 weeks or less, availability will be submitted during the first week of training.

b. Where length of school is more than 8 weeks, availability will be submitted 8 weeks prior to graduation.

c. Where school is under "self-pace" program, availability will be submitted 8 weeks prior to graduation. The availability date will be based on average completion time for the course. Specify class convening date in the remarks section.

d. Class "L" availability reports must include availability items 1 through 9.

3. **Listing of Availability Codes**. The following table lists all Class “L” availability codes and their description.

Code	Description	Notes
LA	Graduate, E-1 through E-3, not designated strikers, not within criteria of any other Class "L" availability.	
LB	Graduate, submarine school, E-1 through E-3, not designated striker and not recommended for further school.	
LC	Graduate, rated/designated, not within the criteria of any other Class "L" availability.	1
LD	Graduate, nuclear power school.	
LE	Graduate, diving/EOD school.	
LF	Graduate, recommended for further school.	1
LH	Graduate, no further school recommended.	
LJ	Graduate, submarine school, rated/designated personnel only.	
LK	Graduate, submarine school, E-1 through E-3, not designated strikers, recommended for further school.	1
LM	Completed Fleet Readiness Aviation Maintenance Personnel (FRAMP). Specify type of FRAMP in remarks.	
LO	Availabilities for Enlisted Education Advancement Program (EEAP) students are required to be submitted 180 days prior to date of graduation.	

Note 1: Provide explanation in remarks section.

MILPERSMAN 1306-1710

AVAILABILITY PROCESSING – CLASS "N" - SCHOOL NON-GRADUATES

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone DSN: Com: Fax:	882-3779 (901)874-3779 874-2647

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Class "N" School Non-Graduates**. Personnel who are available for assignment as a result of non-graduation from any school.

2. **Responsibility**. The servicing personnel support detachment (PERSUPP DET) or customer service desk (CSD) has sole responsibility to submit an availability report (AVAIL). These AVAILs are submitted using the Navy Standard Integrated Processing System.

3. **Contact**. The pay and personnel administrative support system coordinator or training command representative is responsible for providing notification of student drops to the PERSUPP DET and or CSD with a copy to the assignment control authority.

4. **Report Submissions**. An AVAIL should be submitted for students not reclassified on the day the members are dropped from a course of instruction, or on the day reclassification is complete, but not later than 3 working days for students who are reclassified. Remarks will include the reason for an AVAIL submission or change, provide justification for the delay, and the actual dropped date when an AVAIL submission is delayed.

5. **Specific Guidance for Non-Graduates of Nuclear Propulsion Training**. The nuclear power training unit (NPTU) or naval nuclear power training command (NNPTC) will submit a report via encrypted e-mail containing the student's name, rate, last four of social security number, class, and reason for disenrollment to the activity designated in paragraph 5b.

a. **Not Enrolled and Non-Graduates**. For students who report, but are not enrolled or are non-graduates of NPTU or NNPTC, include as additional information the class number and

the reason for disenrollment (e.g.., academic, disciplinary, physical, etc.). If for physical reasons, briefly indicate the reasons (e.g., medical: visual, audio, etc.).

b. **Transfer**. Transfer of nuclear power non-graduates:

(1) Non-graduates of NPTU Ballston Spa, NY, will be transferred to Submarine Base New London, CT, unit identification code (UIC) 31752.

(2) Non-graduates at NNPTC or NPTU Charleston, SC will be transferred to student disenrolled personnel barracks, UIC 32184.

6. **Listing of Availability Codes**. The following table lists class "N" availability codes and their descriptions. Ensure all appropriate remarks are provided per MILPERSMAN 1306-1714 and proper format and method is used per MILPERSMAN 1306-1715.

Code	Description	Notes
NA	Non-graduate, E-1 through E-3, not designated strikers, and not within the criteria of any other class "N" availability.	1,2
NB	Non-graduate, submarine school, non-rated and or undesignated.	
NC	Non-graduate, rated or designated, and not within the criteria of any other class "N" availability.	1,2
ND	Non-graduate, submarine school, rated or designated.	
NF	Non-graduate, nuclear power training.	3
NG	Non-graduate, diver and or explosive ordnance disposal (EOD) school, and includes non-graduates from special operations "A" school.	
NH	Non-graduate, instructor or recruiter school.	
NI	Non-graduate, recommended for another school.	1,2
NJ	Non-graduate, weapons system school.	
NK	Non-graduate, prerequisite courses required to complete "A" school as applicable.	
NL	Non-graduate preparatory school for college course(s) (not completed) as part of training path or pipeline, prior to attending "A" school.	
NM	Non-graduate, selective training and reenlistment or selected conversion and reenlistment programs.	
NN	Non-graduate, "C" school.	
NP	Non-graduate, advanced diver or EOD school, **qualified to remain** in diving program.	

NR	Aircrew drop and or disqualification.	
NS	Non-graduate, basic underwater demolition - sea, air, and land (BUDS); or EOD, for transfer to nuclear power training or submarine school	4
NT	Non-graduate, "A" school, nuclear power school or submarine school, for transfer to BUDS or EOD school.	4
NX	Non-enrollees.	5

Note 1: Specify school and reason for non-graduate in remarks section.

Note 2: Includes when a member has not graduated from class "A" school or other training not otherwise specified above.

Note 3: Refer to paragraph 5 of this article.

Note 4: Specify the program for which the member has become a candidate.

Note 5: Use when member reports onboard, is not enrolled in class, and needs to be made available for further assignment.

MILPERSMAN 1306-1711

AVAILABILITY PROCESSING – CLASS "R" – RECRUIT TRAINING GRADUATES

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone DSN: Com: Fax:	882-3779 (901)874-3779 874-2647

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Class "R" – Recruit Training Graduates**: Personnel who are available for assignment as a result of completion of recruit training.

2. **Responsibility**. The servicing personnel support detachment (PERSUPP DET) or customer service desk (CSD) has sole responsibility to submit availability (AVAIL) reports.

3. **Report Submissions**. AVAILs are submitted through the Navy Standard Integrated Processing System 4 weeks prior to member's graduation.

a. Initial availability information and scheduled disposition of a member upon completion of recruit training is provided under the Personalized Recruiting for Immediate and Delayed Enlistment Program (PRIDE) and the enlistment contract of member per procedures promulgated in separate directives.

b. Initial availability information is verified during the classification week and an AVAIL is submitted based on confirmation of member's next assignment to include booking class reservations.

c. Changes to initial availability information will be reflected when an AVAIL is submitted, including delays to original graduation date.

4. **Listing of Availability Codes**. The following table lists class "R" availability codes and their descriptions. Ensure all appropriate remarks are provided per MILPERSMAN 1306-1714, and proper format and or method are used per MILPERSMAN 1306-1715.

Code	Description	Notes
RA	Non-designated strikers, not within the criteria of any other class "R" availability.	
RC	Non-designated strikers, selected for assignment by Navy Personnel Command.	
RD	General assignment (request for brother duty).	
RE	General assignment (designated striker).	
RG	Special assignment (includes those identified for special assignment by request code on the recruit data card).	
RL	Special qualifications assignment.	

MILPERSMAN 1306-1712

AVAILABILITY PROCESSING – CLASS "X" – BRIG AND DISCIPLINARY RELEASES

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone DSN: Com: Fax:	882-3779 (901)874-3779 874-2647

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Class "X" – Brig and Disciplinary Releases**: Personnel who are completing confinement or other disciplinary action who are available for assignment.

2. **Responsibility**. The servicing personnel support detachment (PERSUPP DET) or customer service desk (CSD) has the sole responsibility to submit availability reports (AVAILs), except as otherwise indicated under various MILPERSMAN articles in the 1306-1700 series.

3. **Notification**. Any notification provided by the command personnel administrative support system coordinator or any command representative will be used for AVAIL submission and changes by the PERSUPP DET or CSD.

4. **Report Submissions**. Class "X" AVAILs will be submitted at least 3 weeks prior to completion of confinement or disciplinary action using the Navy Standard Integrated Processing System.

a. **Do not** submit a class "X" AVAIL if the member is to be discharged or if member completes 30 days or less of confinement at the naval consolidated brig under temporary additional duty orders. Refer to MILPERSMAN 1306-130 for further guidance.

6. **Listing of Availability Codes**. The following table lists class "X" availability codes and their description. Ensure all appropriate remarks are provided per MILPERSMAN 1306-1714 and proper format and or method is used per 1306-1715.

Code	Description	Notes
XA	Brig release, E-1 through E-3 undesignated strikers who are to be returned to previous duty station per existing policy.	
XB	Brig release, E-1 through E-3 personnel, undesignated strikers for whom a request for exemption of policy returning member to previous duty station has been requested and approved, or who was apprehended, convicted, and confined while en route to a new duty station, or whose last duty was school, transient, etc.	
XC	Brig release, rated personnel and designated strikers who have been sentenced to 31 or more days of confinement and who are recommended for further service or assignment.	
XD	Brig release, rated personnel and designated strikers who have been sentenced to 30 or less days of confinement, and **an exemption of policy** returning member to previous duty station **has been requested** by the previous duty station, **and approved** by appropriate assignment control authority.	
XE	Disciplinary release (not brig), E-1 through E-3 undesignated strikers.	1
XF	Disciplinary release (not brig) rated personnel and designated strikers.	1

Note 1: Enter pertinent details in remarks.

MILPERSMAN 1306-1713

AVAILABILITY PROCESSING – CLASS "Y" – MEDICAL RELEASES

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone DSN COM FAX	882-3779 874-3779 FAX 874-2647

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUPERSINST 1306.72

1. **Class "Y" – Medical Releases**. Personnel who are available as a result of being placed in temporary limited duty (LIMDU) by a medical board, returned to duty (RTD) from LIMDU status, awaiting results from a physical evaluation board (PEB), found fit for duty (FFD) from a PEB, and other medical releases to include released from hospitalization and returned to duty not requiring medical board processing. The decision logic tables in this article provide additional guidelines for determining availability report (AVAIL) submission, deletion, and other actions.

2. **Responsibility**. The servicing personnel support detachment (PERSUPP DET) or customer service desk (CSD) has sole responsibility to submit an AVAIL using the Navy Standard Integrated Processing System (NSIPS). **Exception:** For members placed on LIMDU or who require reassignment while awaiting results from a PEB, refer to paragraph 9. Refer to Note 3 of this article for guidance on AVAIL submission method.

3. **LIMDU Notification**. The cognizant military treatment facility (MTF) provides the medical evaluation board report (MEBR) or the abbreviated medical evaluation board report (AMEBR) approved by the MTF convening authority to PERSUPP DET or CSD for members placed on LIMDU, not requiring approval from higher authority. For those LIMDU AVAILS requiring approval by higher authority prior to AVAIL submission, the cognizant MTF forwards a copy of the MEBR or AMEBR to Navy Personnel Command (NAVPERSCOM) Disability/Retirements/LIMDU Branch (PERS-82).

NAVPERSCOM (PERS-82) provides authorization for LIMDU to PERSUPP DET. Refer to MILPERSMAN 1306-1200 for further guidance.

4. **Report Submissions for LIMDU**

a. **Received Onboard Transient Activity for LIMDU.** AVAIL will be submitted after member has been gained onboard assigned transient activity and applicable LIMDU notification is received.

b. **Students and Former Students.** Students placed in a LIMDU status while under instruction may be dropped from training dependent on their ability to continue training and or incur an AVAIL status change. LIMDU AVAIL will be submitted whether member is authorized to remain onboard and complete training, LIMDU period exceeds graduation date, or member is dropped from training due to being placed in LIMDU status.

c. **Shore Duty.** AVAIL submission is not required for members assigned to shore duty (type 1) unless medical care is not available in close proximity to their current duty station. **Exception:** AVAIL submission is required on submarine designated and nuclear trained personnel being placed on LIMDU, no matter what the type duty assignment. Specific requirements concerning nuclear trained personnel are necessary to monitor special pays (special duty assignment pay and Navy submarine pay) which may be paid to a member while on LIMDU. Provide copy of medical board to Chief of Naval Operations (CNO), Nuclear Enlisted Program Branch (N133D) when nuclear trained personnel are placed on LIMDU and RTD from LIMDU.

d. **Overseas Shore Duty and Isolated Duty.** AVAIL submission is required for members assigned to type duty 3 and 6 in order to confirm medical care availability at location and member's ability to effectively perform duties while on LIMDU. The appropriate assignment control authority (ACA) will determine whether member will remain at current duty station.

5. **Hospital and Medical Holding Company Releases.** The cognizant MTF provides notification to PERSUPP DET or CSD for AVAIL submission when a member is RTD while attached to a medical holding company (MHC) and or released from hospitalization, but not placed on LIMDU or referred to the PEB. Reference (a) provides further guidelines on disposition of members hospitalized or assigned to a MHC.

6. **RTD from LIMDU and FFD**. The cognizant MTF provides notification to PERSUPP DET or CSD when a member is RTD from LIMDU, or after a member accepts FFD findings for continued naval service by the PEB. Refer to MILPERSMAN 1306-1208 for further guidance.

a. **Assignment Screening.** Completion of assignment screening will determine if a member is world-wide assignable (WWA) or assignment limited (ASLIM) when RTD from LIMDU or FFD for continued naval service by the PEB. This type of screening is required except as otherwise indicated under paragraph 10 (decision logic table) of this article. Refer to MILPERSMAN 1306-801 for further guidelines.

b. **Operational Screening and Other.** When a member is not ASLIM but does not pass operational screening required for orders, the execution outcome could result in the member being placed in LIMDU status or referred to the PEB. Refer to MILPERSMAN 1300-800 for further guidelines on operational screening. In addition to assignment screening and operational screening, other screenings may be required (e.g., special screening for specific ratings, nominated for special duty assignment, etc.) and other issues may be involved (e.g., security clearance, high year tenure (HYT), perform to serve (PTS), etc.).

7. **Action**

a. **Command.** The command personnel administrative support system coordinator or other assigned command representative shall ensure all required screening is complete (e.g., assignment, operational, etc.), provide results to the PERSUPP DET or CSD, and provide notification to NAVPERSCOM, Special Assistant to the Director-Enlisted Distribution Division (PERS-40BB) when member is found to be ASLIM or does not pass operational screening. The command shall also provide the PERSUPP DET or CSD and ACA final determination for members pending other screening or issues regardless of type of medical release so that PERSUPP DET or CSD can determine AVAIL submission requirement.

b. **NAVPERSCOM.** NAVPERSCOM (PERS-40BB) shall provide approved disposition to the command with a copy to PERSUPP DET or CSD for ASLIM members to allow further AVAIL action. The ACA shall provide notification to command when it has been determined a member will remain onboard current duty station

regardless if member is WWA, ASLIM from LIMDU, PEB, or any other medical releases for which an AVAIL was received.

8. **Report Submission for RTD, FFD, or Other**

a. AVAIL will be submitted for members RTD from LIMDU and FFD by PEB upon completion of assignment screening, and when notification for other type medical releases are received. Remarks section will include results from assignment screening to provide whether member is WWA or ASLIM and any other screening or issues pending on member. The AVAIL will remain for ASLIM personnel until NAVPERSCOM (PERS-40BB) provides determination regarding disposition. **Exception:** For submarine designated and or nuclear trained personnel, do not submit an AVAIL until notified by higher authority and refer to MILPERSMAN 1306-1210 for guidance.

b. **Accessions.** Personnel who have never been assigned to account category code (ACC) 1XX or 342 are considered accessions. Any accession dropped from class "A" school when placed on LIMDU or PEB status and assigned to ACC 105, though no longer considered as an accession when RTD from LIMDU or FFD by PEB and WWA, will be reclassified and AVAIL submitted.

c. **Fleet Returns.** Personnel who reported to "A" school from a permanent duty station are considered fleet returns. Any dropped from class "A" school when placed on LIMDU or PEB status and assigned to ACC 105 will be reclassified and AVAIL submitted when RTD from LIMDU or FFD by PEB and WWA.

9. **Listing of Availability Codes.** The following table lists Class "Y" availability codes and their descriptions. Ensure all appropriate remarks are provided per MILPERSMAN 1306-1714 and proper format or method is used per 1306-1715.

Code	Description	Notes
YA	E-1 through E-3 non-rated or non-designated personnel not within the criteria of any other class "Y" availability.	1,2
YC	E-1 through E-3 non-rated or non-designated personnel who were under direct assignment control of NAVPERSCOM prior to hospitalization (i.e., ceremonial guard, etc).	1
YD	Rated or designated personnel not within the criteria of any other class "Y" availability.	1,2

YE	Hospital releases from a non-naval military medical facility.	1
YF	Hospital releases from a non-military medical facility.	1
YH	Personnel available for LIMDU. Also use when specifically directed by NAVPERSCOM (PERS-82) for personnel who are awaiting results from a PEB.	3,4
YI	Use only when specifically directed by NAVPERSCOM (PERS-82). Fit for full duty, which required NAVPERSCOM, BUMED, and central physical evaluation board approval action.	4,5
YJ	RTD from LIMDU not requiring NAVPERSCOM or BUMED approval action.	5
YK	Release from drug or alcohol abuse rehabilitation	6
YM	Use only when specifically directed by NAVPERSCOM (PERS-82). Personnel assigned LIMDU designations (i.e., L4, L5, L-M).	7
YN	Assigned to nuclear trained personnel (NECs 335X, 336X, 338X, 339X) who require additional screening by BUMED (MED-21) and CNO (N133D), have completed their required LIMDU period, and have been found physically fit for submarine duty and or occupational exposure to ionizing radiation.	1
YR	Use only when a prior accession member has never been assigned to ACC 1XX or ACC 342. Reclassification process concludes with member not recommended to attend class “A” school.	1
YS	Use only when prior accession member has never been assigned to ACC 1XX or ACC 342. Reclassification process concludes with recommendation to return to previous “A” school or attend a different “A” school.	1,8
YT	Use when a member is a fleet returnee. Reclassification process concludes with not recommended to attend class “A” school.	1
YU	Use when a member is a fleet returnee. Reclassification process concludes with recommendation to return to previous “A” school or attend a different “A” school.	1,8

Note 1: Explanation in remarks section is required.

Note 2: Other medical release returning a member to full duty, in which an MEB was not required and reassignment is needed (e.g., released from hospitalization, released from MHC, etc).

Note 3: Submit "YH" class AVAILs via e-mail as follows:

(a) Submit to M MILL PERS4013 AVAILS@navy.mil when using the NMCI global address listing.

(b) Submit to MILL PERS4013 AVAILS@navy.mil when not using the NMCI global address listing (Note: The first M_ is not included in the e-mail address when not using NMCI).

Note 4: Reference the NAVPERSCOM authorization in remarks section.

Note 5: Do not use for nuclear trained personnel. See class "YN" AVAIL.

Note 6: Specify drug, alcohol, or both in the remarks.

Note 7: Reference NAVPERSCOM (PERS-82) approval to remain onboard in LIMDU status to complete 20 years of service.

Note 8: AVAIL rate for those approved to attend special operations "A" school; explosive ordnance disposal(EOD), sea, air, and land (SEAL), and diver type programs; or master-at-arms will be the rate member will be upon completion of training.

10. **AVAIL Submission and Deletion Decision Logic Table**

STATUS	NOTES
Within 90 days of end of obligated service, regardless of previous type duty or projected rotation date (PRD), and does not desire to incur OBLISERV for orders.	2
Within 90 days of end of obligated service (EAOS), regardless of previous type duty or PRD, and desires to incur OBLISERV for orders.	1
EAOS is more than 90 days but less than 9 months, regardless of type duty or PRD, and member does not desire to incur OBLISERV for orders.	1

Previously in duty type 2 or 4, EAOS is more than 9 months and desires to incur OBLISERV for orders.	1
Held beyond EAOS for PEB and does not desire to reenlist.	2
Held beyond EAOS for PEB and now desires to reenlist.	1
Previously in ACC 100 at duty type 1, 3, or 6, PRD is more than 9 months, and EAOS is more than 9 months.	3
Previously in ACC 100 at duty type 1, 3, or 6, PRD is 9 months or less, and EAOS is more than 9 months.	1
Being processed for lateral or forced rating conversion.	4
Pending PTS	1
Approved or directed to separate by higher authority within 1 year (e.g., early separation, PTS denied, enlisted review board results, etc).	3
Within 1 year of HYT.	2
Pending further screening and or security clearance (not nuclear and submarine designated personnel).	1
Requires further screening by OPNAV (N133D) or NAVPERSCOM (PERS-403) (nuclear and submarine designated personnel).	5
Transfer to the Fleet Reserve, retirement has been requested or approved, and approval date is more than 12 months in the future.	1
Approved for transfer to the Fleet Reserve and approved date is within 12 months.	3
Approved to retire with a disability.	3
Pregnant.	6
Hospitalized while assigned to a training command for temporary duty or duty under instruction.	3
Directed to be administratively separated per authorization by higher authority.	3
Pending disciplinary action.	3
RTD, member is ASLIM.	1,7
ASLIM. Notification received from NAVPERSCOM, Enlisted Distribution Division (PERS-40) to separate member within 30 days.	8
Notification received by either command or NAVPERSCOM, (PERS-40) that PERS-40 determined member will remain onboard until EAOS and or PRD regardless of ASLIM or WWA.	8
PRD has been adjusted prior to AVAIL submission or since AVAIL submitted to either match EAOS, HYT, etc., or out of 9-month window regardless of prior type duty.	3
AVAIL used to transfer member when NAVPERSCOM finds billet for member.	9
Previously RTD or not, now pending PEB.	8

Notes for Paragraph 10 Decision Logic Table:

Note 1: Submit an AVAIL.

Note 2: Do not submit an AVAIL and delete previous NSIPS AVAIL if there, unless ASLIM after being FFD by PEB, then Note 1 will apply.

Note 3: Do not submit an AVAIL and delete previous NSIPS AVAIL if there. Assignment screening is not required.

Note 4: Submit AVAIL once rating conversion is approved. Refer to MILPERSMAN 1306-1704 for AVAIL class code on approved conversions.

Note 5: Do not submit AVAIL until all screenings are complete and as directed in per MILPERSMAN 1306-1210.

Note 6: Delete previous NSIPS and submit AVAIL report via e-mail per MILPERSMAN 1306-1704.

Note 7: AVAIL remains until notification is received by NAVPERSCOM (PERS-40BB).

Note 8: Delete previous NSIPS AVAIL.

Note 9: After orders are released, AVAIL should automatically disappear.

MILPERSMAN 1306-1714

AVAILABILITY PROCESSING – DATA ITEM DESCRIPTIONS AND DEFINITIONS FOR REPORT SUBMISSIONS

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone DSN: Com: Fax:	882-3779 (901)874-3779 874-2647

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Data Items**. This article provides detailed descriptions and instructions of availability (AVAIL) report data items submitted through the Navy Standard Integrated Personnel System (NSIPS), Enlisted Assignment Information System (EAIS), Navy general administrative message, e-mail, and letter. Only personnel authorized by Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40) can enter AVAILs through EAIS approved by NAVPERSCOM (PERS-40). Also refer to the NSIPS users guide and NSIPS help screens for detailed descriptions and instructions for submission of AVAILs through NSIPS, except for temporary limited duty (LIMDU), pregnancy, and other specific class AVAILs defined in other MILPERSMAN articles under the 1306-1700 series.

2. **Definition and Instructions of Data Entries**. AVAIL entries provide data necessary to move a Sailor to the right duty station or training command.

3. **General Data**. Required on all AVAIL reports regardless of how they are submitted, except as otherwise defined. AVAIL entries are as follows:

(a) **Social Security Number (SSN):** Automatically reflects when entered on the left of the screen under EAIS and is prefilled under NSIPS once member has been gained onboard.

Example: XXX-XX-1111 (when submitted by Navy message, e-mail, or letter).

(b) **Name (Last, First, Middle).** Automatically reflects when SSN is entered on the left of the screen under EAIS and is prefilled under NSIPS once member has been gained onboard.

Example: SAILOR, IAM SHIPPY (when submitted by Navy message, e-mail, or letter).

(c) **Unit Identification Code (UIC).** Automatically reflects when SSN is entered on the left of the screen under EAIS and is prefilled under NSIPS once member has been gained onboard.

Example: 03135 (when submitted by Navy message, e-mail, or letter).

(d) **AVAIL Rate:** The rate member will be when available for transfer. This includes personnel authorized to be advanced to the next higher pay grade (selectee or advancement increment). For reporting school graduates, indicate the rate to be obtained by successful completion of the course, (e.g., member in pay grade E-3 attending a class "A" personnel specialist course, AVAIL rate will be entered as "PSSN". This also applies to personnel attending conversion courses. Do not include special program indicators such as (NF) for nuclear field personnel or special designators such as (SW) for surface warfare.

Example: PSSN, CS3, or FC2.

(e) **Expected Navy Enlisted Classification (ENEC).** Enter additional Navy enlisted classification (NEC) qualification, including NEC recommended by enlisted classification unit or NEC to be earned as a result of course completion. If none, enter "0000." For school graduates who receive designation upon graduation and will no longer be assigned a defense group or conversion NEC, enter "0000."

Example: ENEC: 0000 or ENEC: 9585.

(f) **AVAIL Date:** The date the individual will be available for transfer to a new duty station. For assignment to LIMDU status, the AVAIL date will be the date of the medical board which is found in block 15 of NAVMED 6100/1 or on the abbreviated medical evaluation board report cover sheet. For returned to duty (RTD) from a LIMDU status, the AVAIL date will be the date in block 25 of NAVMED 6100/1. For completion of training, the established graduation date will be the AVAIL date.

Example: 101201 (YYMMDD)

(g) **Classification of Availability.** The classification identifies reason member is being made available.

Example: "YJ" is for a Sailor returned from limited duty.

(h) **AVAIL UIC:** The UIC to which the member will be assigned while awaiting orders. EAIS provides a fillable entry whereas the NSIPS AVAIL panel does not. Only enter if the AVAIL UIC is different from command UIC. Use remarks section for NSIPS and always include AVAIL UIC when submitting by message, e-mail, or letter, as necessary.

Example: 03361

(i) **Activity Name (ACT NAME):** The activity to which member will be attached while awaiting the transfer directive. Use short title for activity, not to exceed 16 positions. Enter in remarks in NSIPS and EAIS if member will be transferred to a different command to await orders. Always include ACT NAME when submitting by message, e-mail, or letter.

Example: NAVSTA NORVA OTH.

(j) **Class Course Data Processing Code (CDP Code).** Enter the CDP code from which member is graduating upon AVAIL submission.

(k) **Class Standing/Class Ranking.** Enter class standing if known.

4. **AVAIL Remarks.** It is essential that this section of the AVAIL be used to the fullest extent. Commands submitting AVAILs can rarely provide too much additional information in the report. The information submitted is used by NAVPERSCOM in making the correct assignment determination. As such, it is incumbent upon submitting commands to provide all pertinent information and to ensure that the point of contact's name, phone number, and e-mail address are provided in the remarks section.

a. **Applicable Remarks.** Some of these remarks, such as pregnancy and LIMDU AVAILs, have multiple remarks included as they relate to AVAIL information. More than one remark could apply, depending on a member's status.

(1) **Dropped From Course of Instruction:**

- Name of course of instruction.

- Date member was dropped.

(2) **Graduation from Course of Instruction:**

- Name of course of instruction.

- Three duty preferences when no further school applies, as provided by the training command. (Enter if learning center or school did not already provide to assignment control authority (ACA)).

(3) **Pregnancy:**

- Date of 20th week.

- Estimated delivery date.

- Location of household goods (HHG) and dependents' location, if applicable.

- Member (is/is not) TAD to another command while awaiting BUPERS orders, if so, TAD command (UIC XXXXX) (does/does not) desire to keep member for assigned pregnancy tour.

- Indicate whether member has a vehicle and a driver's license to determine member's ability to drive to and from home, place of duty, and the medical treatment facility (MTF).

- Indicate if member has been prescribed any medication(s) that would preclude her from driving a vehicle or affect the performance of certain duties.

- Any other pertinent information related to AVAIL status of member to aid in placement decision.

- Contact e-mail address and or phone number of the submitting command.

(4) **LIMDU:**

- ICD Code: (provided from medical board) Example: 305.1, 758.2.

- Number of months LIMDU specified in medical board.

- Physical limitations (provided from medical board).

- Location of HHG and dependents location.

- Member (is/is not) TAD to another command while awaiting BUPERS orders, if so, TAD command (UIC XXXXX) (does/does not) desire to keep member for LIMDU assignment.

- Indicate whether member has a vehicle and a driver's license to determine member's ability to drive to and from home, place of duty, and the MTF.

- Indicate if member has been prescribed any medication(s) that would preclude him or her from driving a vehicle or affect the performance of certain duties.

- Any other pertinent information related to AVAIL status of member not already provided which would be helpful in determining placement of member.

- Contact e-mail address and or phone number of the submitting command.

(5) **RTD from LIMDU or Physical Evaluation Board (PEB):**

- Date assignment screening was completed.

- World-wide assignable.

- Assignment limited.

- Date reclassification completed and determined disposition for accessions who are RTD after being dropped from course of instruction, when placed on LIMDU and or PEB status. (Personnel who have never been assigned to a permanent duty station in account category code (ACC) 100).

- Member's intentions (e.g., separate, continue on Active Duty, obligate service (OBLISERV) for orders, etc.).

(6) **Other Medical Releases that Require Submission of an AVAIL:**

- Released from medical hold and returned to duty.

(7) **Member marries another Service member while both are assigned to the same non-shore and or operational command or share same reporting senior while assigned to a shore and or non-operational command that does not concur with both Service members having same reporting senior:**

- Date of marriage.

- Rate, name, and last four digits of SSN of spouse.

- Request notice of which spouse will be transferred.

(8) **Pending Perform to Serve (PTS) Approval:**

- Indicate PTS pending.

- Date PTS process started (if known at time of AVAIL submission).

(9) **Forced or Lateral Conversion:**

- Indicate which was approved (forced or lateral).

- Provide date of approval.

- Reference substantiating document(s).

(10) **Recommended for Special Programs:**

- Indicate the program for which member is being recommended.

- Reference any substantiating documents.

(11) **Nuclear Disqualification (DQ):**

- Date of DQ.

- Reference substantiating document(s).

(12) **Disqualified from Expeditionary Readiness, Overseas Contingency Operations Support Assignment (OSA) and or Individual Augmentee:**

- Explain reason for DQ, in keeping with privacy rules.
- Date of DQ.

(13) **Other DQs or Reasons for Reassignment:**

- Indicate member's DQ and or why assignment or reassignment is required.

- Date DQ'd.

- Reference substantiating document(s).

(14) **Released for Disciplinary Action:**

- Last permanent duty station (PDS) and expiration of active obligated service (EAOS) in remarks section. (Required in case EAOS does not already reflect correctly in the Navy master file).

- Class "X" availability reports utilizing code "XB" or "XD" **must** indicate period of confinement and date time group of message from appropriate ACA that approves the command's request for the member not to be returned to last PDS.

- For members apprehended, convicted, and confined while in a travel status, indicate last duty station and new duty station in remarks section (e.g., SNM ENROUTE FRM RTC GREAT LAKES TO CVN-72, SPCM AWARDED 45 DAYS, VIOL ART 80).

- For members confined while en route to a new duty station, specify activity name in the remarks section.

- Last duty station and or ACC.

Example: ACC 100 (last permanent duty station)

- For members with less than 24 months OBLISERV, include in the availability remarks section the member's OBLISERV intentions.

(a) Will OBLISERV for _____ months.

(b) Will not OBLISERV.

b. **Other Remarks (Other remarks which may apply).**

(1) **Present Location of HHGs:**

- Indicate code for HHG and or primary dependency code only when AVAIL has to be submitted by message, e-mail, or letter that are not for pregnant or LIMDU personnel. Locality and homeport codes are available online through command career counselor or at https://www.npc.navy.mil.

(2) **Duty Preferences for Undesignated Personnel:**

- Indicate choices for non-rated or undesignated SN, FN, and AN personnel, if volunteered.

- Indicate choices for homeport (must be a fleet concentration area), a minimum of 3 choices for hull type or platform, and 3 choices for overseas duty. Refer to MILPERSMAN 1306-110 and https://www.npc.navy.mil for further guidance on enlisted duty preferences.

(3) **Voluntary or Involuntary Flight Duty for AT, AD, AE, and AM Ratings:**

- Indicate whether the member is physically qualified "PHY QUAL." or not physically qualified "NON-PHY QUAL" for duty involving flying as an aircrewman.

- If no facilities exist for conducting a flight physical examination or if time limitations preclude a flight physical examination prior to submission of the AVAIL report, indicate "NO PHY EXAM."

c. **Other.** Remarks not already provided in this article should be provided to aid in determining the placement of member.

d. **Contact.** If unsure of information to be included in the remarks section, contact NAVPERSCOM, AVAILS Program Manager (PERS-40GG).

MILPERSMAN 1306-1715

AVAILABILITY PROCESSING – INITIAL SUBMISSIONS

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone DSN: COM: FAX:	882-3779 (901)874-3779 874-2647

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Availability Report**. An availability report (AVAIL) is the communication to the assignment control authority (ACA) that an individual requires assignment or reassignment. As the ACA is not the same for all personnel, timely submission of the AVAIL to the proper ACA is critical.

2. **Responsibility**. Navy commands and specific departments within Navy Personnel Command (NAVPERSCOM) are responsible for prompt and accurate submission of AVAILs on personnel who are available for assignment or reassignment. AVAILs are submitted using the Navy Standard Integrated Processing System (NSIPS), except as otherwise defined.

a. **Shore Activities (Duty Type 1, 3, or 6 as provided in MILPERSMAN 1306-102).** The servicing personnel support detachment (PERSUPP DET) or customer service desk (CSD) has sole responsibility to submit AVAILs, except as otherwise indicated under various MILPERSMAN articles of the 1306-1700 series.

b. **Non-Shore and or Operational Activities (Duty Type 2 or 4 as provided in MILPERSMAN 1306-102).** If a member requires reassignment before his or her established projected rotation date, the servicing PERSUPP DET or personnel office has sole responsibility to submit AVAILs, except as otherwise indicated under various MILPERSMAN articles of the 1306-1700 series.

c. **NAVPERSCOM.** Personnel assigned to specific billets at NAVPERSCOM may enter AVAILs in the Enlisted Assignment Information System (EAIS), as authorized by NAVPERSCOM, Enlisted Distribution Division (PERS-40). These billets are identified under various MILPERSMAN articles in the 1306-1700 series.

3. **Types**. There are two types of AVAIL reports: Immediate and non-immediate.

a. **Immediate.** Used for Sailors who are immediately available, or who will be available for orders in 21 days or less (e.g., type duty disqualifications, school nongraduates, former officers, accessions, brig or disciplinary releases, and students having less than 21 days from course graduation who have not already been issued orders). AVAILs for pregnant Sailors and Sailors in a medical release status, including those going to or from limited duty (LIMDU) status, are also considered "immediate" AVAILs.

b. **Non-immediate.** Used for Sailors who will be available in 22 days or more (e.g., planned deactivation, decommissioning, homeport changes of command, humanitarian tour releases, graduation from recruit training, and graduation from courses 22 days or more when orders have not already been issued to the member for follow-on assignment).

4. **Other Submission Methods**. AVAILs listed below will not be submitted using NSIPS, regardless of NSIPS capability.

a. **Pregnancy and LIMDU.** Class "DP" AVAILs for members who become pregnant and class "YH" AVAILs for members who are placed on LIMDU will be submitted by the servicing PERSUPP DET or personnel office (as applicable) to NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013C) by e-mail as indicated below:

(1) **M_MILL_PERS4013_AVAILS@navy.mil**, when using the NMCI global address listing; or

(2) **MILL_PERS4013_AVAILS@navy.mil**, when not using the NMCI Global address listing. **Note: The first M_ is not included when not using NMCI.**

b. **Fleet Personnel Approved for "A" School.** Class "DT," "DU," "DV," and "DW." Personnel onboard a permanent duty station approved to attend formal training under the Fleet Rating Identification Engine and or Perform to Serve (PTS) Programs. These AVAIL classifications are controlled by designated NAVPERSCOM personnel responsible for monitoring fleet personnel. MILPERSMAN 1306-1700 and MILPERSMAN 1306-1704 provide guidelines.

(1) **Special Operations and Master-at-Arms Ratings.** The applicable AVAIL will be entered by NAVPERSCOM, SEABEE/SEAL/ SWCC/EOD Diver Assignment Branch (PERS-401) and the Admin/Deck/

Security/Supply Assignment Branch (PERS-405) when writing orders for personnel approved for special operations and the master-at-arms ratings.

(2) **Other Ratings.** The applicable AVAIL will be entered by NAVPERSCOM, Shore Special Programs Assignment Section (PERS-4010) when writing orders for those approved for all other ratings.

c. **Nuclear Power School Graduates.** Class "LD" AVAILs for graduation from nuclear power school and from nuclear power training unit will be submitted by the Training Support Center (TSC). The TSC is responsible for sending notification to NAVPERSCOM with a copy to the servicing PERSUPP DET and or CSD for members graduating from designated courses. An AVAIL will be entered by NAVPERSCOM when notification is received. Refer to MILPERSMAN 1306-1700 and MILPERSMAN 1306-1707.

(1) **NPS Graduates.** Pending notification from the training support center (TSC) and upon graduation from NPS, a class "LD" AVAIL will be entered into EAIS by the NAVPERSCOM, Submarine Nuclear Qualifications Coordinator (PERS-403F) for students transferring to an NPTU.

(2) **NPTU Graduates.** Pending notification from the TSC, a class "LD" AVAIL will be entered by NAVPERSCOM, Human Resources Assistant (PERS-403CQ) for NPTU graduates transferring to sea duty, instructor duty, or for additional training.

d. **Fleet Replacement Squadron Graduates.** A class "LN" AVAIL will be entered in EAIS by the NAVPERSCOM, Aircrewman Mechanical (AWF) or Aircrewman Avionics (AWV) Aircrew Detailer (PERS-404EH) for students graduating from flight instruction with flight training evolutions. Refer to MILPERSMAN 1306-1700 and MILPERSMAN 1306-1707.

e. **Command Status Change.** Class "DE," "DD," "DF," and "DH" AVAILs will be submitted for personnel attached to commands scheduled for deactivation, a change in mission, or billet reduction due to a commercial activity study, or the elimination of requirements. Designated personnel at NAVPERSCOM will liaise with affected activity or command to determine a command personnel phasing plan, then enter the applicable AVAIL in EAIS. MILPERSMAN articles 1306-1700, 1306-1704, 1306-1100, and 1306-1800 provide specific guidance.

5. **Alternate Submission Methods.** Commands that are required to submit AVAILs in compliance with directives, but do not have NSIPS capability, will submit AVAILs to the appropriate ACA using an alternate method. Except as provided in paragraph 4a through 4e, AVAILs will be submitted by:

a. **Navy Message Traffic.** Contact NAVPERSCOM, AVAILS Program Manager (PERS-40GG) prior to AVAIL submission. Refer to NAVPERSCOM website: http://www.npc.navy.mil to determine ACA desk codes. The Detailer Phone book under the Enlisted Detailing tab provides these codes. Ensure NAVPERSCOM (PERS-40GG) is included as an info addressee.

b. **E-Mail.** Contact NAVPERSCOM (PERS-40GG) prior to AVAIL submission. AVAILs may be submitted via encrypted e-mail. Send the information copy to MILL PERS-40 AVAILSCOORDINATOR@NAVY.MIL.

c. **Postal Letter.** Contact NAVPERSCOM (PERS-40GG) prior to AVAIL submission. This method may be utilized when other methods are not available.

6. **Other AVAIL Information**

a. **Students.** Personnel attending schools under orders, with next assignment already scheduled, do not require an AVAIL submission unless their status changes or they are dropped from training. MILPERSMAN 1306-1707 provides further guidance.

b. **Active Duty for Special Work (ADSW). Do not submit** an AVAIL on ADSW personnel. Contact NAVPERSCOM, Augmentation Division (PERS-4G) for further information. Refer to NAVPERSCOM website http://www.npc.navy.mil/CareerInfo/Augmentation

c. **Travel Status.** If member is in a travel status, accounting category code 400, he or she **must** be reported on board for duty prior to AVAIL submission.

d. **Excess Personnel. Do not** submit availability reports on excess personnel. Action to assign personnel in excess or make excesses available for reassignment will be initiated by the cognizant manning control authority, their agent, or NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013). MILPERSMAN 1306-132 provides further guidance.

7. **NSIPS Initial AVAIL Function Code**. Using the initial AVAIL function code (I) under NSIPS depends on the reason for the AVAIL submission.

a. Member is initially made available for orders and initial AVAIL is submitted.

b. AVAIL date has changed after receipt of orders and formal modification is needed.

c. AVAIL classification code has changed after receipt of orders or orders have not been received yet (e.g., nominated for special programs, or dropped from course of instruction).

Note: If an initial AVAIL was entered into NSIPS, the previous AVAIL must be deleted prior to resubmission.

d. AVAIL rate is corrected or changed.

Note: If an initial AVAIL was entered into NSIPS, the previous AVAIL must be deleted prior to resubmission.

e. Member is available for transfer again after the previous AVAIL was deleted because the available date had previously been undetermined.

8. **NSIPS Change Function Code**. Using the change AVAIL function (code (c) under NSIPS) routes the AVAIL to the same order writer when orders have not been received and the AVAIL classification and or AVAIL rate have not been affected.

9. **AVAIL Report Formats**. Exhibits 1 through 6 of this article provide examples of AVAIL report formats and submission methods for certain classifications of AVAILs. The same format can be used for other AVAIL classifications as they relate to the AVAIL report being submitted. MILPERSMAN 1306-1714 provides data item descriptions and definitions. It also provides a list of commonly used remarks when submitting an AVAIL report.

EXHIBIT 1

INITIAL AVAIL – NSIPS PANEL
(Fill in fields to reflect AVAIL information)

ID: Full SSN **Name:** SAILOR, IAM S **Rank/Rate:** PSSR **Current DSC:** 100
RTC Number: Branch/Class: PNEC: SNEC: Security Level: ENL
DESIG:

Pri Depn: Citizenship: Sex: SPI: LIMDU: EAOS:

ADBD:

(Pre-filled when AVAIL is created after typing SSN as long as member has been gained in NSIPS and is in full Navy strength)

UIC: XXXX Activity Name (both UIC and name of command pre-filled in)

Function Code: ☐ **AVAIL Date:** ☐
(provides drop down list) (provides calendar to select date)
Example: I - Initial Availability

Class Code: ☐
(provides drop down list and description of class AVAIL once selected)
Example: JF "A" SCHOOL GRAD: GRADUATED NO FURTHER SCHOOL RECOMMENDED.

Rate/Rank ☐ Rate member will be upon graduation from school (provides drop down list)

CDP Code: ☐(Fill in) **ENEC:** ☐(fill in) **Class Standing:** ☐(Fill in (if known))

Remarks: (Box provided to fill in remarks) Provide all pertinent information per related MILPERSMAN article used to submit the AVAIL report and MILPERSMAN 1306-1714.

EXHIBIT 2

AVAILABILITY REPORT – E-MAIL FORMAT - INITIAL PERIOD OF LIMDU
(Refer to MILPERSMAN 1306-1714)

SUBJECT LINE: CLASS YH AVAIL ICO AO1 SAILOR-9999

(1) **SSN:** 9999 (Last 4 SSN)

(2) **NAME:** SAILOR IAM SHIPPY

(3) **UIC:** 03361

(4) **AVAIL RATE:** AO1

(5) **ENEC/NEC:** (if none enter 0000)

(6) **AVAIL DATE:** 100301 (Date of medical Board)

(7) **AVAIL CLASS:** YH

(8) **ACTIVITY NAME (ACT NAME):** TRANSITPERSU NAVSTA SDIEGO

(9) **REMARKS:**
- ICD Code: (provided from medical board) Example: 305.1, 758.2.
- Number of months LIMDU specified in medical board.
- Location of Household Goods (HHG) and dependents' location.
- Physical limitations (provided from medical board).
- Indicate whether member has a vehicle and a driver's license to determine member's ability to drive to and from home, place of duty, and the medical treatment facility.
- Indicate if member has been prescribed any medication(s) that would preclude him or her from driving a vehicle or affect the performance of certain duties.
- Any other pertinent information related to AVAIL status of member to aid in placement decision.
- Contact e-mail address and or phone number of the submitting command.

EXIBHIT 3

AVAILABILITY REPORT – E-MAIL FORMAT - PREGNANCY
(Refer to MILPERSMAN 1306-1714)

SUBJECT LINE: CLASS "DP" AVAIL ICO AO1 SAILOR-1111

(1) **SSN:** 9999 (Last 4 SSN)

(2) **NAME:** SAILOR IAM SHIPPY

(3) **UIC:** 03360

(4) **AVAIL RATE:** AO1

(5) **ENEC/NEC:** (if none enter 0000)

(6) **AVAIL DATE:** 100301

(7) **AVAIL CLASS:** DP

(8) **ACTIVITY NAME (ACT NAME):** USS ALWAYS SAIL (DDG 333)

(9) **REMARKS:**
- Date of 20th week.
- Estimated delivery date.
- Location of Household Goods (HHG) and dependents' location.
- Member (is/is not) TAD to another command while awaiting BUPERS orders, if so, TAD command (UIC XXXXX) (does/does not) desire to keep member for assigned pregnancy tour.
- Indicate whether member has a vehicle and a driver's license to determine member's ability to drive to and from home, place of duty, and the medical treatment facility.
- Indicate if member has been prescribed any medication(s) that would preclude her from driving a vehicle or affect the performance of certain duties.
- Any other pertinent information related to AVAIL status of member to aid in placement decision.
- Contact e-mail address and or phone number of the submitting command.

EXHIBIT 4

AVAILABILITY NAVY MESSAGE REPORT FORMAT

(Use proper message format containing the following)

```
FM Parent Command
TO COMNAVPERSCOM MILLINGTON TN//PERS-40XXX(APPLICABLE DETAILER
FOR RATED PERSONNEL/PERS-4010(APPLICLABE DETAILER FOR NON-RATED
PERSONNEL)//
INFO /COMNAVPERSCOM MILLINGTON TN//PERS-40GG
     /APPLICABLE PERSUPPDET//
BT
UNCLAS/N01306//
MSGID/GENADMIN//
SUBJ/ENLISTED AVAILABILITY REPORT ICO LAST NAME, FIRST NAME,
RATE, L4SSN//
REF/A/DOC/APPLICABLE MILPERSMAN ARTICLE
REF/B/XXX/USE IF ANY OTHER DOCUMENTS OR COMMUNICATION APPLIES
NARR/REF A IS MILPERSMAN 1306-XXXX AVAILABILITY PROCESSING -
(Enter NAME OF ARTICLE).
POC/NAME/RANK/UNIT IDENTIFIER/TEL:DSN/COMM/E-MAIL IF
APPLICABLE//
RMKS/1.  AVAILABILITY REPORT INFORMATION ITEMS (1) THROUGH (9)
OF MILPERSMAN 1306-1714 ICO SNM ARE PROVIDED BELOW.
A.  SSN (Last 4): 9999
B.  NAME: SAILOR, IAM SHIPPY
C.  UIC:  03360 and AVAIL UIC if different from UIC.
D.  AVAIL RATE: PS1
E.  ENEC/NEC: (enter 0000 if none)
F.  AVAIL DATE: 100301
G.  AVAIL CLASS: DZ
H.  ACTIVITY NAME: USS ALWAYS SAIL (DDG 333)
I.  Remarks: Provide all pertinent information per related
MILPERSMAN article.
```

EXHIBIT 5

AVAILABILITY REPORT – EAIS ENTRY USING C21 SCREEN

PAGE 21 AVAILABILITY INPUT/MODIFICATION SCREEN
Full SSN **999999999 RATE ET1 NAME SAILOR IAM SHIPPY ONBOARD UIC 23333**

AVAIL RATE ET1 AVAIL DATE 101208 AVAIL CLASS LD AVAIL UIC 23333
AVAIL ENEC 3361 AVAIL CDP AVAIL CLASS STANDING RTC NUMBER
BR/CL 11 PRI DEP 0 CITZN CA SEX M PNEC 0000 SNEC SPI
SECURITY LEVEL S LIMDU ENL DESIG EAOS 1304 ADBD 0311
AVAIL COMMENTS WORLD-WIDE ASSIGNABLE (Remarks provides pertinent info)

(Bold information already reflects in EAIS when SSN is entered).

SHORE DUTY PRIORITY TYPE DUTY LOCATION
OVERSEAS DUTY PRIORITY TYPE DUTY LOCATION
SEA DUTY PRIORITY TYPE DUTY LOCATION
SCHOOL PREFERENCE

ENTERED BY IMMEDIATE AVAIL I*(Enter if immediate)* DELETE AVAIL
ROUTE TO DESK *N403F ET E5* (If hitting the enter key, the AVAIL should push to the appropriate ACA. If not, enter the EAIS desk code used and hit enter to push to appropriate ACA).

EXHIBIT 6

AVAILABILITY REPORT – LETTER FORMAT

1306
Command Ser
01 Sep 11

From: Command sending the letter
To: Commander, Navy Personnel Command (PERS-40XXX)

Subj: AVAILABILITY REPORT ICO PS1 IAM S. SAILOR, USN, XXX-XX-9999

Ref (a) Name of Command ltr 1306 Ser/XXXXXX of DD MMM YY
(b) MILPERSMAN Article 1306-1704

1. Reference (a) is approval of detachment for cause (DFC) concerning PS1 Sailor. Reference (b) provides guidelines on availability report submissions for personnel as a result of disqualification from serving a type duty.

2. Per reference (a), DFC approved and AVAIL report provided with information below, per reference (b).

a. SSN (Last 4): 9999
b. NAME: SAILOR, IAM SHIPPY
c. UIC: 03360 and AVAIL UIC different from UIC
d. AVAIL RATE: PS1
e. ENEC: (enter 0000 if none)
f. AVAIL DATE: 100301
g. AVAIL CLASS: DZ
h. ACTIVITY NAME: USS ALWAYS SAIL (DDG 333)
i. REMARKS: Provide all pertinent information per related MILPERSMAN article used to submit the AVAIL report.

3. Point of contact information: E-mail address and phone number.

Signature block

MILPERSMAN 1306-1716

AVAILABILITY PROCESSING – TRACER ACTION AFTER REPORT SUBMISSION

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone DSN: Com: Fax:	882-3779 (901)874-3779 874-2647

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Tracer Action on Availability Reports**. Timely tracer actions (ADTAKEs) on availability reports (AVAILs) are required when orders have not been received after a specific amount of time has passed from submitting initial AVAIL.

2. **Responsibility**

a. **Shore Activities (Duty Type 1, 3, or 6 as Provided in MILPERSMAN 1306-102)**. The servicing personnel support detachment (PERSUPP DET) or customer service desk (CSD) has sole responsibility to submit AVAILs, except as otherwise indicated under various MILPERSMAN articles in the 1306-1700 series.

b. **Non-shore and Operational Activities (Duty Type 2 or 4 as Provided in MILPERSMAN 1306-102)**. If a member requires reassignment before their established projected rotation date (PRD), the servicing PERSUPP DET or personnel office (as applicable) has sole responsibility to submit AVAILs, except as otherwise indicated under various MILPERSMAN articles in the 1306-1700 series.

3. **Verify AVAIL and Orders Status**. Using whatever means available (e.g., Navy Standard Integrated Processing System (NSIPS) reports, the Enlisted Master File F3 and F6 screen, Bureau of Naval Personnel online listing (BOL), any feedback from Navy Personnel Command (NAVPERSCOM), etc.), verify that the assignment control authorities have received the AVAIL, the assignment directives (orders) have been released or transmitted with a release date, and the estimated date of loss to the Navy (EDLN) has been documented. If the Service Member’s PRD has been adjusted to show that he or she will remain onboard, or if

other feedback is provided from NAVPERSCOM or the command that AVAIL is not needed, change the AVAIL or delete as necessary.

4. **ADTAKE Report Submission**. Submit ADTAKE on AVAIL using same method as initial AVAIL submission (e.g., NSIPS, e-mail to NAVPERSCOM, Enlisted Personnel Readiness & Support Branch (PERS-4013), etc.). Use work days to determine when the ADTAKE is to be submitted. NSIPS should automatically calculate work days for when an AVAIL ADTAKE is due. This calculation is based on the available for transfer date of member on the most recent AVAIL report submitted. Member should keep resurfacing on the AVAIL ADTAKE report as each tracer action is due until orders are received or the AVAIL is deleted if no longer needed.

a. **Immediate AVAILs**. When the AVAIL date is in 21 days or less, and for class "DP" AVAILs, initiate an ADTAKE action if orders have not been received 14 days after the initial AVAIL submission date and every 10 days thereafter.

b. **Non-Immediate AVAILs**. When the AVAIL date is in 22 days or more, initiate an ADTAKE action if orders are not received within 14 days prior to the AVAIL date and every 10 days thereafter.

5. **Other ADTAKE Report Submission Information**. Submit the AVAIL ADTAKE submission report at the end of each day after all other AVAIL transactions have been completed. If the NSIPS AVAIL ADTAKE submission report is sent prior to any AVAIL transactions (e.g., initial, changed, deleted), such transactions may not save or cause rejects on anyone that may be scheduled for an ADTAKE that day.

6. **ADTAKE Concerns**. PERSUPP DET or CSD should contact NAVPERSCOM, AVAILS Program Manager (PERS-40GG) when orders have not been received, nor direction provided for further disposition of member from command or NAVPERSCOM after numerous ADTAKE inquiries.

MILPERSMAN 1306-1717

AVAILABILITY PROCESSING – CHANGES AND DELETIONS AFTER INITIAL REPORT SUBMISSION

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone DSN: Com: Fax:	882-3779 (901)874-3779 874-2647

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Availability Change**. Status changes can occur at any time after initial submission of an availability report (AVAIL) which may require changes, corrections, removal, or submission of a new AVAIL. MILPERSMAN 1306-1707 provides further guidance on status changes for students after an AVAIL submission.

2. **Responsibility**

a. **Shore Activities**. The servicing personnel support detachment (PERSUPP DET) or customer service desk (CSD) to the shore activity **(duty, type 1, 3, or 6 as provided in MILPERSMAN 1306-102)** to which member is attached while awaiting orders is responsible for submitting changes, cancellations, deletions, and new AVAILs. They are also responsible for correcting AVAILs previously submitted with erroneous information (e.g., available rate should have been PSSN vice YNSN).

b. **Non-shore and Operational Activities (Duty Type 2 or 4 as provided in MILPERSMAN 1306-102).** If member is authorized to remain onboard while awaiting permanent change of station orders, the servicing PERSUPP DET or personnel office (as applicable) is responsible for submitting changes, deletions, and new AVAILs. The PERSUPP DET afloat or personnel office (as applicable) is also responsible for correcting AVAILs previously submitted with erroneous information (e.g., available rate should have been PSSN vice YNSN), if member is still onboard when correction is needed.

3. **Command**. The command personnel administrative support system coordinator or command representative shall ensure the PERSUPP DET and or CSD is notified when a member's status

changes so action can be taken to initiate changes or removal of an AVAIL.

The command shall also request advice on further disposition from applicable assignment control authority (ACA) and provide feedback to the PERSUPP DET or CSD on members who have already received orders and transfer date is delayed or becomes undeterminable.

4. **Verify AVAIL and Orders Status**. Using whatever means available (e.g., Navy Standard Integrated Processing System (NSIPS) reports, the Enlisted Master File F3 and F6 screen, Bureau of Naval Personnel online listing (BOL), any feedback from Navy Personnel Command (NAVPERSCOM), etc.), verify that the assignment control authorities have received the AVAIL, the assignment directives (orders) have been released or transmitted with a release date, and the estimated date of loss to the Navy (EDLN) has been documented. If the Service Member's PRD has been adjusted to show that he or she will remain onboard, or if other feedback is provided from NAVPERSCOM or the command that AVAIL is not needed, change the AVAIL or delete as necessary.

5. **AVAIL Date Changes and Deletions**. AVAIL date can be sooner or later than previously scheduled (e.g., early graduation from self paced course of instruction, delayed, setback while under instruction) and can become undeterminable due to hold status (e.g., medical, legal, clearance).

a. If orders were received, a new AVAIL will normally be submitted once available transfer date is determined. However, a new AVAIL may not be necessary, depending on whether feedback from the command provides need for formal modification of orders.

b. If orders have not been received and AVAIL date is undetermined, or will be at a later date requiring formal order modification, current AVAIL will be deleted. A new AVAIL will be submitted when transfer date is determined.

6. **Other Changes and Deletions**

a. Other AVAIL changes provide new information to the ACA when necessary (e.g., rate change from Aircrewman Mechanical (AWF) to Aircrewman Helicopter (AWS) while under instruction and training path is modified, when member is dropped from a course of instruction or nominated/selected for a specific program and

an AVAIL is replaced with different class AVAIL, or if a member becomes pregnant after returned from limited duty).

b. If member will no longer be transferring (e.g., remain onboard, separate, etc.) and removal is needed, delete the AVAIL.

7. **Report Submission Methods**. Submit changes and deletions of AVAILs using the same method as the initial AVAIL submission (e.g., NSIPS, naval message, or encrypted e-mail to NAVPERSCOM, Enlisted Personnel Readiness & Support Branch (PERS-4013)).

a. **NSIPS Change AVAIL Function Code.** Use the change function code (C) when the reason for change does not affect or change the desk code or ACA that received previous AVAIL.

(1) AVAIL date has changed and orders not received.

(2) Remarks changed or updated to correct previous information or provide additional information.

b. **NSIPS Delete AVAIL Function Code.** Use the delete function code (D) depending on status change.

(1) Member has become unavailable for transfer and available date is now "undetermined".

(2) Member is no longer available for transfer (e.g., will remain onboard, pending separation, pending disciplinary action, etc.).

(3) AVAIL rate was either erroneous or has changed and needs to reflect correctly.

(4) AVAIL class code has changed (e.g., nominated for other or special programs or dropped from course of instruction, no longer pregnant, etc.).

8. **Remarks**. Provide AVAIL information per paragraph 2 of MILPERSMAN 1306-1714 and include reason for change in remarks.

Example 1: Changed AVAIL, AVAIL date changed, REMARKS: "AVAIL date changed from 120308 to 120503. Academic setback. Original AVAIL was submitted by NSIPS on 120112."

Example 2: Changed AVAIL, not attending another "A" school, REMARKS: "Dropped from PS "A" school on 120701."

Example 3: Changed AVAIL, nominated or selected for a specific program (e.g., submarine, nuclear, special operations, etc.,) dependent on class AVAIL. REMARKS: "Specify (nominated or selected) for (indicate program)."

MILPERSMAN 1306-1718

AVAILABILITY PROCESSING – SUBMISSIONS

Responsible Office	NAVPERSCOM (PERS-40A3)	Phone:	DSN COM FAX	874-3553 (901) 874-3553 874-2647
	NAVPERSCOM (PERS-4013C)		DSN COM FAX	 (901) 873-5172 873-5253
	NAVPERSCOM (PERS-49)		DSN COM FAX	882-4469 (901) 874-4469 874-2909

References	(a) Diary Message Reporting System Users' Manual (DMRSMAN)

1. **Policy**. An availability report is the communication to the assignment control authority (ACA) that an individual requires assignment/reassignment. In that the ACA is not the same for all personnel, it is **critical** that local commands transmit the availability to the proper ACA.

2. **Submission Methods for Availability Reports**

a. For activities using the Navy Standard Integrated Personnel System (NSIPS), all availabilities will be submitted using NSIPS. For activities **not** on NSIPS, submit all availability reports to

Navy Personnel Command (NAVPERSCOM)
Personnel Readiness Section (PERS-4013C),
PLAD: COMNAVPERSCOM MILLINGTON TN//DIARY//

per reporting procedures outlined in reference (a), section 2, using the formats in section 15.

b. The following exceptions apply:

(1) Class "F" (accessions) and Class "D" Code "DZ" availabilities. Submit via naval message per MILPERSMAN 1306-1716.

(2) Class "D" Code "DG" availabilities. Submit via naval message to NAVPERSCOM, Nuclear Power/Submarine Assignment Branch (PERS-403F).

(3) Full Time Support (FTS) availability reports. Submit all FTS availability reports to Navy Personnel Command (NAVPERSCOM), Full Time Support Division (PERS-4012).

(4) Active Duty for Special Work (ADSW). **Do not submit** availability reports on ADSW personnel. Contact NAVPERSCOM, Reserve Augmentation Division, ADSW Liaison (PERS-46), for further information.

(5) Members in receipt of orders or in a temporary duty under instruction (TEMDUINS) status under orders with an ultimate (follow on) duty assignment.

(a) If a member in this category becomes available, availability report **must** be submitted via naval message to the appropriate ACA.

(b) If member is a travel status (accounting category code (ACC) 400), member **must** be reported on board for **duty** prior to availability submission.

3. **Transmission Methods for Availability Reports**

a. The **primary means** of transmitting availability reports are Diary Message Reporting System (DMRS) and NSIPS.

b. Listed below are **alternative means** for transmitting availability reports to the appropriate ACAs. These alternate means should be used for certain class availabilities or when use of primary method(s) is not possible or will not meet specific criteria of availability report.

ACA *Naval Message	Facsimile (FAX)	Letter	E-Mail
NAVPERSCOM (PERS-40A3) Info (PERS-452C) NAVPERSCOM (PERS-4013C)	DSN 882-2647 COM (901) 874-2647 Verify receipt: DSN 882-3539 COM (901) 874-3539 COM (901) 873-5172	5720 Integrity Drive Millington, TN 38055	pers40a3@ persnet.navy.mil
NAVPERSCOM (PERS-4012)	DSN 882-3112 COM (901) 874-3271 Verify receipt: DSN 882-3112 COM (901) 874-3271	5720 Integrity Drive Millington, TN 38055	pers4012@persnet.navy.mil

***Ensure proper PLAD is utilized.**

MILPERSMAN 1306-1800

PROCEDURES FOR MEMBERS ASSIGNED TO ACTIVITIES SCHEDULED FOR CHANGE OF HOMEPORT OR PERMANENT DUTY STATION (PDS)

Responsible Office	NAVPERSCOM (PERS-402D) (PERS-403) (PERS-404) (PERS-4010)	Phone: DSN COM FAX	882-4987 (901) 874-4987 882-2734

References	NAVSO P-6034, Joint Federal Travel Regulations (JFTR) BUPERSINST 7040.6 BUPERSINST 7040.7

1. **Policy**. This article contains administrative procedures required incident to a change of homeport or permanent duty station (PDS) location.

a. The term "homeport" used in this article includes the homeport of a sea going vessel or PDS location of an aviation squadron or shore activity.

b. Activities designated to change will receive notification from the Chief of Naval Operations (CNO) as to the effective date of the change.

(1) Promulgation. This is normally the date of the message or letter issued by the CNO directing the new homeport of an activity. It may also be specified in the body of the message or letter.

(2) Effective Date. Date specified in the message or letter issued by the CNO directing the homeport change of an activity.

c. Although a change in homeport may require redesignation of an activity's type duty classification (e.g., from Type 1 to Type 6 or from Type 2 to Type 4), changes in duty for rotational purposes (i.e., sea to shore) are rarely necessary.

d. Procedures contained in this article pertain only to those situations when no change in the type duty for rotational purposes is changed.

e. Navy Personnel Command (NAVPERSCOM), Sea, Special Programs Branch (PERS-402D) is the placement monitor for surface units requiring a change of homeport or PDS.

f. Navy Personnel Command (NAVPERSCOM), Submarine/Nuclear Power Assignments Branch (PERS-403) is the placement monitor for sub-surface units requiring a change of homeport or PDS.

g. Navy Personnel Command (NAVPERSCOM), Aviation Assignment Branch (PERS-404) is the placement monitor for air units requiring a change of homeport or PDS.

h. Navy Personnel Command (NAVPERSCOM), Shore Special Assignments Branch (PERS-4010) is the placement monitor for shore units requiring a change of PDS.

i. A "Homeport Change Brief" will be provided by the appropriate NAVPERSCOM code for each fleet unit changing homeport if requested.

j. Other MILPERSMAN articles pertaining to change of homeport or PDS are as follows:

Topic	See MILPERSMAN
Overseas/Remote Service General Information	1300-300
Suitability and Selection for Overseas Service	1300-302
Suitability for Overseas Assignment Screening and Reporting	1300-304
Overseas Tour Lengths and Types	1300-308
Units Transitioning to Overseas Locations	1300-312
Dislocation Allowance (DLA) and Secretary of the Navy Finds (SECNAVFIND)	1300-400
Military Couple and Single Parent Assignment Policy	1300-1000
Guard 2000 Program	1306-1002
Change of Homeport or Permanent Duty Station (PDS) of a vessel, Ship-Based Squadron or Staff, or Mobile Unit	1320-322
Early Separations	1910-102

2. **Entitlements**. As a general rule, individuals receiving orders to an activity after the promulgation date of a homeport change will have their entitlement to travel of dependents and shipment of household goods based on newly announced homeport.

a. Eligible members attached to the activity on the effective date are entitled to movement of dependents and shipment of household goods based on newly announced homeport.

b. NAVPERSCOM (applicable code) will issue additional guidance for fleet activities changing homeport to an overseas location or between overseas locations.

3. **Individuals Who Are Under Orders To The Unit When The Homeport Change Is Announced**. Members who are notified of a homeport change, whose dependents have not performed any travel incident to the permanent change-of-station (PCS) orders, will be entitled to transportation of dependents from member's old PDS to the unit's new homeport.

a. Every effort will be made by the last PDS, all en route temporary duty stations, and the unit changing homeport to officially notify individuals who are under orders of the announced homeport change.

b. Official notification will be made in one of the following ways:

(1) An endorsement, typed or written, on the PCS orders stating the impending homeport change and the new homeport; or

(2) A copy of the CNO message announcing the homeport change will be attached to the PCS orders; or

(3) A copy of the NAVPERSCOM message modifying the entitlements of members under orders from the old homeport to the new homeport will be attached to the PCS orders.

c. In the event a member completes his PCS travel to the unit without being officially notified of the homeport change, a homeport change certificate may be issued if the Commanding Officer (CO) deems it necessary. Acceptable circumstances warranting the issuance of a homeport change certificate include, but are not limited to:

(1) Household effects have been delivered in the geographical location of the old homeport, (if the household effects have not been delivered, they should be forwarded to the

new homeport using the accounting data contained on the member's PCS orders, using the NAVPERSCOM message, which modifies entitlements to the new homeport, as authority).

(2) A cross country relocation is required and the member desires to ship a privately owned conveyance (POC).

(3) Dependent travel claims in conjunction with the member's PCS travel have been liquidated, (if the claims have not yet been liquidated, travel should be continued to the new homeport using the NAVPERSCOM message, which modifies transportation entitlements to the new homeport, authority).

4. **Member To Be Detached From A Unit, Which Is Changing Homeport.** When a member receives PCS orders from a ship or afloat staff, prior to the effective date of the homeport change, reimbursement for the travel of dependents is limited to a distance not to exceed that from the old homeport of the unit to the new PDS, even if the member's actual date of detachment does not occur until after the effective date of the change of homeport.

a. The entitlement homeport/PDS is changed in the activity file upon receipt of the CNO promulgation message. PCS orders will reflect the new homeport/PDS when issued after the CNO message and prior to the effective date of the homeport/PDS change. To ensure members receive their proper entitlements for transportation of dependents and shipment of household goods from the "old homeport/PDS" orders will include the following statement in the Detaching Section, Part TWO of PCS orders:

"ON _____(DATE)_____ CNO PROMULGATED CHANGE OF HOMEPORT/PDS OF _____(VESSEL/UNIT)_____ TO ___(NEW HOMEPORT) REIMBURSEMENT FOR DEPENDENT TRAVEL AND SHIPMENT OF HOUSEHOLD GOODS FROM _____(OLD HOMEPORT)_____ IS AUTHORIZED. (SEE NAVSO P-6034, para. U5222-D-5 OR U5222-I AND U5350-J."

6. **Homeport Change Certificate.** When dependent travel is performed incident to a change of homeport of a unit, the claim or application for dependent's transportation will be accompanied by the original and two copies of a homeport change certificate, signed by the CO or designated representative.

a. Not more than one original certificate will be issued to any one member on the same change of homeport or PDS of a ship or afloat staff. The certificate will be prepared with 4 copies to

satisfy the requirements of the personal property transportation office, for the shipment of household goods. In the case of a lost original certificate, refer to NAVSO P-6034, for the procedures for submission and payment of claims involving lost original orders.

b. NAVSO P-6034, para. U5222-D, prescribes dependent travel entitlements when a change of homeport occurs while assigned to a restricted area, unusually arduous sea duty, or duty under unusual circumstances. NAVSO P-6034, para. U5222-H prescribes entitlements when a homeport change occurs while assigned to duty with a ship, afloat staff, or an afloat unit, which is not considered duty involving unusual or arduous sea duty.

c. BUPERSINST 7040.6 and BUPERSINST 7040.7 contain guidance for preparing accounting data to be used on the homeport change certificate.

d. For a sample Homeport Change Certificate, refer to Exhibit 1.

e. Restrictions

(1) Member must remain onboard a minimum of twelve months after the effective date of homeport change to be eligible for Homeport Change Certificate.

(2) A member without dependents on the effective date of homeport change will not be issued a homeport change certificate **UNLESS** the member plans to ship household goods/privately owned motor vehicle incident to the change.

(3) Members in receipt of PCS orders shall not be issued homeport change certificates. COs should contact the appropriate NAVPERSCOM code for confirmation of transfer directives for personnel whose Projected Rotation Date (PRD) is within six months after the effective date. If the member has received, or will be issued, PCS orders, travel and transportation entitlements will be in accordance with the PCS orders using the accounting data contained therein.

(4) When a member has less than 90 days obligated service (OBLISERV) on the effective date of a homeport change and does not desire to reenlist/extend, separation orders will be issued in lieu of a homeport change certificate. The following points are emphasized:

(a) Separation orders may not be issued more than 6 months prior to expiration of active obligated service (EAOS) without prior NAVPERSCOM (PERS-814) approval.

(b) If the member extends enlistment or reenlists prior to being detached from the ship or mobile unit, orders directing separation or release from active duty will be cancelled and, if otherwise proper, a homeport change certificate issued.

6. **Secretary of the Navy Finds (SECNAVFIND).** MILPERSMAN 1300-400 provides procedures for requesting a SECNAVFIND in connection with a homeport change. Upon receipt of authorization from NAVPERSCOM, the CO shall issue a modified homeport change certificate per Exhibit 2.

7. **Early Separation.** Requests for separation when the remaining OBLISERV is less than 90 days must be submitted to the Type Commander (TYCOM), info NAVPERSCOM (PERS-832).

a. If member's services can be spared, the member will be transferred for separation; if not, the member will be required to accompany the ship to the new homeport or the mobile unit to its new PDS.

b. In all cases when the homeport of a ship or command changes, the unit's CO, with TYCOM approval, may effect a member's release within 5 days of departure for the new homeport when there would be insufficient time to return the member to the old homeport for separation processing or to complete separation processing at the new homeport prior to the member's EAOS.

8. **Members in Receipt of Fleet Reserve Orders**

a. Members in receipt of orders for transfer to the Fleet Reserve or Retired List who desire to make the homeport/PDS change must receive approval from NAVPERSCOM (PERS-823) for modification of effective date for transfer to the Fleet Reserve/Retired List.

b. In these cases approval will not be granted if the period of active duty is reduced to less than the minimum time required for transfer to the Fleet Reserve.

9. **Transportation Authorization.** When the homeport of a **ship or afloat staff only** is changed, the CO may issue a PCS travel authorization based on the official homeport change notification authorizing the member to proceed to the old homeport, and

return, via any Temporary Duty (TDY)/Temporary Additional Duty (TEMADD) stations(s).

a. The statement of endorsement must be either signed directly by the CO or acting CO and not "By Direction".

b. If the ship or afloat staff is at the old homeport, the member may proceed from the old homeport to the new homeport and return to the ship or afloat staff via any TDY/TEMADD station(s).

c. Such authorization will be issued when it is deemed necessary for the member to travel to assist in the movement of dependents, shipment of HHG, to pick up personal items, or to bring the member's POC to the new homeport.

d. This entitlement will expire 1 year from the effective date of the homeport change.

e. If a member is on leave from a deployed ship or afloat staff whose homeport is changed, refer to NAVSO P-6034, para. U5120-F1.

f. Travel to and from the authorized destinations are treated as separate legs of the journey. Members should only be authorized transportation allowances for POC on one leg of the journey as described in NAVSO P-6034, para. U5107. Travel for the other leg of the journey should be directed by government procured transportation.

g. Detailed instructions for the preparation of the travel order can be found in Exhibit 3.

10. **Reassignment Procedures**. When an activity's homeport is changed, onboard personnel are in all stages of tour completion. To avoid unnecessary PCS expenditures incurred by moving individuals incident to a homeport change and then moving them again when they have completed their Prescribed Sea Tour (PST) or Normal Shore Tour (NST), the following procedures will apply to personnel attached to activities scheduled for homeport change.

a. **Members Serving In Type Duty 1 and 6.** Those members who have completed a NST will be reassigned to sea duty. Those members who have not completed a NST will be reassigned in accordance with the following decision logic table:

Rule	If member has ...	Member will be assigned to ...	and PRD set ...	Note
1	0-6 months remaining NST	Sea Duty	to PST.	1,3,4,
2	7-12 months remaining on NST	Shore Duty	to complete 12 months at follow on assignment.	2,3,4,5
3	13 months or more remaining on NST	Shore Duty	as required to complete NST.	2,3,4,5

Note 1: Personnel assigned a 24 month NST are exempt from this policy. Individuals in this category will complete their NST.

Note 2: Personnel who desire a specific location as number one reassignment priority may be required to transition to sea duty and serve the PST in the new assignment.

Note 3: Most situations will not allow for no-cost reassignments in the same geographical area. Cost assignments within the continental United States (CONUS) will be to force concentration sites where reasonable expectations exist that a follow on sea tour billet will exist at the completion of NST. The tour length at the new duty station involving cost transfer will be set to appropriate Department of Defense (DoD) area tour overseas or completion of NST (minimum tour of 12 months) in CONUS. Follow on sea assignment will be at the same location when following Rule 2. Individuals must OBLISERV for the DoD overseas area tour.

Note 4: Career personnel will be assigned without regard to OBLISERV, except for DoD overseas assignments.

Note 5: Non-career personnel who do not desire to acquire necessary OBLISERV may be assigned to sea duty.

*** Exception:** For Nuclear Trained Personnel this period shall be 24 months due to requalification requirements.

b. **Members serving in Type Duty 2, 3, and 4**. If reassignment is required, it will normally be in accordance with the following decision logic table:

Rule	If member has ...	Member will be assigned to ...	and PRD set ...	Note
1	6 months or less remaining on PST	Shore Duty	to NST.	1,2
2	7 months or more remaining on PST, but 6 months or less remaining until PRD	Another Sea Duty activity	to complete PST.	
3	7 months or more remaining on PST, and 7 months or more remaining until PRD	Remain onboard	To PRD or one year whichever is greater.	

Note 1: Career personnel will be assigned without regard to OBLISERV.

Note 2: Non-career personnel must have or agree to acquire a minimum of 24 months OBLISERV to be eligible for assignment ashore. Non-career personnel who do not desire to acquire necessary OBLISERV will be retained on board for completion of PST/PRD or EAOS.

c. **Members serving on reenlistment/enlistment incentives.** Personnel who will be on board less than 1 year as of the effective date after reenlisting under a Guaranteed Reenlistment (GUARD) 2000 incentive or returning to active service under the Prior Service (PRISE) III program may have assignment renegotiated if members are non-volunteers for transfer to the new homeport.

(1) MILPERSMAN 1306-1002 provides guidance for terms of guarantee under GUARD assignment. Members should contact NAVPERSCOM (applicable code) upon official announcement of homeport change in order to renegotiate reenlistment/enlistment incentives.

(2) MILPERSMAN 1300-1000 provides guidance for assignments made with collocated spouse. Assignments will be reviewed on a case basis by NAVPERSCOM. Members may be given the option to remain in current homeport if valid requirement exists or relocate to the new homeport.

11. **Types of Homeport Changes.** Homeport changes are necessitated by changes in naval organizations, programs, or when they will improve the administration and operation of the activity concerned.

a. Homeports will normally be reassigned only on the basis that such assignment will remain in effect for a period of 6 months or longer.

b. **Change of Homeport from CONUS to CONUS**. These homeport changes are usually for a period of 6 months or longer and normally involve homeports located on the same coast (e.g., San Diego, CA to Long Beach, CA or Norfolk, VA to Philadelphia, PA). Such reassignments are made in connection with overhaul, transfer to the Naval Reserve Force (NRF), or unit reorganization.

(1) Upon receipt of the CNO announcement of the change of homeport, COs will submit to NAVPERSCOM (applicable code) info Enlisted Placement Management Center (EPMAC), a listing of **non-essential** personnel recommended for reassignment prior to the effective date of homeport change.

(2) These personnel will be reassigned **without onboard relief**. In cases where relief is required prior to shift of homeport, the following format will be utilized:

(a) Name, rate, SSN

(b) Recommended transfer month

(c) Contact relief required (YES/NO)

(d) If gap acceptable, state number of months

(e) Duty preference/comments

(3) Submit this listing to the appropriate NAVPERSCOM code identified in paragraph 2.

(3) When recommending a member for reassignment, such factors as EAOS, eligibility for reenlistment incentives, and individuals’ career intentions must be considered.

(4) If a member is eligible for GUARD assignment, submit request in accordance with MILPERSMAN 1306-1002.

(5) Personnel whose expertise and skills are required on board after effective date of homeport change **need not be included** in message or letter.

(6) On board PRDs will not be extended unless requested by the member.

(7) Additional guidance, if required, will be provided for ships changing homeports from one coast to another (e.g., Norfolk, VA to San Diego, CA) and ships changing homeport scheduled to undergo Service Life Extension Program (SLEP).

c. **Change of Homeport to an Overseas Location.** As soon as the CNO officially announces the homeport change, COs will determine suitability per MILPERSMAN 1300-302 and 1300-304.

(1) COs shall submit to NAVPERSCOM (applicable code), with info copy to TYCOM, and EPMAC, a listing of personnel who are:

(a) Not qualified for overseas duty per MILPERSMAN 1300-302 and 1300-304. These personnel will be transferred prior to the effective date of homeport change.

(b) Volunteers for the new homeport.

(c) Non-volunteers for the new homeport.

(d) Personnel with 6 months or less remaining on PST/PRD computed from effective date of homeport change and are non-volunteers.

(e) Under reenlistment/enlistment incentives with less than 12 months on board after effective date of homeport change and are non-volunteers.

(f) Serving with collocated spouse. Indicate whether reassignment or relocation to the new homeport is desired.

(2) Identification of personnel retained on board will be categorized as follows:

(a) Volunteers Accompanied/Volunteers All Others Tour. Members desiring to remain on board to complete applicable tour.

(b) Non-volunteers (NVOL). Those personnel who do not desire to remain on board. These personnel may be retained on board for a maximum of 24 months or until completion of PRD/PST whichever is less.

(3) If assignment of a member selected from fleet volunteers is not feasible due to change in policy, funding constraints, member's withdrawal, advancements, or if the member is no longer eligible for such duty, NAVPERSCOM (applicable code)

will provide replacement from available assets in accordance with Manning Control Authority (MCA) priorities.

(4) It is most desirable that units changing homeport to an overseas location be manned with volunteers to the maximum extent feasible. However, it is often necessary to retain some non-volunteers on board to fill key billets during the transition period to maintain crew stability, provide experienced watches, and to man units in accordance with specified manpower levels when sufficient volunteers or replacements are not available.

(5) Personnel who are undecided will be afforded the opportunity to elect accompanied or "all others tour" at a later date provided they incur the required OBLISERV and complete applicable tour. However, members are cautioned regarding use of entitlements prior to making a decision, which could effect further entitlements to the new homeport.

(6) Members who volunteer to remain on board the unit after transitioning to an overseas homeport will complete applicable “accompanied/all others tour.” Personnel shall incur sufficient contractual OBLISERV prior to departure of ship from CONUS.

(7) Every effort will be made to reassign non-essential personnel who are not volunteers to remain on board during the transition period in accordance with this article. However, if not enough volunteers or replacements are available, members will be required to remain on board until PRD or 24 months after effective date, whichever is less. PRDs of non-volunteers will not be involuntarily extended.

(8) Non-volunteers, who choose to have their dependents accompany them or elect to bring POC or HHG to the new overseas location, shall have their PRD adjusted to reflect applicable tour per MILPERSMAN 1300-308.

d. **Change Of Homeport From An Overseas Location To Conus For Overhaul And Return To Previous Overseas Location.** Since overhaul, conversion, or aircraft transition periods vary from 6 months to more than 17 months, transitioning units in this type of homeport change must be considered as an exception to the normal transition policy. Units returning to CONUS will receive a change of homeport notice, which will assign for the purpose of travel entitlements, a CONUS homeport.

e. **Change Of Homeport From One Overseas Location To Another Overseas Location.** Personnel currently onboard these units will be retained for completion of current tour.

(1) Exceptions are as follows:

(a) Personnel no longer qualified for continued overseas duty. Disqualification shall be documented in the members' service record.

(b) Personnel with less than 6 months remaining on PST/PRD and who are non-volunteers will be reassigned prior to effective date or sail date whichever is earlier on a case basis. Factors to be considered for early transfer are presence of dependents on station and availability of replacement.

(c) Personnel assigned with collocated military spouse and single parents should be identified to NAVPERSCOM (PERS-40) who will review each assignment on a case basis. Indicate whether assignment is desired to a new or old homeport.

(2) Members currently serving an "all others tour" at the old homeport may elect accompanied tour at the new location provided they agree to remain onboard for completion of required area tour of the new homeport and acquire required OBLISERV prior to the effective date of homeport change.

f. **Change Of Homeport Incident To Flagship Turnover Or Exchange Of Tender Duty.** Reassignment policy for units in this category will be provided by separate correspondence due to the unique situation.

(1) For planning purposes, the general policies for homeport change will apply. In addition, the following reassignment procedures may be utilized:

(a) On board personnel desiring to remain with present command may be retained provided all requirements are met in accordance with the current assignment policy.

(b) Personnel will be afforded every opportunity to remain in present homeport by requesting exchange of duty per MILPERSMAN 1306-700.

(c) When exchange of duty is limited due to ship's design (e.g., nuclear vs. conventional), self-negotiated swaps with other units in the same area may be authorized.

(d) All other requirements such as overseas screening if applicable, and OBLISERV must be completed prior to transfer.

12. **PRD Adjustments and Modifications.** To provide continuity, a phased rotation of personnel after homeport change is necessary.

a. When the unit manning profile is established, the CO may request PRD adjustments of maximum plus or minus 90 days from completion of elected tour.

b. When recommending PRD adjustments, such factors as time remaining on active duty, tour election, time remaining on PST, usage of entitlements, and desires of individual should be considered.

c. For confirmation of PRD adjustments, refer to Enlisted Distribution Verification Report (EDVR).

13. **Homeport Change Conference.** When deemed necessary by the MCA, TYCOM, and NAVPERSCOM due to complexity of crew manning considerations, a Homeport Change Conference will be convened.

a. The following items should be reviewed:

(1) Unit's manning requirements.

(2) Selection and assignment of fleet volunteers.

(3) Compliance with assignment and entitlement policies.

(4) Other matters in connection with crew mergers, crew stability and unit personnel readiness.

b. The Homeport Change Conference will normally be convened and chaired by the TYCOMs representative, with attendees from the MCA, EPMAC, NAVPERSCOM, and the unit changing homeport.

EXHIBIT 1

SAMPLE HOMEPORT CHANGE CERTIFICATE

(Activity name) (Date)

I hereby certify that (member's full name) was permanently assigned to (activity's name) with the rank/rate (rank/rate or applicable grade) when the (letter/message) from the Chief of Naval Operations (file/date or DTG of message) was received on board, changing the (homeport/permanent duty station location) of this activity from (old location) to (new location) effective (date of change). Change of homeport is incident to commencement/completion of overhaul (if applicable). Ship or unit has been designated as unusually arduous sea duty (if applicable).

Accounting data

(Signature of Commanding Officer)

EXHIBIT 2

SAMPLE HOMEPORT CHANGE CERTIFICATE – MODIFIED FOR SECNAVFIND

(Activity name) (Date)

I hereby certify that (member's full name) was permanently assigned to (activity's name) with the rank/rate (rank/rate or applicable grade) when the (letter/message) from Chief of Naval Operations (file/date or DTG of message) was received on board, changing the (homeport/permanent station) of this activity from (old location) to (new location) effective (date of change). Change of homeport is incident to commencement/completion of overhaul (if applicable). Ship or unit has been designated as unusually arduous sea duty (if applicable). The Secretary of the Navy has found that this PCS is required by the exigencies of the service.

Accounting data

(Signature of Commanding Officer)

EXHIBIT 3

DETAILED INSTRUCTIONS FOR PREPARATION OF THE TRAVEL ORDER

The travel authorization is issued as a travel order, at the command level preferably on the unit's letterhead bond paper.

BLOCK 1 (Number): Serial number assigned by the unit.

BLOCK 2 (Date): Date authorization is prepared.

BLOCK 3 (Name): Type member's full name - Last name, first name, and middle.

BLOCK 4 (Grade/Rate): Enter member's pay grade and rating abbreviation.

BLOCK 5 (SSN): Enter member's social security number with hyphens between the third and fifth digits. Example: 123-45-6789.

BLOCK 6 (Branch/Class): Enter the abbreviation of service (USN, USNR, etc.).

BLOCK 7 (Old/New homeport): Enter the City and State, or country, which travel is authorized to.

BLOCK 8 (Old/New homeport): Enter the City and State, or country, which member is directed to return to.

BLOCK 9 (Unit): Enter the full title of the unit changing homeport.

BLOCK 10 (Date-time-group): Self explanatory.

BLOCK 11 (Days Leave): Enter the number of days leave is authorized in conjunction with this travel.

BLOCK 12 (Days Travel): Enter the number of days travel time is authorized per MILPERSMAN 1320-100.

BLOCK 13 (Days Proceed): Enter the number of days proceed time is authorized per MILPERSMAN 1320-090.

BLOCK 14 (Advanced LV RATS Requested): Enter if applicable.

BLOCK 15 (Advanced MALT/Flat PER DIEM authorized): Enter if applicable.

BLOCK 16 (Months Advanced Pay Authorized): Enter number of months advance pay is authorized, if any.

BLOCK 17 (City): Self Explanatory.

BLOCK 18 (State/Country): Self Explanatory

BLOCK 19 (POC State and License number): Self Explanatory.

BLOCK 20 (City): Self Explanatory.

BLOCK 21 (State/Country): Self Explanatory

BLOCK 22 (Leave address and phone number): Self explanatory.

BLOCK 23 (Accounting Data): Refer to BUPERSINST 7040.6 for PCS Travel, as it pertains to travel incident to a change of homeport. Accounting data for TEMDUINS will be provided by NAVPERSCOM if applicable.

BLOCK 24 (Narrative): Any intermediate stations will be provided, with accounting data and specifics, by NAVPERSCOM. If there are no intermediate stations, include only ultimate duty station information, to include the UIC, activity name and mailing address, and the report not later than hour and date.

BLOCK 25 (Signature of Member): Self explanatory.

BLOCK 26 (Travel Commenced): Hour and date member is authorized to begin this travel.

BLOCK 27 (Authenticating signature, rank, title): The signature shall be that of the CO of the activity, or, when the CO delegates such authority to a subordinate officer, master chief, senior chief, chief petty officer, petty officer first class, or civilian, may be "by direction of the CO." The authenticating signature will be affixed only to the original order.

EXAMPLE:
****
(1) Travel Authorization Order Number: _____ (2) Date:

(3) Name (4) Grade/Rate (5) SSN (6) Branch/Class)

is hereby authorized travel at government expense to (7) (old/new homeport) and return to (8) (old/new homeport). This travel is granted as a result of the homeport change of (9) (unit). Authority for this change: Chief of Naval Operations message (10) (date-time-group).

Authorized: (11) 00 DAYS LEAVE (14) ADV LVRATS REQUESTED
(12) 00 DAYS TRAVEL (15) ADV MALT PLUS FLAT PER DIEM
(13) 00 DAYS PROCEED TIME (16) 0 MONTH AD PAY AUTH

POC TRAVEL IS AUTHORIZED FOR TRAVEL FROM (17) CITY, (18) STATE/COUNTRY) TO (CITY, STATE/COUNTRY) ONLY. (19) (POC State and license number).
GOVERNMENT AIR IS DIRECTED FOR TRAVEL FROM (20) CITY, (21) STATE/COUNTRY) TO (CITY, STATE/COUNTRY).

(22) Leave address and phone number:

(23) ACCOUNTING DATA:
PCS: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
TEMDUINS PER DIEM XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX (if applicable)

(24) Reporting station(s) will appear in reporting station sequence (i.e., Intermediate 1, 2, 3, and Ultimate, as applicable). Data provided for each reporting station is: UIC, Activity Name, ACC - Type of assignment, Report Not Earlier Than Date (YY MM DD), (if applicable), Report Not Later Than Hour (required for first reporting station only), Homeport, - City, At Location of Reporting Station, Additional Reporting Instructions, School Class Convening Date (YY MM DD), and mailing address of each reporting station.

I have read and understand these orders and instruction:

(25) (Signature of Member)

(26) Travel commenced:
0000, 00 XXX 03

(27) (Signature and title of Commanding Officer or designated representative)

MILPERSMAN 1320-020

MESSAGE ORDERS FOR INACTIVE DUTY RESERVE OFFICERS

Responsible Office	NAVPERSCOM (PERS-812)	Phone: DSN COM FAX	882-3208 (901) 874-3208 882-2738

1. **Purpose**

a. The contents of message orders contained in this article (referred to as "Forms") will be used by recruiting offices, or other commands as appropriate, as guides in preparing written orders in proper order format to be delivered to each officer concerned. Each of these forms (ALPHA – ECHO) are divided into two parts:

(1) Part I: to be used by the Navy Personnel Command (NAVPERSCOM) to transmit the message orders to the action addressee for issuance of the orders;

(2) Part II: to be used by the action addressee (recruiting offices or other commands as appropriate) upon receipt of Part I to issue the orders in implementing Part I.

b. The combination of Parts I and II will be transmitted by the action addressee in Part I to each officer concerned with ample copies for:

(1) Disbursing officers.

(2) Movement of family members and household goods.

(3) Use by the officer in compliance with the orders.

2. **Message Orders by Telegram**. In cases where message orders are relayed to an officer by telegram, the following action will be taken:

a. The originating authority shall send the complete orders in the prescribed form.

b. The officer concerned, upon presentation to the disbursing officer, shall endorse on the telegram they received the words “Original orders received” and affix their signature. This certification will be sufficient to enable the disbursing officer to make reimbursement for mileage without further confirmation.

3. **Form ALPHA**. Form ALPHA is to be used for an officer who has accepted a commission with no waiver of physical defects. See below for examples of both parts of this form.

Part I - Example:

UNCLAS NAVPERSCOM ORDER NR 14621O FORM ALPHA MILPERSMAN 1320-020.
LT BYRON G WHITE 628156/1105 222 W MADISON ST LYNN MASS PROREP
NAVSTA NORVA ON 10 AUG ACDU.

Part II - Example:

From:
To:

Ref: NAVPERSCOM message (date/time group)

1. Proceed and report to (fill-in) for physical examination, including flight physical if being ordered to DIFOT. (Reservists will be considered physically qualified for assignment to active duty provided they meet the physical standards set forth in the NAVMED P-117, Manual of the Medical Department. Where appropriate, a conditional waiver of the physical standards may be granted per the NAVMED P-117.) You are ordered to temporary active naval service for this purpose and considered in temporary active duty status during the time required and travel necessary. If found physically qualified within 12 months prior to the effective date of these orders and no substantial change in your physical condition has occurred, a physical examination is not required under NAVMED P-117 (MANMED 15-77). If found physically qualified, or if a conditional waiver is granted by the examining activity, and a later review of your complete medical record by the Bureau of Medicine and Surgery (BUMED) reveals evidence of a defect of condition which is considered to be of sufficient importance to preclude the reasonable performance of the duties of your grade and designator on the active list, you will be

considered not physically qualified and the unexecuted portion of your orders will be canceled.

2. If found not physically qualified, immediately return to the above address. Upon arrival at the above address consider yourself released from temporary active duty and forward a copy of these orders with all endorsements to the Navy Personnel Command (Staff Corps officers, forward an additional copy to the cognizant bureau, command, or office), to the Chief of Naval Air Reserve Training, if appropriate, and to the Naval Reserve Personnel Center, New Orleans, Louisiana 70149. In this event, the examining medical officer shall advise NAVPERSCOM by message referencing these orders, stating defects in detail together with action taken and recommendations, if any, with information copies to BUMED and (insert the information addressees on these orders).

3. If found physically qualified, immediately return to the above address. Upon arrival at the above address consider yourself released from active duty until such time as is necessary to (fill-in reporting instructions).

NOTE: Alternate paragraph 3 to be used when a future reporting date is not specified: If found physically qualified, (fill-in reporting instructions).

4. Accounting data: (fill-in)

5. Travel via private conveyance is permitted at your option for your personal convenience.

6. You are advised to make no personal plans for active duty until found physically qualified and not to move family members until you have reported for duty and have suitable quarters for them.

7. A certified copy of these orders, with all endorsements, shall be forwarded to the Naval Reserve Personnel Center, New Orleans, Louisiana 70149.

8. If serving under orders authorizing your participation in a Naval Reserve Program in a pay or nonpay status, you are directed to request termination of your inactive duty training orders, via the appropriate chain of command, to be effective not later than the day preceding the date of reporting to active duty in compliance with these orders.

4. **Form BRAVO**. Form BRAVO is to be used for an officer who has accepted a commission with a waiver of physical defects. See below for examples of both parts of this form.

Part I - Example:

UNCLAS NAVPERSCOM ORDER NR 146210 FORM BRAVO MILPERSMAN 1320-020. LT BYRON G WHITE 628156/1105 222 W MADISON ST LYNN MASS WAIVED LTR (REF & DATE) PROREP NAVSTA NORVA ON 10 AUG ACDU.

Part II - Example:

From:
To:

Ref: NAVPERSCOM message (date/time group)

1. Proceed and report to (fill-in) for physical examination, including flight physical if being ordered to DIFOT. (Reservists will be considered physically qualified for assignment to active duty provided they meet the physical standards set forth in the NAVMED P-117, Manual of the Medical Department. Where appropriate, a conditional waiver of the physical standards may be granted per the NAVMED P-117.) You are ordered to temporary active naval service for this purpose and considered in temporary active duty status during the time required and travel necessary. If found physically qualified within 12 months prior to the effective date of these orders and no substantial change in your physical condition has occurred, a physical examination is not required under NAVMED P-117 (MANMED 15-77). Since physical defects were waived by NAVPERSCOM (PERS-(fill-in)), further waiver will not be required if disabilities are essentially the same as to character and degree. If found physically qualified, or if a conditional waiver is granted by the examining activity, and a later review of your complete medical record by the Bureau of Medicine and Surgery reveals evidence of a defect or condition which is considered to be of sufficient importance to preclude the reasonable performance of the duties of your grade and designator on the active list, you will be considered not physically qualified and the unexecuted portion of your orders will be canceled.

NOTE: Paragraphs 2, 3, 4, 5, 6, 7, 8, and 9 are the same as in Form ALPHA.

5. **Form CHARLIE**. Form CHARLIE is to be used for an officer who has not accepted a commission and has no waiver of physical defects. See below for examples of both parts of this form.

Part I - Example:

UNCLAS NAVPERSCOM ORDER NR 146210 FORM CHARLIE MILPERSMAN 1320-020. LT BYRON G WHITE 628156/1105 222 W MADISON ST LYNN MASS WAIVED LTR (REF & DATE) PROREP NAVSTA NORVA ON 10 AUG ACDU.

Part II - Example:

From:
To:

Ref: NAVPERSCOM message (date/time group)

1. Upon acceptance of appointment as (fill-in) proceed and report to (fill-in) for physical examination, including flight physical if being ordered to DIFOT. (Reservists will be considered physically qualified for assignment to active duty provided they meet the physical standards set forth in the NAVMED P-117, Manual of the Medical Department. Where appropriate, a conditional waiver of the physical standards may be granted per the NAVMED P-117.) You are ordered to temporary active naval service for this purpose and considered in temporary active duty status during the time required and travel necessary. If found physically qualified within 12 months prior to the effective date of these orders and no substantial change in your physical condition has occurred, a physical examination is not required under NAVMED P-117 (MANMED 15-77). If found physically qualified, or if a conditional waiver is granted by the examining activity, and a later review of your complete medical record by the Bureau of Medicine and Surgery reveals evidence of a defect or condition which is considered to be of sufficient importance to preclude the reasonable performance of the duties of your grade and designator on the active list, you will be considered not physically qualified and the unexecuted portion of your orders will be canceled.

NOTE: Paragraphs 2, 3, 4, 5, 6, and 7 are the same as in Form ALPHA.

6. **Form DELTA**. Form DELTA is to be used for an officer who has not accepted a commission but with a waiver of physical defects. See below for examples of both parts of this form.

Part I - Example:

UNCLAS NAVPERSCOM ORDER NR 146210 FORM DELTA MILPERSMAN 1320-020. LT BYRON G WHITE 628156/1105 222 W MADISON ST LYNN MASS WAIVED LTR (REF & DATE) PROREP NAVSTA NORVA ON 10 AUG ACDU.

Part II - Example:

From:
To:

Ref: NAVPERSCOM message (date/time group)

1. Upon acceptance of appointment as (fill-in) proceed and report to (fill-in) for physical examination, including flight physical if being ordered to DIFOT. (Reservists will be considered physically qualified for assignment to active duty provided they meet the physical standards set forth in the NAVMED P-117, Manual of the Medical Department. Where appropriate, a conditional waiver of physical standards may be granted per the NAVMED P-117.) You are ordered to temporary active naval service for this purpose and considered in temporary active duty status during the time required and travel necessary. If found physically qualified within 12 months prior to the effective date of these orders and no substantial change in your physical condition has occurred, a physical examination is not required under NAVMED P-117 (MANMED 15-77). Since physical defects were waived by NAVPERSCOM (PERS-(fill-in), further waiver will not be required if disabilities are essentially the same as to character and degree. If found physically qualified, or if a conditional waiver is granted by the examining activity, and a later review of your complete medical record by the Bureau of Medicine and Surgery reveals evidence of a defect or condition which is considered to be of sufficient importance to preclude the reasonable performance of the duties of your grade and designator on the active list, you will be considered not physically qualified and the unexecuted portion of your orders will be canceled.

NOTE: Paragraphs 2, 3, 4, 5, 6, and 7 are the same as in Form ALPHA.

7. **Form ECHO**. Form ECHO is to be used for an officer being ordered to temporary active duty, then released to inactive duty. See below for examples of both parts of this form.

Part I - Example:

UNCLAS NAVPERSCOM ORDER NR 146210 FORM ECHO MILPERSMAN 1320-020. LT BYRON G WHITE 628156/1105 222 W MADISON ST LYNN MASS PROREP CNO WASH DC ON 10 AUG TEMAC ABOUT 2 MONTHS. COMPL TEMAC DIRDET AFTER PHYSEXAM. RETURN LYNN MASS ARRIVAL REGARD REL ACDU.

Part II - Example:

From:
To:

Ref: NAVPERSCOM message (date/time group)

1. Proceed and report to (fill-in) for physical examination, including flight physical if being ordered to DIFOT. You are ordered to temporary active naval service for this purpose and will be considered in a temporary active duty status during the time required and travel necessary. If found physically qualified within 12 months prior to the effective date of these orders and no substantial change in your physical condition has occurred, a physical examination is not required under NAVMED P-117, Manual of the Medical Department (MANMED 15-77).

2. If found not physically qualified, immediately return to the above address. Upon arrival at the above address consider yourself released from temporary active duty and forward a copy of these orders with all endorsements to the Navy Personnel Command (Staff Corps officer, forward an additional copy to the cognizant bureau, command, or office), to the Commander, Naval Reserve Force if appropriate, and to the Naval Reserve Personnel Center, New Orleans, Louisiana 70149. In this event, the examining medical officer shall advise NAVPERSCOM by message referencing these orders, stating defects in detail together with action taken and recommendations, if any, with information copies to Bureau of Medicine and Surgery and (insert the information addresses on these orders).

3. If found physically qualified, immediately return to the above address. Upon arrival at the above address, consider yourself released from active duty until such time as is necessary to (fill-in reporting and detaching instructions.)

NOTE: Alternate paragraph 3 to be used when a future reporting date is not specified: If found physically qualified, (fill-in reporting and detaching instructions.)

4. Accounting data: (fill-in)

5. If the period of duty specified by these orders is 90 days or more, travel via private conveyance is permitted at your option for your personal convenience.

6. A certified copy of these orders, with all endorsements, shall be forwarded to the Naval Reserve Personnel Center, New Orleans, Louisiana 70149.

7. This assignment to active naval service is subject to your consent.

8. This duty is creditable under 10 U.S.C. 12732 for retirement point accounting when properly substantiated.

9. If service under orders authorizing your participation in a Naval Reserve Program, in a pay or nonpay status, your orders to inactive duty training are not terminated but are not effective during your period of temporary active duty. Your orders to inactive duty training are effective the day following completion of your temporary active duty.

MILPERSMAN 1320-030

DELEGATION OF AUTHORITY TO ISSUE ORDERS AND ADMINISTRATIVE CONTROL OF ORDERS AND TRAVEL

Responsible Office	NAVPERSCOM (PERS-455)	Phone: DSN COM FAX	882-4148 (901) 874-4148 882-2693

Governing Directives	OPNAVINST 4650.15 Joint Federal Travel Regulations (JFTR), Volume I NAVPERS 15559B, Officer Transfer Manual NAVPERS 15909G, Enlisted Transfer Manual

1. **Authority to Issue Orders**

a. Competent orders for **officers** are issued and approved by Chief of Naval Personnel (CHNAVPERS), or commands authorized by CHNAVPERS.

b. Orders for **enlisted** personnel are issued or approved by Navy Personnel Command (NAVPERSCOM), or by commands authorized by NAVPERSCOM.

c. Orders signed by Assistant Chief of Distribution or by Acting CHNAVPERS shall have the full force and effect of orders issued by CHNAVPERS.

d. Orders issued by CHNAVPERS or NAVPERSCOM may be modified only by CHNAVPERS or NAVPERSCOM. In this regard, port calls issued by Navy Passenger Transportation Offices (NAVPTO) in connection with transoceanic or international travel are considered to be an authorized modification to orders. See OPNAVINST 4650.15.

2. **Delegation of Authority to Field Commands**. Only CHNAVPERS or NAVPERSCOM can delegate authority to field commands to issue orders and such authority is limited to specific types of orders. Commands that have been authorized by CHNAVPERS or NAVPERSCOM to issue orders may direct subordinate commands to issue orders to personnel by name or number, for specific assignments, or for travel. Orders issued to officers by field

commands must reference the authority to issue orders delegated by CHNAVPERS.

3. **Change of Duty Orders Involving Flying Status**. Unless so stated, the delegating authority to issue change of duty orders shall not authorize other commands to order officers to or from a duty involving flying status. Care should be taken to retain the phrase “duty in a flying status” in all orders that order members to/from duty involving flying.

4. **Administration of Travel**

a. Navy Personnel Command is charged with the administration of travel by Navy personnel and their family members. Travel regulations and entitlements are contained in volume I of JFTR, NAVPERS 15559B, and NAVPERS 15909G; and supplementary instructions published as instructions and notices. Orders shall be as complete as practical. When members are entitled to transportation of family members and shipment of household goods at Government expense, or when travel at personal expense subject to reimbursement is authorized, individual orders shall be issued to each member.

b. Each fiscal year funds are appropriated for the travel of those naval personnel and family members issued orders under the authority of CHNAVPERS or NAVPERSCOM. To conserve these funds and make them suffice for the entire fiscal year, it is the responsibility of every command delegated authority to issue orders to stay within any quarterly allotments granted to them and to limit travel to that considered essential and in the best interests of the Navy.

MILPERSMAN 1320-040

REQUIRED SIGNATURES ON PERMANENT CHANGE OF STATION (PCS) ORDERS WRITTEN IN THE FIELD

Responsible Office	NAVPERSCOM (PERS-451H)	Phone:	DSN COM FAX	882-4198 (901) 874-4198 882-2693

1. **Policy**

a. Orders, extensions, or modifications thereof in letter form originated and written in the field shall be signed only by the commanding officer (CO) of the command authorized to issue orders, or by a subordinate to whom the CO has specifically delegated, in writing, such authority. When signed by a subordinate, the words “by direction of the (command title)” shall appear after the title of the office of the subordinate. The delegation of signature authority by the CO does not relieve the accountable officer of liability for funds expended under that authority.

b. Letter orders to officers written in the field that quote or reference a letter directive, or message orders issued by Chief of Naval Personnel (CHNAVPERS) or by a field command authorized to initiate orders, are competent orders and may be signed “by direction” by a subordinate specifically designated by the CO or officer in charge (OIC).

MILPERSMAN 1320-060

PERMANENT CHANGE OF STATION TRANSFER ORDER (PCSTO), DELIVERY, INTERPRETATION, AND EXECUTION

Responsible Office	NAVPERSCOM (PERS-455)	Phone: DSN COM FAX	882-4148 (901) 874-4148 882-2693

Governing Directives	Catalog of Navy Training Courses (CANTRAC), Volume 2 NAVPERS 15559B, Officer Transfer Manual NAVPERS 15909G, Enlisted Transfer Manual OPNAVINST 4650.15

1. **Policy**. Permanent change of station transfer orders, both letter and message, will be written using plain language with a minimum of codes, abbreviations, and acronyms so orders will be more easily understood and will not require translation prior to execution. Only standard abbreviations (e.g., EDA, EDD, NLT, NET, PRD, ACC, DNEC, CONV, BSC, etc.) and activity titles will be used as they appear on other automated documents. Abbreviated course titles may also be used along with the course identification numbers as listed in CANTRAC, volume II.

2. **Disposition of Orders**

a. Original letter orders and any modifications will be mailed to the Personnel Support Activity Detachment (PSD) assigned in support of the officer’s activity. Activities not supported by Pay and Personnel Administrative Support System (PASS) office will receive original letter orders direct.

b. Message orders will be transmitted to the activities involved with the order via the Communications Centers serving them. Message orders shall be locally reproduced by the PASS office supporting the member. One copy will be certified “Original Message” over the signature of the commanding officer (CO) or officer-in-charge of the processing activity (or their designated representative). In cases where message orders are relayed to a member by telegram, the following action will be taken: the officer concerned, upon presentation to the disbursing officer, shall endorse the telegram received, with

the words “Original Orders Received” and affix their signature. This certification will be sufficient to enable the disbursing officer to make reimbursement for mileage without further confirmation.

c. Commands receiving orders shall promptly deliver such orders and each modification, if any, of orders to the member and shall indicate delivery by an official delivering endorsement on the orders or modifications.

d. Although the order will be addressed via activities providing personnel support, they are directed to the member being transferred. Authority to specify the detachment date within the month of detachment remains with the member’s reporting senior.

e. Orders to officers shall direct their detachment from their primary duty only, unless they have been assigned accountable duty. Officers with additional duty at other activities will be considered detached from such duty upon their detachment from their primary duty. Reference to additional duty shall not be made in detaching orders. Upon detachment, information copies of the orders shall be furnished to the activity or activities to which an officer has been assigned additional duty.

f. Procedures for processing a member’s orders are found in NAVPERS 15559B, chapter 2; or NAVPERS 15909G, chapter 23.

3. **Reporting for Duty**. In carrying out the order, officers shall report to the CO or commander of the activity named in the orders for permanent duty, permanent duty under instruction, temporary duty, or temporary duty under instruction, etc., unless otherwise specified in the orders. Deviation of the order must be approved by CHNAVPERS, and when required, a modification issued prior to the member’s detachment form, or reporting to, the final activity stated in the order. Application procedures are found in NAVPERS 15559B, chapter 2.

4. **Proceed Time and Travel Time**

a. The date of detachment is a day of Leave, PT, or Travel Time (TT). Date of detachment is only a day of duty if the member detaches and reports on the same day with no allowable TT. The day of arrival is a day of duty. When a member is detached from one permanent duty station and is ordered to

another permanent duty station, the orders may allow 4 days proceed time, as outlined in MILPERSMAN 1320-090, in addition to travel time outlined in MILPERSMAN 1320-100. The word “proceed” is synonymous with “commence travel” and should not be construed as entitlement to proceed time.

b. Unless a specific reporting date is directed in the order, members ordered to report for duty at a place or to proceed to any point and report for duty shall do so within 4 days after date of detachment, exclusive of the proceed time, travel time, and authorized leave provided in the order or delineated elsewhere in this manual. See OPNAVINST 4650.15 concerning circuitous travel for constructive travel time when traveling via a circuitous route.

c. Where there is some degree of urgency for a member to report to a new station and there is no known requirement for the full 4 days proceed time, orders shall specify a time frame within which the member must report for duty, e.g., “Upon detachment, proceed and report NLT 12 hours after detachment, exclusive of travel time.”

5. **Detaching Instructions**. Definition of specific detaching instructions appearing in the detaching activity section of the orders is found in NAVPERS 15559B and NAVPERS 15909G.

MILPERSMAN 1320-080

ORDERS AUTHORIZING TRAVEL WITH OR WITHOUT REIMBURSEMENT

Responsible Office	NAVPERSCOM (PERS-454C)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

1. **General**

a. Original written orders issued by competent authority are required for official travel and for reimbursement of expenses incident thereto, except as provided in Joint Federal Travel Regulations, volume 1 and Navy Travel Instructions for members in the special category of duty with, or under training for, the Military Airlift Command, Marine Corps Transport Squadrons, or Fleet Tactical Support Squadrons, while on duty away from their permanent stations. Message orders when properly endorsed, or orders written in the field which quote or reference a letter directive, TWX, NTX, or message orders issued either by Navy Personnel Command (NAVPERSCOM) (PERS-454), or by field commands who are authorized to initiate orders.

b. Orders given in the field which quote or reference verbal orders received from competent authority must be confirmed by the authority who gave such verbal orders within 7 days of issuance. Confirmation must be accomplished by reducing the verbal orders to writing or by approving orders given in the field referencing such verbal orders. Reimbursement for travel expenses under such orders may not be made until such confirmation is obtained.

c. Travel orders in any of the above categories which are not originated by competent authority must be approved by Chief of Naval Personnel or NAVPERSCOM to allow reimbursement for travel expenses incurred in compliance with orders.

d. If separate orders have not been issued by higher authority, commanding officers, when transferring enlisted members who are entitled by law to transportation of family members and household goods at government expense, shall prepare individual orders to them by name in order to lessen the

possibility of problems that might arise in regard to the payment of claims or procurement of transportation.

e. Commands should not direct members to perform travel on official Navy business without furnishing necessary transportation or without wording the orders to provide for reimbursement of transportation expenses. When travel may be desirable from the Navy's viewpoint but cannot be justified sufficiently as official Navy business to warrant the expenditure of limited travel funds, or when a member requests administrative absence for purposes specified elsewhere in this manual, any command which has authority to issue temporary additional duty orders may write an "authorization" permitting the member addressed to travel at no expense to the government. Such authorization must always contain the following clause:

"This permissive travel authorization is issued with the understanding that you will not be entitled to reimbursement for any travel, transportation, per diem, or miscellaneous expenses in connection with its execution. If you do not desire to bear these expenses personally, you may choose not to execute this permissive travel authorization and it will be considered canceled."

f. Reimbursement for transportation and for expenses incident to travel performed in obedience to orders is allowable only from the place to which the orders are addressed. In the event an activity receives travel orders incorrectly addressed and the member concerned is no longer at that address, the orders should not be forwarded until the command issuing the orders has been advised and issues necessary instructions. Generally, the issuing command should reissue the orders to the correct address.

2. **Travel Abroad**

a. Members ordered abroad shall obtain passports as specified in Navy Passenger Transportation Manual (OPNAVINST 4650.15).

b. Arrange all official transportation and related supplemental services such as no-fee passports and visas through the Navy Passenger Transportation Office at the appropriate Personnel Support Activity Detachment.

3. **Temporary Duty (TEMDU).** All orders to TEMDU which must be accomplished during a specific period, e.g., a course of instruction convening on a certain date, shall specify the required reporting and per diem entitlement commencement date. This date shall be determined and specified by the order issuing and/or delivering authority following:

a. **Orders to temporary duty under instructions (TEMDUINS)** shall direct the member to "report not later than (date)." This date normally should be 1 day prior to the scheduled commencement of the TEMDU to permit a reasonable period for administrative processing. Further the orders shall direct the member to "report not earlier than (date)." In most cases this date should be 1 day prior to the "not later than date." In addition, the orders shall state:

"Per diem entitlement commences (report not earlier than date) unless the early detachment or early commencement of temporary duty is determined to be in the best interests of the government."

The "report not earlier than" date is applicable to each intermediate duty station. Procedures for reporting endorsements for members who arrive at the TEMDU station prior to the "report not earlier than" date are prescribed in MILPERSMAN 1320-140 governing endorsement of orders upon reporting for duty.

b. **Detaching endorsements on all orders directing TEMDU en route to a permanent duty station** shall include the following statement:

"Entitlement to per diem for the TEMDU directed by these orders will be per MILPERSMAN 1320-080."

When a member must be detached earlier than the latest date determined necessary to permit reporting on the required date, considering allowable travel time and leave desired, the detaching command shall include the following statement in the orders or the detaching endorsement:

"Detachment this date considered in the best interests of the government because (fill-in)."

Acceptable reasons for early detachment are utilization of barracks space, ship movements, uncertain transportation schedules to be utilized by members traveling from duty stations outside the United States, or for any other specific good and sufficient cause.

c. **The above endorsements and "report not earlier than" dates** for enlisted members shall be entered on NAVCOMPT 536, Standard Transfer Order under Supplemental Instructions for Intermediate Reporting.

MILPERSMAN 1320-090

PROCEED TIME IN EXECUTION OF ORDERS

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	225-3322 (703) 695-3322 225-3311

1. **Proceed Time**

a. Proceed time is a period of time not chargeable as leave, delay, or allowed travel time. It is granted for the purpose of facilitating necessary personal arrangements inherent in certain permanent change of station (PCS) orders.

b. The amount of proceed time permitted is dependent upon the urgency of the transfer, but will not exceed 4 days.

c. The word “proceed” is synonymous with “commence travel status” and should not be construed as entitlement to proceed time.

2. **Time According**

a. Any delay authorized is chargeable as leave and is in addition to proceed and travel time. The day of detachment is a day of travel or leave as applicable.

b. When the member is detached from overseas duty, starts and finishes overseas travel, and arrives in the 48 contiguous United States or District of Columbia on the same day, that day is considered a day of travel for elapsed time accounting.

3. **PCS Order Terms and Definitions**. When authorized by subsequent paragraphs, the following terms used in PCS orders, as displayed in the table below, indicate the amount of proceed time authorized:

WHEN a PCS order reads...	THEN report within...
Report or proceed and report (4 days proceed time)	4 days, exclusive of travel time, subsequent to detachment.
Report or proceed and report without delay (48 hours proceed time)	48 hours, exclusive of travel time, subsequent to detachment.
Report or proceed and report immediately (12 hours proceed time)	12 hours, exclusive of travel time, subsequent to detachment.
Ultimate assignment - FOR DUTY/ DUINS (4 days proceed time)	4 days, exclusive of travel time, subsequent to detachment.

4. **When Is Proceed Time Authorized**

a. Proceed time is authorized only when members are executing PCS orders to or from

(1) ships or mobile units having a sea/shore rotation Code 2 or 4;

(2) an “all others” tour; and

(3) overseas accompanied tours, includes from overseas to overseas, but not in same geographical location.

b. Commanding officers (COs) of ships changing home port may authorize proceed time only in conjunction with the movement of

(1) household goods (HHG), or

(2) a member’s privately owned vehicle (POV).

c. Proceed time shall not be construed as authority to miss reporting dates and times specified in the orders. A modification or cancellation of the unexecuted portion of the original orders received at any point between the old and the new permanent duty station (PDS) does not entitle the member to additional proceed time.

d. Entitlement to proceed time for members not specifically authorized in this article shall be determined by:

Office of Chief of Naval Operations
Manpower, Personnel, Training, and
Education Policy Division (N13)

5. **Types of Orders not Authorized Proceed Time**. Regardless of other considerations, proceed time is not authorized in conjunction with the following types of orders, as displayed in Lists “A” and “B” below.

6. **Order Type List "A"**. The following order types are not authorized proceed time:

a. Orders from inactive duty:

Home,
place of enlistment,
recruiting station or recruit training center,
Officer Candidate School,
Naval Reserve Officer Training Corps (NROTC), or
Naval Academy.

b. To:

Active duty at a PDS.
Temporary duty under instruction (TEMDUINS) of less than 20 weeks.
TDY of 6 months or less and then to a PDS.

c. Orders to:

An activity for separation processing,
home from a separation activity, or
proceed to the locale of the member's choice upon separation.

d. Orders to temporary additional duty (TEMADD).

e. Orders for group travel, i.e., orders issued to three or more members traveling in a group from the same point or origin to the same destination under one order, which has been designated a "group travel order" by the order issuing authority.

7. **Order Type List "B"**. The following additional order types are not authorized proceed time:

a. Orders that have no-cost to the Government provision.

b. Orders to enlisted members expressing haste, i.e., leave is not authorized by the order issuing authority.

c. Orders between two ships having the same home port.

d. Orders for leave, except where prevailing instructions grant leave as delay in reporting in connection with a transfer.

e. Orders to and from units afloat and ashore located in same metropolitan areas or less than 25 miles apart.

8. **Metropolitan Area**

a. A metropolitan area is defined as the corporate limits of the city or town in which the member is stationed.

b. The home port of the unit afloat should be used in determining entitlement to proceed time regardless of ship location.

c. The following examples are provided:

Example 1. Member on shore duty at Cecil Field, FL is directed PCS to a ship home ported at Mayport, FL: Proceed time is not authorized since both Mayport and Cecil Field are within the corporate limits of Jacksonville, FL.

Example 2. Member on shore duty at Coronado, CA is directed PCS to a ship home ported at San Diego, CA: Proceed time is not authorized since Coronado and San Diego are less than 25 miles apart, even though in different corporate limits.

9. **Permanent Duty Station (PDS)**

a. PDS, as used in this article, is defined as the assignment

(1) to duty by PCS orders at the same activity for a period of more than 6 months, or

(2) assignment to a school or combination of schools at the same location for a period of 20 weeks or more,

the limits of which are the corporate limits of the city or town in which the member is stationed, or homeport in the case of members assigned to an afloat unit.

b. If the member is not stationed in an incorporated city or town, the official station is the reservation, station, or established area; or, in the case of large reservations, the established subdivisions thereof having definite boundaries within which the designated post of duty is located.

10. **One-Period Proceed Time Limitation for En Route TDY**. Only one period of proceed time may be authorized in the execution of orders directing a member to proceed to one or more TDY stations en route to a PDS. Once initiated, proceed time shall be used consecutively whether or not members avail themselves of all or part of the total authorized proceed time. Use the rules in the table below to determine how proceed time is to be authorized during en route TDY:

WHEN the member elects to use proceed time	THEN	AND
prior to reporting to a TDY station,	the orders shall so indicate,	proceed time shall not be authorized upon detachment from the TDY station.
upon detachment from the TDY station,	the following statement shall be entered on the member's orders: "MBR ELECTED PROCEED TIME UPON COMPL TEMDU."	

11. **Reversing Denial/Grant Decisions**. Use the rules in the table below to reverse entitlement denial or authorization decisions:

WHEN	THEN	AND
a member has been denied proper entitlement to proceed time by the transferring command,	the receiving command can reflect proper entitlement via entries into Navy Standard Integrated Personnel System (NSIPS).	
it is determined by the receiving command that the proceed time should not have been authorized,	leave must be charged,	the member should be assisted in submitting a petition to the Board for Corrections of Naval Records (BCNR) with appropriate evidence to support petition to restore the leave charged.

MILPERSMAN 1320-100

TRAVEL TIME IN EXECUTION OF PERMANENT CHANGE OF STATION (PCS) ORDERS AND TEMPORARY ADDITIONAL DUTY (TAD) ORDERS

Responsible Office	NAVPERSCOM (PERS-451H)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

Reference	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume I, Uniformed Service Members

1. **Calculating Travel Time for Permanent Change of Station (PCS)**

a. Authorized travel time incident to a PCS will be calculated under procedures set forth in reference (a), chapter 5, part B, for the mode or modes of transportation actually used and authorized in the PCS orders.

b. In no case will the authorized travel time exceed that required to perform travel by the mode of transportation directed in the PCS orders. The travel time authorized here is in addition to proceed time, which is otherwise authorized. No travel time will accrue on PCS orders that are permissive in nature and include a no-cost to the government provision.

2. **Calculating Travel Time for Members Performing Funded Leave Travel**

a. Calculation of travel time for members who are authorized to perform funded leave travel in connection with consecutive overseas assignments as prescribed in reference (a), para. U7200, will be the time required for direct travel between the authorized points.

b. In calculating travel time, the member’s home or other authorized destination will be treated as if it were a temporary duty (TDY) station en route on a PCS. The day of arrival at, and the day of departure from, the authorized leave travel destination are both considered a day of travel. All additional

time at the leave travel destination is charged as leave. Travel time in excess of that required for travel via the direct route is charged as leave.

c. Leave travel under this part is to be performed by common carrier to the maximum extent possible or as authorized by Chief of Naval Personnel (CHNAVPERS).

3. **Travel Time for Temporary Additional Duty (TAD) Orders**

a. Travel time incident to TAD orders will be the time required to perform travel by the mode of transportation authorized in the member's travel orders. Travel status commences and terminates as set forth in reference (a), chapter 4, part D. Except as otherwise indicated, a member is considered to be in a travel status for the entire period necessary to complete the official business directed in the TAD orders.

(1) Members directed to perform TAD away from their permanent duty station (PDS) are expected to return to their PDS immediately upon completion of the necessary official business or to their local place of residence if the return time is after the close of normal working hours.

(2) Members who would ordinarily be in a liberty status may, however, elect to remain at the TAD site in a liberty status upon completion of TDY.

(3) Similarly, members may elect to travel to the TAD site prior to commencement of the period of TDY in order to be in a liberty status at the TDY site before commencing the TAD.

b. No additional cost to the government can be incurred while in a liberty status either before or after a period of TDY. Commands preparing TAD orders should include appropriate language to permit liberty or leave prior to the commencement or upon the completion of assigned TDYs. Travel entitlements other than transportation should terminate at the start of authorized liberty. Members who are serving in an unaccompanied-by-family-member status at their PDS and who are authorized to spend normal liberty periods at their primary residence with family members, or other authorized points, may start or stop TAD from those points provided no additional cost to the government is involved and the member would ordinarily be in a liberty status upon completion of the TAD.

c. Any other delay in returning to the PDS for personal convenience is chargeable as leave. Members, who complete official business at a TAD station after 1600 hours, may delay detachment until the following day, if return travel member's PDS will exceed 2 hours by the mode of travel authorized.

(1) Normally, no more than 1 day travel time will be allowed for each leg of travel to, from, or between TAD stations. If the time required to perform travel to, from, or between TAD stations by privately owned conveyance (POC) will exceed 1 day, and travel by POC is considered more advantageous to the government, authorization or approval must be granted by commands authorized to issue TAD orders.

(2) This determination should be made on a case-by-case basis and authorization should not be granted unless the order-issuing authority is convinced such mode of travel is clearly more cost effective to the government than travel by government conveyance or public carrier.

(3) When authorization is granted for travel by POC, travel time will be calculated under procedures set forth in reference (a), chapters 4 and 5. In the absence of such authorization or approval, no more than 1 day travel time will be allowed for each leg of travel to, from, or between TAD stations.

(4) Except as provided for in MILPERSMAN 1320-080, permissive TAD authorizations involving official government business are improper. If official government business is involved, the travel must be funded and travel time is authorized.

MILPERSMAN 1320-110

TRAVEL TIME IN CONJUNCTION WITH CALL TO OR RELEASE FROM ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN COM FAX	882-4179 (901) 874-4179 882-2693
	CNO (N13)		DSN COM FAX	225-3322 (703) 695-3322 225-3311

Governing Directives	DOD 7000.14-R, Financial Management Regulation (DODFMR), Volume 7A, Chapter 2 Joint Federal Travel Regulations (JFTR), Volume I, Chapter 4, Part C

1. **What This Article Addresses**

a. This article addresses computation of travel time for travel days and travel allowance purposes only.

b. For computation of travel time for pay purposes refer to DOD 7000.14-R, chapter 2, para. 0205.

2. **Determining Travel Time When Ordered To Active Duty**. Use the rules in table below to determine the travel time when a member is ordered to active duty:

WHEN...	THEN...	AND...
a member is ordered to active duty for a period of less than 90 days,	travel by privately owned conveyance (POC) may not be specifically authorized in the orders to active duty,	travel time computation will be per JFTR, volume I, chapter 4, part D.
a member is ordered to active duty for a period of 90 days or more,	travel by POC may be specifically authorized in the orders to active duty.	
in such cases, the member actually uses a POC,	allowed travel time shall be based on 1 day for each 350 miles of the official distance of the ordered travel,	1 additional day is allowed for any distance in excess of multiples of 350 miles provided the excess is 51 miles or more.
the total official distance is 400 miles or less,	1 day’s travel time will be allowed.	
computing travel time, if the orders do not contain an hour for reporting,	the required reporting date will be charged as a day of travel.	
a date and hour for reporting are included in the orders,	consideration will be given to the amount of travel that can be performed on the day of reporting.	
a member has been ordered to active duty for a period of 90 days or more,	travel by POC may also be specifically authorized in the orders releasing the member from active duty.	
in such cases, the member actually uses a POC,	allowed travel time shall be based on 1 day for each 350 miles,	an additional day allowed for any distance in excess of multiples of 350 miles provided the excess is 51 miles or more.

3. **POC Travel Not Authorized**. Use the rules below when travel by POC is not specifically authorized:

WHEN travel by POC is not specifically authorized in the orders from...	**THEN travel time will be computed in the following manner.**
home to first duty station,	Using the latest schedules for the mode of transportation actually used, compute travel time based on an actual schedule, which would permit arrival at the duty station on the reporting date. If travel is performed by POC without it having been authorized, compute travel time in the same manner using the latest schedules for public surface transportation.
last duty station to home of record,	Using the latest schedules for public surface transportation, compute travel time based on an actual schedule which most nearly coincides with the departure date and time. This is without regard to the actual performance or mode of travel.

NOTE: The above is not applicable upon release from active duty incident to retirement or transfer to the Fleet Reserve.

MILPERSMAN 1320-120

TRAVEL ORDERS FOR PATIENTS AND ATTENDANTS

Responsible Office	NAVPERSCOM (PERS-4821)	Phone: DSN COM FAX	882-3229 (901) 874-3229 882-2622

References	(a) BUMEDINST 6320.1E (b) NAVMED P-117, Manual of the Medical Department (MANMED)

1. **Policy**. Orders for transfer of officers and enlisted patients between naval hospitals, or between a naval hospital and an Armed Forces medical facility of another service, are generally issued by the commanding officer (CO) of the naval hospital from which travel begins, after the transferring naval hospital has received prior approval under procedures set forth in references (a) and (b).

2. **Temporary Additional Duty (TEMADD) Orders**. TEMADD orders for officer and enlisted attendants should be issued by the CO of the naval hospital from which travel begins.

3. **Processing of Patients**. To expedite processing of officer and enlisted patients the service, health, and pay records should accompany the member upon transfer as specified in MILPERSMAN 1070-120.

MILPERSMAN 1320-140

PERMANENT CHANGE OF STATION (PCS) TRANSFER ORDER REPORTING POLICY

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM	882-4518 (901)874-4518

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) OPNAVINST 1000.23C (b) BUPERSINST 1610.10C

1. **Policy**

a. Officers reporting for duty in obedience to orders shall comply with Navy regulations regarding presentation and endorsement of orders. Definitions of terms and other procedures for processing officers' orders are contained in MILPERSMAN 1320-306 and 1320-308. Detaching and reporting endorsement procedures are found in MILPERSMAN 1320-310.

b. Enlisted personnel reporting for duty in obedience to orders are controlled ordinarily by travel and time schedules prepared in advance by the transferring activity, depending on the method of transportation specified in the orders. When travel is involved under orders and a definite travel schedule has not been provided, travel time in addition to proceed time is allowed under applicable directives. Definition of terms and other procedures for processing enlisted personnel orders are contained in MILPERSMAN 1320-306 and 1320-308. Detaching and reporting endorsement procedures are found in MILPERSMAN 1320-310.

2. **Review of Orders upon Arrival**

a. Each command to which a member reports for temporary duty (TDY) shall review the orders upon reporting, including endorsements on orders, to determine whether the member arrived prior to the time required to commence the TDY directed by the orders.

b. If the member arrives prior to the "report not earlier than" date specified in the orders because all or part of the leave granted in the orders was not used, the member shall be given the option of either remaining in a leave status until the required reporting date, or of terminating leave status and reporting on the date of arrival with the understanding that per diem will not commence until the date required to commence the TDY directed by the orders. If the member elects to report on the day of arrival with the understanding that per diem will commence at a later date, the orders shall be endorsed essentially as follows:

"Reported this date. You are not required to commence the TDY directed by your orders until (date); therefore, per MILPERSMAN 1320-140 and JFTR Vol 1, your per diem entitlement commences on that date."

c. If early commencement is determined at the TDY station to be in the best interest of the Government, the orders shall be so endorsed and the per diem entitlement commencement date specified, citing this article as authority.

d. The member's CO or specified senior naval command will perform all administrative functions necessary to support reporting personnel (see "Administrative Commander Responsibilities" below).

3. **Contents of Orders**

a. To facilitate adjustment of travel reimbursements, all orders to personnel or endorsements thereon shall clearly indicate the time, date, and place of detachment, embarkation, entry, or reporting as may be appropriate; except where, with the knowledge of the command preparing orders or endorsements, such information will disclose a classified location.

b. Members' orders will identify the Pay and Personnel Administrative Support System (PASS) office responsible for "personnel accounting support." The PASS office will perform all functions specified in reference (a).

4. **Administrative Commander Responsibilities**. The activity to which a member is directed to "report if present, otherwise by message, for administrative purposes" is responsible for performing all functions necessary to support reporting personnel. Normally, the activity to which a member reports for

duty will also be his or her administrative command. However, when orders direct the member to report to a detachment or component of a naval command for duty, the orders will direct the member to report to the parent command for administrative purposes. When a member is assigned to a permanent duty station where there is no naval administrative command (e.g., joint or unified commands, civilian universities or laboratories, other Government agencies, and foreign Governments) the orders will direct the member to report to the nearest senior naval command for administrative purposes. The administrative commander's responsibilities include, but are not limited to, one or more of the following:

a. Keeping electronic service and pay records, processing permanent change of station (PCS) orders, and leave accounting. (For administrative commands supported by PASS for either personnel, pay, or both; the above functions (as appropriate) will be performed by the supporting personnel support detachment (PERSUPP DET) per reference (a)).

b. Preparing and keeping necessary reports and forms on the member complete and current. (For administrative commands supported by PASS, the servicing PERSUPP DET will prepare and keep certain reports and forms per reference (a)).

c. Personnel accounting (unless otherwise specified in the orders).

d. Submitting NAVPERS 1610/2, Fitness Report and Counseling Record and NAVPERS 1616/26, Evaluation Report and Counseling Record (E1-E6) per reference (b).

e. Performance and military discipline functions (as applicable).

f. Providing funding for TDY travel (e.g., emergency leave, hospitalization) and preparing TDY travel orders.

g. Providing a means of official communication in matters of a uni-services nature.

MILPERSMAN 1320-150

ACTIVE DUTY NAVY DEFINITE AND INDEFINITE RECALL PROGRAM FOR RESERVE OFFICERS

Responsible Office	BUPERS-31	Phone: DSN COM FAX	882-3482 (901)874-3482 882-TBD

References	(a) SECNAVINST 1800.2 (b) BUPERSINST 1540.41C (c) DOD Directive 1304.19 of 11 Jun 04 (d) 10 U.S.C. 1251 (e) 10 U.S.C. 12646

1. **Program Policy**

a. **Recall Billets**. Officers of the Navy Reserve (to include Full-Time Support (FTS)) may volunteer for either

- **definite**, also termed as **temporary**; or
- **indefinite**, also termed as **permanent** or **general**;

recall to fill specific advertised active duty (ACDU) program billets or requirements in the regular ACDU Navy.

b. **Definite or Temporary Recall**

(1) **Purpose**. Definite, or temporary, recall of reserve officers is not designed as a career ACDU program. It is intended to be a constructive part of an officer's Selected Reserve (SELRES) career and is used to fill gapped or vacant ACDU-funded billets in direct support of ACDU requirements. Officers recalled under definite recall orders remain on the Reserve Active Status List (RASL), retain their reserve designator, and continue to compete for promotion on the RASL.

(2) **Length**. This type of recall shall be for a specified period not to exceed 3 years. The opportunity for Navy Reserve officers to serve on ACDU should be maximized by limiting additional tours by officers previously recalled under this article. As such, reserve officers being considered or volunteering for follow-on, or back-to-back definite recall

orders, regardless of the ACDU billet the member is being considered for or might be interested in filling, are required to submit an official request through the process established within this article for consideration by the command and the cognizant ACDU officer community.

(3) **Extensions**. Extensions of existing definite reserve recall orders are not authorized due to the possible impact to ACDU endstrength, sanctuary, and funding.

(4) **Designation**. Reserve officers of any designation or community may apply for definite, or temporary, recall.

c. **Indefinite or Permanent/General Recall**

(1) **Purpose**. Conversely, indefinite, or permanent/general, recall of reserve officers is designed as a career ACDU program. It is intended to allow qualified and interested reserve officers, to include FTS, to request to be considered for permanent recall to a regular ACDU status on the Active Duty List (ADL). Indefinite recalls can also be used to fill gapped or vacant ACDU billets in direct support of ACDU requirements, but the focus of indefinite recalls are the long-term contribution to a given ACDU officer community that the officer will provide.

(2) **Commission**, **Transition**, **and Designation**. Officers recalled under indefinite recall orders are issued an ACDU commission, transition from the RASL to the ADL, and have their designator shifted from XXX5/XXX7 to XXX0, or from XXX8 to XXX1 for warrant officers.

(3) **Promotion**. Upon transition to the ADL, these officers then compete for promotion on the ADL in their new designator.

(4) **Rotation**. As this type of recall is permanent in nature, and the officer is considered as an ACDU asset upon selection, the initial set of indefinite recall orders will be similar in nature to regular ACDU change of duty station orders and will, therefore, have a planned rotation date (PRD) in lieu of a having a prescribed period of time.

(5) **Request Recall within Present Community**. Reserve officers requesting indefinite, or permanent, recall must be requesting recall within their present community; for example,

a reserve Surface Warfare Officer (1115 or 1117 designator) requesting permanent recall into the ACDU Surface Warfare Community (1110 designator).

d. **Volunteering for Definite or Temporary Recall**. Officers of the Navy Reserve interested in volunteering for definite, or temporary, recall to fill specific advertised reserve program billets in FTS of the Navy Reserve should refer to MILPERSMAN 1132-010.

e. **Permanent Recall**. Officers of the Navy Reserve interested in applying to permanent recall into the FTS program should refer to MILPERSMAN 1001-020.

f. **Redesignation and Indefinite or Permanent Recall**. Officers of the Navy Reserve, to include FTS, interested in applying for redesignation and indefinite, or permanent, recall into another officer community must apply for transfer and redesignation through one of the semi-annual Active Component Lateral Transfer and Redesignation Boards, as covered in MILPERSMAN 1212-010 and the semi-annual NAVADMIN messages that announce the Lateral Transfer and Redesignation Boards. An example of this type of recall would be a reserve Surface Warfare Officer (1115 or 1117 designator) requesting permanent recall to the ACDU Intelligence Community (1630 designator).

g. **Retired Officers Applying to Recall**. Retired officers, whether having retired from the Navy Reserve (RASL) or from the regular ACDU Navy (ADL), interested in applying to recall back to the regular ACDU Navy, must follow the guidance provided in MILPERSMAN 1811-010.

2. **Procedure for Applying**

a. **Recall Advertisements**. Definite and indefinite recall opportunities will be advertised through the Commander, Navy Reserve Forces Command (COMNAVRESFOR) Listserve E-Mail distribution system and will be posted on applicable COMNAVRESFOR and Navy Personnel Command (NAVPERSCOM) reserve recall Web sites. The application template for recall to extended ACDU is available for download at the NAVPERSCOM reserve recall Web sites.

b. **Request Submission**. With the exception of the reserve communities listed below, reserve officers who desire either definite or indefinite recall to ACDU will submit their recall

request directly to Bureau of Naval Personnel (BUPERS); Head, Officer Community Management Branch (BUPERS-31). Command endorsements, if applicable, are highly desired to be submitted with the recall request. Reserve officers that are not able to provide a command endorsement will be screened through the losing reserve officer community representatives prior to being considered for either a temporary or permanent recall.

c. **Medical/Dental Recall**. Reserve officers in the Medical Corps (2105), Dental Corps (2205), Medical Service Corps (2305), Nurse Corps (2905), and Chaplain Corps (4105) interested in applying for either an indefinite or definite recall will submit their recall request through their local Navy officer recruiter and Commander, Navy Recruiting Command (COMNAVCRUITCOM) for consideration for recall. Applications from reserve officers from these communities will then be reviewed by the gaining ACDU officer community for consideration and eventual recommendation to BUPERS-31.

d. **Documents to Submit**. Reserve officers requesting recall are required to submit the following documents to be considered for either a definite or indefinite recall:

(1)	NAVPERS 1331/5 (Rev. 11-08), Application for Recall to Extended Active Duty
(2)	Annual Statement of Service History (ASOSH) from BUPERS Online (BOL)
(3)	Cumulative Active Duty Service Statement (reference (a), enclosure (1))
(4)	Last four fitness reports (FITREPs)
(5)	Pertinent qualifications/training (optional)
(6)	Last Physical Readiness Test (PRT) results (from Physical Readiness Information Management System (PRIMS)
(7)	Resume (military or civilian, optional)
(8)	Letters of recommendation (optional)
(9)	Sanctuary Waiver Request (per reference (a), only required if requesting a definite/temporary recall and only if expected to go over 16 years of total ACDU service during the proposed recall)
(10)	Ecclesiastical endorsement (Chaplain Corps applicants only)

The purpose of submitting all above listed documents is to provide a means for an individual to request voluntary recall to ACDU, and the information is used to evaluate the individual’s ability to perform the job to which applying, if requesting a

definite recall; or ability to meet the demands and be competitive within the ACDU officer community in which applying, if an indefinite recall request. Provision of the information requested is voluntary; however, failure to provide all information on the application documents may result in an inability to process the application, or non-selection for the recall.

e. **Command Endorsements**. Command endorsements are required to accompany reserve recall requests and should be from either the applicant's reserve unit commanding officer/officer-in-charge (CO/OIC), Navy Reserve activity CO/OIC, or ACDU CO/OIC.

f. **FITREPs**. Less than four FITREPs will be accepted for Chaplain Corps, Medical Corps, Dental Corps, Nurse Corps, and Medical Service Corps as long as their time in the Navy Reserve would not allow them the opportunity to receive four FITREPS. No gaps in continuity between FITREPS can exist.

3. **Officer Requirements for Recall**. Requirements for officers requesting recall are as follows:

a. **Rank Criteria**. Reserve officers from any reserve or FTS officer community may apply for either a definite or indefinite recall in response to advertised reserve recall opportunities and will not be restricted by rank, unless specifically delineated in the advertised eligibility requirements and based on the advertised eligibility criteria of the designated ACDU billets and/or community.

b. **Nuclear Power Program Screening**. Officers qualified in nuclear propulsion must be screened for recall into the Nuclear Power Program prior to consideration for recall in another designator or specialty, per reference (b).

c. **Chaplain Corps**. Chaplain Corps Officers (4105) must have ecclesiastical endorsement from an endorsing agent approved by reference (c) authorizing recall to extended ACDU and include this endorsement with their recall request.

d. **Failed of Selection (FOS)**

(1) Officers that had been previously severed or released from the ADL as a result of multiple non-selections to promotion to any grade, also termed as multiple FOS, or multi-FOS, are only eligible to apply for definite, or temporary,

recalls, and will be considered on a case-by-case basis, based on community needs, past performance, and future promotability. These officers are not eligible to apply for indefinite, or permanent, recall.

(2) Officers with any FOS while on the RASL are eligible to apply for either an indefinite or definite recall, but will be considered on a case-by-case basis, based on community needs, past performance, and future promotability.

e. **Statutory Age/Years of Commissioned Service (YCS)**. Officers applying for indefinite, or permanent, recall, that if approved for recall would not be able to accumulate enough ACDU time to accumulate 20 years of total active service, either due to being restricted by a future statutory retirement age or YCS, will be asked to choose between continuing to apply for indefinite, or permanent, recall; or to be considered for possible recall under definite, or temporary, recall orders as an alternative to a permanent recall. This business rule is to prevent placing a recalled officer into the unforeseen situation of being permanently recalled back to the ADL and then be retired due to reaching statutory age or YCS limits per reference (d) without being offered the ability to determine which retirement is more advantageous to the member, ACDU retirement or reserve retirement.

f. **Not Eligible – Alternative**. All officers applying for indefinite, or permanent, recall, deemed not eligible or not ideal for an indefinite recall for any reason, will be automatically considered for a definite, or temporary, recall as an alternative option after the applying officers request is re-screened for the need of a sanctuary waiver request. Officers given this type of consideration will be notified prior to actual assignment to allow the officer to accept or decline the alternative opportunity for a definite, or temporary, recall.

g. **Expended Quotas**. All officers requesting indefinite, or permanent, recall who’s request has been received by BUPERS-31 after all indefinite, or permanent, recall accession quotas have been expended will be offered to be considered for definite, or temporary, recall. Should all definite, or temporary, recall accession quotas also be expended, the recall request will be returned to the requesting officer with a letter from BUPERS, Military Community Management (BUPERS-3) informing the officer of when recall applications will be accepted for the following fiscal year (FY).

4. **Physical Requirements**. Each applicant selected for recall to extended ACDU must meet physical standards appropriate to grade as established by Chief, Bureau of Medicine and Surgery, at the time ordered to ACDU.

5. **Application Processing Procedures**

a. **Processing Time**. The normal processing time for applications is approximately 6 weeks.

b. **Board/Criterion**. Selection is by recommendation of a board of officers within BUPERS-31. In addition to service needs, basic criterion for selection is whether, in the opinion of the board, the candidate is fit by reason of age, education, previous naval and civilian experience, past performance, assignability, etc., to compete successfully on a career basis with their contemporaries, both regular and reserve, if being considered for an indefinite recall. If being considered for a definite, or temporary recall, the candidate is evaluated based on billet and community needs, previous naval and civilian experience, and past performance. Officers will receive official notification of the decision reached on their recall request.

6. **Sanctuary Consideration Procedures**

a. **Sanctuary Definition**. Per references (a) and (e), a member of the reserve component (RC) who is on ACDU (other than for training) and is within 2 years of becoming eligible for retired pay may not be involuntarily released from that duty before becoming eligible for that retirement pay, unless the release is approved by Secretary of the Navy (SECNAV). This period of attaining 18 years of cumulative ACDU is commonly known as entering "**sanctuary**."

b. **Sanctuary Screening**. Navy policies have established that RC members being considered for a recall to an ACDU status be screened for sanctuary, and if predicted to go over 16 years of cumulative total active service (TOTAS) during the period of proposed recall, be approved to enter sanctuary prior to the generation of the recall orders. As such, all reserve officers applying for definite, or temporary, recall to an ACDU billet under this MILPERSMAN article will be **screened for sanctuary status**, and if predicted to exceed 16 years of TOTAS during the proposed recall, will be required to also submit a **sanctuary**

waiver for approval to exceed the 16-year tripwire and, therefore, also receive permission to enter sanctuary.

c. **Sanctuary Waiver Screening**. This sanctuary waiver screening will be performed by BUPERS-31 upon receipt of the definite recall application, but the requesting reserve officer remains responsible to submit the sanctuary waiver, preferably in company with the official recall request to help with the expeditious processing of the recall application. Once approved for sanctuary and accompanying recall, the applying reserve officer will then become eligible to enter sanctuary and become eligible for a regular ACDU retirement. A sanctuary waiver template is available for download at the NAVPERSCOM reserve recall Web sites.

7. **Service Obligation for Recalled Officers**

a. **Indefinite or Permanent Recall – Minimum Time**. Officers recalled to ACDU under an indefinite, or permanent, recall must agree to remain on ACDU for a minimum of 2 years unless otherwise specified in the recall orders. The minimum agreement may be for a period of more than 2 years depending on requirements and/or duty station assignment.

b. **Definite or Temporary Recall – Duration Obligation**. Officers recalled to ACDU under a definite recall will be obligated to remain on ACDU for the duration of the definite, or temporary, recall orders for a period of between 13 and 36 months, but will not exceed 36 months. Definite recall orders for periods of less than 12 months will not be approved nor generated.

c. **Definite or Temporary Recall - Limitation**. Due to the purpose and nature of this reserve recall program, officers recalled under definite, or temporary, recalls are **not** authorized to be selected for nor volunteer for mobilization or individual augmentation while serving on definite recall orders.

d. **Indefinite or Permanent Recall – Individual Augmentation**. Indefinite or permanent recall officers recalled under an indefinite, or permanent, recall are authorized to be selected for or volunteer for an individual augmentation.

e. **Definite or Temporary Recall – Early Termination**. Officers recalled under temporary, or definite, recall orders are subject to early termination of the recall orders either due

to “needs of the Navy” or due to performance issues exhibited by the officer during the recall. Separation/release from ACDU orders for officers falling into these circumstances will be issued no less than 6 months prior to the officer’s revised planned rotation date (PRD).

8. **Administrative Procedures for Orders to ACDU**

a. **Assigned to Naval Air Reserve (NAVAIRES) Units**. Orders to ACDU for officers assigned to units of the NAVAIRES will be forwarded via the appropriate Naval Air Station (NAS) or NAVAIRES training unit. The CO of the NAS/NAVAIRES training unit will effect delivery of the orders and direct the place of physical examination.

b. **Assigned to other than NAVAIRES Units**. Orders to ACDU for officers other than officers in a unit of the NAVAIRES will be forwarded via the Navy region reserve component commander (RCC) or Navy Operational Support Center (NOSC) CO for the area in which the officer resides. The appropriate RCC or NOSC CO will effect delivery of the orders and direct the place of physical examination. Service and health records shall be forwarded to the activity designated to conduct the physical examination.

c. **Definite or Temporary Recall – Follow-on or Extension**. Reserve officers being considered or volunteering for follow-on definite, or temporary, recall orders (back-to-back recalls), regardless of the ACDU billet the member is being considered for or might be interested in filling, are required to reapply through the established process for reconsideration by the command and the cognizant ACDU officer community. Extensions of existing definite reserve recall orders are not authorized. Officers approved for follow-on, or back-to-back recall orders, regardless of the ACDU billet(s) to which assigned, will be required to take a 31-day break between execution of the definite recall orders in order to prevent the officer from accumulating 6 years of cumulative ACDU service and thus becoming eligible for severance pay at the end of the definite recall.

MILPERSMAN 1320-155

ACTIVE DUTY (ACDU) NAVY DEFINITE RECALL PROGRAM FOR RESERVE ENLISTED

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	664-5040 (703) 604-5040 (703) 604-5943

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C (b) BUPERSINST 1430.16F (c) BUPERSINST 1001.39F (d) OPNAVINST 6110.1J (e) NAVMED P-117 (f) SECNAVINST 5300.30D (g) DoD 5500.7-R (h) SECNAV M-5510.30 (i) SECNAVINST 1800.2 (j) BUPERSINST 1610.10C (k) SECNAVINST 1770.3D (l) OPNAVINST 3060.7B

1. **Policy**. This article sets forth eligibility requirements and procedures for enlisted selected Reserve (SELRES) and Sailors assigned to a voluntary training unit (VTU), except those assigned due to High Year Tenure (HYT) to volunteer for temporary recall to fill gapped or vacant Active Duty (ACDU) funded Military Personnel, Navy (MPN) billets under the authority of reference (a), title 12301(d) and title 12311. The recall shall be for a specified period not to exceed 1,095 days. This article does not apply to mobilization of Navy Reserve members or application for ACDU for special work (ADSW).

2. **Purpose**. Temporary recall of enlisted personnel is intended to be a constructive part of a Navy Reserve member’s career. It

is not designed to be a career ACDU program. ACDU recalls afford Active Component (AC) commands greater and more efficient access to Reserve Component (RC) resources, further expanding RC support to AC. Recalls also provide RC members with career enhancing opportunities and meaningful work, as well as the pay and benefits to which they are entitled when on ACDU.

3. **Length**. This type of recall shall be for a specified period not to exceed 1,095 days. Definite recall orders under this article for less than 12 months will not be approved or generated. In order to maximize opportunities for all members to serve on ACDU recalls under this article, members being considered or volunteering for follow-on recall orders, regardless of the billet, are required to submit an official request through the process established in this article for consideration by the command and the cognizant community manager.

a. Per reference (a), title 115, a member on voluntary recall to ACDU under this article is included in Reserve end-strength, unless the member exceeds one of the following limits:

(1) A call or order to ACDU that specifies a period greater than 3 years; or

(2) The cumulative periods of ACDU performed by the member exceeds 1,095 days in the previous 1,460 days.

b. It is imperative that all personnel involved in the recall screening and approval process ensure that members do not exceed either of the aforementioned limits without proper consideration on a case-by-case basis.

4. **Extensions of Recall**. Individuals may not continue on ACDU recall without prior approval from Navy Personnel Command (NAVPERSCOM), Affiliation and Redesignation Division (PERS-92) and an authorized order modification. Extensions of existing recall orders will be considered on a case-by-case basis. Supported commands requesting to extend a member on recall under this article must contact NAVPERSCOM (PERS-92) for consideration and approval. Recall extensions shall be validated in the same manner as all other recall opportunities. Members desiring a recall extension may apply for an extension following the application procedures in this article provided the recall position is still a valid requirement. Continuing on recall

beyond 1,095 days of active service in the previous 1,460 days requires Office of the Chief of Naval Operations (OPNAV), Manpower, Personnel, Training and Education Policy Division (N13) authorization.

5. **Advancement Eligibility**. Per reference (b), individuals serving under this program will continue to compete for advancement as SELRES, or VTU members as defined in reference (c). The command to which the member is recalled will be responsible for the exam cycle process (i.e., worksheet preparation, exam ordering, exam administration, etc.). If Reserve advancement was administered prior to recall, advancements must be approved by NAVPERSCOM, Reserve Enlisted Program/Navy Enlisted Advancement System Branch (PERS-812) prior to reporting to ACDU and orders must reflect authorized pay grade.

6. **Billet Vacancies**. Bureau of Naval Personnel (BUPERS), AC Enlisted Community Managers (BUPERS-32) shall identify and forward potential recall opportunities to OPNAV (N13) for validation. After coordinating with OPNAV, Manpower, Personnel, Training, and Education Resource Management Division (N10) to identify MPN funding, OPNAV (N13) will forward validated recall billets to NAVPERSCOM (PERS-92) for advertising via appropriate Web site and Government e-mail distribution systems. Only validated recall billets will be advertised. Enlisted MPN recalls shall be tracked and routinely discussed at quarterly demand planning meetings to ensure they are being utilized appropriately to meet requirements as necessary.

7. **Eligibility**. Applicants must meet the enlistment quality control standards of MILPERSMAN 1160-030. The member’s Reserve unit chain of command and Naval Reserve activity (NRA) shall verify eligibility, while NAVPERSCOM (PERS-92) will make the final determination of eligibility. Eligibility criteria include the following:

a. **Age Limit**. Applicants who will reach age 60 during the recall period must obtain an age waiver from NAVPERSCOM, Reserve Enlisted Status Branch/FTS Recall and Conversions (PERS-913), per reference (c), prior to executing recall orders.

b. **Physical Readiness**. Applicants must meet physical readiness requirements per reference (d), or current NAVADMIN guidance concerning physical fitness assessment standards.

c. **Medically Qualified**. Applicants must meet physical requirements as defined in reference (e). Additional qualifications are:

(1) Applicants shall not be in a temporarily not physically qualified status or a medical retention review status.

(2) Applicants must be either dental class I or II.

(3) Applicants must have documentation of a negative human immunodeficiency virus test, per reference (f), within 12 months of the recall orders start date, or as directed by theater requirements.

d. **Proficiency**. Applicants must have maintained proficiency in their rating, and satisfactory participation in a SELRES unit or VTU as defined in reference (c). Additional factors such as civilian employment and recent ACDU assignments may be submitted to support the proficiency requirement.

e. **Temporary Rate Programs**. Members who enlisted in a program with a temporary rate are not eligible for recall while in a temporary status, and may only apply for a recall opportunity once they have made their new rate permanent. Documentation of permanent rating must be included in the application.

f. **Obligated Service (OBLISERV)**. Members must agree to remain on ACDU within the term of their enlistment, or enlistment as extended prior to initiating travel to ultimate duty station.

(1) Members selected for recall under this program must ensure their OBLISERV covers the period of recall. This may be accomplished one of two ways:

(a) NAVPERS 1070/601, Immediate Reenlistment Contract, provided eligibility criteria per MILPERSMAN 1160-030 is met, or

(b) NAVPERS 1070/621, Agreement to Extend Enlistment, provided such agreement does not exceed a total aggregate of 24 months in two extensions when combined with previous extensions on a single enlistment contract. If the member's total extensions will exceed 24 months and or two

extensions, the member must reenlist in the Navy Reserve using NAVPERS 1070/601 prior to orders being issued for a period that exceeds the ACDU obligation by no less than 30 days.

(2) Members selected for recall under this program shall complete NAVPERS 1070/622, Agreement to Recall or Extend ACDU, sections 1 and 2, for the entire period of OBLISERV indicated on the recall authorization.

g. **Conflict of Interest**. Per reference (g) (Joint Ethics Regulation), applicants must be free of potential conflicts of interest stemming from the Reserve member's civilian employment, particularly defense related positions, during the recall period.

h. **Initial ACDU Training (IADT)**. Applicants must have completed IADT prior to applying for the recall.

i. **High Year Tenure (HYT) Considerations**. Personnel who may reach their SELRES HYT date during the recall period are required to request a SELRES HYT waiver from NAVPERSCOM (PERS-913) for the period of recall. The HYT waiver request is to be included in the recall package. NAVPERSCOM (PERS-913) will forward the request to the BUPERS (BUPERS-32) for approval or disapproval. BUPERS (BUPERS-32) will forward the determination to NAVPERSCOM (PERS-913). If a waiver is not granted, the individual will not be eligible for recall. NAVPERSCOM (PERS-913) will notify the individual of the results.

j. **Reenlistment while on ACDU**. Members are not authorized to reenlist while on recall without approval from NAVPERSCOM (PERS-92).

k. **E-7 to E-9 Continuation**. E-7 and above Sailors not selected for continuation from the most recent senior enlisted continuation board are ineligible for this program. Members who are in receipt of recall orders, have not yet executed travel, and are not selected for continuation will have orders canceled. Continuation policy and procedures for members who have executed travel or are currently serving on recall orders are provided in the applicable NAVADMIN message announcing the board.

l. **Security Clearance**. Members must have security clearance eligibility for access to classified information as required by the billet description. Security clearance

eligibility will be based on a personnel security investigation prescribed for the level of classification per reference (h).

8. **Sanctuary Considerations**. Per reference (i), Reserve personnel who have 16 years of ACDU service will not be permitted to receive or execute orders without prior permission from OPNAV (N13). A member of the RC who is on ACDU, other than for training, and is within 2 years of becoming eligible for regular retired pay or retainer pay, per reference (a), Chapter 571, but excluding those eligible for non-regular retired pay per reference (a), Chapter 1223, may not be involuntarily released from that duty before they become eligible for that pay unless the release is approved by the Secretary of the Navy. This period of attaining 18 years of cumulative total active service is commonly known as entering “sanctuary.” All members applying for recall will be screened for sanctuary impact. NAVPERSCOM (PERS-92) will forward all sanctuary requests to OPNAV (N13) for final disposition per current instruction.

9. **Evaluation Reporting**. The member’s ACDU command is responsible for submitting performance evaluations as outlined per reference (j), during the recall period.

10. **Injury or Illness while on Recall Orders**. Reserve members who incur or aggravate injuries, illnesses, or diseases while in an ACDU status may be eligible for incapacitation benefits per reference (k). Commands are to immediately contact NAVPERSCOM, Line of Duty (LOD)/Medical Hold (MEDHOLD)/Medical Records Review Division (PERS-95) via NAPVERSCOM (PERS-92) if a recalled Sailor experiences any injury, illness, or disease which may result in a fitness-for-duty screening and determination while attached to their command. No member on recall orders will be extended for medical reasons without prior approval of their command, NAVPERSCOM (PERS-95), and NAVPERSCOM (PERS-92). Determination of eligibility for incapacitation benefits will be made by NAVPERSCOM (PERS-95).

11. **Leave/Travel**. Supported commands will ensure release of the recalled member prior to conclusion of orders to allow adequate time for travel, processing, and leave if leave is desired.

12. **Administrative Separation**. If administrative separation (ADSEP) is necessary for a member recalled to ACDU under this policy, the ACDU command will be responsible for ADSEP process

using the appropriate MILPERSMAN 1910 articles. Reference (a), section 12312 must be considered and adhered to in executing involuntary separations of temporary recalled personnel. If applicable, recall extensions required to facilitate ADSEP processing will be requested and approved per paragraph 4 of this article.

13. **Application Procedures**. Applications will not be accepted or processed unless requesting a valid advertised vacancy. Applications for positions that are not valid will be returned to the member and his or her command without further action. Reserve members volunteering for ACDU recall will submit requests to NAVPERSCOM (PERS-92) via their NRA with unit commanding officer (CO) endorsement. NAVPERSCOM (PERS-92) will check all applications for completeness and confirm that the applicant is requesting recall to fill a valid requirement. NAVPERSCOM (PERS-92) will forward complete recall requests to the affected gaining command for selection recommendation. The following information should be forwarded in a command endorsement on NRA letterhead, or as enclosures to a command endorsement:

a. All eligibility criteria per paragraph 7.

b. NAVPERS 1306/7 Enlisted Personnel Action Request with endorsement(s).

c. Any non-judicial punishments, courts-martial, or civil infractions in last 48 months.

d. Endorsement from applicant’s medical department representative verifying the member meets all medical requirements listed in paragraph 7c of this article.

e. Physical Readiness Information Management System printout for the last 4 years.

f. Last four observed performance evaluations.

g. Copy of current enlistment agreement (if member reenlisted within 6 months of date of request).

h. All ACDU documentation including, but not limited to:

(1) Copies of DD-214 Certificate of Release or Discharge from Active Duty for all branches of service in which the member has served.

(2) Copies of all NGB 22 National Guard Report of Separation and Record of Service forms if previous National Guard member.

(3) NAVPERS 1070/605 History of Assignments.

(4) Complete Drill Point Capture Sheet to include all ACDU periods.

i. Address of current NRA.

j. NAVPERS 1070/613 Administrative Remarks, Enlisted Reserve Recall Statement of Agreement per Exhibit 1.

k. HYT waiver request, if the member will reach HYT during recall period, see paragraph 7i.

14. **Selection Procedures**. All forwarded applications will be screened by NAVPERSCOM (PERS-92) to verify eligibility requirements to include 16 year waivers, sanctuary and HYT considerations (if applicable). Applications meeting the criteria established in the recall advertisement and this article will be forwarded to the appropriate gaining command for review and recommendation. NAVPERSCOM (PERS-92) will issue recall orders for the recommended applicant provided the member still meets all eligibility requirements. NAVPERSCOM, Reserve Personnel Management Department (PERS-9) shall have final disapproval authority.

15. **Recall Procedures**. NAVPERSCOM (PERS-92) will issue ACDU orders for approved personnel to report to their local NRA for further assignment (if appropriate), and execute a Reserve Recall Statement of Agreement (Exhibit 1) on NAVPERS 1070/613. The authority for recall will be forwarded to the member’s NRA, as indicated on member’s application. Recalled members are identified in the Enlisted Master File and the command’s Enlisted Distribution and Verification Report as branch and or class “32” and special program indicator “L”.

a. The process of establishing an AC master military pay account, gaining to AC personnel systems, enrolling in Defense

Enrollment Eligibility System, and issuing an ACDU identification card will be performed at the Personnel Support Detachment (PERSUPP DET) as directed in the recall orders.

b. Recall orders will direct the member to a PERSUPP DET for further processing after activation at the NRA. If the member is found not eligible either at the NRA or subsequently at the PERSUPP DET, the NRA or PERSUPP DET (as applicable) will contact NAVPERSCOM (PERS-92) for further instruction regarding any change to the member's orders. At the conclusion of the recall period, the member will be processed for release from ACDU as directed in his or her orders.

c. SELRES members are required to contact the career transition office (CTO) 90 days prior to completion of ACDU recall at CTO.Enlisted@navy.mil for transition assistant assignment to facilitate return to SELRES status. CTO will coordinate drilling NRA and billet assignment (as applicable) with the member, effecting RC gain actions upon separation from ACDU.

d. All members are required to complete a medical assessment no less than 30 days prior to the expiration of recall orders.

16. **Responsibilities**

a. OPNAV (N10) shall program and provide funding for enlisted definite MPN recalls.

b. OPNAV (N13) shall:

(1) Maintain overall policy oversight of this article.

(2) Validate recall opportunities and forward to NAVPERSCOM (PERS-92) for advertisement via appropriate Web site and Government e-mail distribution methods.

(3) Be the final disposition authority of all 16 year waivers and sanctuary requests.

(4) Be the final disposition authority of all extension or reenlistment requests, which would authorize active service of more than 1,095 days in the previous 1,460 days.

c. BUPERS (BUPERS-32) shall:

(1) Identify MPN recall opportunities and forward to OPNAV (N13) for validation.

(2) Track and manage MPN recalled enlisted personnel.

d. NAVPERSCOM (PERS-9) shall:

(1) Screen applications for eligibility, 16-year waivers, sanctuary considerations, and previous ACDU periods that may impact AC end-strength. Applications will not be accepted or processed unless requesting an advertised recall opportunity. All invalid applications will be returned without further action.

(2) Forward screened recall requests to affected gaining command for selection recommendation.

(3) Forward 16-year waiver and sanctuary requests to OPNAV (N13) for final disposition.

(4) Issue orders once member has been selected and approved for recall. Prior to issuing orders, NAVPERSCOM (PERS-92) will verify that member’s OBLISERV covers the period of recall. NAVPERS 1070/613 agreements to obligate will not be accepted.

(5) Coordinate AC affiliation procedures during recall process.

(6) Prepare necessary documents and execute the RC gain upon return from ACDU.

e. NAVPERSCOM (PERS-812) shall:

(1) Coordinate advancement exam issues with Naval Education and Training Professional Development and Technology Center to ensure all qualified members on recall orders are offered the opportunity to take the advancement exam.

(2) Be the adjudicating authority for reenlistment requests for members in a recall status.

f. NRA shall:

(1) Ensure interested members are aware of the eligibility criteria.

(2) Complete activation processing for members selected for recall as follows:

(a) Verify members meet medical, dental, and administrative eligibility requirements.

(b) Assist members with travel and transportation from the member's home to NRA, and from the NRA to supported command.

(c) Transfer members to the local operational support unit, and assign the applicable Manpower Availability Status code.

(d) Complete a Navy Standard Integrated Personnel System (NSIPS) check-out to ACDU transaction.

(3) Through application endorsement, ensure applicants meet all theater specific and security clearance requirements for assignment (if applicable) as delineated in the recall advertisement.

(4) Upon conclusion of the recall, complete deactivation processing to include receipt of medical and dental records (as applicable), completion of NSIPS check-in transaction and counseling on applying for a vacant SELRES billet assignment and TRICARE Reserve select benefits.

g. PERSUPP DET. The servicing PERSUPP DET as identified in the orders shall perform all recall processing requirements as outlined in reference (l).

h. Member shall:

(1) Prior to initiation of the recall orders by the supported command, inform his or her Reserve unit CO and NRA of their intention to execute recall orders.

(2) Comply with the requirements in his or her orders. Members will not commence travel until recall orders are issued.

(3) Immediately report any medical problems that interfere with performance of duty to the supported command.

(4) Obtain approval from his or her supported command CO and NAVPERSCOM (PERS-92) and NAVPERSCOM (PERS-95) prior to commencing elective surgery or medical treatment. Approved elective medical or surgical treatments, including any subsequently required periods of medically restricted duty, must be completed prior to the recall orders end date per reference (e).

(5) Not be extended for medical reasons without prior coordination with and approval of NAVPERSCOM (PERS-92) and NAVPERSCOM (PERS-95).

(6) Inform his or her civilian employers of impending recall orders per reference (c).

(7) Provide any additional documentation to the supported command for inclusion with the recall application package as required.

(8) Sign statements of understanding with regard to the recall orders as applicable.

(9) Provide in member’s recall application package all ACDU documentation as indicated in paragraph 13h.

(10) Acknowledge in writing the accuracy of his or her cumulative ACDU service by signing Exhibit 2.

17. **Adjudication Authority**. The table below summarizes adjudication authorities:

Overall Policy	Navy Total Force Plans and Policies, OPNAV (N13)
Recall Requirement Validation	OPNAV (N13)
Approval Authority for Recall Applicants	NAVPERSCOM (PERS-9)
Activation/Deactivation Procedures	PERSUPP DET/NRA
Order Writing	NAVPERSCOM (PERS-92)

EXHIBIT 1
ENLISTED RESERVE RECALL STATEMENT OF AGREEMENT

(Executed on NAVPERS 1070/613, Administrative Remarks)

DATE: I, (full name), do hereby voluntarily agree to remain on Active Duty for (months).

I understand that I will be released from Active Duty upon expiration of this obligation. Should I desire retention by either extending my current Active Duty recall orders or via another valid and advertised definite recall opportunity, I will submit a recall application, per MILPERSMAN 1320-155, 6 months prior to the expiration of my current Active Duty recall orders. I will include a supported command endorsement verifying my eligibility in the recall application. I understand that I must receive authority from Navy Personnel Command, Reserve Personnel Management Department (PERS-9) for such retention prior to executing a new Active Duty assignment.

As a matter of information, I understand that in order to qualify for a non-regular (Reserve) retirement, as outlined in BUPERSINST 1001.39F, I must be able to complete 20 years of qualifying service prior to age 60.

It is my responsibility to ensure that all periods of Active Duty are properly documented in my service record and in my recall application. Failure to do so may result in my removal from recall consideration or early termination of recall orders. I have read, understand, and agree to the above conditions.

_____
Member's Signature

WITNESSED: _____
Name, Rank/Rate, Branch/Class, Title

EXHIBIT 2
CULMULATIVE ACTIVE DUTY SERVICE STATEMENT

(Executed on NAVPERS 1070/613, Administrative Remarks)

(Date): I have reviewed my cumulative Active Duty service and certify that my cumulative Active Service is (years) and (months). I understand that if this is less than my actual cumulative active service my Active Duty orders are subject to termination. I understand that additional Active Duty time is creditable towards my Reserve retirement.

_____
(Member's Signature)

Witnessed: _____
Name, Rank/Rate, Branch/Class, Title

MILPERSMAN 1320-170

MEDICAL EXAMINATION OF FIREFIGHTING INSTRUCTOR PERSONNEL

Responsible Office	NAVPERSCOM (PERS-4415)	Phone: DSN COM FAX	882-4094 (901) 874-4094 882-2682/80

References	(a) NAVMED P-117, Manual of the Medical Department

1. **Policy**. Officers and enlisted members assigned to duty as firefighting instructors shall be medically examined under physical qualification standards and physical examination requirements set forth in reference (a). Such examination shall be conducted prior to the commencement of duties that expose the member to toxic fumes or inhalation of smoke or to the possibility of such exposure, and at least annually thereafter while assigned to firefighting instructor positions. The time interval for local rotation of firefighting instructors between duties involving exposure and nonexposure to smoke within a school or training center is to be determined by the commanding officer (CO) or the officer in charge (OIC) and upon the recommendation of the medical officer or senior medical department representative.

MILPERSMAN 1320-180

TEMPORARY DUTY ASSIGNMENT OF WOMEN TO SHIPS AND SQUADRONS

Responsible Office	BUPERS (PERS-00W)	Phone:	DSN COM FAX	225-9230 (703) 695-9230 224-6856

1. **Definition**. For purposes of this article, “temporary duty” includes both “temporary duty” and “temporary additional duty” as defined in MILPERSMAN 1320-010 and involving written orders.

2. **Purpose**. Temporary duty assignment of women to units is authorized and strongly encouraged for normal assignment of embarking detachments and in support of required training. Embarkation of women on both gender integrated and non gender integrated ships for normal performance of duty should be accommodated to maximum extent possible.

3. **Policy**

a. Assignment of women is in accordance with the provisions of SECNAVINST 1300.12B.

b. Women may be assigned temporary duty, without restriction, to all units except those closed to the permanent assignment of women due to direct ground combat or special operations forces missions exclusion.

c. Women may be assigned temporary duty to units, closed to the permanent assignment of women due to direct ground combat or special operations forces missions, that are not expected to conduct a combat mission during the period of temporary duty. If women are so assigned and the unit is subsequently required to be involved in a direct ground combat or special forces mission, the women may not participate in the mission and every reasonable effort will be made to remove the women prior to execution of the mission.

d. Women may embark in any unit for official purposes not requiring temporary duty orders, such as for the performance of inspections, support functions, or visits.

MILPERSMAN 1320-200

TEMPORARY DUTY TRAVEL ENTITLEMENT POLICY

Responsible Office	OPNAV (N130C)	Phone: DSN COM FAX	225-3322 (703) 695-3322 225-3311

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Joint Federal Travel Regulations (JFTR)

1. **Temporary Duty (TEMDU)**. TEMDU is duty at one or more locations, other than the permanent duty station (PDS), under orders which do not provide, at least initially, for return to the starting point.

2. **Temporary Additional Duty (TEMADD)**. TEMADD, which is a type of temporary duty, involves one journey away from the Service member's PDS in the performance of prescribed duties at one or more places with return to the starting point directed upon completion.

3. **Determining Temporary Duty Status**. Use the following table to determine the temporary duty status of a Service member:

WHEN a member is initially ordered to attend a course or courses of instruction at one school or installation of...	**AND...**	**THEN the member...**	**AND...**	**AND see...**
less than 20 weeks,	is uninterrupted by TEMDU/ TEMADD elsewhere,	is considered to be on temporary duty under instruction/ temporary additional duty under instruction (TEMDUINS/ TEMADDINS) for entitlement purposes.		
20 weeks or more,	is uninterrupted by TEMDU elsewhere,	is in a duty under instruction (DUINS) status,	the location of the school(s) is the member's PDS.	
less than 20 weeks,	whose orders are amended with additional course(s) at the same school or location,	transitions from TEMDUINS/ TEMADDINS to permanent DUINS,	the time remaining on the initial period of TEMDUINS/ TEMADDINS, plus the additional weeks in the order modification, generate no entitlement to per diem,	reference (a), Chapter 2, Part B.

4. **Determining Status and Duration of TEMDU/TEMADD Assignments**. Use the rules in the table below in determining TEMDU/TEMADD assignment status, duration, and approval authority:

WHEN...	THEN...	AND see...
TEMDU/TEMADD assignments are at one location/temporary duty station,	they will normally be limited to periods not in excess of 180 days.	
TEMDU/TEMADD periods are made up entirely of a course or courses of instruction,	they are described in the table above, labeled "Determining Temporary Duty Status."	
TEMDU/TEMADD periods, containing a course or courses of instruction of less than 20 weeks at one location, are combined with other TEMDU/TEMADD not involving courses of instruction at that same location,	they are covered by this table.	
a period of TEMDU/TEMADD is at one location not involving a course or courses of instruction,	is also covered by this table.	
issuing TEMADD orders of about 180 days,	the commands must determine if the contemplated period of TEMADD is 181 days or more.	
the period of TEMADD is reasonably foreseen to be 181 days or more,	permission must be obtained from Deputy Chief of Naval Operations (DCNO) Manpower, Personnel, Training and Education (MPTE) (N1)	Reference (a), Chapter 2, Part B.
periods of TEMADD, initially foreseen as lasting 180 or fewer days on one location, require extension to a total period of more than 9 months,	the periods must be checked by Office of the Chief of Naval Operations (OPNAV), Military Pay and Compensation Branch (N130C).	

the contemplated TEMADD period exceeds 180 days,	the consecutive sets of orders for just under 6 months will not be issued without permission from Navy Personnel Command (NAVPERSCOM) (PERS-454C).	

5. **Using Government Mess and Quarters during TEMDU/TEMADD**. Use the rules in the table below to determine Service member's requirements associated with the availability and use of Government mess and quarters while in TEMDU/TEMADD status:

WHEN...	THEN...	AND...	AND see...
a member is ordered on TEMDU/TEMADD,	per diem is payable to the member based on the Lodgings-Plus system,		Reference (a), Chapter 4
the Lodgings-Plus system is used,	the payment of the actual expense for lodging, up to a locality based ceiling, plus a fixed amount for meals and incidental expenses is allowed.		
the orders do not include one of the circumstances listed in reference (a)	Government quarters and Government dining facility/mess will be used by members to the maximum extent possible,	a non-availability endorsement or control number must be obtained to be paid for non-usage of Government quarters,	Reference (a).
a member, who has previously received a non-availability of Government quarters control number incident to a particular period of TEMDU/TEMADD,	the member cannot be required to re-check later for Government quarters availability at the TEMDU/TEMADD site.		

WHEN...	THEN...	AND...	AND SEE...
the member does not have • a non-availability control number, • a bachelor officer quarters/ bachelor enlisted quarters (BOQ/BEQ) non-availability endorsement, or • authority/ approval to mess separately under one of the circumstances listed in reference (a), para. U4400,	reimbursement for commercial lodging is not authorized.		
Navy facilities are not available, and adequate BOQ/BEQ facilities of Department of Defense components are available,	the member should use those facilities if they are co-located on the U.S. Installation to which assigned for temporary duty.		
Government quarters are available, a Government dining facility/mess, (e.g., galley) is available and its use is directed in the orders,	per diem is paid at the **Government Meal Rate (GMR)**, unless the member's certification that official duty precluded use of Government meals is accepted by the Order Issuing Authority,	then the **Proportional Meal Rate (PMR)** or the **Locality Meal Rate (LMR)** is paid as determined to be appropriate by the Order Issuing Authority.	Reference (a), Chapter 4.

WHEN...	THEN...	AND...	AND SEE...
Government quarters are available, Government mess is directed on orders and not available for all three meals, but is available for one or two meals,	the PMR or LMR is paid as determined to be appropriate by the Order Issuing Authority.		
Government quarters are available, but a Government mess is not available or its use is not directed in orders,	the LMR is paid.		
Government quarters are not available,	the LMR is paid.		
GMR is directed on the orders,	if the member is traveling, the GMR is not in effect on any day the member is traveling. The locality meals and incidental expenses (M&IE) Rate is paid,	75% of the LMR is paid on the first and last day of travel.	
a Service member is ordered to attend a formal course of instruction,	the orders must authorize the "schoolhouse commander" to determine the appropriate meal rate,	if the meal rate is available to the Order Issuing Authority, the appropriate meal rate should be noted in the orders.	

MILPERSMAN 1320-210

PERMISSIVE TAD AUTHORIZATION FOR RESIDENCE HUNTING

Responsible Office	CNO (N130E)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

References	(a) DODD 1327.5 of 24 Sep 85 (b) NAVSO P-6034, Joint Federal Travel Regulations, (JFTR), Volume 1, Uniformed Service Members (c) SECNAVINST 4650.19C (d) OPNAVINST 4630.25C

1. **Purpose**. The intent of permissive temporary additional duty (TAD) authorization as stated in reference (a), is to permit servicemembers time away from their present permanent duty station (PDS) geographical area to establish housing

a. within the area of the new PDS.

b. at a designated place, when movement of dependents to a designated place is authorized under reference (b), para. U5222-D.

2. **General Policy**. Commanding officers (COs) are authorized to issue permissive TAD authorizations for the purpose of residence hunting. Upon receipt of permanent change of station (PCS) orders

a. TAD may be authorized for up to 5 normal work days prior to execution of a PCS move.

b. this TAD period may be extended to a total of 10 calendar days, when combined with weekends, holidays, and liberty.

3. **Eligibility**. Servicemembers eligible for permissive TAD under this article are those receiving PCS orders and

a. authorized to occupy non-government quarters at their new PDS; or

b. assigned to

(1) unusually arduous sea duty (reference (c)), or

(2) unaccompanied tours overseas, who wish to relocate their families to a designated place within the continental United States (CONUS), or an approved designated place outside CONUS under reference (b), para. U5222-D; or

(3) a vessel, a ship-based staff, or an afloat-based mobile unit which has a change of home port; or

(4) a shore-based mobile unit which has a change of PDS location.

4. **Specific Policy**

a. Normally, one permissive residence hunting TAD is authorized per PCS move. The CO of CONUS activities, afloat units, ship-based staffs, and mobile units when in CONUS, may authorize an additional residence hunting authorization in CONUS.

b. When two residence hunting periods are authorized, a total of 10 calendar days, consisting of 5 normal workdays combined with weekends, holidays, and liberty, shall not be exceeded for both permissive TAD periods.

c. Permissive TAD may not be combined with PCS-funded, TAD or temporary duty (TDY) travel, except as given in the following “exceptions” paragraph.

5. **Policy Exception: Combining Funded and Permissive TADs**. If authorized by the CO, a servicemember in receipt of PCS orders may combine unit funded TAD orders and permissive residence hunting TAD. When this occurs the following applies:

a. Any transoceanic/international portion of the journey must be performed under the unit funded TAD orders.

b. Permissive travel may be taken before/after arrival at the unit funded TAD site.

c. Unit funded TAD orders shall not be issued solely to fund transoceanic/international portion of the journey of residence hunting trip.

d. Overseas servicemember must return to the old PDS upon completion of unit funded TAD orders/permissive residence hunting TAD prior to execution of the PCS orders.

e. While executing permissive TAD from the unit funded TAD site, any additional costs incurred, other than transportation for return from the unit funded TAD site to the old PDS, are the responsibility of the member.

f. If a member is unable to utilize permissive TAD at the old PDS, or member's orders are modified to change the ultimate PDS, member may be authorized by an intermediate temporary duty station CO to take permissive TAD house hunting. The member must execute the permissive TAD at no cost to Bureau of Naval Personnel (BUPERS) or the intermediate duty station, and must return to the intermediate duty station prior to resuming execution of the PCS orders. The member will not be authorized travel allowances for that intermediate duty station while conducting permissive TAD house hunting.

6. **Overseas Travel Policy**

a. Reference (d) allows an overseas servicemember and one dependent family member to travel with the servicemember utilizing Space Available, Category III, when permissive TAD is granted for the sole purpose of residence hunting incident to a pending PCS.

b. In no case may the dependent travel at government expense with the overseas servicemember, who is traveling under combined funded official TAD orders and permissive residence hunting TAD.

c. Funded TAD orders, written to provide a permissive residence hunting TAD trip for an overseas servicemember, must always

(1) specify the exact dates of funded TAD and permissive TAD periods authorized, and

(2) also contain the clause specified in the "Funded TAD Order Clause" paragraph below.

7. **Funded TAD Order Clause**

"This permissive TAD authorization combined with funded TAD orders is issued with the understanding that you will not be entitled to reimbursement for any travel, transportation, per diem, or miscellaneous expenses incurred in execution of the permissive TAD period authorized while away from the funded TAD site. You are entitled to travel and transportation allowances per Joint Federal Travel Regulations, Volume 1, para. U3200 between the old PDS and funded TAD site and return to old PDS. If you do not desire to bear the expenses personally incurred during the permissive TAD portion authorized, you may choose not to execute the permissive TAD portion of these orders."

8. **Permissive TAD and Leave**. Permissive TAD may be combined with leave.

9. **Change in New PDS**. If the new PDS is changed after the member's permissive residence hunting TAD, an additional permissive TAD period may be authorized at the discretion of the transferring, intermediate, or receiving command. The permissive TAD period may not be taken between PDS or TDY commands.

10. **Travel and Transportation Cost Policy**. All travel and transportation costs associated with the residence hunting TAD must be borne by the servicemember.

a. TAD authorizations must indicate the member is not entitled to reimbursement. See MILPERSMAN 1320-080.

b. Servicemembers are authorized use of Space Available travel on Military Airlift Command (MAC) or Navy aircraft.

c. Time spent awaiting government transportation, following the authorized TAD period, is chargeable as leave.

d. If government transportation is unavailable, servicemembers must travel at their own expense and must return to the command by the expiration of the authorized TAD/leave period.

11. **Permissive TAD Policy at New PDS**. Permissive TAD authorizations for residence hunting shall not be permitted as part of funded official orders, except as described in the "Policy Exception" paragraph above.

a. Permissive TAD for residence hunting is not authorized between either PDS or intermediate duty stations during the servicemember's execution of PCS orders. (Per paragraph 5f, the member must return to the intermediate duty station prior to resuming execution of the PCS orders).

b. If the servicemember does not perform the residence hunting TAD prior to reporting to the new PDS, the permissive residence hunting TAD period may be authorized by the CO of the new PDS up to 90 days after the servicemember reports for duty. This period may be extended if the member is TAD away from the PDS or the member's command is deployed during the 90 days after the member reported to the PDS.

c. The CO at the new PDS may authorize special liberty for the purpose of locating quarters, per MILPERSMAN 1050-290, in lieu of a residence hunting TAD authorization.

12. **Reporting to New PDS Housing Officer**. Servicemembers must report to the local housing officer, serving the new PDS, prior to signing any non-government housing agreement(s).

13. **Members Not Eligible for Permissive TAD**

a. Residence hunting trips are **not** authorized for members who are:

(1)	New accessions to active duty.
(2)	Being released from active duty.
(3)	Retiring. (**NOTE**: Retiring members may be authorized Permissive Temporary Duty (PTDY) for house/job hunting.) See NAVADMINS 109/92, 123/93, and 078/95 for further information. **NOTE**: Call telephone number at the top of this article if these NAVADMINS are not available.
(4)	Receiving PCS orders to continue medical treatment.
(5)	Transferred overseas-to-overseas, when dependents must vacate government quarters, but remain at or in the vicinity of the former overseas PDS.
(6)	Required to occupy government quarters at their new PDS.
(7)	Transferred within the local area as defined by the following criteria: (a) Both the old and the new PDSs are located within the corporate limits of the same city or town, and/or (b) the servicemember will continue to commute between the current residence and the new PDS, and/or (c) the CO determines the home and the new PDS are located within reasonable commuting distance of each other and the duty involved does not require the member to relocate.
(8)	Have already established housing in the new PDS geographical area.
(9)	Relocating dependents, presently located within the old PDS geographical area, to another location within the old PDS geographical area.

b. **Definition of "Geographical Area**:" For the purpose of this article, **geographical area** is defined as the area where a member could commute daily from a residence to a PDS.

MILPERSMAN 1320-220

PERMISSIVE TEMPORARY DUTY (PTDY) AUTHORIZATION FOR JOB/HOUSE HUNTING

Responsible Office	OPNAV (N130E)	Phone: DSN COM FAX	225-3322 (703) 695-3322 (703) 695-3311

References	(a) DoD Instruction 1327.06 of 16 Jun 09 (b) NAVPERS 190000A, Transition Assistance Services and Benefits Manual of 4 Feb 08 (c) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members

1. **Purpose**. The intent of permissive temporary duty (PTDY) is to authorize servicemembers time away from their assigned duties to assist with transition activities such as job and house hunting. This article replaces NAVADMIN 109/92, NAVADMIN 123/93, and NAVADMIN 078/95. This article defines eligibility to use PTDY, the length of PTDY, and travel and limitations for members and their dependents performing PTDY.

2. **General Policy**. Reference (a) provides commanding officers (COs) authority to grant PTDY for transition assistance job/house hunting for members involuntarily separated from service under honorable conditions and those retiring (including transfer to the fleet reserve and disability retirements). The Secretary of Defense (SECDEF) has indefinitely extended the authority for the military services to authorize PTDY for members being involuntarily separated or retiring.

a. Servicemembers separating at the end of a normal term of service (end of active obligated service (EAOS)) are not involuntarily separating and are ineligible for PTDY.

b. Servicemembers separating prior to EAOS, due to high year tenure (HYT) are considered to be separating involuntarily and are eligible for PTDY.

c. COs should be consistent in approval and disapproval of PTDY requests based on each member’s satisfaction of the eligibility criteria and the command’s operational requirements.

d. PTDY is to be used for bona fide job search/house hunting travel and is not to be used as a form of non-chargeable leave. As with annual leave, members who meet the criteria for PTDY are eligible, but are not **entitled**, to PTDY if the CO determines that operational requirements preclude approval of PTDY.

e. Approval of PTDY and monitoring of the PTDY program is the responsibility of the authorizing command.

3. **Eligibility**

a. **Involuntary Discharge or Release**. Members who are discharged or released involuntarily from active duty under honorable conditions.

b. **Retirees**. All retirees (including members transferring to Fleet Reserve and disability retirements).

c. **Discharge for Medical Reasons**. Members discharged for medical reasons may be eligible upon receipt of separation orders or authorization to be involuntarily separated; however, board findings that recommend discharge are not sufficient reason to authorize PTDY. Such members must

(1) have the CO's authorization for PTDY.

(2) have separation orders issued to the member.

(3) be authorized PTDY that will be completed prior to separation date.

(4) not be provided adjustments in separation dates to increase opportunity to utilize PTDY.

d. **Temporary and Permanent Disability Retired List (TDRL/PDRL)**. PTDY for TDRL and PDRL is authorized per reference (b), chapters 4 and 7.

e. **Reservists**

(1) Reservists being involuntarily separated under honorable conditions must be on full-time active duty for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Components (Full Time Support (FTS)).

(2) FTS retirees:

(a) Must be serving on active duty; **and**

(b) must have accumulated 20 years actual active duty time, or

(c) must be retired to the TDRL or PDRL.

f. **Mobilized or Extended Reservists**. Mobilized reservists or reservists on extended Active Duty for Special Work (ADSW) are not authorized PTDY unless member is transferred to the Fleet Reserve or TDRL/PDRL with 20 years of active service from mobilization, Medical Hold, or ADSW.

4. **Time Limits**

a. Members stationed **in the continental United States (CONUS)** may receive up to a total of 10 or 20 days transition PTDY depending on whether they are being

(1) **involuntarily separated** (10 days) per reference (a), paras. 6c(10) and 6c(11). Up to an additional 30 days accrued leave may be authorized per reference (a), para. 6c(11). The member may be authorized 30 days excess leave without 10 days PTDY.

(2) **retired** (20 days). The excess leave option is not available for retirees.

b. Members stationed **outside of the continental United States (OCONUS)** may receive an additional 10 days PTDY depending on whether a round trip will be made or not (up to 20 days involuntary separation and up to 30 days for retirement).

Note: The additional 10 days are to allow round trip travel to/from overseas locations and still provide adequate time for job/house hunting. Member may select a separation activity nearest to the location where the member intends to reside permanently. This separation activity is the member’s transition station. The member’s transfer and transportation entitlement shall not exceed those delineated in reference (c).

c. CONUS members who have legal domiciles OCONUS and plan to return to the OCONUS state or territory after involuntary separation or retirement may be authorized up to a total of 30 days transition PTDY to the state, territory, possession, or country of their domicile. Domicile is defined as a member's

- home of record,
- place from which called or ordered to active duty,
- place of first enlistment, or
- place of permanent legal residence.

Note: CONUS members who do not intend to return to their OCONUS domicile after involuntary separation or retirement may only receive a maximum of 20 days transition PTDY authorization.

5. **Use of PTDY**

a. The period of PTDY (10, 20, or 30 days) that may be authorized includes weekends and holidays.

b. PTDY may be taken in increments, as long as the total number of days does not exceed

- 10 days (involuntary separation), **or**
- 20 days for retirement in **CONUS**, as applicable;

or if OCONUS,

- 20 days (involuntary separation), **or**
- 30 days (retirement) for those who must make round trips to CONUS for PTDY activities.

c. PTDY may not be combined with liberty weekends, special liberty, or holidays, to extend the period of actual job/house hunting activities beyond the 10-, 20-, or 30-day authorization.

d. PTDY may be taken in conjunction with chargeable leave at no cost to the government.

e. PTDY authorizations must indicate the member is not entitled to reimbursement, by inserting the below clause:

"This permissive travel authorization is issued with the understanding that you will not be entitled to reimbursement for any travel, transportation, per diem, or miscellaneous expenses in connection with its execution. If you do not desire to bear these expenses personally, you may choose not to execute this permissive travel authorization and it will be considered cancelled."

f. PTDY may be taken in conjunction with government funded temporary additional duty (TAD) travel, provided the travel is conducted under the funded TAD orders:

(1) PTDY may be taken before or after arrival at the funded TAD site.

(2) Funded TAD orders must specify exact dates of funded TAD and PTDY periods authorized.

(3) Orders must contain the following clause:

"This permissive temporary duty (PTDY) authorization combined with funded temporary additional duty (TAD) orders is issued with the understanding that you will not be entitled to reimbursement for any travels, transportation, per diem, or miscellaneous expenses incurred in execution of the PTDY period while away from the funded TAD site. You are entitled to travel and transportation allowances per Joint Federal Travel Regulations (JFTR), Volume I, paragraph U3200, between the permanent duty station (PDS) and funded TAD site and return to the PDS."

g. PTDY may be taken in conjunction with terminal leave immediately upon completion of all separation processing.

6. **Travel Eligibility during PTDY**

a. Members are authorized use of space available military travel.

(1) Time spent awaiting government transportation that exceeds the authorized PTDY period is chargeable as leave.

(2) Members remain responsible to return to the command at personal expense if government transportation is unavailable for the return travel.

b. Members in receipt of involuntary separation or retirement orders may combine PTDY and terminal leave with separation/retirement funded travel.

(1) The separation/retirement portion of the journey is funded to the separation activity.

(2) The PTDY portion is performed after the processing at the applicable separation activity.

(3) Funded separation/retirement orders that provide for PTDY must specify the exact dates of the PTDY and the funded separation/retirement travel, and contain the following clause:

"This transition permissive temporary duty (PTDY) authorization combined with funded separation/retirement orders is issued with the understanding that you will not be entitled to reimbursement for any travel, transportation, per diem, or miscellaneous expenses incurred in the execution of the PTDY period. You are entitled to travel and transportation allowances per Joint Federal Travel Regulations (JFTR), Volume I, Chapter 5, between the old PDS and home of record/home of selection. If you do not desire to bear these expenses personally incurred during the transition PTDY period authorized, you may choose not to execute the PTDY portion of these orders."

c. OCONUS command sponsored dependents may travel on space-available government air for one round trip between the overseas port of embarkation and the first CONUS port of entry. Command sponsored dependents may elect to take the one-time round trip either with the sponsor or in an unaccompanied status.

d. PTDY space-available travel is not authorized for dependents in CONUS.

MILPERSMAN 1320-300

TYPES OF ORDERS

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM	882-4518 (901) 874-4518

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) NAVSO P-6034, Joint Travel Regulations Volume 1, Uniformed Service Members (b) BUPERS/BUMEDINST 1306.72H (c) SECNAVINST 1850.4E

1. **Policy**. Orders for naval personnel are issued and approved by Commander, Navy Personnel Command (COMNAVPERSCOM), or commands authorized by COMNAVPERSCOM. Only COMNAVPERSCOM can delegate authority to field commands to issue orders and such authority is limited to specific types of orders. Orders are classified into standard accounting category codes (ACCs) according to the types of orders (Exhibit 1 refers). Other MILPERSMAN articles pertaining to types of orders and associated procedures follow:

Note: An order must not be revoked or modified retroactively to create/deny/change an allowance.

Topic	See MILPERSMAN
Preparation of Standard Transfer Order (STO)	1320-302
Preparation of Permanent Change of Station Transfer Order (PCSTO)	1320-304
Permanent Change of Station (PCS) Transfer Order Delivery and Interpretation	1320-306
Permanent Change of Station (PCS) Transfer Order Execution	1320-308
Permanent Change of Station (PCS) Transfer Order Endorsements	1320-310
Permanent Change of Station (PCS) Orders Modification or Cancellation	1320-311
Order Clarification and Claims	1320-312

Temporary Duty (TEMDU) Travel Orders	1320-314
General Court Martial Orders	1320-316
Preparation of Standard Transfer Order (STO) for Separation and Hospitalization	1320-318
Permanent Change of Station (PCS) Orders to Ships under Construction at Civilian Shipbuilding Companies or Yards	1320-320
Change of Homeport or Permanent Duty Station (PDS) of a Vessel, Ship-Based Squadron or Staff, or Mobile Unit	1320-322
Permanent Change of Station (PCS) Procedures for Forward Deployed Commands of the Military Sealift Command	1320-324
Personnel Support Function for NATO Southern Region	1320-326

2. **Travel Order** – A document issued and approved by the secretarial process directing travel to, from, and between designated points; and serving as the basis for reimbursement by the Government of official travel, transportation, and reimbursable expenses.

3. **Types of Orders**

a. Change of duty orders detach members from one duty station and assign them to another station. The type of duty from which members are detached or assigned may be either permanent or temporary. The different types of orders are as follows:

(1) Permanent change of station (PCS) orders;

(2) Permanent change of activity (PCA) orders;

(3) TEMDU travel orders;

(4) TEMDU programmed school input (PSI) orders;

(5) Active duty for special work (ADSW) orders;

(6) PCS status for training courses of 20 weeks or more;

(7) TEMDU under instruction - less than 140 days (20 weeks);

(8) TEMDU during training delays;

(9) TEMDU under treatment (extended outpatient treatment (60 days or less)); and

(10) TEMDU under treatment (extended inpatient/ outpatient treatment (greater than 180 days).

4. **PCS Orders**. The assignment, detail, or transfer of a member or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS. A PDS is the post of duty/official station of a member, including a ship. The homeport of a ship or of a ship-based staff to which a member is assigned or attached for duty (other than TEMDU) is the PDS for dependents' transportation, and transportation of household goods (HHG), mobile homes, and/or privately owned vehicles, continental United States (CONUS) cost of living allowance (COLA), geography-based station allowances, and overseas housing allowances.

a. **PCS orders include the following**:

(1) Change in homeport of a vessel, afloat staff, or mobile unit.

(2) Change in PDS of shore based command.

(3) Change from home or place from which called or ordered to active duty to the first PDS.

(4) Change from last PDS to home.

(5) Assignment to course(s) of instruction at one PDS for 20 weeks or more (see reference (a), paragraph 2230-B(4) and 2240-B).

b. **Dislocation Allowance**. For the purpose of dislocation allowance, PCS orders include the following:

(1) Relocation of a household due to military necessity or Government convenience within the corporate limits of the same city or town in connection with a transfer between activities.

(2) Change in homeport of a vessel, afloat staff, or mobile unit.

(3) Change in PDS of shore based command.

(4) Assignment to a course(s) of instruction at one PDS for 20 weeks or more (see reference (a), paragraph 2230-B(4) and 2240-B).

c. **Cost or Low Cost.** PCS orders may be either cost or low cost moves.

(1) A cost PCS move is considered a change of PDS for which the PCS costs exceed $1000. This type of move **always** requires the follow-on assignment of full DoD or SECNAV prescribed tour length (as applicable).

(2) A low cost PCS move is any change of PDS for which the **PCS** costs **do not** exceed $1000.

d. **North Atlantic Treaty Organization (NATO) Supplemental Travel Orders.** Per agreements of NATO member nations, supplemental travel orders will be prepared by the Personnel Support Activity Detachment (PERSUPP DET) or detaching command and attached to each order requiring travel to, from, or within a NATO nation. Refer to the Foreign Clearance Guide for further guidance on NATO travel orders: https://www.fcg.pentagon.mil/fcg.cfm

(1) The agreements require the following:

(a) The NATO order to be written in both English and French.

(b) Couriers in possession of a NATO travel order, which shows the number of dispatches carried and certifies they contain official documents.

(2) When there is a requirement for frequent passage from one NATO country to another, the NATO travel order may be issued to individuals to cover a period not to exceed 1 year from the date of issue.

5. **Permanent Change of Activity (PCA) Orders.** PCAs are any no-cost (zero cost) assignment, detail, or transfer of a member from one UIC to another UIC within the same PDS (e.g., a reassignment from the Chief of Naval Personnel support to the Pentagon (Arlington)).

6. **TEMDU Travel Orders**

a. TEMDU orders temporarily assign a member, in addition to present duties, **for periods not in excess of 180 consecutive days**. Upon completion of the TEMDU assignment, the member is directed to resume regular duty.

b. NAVPERS 1320/16 Temporary Additional Duty Travel Orders will be used for TEMDU. Navy order-writing activities will refrain from using DD 1610 Request and Authorization for TEMDU Travel of DOD Personnel when issuing TEMDU orders. Use of other than NAVPERS 1320/16 is only authorized for Navy personnel assigned to a branch of the Uniformed Services, other than Navy, in a "FOR DUTY" status. When mission objectives/unusual circumstances require TEMDU at one location for more than 180 consecutive days, the appropriate authority must determine if TEMDU of greater than 180 days is appropriate. The appropriate authority for authorizing/approving TEMDU assignments in excess of 180 consecutive days at any one location is:

(1) The secretary concerned (Secretary of the Navy);

(2) The chief of an appropriate bureau/staff agency specifically designated for that purpose (Chief of Naval Personnel); or

(3) Commander/deputy commander of a combatant command.

7. **PCS Status for Training Courses of 20 Weeks or More**. Personnel are ordered to training as a PCS. Training location is considered the member’s permanent duty station. Sometimes unforeseen delays will extend a scheduled course beyond the detachment date indicated on the member’s orders. The training command’s CO is responsible for immediately notifying Navy Personnel Command (NAVPERSCOM) of the circumstances causing the delay.

8. **TEMDU Under Instruction Less Than 140 Days (20 weeks)**. Orders, including a school or installation scheduled en route for **less than 20 weeks**, constitute a temporary assignment. Personnel are ordered to these sites in a TEMDU status en route to a PDS. Sometimes unforeseen delays will extend a scheduled course beyond 20 weeks. The training command’s CO is responsible for immediately notifying Navy Personnel Command (NAVPERSCOM) of the circumstances causing the delay of the member completing the TEMDU assignment. These delays include leave, hospitalization, unfavorable weather conditions in

courses involving flying, etc. The possibility that unforeseen delays might extend a scheduled temporary assignment beyond 20 weeks does not change the fact the orders, based upon the scheduled length of the course, constitute a temporary assignment.

a. Some TEMDU orders must be modified by NAVPERSCOM to extend the present period of TEMDU, or to change the member's status from TEMDU less than 20 weeks to greater than 20 weeks. This should not be used as a means to avoid ordering the member to TEMDU greater than 20 weeks when the originally anticipated TEMDU period is in excess of 20 weeks.

b. When it is determined the member will require additional course(s) or be unable to complete the currently scheduled course(s) of instruction, NAVPERSCOM may issue an order modification for the following:

(1) Extend the present period of TEMDU, if the remaining duration does not exceed a 20-week period (i.e., the period remaining from the date the orders are modified, plus the additional scheduled course(s) is less than 20 weeks); or

(2) Change the status to TEMDU greater than 20 weeks, if the remaining duration exceeds a 20-week period (i.e., the period remaining from the date when the orders are modified, plus the additional scheduled course(s) exceeds 20 weeks).

c. When a member is going to remain beyond the assigned period of TEMDU, the training activity must contact the applicable detailer to modify the orders. The training command’s CO must notify NAVPERSCOM of the circumstances which will cause the member to remain beyond the assigned period. NAVPERSCOM will (by a modification to the orders) either approve the period the member may remain beyond the authorized period, or change the status of the member from TEMDU less than 20 weeks to greater than 20 weeks when the remaining duration exceeds 20 weeks.

d. When a member has remained beyond 20 weeks without a NAVPERSCOM modification, the training command’s CO must notify NAVPERSCOM of the circumstances which caused the member to remain beyond 20 weeks. NAVPERSCOM will then issue a modification to reconstruct the member’s orders to reflect TEMDU status, effective on the date the member passed the 20-week period. Once the member has completed 20 weeks at one location

without a modification to orders, that location becomes the member's PDS.

e. Entitlement to appropriate temporary allowances is based upon the intent of the orders as originally written; however, temporary allowances are no longer payable after receipt of an order modification to TEMDU greater than 20 weeks, as this constitutes a PCS.

f. Conservation of TEMDU funds is a primary factor in rotation plans and policies. To the maximum extent possible, training will be co-located with either the old or new PDS.

g. A combination of different TEMDU assignments (ACC codes) within the same PDS cannot violate the 180 TEMDU time limit restriction referenced in paragraph 6 and reference (a).

9. **TEMDU Programmed School Input (PSI) Orders**. Members who will begin entry-level training within 90 days of enlistment will be assigned TEMDU (ACC 150) prior to the training. Members who will not commence entry-level training within 90 days of enlistment will be assigned by Navy Personnel Command as follows:

a. Any member whose TEMDU assignment prior to entry-level training would not result in entitlement to per diem, may continue to be assigned TEMDU (ACC 150).

b. Any member whose TEMDU assignment prior to entry-level training would result in entitlement to per diem, will be assigned PCS (ACC 108) for that assignment.

10. **Active Duty Special Work (ADSW) Orders**. ADSW orders assign Inactive Reserve or USN/USNR-RET members from home to ADSW for a limited or specified period of time, and direct (upon completion) release to inactive duty at which time member returns home. ADSW orders may be written as TEMDU or PCS per reference (a) 10428.

11. **TEMDU During Training Delays in Conjunction with PCS Orders (enlisted only)**. Enlisted members who will have breaks of greater than 10 days and less than 90 days between courses of instruction during BUPERS directed PCS transfers, may be assigned TEMDU due to delay (ACC 353) as follows:

a. Assignment will be to the ultimate PDS (whenever possible) for breaks between courses of instruction.

b. The follow-on training site will be in the same geographic location as the ultimate PDS (whenever possible).

c. **If the member's ultimate PDS is OCONUS, the TEMDU assignment will be at a CONUS location (PDS-like command), unless the required NEC training is also available at the OCONUS PDS location.**

d. Assignment will be at a deployable and operational UIC (type 2 or 4 command). Prescribed sea tour will not start and member will not deploy while assigned in ACC 353.

e. ACC 353 will not be used in conjunction with TEMDU greater than 20 weeks.

12. **TEMDU Under Treatment (Extended Outpatient Treatment (60 days or less))**.

a. Member is assigned to the Navy medical treatment facility (MTF) medical holding company (ACC 371).

b. Member is receiving extended outpatient treatment (e.g., burn clinic, traumatic brain injury clinic, etc.) 60 days or less. Member must be accounted to ACC 371 per reference (b), paragraph 7c(1). In most cases, an extended outpatient treatment member would be geographically separated from the Navy MTF. However, the Navy MTF must place member in its UIC for accounting and control. The exception is if NAVPERSCOM, Deployability Assessment Office (PERS-454) directs TEMDU to a different UIC (e.g., a Navy Operational Support Center near the Department of Veterans Affairs (VA) Polytrauma Center).

Note: Per reference (c), ACC 371 cannot be extended over 60 days. If medical treatment is required past 60 days, refer to NAVPERSCOM, Deployability Assessment Office (PERS-454).

13. **TEMDU Under Treatment (Extended Inpatient/ Outpatient Treatment (greater than 180 Days)**. Member is receiving extended inpatient/outpatient treatment (burn clinic, traumatic brain injury clinic, and other traumatic injuries) at a VA hospital, non-military MTF, or military MTF (ACC 374).

a. Used for wounded warrior only.

b. Members are non-distributable and are not considered limited duty (LIMDU). Although their initial PCS (if required)

may utilize an ACC 105 order, they must be shifted to an ACC 374 once the initial gain has been processed.

c. Member cannot be released from medical cognizance until the medical case worker of a Navy MTF determines that the physician has completed a medical evaluation board report (MEBR) for LIMDU or Integrated Disability Evaluation System (IDES)/physical evaluation board (PEB) purposes.

d. HHG and dependents may move to location of member's care.

e. The order must be written for a minimum of 6 months.

Note: For information concerning entry into the Wounded Warrior Program, contact Commander Navy Installations Command (CNIC), Safe Harbor Program Manager.

EXHIBIT 1

STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)

(Effective Jan 89 per CNO ltr 5230 Ser 161G/444-88 of 16 May 88)

CODE	ORDER PRODUCTION MODULE (OPM) PHRASES FOR ENLISTED ASSIGNMENT INFORMATION SYSTEM (EAIS) AND OFFICER ASSIGNMENT INFORMATION SYSTEM (OAIS) ORDERS	ASSIGNED BY
100	**Duty (more than 6 months).** Member assigned or attached for duty other than TEMDU, at an ultimate activity whose post or official station may include a ship (for the purpose of personal travel and transportation of personal effects located aboard the ship), and the homeport of a vessel or of a ship-based staff/unit (for transportation of family members and HHG). (Reference (a), appendix A.)	PERS-4
101	**Failed to Report for Duty.** NAVPERSCOM, Career Progression Department (PERS-8) is notified by PERSUPP DET or admin unit that member has failed to report.	PERS-832
103	**Temporary Active Duty.** Member issued round trip orders from home to active duty assignment on a temporary basis and return. Length of active duty period determined in orders. Member is not counted on active strength.	PERS-46
104	**Humanitarian Duty (more than 6 months).** Member assigned per MILPERSMAN 1300-500.	PERS-4
105	**LIMDU/Medically Restricted (more than 6 months).** Member's assignment restricted by medical board for medical reasons or at the direction of NAVPERSCOM (PERS-454). Activity to which assigned is considered a PDS.	PERS-4
106	**Duty In Connection With Conversion and Fitting Out (CFO), Or Reactivation (more than 6 months).** Member assigned for permanent duty at the supervisor of shipbuilding (SUPSHIP) detachment located at the site where a Navy vessel is under construction, conversion, or reactivation. A second PCS order must be issued before the vessel is commissioned to detach the member from duty (ACC 106) at the construction site and direct the member to report for duty on board the ship when placed in commission (ACC 100).	PERS-4

EXHIBIT 1

(Continued)

STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)

CODE	OPM PHRASES FOR EAIS AND OAIS ORDERS	ASSIGNED BY
107	**Mobilization Duty.** Use when directed by COMNAVPERSCOM or Commander, Navy Reserve Forces Command (COMNAVRESFOR)	PERS-4
108	**Duty Guaranteed Programmed School Input (PSI) Program (more than 6 months).** Enlisted member recruited for assignment to a guaranteed programmed school because there are no quotas open in the next class. (A modification to the PCS order is issued by NAVPERSCOM when the school has an opening for the member).	PERS-4
109	**Declared Deserter.** NAVPERSCOM, Career Progression Department (PERS-8) is notified by PERSUPP DET or admin unit that member has been declared a deserter.	PERS-832
150	**TEMDU Guaranteed PSI Program (6 months or less).** Same definition as for (ACC 108), except the member will be issued one set of orders with TEMDU guaranteed PSI at an intermediate activity while en route to the programmed school.	PERS-4
320	**TEMDU For Further Assignment (6 months or less).** Members must be detached from last activity/assignment, but his or her next PDS have not yet been identified. Member is assigned to an activity for TEMDU pending further assignment to new PDS. Member may, or may not, be entitled to transportation of HHG or family members when the follow-on order is issued with the new PDS assigned. (Reference (a), paragraph 4545)	PERS-4
330	**TEMDU For Further Transfer (6 months or less).** Member is en route to a unit, for permanent duty, that is away from homeport and cannot report for duty until transportation is available to the unit or its return to its assigned homeport.	PERS-4
340	**TEMDU For Recruit Training (less than 20 weeks).** Enlisted only.	PERS-4

EXHIBIT 1

(Continued)

STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)

CODE	OPM PHRASES FOR EAIS AND OAIS ORDERS	ASSIGNED BY
341	**TEMDU Under Instruction (less than 20 weeks).** Member is ordered to attend a course(s) of instruction at a school or installation where the scheduled cumulative duration is less than 140 days (20 weeks). The school or installation is considered to be TEMDU for entitlement purposes. (Reference (a), paragraph 2240)	PERS-4
342	**PCS Status for Training Courses of 20 Weeks or More.** Member is ordered to attend a course(s) of instruction at a school or installation where the scheduled cumulative duration is more than 140 days (20 weeks). The school or installation is the member's PDS, regardless of the terms of the orders involved. (Reference (a), paragraph 2240-B)	PERS-4
350	**TEMDU (not otherwise defined, 6 months or less).** Member assigned at one or more locations, other than the PDS at which other TEMDU under instruction is performed (180-day time limitation). (Reference (a), paragraph 2230-B)	PERS-4
351	**Failed To Report For TEMDU.** PERSUPP DET or admin unit notifies NAVPERSCOM (PERS-8) by message.	PERS-832
352	**TEMDU In Connection With CFO (6 months or less).** Member assigned for less than 6 months to the SUPSHIP detachment at the building site of a Navy vessel prior to its commissioning date. Member also directed to report for duty (ACC 100) on board when placed in commission.	PERS-4

EXHIBIT 1

(Continued)

STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)

CODE	OPM PHRASES FOR EAIS AND OAIS ORDERS	ASSIGNED BY
353	**TEMDU During Training Delays in Conjunction with PCS Orders for Enlisted Only (90 days or less).** Member assigned TEMDU at future PDS or like command between en route courses of instruction by PCS order. Consecutive or cumulative time will not exceed 90 days per set of PCS orders. Member is not counted as onboard strength. TEMDU for entitlement purposes.	PERS-4
354	**TEMDU for Humanitarian Assignment (6 months or less).** Member assigned under MILPERSMAN 1300-500 while en route to next PDS.	PERS-4
355	**TEMDU Awaiting Medical Board.** Member awaiting formal medical board processing.	PERS-4
356	**TEMDU Pending Evaluation (6 months or less).** Member awaiting evaluation by local authorities for special duties (i.e., submarine, aircrew, diving, etc.) prior to reporting for special duty.	PERS-4
358	**TEMDU Senior Minority Assistance Recruiting (Seminar) Program (6 months or less).** Member assigned to hometown minority recruiting while en route on PCS orders.	PERS-4
370	**TEMDU Under Treatment.** Member assigned as an in-patient at a Navy medical facility.	PERS-4
371	**TEMDU Under Treatment (Extended Outpatient Treatment) (60 days or less).** Member should be located at the MTF, mustering daily while waiting for a MEBR to be completed for LIMDU or IDES/PEB purposes.	PERS-4
372	**TEMDU Under Treatment.** Member assigned as an in-patient at a non-military medical facility.	PERS-4
373	**TEMDU Under Treatment.** Member assigned as an in-patient at a uniformed service medical facility, other than Navy.	PERS-4

EXHIBIT 1

(Continued)

STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)

CODE	OPM PHRASES FOR EAIS AND OAIS ORDERS	ASSIGNED BY
374	**TEMDU UNDER TREATMENT (EXTENDED INPATIENT/OUTPATIENT TREATMENT) WOUNDED WARRIOR ONLY.** (greater than 180 days) Member assigned for prolonged treatment at a VA hospital, non-military MTF, or military MTF.	PERS-4
380	**TEMDU For Separation Processing.** Member assigned at designated separation activity pending separation processing under orders for resignation, discharge, separation, release from active duty, or retirement. Member is entitled to no more than 7 days per diem at the designated separation activity. MILPERSMAN 1910-812 refers.	PERS-8
381	**TEMDU Pending Separation Processing.** Member remains in pay status, but is ordered home awaiting final disposition of IDES/PEB. At such time member will be issued appropriate orders.	PERS-8
382	**TEMDU Pending Separation Processing (Enlisted Only).** Member's separation, discharge, release from active duty, retirement, is pending a review board approval of administrative discharge.	PERS-8
390	**TEMDU Disciplinary.** Member is a holdee-assigned to a transient patient, Prisoner and Holdee (TPP&H) Program UIC (e.g., TPU), but not confined.	PERSUPP DET/ Admin Unit
391	**TEMDU Disciplinary.** Member is confined on a military facility.	PERS-4
392	**TEMDU Disciplinary.** Member is held or confined by civilian or foreign authorities.	PERS-4
393	**TEMDU Disciplinary.** Member is on appellate leave per MILPERSMAN 1050-310.	Navy/ Marine Corp Appellate Leave Authority (NAMALA)
400	**System Generated.** When loss from on board activity processed.	N/A

MILPERSMAN 1320-304

PREPARATION OF PERMANENT CHANGE OF STATION TRANSFER ORDER (PCSTO)

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

References	(a) BUPERSINST 7040.6 (b) BUPERSINST 7040.7

1. **Detailed Composition of the Enlisted Permanent Change of Station Transfer Order (PCSTO)**. See Exhibit 1 for a sample PCSTO order. The composition is as follows:

a. **Header Section**

(1) For **message orders** the header consists of the complete list of Plain Language Addresses (PLADS) for the action and information addresses of the order, and the standard message classification line.

```
FROM:  COMNAVPERSCOM MILLINGTON TN
TO:    PERSUPP DET CRYSTAL CITY WASHINGTON DC
INFO:  PERSUPP DET BETHESDA MD

UNCLAS //NO1306//
```

(2) For **letter orders** the header consists of the issuing command's letterhead, the appropriate Standard Subject Identification Code (SSIC), issuing detailer's organization code, issuing date, and a complete mailing address for the activity receiving the order.

```
                    DEPARTMENT OF THE NAVY
                    Navy Personnel Command
                     5720 Integrity Drive
                   Millington, TN 38055-0402
                                                  1306
                                                  PERS-402B
                                                  17 Mar 2007
To:    Officer In Charge,
       Personnel Support Detachment,
       Crystal City Cm 3, Room 100,
       Washington, DC 20371-5000
```

b. **Subject Line**. The order number, containing the issuing authority's short title, the julian date, order modification number (if any), last four numbers of member's social security number (XXX-XX-0000), member's rate, and the desk code of the detailer issuing the order.

```
SUBJ:  NAVPERSCOM ORDER:  1287-XXX-XX-0000/AD1 (PERS-404DG)
       CHANGE DUTY ORDERS FOR SAILOR, JON Q
```

c. **Detaching Activity Section**. This will identify the name of the command, its location or homeport, the type of duty, and the directed date from which member is being detached. Specific instructions to the member or the activity from which member is detaching will follow the formatted information and will end this section.

```
WHEN DIRECTED DETACH IN AUG 07              EDD:  AUG 07
FROM T-ARC A J MEYER MILDEPT                UIC:  42031
HOMEPORT OAKLAND CA
FROM DUTY                                   ACC:  100
PERSONNEL ACCOUNTING SUPPORT: COMSC PAC     UIC:  62383
```

d. **Intermediate Activity Section**. Identifies each activity to which the member is to report for temporary duty (TEMDU) or temporary duty under instruction (TEMDUINS) en route to the ultimate duty station. Reporting dates, command name, location and UIC, the type of duty reporting for, the accounting category code (ACC), the total duration (in days) of the TEMDU, the detaching instructions and an identification of the activity providing personnel accounting support will be displayed. The information displayed will include duration of the course (in days), course name, class number, convening and graduation dates, and the course data processing (CDP) code.

```
RPT NET 16 AUG 07 BUT NLT 17 AUG 07
TO NUCWEAPTRAGRLANT                UIC 63007
LOCATION:  NORFOLK VA
FOR TEMDUINS                       ACC: 341
FOR APPROX 66 DAYS
```

e. **Order Class Format**. Is as follows:

```
TO ATTEND NWAW SUPVR CLASS:  8504
CONV:  18 AUG 07 GRAD:  24 OCT 07  ENEC:  0926
CDP:  5746

PERSONNEL ACCOUNTING SUPPORT:  PSD NAVSTA NORFOLK VA UIC 42574

UPON COMPLETION OF TEMDUINS AND WHEN DIRECTED, DETACH EDD OCT 07
```

f. **Ultimate Activity Section**. Consists of the date to report for duty; the command's name, location, and UIC; the type duty reporting for; assigned rate and NEC's; the ACC; and the member's new projected rotation date (PRD).

```
REPORT NOT LATER THAN 24 SEP 07    EDA: 24 SEP 07
TO NAVCAMS WESTPAC GUAM            UIC: 70243
PERMANENT DUTY STATION FINEGAYAN GUAM
FOR DUTY                           ACC: 100
TYPE DUTY SEA/SHORE CODE           SSC 3
ASSIGNED RATE AD1  PNEC 6401  DNEC: 8327  PRD:  1007
PERSONNEL ACCOUNTING SUPPORT:  PERSUPP DET NAVCAMS WESTPAC UIC:  43463
```

g. **Accounting Data Section**: **See references (a) and (b) for further information regarding accounting data**:

(1) Customer Identification Code (CIC).

(2) Military Personnel, Navy (MPN) or Reserve Personnel, Navy (RPN) line of accounting data against which expenditures for household goods shipments, mileage, and TEMDU per diem is to be charged.

(3) Operation and Maintenance, Navy (O&MN) line(s) of accounting data against which TEMDUINS per diem is to be charged. Separate O&MN lines will be printed for each fiscal year TEMDUINS is chargeable.

(4) Orders issued as a letter of intent will contain accounting data.

```
CIC:  ALMH7153
PCS ACCOUNTING DATA:
NMH7 1771453.2253  G  000022  AL   MH71   1/S/3   MH7000000000
```

h. **Special Instructions**. Contains information of a directive or advisory nature that does not pertain to any of the other sections described above.

i. **Master Record Data**. Displays various items of information about the member as found on the Enlisted/Officer Master Record.

```
PEBD:  17 DEC 75  DESIG:    PNEC  6401  --SCHOOL--     --CAREER HISTORY--
ADBD:  03 SEP 76  SEX:   M  SNEC  8327  DATE   CRS   MO   S/S   LOC  TYPE
EAOS:  23 JAN 04            TNEC        AUG 82 472S  00    3    OKI  10870
EXT SCH:          DEP-P: 3  QANEC       AUG 82 032H  00    6    WLB  11089
EXT OTH:          DEP-S: 0  QINEC       MAY 82 4010  00
EXT INV:          LIMDU:    EDUC:  12   NOV 78 472N  CADD
SEC:  K DATE: 10 APR 78  BIRTH:  15 JUN 57
TEST ID:  A7 GCT/WK: 54 ARI/AR: 57  MECH: 49  CLER: 45
```

j. **"Copy to" Information**. Contains the names/desk codes of NAVPERSCOM that have been designated by the order writer to receive a copy of the order. These "copy to" entries will be in addition to those automatically included on the order's distribution. The "copy to" section will print on letters only, not on message orders.

```
PERS-404DG4
PERS-40BB
```

EXHIBIT 1

SAMPLE PERMANENT CHANGE OF STATION TRANSFER ORDER

DEPARTMENT OF DEFENSE
NAVY PERSONNEL COMMAND
MILLINGTON, TN 38054

ORIGINAL
NAVPERSCOM-404DG
12 MAY 2007

TO: COMMANDER
MILITARY SEALIFT COMMAND PAC
NAVAL SUPPLY CENTER
OAKLAND, CA 94625-5010

SUBJ: COMNAVPERSCOM ORDER: 2128 XXX-XX-0000/AD1 (NAVPERSCOM-404DG)
CHANGE DUTY ORDER FOR
SAILOR JON Q, USN

***** DETACHING ACTIVITY INFORMATION *****

WHEN DIRECTED DETACH IN MAY 07 EDD: MAY 07
FROM T-ARC 6 A J MYER MILDEPT UIC: 42031
HOMEPORT: OAKLAND, CA
FROM DUTY: ACC: 100

PERSONNEL ACCOUNTING SUPPORT: COMSC PAC UIC: 62383

PERMANENT CHANGE OF STATION (PCS) TRAVEL INFORMATION. COMMANDS DETACHING PERSONNEL FROM PERMANENT ASSIGNMENTS ARE RESPONSIBLE FOR ENSURING THAT PERSONNEL EXECUTING PERMANENT CHANGE OF STATION ORDERS COMPLETE NAVPERS 7041/1 (REV. 12-92), FINANCIAL MANAGEMENT-PCS TRAVEL FORMS AUTHORIZATION REQUIRED BY BUPERSINST 7040.6 AND 7040.7. THE PASS/PERSONNEL SERVICING OFFICE WILL SUBMIT THE COMPLETED TRAVEL INFORMATION FORM TO: DIRECTOR, PERMANENT CHANGE OF STATION VARIANCE COMPONENT, 1240 EAST 9TH STREET SUITE 967, CLEVELAND, OH 44199-2088. PASS/PERSONNEL SERVICING OFFICES WILL PROVIDE NECESSARY FORMS AND COUNSELING DURING CHECK-OUT PROCEDURES FOR DETACHING PERSONNEL AND WILL ENSURE ACCURATE AND TIMELY SUBMISSION OF TRAVEL INFORMATION.

EXECUTION OF THESE ORDERS REQUIRES SATISFACTORY COMPLETION OF ALL OVERSEAS SCREENING REQUIREMENTS PER MILPERSMAN 1300-300 THROUGH 1300-316 WITHIN 30 DAYS OF RECEIPT OF THIS DIRECTIVE. FORWARD CERTIFICATION OF SUITABILITY/ UNSUITABILITY BY MESSAGE TO COMNAVPERSCOM (PERS-40/451). USE STANDARD SUBJECT IDENTIFICATION CODE.

EXHIBIT 1 (Continued)

```
SUBJ:  COMNAVPERSCOM ORDER:  2128 000-00-000/AD1 (PERS-404DG)
CHANGE DUTY ORDERS FOR
SAILOR JON Q, USN

N01300 AND SUBJECT "OVERSEAS SCREEN CERTIFICATION IN THE CASE OF (NAME, RATE,
AND SSN)" IN MESSAGE.  DO NOT TRANSFER PRIOR TO SUBMISSION OF SCREENING
CERTIFICATE TO COMNAVPERSCOM.

NOTE:  PERSONNEL ORDERED TO COMMIDEASTFOR FLAG SHIP/BAHRAIN MAY HAVE HOMEPORT
SHOWING ON ASSIGNMENT DOCUMENT AS NORFOLK VA (FNO); HOWEVER, THEY DO REQUIRE
OVERSEAS SCREENING.

                    ******** ULTIMATE ACTIVITY ********

REPORT NOT LATER THAN 24 SEP 07                            EDA:  24 SEP 07
TO NAVCAMS WESTPAC GUAM                                    UIC:  70243
PERMANENT DUTY STATION FINEGAYAN, GUAM
FOR DUTY                                                   ACC:  100
ASSIGNED RATE:  AD1       DNEC1:  6401  DNEC2:  8327       PRD:  1007

PERSONNEL ACCOUNTING SUPPORT:  PERSUPPDET NAVCAMS WESTPAC  UIC:  43463

THE PORT CALL WILL CANCEL THE REPORT NOT LATER THAN DATE INCLUDED HEREIN AND
SHALL CONSTITUTE SPECIFIC DATE MEMBER IS TO REPORT FOR TRANSPORTATION.

                     ******** ACCOUNTING DATA ********

CIC:  ALMH71S3
PCS ACCOUNTING DATA:
NMH7 17714533.2253 G 000022 AL MH7/1/S/3 MGH7000000000

                 ******** ENLISTED MASTER RECORD DATA ********
PEBD:  17 DEC 75   DESIG:      PNEC 6401    -- SCHOOL --    -CAREER HISTORY
ADBD:  03 SEP 76     SEX:  M   SNEC 8327    DATE COURSE     MO S/S LOC TYPE
EAOS:  23 JAN 04               TNEC         AUG 82  472S    00  3  OKI 10870
EXT-SCH:           DEP-P:  3   QANEC        AUG 83  032H    00  6  WLB 11089
EXT-OTH:           DEP-P:  0   QANEC        AUG 82  032H    00    EXT-INV:
EXT-INV:           LIMDU:      EDUC:  12    MAY 82  4010
CADD:                                       NOV 78  472N
SEC:  K DATE:  10 APR 78 BIRTH:  15 JUN 57
TEST ID: A7   GCT/WK: 54   ARI/AR: 57   MECH: 49   CLER:

                    ******** COPY TO INFORMATION ********

PERS-404DG4
PERS-40BB
```

MILPERSMAN 1320-306

PERMANENT CHANGE OF STATION (PCS) TRANSFER ORDER DELIVERY AND INTERPRETATION

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (b) OPNAVINST 4650.15

1. **Delivery of Transfer Orders**

a. **PCS orders are delivered as follows**:

(1) **Letter Orders**. Original letter orders and any modifications will be mailed to the Personnel Support Activity Detachment (PERSUPP DET) assigned to support the member's activity, and to those activities involved in the transfer. Activities not supported by a PERSUPP DET will receive original letter orders directly. Copies of orders will be reproduced locally and given to the member.

(2) **Message Orders**. Message orders will be sent via the activity's communications center. Message orders will be reproduced locally by the PERSUPP DET and one copy certified "ORIGINAL MESSAGE" with signature of the commanding officer (CO)/officer in charge (OIC) of the processing activity (or the designated representative). When message orders are relayed to a member by telegram, the member concerned, upon presentation to the disbursing officer, will endorse the telegram with the words "ORIGINAL ORDERS RECEIVED" and affix their signature. This certification will be sufficient to enable the disbursing officer to make reimbursement for mileage without further confirmation.

b. **Detaching Date**. Although orders will be addressed via activities providing personnel accounting support, they are directed to the member being transferred. Authority to specify the detachment date within the month of detachment remains with the member's reporting senior. When a PERSUPP DET processes orders, the member being transferred will ensure the PERSUPP DET is informed of the detaching date approved by the reporting senior.

c. **Verbal or Telephoned Orders**. Under certain circumstances, assignment officers and detailers can authorize transfer and order cancellation or modification via telephone per reference (a). The assignment officer or detailer shall notify both the member and the transferring command's personnel accounting office of the verbal or telephoned orders. Follow-on written confirmation orders must be accomplished within 7 days of issuance of verbal or telephoned orders, and must include the date and place the member was located at the time of the verbal or telephone authorization. One of the following PTEXTs will be used in the confirmed orders and must appear either as the very first statement or the very last statement in the orders.

(1) **Confirmation**. For confirmation of telephoned instructions to the member stating the location of the member on the date telephoned instructions were issued:

P74021 (CONFIRMED TELEPHONE INSTRUCTIONS ON (date) TO (city and state member is located).

(2) **Approve/Maintain Records**. Division directors must approve and maintain records of all verbal or telephone orders.

(3) **Reimbursement**. Reimbursement for travel expenses incurred under verbal or telephone orders may **not** be made until written confirmed orders are received by the member.

d. **Lost Orders**. Correspondence concerning lost orders issued by Navy Personnel Command (NAVPERSCOM) should refer to the entire NAVPERSCOM “Order Number” as stated in the first line of the member's subject line. If orders are lost, the following actions apply:

(1) **Orders not received by the member's command, or lost prior to delivery to the member**.

(a) Orders issued by **message** require the member's present command to request its servicing communications facility to have the message order retransmitted.

(b) Orders issued by **letter** and not received are considered to be undelivered. The order must be canceled and reissued using the appropriate undelivered order cancellation and reissue format.

(2) **Orders lost after commencement of travel but prior to reporting to the ultimate duty station**. Since the member does

not have an order to complete the transfer, the unexecuted portion of the order must be canceled and reissued.

(3) **Orders lost after member reports to the ultimate duty station and prior to settlement of the travel claim**. With the exception of a doubtful claim; when a member has lost the original, or the original and all copies of PCS orders; the claim will be processed by the disbursing officer servicing the member’s permanent duty station (PDS) per reference (b).

2. **Interpretation**

a. **Detaching Phases In Orders**. Detaching instructions in the Detaching Activity section of the orders are to be interpreted as follows:

(1) **EDD (Estimated Date Of Detachment).** When given as a month and year (unless otherwise directed in orders), detachment must take place within the month indicated. Under no circumstances may a member's actual detachment date from their PDS be in a fiscal year other than that directed in the orders.

(2) **When Directed By Reporting Senior, Detach In (month, year) From (type of duty)**. The CO must detach the member within the month indicated unless otherwise directed in the orders.

(3) **At Discretion Of Reporting Senior, Detachment May Be Delayed No More Than 2 Months after EDD Month**. The CO may detach the member any time between the first day of the EDD month and the last day of the second month immediately following the EDD month. Under no circumstances may the actual detachment cross over into the following fiscal year. Modifications to orders must be requested through the servicemember’s detailer.

(4) **Hereby Detached**. The CO will detach the member within 24 hours after the orders are received.

(5) **Reporting Senior Directed To Detach Member On Or About (date).** The CO has a discretionary period of 10 days on either side of the given date in which to detach the member. Under no circumstances may the actual detachment cross over into the following fiscal year.

(6) **Reporting Senior Directed To Detach Member Within 10 Days After Reporting Of Relief**. Orders should ordinarily be endorsed to detach the member within 10 days after their relief reports. The command may designate a member already on board as a relief, when appropriate.

(7) **When Relieved And When Directed By Reporting Senior, Detach**. Orders should normally be endorsed to detach the officer within 10 days after their relief reports and when directed by the CO. The leeway permitted by the word "normally" is interpreted to apply only to those cases in which the underway operations of an afloat unit prevent adherence to the 10-day period. Exceptions may be written "WHEN DIRECTED IN (month, year) DETACH," instead of "WHEN RELIEVED," if watchkeeping requirements or other circumstances so dictate. The officer being relieved will be detached not later than (NLT) the second month following that in which the relieving officer reports (e.g., relieving officer reports in March, and the officer being relieved detaches no later than (NLT) May).

(8) **Upon Completion Of (type of temporary duty (TEMDU) at an intermediate station) And When Directed, Detach**. Orders shall be endorsed by the CO at the activity concerned upon completion of TEMDU or temporary duty under instruction (TEMDUINS).

(9) **Reporting Senior Directed To Detach Member In Time To Proceed And Report On (date) At Following Station**. The latest date of detachment will be 4 days (when entitled to proceed time) plus travel time in advance of the specified reporting date.

(10) **Reporting Senior Directed To Detach Member On Or After (date)**. Orders will be endorsed to detach the member on or after the date indicated but in sufficient time to ensure reporting by the NLT date at the next duty station as shown in the orders. When a NLT date is not indicated, orders will be endorsed to detach the member within 10 days after the date indicated. Under no circumstances may the actual detachment date cross over into the following fiscal year.

(11) **Upon Discharge From Treatment**. Orders will be endorsed by the CO of the medical facility concerned when, in their opinion, the patient is physically qualified for discharge from treatment to duty, sick leave, convalescent leave, separation processing, physical evaluation board, home, another medical facility, or to such other assignment as may be specified in the orders.

b. **Reporting Phrases In Orders**. Specific reporting instructions appearing in the Intermediate or Ultimate Activity sections of orders are to be interpreted as follows:

(1) **EDA (Estimated Date of Arrival)**. When given as a month and year, unless otherwise directed in orders, arrival must take place within the month indicated. When given as a day,

month, and year, unless otherwise directed in orders, arrival must take place the date indicated.

(2) **Report Not Earlier Than (NET) (date).** Arrival must take place no earlier than the date indicated.

(3) **Report NLT (date).** Arrival may take place earlier, but no later than, the date specified. Enlisted personnel assigned in a "TEMDU/TEMDUINS/Duty Under Instruction (DUINS)" status (ACC 34X) at a Recruit Training Command or Service School Command may have their orders pen-and-ink modified for no more than 30 days past the original Report NLT (date). This exception is in recognition of training setbacks and any other training delays that may cause member to report past their original Report NLT (date). Leave, proceed, and travel time will not exceed the amount authorized on original orders. Any modification past 30 days may only be authorized by the appropriate assignment control authority (ACA).

(4) **Report NLT (date) and NET (date).** Arrival may take place earlier than the date specified to prevent leave being used; however, payment of per diem will not begin until the specified NET date.

(5) **Report In (date).** The member may report in the month specified, but no later than the last day of the month.

(6) **Report On (date)**. The member must report on the date specified.

(7) **Report On Or About (date).** Member must report between 10 days before date specified, and 10 days after date specified.

(8) **Report On Or Before (date)**. Member may report any time, but NLT the date specified.

MILPERSMAN 1320-308

PERMANENT CHANGE OF STATION (PCS) TRANSFER ORDER EXECUTION

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

References	(a) BUPERSINST 7040.6 (b) DOD 4500.54-G (DOD Foreign Clearance Guide) (c) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1 (d) BUPERSINST 7040.7

1. **General Information on Transfers**

a. **Permanent Change of Station (PCS) Moves**. The following are considered PCS moves:

(1) PCS transfers, including assignment to temporary duty (TEMDU).

(2) Call to active duty.

(3) Change in homeport of a vessel or mobile unit.

(4) Reserve personnel ordered to active duty.

(5) Fleet Reservist (including temporary disability retirement) recalled to active duty.

(6) Separations from the service under honorable conditions (retirement, discharge, resignation).

b. **Customer Identification Code (CIC)**. All PCS transfer directives must contain a CIC in order to be executed. Detailed instructions for the use of the CIC are contained in reference (a).

c. **Status of Members under Orders**. Members traveling under orders are considered to be attached to the command to which next ordered to report.

d. **Unusual Delay in Effecting Transfer**. If for any reason there is an unusual delay in transfer to final destination, or

when transfer orders are cancelled or modified, notify all interested commands.

e. **Certified Original Orders**. All activities to which the servicemember is ordered, the servicemember's current command, their supporting Personnel Support Activity (PERSUPPACT)/ Personnel Support Activity Detachment (PERSUPPACT DET), and all additional activities designated are to receive a copy directly from the order issuing authority. The PERSUPPACT/PERSUPPACT DET supporting the detaching activity will receive the original letter/message order, or be an action addressee on the letter/message order. The PERSUPPACT/PERSUPPACT DET will make the necessary number of copies and stamp one copy "Certified Original Orders."

f. **Copies of Orders**. Activities shall provide sufficient copies of the orders to the member being transferred to meet requirements for

- **shipping activities** (regarding household goods (HHG) and privately owned motor vehicles (if applicable)), **and**
- **transportation activities** (regarding personal travel, family member(s) travel, dislocation allowance, and trailer allowance).

g. **Last Duty Station is shown on Orders**. To eliminate delays and personal hardship to the member regarding shipment of HHG, when members are received at an activity such as a receiving station for further assignment or for further transfer, the activity endorsing the transfer order will ensure the name of the last permanent duty station to which the member was attached is indicated on the orders.

h. **Correction to Orders**. In general, the terms of orders cannot be changed after travel has commenced; however, sometimes an error may occur in the preparation of orders, which will require correction after the fact. Such correction is proper only when the orders do not reflect the intention of the order issuing authority at the time the orders were originally prepared. When orders are corrected after the travel has commenced or been completed, the correction endorsement must include a complete explanation of the facts relative to the occurrence of the error. Since all claims with any retrospective aspects must be settled by the General Accounting Office (GAO), this information is essential to the proper settlement of the claim involved.

2. **Briefing of Members Prior to Transfer**. Transferring commands will brief members prior to transfer on the following:

a. **Records/Accounts/Personal Effects**. Records and accounts are handed to the member for safe delivery to member's new commanding officer (CO). The member's personal effects are in the member's possession, if indicated in command endorsement to permanent change of station transfer order (PCSTO). It is the member's responsibility to report to the new station with records, accounts, and personal effects.

b. **Contacting/Reporting**. Members under orders, including authorized delay, are considered to be attached to the ultimate destination, or the next designated intermediate station as the case may be. If unable to contact these activities, in cases of emergency, member should contact the nearest known naval activity. In the case of members ordered to a ship and the ship to which ordered is not in port, they should report to the nearest naval activity.

c. **PERSUPPACT DET**. Members ordered to a command, which is part of PERSUPPACT, shall be informed as to their ultimate duty station and which PERSUPPACT DET they should check into for administrative/accounting purposes.

d. **TRICARE-Family Member Dental Plan**

(1) Members must be advised that TRICARE-Family Member Dental Plan (FMDP) treatment is **not** available to family members accompanying sponsor assigned to

other than

- the 50 United States (U.S.),
- U.S. Virgin Islands,
- Puerto Rico,
- Guam, or
- Canada

(**covered areas**).

Though not required, members are encouraged to remain enrolled. Routine and essential-only specialty dental care for family members is provided on a space-required basis at overseas military dental treatment facilities to maintain existing dental health. In the event the sponsor remains enrolled in the dental plan, the family members are eligible for dental care whenever they travel to a covered area.

(2) Members who are **not** enrolled in the TRICARE-FMDP, returning from an accompanied assignment

other than
- the 50 U.S.,
- U.S. Virgin Islands,
- Puerto Rico,
- Guam, or
- Canada

(**covered areas**)

must be advised of the availability of the TRICARE-FMDP. The sponsor must elect enrollment, if desired, since participation is **not** automatic, and have at least 12 months of active duty remaining at time of transfer to a covered area.

e. **Illness/Accident**. In the case of illness or accident, the member should notify the nearest known naval activity immediately and request instructions.

f. **Leave**. If leave is granted, the member is responsible for receiving any communications forwarded to the leave address in block 4e of the memorandum endorsement. If leave is canceled, member must return immediately.

g. **Secrecy**. The contents of orders and whereabouts of ships and personnel must **not** be divulged to unauthorized persons.

h. **Local Endorsement**. A copy of local endorsements to PCSTO must be mailed directly to the ultimate destination.

i. **Family Member(s) Location during TEMDU/Temporary Duty under Instructions (TEMDUINS)**. Current regulations do **not** authorize transportation of family member(s) to intermediate locations at government expense; and where TEMDU/TEMDUINS has been directed, members occupying government family quarters at their old duty station are authorized to retain such quarters for up to 20 weeks until reporting to their ultimate duty station.

j. **Clothing for Flights**. Members traveling aboard government owned or operated aircraft (including Air Mobility Command (AMC) CAT B and CAT M) shall wear the appropriate uniform unless civilian clothes are authorized in the member's orders. Normally, civilian clothing will **not** be prescribed unless indicated by reference (b). When civilian clothing is worn, it will be in good taste and not in conflict with accepted attire in the overseas country.

k. **Early Reporting**

(1) Members arriving prior to the "Report Not Earlier Than" date specified in the orders when TEMDU is directed shall be given the option of either remaining in a leave status until the required reporting date, or terminating leave status and reporting on the date of arrival with the understanding that per diem will **not** commence until the date required to commence the TEMDU directed by the orders.

(2) It is Department of Defense (DOD) policy that members should **not** be paid per diem incident to early reporting for TEMDU or TEMADD except as specified in MILPERSMAN 1320-140.

l. **Terrorist Briefing**. DOD members traveling to or through a high threat area/airport will be briefed on required and recommended precautionary measures.

m. **Transfer to Deployed Activities**. Members transferring to deployed activities may encounter transportation delays in reaching their duty station and they must be prepared to meet lodging and meal expenses they will incur during such delays.

n. **Support of Family Member(s) while Deployed**. Members under orders to a deployed unit are responsible for the support and welfare of their family member(s) while deployed. They should, as a minimum, do the following:

(1) Register an allotment or ensure alternate means of adequate support for family member(s) during absence.

(2) Ensure family member(s) identification cards will remain valid until the sponsor's return; or leave the completed applications for renewal with the family member(s) prior to departure.

(3) Consider execution of special powers of attorney for any specific items that require resolution by family member(s) during absence.

3. **Delay in Reporting (DELREP)**. Navy Personnel Command (NAVPERSCOM) is authorized to grant 30 days leave in all PCS orders.

a. In the event unusual circumstances require a departure from this policy, maximum delay in reporting (DELREP) will be granted.

b. Exceptions to the 30 days DELREP allowance must be approved by the appropriate assignment division director/branch head.

c. Orders returning members to the continental U.S. (CONUS) or the District of Columbia for separation will contain authorization for delay en route.

d. PCS orders will allow 30 days DELREP except in the following cases:

(1) Initial orders to active duty.

(2) Hospitalization.

(3) Second PCS move within 12-month period.

(4) Homeport changes.

(5) Unusual circumstances such as death or illness, detachment for cause, emergency, or key operational dates.

(6) Upon completion or noncompletion of flight training.

(7) Detachment from certain activities in Japan.

4. **Transportation in Connection with PCS Orders**. NAVPERSCOM, Career Management Department (PERS-4) does not direct a specific means or mode of transportation in connection with PCS orders. This authority has been delegated to Navy Passenger Transportation Offices (NAVPTOs) which will determine the availability or nonavailability of government air and make complete transportation arrangements using commercial carriers as necessary to meet mission requirements. Navy policy requires official travel must be arranged by NAVPTOs.

a. **Travel Overseas**. Normal mode of PCS travel overseas is by air except when travel by air is medically inadvisable. **PCS orders will direct the use of government air outside continental U.S. (OCONUS)**. Requests for order modifications to "authorize" vice "direct" the use of government air OCONUS are normally authorized only in connection with authorized leave over the transoceanic/international portion of the journey and must be completely justified in detail to the appropriate detailer. If circuitous travel is involved, the complete en route travel itinerary must be included in the justification.

b. **Travel in CONUS**. Members may elect the mode of travel in CONUS. If they elect to travel by air within CONUS, without air

travel being authorized or directed in the orders, their travel time will be computed on the basis of commercial carrier travel time. If air travel is directed (not authorized) in the orders, the travel time between any two points in the U.S. is reduced to 1 day. Air travel is sometimes directed in the U.S. simply to limit travel time (e.g., for round trips between East and West Coast, or vice versa, to perform TEMDU in connection with PCS orders) and home-of-record travel in conjunction with consecutive overseas assignments.

c. **Order Formats for Transoceanic Travel**. Whether or not it is expected that a particular ship or unit will be deployed at the time a set of orders is executed, order formats for transoceanic travel (i.e., F502, F351, etc.) will be used by detailers. This policy minimizes later order modifications occasioned by changes in deployment schedules. It is more cost effective to write orders on the assumption of the need for overseas transportation and have the overseas transportation information go unused than it is to issue a modification after initial orders are sent.

d. **Excess Baggage Authorization**

(1) Guidance for approving excess baggage cost reimbursement, MAP item 12-03 “Excess Baggage Transportation Cost Approval,” was incorporated in reference (c). Reference (c) now states servicemembers will be reimbursed for excess baggage transportation costs when “approved after PCS travel by the order-issuing/authorizing official.” Reference (c) also states excess baggage transportation cost reimbursement “**will not** be authorized in advance of executing a PCS move.” Detailers will not authorize cost reimbursement for excess baggage prior to a servicemember executing a PCS move. Detailers will only authorize transportation cost reimbursement for excess baggage up to and not to exceed the following:

(a) One (1) piece for pilots, aircrew, divers, and personnel who must carry special issue gear with them.

(b) Two (2) pieces for attaches.

(2) Reimbursement of transportation costs for dependent’s excess baggage is not authorized and family pets may **not** be transported as excess baggage. Express shipment should be used to the maximum extent possible. The **basic allowance only** will be allowed for members under orders for retirement or release from active duty (RAD), **unless coming from an isolated area**. The following paragraph is to be included in PCS orders, which

necessitate the authorization of baggage aboard Air Mobility Command (AMC), contract flights, and commercial flights:

"For air travel, family members are authorized one (1) piece of checked baggage, not to exceed 45 linear inches nor 40 pounds. Military members are authorized one (1) seabag not to exceed 70 pounds, and one (1) piece of checked baggage not to exceed 45 linear inches nor 40 pounds. NAVPERSCOM (PERS-451) will monitor original, modified, and cancelled orders for adherence to these policies. Exceptions for special circumstances must be approved by NAVPERSCOM (PERS-451).

5. **Clothing Allowance, Civilian (CAC)**. Members assigned to designated overseas activities (unit identification codes (UICs)) are paid a CAC when civilian clothing is required to be worn in the performance of their duty. Procedures for including the CAC authorization in orders are as follows:

a. Chief of Naval Operations (CNO) (N130) approves requests for UICs requiring CAC authorizations. Upon approval, NAVPERSCOM, Management Information Systems Branch (PERS-455F) will be provided with the list of UICs, or Billet Sequence Codes (BSCs) and UICs, with the authorized allowance of either "Summer and Winter" or "Summer or Winter" clothing indicated for each UIC, or BSC/UIC.

b. NAVPERSCOM (PERS-455F) will take appropriate action to

- modify the appropriate ATEXT against the approved UICs in Officer Assignment Information System (OAIS) files;
- notify assignment officers and detailers of the additions to, or deletions from, an activity of a clothing allowance authorization; and
- select the appropriate ATEXT using the following table:

CLOTHING ALLOWANCE, CIVILIAN	SUMMER AND WINTER	SUMMER OR WINTER
FOR OAIS ORDERS:		
Authorized for Activity UICs:		
Both Officer and Enlisted	A64005	A64006
Officer ONLY	A64015	A64007
Authorized for BSCs:		
Both Officer and Enlisted	P64005	P64006

c. When CAC is authorized for specific BSCs at an activity, detailers will include the appropriate Personnel Text Screen (PTEXT) listed above.

d. Where specific BSCs within an activity are authorized CAC, NAVPERSCOM (PERS-455F) will notify the appropriate detailer. NAVPERSCOM (PERS-455F) will also make a note of this requirement on the PTEXT for the activity in OAIS.

e. A complete list of designated activities for member CAC and any future additions and deletions from this list may be verified in NAVPERSCOM (PERS-455F) (order support section).

6. **Execution of Orders**

a. When reserving and obligating PCS travel funds, references (a) and (d) require each member to submit NAVPERS 7041/1 (Rev. 12-92), Financial Management-PCS Travel Forms Authorization.

b. PERSUPPACT DET personnel who service members will provide them with forms and counseling during check-in and check-out. PERSUPPACT DET personnel will also ensure the form is accurate and submitted immediately to the below address:

Permanent Change of Station
Variance Component (PCSVC)
1240 East Ninth Street
Cleveland, OH 44199-2088

MILPERSMAN 1320-310

PERMANENT CHANGE OF STATION (PCS) TRANSFER ORDER ENDORSEMENTS

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	NAVSO P-6034, Joint Federal Travel Regulations (JFTR)

1. **Policy**. Permanent Change of Orders (PCS) will be endorsed with the time, date, and place of reporting. Where temporary duty (TEMDU) and permanent duty stations are in proximity to each other, the place of reporting on orders will include the geographic location (city or county and state), subject to the restriction regarding a classified location.

a. In peacetime, all orders to personnel or endorsements thereon will clearly indicate the place of detachment, embarkation, entry, or reporting except where such information would disclose a classified location.

b. All ships or air activities furnishing transportation are directed to endorse the member's orders, including date of departure or arrival. Particular care is directed in making endorsements to show actual date of departure from or arrival in one of the 48 contiguous United States or District of Columbia.

c. Members receiving "PROCEED WITHOUT DELAY" or "PROCEED IMMEDIATELY" orders will endorse their orders the date and hour of their receipt for execution. When members report following written orders, they will present such orders to the officer to whom they report.

2. **Multiple Stop TEMDU/Temporary Additional Duty (TEMADD) Endorsements**. Members ordered to one or more TEMDU points en route to a new permanent duty station (PDS) as directed in PCS orders, and members ordered to one or more points in compliance with TEMADD orders (whether or not the TEMADD orders require them to report), will have their orders endorsed to state the number of days of leave (beginning and ending dates) used while at each TEMDU or TEMADD point.

a. If no leave was taken, the endorsement will reflect this fact.

b. Each command to which a member reports for TEMDU en route to the ultimate duty station will review the orders, including any detaching endorsement, to determine whether the member arrived prior to the time required to commence the TEMDU directed by the orders.

3. **Reporting Prior to the "Report Not Earlier Than" Date**

a. If the member arrived prior to the "REPORT NOT EARLIER THAN" date specified because all or part of the leave granted was not utilized, the member will be given the option of

(a) remaining in a leave status until the required "REPORT NOT LATER THAN" date, or

(b) terminating leave status and reporting with the understanding that per diem will not commence until the "REPORT NOT LATER THAN" date.

b. If the member elects to report prior to the "REPORT NOT LATER THAN" date, orders will be endorsed as follows:

"REPORTED THIS DATE. YOU ARE NOT REQUIRED TO COMMENCE THE TEMDU DIRECTED BY YOUR ORDERS UNTIL (DATE); THEREFORE, YOUR PER DIEM ENTITLEMENT COMMENCES ON THAT DATE."

c. If early commencement of TEMDU is determined at the TEMDU station to be in the best interests of the government, orders will be endorsed and the per diem entitlement commencement date specified.

4. **Government Quarters and Messing**. Commanding officers (CO) at shore activities will endorse member's TEMDU regarding the availability of government quarters and government mess when per diem is payable.

a. No endorsement is required if the member has previously received a non-availability control number from the Bachelor Officers Quarters (BOQ); however, an endorsement as to the availability of a government mess is still required.

b. Government messing is considered available only if a government mess, as defined in NAVSO P-6034, is available or there are not adequate meal facilities.

5. **Individual Activity Requirements**. Navy commands to which members are directed to report for administrative purposes will carry out those functions as stated in orders.

a. Activities identified as responsible for performing personnel accounting support will carry out those functions as appropriate.

b. All orders written for personnel not using AUTODIN (e.g., message orders) in which the transfer directive contains a Personnel Support Detachment (PERSUPPDET) will contain the following statement:

"Report for personnel accounting to (the address of the PERSUPPACT which corresponds to the member's duty station) and report for duty to (for administrative purposes to command to which assigned for duty)."

c. Upon arrival of a member at the final destination, the CO will forward to Navy Personnel Command (NAVPERSCOM),

(1) NAVPERSCOM, Systems Operations Branch (PERS-313C) only the first duty, recall, training, release from active duty (RAD), and all separation (retirement, resignation, discharge) orders.

(2) NAVPERSCOM, Officer Performance and Separations Branch (PERS-834) in the case of officers accepting initial orders to duty and without a letter of transmittal; one complete and intact copy of orders involving PCS, TEMDU, transfer to or from treatment in medical department activities, RAD, retirement, resignation, discharge, or any other order of Secretary of the Navy (SECNAV) which changes an officer's status and initial orders to duty (other than training duty).

(a) This copy of orders will include all modifications, corrections, and endorsements including the final reporting endorsement.

(b) The complete travel itinerary and mode of travel utilized will be included on initial orders to active duty.

(c) One additional complete copy of these types of orders will be forwarded for Staff Corps officers by their COs to their cognizant bureau, command, or office.

MILPERSMAN 1320-311

PERMANENT CHANGE OF STATION (PCS) ORDERS MODIFICATION OR CANCELLATION

Responsible Office	NAVPERSCOM (PERS-451H)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	(a) NAVSO P-6034, Joint Federal Travel Regulation, Volume 1 (JFTR) (b) OPNAVINST 4650.15

1. **Policy**. Deviation from PCS orders must be authorized by Navy Personnel Command (NAVPERSCOM) (applicable detailer) before the action is taken by submitting a request for review. If approved, the request will be authorized by a written order modification or cancellation. Detaching commands responsible for a member’s non-compliance with orders (written or verbal) will officially notify NAVPERSCOM (applicable detailer) of the circumstances involved and request an order modification.

2. **Requests**

a. All requests for modification of orders involving a change of duty which entails a delay in reporting to the new duty station, or extension of an authorized delay, will be forwarded, when practicable, for endorsement through the commanding officer (CO) of the ship or station to which the member is ordered.

(1) When this procedure would involve unusual delay, the request will be forwarded to NAVPERSCOM (applicable detailer) with a copy to the new CO for information (including the current CO's endorsement).

(2) These requests should include more information than is afforded by the routine forwarding endorsement of the CO of the activity from which the officer is being detached.

b. When a copy of the request is received, the CO of the activity to which the member is being ordered will forward it with an endorsement to NAVPERSCOM (applicable detailer). NAVPERSCOM cannot always wait for receipt of the endorsement before taking action on the original request, but normally will try to withhold action pending receipt.

c. Requests for modification of orders, which involve earlier detachment from the old duty station, but do not involve later reporting to the new duty station, need to be sent through the new CO.

d. NAVPERSCOM considers it desirable for members to take leave during the time of a change of duty, where needs of the service permit. COs should be so guided in making forwarding recommendations.

e. In the event circumstances preclude a member from obtaining prior approval, a formal written request via the member's CO is required. It should state the dates, locations, and specific circumstances involved in the deviation from orders and include the reason(s), which prevented the member from obtaining prior approval. If the request involves the expenditure of funds, a statement as to the additional cost incurred is required and copies of paid receipts should be included.

(1) If approval is determined to be in the best interest of the government, the detailer/placement officer will submit the request to NAVPERSCOM, Business Operations Program, Budget Execution – Career Management Section (PERS-324) recommending approval and requesting that an approval of action letter be issued to the member via the CO. NAVPERSCOM, Distribution Management and Procedures Branch (PERS-451H) will generate the letter, which may contain accounting data provided by the detailer/placement officer.

(2) A request **not** in the best interest of the government or of doubtful validity will be returned to the member recommending it be processed as a doubtful claim per references (a) and (b). If a petition for relief is appropriate, the member should forward a letter to the Board for Correction of Naval Records (BCNR).

3. **Processing Order Modifications or Cancellations**. Before an order modification or cancellation can be processed, the status of the member will first be determined.

a. If members have not been detached from their current permanent duty station (PDS), or have already commenced travel from the place entered on active duty under basic orders or subsequent modifications, the orders may be either

(1) **modified**, using the appropriate order format for the type of order the modification directs. An opening statement may be added to the order modification.

(2) **canceled**, all cancellations must refer to the basic orders and every modification thereto in the opening statement (e.g., "Orders and all modifications thereto are cancelled. Continue present duty."). New appointments and reporting to active duty do not require the "Continue present duty" statement.

b. If the member has been detached from permanent duty or has commenced travel under basic orders or subsequent modifications, the orders can only be modified.

MILPERSMAN 1320-312

ORDER CLARIFICATION AND CLAIMS

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume I, Uniformed Service Members (b) OPNAVINST 4650.15

1. **Policy**

a. Questions regarding permanent change of station (PCS)/temporary additional duty (TEMADD) orders should be directed to Navy Personnel Command (NAVPERSCOM),

(1) Distribution Management and Procedures Branch (PERS-451H) **for clarifying/interpreting orders as related to member entitlements and TAD**, or

(2) Entitlements Branch (PERS-324) **for transportation entitlements/assistance**.

b. NAVPERSCOM (PERS-451H) processes controversial travel and per diem claims resulting from executed member orders (PCS and TEMADD), which, by their nature, are questionable as to legality of payment.

2. **Procedures**

a. Normally, claims are submitted by a disbursing officer to Defense Finance and Accounting Service (DFAS), General Accounting Office (GAO) (Comptroller of the United States) for settlement. When required, DFAS GAO forwards them to NAVPERSCOM (PERS-451H) for staffing controversial travel and per diem claims.

b. NAVPERSCOM (PERS-451H) must ascertain the correctness of the orders as written; obtain clarification as to intent, purpose, reason for travel, delay, etc.; and forward claims to NAVPERSCOM, Assistant Commander Navy Personnel Command (ACNPC) for Career Management Department (PERS-4) by letter or endorsement with the recommendations, comments, or other appropriate actions for which the claims and orders are referred.

(1) Claims are logged in by NAVPERSCOM (PERS-451) as received, identified as to type of action required, and given to claims examiners. Information required to adjudicate the claim is solicited from various individuals, offices, commands, or activities. Then the claim with accompanying documents and NAVPERSCOM (PERS-451H) comments or recommendation is forwarded to NAVPERSCOM (PERS-4), or returned to the appropriate DFAS GAO official for determination of entitlement or settlement, as applicable.

(2) Since a claim may be submitted any time within a 6-year period, examiners must be conversant with the laws and regulations promulgated in references (a) and (b), Comptroller General Decisions, etc., and process claims chronologically.

(3) Processing of a claim may take from 1 day to several months before settlement is reached.

MILPERSMAN 1320-314

TEMPORARY ADDITIONAL DUTY (TEMADD) TRAVEL ORDERS

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

References	NAVSO P-6034, Joint Federal Travel Regulations OPNAVINST 4650.15 SECNAVINST 4651.8L SECNAVINST 5720.44A BUPERSINST 1050.11G SECNAVINST 5510.30A NAVSO P-1000-2, Navy Comptroller Manual, Volume 2, Accounting Classifications DODI 4500.54-G (quarterly) (DOD Foreign Clearance Guide) NAVMEDCOMINST 5360.1 P.L. 86-635

1. **Policy.** TEMADD orders assign a member to temporary duty (TEMDU), in addition to present duties, and direct the member, upon completion of this TEMADD, to "return to the present permanent duty station (PDS)" and resume regular duty, TEMDU, or TEMADD. **TEMADD is defined as travel (one journey) away from the PDS to one or more places and return as normally directed in the TEMADD orders.**

a. Except when specifically directed by Commander, Navy Personnel Command (COMNAVPERSCOM), TEMADD orders automatically expire when members return to the duty station from which they proceeded on TEMADD, or they return for personal reasons in a liberty or leave status.

b. If a return is necessary for transportation changes (i.e., train, plane) en route to the next TEMADD station and no unnecessary delay is taken, the orders remain in effect. TEMADD members remain attached to the station from which they initially proceeded on TEMADD, and are subject to the command of each commanding officer (CO) to whom they may report on TEMADD.

2. **Issuance of TEMADD Orders**

a. **Delegation of Authority**. All commanders, COs, and officers in charge (OIC), as well as their seniors in the chain of command, are authorized to issue TEMADD travel orders to members under their immediate military command, provided they are in receipt of appropriated funds to support the travel costs of such orders, or have been specifically authorized in each case to charge the cost of travel to an appropriation which is administered by the activity issuing the authorization. The COs of these commands may sign their own orders.

(1) This delegated authority is subject to such additional instructions and limitations as each command's administrative commander may prescribe.

(2) As an administrative support function for those commands not having order-writing authority, area coordinators are authorized to issue TEMADD orders to officers and midshipmen attached to commands physically located within their assigned areas.

(3) **Authority to authorize "revisit PDS" (return to duty station prior to completion of TEMADD) in TEMADD orders is not delegated below Navy Personnel Command (NAVPERSCOM), Officer/Enlisted PCS/TEMDUINS/TAD Fiscal Management Branch (PERS-454).**

b. **Complying with and Signing Orders**. It is imperative that great care be taken in processing and issuing TEMADD orders, and that orders are carried out exactly as written. If a member cannot carry out travel orders as written, either last minute verbal authority to deviate from the orders, or a written modification to the orders when time permits, must be obtained from competent authority before the travel begins.

c. **Verbal and Telephonic TEMADD Orders**. Verbal orders given in advance of travel, or orders written in the field which quote or reference orders received by telephone from competent authority, must be subsequently confirmed in writing within 7 working days by the order issuing authority. Reimbursement for travel expenses under such orders may not be made until such confirmation is obtained.

(1) The confirmation orders, which are issued subsequent to the commencement of travel, will state the urgency of travel and the reasons for not issuing written orders. For example, the last paragraph of confirming orders would read:

"Subject travel was necessary at this time and the length of time consumed in going through administrative channels prevented written orders from being issued prior to your departure."

(2) In addition, confirmation orders will state:

"Confirming telephoned (or verbal) instructions of (date) to (geographical location)."

3. **Time Limitation for TEMADD Orders**

a. TEMADD assignments at any one place will be limited to periods not in excess of 180 consecutive days per NAVSO P-6034-1, para. U2145. This limitation does not prevent bona fide extensions due to definite changes of plans or unforeseen expansions and delays encountered in the TEMADD performance.

b. All cases/requests of an emergency or unusual nature, or where exigencies of the service appear to require the assignment of members to TEMADD at one location for periods in excess of 180 consecutive days instead of issuing PCS orders, will be forwarded for approval to NAVPERSCOM (PERS-454C) with full justification and other pertinent information including the following:

(1) Purpose of TEMADD.

(2) Principal location where it will be performed and approximate dates.

(3) Overall number of members.

(4) Command(s) to which members are assigned including homeport/PDS.

(5) Whether there will be details at locations other than that of main body and if so, those locations will be identified.

(6) Justification (emergency/unusual nature). Determination should be made before the order is issued.

4. **Repeat Travel Orders**. Repeat travel orders are issued only by NAVPERSCOM to direct a member to perform, in addition to regular duties, such travel from time to time as may be necessary from the duty station to (and from) point designated in the orders.

a. **Requests**. Requests for repeat travel orders will be forwarded to the cognizant bureau, office, or activity exercising command or primary support control for preparation of a member's TEMADD request for submission to NAVPERSCOM (PERS-454C).

(1) Supplementary travel directives, based on repeat travel orders, will be prepared for each round trip, per OPNAVINST 4650.15, by the authority designated in the orders to direct travel or by the appropriate administrative officer.

(2) Commands that have TEMADD order-writing authority will not request repeat travel orders for members attached to their commands.

(3) Members attached to a non-order-writing activity who are required by the nature of regularly assigned duties to travel frequently away from their PDS (e.g., couriers, special court-martial military judges, etc.) may be issued repeat travel orders upon request to NAVPERSCOM.

(4) The directive provided by NAVPERSCOM will be used for the member's entire tour and will be canceled at the time of the member's detachment.

(5) Requests will contain justification as to the necessity for this type of travel order, including the estimated cost and number of trips per quarter. The requests must include estimated quarterly costs for transportation, per diem, and miscellaneous.

b. **Occasional Travel**. Repeat travel orders will not be used for occasional travel (one trip per month) such as TEMADD undergoing courses of instruction; attendance at scientific, technical, or professional meetings; conferences of any type; or travel to or through the North Atlantic Treaty Organization (NATO) countries in connection with NATO matters.

5. **Blanket Travel Orders.** Blanket travel orders are issued only by NAVPERSCOM and are used in exceptional cases for the travel of military members, when the nature of the travel to be performed prevents issuance of repeat or individual TEMADD orders.

a. **Restrictions**. Restrictions are placed on issuance of such orders, due to the additional care and control that must be provided to avoid over-expenditure of funds.

(1) These orders, which are issued only to members who frequently and regularly travel on short notice away from their PDSs in performance of their regularly assigned duties, provide for travel **within prescribed geographic limits**, but without designation of specific destinations.

(2) Blanket travel orders are issued for all or part of a fiscal year, but may **not** be issued to cover travel beyond the close of the fiscal year.

b. **Supplemental Travel Directive**. Blanket travel orders, as distinguished from repeat travel orders, do **not** necessitate issuance of a supplementary travel directive.

c. **Request Procedures**. Requests for issuance of these orders will be addressed to NAVPERSCOM (PERS-454) and will be forwarded to arrive not later than 30 days prior to the effective date of the member's first trip. Requests will contain, **as a minimum**, the following information for each member concerned:

(1) Grade, name, SSN, designator, and complete location of ultimate duty station (station from which TEMADD is to be performed).

(2) Effective date of orders.

(3) Location, duration, and frequency of travel.

(4) Type of transportation to be used to and from and while at TEMADD point(s). Statement as to availability of the usual means of transportation or a statement of justification as to why the usual means of transportation will not suffice.

(5) Type of quarters and messing facilities to be used at TEMADD point(s). Members must use adequate government quarters and messing when available, or otherwise obtain a statement of non-availability. In the case of government quarters **only**, no statement of non-availability is required if the member has

previously obtained a non-availability control number from the bachelor quarters management office. In the event that utilization of government facilities would adversely affect performance of the assigned TEMADD, the requesting official must provide the order writer with justification as to why this situation exists.

(6) Standard Document Number (SDN).

(7) Customer Identification Code (CIC), if applicable.

(8) Complete line of accounting data to which travel is chargeable.

(9) Estimated quarterly cost of transportation, per diem and miscellaneous expenses.

(10) **A clear description of the travel involved including complete justification for the need to use blanket vice repeat or individual travel orders.**

(11) Military address where orders should be sent and addresses of commands to receive copies of orders.

(12) Address and code of the disbursing office of the command paying for these orders.

(13) Other information, as applicable (i.e., security clearance data if required in orders).

(14) A statement that member is not a delinquent travel cardholder.

(15) Projected number of trips anticipated.

(16) Name, rank, title of person responsible for control of blanket travel order.

(17) Point of contact. Include the grade, name, and DSN and commercial phone numbers of an individual who may be contacted if additional information is required.

6. **Group Travel Orders**. Order-writing commands should consider the feasibility of group travel orders in circumstances where **three or more members** of a command or unit are to travel together from a common point of origin to a common destination.

a. Detachments or units involved in routine or fleet deployment evolutions are considered appropriate cases wherein group travel orders may be used.

b. NAVSO P-6034-1, appendix A provides guidelines in prescribing group travel, and para. U4000 outlines the authorized allowances while traveling under group travel orders. Such orders are similar to TEMADD orders, except that members will be furnished transportation by government transportation or Government Transportation Requests (GTRs).

c. Subsistence and quarters en route are furnished as provided for in NAVSO P-6034-1, para. U4001.

7. **Permissive Travel Authorizations**

a. Commands authorized to issue TEMADD orders may write an "authorization" permitting members under their command to perform travel at no expense to the government if TEMADD is not in the public interest to a degree that will justify expenditure of government funds. MILPERSMAN 1320-080 refers.

b. Shortage of TEMADD or training funds is not a justifiable reason for granting permissive TEMADD. Permissive travel authorizations will not be issued in connection with official Navy business or training. Such travel will be covered by a **directive type order** providing for all of the appropriate travel expenses authorized by NAVSO P-6034-1.

(1) Permissive authorizations must always include the following clause:

"This permissive travel authorization is issued with the understanding that you will not be entitled to reimbursement for travel, transportation, per diem, or miscellaneous expenses in connection with its execution. If you do not desire to bear these expenses personally, you may choose not to execute this permissive travel authorization and it will be cancelled."

(2) Government transportation will be authorized only for the purposes specified in MILPERSMAN 1320-080.

(3) The authorization will state if delay to count as leave is authorized in conjunction with permissive authorizations.

(4) Permissive authorizations for member's travel in excess of 30 days will be requested from NAVPERSCOM (PERS-454).

(5) Permissive authorizations may be used for the purposes specified in MILPERSMAN 1050-270 for administrative absences.

(6) Permissive authorizations for the purpose of residence hunting trips in connection with PCS orders may be authorized for up to 5 working days prior to execution of the move.

(a) The TEMADD period may be extended up to a total of 10 calendar days when combined with weekends, holidays, and liberty.

(b) Permissive travel orders may not be combined with funded TEMADD travel.

8. **Attendance at Conventions and Meetings**. When travel expense to the government is incurred by attendance of a member at meetings of a scientific, technical, or professional nature sponsored or convened by non-federal organizations, requests will be processed as outlined in SECNAVINST 4651.8L.

a. There is no authority under which OPNAV 5050/11 (6-83), Request and Approval for Attendance at Meetings may be used to limit entitlements under directive type orders for lesser amounts than those stipulated in NAVSO P-6034-1.

b. Accordingly, when the maximum amount approved on the basic OPNAV 5050/11 is less than the total expense actually incurred by the member, and such additional expense would otherwise be reimbursable under the provisions of NAVSO P-6034-1, a supplemental OPNAV 5050/11 that cross references the initially approved form request will be approved to cover the additional expense.

c. Subsequent to this approval, the order-writing activity will endorse the basic orders, to include the additional expenditure.

d. One of the following statements in the text of the orders or endorsement, as applicable, will be included:

(1) "Funds not to exceed ($) for expenses of attendance at meeting were approved (date) on (form) by (authority), as designee of Secretary of the Navy (SECNAV) for this purpose by authority of current SECNAVINST 4651.8L."

(2) "Additional funds not to exceed ($) for expenses of attendance at meeting were approved (date) on (form) by (authority), as designee of SECNAV for this purpose by authority of current SECNAVINST 4651.8L."

(3) "Registration fee of ($) authorized in connection with this meeting." (If applicable).

9. **Travel in Connection with Public Events.** TEMADD orders in connection with participation in public events will be issued per SECNAVINST 5720.44A.

10. **Delay to Count as Leave in Connection with TEMADD.** Occasionally, Congress has criticized government agencies for authorizing leave in connection with TEMADD, where it could be construed that TEMADD was arranged to provide transportation for leave at government expense.

a. Under circumstances not subject to this type of criticism, NAVPERSCOM has in the past authorized delay to count as leave in connection with TEMADD.

b. Normally, travel by privately owned conveyance (POC) should not be authorized in TEMADD orders, which authorize leave.

c. Exceptions may be appropriate when POC will be less costly than other modes of transportation, including anticipated per diem while in transit, taxi fares, etc.

d. Subject to the foregoing, order-writing commands are authorized to grant leave equal to earned leave plus advance leave (not to exceed 30 days) in conjunction with TEMADD orders (regardless of duration of TEMADD), provided there is no additional expense to the government.

e. Cognizant commanders and COs should screen each request to ensure that TEMADD orders are not being requested as a means to defray transportation expenses to and from place of leave. The delay to count as leave will be incorporated in the orders.

f. When granting leave in conjunction with TEMADD orders, include a directive in the orders stating the following:

"If you avail yourself of this leave, indicate on original orders date and hour TEMADD commenced and was completed."

g. The paragraph below will also be included in orders, which grant leave outside the 48 contiguous states and the District of Columbia:

"If you avail yourself of this leave, obtain endorsement from each TEMADD point as to transportation which would have been available in reporting to next TEMADD point, or in returning to duty station via shortest usually traveled route, giving date and hour of departure and arrival. You are authorized to visit (specify countries) in a leave status."

h. The provisions of BUPERSINST 1050.11G will be adhered to concerning foreign leave travel of Navy members.

11. **Directive to Report**. For travel within the United States (less Alaska and Hawaii) it is not mandatory, except when the TEMADD is under instruction, that such orders contain a directive for the member to report; however, it is considered good practice to require reporting, where practicable, especially for extended periods of TEMADD.

a. If a senior commander is not available for reporting purposes, the member should report by message, in person, or by other means to the appropriate naval attaché, giving address and itinerary while in the area. In each of the above instances, the naval attaché in the area should receive a copy of the member's orders.

b. If a member is not ordered to report, no reporting endorsement is necessary except to claim other than the minimum per diem. Whether or not the member is directed to report, it is the member's responsibility to obtain the required certificates or endorsements as to the availability of government facilities.

12. **Early Reporting**

a. The cognizant commander or CO authorizing TEMADD and leave should determine the member's leave desires and ensure the orders are written to prevent early reporting at the TEMADD station.

b. Members will be directed to commence travel in order to report no earlier than the day preceding the class convening date, except for the following:

(1) Such earlier reporting is necessary due to variations in transportation schedules.

(2) The duty may be performed at any time, as differentiated from a fixed period, as is generally the case for TEMADD under instruction.

(3) When the appropriate commander determines that early reporting is in the best interest of the government or has been caused by conditions beyond the member's control, the following explanation will be included in the orders or attached as an endorsement.

"Detachment or reporting on (date) is considered in the best interest of the government because (reason)."

13. **Security Clearance**. All commands issuing TEMADD orders will ensure that members for whom orders are written are not restricted by the provisions of SECNAVINST 5510.30A.

a. When access to classified information is required, the orders will contain a statement as to the member's security clearance and the basis for such clearance.

b. The command issuing orders or requesting orders from an administrative commander will certify the level of clearance granted and the basis for such clearance.

c. The TEMADD orders will contain the following statement:

"It is certified that you hold a (final or interim) (Top Secret, Secret, or Confidential) clearance (CRYPTO access), based on

(1) Special Background Investigation, Background Investigation, or National Agency Check completed (date) by (investigative agency).

(2) National Agency Check, completed (date) by (investigative agency) plus (number of years, as required) continuous honorable active duty.

(3) NAVINSERV/NAVPERSCOM Name Check completed (date), as reported by (source).

(4) Record Check, conducted per SECNAVINST 5510.30A by (command conducting check)."

d. In addition, a message will be sent to the receiving command verifying the above information.

14. **Transportation Cost Considerations**. All TEMADD travel should be accomplished in a manner, which is advantageous to the government.

a. Transportation will satisfy the mission requirement at the lowest cost.

b. Consideration must be given to the actual cost of transportation, per diem allowances, and lost productivity time.

c. Surface ground transportation will be considered when short travel distances are involved and groups are being moved.

d. Commands issuing TEMADD orders will direct their personnel to contact the Navy Passenger Transportation Office (NAVPTO) at the supporting Personnel Support Detachment (PERSUPP DET) as soon as travel dates and destinations can be determined, even if orders are not yet completed, so that the most responsive and economical transportation can be arranged.

e. Order approving authorities will **not** direct a more costly means of transportation nor direct the use of Category Z air transportation when **overseas travel** is involved.

f. When members of a command or unit are to travel together from a common point of origin to a common destination, **group travel orders** should be considered.

15. **Mode of Transportation**

a. **Travel inside Continental U.S. (CONUS) (Less Alaska and Hawaii).** A specific mode of transportation need not be included in the orders unless it is in the best interest of the government to do so.

(1) In order to take full advantage of discounted fares offered by scheduled commercial airlines for GTR-procured transportation, orders should direct the use of a GTR.

(2) Since scheduled government air transportation is not available within CONUS, its use will not normally be directed in the orders; however, transportation authorities are authorized to make appropriate use of operational support airlift.

(3) Commercial transportation will not be scheduled as a back-up for government transportation.

b. **Travel outside Continental U.S. (OCONUS) (Including Alaska And Hawaii).** Order-writing commands will direct the use of government air for all international/transoceanic travel.

(1) When travel via government air has been directed in the orders and the NAVPTO determines that such transportation is not available, a certification to that effect will be made on the orders before a GTR or airline ticket is issued.

(2) The certification will be made by the transportation officer (TO)/transportation agent (TA) at the location of the PDS or the TO/TA servicing the various TEMADD/TEMDU points.

c. **Travel by Privately Owned Conveyance (POC) inside and outside the U.S.**

(1) **Must be Advantageous to the Government**. TEMADD travel by POC should be authorized/approved if it is advantageous to the government when compared to travel by government conveyance or commercial carrier. If solely for the member's convenience, POC shall not be directed. As a minimum, the following cost information should be compared:

(a) **For POC**:

1. Cost for travel mileage using distances contained in the Defense Table of Official Distances which can be found at the following web site: http://dtod-mtmc.belvoir.army.mil

2. Estimated cost for per diem while traveling to and from TEMADD site.

3. Cost for lost time while traveling to and from TEMADD site utilizing daily Composite Standard Military Rates contained in NAVSO P-1000-2, volume 2.

4. Estimated cost for travel in and around the TEMADD site, if appropriate, utilizing NAVSO P-6034-1, volume 1, chapter 3, part F.

5. Any other expenses peculiar to POC travel.

(b) **For Government or Commercial Air**:

1. Cost for round trip ticket (incorporating group rates or reduced fares, if available).

2. Estimated cost for per diem (normally 1 day each way).

3. Cost for lost time (normally 1 day each way).

4. Estimated cost for rental vehicle, if appropriate, bearing in mind available government or public transportation when known (e.g., Department of Defense (DOD) buses in Washington, DC).

5. Any other expenses peculiar to air transportation.

(2) **When POC Travel is Authorized**. Authorization or approval of TEMADD travel by POC as more advantageous to the government may be granted by order issuing commands when the one-way travel time to, from, or between TEMADD sites will not exceed 1 calendar day. Per diem allowances are payable for the actual time necessary to perform the directed travel. When authorizations or approvals for POC travel are granted, orders will contain the following paragraph:

"You are hereby authorized to travel via privately owned conveyance with reimbursement at the rate prescribed in NAVSO P-6034-1, para. U3305 for the official distance traveled, such mode of travel being considered as more advantageous to the government."

(3) **When no Travel Mode Specified**. When orders do not specify a mode of transportation, travel via POC is authorized as outlined in NAVSO P-6034-1, paras. U3305 and U4330.

d. **Taxicabs and Rental Cars**. General policy concerning rental cars is contained in OPNAVINST 4650.15. NAVSO P-6034-1, volume 1, paras. U3415, U3410, and chapter 3, part F stipulate when a taxicab or a rental car may be authorized or approved for official business and when that mode of transportation is determined to be advantageous to the government.

(1) Car rental or taxicab use should be authorized only in situations when a hardship will be incurred by the traveler without authorization for transportation and the need is fully documented and justified.

(2) The local PERSUPP DET should evaluate the relative advantage of rental car use by a group and document the validity of a request for rental car authorization.

(3) The following types of circumstances may justify use of rental cars/taxicabs:

(a) Government/commercial transportation is not available or not suitable at the TEMDU location.

(b) Messing facilities are not available or not suitable at the TEMDU location.

(c) The member should be occupying the nearest available motel/hotel to the TEMDU location.

(d) The cost of a taxicab should be compared with cost of a rental car. Any other pertinent circumstances that would make the use of rental car or taxicab more advantageous to the government and not just a convenience to the member. Determine whether the member could take a taxi to place of business in the morning and return by taxi in the evening to place of lodging, and authorize the least expensive mode.

(e) Generally, the use of rental cars or taxicabs is not authorized in and around Washington, DC because public transportation is considered adequate.

(f) For vehicle classes other than economy car, see OPNAVINST 4650.15.

(4) To enable disbursing personnel to make payments per NAVSO P-6034-1, the orders should state where (CONUS geographic location) the rental car or taxicab is authorized to be used, and cite one of the following paragraphs:

(a) **For a rental car**:

"Under circumstances not permitting travel by the usual means (in/around, to/from), TEMADD area, as applicable, authorized lowest cost Military Traffic Management Command (MTMC) contract rental car (CCAR, ICAR, FCAR (one passenger)) available for official use only per OPNAVINST 4650.15.”

(b) **For a Taxicab**:

"You are authorized the use of taxicabs for official business in and around (city), per NAVSO P-6034-1, paras. U3410 and U3510."

16. **Transportation of Classified Material or Documents (Enclosed Accommodations)**. A compartment, drawing room, bedroom, or other suitable accommodations may be furnished for transportation of secret documents by an official messenger when NAVPERSCOM authorizes such accommodations for security purposes or valuable naval property is transported as hand baggage. Requests for such accommodations should be submitted to NAVPERSCOM, Entitlements Branch (PERS-332).

17. **Baggage**. If, in the opinion of the order approving authority, the mission warrants the authorization of excess baggage, an excess baggage allowance may be authorized.

a. The amount authorized should be that which is absolutely necessary in connection with performance of official duties.

b. The free baggage allowance aboard AMC airlift and commercial international air service is normally **two checked pieces and one carry-on piece**; however, depending on the commercial air carrier, the number of carry-on pieces may vary. It is best to check with the specific carrier involved regarding free baggage provisions.

c. There are dimensional restrictions. Generally, foreign flag carriers within overseas areas are on the weight system and the free allowance can vary, but in most cases is **44 pounds or 20 kilograms**.

d. If the traveler will be connecting between U.S. and foreign flag carriers, excess baggage may have to be granted for the foreign flag segment to ensure the same free baggage allowance from origin to destination.

18. **TEMADD Order Transportation - Subsequent Approvals**. Order issuing authorities are authorized to subsequently approve the items below upon completion of travel under TEMADD orders. Subsequent approval will contain a statement of facts and circumstances as to the reason for granting approval of these items, and carry the same signature as the TEMADD orders.

a. Special conveyance other than fly-it-yourself rental aircraft.

b. POC as advantageous to the government.

c. Taxicab between place of lodging and place of business.

d. Excess baggage, up to the limit of one piece or 50 pounds.

19. **Uniform for TEMADD Travel**. The appropriate uniform will be worn by members under TEMADD orders when traveling on government owned or controlled aircraft, except when civilian attire is required by DODI 4500.54-G (DOD Foreign Clearance Guide) due to military specialty or local extenuating circumstances for political or personal safety reasons. This guide is available on the following web site: www.fcg.pentagon.mil

a. Civilian clothing may be worn when traveling by other modes of transportation, unless a uniform is required by the order issuing authority or is a prerequisite for entering a foreign country without official passport. In the latter case, security and diplomatic requirements take precedence.

b. Civilian clothing will be in good taste and not conflict with accepted attire in the overseas country.

20. **Travel Status**. Travel status is necessary to effect entitlement to per diem.

a. No per diem is payable for any day prior to the day during which travel status commences or for any day subsequent to the day during which a travel status terminates.

b. Per NAVSO P-6034-1, para. U4102 no per diem allowance is authorized for TEMADD performed away from members' permanent station at a place to which they commute daily from quarters to duty at their PDS.

c. When members perform TEMADD at the place of their family domicile, which is other than the place from which they commute to work each day at the PDS, per diem is authorized and lodging is **not** authorized when they stay with friends or relatives at the TEMADD site even if they make a payment to the friends or relatives.

d. When the TEMADD point is within the limits of members' PDS, transportation entitlements come under the purview of NAVSO P-6034-1, volume 1, chapter 3, part F.

21. **Actual Expense Allowances**

a. Actual expense reimbursement in excess of the rates in NAVSO P-6034-1, appendix B and D (CONUS and OCONUS), is intended for unusual duty assignment where it is anticipated that members will incur necessary expenses in amounts which will not be covered by the normal per diem allowances.

b. Requests for actual expense allowance for Navy military members only should be submitted per NAVSO P-6034-1, para. U4215, in the format specified, to the first flag officer in the chain of command for appropriate action. Actual expense allowance is authorized only when the necessary expenses normally exceed the maximum per diem rate by $5.00 or more per day.

22. **Per Diem and the use of Government Quarters and Mess.** NAVSO P-6034-1 provides that all TEMADD and related travel is on a per diem or actual expense reimbursement basis, unless otherwise specifically authorized by the secretary of the service concerned.

a. **Reduction of Per Diem Rates**

(1) Authority to reduce prescribed per diem rates is not granted except under unusual circumstances when the circumstances of the travel or duty to be performed so warrant and are peculiar to DON.

(2) SECNAV has delegated to Chief of Naval Operations (Manpower and Personnel (N1)) the authority to authorize rates of per diem in lesser amounts than those prescribed by NAVSO P-6034-1.

b. **Use of Government Quarters and Messes**

(1) It is policy of the uniformed services that available adequate government quarters (including Navy lodges) and messes be used by members in a TEMADD status, to the maximum extent practicable.

(2) Reservations are to be made in the following order of precedence: Navy bachelor quarters, Navy lodge, then commercial lodging.

(3) A member on official travel will use adequate available government quarters or receive no reimbursement for a lodging expense.

c. **When Government Quarters are not Available**. Government quarters are not available under the following circumstances:

(1) The TDY, TEMADD, or delay is to other than a U.S. installation.

(2) The authorizing official has determined the use of government quarters would adversely affect mission performance (this does not apply to members attending service schools at an installation). Officers in grades O-7 through O-10 make this determination for their own travel.

(3) The travel is in connection with a PCS and per diem is payable under NAVSO P-6034-1, para. U5105.

(4) The travel is in connection with a PCS to, from, or between stations OCONUS. The member is accompanied by family member(s) authorized to travel concurrently, and the family unit cannot be lodged together in government quarters.

(5) The travel is in connection with a PCS to a ship or an afloat staff homeported OCONUS. The member, accompanied by family member(s) authorized to travel concurrently, is put on TDY at the homeport awaiting arrival of the vessel or onward transportation, and government quarters are not available for the family unit.

(6) All periods of travel en route.

(7) Any TDY or TEMADD or delay of less than 24 hours.

(8) The member is TEMDU or TEMADD at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status.

NOTE: The travel order or voucher must document when one of the above circumstances applies. In all other situations, the availability of government quarters will be checked and documented. The command responsible for the quarters will offer only adequate quarters through the reservation system. If quarters are not available, the travel order or voucher must document the non-availability (by confirmation number, if provided by the service in its registration process; otherwise, the member will note the date the attempt to acquire reservations was made and the phone number and point of contact at the billeting office contacted). The authorizing official then will authorize or approve commercial lodging. Documentation of non-availability on the order or voucher is required to support reimbursement of a commercial lodging expense.

d. **Government Mess**. Government mess will be used to maximum extent practicable. It is not practicable to direct the use of government mess in the following circumstances:

(1) Government lodging on the installation is not available.

(2) On travel days to and from the PDS; or when the authorizing official determines it is impracticable to use the mess due to

(a) the use of the mess adversely affecting mission performance,

(b) excessive distance between the mess and place of duty and/or the mess and place of lodging,

(c) non-availability of transportation between the mess and place of duty and/or the mess and place of lodging, or

(d) incompatibility of duty hours and mess operating hours. Travel orders shall note if mess use is directed. If mess use is directed but mess non-availability is known before the trip, the order should note that non-availability. If mess use is directed, but during the trip it is not available, the member will be reimbursed the full Meals and Incidental Expenses (M&IE) rate for meals not available (if the authorizing official approves the member's certification of non-availability).

23. **Certification of Itineraries for Travel of Naval Aircraft Ferrying Squadron Personnel**. To facilitate payment for travel of personnel ferrying aircraft the CO at the PDS will verify the claim submitted by the traveler at the final activity of the itinerary of an assignment.

a. This pertains to cases where the parent command daily tracks the pilot and crew members, issuing verbal orders with flexible itineraries and without specific destinations. The itinerary will include the following:

(1) Time of departure.

(2) Time of arrival and departure from each activity visited, including dates of acceptance and delivery of aircraft and reasons for any delays.

(3) Availability of government quarters and messing facilities at each activity visited.

(4) Time of return to PDS.

b. Per OPNAVINST 4650.15, the following certification will be placed on the reverse of each DD 1351-2 (Rev. 7-02), Travel Voucher or Subvoucher:

"I certify that the permanent duty station of the claimant was as stated during the period covered by this claim, that the TEMDU for which per diem is claimed was in the performance of duty or training in (name of squadron or unit), and that the duty or training at the points stated in the schedule for the period claimed was directed. The amount and schedule have been examined and are certified correct." "Commanding officer or designated representative"

c. The certified itinerary will be considered sufficient for payment of claims.

24. **Aviation Personnel Forced Down under Emergencies**

a. Aviation personnel, who are forced down in an emergency and required to incur personal expenses while performing official duties, are entitled to reimbursement of expenses allowed in NAVSO P-6034-1, chapters 3 and 4.

b. Aviation commands are authorized to issue written orders confirming verbal instructions for reimbursement purposes. This is not applicable to proficiency flights.

25. **Officer and Midshipman Escorts for Deceased or Ill Navy Personnel.** Travel expenses for a member who serves as an escort for the remains of a deceased member of the Navy are chargeable to funds under the cognizance of Chief, Bureau of Medicine and Surgery (BUMED).

a. Additional information and instructions regarding escorts for deceased members are contained in NAVMEDCOMINST 5360.1.

b. Authority for attendants for member patients is contained in NAVSO P-6034-1, chapter 7.

26. **Training/Rehabilitation Ashore (TRAHAB) Orders.** "TRAHAB" is defined as training and/or rehabilitation ashore within the meaning and intent of P.L. 86-635. Use of the abbreviation, which is restricted exclusively to temporary assignments of members regularly assigned to nuclear powered crew submarines,

undergoing training and/or rehabilitation away from the submarine or its homeport, will be written "for TEMADD TRAHAB."

27. **Travel Order Form**

a. **Form to Use**

(1) Order-writing activities will utilize NAVPERS 1320/16 (Rev. 11-87), Temporary Additional Duty (TEMADD) Travel Orders for routine TEMADD travel orders prepared for naval members and midshipmen.

(2) Navy order-writing activities will **refrain** from using DD 1610 (Rev. 1-01), Request and Authorization for TDY of DOD Personnel when issuing **directive type** TEMADD orders as listed below to naval members and midshipmen.

(a) Multiple address group travel orders.

(b) Permissive (no-cost) travel authorizations.

(c) Travel orders for aircraft ferry service personnel.

(d) Travel authorization for emergency leave.

(e) Travel orders issued by NAVPERSCOM.

(f) Travel orders for U.S. Naval Academy midshipmen in connection with summer training programs.

b. **Funding**

(1) To the maximum extent possible, military TEMADD travel costs will be borne by those activities whose business or functions are directly concerned.

(2) As a general rule, funds chargeable for TEMADD travel expenses are paid by the appropriate sponsor. Since this article does not designate chargeable appropriations and there may be situations not covered, requests for determination of the appropriation chargeable in specific cases should be forwarded to Comptroller of the Navy (ASN(FM&C)) via the chain of command.

(a) If a member is ordered TEMADD from a TEMDU or TEMADD station, the member will be directed, upon completion, to return and resume TEMDU or TEMADD, as applicable. Normally, the activity benefiting from the TEMADD travel will assume all costs involved when such orders are issued.

(b) Payment of duplicate per diem will be avoided by cross-referencing the orders. The date and serial, standard document, or tango number of the basic orders will be referenced in the new order. The basic orders will be endorsed to show the date and standard document and tango numbers of the new TEMADD order.

c. **Accounting Data**

(1) In all cases involving expenditure of appropriated funds for TEMADD travel, the fiscal data will be included in the same sequence as set forth in NAVPERS 1320/16.

(2) The 15-character standard document number will be cited in TEMADD orders, as directed by NAVSO P-1000-2, volume 2.

(3) The complete accounting classification code, consisting of nine coding elements and the standard document number, is shown below. Accounting data chargeable for cost of travel will be included in the TEMADD orders, as follows, regardless of preprinted information on the form:

(a) Appropriation.

(b) Subhead.

(c) Object class.

(d) Bureau control number.

(e) Sub-allotment.

(f) Authorization accounting activity (unit identification code (UIC) of activity accounting for the bureau control number of sub-allotment chargeable).

(g) Transaction type (see NAVSO P-1000-2, volume 2, chapter 8).

(h) Property accounting activity.

(i) Cost code (for local use, job order, cost account code, etc.). For fleet TEMADD orders, the cost code will consist of the estimated date of return (in Julian date format), followed by the service designator code and UIC of the operating force unit receiving the benefit of the travel, and the fund code).

(4) When an element is not required, such as the object class, the element will be shown as zeros as necessary for the standard length of the element. When one of the following elements consists of less than the standard number of characters, the element will be preceded with zeroes to make up the standard number.

ELEMENT	STANDARD NO. OF CHARACTERS
(3) OBJECT CLASS	3
(4) BUREAU CONTROL NUMBER	5
(5) SUB-ALLOTMENT	1
(6) AUTHORIZATION ACCOUNTING ACTIVITY	6
(7) TRANSACTION TYPE	2
(8) PROPERTY ACCOUNTING ACTIVITY	6
(9) COST CODE	12

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
173804.	2270	000	12345	0	000189	2D	600012	00000D1E1E40

d. **Estimated Cost**. Per OPNAVINST 4650.15, orders must indicate separately the estimated cost for transportation, per diem and miscellaneous expenses. For example:

EST COST TRANS $ 00.00, PER DIEM $ 00.00, MISC $ 00.00

e. **Customer Identification Code (CIC).** NAVSO P-1000-2, volume 2, chapter 8 promulgates policy for including a 15-character CIC in all TEMADD orders involving travel on Military Airlift Command (MAC) aircraft for travel to and from OCONUS, or authorizing use of rental vehicles.

(1) The code identified by the prefix "CIC" will be inserted in the appropriate block on NAVPERS 1320/16 and as near as possible to the accounting data in all other TEMADD orders.

(2) Operating force units will use the service designator code "R" for Pacific fleet units, "V" for Atlantic Fleet units, and all others will use "N" as the eighth character of the CIC.

28. **Standard Travel Advance Policy for Frequent and Non-Frequent Travelers.** DOD, through General Service Administration (GSA), has a contractual arrangement with a major credit card company

for use of their charge card while on official government TEMADD travel.

a. **Charge Card for ATM Cash Advances**

(1) The use of the government charge card for travel advances is applicable to members E-7 and above, GS-9 and above, and wage grade equivalents who are considered **frequent travelers**. **Frequent travelers are those who are expected to travel at least two times a year over a 12-month period**. Members below these grade levels who are expected to travel at least two times a year may apply with their CO's or director’s approval.

(2) Charge cards other than the authorized government credit card are **not** applicable to travel advance procedures.

(3) A 2.75 percent transaction fee will be charged on all ATM cash advances, which is reimbursable to the traveler. Travelers will be reimbursed for the service charge for cash withdrawal from ATMs at a limit of 2.75 percent of the amount authorized, rounded up to accommodate ATM practices of issuing amounts only in certain denominations. The ATM service fee will be disallowed in cases where withdrawals are in excess of the authorized amount of the advance. A surcharge of $1.00 or less by some banks is also reimbursable.

(4) Receipts are not required to support charges, which do not exceed $25.00; however, members are encouraged to retain all ATM receipts until travel claims have been settled.

(5) If travel orders are canceled before departing for TEMADD, but after drawing an ATM advance, the 2.75 percent fee is reimbursable.

(6) A reimbursement claim, supported by the original orders, will be submitted on SF 1164 (Rev. 11-77), Reimbursement of Expenditures on Official Business.

b. **Cash or Check Advances.** Disbursing officers will issue cash or check advances for members authorized by order-issuing activities as **non-frequent travelers**. (Travel advances for **frequent travelers** will be obtained from ATMs.)

(1) Members who are eligible, but elect not to apply for the charge card, or have a suspended or revoked card, will be considered **frequent travelers** and will be limited to advance levels authorized for cardholders.

(2) Exceptions may be made if the travel order for a specific trip states the card cannot be used to charge specific items/ATMs are not available to the traveler. Additional exceptions may be made on a case-by-case basis for **frequent** traveling members with personal financial difficulties, when the CO verifies the situation and an authorization to receive an advance as a **non-frequent traveler** is granted. Exceptions will be reviewed annually.

c. **Travel Advance Limits**

(1) Travel advances for **frequent travelers** are limited to 100 percent of the M&IE of the per diem allowance plus miscellaneous expenses for taxis, tolls, parking, etc., whether or not they accept the charge card or have lost their charge card privileges due to delinquency. These travelers are expected to charge major travel expenses to the charge card.

(2) Travel advances for **non-frequent travelers** are 80 percent of the estimated travel cost. These allowances are also for travelers who are prevented from using the travel charge card. It is incumbent upon the order issuing activity to clearly indicate, in the orders, whether the advance is to be obtained from an ATM or a disbursing officer/PERSUPP DET. Wording similar to the following should be included in the TEMADD orders:

Frequent Travelers: "You are authorized an advance of 100 percent for miscellaneous, M&IE from the ATM."

Non-frequent travelers: "You are authorized an advance of 80 percent for the estimated per diem and miscellaneous expenses from the disbursing officer/PERSUPP DET."

d. **When to Obtain Travel Advances.** Travel advances should not be obtained more than 5 days before travel.

e. **Personal Financial Responsibility.** While the Navy does not have an obligation to collect private debts, military and civilian personnel are expected to meet their financial obligations and should be reminded periodically by the traveler's CO of this personal financial responsibility.

29. **Standard Travel Advance Order-Writing Procedures for Frequent and Non-Frequent Travelers.** The following procedures will be followed when preparing orders.

a. **Travel Frequency**. TEMADD orders will indicate "frequent traveler" or "non-frequent traveler" immediately following a member's name. In the absence of an indicator, it will be assumed the member is a frequent traveler.

b. **Advance Exceptions**. Advances to frequent travelers will be as indicated above, except when the TEMADD orders contain a certification statement that

(1) travelers, for a reason(s) beyond their control, should be considered a non-frequent traveler; or

(2) stating that, although applied for, the member’s travel card has not been received; or

(3) citing travel circumstances expected that will prevent the use of travel card to charge lodging/car rental expense.

c. **Advance Full Payment**. When a member is TEMADD that will exceed 30 days at a location **without** disbursing facilities, the orders will contain certification to that effect. This will authorize the disbursing officer to pay an advance for the duration of the TEMADD. Ordinarily, payment of advances beyond 30 days is not authorized.

d. **Advance Partial Payment**. When a member is TEMADD that will exceed 30 days at a location **with** disbursing facilities, partial payments may be paid by the disbursing activity servicing the TEMADD point. The traveler will submit a completed claim for payment at the end of each 30-day period. The disbursing officer will pay the claim in full for earned entitlement without deduction of a travel advance, if any. The sum of the partial payments and the outstanding travel advance will not exceed the traveler's entitlement under the travel orders. Settlement of the advance will be made on a final travel claim submitted to the disbursing activity at the traveler's PDS.

e. **Charge Cards are for Official Use Only**. Government charge cards are authorized to be used for official TEMDU travel expenses only. The use of such card for personal matters is not authorized and can result in a member's loss of charge card privileges.

f. **Questionable Travel Frequency**. In the event TEMADD travel orders are prepared with non-frequent traveler determination, when in fact the member actually has been traveling more than two times a year and orders contain a

statement in the remarks portion that the government charge card has been applied for but not yet received, when in fact the disbursing officer suspects that the application was never submitted for the card, the disbursing officer will compute and disburse the travel advance per established policy.

(1) Concurrently, the disbursing officer will send a memo/letter to the order-writing activity stating reasons for doubting the information stated on the travel order and request that, in future cases, a statement of facts justifying the non-frequent traveler designator or credit card application statements provided be submitted with the request for a travel advance.

(2) Non-compliance with the disbursing officer's request for justification will result in the disbursing officer returning future orders, with reference to prior memo/letter request for justification, to the member's CO.

30. **Modification of Orders.** A command will not modify orders issued by another command unless prior approval is obtained from the command which issued the original orders, or unless the original issuing command is junior in the same echelon of command.

a. When orders are modified, care will be taken to have the desired modification continue the appropriate provisions of the basic orders.

b. After the desired modification is made, a statement similar to the following will be appended:

"All other provisions of basic orders remain in effect."

c. It is emphasized that orders cannot be modified retroactively to establish/disestablish entitlements or to change monetary allowances.

d. The basic orders will be endorsed to show the date of the modification and the activity or command that issued the order modification.

e. Orders issued by NAVPERSCOM may be modified only by NAVPERSCOM.

MILPERSMAN 1320-316

GENERAL COURT-MARTIAL ORDERS

Responsible Office	NAVPERSCOM (PERS-451) (PERS-00D1)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members

1. **Background**

a. Historically, a member ordered to appear as the accused in a general court-martial (GCM) is involved for an extended period of time.

b. Temporary duty (TEMDU) orders would permit exorbitant per diem entitlements. Conversely, a member dismissed as a result of a court-martial sentence may be required to reimburse the government since the member was not ultimately assigned to a permanent duty station (PDS).

c. Circumstances may dictate varying per diem entitlements; therefore, a uniform criterion was established for ordering a member who is the accused in a GCM.

2. **Procedures**

a. The detailer will liaison with Navy Personnel Command (NAVPERSCOM), Corrections and Programs Branch (PERS-00D1) prior to issuance of any such order. The following procedures are to be used in conjunction with court-martial orders:

(1) When ashore and stationed **beyond 25 miles** of the city where the GCM is to be convened, permanent change of station (PCS) orders will be issued.

(2) When ashore and stationed **within 25 miles** of the city where the GCM is to be convened, the appropriate local command authorized to issue temporary additional duty (TEMADD) orders will issue such orders when the period of time **does not exceed 6 months**. If a period **longer than 6 months** is envisioned, NAVPERSCOM will issue PCS orders as described in the paragraph above.

b. After the court-martial, provided no punitive discharge or dismissal is involved, an attempt will be made to reassign the member for a normal tour of duty within same area in order to reduce travel expenses.

c. In unusual cases, such as when a member is ordered from a ship deployed in WESTPAC, determination of type of orders should be based on entitlements that are least expensive to the government (e.g., travel of family member(s) or per diem entitlements).

d. When ordered ashore from aboard ship, PCS orders will be issued.

e. To determine entitlements for dependent travel, transportation, and shipment of household goods (HHG) incident to a member's court-martial sentence or Other Than Honorable discharge, refer to reference (a).

MILPERSMAN 1320-318

PREPARATION OF STANDARD TRANSFER ORDER (STO) FOR SEPARATION AND HOSPITALIZATION

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	(a) NAVSO P-6034, Joint Federal Travel Regulation, (JFTR), Volume I, Uniformed Service Members

1. **Policy**. Appropriate commanding officers (COs) are the authority for issuing orders for separation when no orders are issued by Navy Personnel Command (NAVPERSCOM). Orders for separation shall not normally be issued more than 6 months prior to the effective date of separation except as noted below. As a result, reference (a), para. U5330-G is not applicable with respect to the issuance of orders for separation. This does not apply for transfer to the Fleet Reserve or retirement.

2. **Preparation of NAVPERS 1326/11 (12-79), Standard Transfer Order (STO) for Members being Separated**. Activities transferring personnel for separation shall prepare the STO per instructions contained in MILPERSMAN 1320-302, but modified as follows:

a. **BLOCK 11, Intermediate Station**

(1) Enter the name, designation, and geographical location of the separation activity to which the member is being transferred for separation.

(2) Order-writing activities outside continental United States (OCONUS) will enter, when applicable, the known intermediate station **OCONUS**. In addition, enter the following statement:

"Transfer to the appropriate activity nearest to the port of debarkation in the United States per MILPERSMAN 1910-812."

(3) Do **not** enter a naval activity in continental United States (CONUS) for separation when preparing the STO; this activity will be determined at the port of debarkation.

(4) In the case of Filipino nationals transferred to the Philippines for separation, the provisions of MILPERSMAN 1910-812 apply.

b. **BLOCK l3, Ultimate Destination**

(1) **Except in the case of**

- transfer to the Fleet Reserve,
- retirement,
- placement on Temporary Disability Retired List (TDRL),
- discharged with severance pay, or
- involuntary release to inactive duty with readjustment pay orders,

enter the words

- "**Home of Record**,"
- "**Place accepted for current enlistment**," **or**
- "**Place ordered to active duty from**" in the case of a reservist who is not enlisted for immediate Active Duty in the place to which orders to Active Duty are addressed.

(2) **In the case of members**

- transferred to the Fleet Reserve,
- retirement,
- placement on TDRL,
- discharged with severance pay, or
- involuntary release to inactive duty with readjustment pay orders,

enter the words "**Home of Selection**."

c. **BLOCK 14, Nature of Duty**. Enter the words "**For separation**."

d. **BLOCK 19, Supplemental Instructions**

(1) Except in the case of

- transfer to the Fleet Reserve,
- retirement,
- placement on TDRL,
- discharged with severance pay, or
- involuntary release to inactive duty with readjustment pay orders,

type the following entry:

"Your home of record upon entry on active duty was (enter home of record at time of entry into current period of active service as indicated in service record). You were accepted for enlistment at (or ordered to active duty from) (city and state)."

(2) Orders for separation shall not normally be issued more than 6 months prior to effective date of separation. The following exceptions apply:

(a) Orders may be issued without NAVPERSCOM approval up to 1 year prior to separation date for members being separated as a result of

- decommissioning,
- command deactivation,
- base closure, or
- homeport change

provided the member signs NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks entry acknowledging entitlement for one government funded movement of household goods and family member(s). Any further movement of household goods and family member(s) will be at the member’s cost and not at government's expense. This includes members who subsequently elect retention and permanent change of station (PCS) transfer.

(b) Orders for personnel transferring to the Fleet Reserve or retiring may be prepared upon receipt of the Fleet Reserve authorization message from NAVPERSCOM, Career Progression Division (PERS-48). This document is the equivalent of a transfer directive.

(c) In no case will members be transferred to separation activities under "NO COST" orders. Refer to MILPERSMAN 1910-812 for members who desire to be separated at a separation activity other than the separation activity nearest their duty station or port of debarkation.

3. **Separation Processing**. Activities transferring personnel for separation processing or performing separation processing shall comply with instructions contained in MILPERSMAN 1910-812.

4. **Orders for Hospitalization**. When transferring personnel for hospitalization, activities shall prepare individual STOs or NAVPERS 1320/16 (Rev. 11-87), Temporary Additional Duty (TEMADD) Travel Order, as appropriate.

a. STOs shall be prepared per MILPERSMAN 1320-302.

b. Enter in STO block 19 or the Additional Comments and Instructions block of NAVPERS 1320/16 the appropriate statement from the following list:

(1) NO DISCIPLINARY ACTION AND NO ACTION ON AN ADMINISTRATIVE DISCHARGE PENDING.

(2) NO DISCIPLINARY ACTION PENDING BUT ACTION PENDING ON (administrative type) DISCHARGE. AUTH: _____.

(3) DISCIPLINARY ACTION PENDING BUT NO ACTION ON AN ADMINISTRATIVE DISCHARGE PENDING.

(4) DISCIPLINARY ACTION PENDING AND ACTION ON (administrative type) DISCHARGE PENDING. AUTH: _____ .

MILPERSMAN 1320-320

PERMANENT CHANGE OF STATION (PCS) ORDERS TO SHIPS UNDER CONSTRUCTION AT CIVILIAN SHIPBUILDING COMPANIES OR YARDS

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1 (b) OPNAVINST 4650.17

1. **Background**. A Precommissioning Unit (PRECOM UNIT) for each ship under construction at a civilian shipbuilding company or yard has been established with its assigned location the same as the civilian shipbuilding company or yard. These units allow processing of electronic permanent change of station (PCS) orders for members assigned to, and detached from, **DUTY** in connection with conversion, fitting out, or reactivation (**CFO**) or temporary duty (**TEMDU**) **CFO** at the ship's construction site. Reporting and detaching procedures for PCS orders to ships under construction are provided in the following paragraphs.

2. **DUTY CFO (6 Months or more)**. Two sets of PCS orders will be issued by Navy Personnel Command (NAVPERSCOM) when it is determined by the detailer that the commissioning date of the vessel will be 6 months or more from the member’s estimated date of arrival (EDA) at the ship's PRECOM UNIT based on the latest **Naval Sea Systems Command (NAVSEASYSCOM) Quarterly Progress Report (NAVSEA 250-574)**. The following procedures apply:

a. A member’s first PCS orders will be to the ship's PRECOM UNIT located at the construction or conversion site.

(1) Upon arrival, the member will report to the appropriate reporting senior for "**DUTY CFO AT (shipbuilding company/yard)**."

(2) No per diem entitlements exist. PCS entitlements are to the PRECOM UNIT’s assigned permanent duty station (PDS).

(3) Previous duty station tour length must meet Time on Station (TOS) requirements or be waived prior to ordering the member to the PRECOM UNIT.

(4) Members assigned to DUTY CFO (accounting category code (ACC): 106) may be entitled to transportation costs from the ship's construction site to the ship's initial assigned homeport (if different than the construction site), or to the area where the dependent(s) (hereafter referred to as family member(s)) are residing per reference (a).

b. Message assigning the initial homeport for the vessel/determination of a "firm" commissioning date of the vessel.

(1) These orders will detach the member from "**DUTY CFO**" (ACC: 106) with the PRECOM UNIT and direct the member to report to the vessel for "**DUTY (ACC: 100) ON BOARD WHEN PLACED IN COMMISSION**."

(2) No per diem entitlements exist. PCS entitlements are to the homeport as assigned by Chief of Naval Operations (CNO).

(3) These orders to sea duty meet the Department of Defense (DoD) TOS exemption and no waiver is required.

3. **TEMDU CFO (less than 6 Months)**. A member will be issued one PCS order by NAVPERSCOM when it is determined by the detailer that commissioning date of the vessel will be less than 6 months from the member’s EDA at the ship's PRECOM UNIT based on the latest NAVSEA 250-574.

a. When orders are issued "**after**" the CNO message has been released assigning the ship's initial homeport, the member will be ordered to report to the PRECOM UNIT’s unit identification code (UIC) (intermediate activity) for "**TEMDU CFO (ACC: 352) AT (shipbuilding company/yard)**."

(1) Upon detachment from TEMDU CFO, the member will be further ordered to report to the vessel (ultimate activity) for "**DUTY (ACC: 100) ON BOARD WHEN PLACED IN COMMISSION**."

(2) Per diem cost will incur if the initial homeport of the vessel is not the same as the construction site.

(3) If the initial homeport and construction site are the same, per diem stops as soon as permanent quarters are occupied or on the date the member’s assignment is changed from TEMDU CFO,

or temporary additional duty (TEMADD), to DUTY CFO (ACC: 100) per reference (a).

(4) PCS entitlements are to the vessel's initial homeport as assigned by CNO, or a designated place if assigned to unusually arduous sea duty under references (a) and (b).

b. When orders are issued "**before**" the CNO message assigning the ship's initial homeport has been released, the member will be ordered to report to the PRECOM UNIT's UIC (intermediate activity) for "**TEMDU CFO (ACC: 352) AT (shipbuilding company/yard)**."

(1) Upon detachment from TEMDU CFO (ACC: 352), the member will be further ordered to report to the vessel (ultimate activity) for "**DUTY (ACC: 100) ON BOARD WHEN PLACED IN COMMISSION**."

(2) These orders will reflect "**NHPA**" (no homeport assigned) for the location of the homeport.

(3) Transportation of family member(s) and household goods will **not** be authorized until these orders are modified to reflect the vessel's initial homeport.

(4) **This modification cannot be issued until after the CNO message assigning the vessel's initial homeport has been released**.

(5) Per diem cost will incur if the initial homeport of the vessel is not the same as the construction site.

(6) If the initial homeport and the construction site are the same, per diem stops as soon as permanent quarters are occupied.

(7) PCS entitlements are to the vessel's initial homeport as assigned by CNO, or a designated place if assigned to unusually arduous sea duty under references (a) and (b).

c. Basic/initial orders in these cases may, or may not, include the following statement:

P62031 "DETACHING COMMAND: ADVISE MEMBER THAT "NHPA" FOR HOMEPORT OF (vessel's name and hull number) IS NOT OFFICIAL. ENSURE MEMBER IS ADVISED NOT TO MOVE FAMILY MEMBER(S) NOR SHIP HOUSEHOLD GOODS PRIOR TO ANNOUNCEMENT OF VESSEL'S OFFICIAL HOMEPORT. FURTHER ENSURE MEMBER UNDERSTANDS THAT MOVEMENT OF FAMILY MEMBER(S) AND SHIPMENT OF HOUSEHOLD GOODS TO INTERMEDIATE DUTY STATIONS ARE NOT AUTHORIZED. UPON CNO'S ANNOUNCEMENT OF OFFICIAL HOMEPORT, AN ORDER MODIFICATION WILL BE FORWARDED AUTHORIZING PCS ENTITLEMENTS TO NEW INITIAL HOMEPORT."

d. Immediately upon receipt of CNO's message assigning a homeport location for the vessel under construction, an order modification to previously issued basic/initial orders will be issued. It will include the following statement:

P62038 "ON (date of CNO msg) CNO ASSIGNED (city, state/country) AS THE HOMEPORT FOR (vessel's name and hull number) EFFECTIVE UPON COMMISSIONING. A COPY OF THIS MODIFICATION MUST BE IMMEDIATELY DELIVERED TO THE PERSONAL PROPERTY TRANSPORTATION OFFICE ARRANGING SHIPMENT OF HOUSEHOLD GOODS; ALSO TO THE NAVY PASSENGER TRANSPORTATION OFFICE ARRANGING FAMILY TRAVEL."

e. If a member occupies permanent quarters in anticipation of the construction site and the homeport being the same, per diem ceases when the homeport is assigned and it is the same as the construction site.

NOTE: Entitlement to family member(s) transportation is not to exceed the cost of that from the old PDS to the initial homeport unless the vessel will be designated unusually arduous sea duty (reference (b) refers) when commissioned. TEMDU CFO is not considered indeterminate TEMDU under the purview of reference (a).

4. **Orders to a Vessel Remaining at the Construction Site for 6 months or more after Commissioning (for Post-Commissioning Work) and the CNO Assigns that Same Site as the Ship's Initial Homeport**. Procedures for assigning members to TEMDU CFO (ACC: 352) or DUTY CFO (ACC: 106) are the same as previously specified in paragraphs 2 and 3 of this article.

a. In PCS orders detaching members from DUTY CFO (ACC: 106) and directing them to report for DUTY CFO (ACC: 100) and the

initial homeport assignment location is the same as the PRECOM UNIT (construction site), no PCS entitlements should incur.

(1) In some situations they **may** incur, depending upon decisions made by the member (regarding transportation of family member(s)/household goods) under previous PCS orders to DUTY CFO (ACC: 106).

(2) These orders to sea duty meet DOD TOS exemption and no waiver is required.

b. In orders where the member is directed upon completion of TEMDU CFO (ACC: 352) to report for DUTY (ACC: 100) on board when placed in commission, PCS entitlements, if any, are from the old PDS to the initial homeport (same as the PRECOM UNIT UIC location/construction site).

NOTE: Per diem stops once the member occupies permanent quarters, or on the date the member's assignment is changed from TEMDU CFO (ACC: 352), or TEMADD, to DUTY CFO (ACC: 100).

c. Six months prior to completion of the postcommissioning work, CNO promulgates a homeport "**change**" from the first (initial) homeport (same as the construction site) to the ultimate homeport. When appropriate, members on board will receive a homeport change certificate, which entitles them to a PCS move from the initial homeport (construction site) to the new homeport.

5. **Orders to Prospective Commanding Officers (PCOs) of New Construction or Conversion Vessels**. PCOs of new construction or conversion ships will be under the cognizance of the appropriate type commander (TYCOM).

a. NAVPERSCOM will direct all PCOs to report (in person or by letter) to their TYCOM for DUTY CFO, TEMDU CFO, or TEMADD CFO, as appropriate.

b. Orders will also direct PCOs to report (in person or by letter) to the supply ship (SUPSHIP) for additional duty, or TEMADD, as appropriate.

c. The TYCOM will be the reporting senior for fitness report purposes.

d. PCOs of new construction surface ships will be ordered to 1 week of TEMDU (ACC: 350) with CNO, Assistant Chief of Naval Operations (Surface Warfare) (N86).

e. A PCO who is performing TEMDU CFO at the same location as the vessel's assigned official homeport location is **not** entitled to per diem.

6. **Orders to Members for Duty in Conventionally Powered Surface New Construction/Conversion Ships**

a. Members in the **nucleus crew** will be ordered to the ship's PRECOM UNIT located at the construction site (civilian shipyard) and report to Commanding Officer (CO), PRECOM UNIT for DUTY CFO (ACC: 106), or TEMDU CFO (ACC: 352).

b. Members in the **balance crew**, with the exception of the Prospective Executive Officer (PXO), will be ordered to report to the designated Fleet Training Center (FTC) for TEMDU (ACC: 350) precommissioning training.

c. Upon completion of precommissioning training, members of the **balance crew** will be ordered to proceed to the construction site and report to CO, PRECOM UNIT for DUTY CFO (ACC: 106), or TEMDU CFO (ACC: 352).

7. **Procedures in Connection with Ship Delivery Slippages**. All personnel ordered to TEMDU in connection with precommissioning training at FTCs, or TEMDU CFO (ACC: 352) with the PRECOM UNIT at the construction site, are so ordered with the understanding that "**no period of TEMDU at any one location, from the best information available at the time orders are written, is anticipated to be in excess of 6 months**."

a. When it is officially determined by appropriate authority that a slippage in ship delivery of the vessel will occur, NAVPERSCOM will be notified through the NAVSEA 250-574.

b. To ensure that per diem payments to members assigned to TEMDU (ACC: 352) at FTCs, or TEMDU CFO (ACC: 352), are not suddenly terminated, NAVPERSCOM or CO, PRECOM UNIT/PCO will be responsible for the procedures in paragraphs 8 and 9.

8. **New Projected Commissioning Date will exceed 6 Months**. When slippage occurs after personnel have reported for TEMDU (ACC: 352) precommissioning training at FTCs, or TEMDU CFO (ACC: 352) with the PRECOM UNIT at the construction site, and the remaining time from the date the determination is made until the new projected commissioning date will exceed 6 months, NAVPERSCOM **will issue appropriate order modifications** changing the member’s status at

a. FTCs from TEMDU (ACC: 352) precommissioning training to DUTY (ACC: 106) commissioning training.

b. PRECOM UNITs from TEMDU CFO from (ACC: 352) to DUTY (ACC: 106).

c. FTCs and PRECOM UNITs. Disband the precommissioning detail in the case of extreme slippage of ship's delivery date.

9. **New Projected Commissioning Date is less than 6 Months**. When slippage occurs after personnel have reported to FTCs for TEMDU (ACC: 352) precommissioning training, or PRECOM UNITs for TEMDU CFO (ACC: 352) and the remaining period of time until the vessel's commissioning, or placement in service (for USNS ships), date is **less than 6 months**, the following procedures apply for

a. **FTCs**. **NAVPERSCOM will issue appropriate order modifications**. These modifications will either

(1) change the member’s status from TEMDU (ACC: 352) precommissioning training to DUTY (ACC: 106) precommissioning training, or

(2) extend present period of TEMDU (ACC: 352) precommissioning training for an additional period (not to exceed 6 months from date of NAVPERSCOM order modification).

b. **PRECOM Units**

(1) PCOs of vessels under construction are authorized, via NAVPERSCOM orders assigning them to TEMDU/DUTY CFO as CO, PRECOM UNIT, to modify NAVPERSCOM orders of military personnel under their command to extend their present period of TEMDU CFO (ACC: 352).

(2) The modification will be an endorsement to members’ orders to extend their present period of TEMDU CFO for an additional period not to exceed 6 months from the date of endorsement. The endorsement must include

(a) date the TEMDU CFO is extended.

(b) reason for such extension.

(c) new estimated date of completion of TEMDU CFO (which cannot exceed 6 months or 180 days from the date the TEMDU CFO is extended).

(d) date of CO, PRECOM UNIT's NAVPERSCOM orders granting authority by NAVPERSCOM to modify a member’s orders by endorsement.

(3) Copies of endorsement modifications will be forwarded to NAVPERSCOM (the PERS- code indicated in the subject line of the member’s orders). The member’s detailer will use these copies to manually update the member's master record/file accordingly.

10. **Per Diem Payments**. To account for and protect payments of per diem, orders which specify any kind of TEMDU (including CFO) followed by the words "**FOR APPROXIMATELY _____ DAYS**" must be modified to reflect any additional or expanded period of assignment.

a. This is not necessary for relatively insignificant extensions of 7 days or less when the period of TEMDU or temporary duty under instruction (TEMDUINS) is more than 30 days, or 3 days or less when the period of TEMDU or TEMDUINS is less than 30 days.

b. If any additional slippage of commissioning, or placement in service of USNS ships, date occurs, appropriate actions outlined above will again be required.

MILPERSMAN 1320-322

CHANGE OF HOMEPORT OR PERMANENT DUTY STATION (PDS) OF A VESSEL, SHIP-BASED SQUADRON OR STAFF, OR MOBILE UNIT

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

1. **Policy**. Entitlement to dependent(s) (hereafter referred to as family member(s)) travel and shipment of household goods (HHG) to the old homeport/permanent duty station (PDS) of a vessel, ship-based squadron or staff, or mobile unit **ceases** on the day a member attached to or ordered to the unit is notified of Chief of Naval Operations (CNO) promulgation of a change of homeport or PDS.

a. It is important that members be promptly notified, since family member(s) travel and shipment of HHG made prior to receipt of **written** notification of CNO promulgation does **not** deny the member this entitlement, and reimbursement can be claimed to the old homeport or PDS, and again to the new homeport or PDS.

b. The entitlement homeport/PDS for vessels, ship-based squadrons or staffs, and mobile units is changed within the Total Force Manpower Management System (TFMMS) activity file upon receipt of the CNO promulgation message. Permanent change of station (PCS) orders written before or after the date of CNO's promulgation message require additional wording to ensure the member receives proper authorization for transportation of family member(s) and shipment of HHG.

2. **Orders Issued to Members before Date of CNO Promulgation Message**. PCS orders directing a member to report to a vessel, ship-based squadron or staff, or mobile unit will be modified by Navy Personnel Command (NAVPERSCOM) to include the following statement in the Ultimate Activity Section, Part Two of PCS orders:

P66038 ON (date) CNO PROMULGATED CHANGE OF HOMEPORT/PERMANENT DUTY STATION OF (name of unit) TO (new homeport/PDS). REIMBURSEMENT OF FAMILY MEMBER (S) TRAVEL AND SHIPMENT OF HOUSEHOLD GOODS TO (old homeport/PDS) AS DIRECTED BY COMNAVPERSCOM ORDERS (DTG#/date) NOT AUTHORIZED. SEE NAVSO P-6034-1, PARAS. U5222-D-5, U5222-I, AND U5350-I. A COPY OF THIS ORDER MODIFICATION MUST BE IMMEDIATELY DELIVERED TO THE PERSONAL PROPERTY TRANSPORTATION OFFICE ARRANGING SHIPMENT OF HOUSEHOLD GOODS.

3. **Orders Issued to Members after Date of CNO Promulgation Message**

a. PCS orders directing a member to report to a vessel, ship-based squadron or staff, or mobile unit, if the new homeport/PDS has not been reflected in the activity file at the time orders are issued, will include the following statement in the Ultimate Activity Section, Part Two of PCS orders:

P66037 ON (date) CNO PROMULGATED CHANGE OF HOMEPORT/PERMANENT DUTY STATION OF (name of unit) TO (new homeport/PDS). REIMBURSEMENT OF FAMILY MEMBER(S) TRAVEL AND SHIPMENT OF HOUSEHOLD GOODS TO (old homeport/PDS) NOT AUTHORIZED. SEE NAVSO P-6034-1, PARAS. U5222-D-5, U5222-I, AND U5350-I.

b. PCS orders detaching a member from a vessel, ship-based squadron or staff, or mobile unit, if the new entitlement homeport/PDS is reflected in the activity file at the time orders are issued, will include the following statement in the Detaching Activity Section, Part Two of PCS orders:

P56036 ON (date) CNO PROMULGATED CHANGE OF HOMEPORT/PERMANENT DUTY STATION OF (name of unit) TO (new homeport/PDS). REIMBURSEMENT OF FAMILY MEMBER(S) TRAVEL AND SHIPMENT OF HOUSEHOLD GOODS FROM (old homeport/PDS) AUTHORIZED. SEE NAVSO P-6034-1, PARAS. U5222-D-5, U5222-I, AND U5350-I.

4. **Members on Board at Time of CNO Promulgation Message**. When members have less than 12 months remaining on their tours as of the effective date of change of homeport or PDS, their cases will be individually reviewed. Whenever possible, the projected

rotation date (PRD) will be extended in order to have a minimum of 12 months remaining on the tour as of the effective date of change. When it is not feasible to extend the PRD, the cognizant detailer will review each case (coordinating with the commanding officer (CO) as required) to determine if it is more appropriate to permit completion of the scheduled tour or to issue PCS orders.

5. **Homeport Change Certificate**. All members who are attached or assigned on the date CNO promulgates a change of homeport or PDS are entitled to move their family member(s) and ship HHG **except members**

a. **without family member(s) on the effective date of change of homeport or PDS**. The member is entitled to movement of HHG and a motor vehicle.

b. **who have received PCS orders** (including separation or Release from Active Duty (RAD) orders) or received written notification of intended issuance of such orders prior to movement of family member(s) or shipment of HHG.

c. **who have less than 90 days obligated service (OBLISERV)** remaining on the effective date of the change of homeport or PDS.

(1) Separation or RAD orders will be issued.

(2) If the member’s services can be spared, the member will be transferred for separation.

(3) If the member’s services cannot be spared, the member will be required to accompany the ship to the new homeport, or the mobile unit to its new PDS.

6. **Transportation Authorization**. Upon receipt of the CNO promulgation message of change of homeport or PDS, the CO may issue a PCS travel authorization for the member to proceed to the old homeport and then to the new homeport via any temporary duty (TEMDU)/temporary additional duty (TEMADD) stations.

a. If the ship or afloat staff is at the old homeport, the member may proceed from the old homeport to new homeport and return to the ship or afloat staff via any TEMDU/TEMADD stations.

(1) Such authorization will be issued when it is deemed necessary for the member to travel to assist in the movement of family member(s), shipment of HHG, to pick up personal items, or to bring the member's privately owned conveyance (POC) to the new homeport.

(2) This entitlement will expire 1 year from the effective date of the homeport change.

(3) If a member is on leave from a deployed ship or afloat staff whose homeport is changed, refer to reference (a), chapter 5.

b. Travel to and from the authorized destination is treated as separate legs of the journey.

(1) Travel for the other leg of the journey should be directed by government procured transportation.

(2) Members should only be authorized transportation allowances for POC on one leg of the journey as described in reference (a), chapters 4 and 5.

MILPERSMAN 1320-324

PERMANENT CHANGE OF STATION (PCS) PROCEDURES FOR FORWARD DEPLOYED COMMANDS OF THE MILITARY SEALIFT COMMAND

Responsible Office	NAVPERSCOM (PERS-451/454)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693
	Military Sealift Command (MSC-N11)	COM DSN	(202) 685-5117 325-5117

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Para. 5120-D

1. **Purpose**. To establish continental United States (CONUS) homeport intermediate stops (I-stops) for personnel executing permanent change of station (PCS) orders to and from ships of the operating forces that operate in an overseas area for a contemplated period of 1 year or more. These homeport I-stops will ensure equity in basic allowance for housing (BAH) and other entitlements; and for those units without administrative support on board, proper administrative processing for receiving and transferring personnel executing PCS orders. They will also ensure proper medical screening prior to detachment.

2. **Forward Deployed Commands**

a. Personnel executing PCS orders both to and from the forward deployed operating forces (ships) of the Military Sealift Command (MSC) military departments (MILDEPT) will have I-stops at the homeport included in their orders.

(1) These units have a CONUS homeport, but operate overseas for extended periods. An I-stop at the homeport for personnel transferring to and from these units is usually required. An I-stop at the homeport for personnel transferring from units that have administrative support on board will not normally be needed.

(2) Exhibit 1 lists MSC units requiring homeport I-stops. MSC will update this list as changes occur.

b. If the member concerned, the member’s detailer, the receiving or transferring MSC unit, and Military Sealift Fleet Support Command (MSFSC) all agree the homeport I-stop is not needed, either one or both of the I-stops may be eliminated.

c. The homeport I-stops will normally be at MSFSC unless otherwise noted in Exhibit 1. The length of the I-stops will be for 2 working days, unless extenuating circumstances require longer periods. In these cases, a request to extend the I-stop period must be forwarded from the command via MSFSC to Navy Personnel Command (NAVPERSCOM). Use accounting category code (ACC) 350 for each I-stop.

d. Per reference (a), per diem is authorized while at the intermediate duty station if the member is unable to occupy the same permanent quarters occupied while the unit is in port (e.g., lived aboard ship, vacated private quarters before deployment, etc.).

EXHIBIT 1
MSC MILDEPTS ONBOARD USNS SHIPS

PAC BASED SHIPS (40443)			
UNIT	HULL	UIC	HOMEPORT
ALLEN SHEPPARD	T-AKE 3	4344A	San Diego CA
*BRIDGE	T-AOE 10	4285A	Bremerton WA
CATAWBA	T-ATF 168	43616	San Diego CA
CONCORD	T-AFS 5	48599	San Diego CA
DIEHL	T-AO 193	46282	San Diego CA
ERICSSON	T-AO 194	46283	San Diego CA
FLINT	T-AE 32	39536	San Diego CA
GUADALUPE	T-AO 200	48887	San Diego CA
KILAUEA	T-AE 26	42842	San Diego CA
KISKA	T-AE 35	39538	San Diego CA
NAVAJO	T-ATF 169	43618	San Diego CA
NIAGARA FALLS	T-AFS 3	48597	San Diego CA
PECOS	T-AO 197	46286	San Diego CA
*RAINIER	T-AOE 7	4284A	Bremerton WA
RAPPAHANNOCK	T-AO-204	48891	San Diego CA
SAFEGUARD	T-ARS 50	4575A	KYUSHU SASEBO JAPAN
SALVOR	T-ARS 52	4576A	Pearl Harbor HI
SAN JOSE	T-AFS 7	48601	San Diego CA
SHASTA	T-AE 33	43055	San Diego CA
SIOUX	T-ATF 171	41936	San Diego CA
TIPPECANOE	T-AO 199	48886	San Diego CA
YUKON	T-AO 202	48889	San Diego CA
***I-stop will be PSD Bremerton (43137)**			

LANT BASED SHIPS (40442)			
UNIT	HULL	UIC	HOMEPORT
ARCTIC	T-AOE 8	4283A	Earle NJ
APACHE	T-ATF 172	41930	Norfolk VA
BIG HORN	T-AO 198	46287	Norfolk VA
GRAPPLE	T-ARS 53	4574A	Norfolk VA
GRASP	T-ARS 51	4573A	Norfolk VA
GRUMMAN	T-AO 195	46284	Norfolk VA
KANAWHA	T-AO 196	46285	Norfolk VA
LARAMIE	T-AO 203	48890	Norfolk VA
LENTHALL	T-AO 189	45811	Norfolk VA
LEWIS CLARK	T-AKE 1	4324A	Earle NJ
MT BAKER	T-AE 34	39537	Earle NJ
PATUXENT	T-AO 201	48888	Norfolk VA
SACAGAWEA	T-AKE 2	4325A	Earle NJ
SATURN	T-AFS 10	63674	Norfolk VA
SPICA	T-AFS 9	44291	Norfolk VA
SUPPLY	T-AOE 6	4153A	Earle NJ

MILPERSMAN 1320-326

PERSONNEL SUPPORT FUNCTIONS FOR NATO SOUTHERN REGION

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

1. **Purpose**. To establish the United States (U.S.) Navy Element, Allied Forces Southern Europe (AFSOUTH) (unit identification code (UIC) 62709)) located in Naples, Italy.

a. U.S. Navy Element, Allied Forces Southern Europe will be an intermediate duty station for personnel reporting for duty to the following activities:

(1) COMSTRIKFORSOUTH DET VERONA IT (UIC 31587)

(2) HQ AF SOUTH NCISS LATINA IT (UIC 42072)

(3) AF SOUTH LCO VERONA IT (UIC 46674)

(4) HQ 5TH ALLIED TACAIRFOR VINCENZA IT (UIC 64119)

(5) HQ NAVSOUTH NAPLES IT (UIC 66030)

b. All members shall be ordered via AFSOUTH for 7 days temporary duty (ACC 350) en route to the above UICs.

c. AFSOUTH is a detachment of the Personnel Support Activity (PERSUPPACT), Naples and provides all administrative support for personnel assigned to North Atlantic Treaty Organization’s (NATO’s) southern region.

d. The 7-day check-in period in Naples will provide sufficient time for the local Personnel Support Detachment (PERSUPP DET) to process travel claims, adjust pay records, and set up accounts in local financial institutions.

e. Each member’s service record will be reviewed and updated with clearance; NAVPERS 1740/6 (Rev. 9-06), Department of the Navy Family Care Certificate; NAVPERS 1070/602 (Rev. 7/72), Dependency Application/Record of Emergency Data; and any other required entries.

MILPERSMAN 1321-020

OFFICER FLIGHT ORDERS (NON-AERONAUTICALLY DESIGNATED)

Responsible Office	NAVPERSCOM (PERS-435)	Phone: DSN COM FAX	882-3947 (901) 874-3947 882-2756

1. **Policy**

a. Non-aeronautically designated officers assigned to duty involving flying will be issued DIFTECH orders by Navy Personnel Command (NAVPERSCOM).

b. Officers, except Naval Aviators, may be detailed to duty involving flying to perform essential in-flight duties. A commanding officer (CO) may request NAVPERSCOM to detail officers to perform in-flight duties when the duties

(1) are essential in the execution of the command's mission or in maintaining operational readiness.

(2) cannot be performed by any other member, officer or enlisted, available in the command who is already under orders to duty involving flying.

(3) require the member to participate in frequent and regular flights. For pay purposes, the member shall meet the flight time requirements of a crew member.

c. Officers shall be certified by a flight surgeon as being physically qualified, temperamentally suited, and aeronautically adapted for duty involving flying in connection with indicated flight duties.

2. **Request Procedures**. Requests shall be submitted via the type commander and such other commands as may be directed by competent authority. Addressees in the chain of command shall familiarize themselves with the respective command needs and make positive comments. Recommendations from the type commander are required for NAVPERSCOM, Aviation Captain Assignment Division (PERS-43) approval.

3. **DIFTECH Orders**

a. Orders become effective on the day the member reports to the member's CO for duty involving flying and cannot be made retroactive.

b. Orders for non-aeronautically designated officers detailed to duty involving flying shall be requested for a specified period of time necessary to complete a special project of flight evaluation. Such a period of time should be held to an absolute minimum. In any case, all DIFTECH orders shall terminate upon detachment from the command to which assigned.

c. Non-aeronautically designated officers detailed to duty involving flying shall be identified as crew members on all flight reports and certificates.

d. Commands having non-aeronautically designated officers detailed to duty involving flying shall institute procedures to ensure personal supervision of in-flight duties, submission of required reports, and termination of orders to duty involving flying when the justification of such orders is changed or no longer exists.

e. Failure of commands to follow the provisions set forth here will result in termination of orders to duty involving flying as Technical Observer unless sufficient justification is made by the command concerned to warrant continuation of such orders.

4. **Termination of Orders to Duty Involving Flying**

a. Orders to duty involving flying DIFTECH will be terminated by

(1) change of duty.

(2) change of billet from that upon which orders were justified, even though within the same command.

(3) where the special project for which the orders were issued is terminated.

b. In those cases where an officer requests termination of orders to duty involving flying, or a CO deems it necessary or desirable to terminate an officer's detail to duty involving

flying because of loss of motivation, anxiety, unsatisfactory performance, or similar reasons, the CO shall immediately suspend the member from further flight duties and submit a detailed report, including flight surgeon's comments and recommendations, together with recommendations to NAVPERSCOM via the type commander. Since the correspondence will be made a part of the officer's jacket, a statement by the officer shall be affixed, where appropriate.

5. **Contents of DIFTECH Order Letter**

a. The following sample "DIFTECH Order Letter" provides information on the contents to be used for requesting orders detailing a non-aeronautically designated officer to duty involving flying.

b. A request for orders detailing a non-aeronautically designated officer to duty involving flying shall be made the subject of a message only when circumstances clearly justify such expeditious handling. All messages shall be confirmed by a letter request as outlined above, including a comprehensive description of the in-flight duties involved. Orders, if approved, shall be subject to termination and contingent upon review of the letter request.

6. **DIFTECH Order Letter** (Use the proper letter format containing the following.)

From: Commanding Officer
To: Commander, Navy Personnel Command (PERS-43)
Via: [Type Commander]

Subj: REQUEST FOR ORDERS TO DUTY INVOLVING FLYING (DIFTECH)

Ref: (a) MILPERSMAN 1321-020

Encl: (1) Statement of Flight Surgeon

1. We request that the below named officer be detailed to duty involving flying DIFTECH:
[Grade, full name, branch of service, social security number/designator.]

2. This officer will perform the following in-flight duties:
[Describe in detail, to permit comprehensive review, including specific flying billet the member will occupy.]

3. We request that these orders be effected for the period [fill-in].

4. We certify that these in-flight duties are essential in the execution of this command's mission and cannot be performed by any other member, officer or enlisted, available in this command who is already under orders to duty involving flying.

5. In the execution of these essential duties, it is certified that this officer will be required to perform regular and frequent in-flight duties.

6. This officer is physically qualified, temperamentally suited, and aeronautically adapted for duty involving flying in connection with indicated flight duties as evidenced by enclosure (1).

[Signature of commanding officer] (This authority shall not be delegated.)

MILPERSMAN 1321-030

OFFICERS DETAILED TO RECRUITING DUTY

Responsible Office	COMNAVCRUITCOM (N1/N4)	Phone: DSN COM FAX	882-9112 (901) 874-9112 882-9151

References	(a) COMNAVCRUITCOMINST 5400.2E, Standard Operating Procedures Manual (SOPMAN)

1. **Responsibility as the Commanding Officer (CO)**

a. The CO of a Navy Recruiting District is responsible for the recruitment of men and women who meet the mental, moral, physical, and other specific standards prescribed by Chief of Naval Personnel (CHNAVPERS) in sufficient numbers to meet officer and enlisted personnel requirements of the Active and Reserve components of the United States Navy (USN).

b. The CO shall take every precaution to guard against the enlistment of improper, unsound, or incompetent persons.

2. **General Assignment**

a. Officers detailed to recruiting duty shall become familiar with all laws and regulations regarding recruitment, commissioning, enlistments, and reenlistments, as well as affiliation with the Navy Reserve.

b. Guidance for the recruiting of officers and enlisted personnel is provided in reference (a).

3. **Collateral Duty or Special Duties**

a. Officers assigned to Navy Recruiting Districts or Navy Recruiting Stations can be assigned collateral duties. Recruiting personnel should not be assigned special duties such as funeral details, Casualty Assistance Calls Officers (CACOs), line of duty investigations, and apprehension of deserters and unauthorized absentees. **EXCEPTION**: In certain instances funeral details will be required in geographically isolated areas where assignment of Navy recruiters will be the only means of rendering appropriate military honors.

b. Officers assigned to Navy Recruiting Command headquarters or Navy Recruiting Region staffs can be assigned collateral and special duties.

MILPERSMAN 1321-040

DETAIL OF CHIEFS OF STAFF, EXECUTIVE ASSISTANTS, AIDES, FLAG LIEUTENANTS, AND FLAG SECRETARIES

Responsible Office	NAVPERSCOM (PERS-44A)	Phone: DSN COM FAX	882-4071 (901) 874-4071 882-9676

1. **Authorization**. Chiefs of Staff, Executive Assistants, Aides, Flag Lieutenants, and Flag Secretaries for flag officers are authorized only by Chief of Naval Operations (CNO) and entitlement is reflected by billets in manpower authorizations. This authorization is determined concurrently with establishment of each new flag billet.

NOTE: Officers will be assigned to these types of billets only when a flag officer is occupying the flag billet.

2. **Flag Lieutenant, Flag Secretary, and Aide**

a. The titles of Flag Lieutenant and Flag Secretary are authorized only for billets on staffs of flag officers in command afloat.

b. The title of Aide is authorized for an officer assigned to a flag officer on shore duty.

3. **Wearing of Aiguillettes**. The wearing of aiguillettes is authorized only when the titles indicated below appear in both the billet title and the incumbent's Navy Personnel Command (NAVPERSCOM) orders:

NOBC	BILLET TITLE
9015	Chief of Staff
9021	Flag Lieutenant
9082	Flag Secretary
9930	Executive Assistant
9935	Aide

MILPERSMAN 1321-050

ASSIGNMENT TO DUTY OF LIMITED DUTY OFFICERS

Responsible Office	CNO (N13)	Phone:	DSN	223-2309
			COM	(703) 693-2309
			FAX	224-1189

1. **Policy**. A Limited Duty Officer (LDO) is not required to qualify as an unrestricted line officer, but is eligible and may apply for the unrestricted line if the member desires.

2. **Duties Assigned**

a. LDOs will be assigned to various watches and collateral duties provided no interference with performance of LDO specialty.

b. Utilization of LDO will be based on designator, not by the member’s former rating or warrant.

MILPERSMAN 1321-100

ORDERS FOR OFFICER SPECIAL PROGRAMS

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM	882-3516 (901) 874-3516

References	(a) OPNAVINST 5700.7H

1. **Purpose**. Orders to various programs and assignments require officers to agree to remain on active duty (ACDU) for a specified amount of time. This instruction sets forth obligations for officer special programs not covered in other MILPERSMAN articles.

2. **Special Programs with Orders Contingent on Agreement to Remain on Active Duty (GREEMAIN)**

a. **Orders for Defense Information School (DINFOS) Broadcast Manager Course (BMC) Students**.

(1) DINFOS BMC is a 12-academic-day course that provides training in broadcast management techniques to

- enlisted, officers, and civilians who are assigned to or en route to duties with an American Forces Radio and Television Service (AFRTS) affiliate station; and
- international students based on separate agreements.

Personnel eligible for this course include network commanders, detachment chiefs, station managers, operations managers, maintenance managers, section non-commissioned officers in charge (NCOIC), and leaders in broadcast operation detachments, which could include Navy broadcasting at the Naval Media Center or any Navy broadcasting detachment.

(2) The course is conducted up to two times per year at DINFOS, FT George G. Meade, MD. Attendance constitutes an agreement to remain on ACDU for 24 months or the follow-on Department of Defense (DoD) area tour length, whichever is longer.

b. **Instructor Pilots, Naval Flight Officers (NFOs), and Fleet Replacement Squadron (FRS) Students.**
`

(1) Acceptance of orders to FRS training en route to a warfare specialty squadron constitutes an agreement to remain on ACDU for a period of time equal to a normal squadron tour (36 months for first tour pilots, 30 months for second tour pilots) following completion of FRS training. Officers already under obligation for initial fleet training will continue under the provisions of that agreement or the 36-months stipulation, whichever is longer.

(2) Pilots and NFOs assigned to a squadron, that have conducted FRS training, and are transitioning to a new type aircraft incur the same obligation as above.

(3) Officers ordered to a flying billet involving an instructor under training (IUT) syllabus incur an agreement to remain on ACDU for 24 months at the completion of the IUT.

(4) Successful completion of any program that leads to an Air Combat Training Continuum (ACTC) Level V designation (to include Strike Fighter Tactics Instructor (SFTI) Level V) constitutes an agreement to remain on ACDU for a period of 24 months in a sea duty billet at the conclusion of the first shore tour. If fleet replacement training is required, the 24 months will commence upon reporting to the assigned sea duty billet.

(5) To ensure incorporation in orders of the obligated service (OBLISERV) provision for replacement and instructor pilots or NFOs, the placement officer will specify in the Officer Assignment Information System (OAIS) one of the following Personalized Texts (PTEXT) listed below:

(a) P73009 or P73011, as appropriate for replacement pilots or NFOs.

(b) P73011 or P73012, as appropriate for instructor pilots or NFOs.

c. **Pilots and NFOs Assigned to Squadrons Transitioning to New Model Aircraft**. All pilots and NFOs assigned to a squadron who accept transition to a new model aircraft with the squadron constitute an agreement to remain on ACDU for a period of 24 months upon completion of training.

d. **FTS Pilots to Initial Training of VR (C-9, C40, C20/37, and C-130) Aircraft**. Acceptance of orders by FTS pilots for

initial training in VR aircraft constitutes an agreement to remain on ACDU for a period of 36 months (equivalent to a normal squadron tour), commencing upon completion of the transition training or upon reporting to the ultimate duty station, whichever is later.

e. **Exchange Pilots and NFOs**. Acceptance of orders to exchange duty involving other than United States (U.S.) Navy functional training in aircraft to be flown constitutes an agreement to remain on ACDU for a period of 24 months following completion of training.

f. **Submarine Officer Advanced Course**. Submarine officers ordered to department head school for training and subsequent assignment will be issued orders contingent upon a 3-year agreement to remain on ACDU upon course completion. The agreement will run concurrently with any other OBLISERV previously contracted.

g. **Department of Energy, Naval Reactors Representative's Office (NAVREACTREPOFC) Staff**. Officers ordered to the NAVREACTREPOFC staff will be issued orders contingent upon a 3-year agreement to remain on ACDU. The agreement will run concurrently with any other OBLISERV previously contracted.

h. **Surface Warfare Officer Department Head Course**. Officers executing orders to Surface Warfare Officer Department Head Course constitute an agreement to remain on ACDU for a period of 3 years active service. The 3-year obligation will commence upon completion of the course and is concurrent with the remaining time required by any prior ACDU obligation (PTEXT 73006).

i. **Fire Control Officer (FCO) or Combat Information Center Officer (CICO) Second Tour Division Officer Tour Lengths for AEGIS Platforms**. All officers executing orders to AEGIS FCO or CICO billets must agree to remain on ACDU the entire prescribed tour length. Lateral transfer, resignation, or voluntary release from active duty (VRAD) requests will not be approved for dates earlier than the established projected rotation date (PRD).

j. **Personnel Exchange Programs (PEPs)**. Officers assigned to exchange/loan programs must agree to remain on ACDU for the full PEP tour. Special security restrictions may apply to officers ordered to exchange or loan program billets, or to officers

ordered to Foreign Service colleges in order to comply with country clearance/Status of Forces Agreements (SOFA). In addition, any such officers must be made aware of their status relative to judicial jurisdiction. Refer to reference (a).

MILPERSMAN 1326-010

TRANSFER OF ENLISTED PERSONNEL ON BUREAU OF NAVAL PERSONNEL ORDERS

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693

References	(a) DOD 7000.14R, DOD Financial Management Regulation (DODFMR), Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay (b) NAVSO P-6034, Joint Federal Travel Regulations, Volume 1, Uniformed Service Members (c) OPNAVINST 4650.15, Navy Passenger Transportation Manual

1. **Transfer Times**

a. Unless otherwise specified, transfers of enlisted personnel directed by Navy Personnel Command (NAVPERSCOM) shall be effected within the following periods:

(1) **From the Transient, Patient, Prisoner, and Holdee (TPP&H) and Student Pipelines or as a result of an immediate graduation, or brig availability report, on date of graduation from training, or on date of release from confinement**. It is recognized that delays may occur in transferring personnel due to the requirement for screenings or portcalls. These tasks should be carried out expeditiously and personnel transferred as soon as possible but not more than 2 working days after completion of these screenings or receipt of portcalls.

(2) **From all shore stations, within 4 days**. Should the month be directed, the actual date of transfer will be at the discretion of the transferring command.

(3) **From all cruising vessels, within 4 days, or before leaving port**. Should the month be directed the actual date of transfer will be at the discretion of the transferring command.

b. Personnel may be held a reasonable time beyond the periods specified above for the purpose of using government conveyance if appreciable savings in government funds is effected.

2. **Awaiting Relief**. Unless the orders so state, enlisted personnel shall not be held to await the reporting of a relief.

3. **Transfer within Same Locality**. When orders are received from NAVPERSCOM directing transfer of an enlisted member who already has been transferred to another vessel in the same locality, the orders shall be forwarded to his present commanding officer (CO) for compliance.

4. **Authorization for Leave or Delay**. When a member has been ordered transferred by NAVPERSCOM, leave or delay en route shall not be authorized without prior authority from NAVPERSCOM.

5. **Drafts**. Whenever practicable, drafts of enlisted personnel will be under the charge of a suitable member or members selected from the draft. If impossible to provide suitable personnel from the members of the draft, officers or enlisted members should be detailed to such duty, preferably from personnel under orders for transfer to duty in the same or general vicinity of the drafts' destination. The members who are in charge of drafts must be given adequate instructions in the performance of the duties that are expected of them and informed fully of their responsibilities.

6. **Proceed Time**. Four days proceed time, exclusive of travel time, is authorized subject to MILPERSMAN 1320-090 governing proceed time in execution of orders.

7. **Rations/Travel Allowances**

a. Separate rations are authorized during proceed time and are chargeable to the same appropriation as the member's pay and allowances (see Table 3-1-5, in reference (a)).

b. Travel and transportation allowances shall be advanced or reimbursed per references (b) and (c). Leave rations for leave granted en route shall be paid by pay directives (see Table 3-1-6, in reference (a)).

8. **Prevention of Order Carried Out**. If circumstances prevent the carrying out of transfer orders as directed in the orders, or as provided for in this article, COs shall notify NAVPERSCOM immediately.

MILPERSMAN 1326-020

PERMANENT AND TEMPORARY FLIGHT ORDER TO ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-404E)	Phone: DSN COM FAX	882-3707 (901) 874-3707 882-2642

References	(a) DOD 7000.14-R, DOD Financial Management Regulations (DODFMR), Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay (b) NAVSO P-6048, Department of Defense Military Pay and Allowances Entitlements Manual (DODPM), Part 2 (c) BUPERSINST 1326.4D (d) DJMS Procedures Training Guide (DJMS PTG)

1. **Policy**. Chief of Naval Operations (CNO) (N13) determines the total number of enlisted flight billet requirements in the naval aeronautical organization and recommends to Navy Personnel Command (NAVPERSCOM), Aviation Assignment Branch (PERS-404) allocations for temporary flight orders for assignment to naval administrative commanders and manning levels for those personnel on permanent flight orders.

2. **Definitions**

a. "**Crewmembers**" - are individuals who participate regularly in aerial operations and are assigned under a Distribution NEC of 78XX or 82XX. They shall be issued permanent flight orders to Duty Involving Flying/Crewmember (DIFCREW) by NAVPERSCOM for initial assignment and upon subsequent permanent change of station (PCS) when the member is being assigned to flight duties.

b. "**Noncrewmembers**" - (Duty Involving Flying/Temporary (DIFTEM) and special mission) are personnel assigned in a DIFTEM status by NAVPERSCOM for the purpose of training or evaluation prior to being qualified or assigned to a crewmember status, or those personnel assigned in a special mission status in support of command missions as specified under current directives.

Special mission personnel are assigned by local commanding officers (COs) who have been authorized such funding by an appropriate naval administrative commander.

3. **Crewmembers**. The funding and administration of the Naval Aircrew Program for crewmembers is conducted by NAVPERSCOM as follows:

a. Entitlement to crewmember flight pay exists only when DIFCREW is specifically stated in the orders under which the member is serving. Such entitlement is continuous as long as the member meets the flight requirements and the orders specifying DIFCREW remain in effect.

b. Enlisted members who are enrolled in any naval officer procurement program will not be issued DIFCREW orders.

c. Enlisted personnel who are assigned to billets other than those that are aeronautically designated (78XX or 82XX), shall not be issued DIFCREW orders.

d. If a member in a DIFCREW status is transferred to a medical facility for treatment, DIFCREW orders shall remain in effect with pay entitlements being based on the provisions of reference (a). It is emphasized that this is the only time that DIFCREW orders may be carried forward on a PCS transfer without specific authorization by NAVPERSCOM. Commands must include the DIFCREW authorization in the transfer directive and notify NAVPERSCOM (PERS-404) immediately of such transfers including this authorization. This authorization does not include assignments to limited duty (LIMDU).

e. Members assigned to 6 months LIMDU shall be authorized DIFCREW orders by NAVPERSCOM only if it can be reasonably expected that member will be eligible to return to full flight duties at the completion of the LIMDU assignment. In that these provisions allow for “embarked” flight time entitlements under the provisions of references (a) and (b), DIFCREW shall not be authorized for consecutive assignments to or extensions of LIMDU, which exceed 6 months. If it is determined that a member shall not be returned to flight duties, DIFCREW shall not be authorized.

f. DIFCREW orders shall terminate upon PCS transfer if specific authorization is not included in the transfer directive. Accordingly, commands shall ensure the accurate and

proper preparation of NAVCOMPT 536 (Rev. 12-79), Standard Transfer Order to prevent unnecessary financial hardship on the individual.

4. **Noncrewmembers**. The funding and administration of the Naval Aircrew Program for noncrewmembers is conducted by NAVPERSCOM as follows:

a. DIFTEM and special mission, noncrewmember orders are applicable only at the command to which a member is attached while performing flying duties. Enlisted flight orders (DIFCREW, special mission, and DIFTEM) remain in effect if a member is discharged and reenlisted on board without a break in active service unless orders are sooner cancelled.

b. Naval aviation administrative commanders may allocate only special mission temporary flight orders to individual activities or units. Activity or unit commanders are not authorized to exceed the limitations established by the controlling allocation managers.

c. Special mission flight orders shall be issued only to those enlisted members whose duties require participation in aerial flights to perform in flight functions that cannot be performed by other members already under flight orders and shall be applicable for the period of time so assigned to such duties.

d. Members shall not be assigned to DIFCREW orders and noncrewmember orders concurrently.

5. **Incentive Pay for Aviation Duty (Noncrewmembers)**. To become entitled to incentive pay for aviation duty, members shall meet all the requirements contained in reference (c) and one of the following conditions:

a. Be ordered to duty involving flying by NAVPERSCOM on permanent flight orders (DIFCREW). DIFCREW orders become effective on and after the date the member initially reports for and under competent orders, subject to meeting flight requirements. This shall occur when an individual first reports to an aviation facility having aircraft, when inflight training commences and continues from that date without interruption as long as the member remains qualified and assigned to flying duties.

b. Be ordered to temporary duty involving flying for special mission purposes by orders signed by the CO, the acting CO, or by the officer in charge (OIC) of a deployed unit or detachment has been delegated authority to sign by the CO. Special mission orders may be signed “by direction”. They shall be in writing. If emergency conditions necessitate issuing verbal orders, they shall be confirmed in writing as soon as possible.

c. Be ordered to temporary duty involving flying (DIFTEM) by NAVPERSCOM for purposes of training for a valid aircrew billet, prior to being assigned a Distribution NEC of 82XX and for a period not to exceed 18 months. Commands shall report expenditures monthly per reference (c).

d. Members shall meet the minimum requirements for actual flying contained in reference (a) and related directives.

e. Procedures for the activation, suspension, and termination of Aviation Hazardous Duty Incentive Pay (HDIP) are contained in reference (d).

MILPERSMAN 1326-021

NAVY ENLISTED RESERVE COMPONENT (RC) TO ACTIVE COMPONENT (AC) AUGMENTATION PROGRAM

Responsible Office	NAVPERSCOM (PERS-92)	Phone: DSN COM FAX	882-4343 (901) 874-4343 (901) 874-2910

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone Toll Free:	1-866-U ASK NPC

References	(a) NAVSO P-6034, Joint Forces Travel Regulations (JFTR)

1. **Policy**. To fill active component (AC) community needs, enlisted Sailors may be directly accessed from the Reserve component (RC). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC.

a. The term "augmented" Sailor refers to an individual who is transferred from the RC to the AC. Since this is a voluntary program, the member must initiate the request to augment in response to an advertisement drafted by the appropriate enlisted community manager (ECM).

b. Augmentation accessions as addressed in this article are distinguished from temporary definite recalls in that an augmented Sailor is transferred to the AC to fill **active enlisted community shortfalls**, while a Sailor recalled for a definite period remains in the RC, but is issued Active Duty recall orders to fill a specific **billet vacancy for a specific duration**, generally, 1 to 3 years. The AC Augmentation Program is designed as a potential career **active** component program, while the Definite Recall Program is intended to enhance a Sailor's **Reserve** career.

2. **Purpose**. This article sets forth basic eligibility criteria and application procedures for the Navy enlisted RC to AC Augmentation Program.

3. **Eligibility**. Members of the RC (including selected Reserve (SELRES), voluntary training unit (VTU), and variable

participation unit (VPU) Sailors) are eligible to apply. Active status pool individual ready Reserve (ASP IRR) members are encouraged to affiliate with their local Navy Reserve activity (NRA) VTU to establish the medical and physical readiness history required for program eligibility. Applicants must meet the following criteria to be considered for AC augmentation:

a. **Physical Readiness.** Applicants must have passed all components of the most recent physical fitness assessment (PFA) cycle and cannot have more than two PFA failures in the most recent 3-year period during which the member was a participant.

b. **Medical and Dental Readiness.** Member must be fully medically ready as documented in the Medical Readiness Reporting System. In addition, any manpower availability status and or physical risk classifications which identify medical or dental limitations must be resolved and cleared.

c. **Currently or Previously Held Rates.** The member can apply for advertised augmentation opportunities in current or previously held rates.

d. **High Year Tenure (HYT).** Applicants cannot be within 3 years of their AC HYT dates as outlined in MILPERSMAN 1160-120 and based upon their adjusted Active Duty service date (ADSD). No HYT waivers for AC augmentation applicants shall be authorized.

e. **Year Group (YG).** Applicant must be within the YG called for in the advertised opportunity. YG is the fiscal year in which a Reserve member’s adjusted ADSD falls. Members can calculate their YG by using the example in Exhibit 1. All prior periods of active service shall be included in the calculation (e.g., mobilization, Active Duty for special work (ADSW), Active Duty for training (ADT), annual training (AT), recall including canvasser recruiter (CANREC), and AC service time).

f. Any other criteria specified by the applicable enlisted AC community manager.

4. **Advertisement Procedures.** AC ECMs will draft advertisements using the format in Exhibit 1 and forward to Commander, Naval Reserve Forces Command (COMNAVRESFOR) (N31) for dissemination via the GovDelivery Distribution System and or other methods as available.

5. **Application Procedures**. Only those applications that are submitted in response to an advertised AC community requirement and received by the published deadline will be considered. Incomplete or late packages will not be reviewed.

a. Reserve Sailors volunteering for an advertised AC augmentation opportunity shall submit completed packages (using format in Exhibit 2) to Navy Personnel Command (NAVPERSCOM), Affiliation and Re-Designation Division (PERS-92) via their unit and NRA commanding officer (CO).

(1) Unit CO endorsement should address military qualifications, experience, and performance that would be relevant to the selection process.

(2) NRA CO endorsement; at a minimum, **must** include certification that the applicant meets security clearance, medical and dental readiness, and physical readiness eligibility criteria for augmentation to the AC.

b. NAVPERSCOM (PERS-92) will review application packages for completeness and confirm the packages are submitted in response to an advertised requirement.

6. **Selection Procedures**. All complete applications received by the advertised deadline will be screened prior to being considered by the selecting authority.

a. NAVPERSCOM (PERS-92) will submit all packages which meet the required eligibility criteria to the appropriate AC ECM. NAVPERSCOM (PERS-92) will notify the unit or NRA COs concerning ineligible Sailors.

b. The ECM will make the selection decision(s) based upon a "fully and best qualified" standard. Factors that support this standard include rating proficiency, performance history, education, experience, and time in rate. Sailors must have demonstrated the ability and knowledge to successfully perform the functions of the rating being advertised. This will normally be accomplished by reviewing the applicant's service record, but may be augmented by reviewing other service evaluations, proof of qualifications and certifications not in a service record, and or a civilian resumé.

c. The AC ECM will notify selectees by letter and copy their unit or NRA and prospective AC detailer. The letter shall

contain a "re-enlist no later than date" and the AC detailer contact information.

d. AC ECMs will notify the unit or NRA COs concerning non-selects by e-mail.

7. **RC to AC Transition Procedures**

a. Upon receipt of the selection letter from the AC ECM, the selectee's prospective AC detailer will work with the appropriate NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013) rating specialist and placement coordinator to find an appropriate billet for the member based on preferences and the needs of the Navy. The AC detailer will contact the member to negotiate such assignment possibilities.

b. Upon receipt of the selection letter from the AC ECM, the NRA shall contact the member to confirm he or she desires the augmentation to AC. Upon confirmation, the NRA shall submit the AC reenlistment document request to the local personnel support detachment (PERSUPP DET).

c. The local PERSUPP DET will generate the AC reenlistment agreement and send it to the NRA. Once executed, the NRA shall transmit the agreement to the local PERSUPP DET and confirm that the master military pay account has been established.

d. Once gained to the AC, the appropriate detailer will draft the member's orders to include intermediate stops and appropriate accounting classification codes.

e. Upon execution of orders, the local servicing PERSUPP DET will process the loss transaction. The gaining servicing PERSUPP DET will process the gain transaction once the member reports.

8. **Other Considerations**

a. **Advancement.** Sailors selected for AC augmentation will be subject to AC advancement quotas and (if eligible) take the AC Navy wide advancement exam.

b. **Rotation.** Since augmentation results in the member becoming an AC asset upon transfer, he or she will be issued change of duty station orders with a planned rotation date vice release from Active Duty date per rating sea-shore flow policy.

Such orders will include entitlements associated with a permanent change of station move per reference (a).

c. **Selective Reenlistment Bonus Eligibility (SRB).** Augmented members are **not** eligible for SRB.

d. No Active Duty retirement guarantee. Although augmentation allows enlisted Sailors an opportunity to earn an Active Duty retirement, it does not guarantee it. As a member of the AC, an augmented member is subject to applicable force-management policies and statutory limitations which may preclude the ability to earn 20 or more years of qualifying Active Duty service. Such policies and statutory limitations may result in the member's involuntary release from Active Duty before earning regular retirement eligibility. A member released from Active Duty, due to force-management policies, may apply for SELRES quotas or affiliate with the VTU, ASP or VPU to continue a career in the RC.

Exhibit 1
Enlisted Active Component (AC) Augmentation Advertisement Request Template

ENLISTED ACTIVE COMPONENT AUGMENTATION OPPORTUNITY FOR RESERVE [RATE]

Point of Contact (POC) Regarding Requirement Details: (enlisted community manager name, phone, e-mail address)

Point of Contact Regarding Application Procedures: (NAVPERS (PERS-92) POC name, phone, e-mail address)

Rate: [desired rate]

Year Group(s): (acceptable year group(s)). *Instructions on how to calculate your year group are provided below.*

Warfare Qualification: (if required)

Required NEC(s): (if required)

Security Clearance Eligibility Requirement: (as applicable)

Number Required: (number of vacancies to be filled)

Application Due Time and Date: (1200 CST, DD MMM YYYY)

Selection Notification Date: (30 days after application due date)

Start Date: (approximate change of duty orders month and year for first AC duty station orders)

Additional Criteria/Special Qualifications: (additional detail provided by enlisted AC ECM)

Application Procedures:

1. Interested Sailors shall apply by letter to NAVPERSCOM (PERS-92) via their Reserve unit and Navy Operational Support Center (NOSC) commanding officer (CO) using the application cover letter format in MILPERSMAN 1326-021.

2. Completed applications should be scanned and e-mailed to PERS92-Recall@navy.mil. Subject of e-mail must read:

"Navy Enlisted Reserve Component (RC) to Active Component (AC) Augmentation Application ICO (Rate Name)"

How to Calculate your adjusted Active Duty service date (ADSD) and resulting year group (YG). *See MILPERSMAN 1000-030 for definition of ADSD. The year group is the fiscal year in which an adjusted ADSD falls. To determine your adjusted ADSD and YG, follow these steps:*

1. *Total all active service time, including active component (regular Navy) service, mobilization, ADSW, ADT, AT, CANREC, and voluntary recall.* ***Do not include drills*** *(inactive duty training (IDT), inactive duty training travel (IDTT)), or funeral honors)* ***in this calculation.*** *Add 1 day as an inclusive day.*

2. *Subtract the total active service time calculated in Step 1 from the opportunity Start Date listed in the advertisement.*

3. *The resulting year, month, and day is your ADSD.*

4. *The fiscal year in which the date in Step 3 falls is your YG.*

Example: *Advertised start date of opportunity:* ***1 February 2013***

Step 1: Total all prior active service time.

6 years	1 month	19 days	Active Component (Regular Navy)
1 year	0 months	0 days	Mobilization
0 years	0 months	46 days	AT (Two 15 day and one 16 day ATs)
0 years	6 months	0 days	ADSW
3 years	0 months	22 days	CANREC Recall
0 years	0 months	1 day	Inclusive day
10 years	9 months	28 days	Total active service time

Step 2: Subtract the time calculated in Step 1 from the advertised start date of the opportunity.

	13	02	01 Start Date (1 Feb 2013)
	- 10	09	28 Active Service Time (10 years 9 months 28 days)
Step 3:	**02**	**04**	**03 Adjusted ADSD (3 Apr 2002)**

Step 4: Because the adjusted ADSD is in 2002, the ***YG is 2002.*** *If the adjusted ADSD fell in October, November, or December of 2002, the YG would have actually been 2003 since it is based on fiscal year.*

Exhibit 2

Enlisted Augmentation Request Application Template/Format

From: Rate First M. Last, USN
To: Commander, Navy Personnel Command (PERS-92)
Via: 1) Commanding Officer, [Navy Reserve Unit XXX]
2) Commanding Officer, [NRA]

SUBJ: APPLICATION FOR AUGMENTATION TO THE ACTIVE COMPONENT ICO [RATE NAME]

Encl: 1) Four Most Recent Observed Evaluations
2) Military/Civilian Resume (optional)
3) Letters of Recommendation (optional)
4) Evidence of Relevant Education/Training/Qualifications (optional)
5) Other Information as Requested by the Specific Billet Advertisement.

1. I hereby apply for augmentation to the active component.

2. My current contact information is as follows:

Address:
City, State, Zip Code
Phone Number 1:
Phone Number 2: (if applicable)
E-mail Address 1:
E-mail Address 2: (if applicable)

3. My adjusted ADSD and YG as calculated using the instructions in the advertisement are as follows:

Adjusted ADSD: DD MM YY
Year Group: YY

4. Enclosures (1) through (x) are provided in support of this application and by my signature, I certify that the following statements are true to the best of my knowledge:

I have no medical condition or legal status that would preclude my recall to Active Duty or limit my assignment availability.

If selected for this augmentations, I agree to execute a new enlistment agreement.

5. (additional information applicant wishes to be considered).

(signature)
F.M. LAST

MILPERSMAN 1331-010

OFFICER VOLUNTARY EXTENSIONS OF ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM	882-3141 (901) 874-3141

References	(a) NAVSO P-6034, Volume 1, Joint Federal Travel Regulations (b) DOD Instruction 1304.28 of 11 Jun 2004

1. **Policy**

a. Requests for voluntary extensions of active duty of definite duration may be submitted by all officers of all grades and designators.

b. Favorable action on an extension request is not based on a right or special privilege, but will be based on the officer's performance and qualifications, and the needs of the Navy. Extension requests for the sole purpose of enhancing retirement benefits will not be approved. Officers will be notified by letter or message as to the action taken on their request.

2. **Extensions**

a. Extensions for periods of less than 12 months will not be granted unless unusual circumstances prevail or there exists an urgent need for an officer's services. Such short periods of extension are usually acceptable only when the officer is retained in their present assignment.

b. Overseas assignments will require extension to cover Department of Defense (DOD) area tour requirements as prescribed in reference (a), Appendix Q, Note 4 at end of Table 1.

c. Officers serving on indefinite extensions who desire release to inactive duty shall request release per MILPERSMAN 1920-130. Interim extensions may be granted per provisions described in this article to officers with wives eligible for maternity care.

d. Officers with approved resignations who desire to extend on active duty and change the detachment month should submit

their request as prescribed in MILPERSMAN 1920-200. Officers with approved retirements who desire to extend on active duty and change the detachment month must submit a letter to Secretary of the Navy (SECNAV), via the command and Navy Personnel Command (NAVPERSCOM), Retirements Division (PERS-82). Letters must be endorsed by the command.

3. **Maternity Benefit Extensions**

a. All active duty officers except those listed below are eligible to request maternity benefit extensions, provided their services can be effectively utilized during the period of the extension. Officers who are extended will normally remain at their present duty station or in the immediate locale, provided no cost to the government is incurred as a result of a transfer to another command.

b. Extensions for maternity care benefits shall be of short duration not to exceed the length of the period of pregnancy plus 2 months postnatal care. Extensions of a reasonable length may be granted for prenatal or postnatal complications.

c. Separation orders will be modified following approval of the modification request. In order to allow timely consideration, requests for extensions to cover maternity care must be received no later than 30 days prior to the officer’s release from active duty date as specified in official orders, correspondence, or contract.

d. Requests for extensions to cover maternity care benefits will **not** be approved under the following conditions:

(1) If the granting of such a request would entitle the officer submitting the request to payment of separation pay for which the officer would not be eligible without the extension.

(2) If the officer is scheduled for an administrative separation or dismissal from the Navy.

(3) If the officer’s release or retirement is scheduled per established policy or statutory provision (e.g., twice failed of selection for promotion to the next higher grade, or retirement eligible).

(4) If an officer is commissioned solely for the purpose of participating in a specific Navy program (e.g., flight

training) and is being discharged for failure to complete the training for whatever reason.

e. Requests should be submitted to NAVPERSCOM, as far in advance as possible, and will state the expected delivery date and anticipated complications, if any. The commanding officer's (CO's) endorsement will indicate

(1) the present billet and primary duty of the officer requesting the extension,

(2) whether a relief for the officer is on board or ordered into the command, and

(3) in what capacity the officer requesting the extension will be utilized during the period of the extension.

4. **Reserve Officers**

a. Requests for extension on active duty beyond minimum service requirement (MSR) are no longer required for Navy Reserve officers. **Absence of a RAD request prior to the first day of the sixth month before the month of an officer's projected rotation date (PRD) will be construed as an officer's request to be retained beyond MSR**. These officers can be issued orders and will be obligated to no less than the minimum tour for separation (MTS) outlined in MILPERSMAN 1301-108 at the next duty station.

b. If an officer's MSR extends beyond the officer's current PRD, a letter of intent may be submitted to notify Chief of Naval Personnel (CHNAVPERS) that the officer does not desire to remain on active duty beyond MSR plus any additional service obligations. If received at least 6 months prior to PRD, a letter of intent will preclude issuance of orders obligating the officer for service beyond MSR plus any additional service obligations.

NOTE: **Officer must still file a RAD request 9-12 months prior to MSR**.

5. **Chaplain Corps Officers**. Chaplain Corps officers must have an ecclesiastical endorsement from an endorsing agent approved, per reference (b), authorizing extension on active duty.

MILPERSMAN 1331-030

OFFICER APPLICATIONS FOR INFORMATION WARFARE DUTY ASSIGNMENT

Responsible Office	NAVPERSCOM (PERS-472)	Phone:	DSN COM FAX	882-4079 (901) 874-4079 882-2739

References	(a) SECNAVINST 5510.30A

1. **Eligibility**. Line Officers of the Regular Navy and Navy Reserve are eligible to apply for duty with the Information Warfare (IW) community.

2. **Qualifications**. IW officers develop Information Operations and signals intelligence competencies through a series of challenging sea, shore, and educational tours. Applicants must have a bachelors degree, preferably in engineering, science, mathematics, operations research, physics, information warfare, or computer science. Further consideration will be given to officers who are proficient in Asian, Slavic, or Middle Eastern studies and languages, to include 4 years of documented college language training or a Defense Language Proficiency Test (DLPT) score of level 3 or above in listening, reading, and speaking. IW Limited Duty Officers within 6 months of completing bachelors degree will be considered if documented progress from the certifying institution is included in the officer’s application.

3. **Security Clearance**. Applicants must be eligible for access to Sensitive Compartmented Information (SCI) based on a Single Scope Background Investigation (SSBI) completed not more than 4 years before the year of application. Prospective applicants must also be willing to take a counter-espionage polygraph examination. Applicants not possessing the requisite access authority and clearance must include a personnel security questionnaire (SF-86 (9-95), Questionnaire for National Security Positions) (Background Investigation (BI)/Special Background Investigation (SBI)) per reference (a) in their application package.

4. **Request Procedure**. Applicants volunteering for IW duty shall submit a request through their respective assignment officer at Navy Personnel Command (NAVPERSCOM) (copy to Information Warfare Branch (PERS-472)) per MILPERSMAN 1212-010.

5. **Assignments**. Officers selected for duty with the IW community can expect assignment worldwide in a variety of billets afloat and ashore and must be fully qualified for operational sea duty as per MILPERSMAN 1300-800.

6. **Designators**. IW officers will be assigned the 1640 designator initially. Upon completion of the IW Qualification Program and Commanding Officer certification, newly accessed officers will be designated 1610.

MILPERSMAN 1331-040

NAVY CHAPLAIN CORPS (CHC) OFFICER CAREER STATUS

Responsible Office	OPNAV (N097)	Phone: DSN COM FAX	224-4437 703-614-4437 224-4725

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1120.9 (b) DODI 1304.28 (c) SECNAVINST 1920.6C (d) CHNAVPERS memo 1212 Ser 00/109 of 14 Feb 13 (e) SECNAVINST 5351.1 (f) NAVPERS 15839I, Navy Officer Manpower and Personnel Classifications, Volume I,

1. **Background**. A Chaplain Corps (CHC) officer serves in the Department of the Navy (DON) by agreement between the Navy and the Chaplain's Religious Organization (RO). The Navy communicates with the RO through the RO's identified endorsing agent. Chaplains are required to have a signed DD 2088 Statement of Ecclesiastical Endorsement from their respective endorsing agents in order to be eligible to serve in the Navy per references (a) and (b). An endorsing agent may cancel a chaplain's endorsement at the discretion of the RO. An Active Component chaplain, including a chaplain moving from the Reserve Component to the Active Component, initially receives an endorsement lasting 3 years. The 3-year endorsement affords the RO some flexibility with respect to its own manpower decisions. It also allows the Navy an opportunity to assess the performance of the chaplain. At the 3-year point, the DD 2088 of indefinite duration must be complete.

2. **Purpose**. This article governs the procedure by which chaplains inform the Navy of their intent to serve beyond the initial 3 years and the procedure by which the request for continued service is reviewed and either accepted or denied.

a. A CHC officer career status board shall be held annually.

b. Navy Personnel Command (NAVPERSCOM), Chaplain Assignment/Placement Branch (PERS-4414) shall inform chaplains, whose names will appear before the annual CHC career status board, of the convening date of the career status board and the specific due dates for submitting career status board packages to the board.

c. Failure of the chaplain to apply, or be selected by the CHC officer career status board may subject the officer to involuntary release from active duty (ACDU), per references (a) through (d) and MILPERSMAN 1920-250.

3. **Determining CHC Officer Career Status Board Eligibility**

a. Chaplains shall be considered by the CHC officer career status board convening for the fiscal year in which the chaplain's 3-year endorsement expires.

b. The 3-year endorsement expires on the 3-year anniversary of the chaplain's entry on ACDU. Examples are as follows:

(1) A chaplain enters ACDU on 1 August 2012. The 3-year endorsement expires 31 July 2015; therefore, the chaplain would be considered on the FY-15 CHC officer career status board.

(2) A chaplain enters ACDU on 1 November 2012. The 3-year endorsement expires 31 October 2015; therefore, the chaplain would be considered on the FY-16 CHC officer career status board.

4. **The Chaplain's Responsibility**. It is the responsibility of the chaplain to:

a. Obtain a signed DD 2088 from the chaplain's endorsing agent, requesting endorsement for extended ACDU (indefinite) (DD 2088, block 3i(4));

b. Request a written recommendation from the chaplain's current commanding officer (CO) concerning the chaplain's potential for continued service within the DON;

c. Request a written recommendation from the first Navy chaplain, at the rank of captain, in the chaplain's chain of command. Chaplains who do not have a Navy chaplain at the rank of captain in their chain of command shall contact NAVPERSCOM (PERS-4414) for guidance; and

d. Forward the aforementioned documents, along with a cover letter of intent, to Bureau of Naval Personnel (BUPERS), CHC Officer Community Manager (BUPERS- 316) in time to ensure arrival prior to the convening of the CHC officer career status board for the applicable fiscal year.

5. **The CO's Responsibility**

a. It is the CO's responsibility to make a specific recommendation concerning the chaplain's continued service. The recommendation, written on command letterhead, shall specifically state whether, in the CO's opinion, the chaplain:

(1) Has effectively adapted to military life;

(2) Has demonstrated pay grade appropriate skills as a staff member and or as a supervisor; and

(3) Should continue to serve based on professional performance and character.

b. COs shall not base their recommendations on their own personal religious beliefs or lack thereof.

c. Further guidance for assessing the chaplain's professional comportment is in reference (e).

d. The CO shall submit the written recommendation to BUPERS-316 at least 30 days prior to the convening of the CHC officer career status board for the applicable fiscal year.

6. **Senior Supervisory Chaplain's Responsibility**

a. It is the responsibility of the first Navy chaplain, at the rank of captain, in the chaplain's chain of command, to provide a specific recommendation concerning the chaplain's continued service. The recommendation, written on command letterhead, shall specifically state whether, in the opinion of the writer, the chaplain:

(1) Has made a good faith effort to balance the tenets of the chaplain's RO with the requirements of the military;

(2) Should continue to serve based on professional performance and character.

b. Senior supervisory chaplains shall not base their recommendations on their own personal religious beliefs.

c. Further guidance for assessing the chaplain's professional comportment is in reference (e).

d. The senior supervisory chaplain shall submit the written recommendation to BUPERS-316 at least 30 days prior to the convening of the career status board for the applicable fiscal year.

7. **The Chaplain Corps'(CHC's) Responsibility**

a. If BUPERS-316 does not receive a chaplain's indefinite DD 2088, CO's recommendation, and the senior supervisory chaplain's recommendation, the CHC shall begin the process of administrative separation for loss of professional qualifications, as indicated in MILPERSMAN 1920-250, for separation at the 3-year anniversary of the chaplain's entry on ACDU.

b. BUPERS-316, upon receipt of all documents required for the career status board, will review the chaplain's record. BUPERS 316 shall provide the chaplain with any adverse information contained in the CO's or senior supervisory chaplain's recommendation at least 14 days prior to the convening of the board. The chaplain may respond to this adverse information by providing a letter to the board.

c. The CHC officer career status board shall make a recommend either for continued service in the CHC or against continued service in the CHC to NAVPERSCOM, Personnel Performance and Transition Division (PERS-83) no later than 6 months before the expiration of the chaplain's 3-year endorsement.

(1) Recommendations for continued service shall be accompanied by a career status screening code entry "51S" by NAVPERSCOM (PERS-4414) in the service member's electronic service record, per reference (f).

(2) Recommendations for separation due to withdrawal of ecclesiastical endorsement shall be processed per reference (c) and MILPERSMAN 1920-250. Recommendations for separation due to misconduct shall be processed per reference (c).

Recommendations against continued service in the CHC due to failure to meet professional standards, per references (a), (b), and (e), shall be referred to a probationary officer continuation and re-designation board per reference (d). The chaplain's electronic service record shall not be marked with the career status screening code.

MILPERSMAN 1401-010

COMMUNICATION WITH ADMINISTRATIVE SELECTION BOARDS

Responsible Office	NAVPERSCOM (PERS-451F)	Phone:	DSN COM FAX	882-4162 (901) 874-4162 882-2695

1. **Policy**

a. Administrative selection boards, such as command selection, postgraduate school selection, etc., may receive information useful to their deliberations from parties other than the officer being considered, providing that such information is endorsed by the party involved to indicate the officer's awareness of the information.

b. This provision is intended to protect the rights of individuals by precluding the possibility of material which might be considered adverse or derogatory from being seen by a selection board without the individual's knowledge or opportunity for comment.

2. **Recorders and Board Sponsors**. Recorders and Board Sponsors are responsible for ensuring only correspondence which is in consonance with the provision of this article is presented to selection boards.

MILPERSMAN 1414-010

SWIMMER TRAINING AND QUALIFICATIONS

Responsible Office	CNO (N13)	Phone:	DSN	225-3914
			COM	(703) 695-3914
			FAX	224-6502

Governing Directive	CNET P1552/16, Navy Swimming and Water Survival Instructors Manual

1. **Safety Requirements**. As prescribed in CNET P1552/16, chapter 12.

2. **Minimum Qualifications**. The minimum water survival qualification for service in the Navy is Swimmer Third Class. Personnel not able to qualify as Swimmer Third Class at officer and enlisted accession schools should be recycled or held back for a maximum of three weeks to achieve this qualification.

3. **Third, Second, and First Class Qualifications**. Swimmer qualification tests will be administered and graded in accordance with CNET P1552/16, chapters 12 and 13.

4. **Service Record Documentation**

a. Personnel who qualify as a Swimmer Third, Second, or First Class will receive a verification entry on NAVPERS 1070/613, Administrative Remarks, in the service record. Entry will include the name, rank, SSN, and the command of the individual administering the test.

b. For individuals who fail to qualify for Swimmer Third Class, the detaching command shall prepare a NAVPERS 1070/613 entry stating,

"Member agrees to seek additional swimming instruction and will not be eligible for Class "A" or "C" School, apprenticeship training, extension of enlistment, reenlistment, or assignment to any afloat command until successful qualification as Swimmer Third Class."

MILPERSMAN 1420-010

COMMUNICATION WITH OFFICER PROMOTION SELECTION BOARDS

Responsible Office	NAVPERSCOM (PERS-80)	Phone: DSN COM FAX	882-4537 (901) 874-4537 874-2675

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. Each officer eligible for consideration for promotion by a selection board may communicate in writing with the board in a letter addressed to the board president.

2. **Contents of Communication**. The written communication, defined as a letter to the board president and signed by the eligible officer, may call the board's attention to any matter that the officer considers important. The officer's written communication may include (as enclosures) correspondence from any individual concerning the eligible officer. Correspondence not originated by the eligible officer, including endorsements to the officer's letter and letters written on behalf of that officer, must be accompanied by a written letter to the board president and signed by the eligible officer stating he or she desires the enclosed correspondence be presented to the board. Correspondence not accompanied by a letter to the board president and signed by the eligible officer is considered third-party correspondence and will be destroyed. Correspondence that contains classified information will not be accepted.

3. **Correspondence Due Date**. Correspondence must be received by Navy Personnel Command (NAVPERSCOM), Customer Relations Management Department (PERS-1) not later than 2359 on the day prior to the board convening date.

4. **Submitting Board Correspondence**. There are several ways to submit board correspondence. Regular mail is preferred. Please note that the address for commercial shipping is different than sending board correspondence via the United States Postal Service (USPS). Each board has a three digit number, which is preceded

by the fiscal year for that board. For example, the board number for the FY-13 active O-5 line promotion selection board is "13230". Additionally, for the following examples, "FY-YY" indicates the "YY" should be replaced with the applicable fiscal year. Finally, board numbers may be found on that board's respective page or the board schedule. All board correspondence should include the correct board number.

a. **All USPS mail**. Correspondence is to be mailed to the following address:

Navy Personnel Command Customer Service Center (PERS 1) **President, FY-YY (YY is fiscal year) (Active Duty or Reserve)** **(Grade) (Line** or **Staff) Promotion Selection Board** **Board FY###** **5720 Integrity Drive** **Millington TN 38055-6300**

b. **All "commercial" (Federal Express, UPS, DHL, etc.) express or overnight mail use the following address**:

Navy Personnel Command Customer Service Center (PERS 1) **President, FY-YY (YY is fiscal year) (Active Duty** or **Reserve)** **(Grade) (Line** or **Staff) Promotion Selection Board** **Board FY###** **5640 Ticonderoga Loop Bldg 768 Rm E302** **Millington TN 38055-6300**

c. **E-mail Submission Guidelines.** Board correspondence may be e-mailed to CSCSELBOARD@NAVY.MIL. All e-mails containing PII in the attachments or otherwise must be encrypted per the Department of the Navy Users Guide to PII which can be found at: http://www.doncio.navy.mil/Download.aspx?AttachID=1133. The subject line of the e-mail should include "**Board Package: Board FY###.**" The e-mail should include a letter to the board president signed by the eligible officer as an electronic attachment. Additional e-mail attachments and enclosures to the eligible officer's letter to the board may also be included as appropriate.

5. **Board Number**. Ensure all board correspondence includes the board number (FY###).

6. **Confirmation of Receipt**. Members may contact the NAVPERSCOM (PERS-1) to confirm receipt of their package for statutory promotion selection boards at: **1-866-U-ASK-NPC (1-866-827-5672), DSN: 882-5672, or at:**

https://ahdsedstws16.ahf.nmci.navy.mil/OA_HTML/npc.html.

MILPERSMAN 1420-030

REGULATIONS GOVERNING PHYSICAL EXAMINATIONS FOR PROMOTION OF COMMISSIONED OFFICERS AND COMMISSIONED WARRANT OFFICERS

Responsible Office	NAVPERSCOM (PERS-480)	Phone: DSN COM FAX	882-2322 (901) 874-2322 882-2751

References	(a) SECNAVINST 1412.6L

1. **Policy**. No officer of the Regular Navy or the Navy Reserve on active duty may be promoted to a grade above warrant officer (W-2) until, as reflected by the officer's most recent physical examination, the commanding officer (CO) has determined that the officer meets retention medical standards and is physically qualified for promotion.

2. **Physical Qualifications for Promotion**

a. The standard that constitutes physical qualification for promotion of an officer is the officer's physical fitness to perform duties of the grade for which eligible to a degree that would reasonably fulfill the purpose of the officer's employment on active duty in the officer's category. For officers of the **Navy Reserve**, this standard constitutes the physical standard for retention in the Navy Reserve. For **Regular Navy permanent warrant officers**, this standard is the standard for retention on active duty. "**Category**" as used here means

- an officer's classification as an officer in the line not restricted in the performance of duty;
- an officer designated for engineering duty, aeronautical engineering duty, special duty, or limited duty (LIMDU); or
- an officer in one of the Staff Corps of the Navy.

"**Limited duty**" as used here means LIMDU in the technical fields as distinguished from LIMDU for physical reasons.

b. Each officer's physical qualifications for promotion will be determined in the Navy Department from the officer's most recently reported physical examination in conjunction with the officer's records and duty status, except for the temporary promotion of ensigns, which is explained below. Additional physical examinations conducted exclusively for the purpose of determining physical qualifications for promotion are not required unless specifically ordered.

3. **Situations Causing Further Review**

a. Subject to any further review of the records in the Navy Department that may be indicated, and action resulting from that review, an officer shall be considered physically qualified provided the officer is not in one of the following situations:

(1) Undergoing hospitalization.

(2) On sick leave.

(3) Awaiting appearance before a physical evaluation board (PEB).

(4) Classified as fit for LIMDU based on the recommendations of a medical board.

(5) Awaiting final action on the recommended findings of a PEB or a medical board.

b. The foregoing criteria may not exclude from promotion an officer who, if otherwise eligible, is determined to be not physically qualified for promotion when Chief, Bureau of Medicine and Surgery (BUMED) determines

- that the officer's physical disqualification was by reason of wounds received in the line of duty, and
- that such wounds do not incapacitate the officer for the performance of useful service in the higher grade.

4. **Promotion of Ensigns**

a. COs of ensigns eligible for promotion are authorized to consider them physically qualified for promotion under the regulations described above. Unless the ensign is in one of the situations enumerated above, they will normally be considered physically qualified for promotion. This does not limit a CO's

authority to order an eligible ensign to report for a special physical examination for promotion. Ensigns in one of the situations enumerated above, or who are otherwise not considered physically qualified for promotion, should be considered for a delay of their promotion per reference (a).

b. Notwithstanding any other provision of this article, ensigns assigned **designator 11XX**, **13XX**, **or 6XXX**, and known to have defective color perception, shall be considered not physically qualified for promotion.

MILPERSMAN 1420-040

PROMOTION OF WARRANT OFFICERS

Responsible Office	NAVPERSCOM (PERS-480)	Phone: DSN COM FAX	882-2322 (901) 874-2322 882-2751

References	The promotion of warrant officers is governed by • 10 U.S.C. 578 for **Active Duty**, • 10 U.S.C. 12242 for **Reserve**, and • regulations issued by Secretary of the Navy.

MILPERSMAN 1420-050

COUNSELING OF OFFICERS WHO FAIL TO SELECT FOR PROMOTION

Responsible Office	NAVPERSCOM (PERS-80)	Phone: DSN COM FAX	882-4537 (901) 874-4537 874-2675

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 1400.1B (b) SECNAVINST 1412.8B (c) SECNAVINST 1420.1B

1. **Background**

a. The statutory procedures for promotion selection constitute a competitive system that requires the selection of the best qualified from a group of fully qualified officers. This results in a certain number of individuals who fail to select for promotion one or more times. Proper and timely counseling of officers with a failure of selection (FOS) is required, if initiated by their own request.

b. This article provides guidance for counseling Navy officers who fail to select for promotion to CWO3, CWO4, CWO5, and LT to CAPT.

2. **Failure of Selection Counseling Procedures**

a. Navy officers desiring counseling under this article are responsible for initiating counseling requests with their respective assignment officers. Counseling will be provided by an officer who is experienced in personnel matters and is senior in grade to and (wherever practicable) in the same competitive category, as defined by references (a) and (b), as the officer requesting counseling. Assignment officers responsible for providing counseling services will respond promptly to requests for counseling and will keep a record of counseling provided to constituents. The counseling officer will prepare a record for

file indicating when and how the request was made (letter, telephone, personally, etc.); when and how the counseling was provided; the specific nature of the counseling; and any other relevant information imparted to the requesting officer. Wherever feasible, the counseling officer should obtain a written acknowledgement from the requesting officer that the prepared record accurately reflects the counseling provided.

b. Counseling shall consist of reviewing the officer's record and indicating factors that may account for the officer's FOS.

c. Per reference (c), the counselor may not be an officer who served as a member, recorder, or administrative assistant for a promotion selection board which failed to select the requesting officer for promotion. Officers receiving counseling should be aware that officers who serve on a selection board are prohibited from stating why any particular officer was not selected for promotion. The proceedings of selection boards are confidential, and as a matter of policy, records of the deliberations are not maintained.

d. Close coordination between Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4) and NAVPERSCOM, Career Progression Department (PERS-8) is necessary to ensure proper career counseling and support to those officers required by law or policy to continue or end their careers as a result of FOS. Accordingly, NAVPERSCOM, Career Progression Division (PERS-80) will forward a list of all first and second time FOS officers as described in paragraph 1b of this article to NAVPERSCOM, Deputy Executive Assistant (PERS-4DEA) within 10 working days after the ALNAV selection board results are released.

MILPERSMAN 1420-060

FROCKING OF ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-812)	Phone: DSN	882-3224 (901) 874-3224

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free E-mail:	1-866-U ASK NPC uasknpc@navy.mil

---

References	(a) BUPERSINST 1430.16F (b) OPNAVINST 6110.1J (c) BUPERSINST 1610.10C

1. **Background**. Frocking is an administrative authorization to assume the title and wear the uniform of a higher pay grade without entitlement to the pay and allowances of that grade. Frocking provides early recognition for members selected for petty officer third class through master chief petty officer.

2. **Eligibility Requirements for Frocking**. After verifying individual eligibility dates per reference (a), members may be frocked as follows:

Qualified...	may be frocked...
E-8/9 selectees	upon receipt of official selection board results via NAVADMIN message.
E-7 selectees	no earlier than the first advancement increment and after completing the Chief Petty Officer Selectee Leadership Course.
E-5/6 selectees	upon receipt of the Enlisted Status Verification Report/Rating Change Authorization and after completing the Petty Officer First/Second Class Selectee Leadership Course.
E-4 selectees	upon receipt of the Enlisted Status Verification Report/Rating Change Authorization and after completing the Petty Officer Selectee Leadership Course.

3. **Restrictions**. Frocking does not change the permanent status of a member, or authorize payment of entitlements governed by statute or regulation, and is subject to restrictions as follows:

a. Enlisted members selected for officer appointments may not be frocked to officer status.

b. Navy members serving in joint commands may be frocked with the concurrence of the joint command.

c. Members must elect frocking by signing NAVPERS 1070/613 Administrative Remarks entry as shown in paragraph 4 below.

d. Frocked members are entitled to military identification (ID) cards and certain privileges of the higher pay grade (e.g., clubs, messing, berthing, housing, and parking) except as restricted by law. Updating dependent ID card is not required, nor is it recommended since dependents' entitlement is based on sponsor's (member) permanent pay grade.

e. The weight limit for shipment of household goods on permanent change of station orders is the weight limit authorized for the permanent pay grade, not the frocked pay grade.

f. Any administrative or punitive action (e.g., reduction in grade) is based on the member's permanent pay grade.

g. Frocked members shall purchase additional uniforms and insignia at their own expense. Payment of any uniform allowance is authorized only on permanent advancement.

h. If a member's recommendation for advancement is withdrawn after the member is frocked, the frocked rate shall be vacated.

i. Frocking is not authorized for members who do not meet the physical fitness, weight, or body fat requirements per reference (b).

j. All diary entries and pay action documents shall reflect the permanent pay grade. Performance evaluations shall be prepared in the member's frocked pay grade per reference (c).

k. Frocking is not authorized for Sailors advanced under any accelerated advancement programs.

4. **Procedures for Frocking**

a. To effect frocking, make entries on NAVPERS 1070/613 as follows:

(DATE): "Selectee for advancement to [rate and pay grade] from participation in (Cycle [#]) Navy-wide examination held in [month, year] and frocked to that rate per BUPERSINST 1430.16F."

Statement is signed by official with "By direction" authority.

(DATE): "I understand frocking is an administrative authorization to wear the uniform and insignia of a higher rate without entitlements or allowances of the frocked pay grade. I further understand that the frocked pay grade is effected at my option, that no increased pay and allowances accrue to me, and that any cost for additional uniforms or insignia incident to my being frocked will be defrayed by me, and that no retroactive pay, allowances, or reimbursements will be authorized. I understand that my frocked rate may be vacated by my commanding officer."

Statement is signed by member.

Witnessed by the commanding officer (or designated official)

b. The following letter may be presented to members at formal frocking ceremonies: (Use the proper letter format.)

From: Commanding Officer
To: [Rate, Name, USN(R)]

Subj: AUTHORITY TO ASSUME THE TITLE AND WEAR THE UNIFORM OF A [PETTY OFFICER FIRST CLASS]

Ref: (a) MILPERSMAN 1420-060

1. Under reference (a), you are hereby authorized to assume the title and wear the uniform of a [petty officer first class] effective immediately.

2. Your appointment carries with it the obligation that you exercise increased authority and willingly accept greater responsibility. Occupying now a position of greater authority, you must strive with a renewed dedication toward the valued ideal of service with honor.

3. Under reference (a), you will not be entitled to pay and other monetary allowances of a [petty officer first class] until actually advanced to the pay grade for which you have been selected.

4. Congratulations!

(Signature)

MILPERSMAN 1420-070

COMMANDER'S RESPONSIBILITY IN THE REVIEW PROCESS INVOLVING WITHHOLD OR DELAY OF AN OFFICER'S PROMOTION

Responsible Office	NAVPERSCOM (PERS-833)	Phone: DSN COM FAX	882-3477 (901) 874-3477 882-2058

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. §624 (b) SECNAVINST 1420.1B

1. (Few decisions have more of an impact on the future of the Navy than the selection of the future leaders via the officer promotion process.) Per reference (a), the Secretary of the Navy (SECNAV) may delay an officer's promotion in order to determine whether the member is mentally, physically, morally, or professionally qualified or has met the exemplary conduct requirements for promotion to the next higher grade. Reference (b) implements that requirement and states that the name of any officer with adverse or alleged adverse information may be withheld from the promotion scroll.

2. Following a selection board, reference (a) requires a review of potentially adverse information in an officer's record since his or her last promotion. Should the record contain adverse or alleged adverse information, the officer's selection is held in abeyance pending a determination by the SECNAV whether to recommend promotion of the officer or to withhold the promotion. Should the SECNAV decide to withhold a promotion, a record of the decision will be placed in the officer's official military personnel file for review by subsequent selection boards.

3. The SECNAV considers whether the information was available to the selection board, the nature of the adverse or alleged adverse information, and any extenuating or mitigating factors. Key elements of the review are the demonstrated performance of

the officer, the statements provided by the affected officer, and the endorsement by his or her immediate superior.

4. The endorsement of the immediate superior is considered carefully by senior leadership, and it is vitally important to provide the rationale for this recommendation. Accordingly, the commander's endorsement in these cases should address the following:

a. An evaluation of the professional performance of the officer and assessment of his or her potential for future service;

b. The underlying event or misconduct (if applicable), its impact on the command and victims, including an assessment of any extenuating or mitigating circumstances; and

c. How your recommendation to promote or withhold promotion supports our Navy ethos.

MILPERSMAN 1420-100

JOINT STAMP REQUIREMENTS FOR ACTIVE DUTY AND RESERVE FULL TIME SUPPORT PROMOTION BOARDS

Responsible Office	NAVPERSCOM (PERS-450)	Phone DSN	882-4217 (901) 874-4217

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: DSN	882-4217 (901) 874-4217

References	(a) CJCSINST 1330.05 (b) 10 U.S.C. (c) DoDINST 1300.19

1. **Background.** Congress has established that officers assigned to the Joint Staff are expected, as a group, to promote at a rate not less than the rate for officers in the same grade and competitive category who have served at or are serving in the headquarters staff of their military service. In addition, officers who have been designated as Joint Qualified Officers are expected to promote at a rate not less than the rate for their competitive category and grade. Finally, the Office of the Secretary of Defense (OSD) has established policy that officers assigned to OSD are expected, as a group, to promote at a rate not less than the rate officers in the same grade and competitive category who have served at or are serving in the headquarters staff of their military service. As stated in reference (a), enclosure (l); an officer who has met the joint officer requirements of reference (b), Chapters 36 and 38 and reference (c), and whose record is before a promotion board must be clearly and equally identified. This requirement is met by displaying a stamp in the eligible officer's record. The stamp satisfies the standard that "appropriate consideration be given" set forth in reference (a), enclosure (1).

2. **Policy**. Administration of joint stamp information for use in O-4 to O-7 active duty and reserve statutory promotion boards is governed by references (b) and (c). This procedure will ensure eligible officers are clearly identified during active duty and reserve statutory promotion boards and meet the standard for appropriate consideration required in reference

(a), enclosure (1). Additionally, this procedure will facilitate post board reporting requirements outlined in reference (a), enclosure (l), ensuring Navy compliance with promotion objectives established in reference (b), §662 and reference (c), enclosure (10).

3. **Action**

a. The Bureau of Naval Personnel (BUPERS), Officer Community Management (BUPERS-31) shall provide recommended individual competitive category promotion plans (excluding the Unrestricted Line) to the Office of the Chief of Naval Operations (OPNAV), Policy Coordination and Special Programs Branch (N131) no later than 75 days prior to the convening date of the active duty O-6 Line or Staff (whichever is first) promotion board to ensure sufficient time for the review process, Secretary of the Navy approval, and release of promotion zone NAVADMIN at least 30 days prior as prescribed in reference (b).

b. Navy Personnel Command (NAVPERSCOM), Career Progression Department (PERS-8) shall:

(1) Provide a list of officers eligible for consideration for promotion to NAVPERSCOM, Joint Officer and Management and Education/Subspecialty Branch (PERS-450), formatted per reference (a), no later than 30 days prior to the convening date of the first promotion board of each fiscal year and 35 days prior to the convening date of each subsequent board.

(2) Provide NAVPERSCOM (PERS-450) additions to the list of eligible officers within 1 working day of receipt of additions by NAVPERSCOM (PERS-8) to ensure an officer on the active duty list or reserve active status list, in or above the promotion zone, is considered for promotion per reference (b).

(3) Upon receipt of eligible officers' joint stamp data from NAVPERSCOM (PERS-450), load information into the Electronic Military Personnel Records System (EMPRS) to display the joint stamp information in the records of eligible officers meeting the criteria set forth in references (b) and (c).

(4) Report the same day, any joint stamp discrepancies discovered during record reviews of eligible officers for adjudication by NAVPERSCOM (PERS-450).

(5) Submit joint promotion statistics with the promotion report per reference (c).

c. NAVPERSCOM (PERS-450) shall:

(1) Download required Defense Manpower Data Center (DMDC) and Officer Assignment Information System (OAIS) data at least twice per month during the months of October through April each year (to facilitate data processing for statutory promotion boards). The final data requests for each month during this period should be made at least 3 days prior to the board convening date.

(2) Provide the Joint Staff (J1) with the list of promotion eligible officers and other required information at least 30 days prior to the convening date of each promotion board per reference (a).

(3) Provide NAVPERSCOM (PERS-8) with joint stamp information for the list of eligible officers at least 5 working days prior to the board convening date.

(4) Adjudicate joint stamp discrepancies within 1 working day as reported by NAVPERSCOM (PERS-8).

(5) Brief promotion board recorders and members on the requirements for joint stamps, and provide guidance to assist with eligible officers' record reviews.

(6) Be present in the board spaces for active duty Line and Staff O-6 and O-7 promotion boards, available for all other active duty and reserve promotion boards, and serve as an advisor to the board president on matters related to the application and interpretation of joint stamps.

MILPERSMAN 1426-010

PERMANENT APPOINTMENT TO ACTIVE DUTY CHIEF WARRANT OFFICER AND LIMITED DUTY OFFICER STATUS

Responsible Office	NAVPERSCOM (PERS-4801G)	Phone: DSN COM FAX	882-3170 (901) 874-3170 882-2620

References	(a) OPNAVINST 1420.1A

1. **Policy**

a. All chief warrant officers (CWOs) receive permanent officer appointment upon acceptance to CWO2/3 from their prior enlisted status (reference (a)). Permanent appointment as CWO in the Regular Navy is made by commission of the President. Permanent appointment as CWO in the Navy Reserve is made by commission of Secretary of the Navy (SECNAV).

b. Temporary limited duty officers (LDOs) shall be offered permanent officer status following their selection to lieutenant. Permanent appointment as an LDO in the Regular Navy is made by the President with the advice and consent of the U.S. Senate (reference (a)). Permanent appointment as an LDO in the Navy Reserve below the grade of commander is made by the President.

c. The provisions herein for permanent CWO status are not applicable to former temporary CWOs serving as temporary LDOs. A permanent CWO vacates all commissioned warrant officer status upon the acceptance of a permanent LDO status; however, they retain their CWO status while in a temporary LDO status.

2. **Termination of CWO Appointment**

a. The appointment of a CWO is subject to termination at any time within 3 years after the date of acceptance of the initial appointment as a CWO. CWOs who have held their appointments for 3 or more years may have their appointments terminated following administrative separation procedures.

b. A CWO whose appointment is terminated per this article shall not be entitled to severance pay if they had less than 3 years warrant service, but upon application may, at the discretion of SECNAV, be enlisted in such grade as the SECNAV may direct but not lower than the grade held immediately prior to appointment as a CWO, in this instance any entitlement to severance pay is forfeited.

3. **Retirement Eligibility**

a. An LDO must serve a total of 10 years of commissioned service on active duty to be eligible to retire voluntarily.

b. Commissioned service on active duty as a CWO (W2/W3/W4) and/or temporary LDO counts toward the accumulation of years commissioned service required to retire voluntarily.

c. Reversion of LDOs shall be submitted to Navy Personnel Command (NAVPERSCOM), Officer Retirement Section (PERS-4822A1C) per MILPERSMAN 1100-060.

MILPERSMAN 1427-010

PRECEDENCE AMONG ENLISTED MEMBERS

Responsible Office	NAVPERSCOM (PERS-812)	Phone: DSN COM	882-3224 (901) 874-3224

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. For enlisted members presently and regularly assigned to the same activity, or enlisted members present in any gathering, the member with the longest continuous service in the highest pay grade takes precedence and is the senior member, regardless of rating.

2. **Determining Precedence**

a. Precedence for enlisted members is based on rank.

(1) The Master Chief Petty Officer of the Navy takes precedence over all Navy enlisted members.

(2) Fleet master chiefs take precedence over all Navy enlisted members, except the Master Chief Petty Officer of the Navy.

(3) Force master chiefs take precedence over all Navy enlisted members, except the Master Chief Petty Officer of the Navy and fleet master chiefs.

(4) Chief of Naval Operations (CNO) directed command master chiefs take precedence over all Navy enlisted members, except the Master Chief Petty Officer of the Navy, fleet master chiefs, and force master chiefs.

(5) Command master chiefs take precedence over all enlisted members of a command.

b. Among members in the same pay grade with the same length of continuous service in pay grade, a member with the longest continuous service in the next lower pay grade takes precedence. If the length of continuous service in the next lower pay grade

is the same, the member with the longest time in each successively lower pay grade takes precedence.

c. For the purpose of determining precedence, continuous service is service in the present and preceding enlistments of active or inactive duty in any branch of the Armed Forces, providing any break between discharge and reenlistment does not exceed 90 days. For members reenlisting with noncontinuous service, service in reenlistment pay grade or in a higher pay grade held in a previous enlistment is not creditable for the purpose of establishing precedence.

d. In the case of advancement resulting from Navy-wide examinations, the effective date of advancement, rather than the time-in-rate date, determines precedence. Between members with the same effective advancement date, this system will be applied to previous advancements to resolve a tie.

3. **Effect of Precedence**

a. Observing precedence will not interfere with any member’s responsibility for or performance of assigned duties, or duties of a rating.

b. Authority or privilege shall not accrue to an enlisted member solely by reason of precedence. In the absence of a commissioned officer able to assume command, the enlisted member with the highest precedence exercises authority over all enlisted members present in an emergency, a prisoner of war situation, or a situation requiring action in the best interest of the Navy.

MILPERSMAN 1430-010

ACCELERATED ADVANCEMENT OF RECRUIT TRAINING, CLASS "A" SCHOOL GRADUATES, AND CEREMONIAL GUARD

Responsible Office	**Active**: NAVPERSCOM (PERS-811)	Phone: DSN COM FAX	882-3224 (901) 874-3224 882-2623
	Reserve: NAVPERSCOM (PERS-812)	Phone: DSN COM FAX	882-4500 (901) 874-4500 882-2771

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUPERSINST 1430.16F (Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve) (b) OPNAVINST 6110.1H

1. **Accelerated Advancement of Recruit Training**. Commanding Officer (CO), Navy Recruit Training Command (NAVCRUITRACOM) may advance the top 10 percent of each graduating class to the next higher paygrade (E-2 or E-3). Time-in-rate (TIR) requirements for the purpose of this advancement are waived. If a member is eligible for accelerated advancement to E-2 under an enlistment incentive and earns eligibility under this article, member will be advanced to E-3, and effective date of advancement will be date of graduation. TIR date will be established per reference (a).

2. **Accelerated Advancement of "A" School Graduates to Higher Paygrade**. COs of traditional training schools are authorized to advance the number one "A" School graduate in each class to the next higher paygrade not to exceed E-3. COs of non-traditional training schools (e.g., Interservice Training Review Organization (ITRO)/Computer Based Training (CBT)/Self-Paced/Accelerated Training Pipelines are authorized to advance the 95th percentile (top 5 percent) of "A" School graduates to the next higher paygrade not to exceed E-3. Candidates for advancement must also have a satisfactory record of military bearing and professional performance. TIR requirements for the purpose of this advancement are waived. Effective date of

advancement will be the date of graduation. Furthermore, these students may also be included as candidates for accelerated advancement to E-4 as specified later in this article. Members who would be advanced to E-2 under this paragraph, and are within 60 days of normal E-2 advancement will be advanced to E-3, effective the date of graduation. TIR date will be established per reference (a).

3. **Recommendation of Top 10 Percent "A" School Graduates for Accelerated Advancement Program (AAP)**

a. COs of traditional and non-traditional training schools may recommend the top 10 percent of the qualified candidates in each "A" School graduating class for AAP. Candidates for AAP must also have a satisfactory record of military bearing and professional performance.

b. The accelerated advancement will be held in abeyance for 4 to 10 months from report date to ultimate duty station. The candidate's CO may effect the advancement on any date after a minimum observation period of 4 months. The observation period shall begin upon reporting and will not include permanent change of station (PCS) leave or temporary duty (TEMDU) at other commands prior to reporting. The advancement must be effected within 10 months of reporting. For those members who were previously working in their new rating for a minimum of 4 months and attended "A" School on temporary additional duty (TAD) orders, the CO of the permanent duty station (PDS) can effect advancement upon graduation.

c. Accelerated advancement to paygrade E-4 may be effected for qualified candidates whether or not a member is serving in paygrade E-3.

d. TIR date is 1 January for those members advanced to paygrade E-4 between 1 January and 30 June; TIR date is 1 July for those advanced between 1 July and 31 December.

e. Members reduced in rate before being advanced to E-4 forfeit all eligibility for further accelerated advancement. For members reduced in rate after accelerated advancement to E-4, there is no reduction in obligated service (OBLISERV) or extended drilling obligation.

f. For those members who were designated under the 5-year Obligor Program (except for Aircrew Rescue Swimmer Program),

they are required to extend an additional year for the AAP to E-4 per MILPERSMAN 1160-040.

g. CO responsibilities:

(1) Candidates must meet body fat and physical readiness standards of reference (b) and successfully complete the military requirements for the PO3 Correspondence Course and the Petty Officer Indoctrination Course prior to advancement.

(2) Candidates must be United States (U.S.) citizens to be advanced in a rating listed in reference (a) as requiring access to classified information.

(3) Commands will ensure submission of a Navy Standard Integrated Personnel System (NSIPS) event for advancement to E-4.

(4) If a candidate's advancement is not effected by the end of the 10-month period from report date to ultimate duty station, the CO must make a NAVPERS 1070/613 (Rev. 07-06), Administrative Remarks entry stating the reason why the accelerated advancement was not effected, and cancel the agreement for additional OBLISERV.

(5) Members accepting advancement under this program will sign a NAVPERS 1070/613 entry indicating agreement to incur OBLISERV as follows:

(a) **Active duty members**:

"(date) I agree to accept accelerated advancement to (rate) when eligible. I understand I must incur sufficient active obligated service so that I will have completed 5 years total active service in the Navy upon expiration of my current enlistment or enlistment as extended (in the case of Full Time Support (FTS) and reservists, an extension of active duty or enlistment) per MILPERSMAN 1430-010. I must complete/meet all other advancement requirements (except TIR) and be recommended by my commanding officer."

(b) **Navy reservists attending "A" School on Active Duty for Training orders**:

"I agree to accept accelerated advancement to (rate) when eligible. I understand that I must extend my current 6-year mandatory drilling obligation for 1 additional year so that I will have incurred a 7-year mandatory drilling obligation. I must complete all other advancement requirements (except time-in-rate) and be recommended by my commanding officer."

(c) **National Call to Service (NCS) participants**:

"I agree to accept accelerated advancement to (rate) when eligible. I understand that I am obligated to a total of 5 years service on Active Duty and/or in the Selected Reserve (SELRES) as authorized per the provisions of MILPERSMAN 1133-080. The 5 years total service is determined from the date I entered Active Duty. I must complete all other advancement requirements (except time-in-rate) and be recommended by my commanding officer."

(6) Members accepting advancement under this program and whose present enlistment, active duty obligation, or enlistment as extended, **does not provide sufficient active OBLISERV** will execute

- NAVPERS 1070/621 (Rev. 01-00), Agreement to Extend Enlistment, or
- NAVPERS 1070/622 (Rev. 08-07), Agreement to Recall or Extend Active Duty

as appropriate, entering the reason for extension as follows:

"Advancement to rate/grade per MILPERSMAN 1430-010. I understand this extension becomes binding upon advancement and may not be canceled except as per MILPERSMAN 1160-040."

4. **Accelerated Advancement for Ceremonial Guard**. CO of Ceremonial Guard unit may advance all Sailors who successfully complete Ceremonial Guard indoctrination to the paygrade of E-3. TIR requirements for the purpose of this advancement are waived. Effective date of advancement will be the date of graduation from indoctrination. TIR date will be established per reference (a).

5. **Accelerated Advancement for Divefarer Program Enlistees**. Personnel who enlist under the Divefarer Program are authorized accelerated advancement to E-4 upon completion of diving, explosive ordinance disposal (EOD), or sea-air-land (SEAL) training.

6. **Accelerated Advancement for Aircrew Rescue Swimmer Program Enlistees**. Members who enlist under the Aircrew Rescue Swimmer Program, MILPERSMAN 1220-010, are authorized accelerated advancement upon completion of both rescue swimmer training and assigned "A" School. The Aircrew Rescue Swimmer Program is a 5-year obligation. No additional extension for accelerated advancement is required.

MILPERSMAN 1430-020

ADVANCEMENT AFTER REDUCTION IN RATE

Responsible Office	**Active**: NAVPERSCOM (PERS-4811)	**Phone**:	DSN COM FAX	882-3224 (901) 874-3224 882-2771
	Reserve: NAVPERSCOM (PERS-4812)	**Phone**:	DSN COM FAX	882-4500 (901) 874-4500 882-2771

References	(a) Uniform Code of Military Justice (UCMJ) (b) BUPERSINST 1430.16E

1. **Policy**

a. Members who have been reduced-in-rate, as a result of judicial or nonjudicial punishment, except those who fall under reference (a), articles 15(d) and 15(e) are subject to the normal advancement system unless they are considered by their commanding officers (COs) to be deserving of special consideration.

b. Members who were administratively reduced in rate as a result of broken service or recalled to active duty are not eligible for consideration.

2. **Criteria for Restoration**. Restoration to a rate under this article results from special consideration accorded deserving members on a case-by-case basis. Accordingly, a member’s entire service record will be reviewed by Navy Personnel Command (NAVPERSCOM) when a request for restoration is received. Requests for members who have been convicted of multiple offenses under reference (a), or have been reduced in rate as a result of a vacated, previously suspended sentence; reduced more than one paygrade by courts-martial action; or convicted of a drug offense or other serious civil or military offenses will not receive favorable consideration. Recommendations for advancement under provisions of the normal advancement system are considered more appropriate for such members.

3. **Application Procedure**

a. Members who desire reinstatement must submit a letter of request to

(1) NAVPERSCOM, Active Enlisted Advancement/Conversion/ Incentive Section (PERS-4811); or

(2) NAVPERSCOM, Reserve Enlisted Advancement/Conversion/ Recall Section (PERS-4812) for Reserve personnel;

via their CO. It will be beneficial for the Bureau of Naval Personnel (BUPERS) reviewing board if members include in the petition events surrounding the judicial or nonjudicial punishment and their outlook for further Naval Service. A window of a minimum of 12 months and a maximum of 36 months from the date of reduction-in-rate will be used for submission of requests.

b. The CO's endorsement shall set forth in detail a full justification of the recommendation based on observation of the member since reduction-in-rate. This observation period will not interfere with the member's participation in the normal advancement system or the CO may deny the request with no further action required.

c. If reduction-in-rate occurred as a result of judicial or nonjudicial punishment, COs will ensure requests for reinstatement include as a minimum

(1) a summary of the offense for which member received punishment, either through a statement, extract from the Unit Punishment Book, or record of trial from court martial;

(2) copies of evaluations prior to, and all evaluations since reduction-in-rate; and

(3) if the offense is alcohol related, certification of completion and level of treatment with comments as to the member's success.

4. **Restoration to E-2 or E-3**. Restoration-in-rate to paygrade E-2 or E-3 is provided for in reference (b), article 807e.

MILPERSMAN 1430-040

ACCELERATED ADVANCEMENT FOR ENLISTED MUSICIAN (MU) ASSIGNMENTS TO NAVY PREMIER BANDS

Responsible Office	NAVPERSCOM (PERS-4014)	Phone: DSN COM FAX	882-4316 (901) 874-4316 882-2614

References	(a) BUPERSINST 1430.16E (b) 10 U.S.C., Subtitle C, Part III, Chapter 603, §6969 Band Composition (c) COMNAVCRUITCOMINST 1130.8G

1. **Background**. Only the most highly qualified Musician (MU) personnel are selected for duty with the **U.S. Navy Band**, **Washington**, **DC** and **Naval Academy Band**, **Annapolis**, **MD** to maintain the unique musical and professional standards required of these premier Presidential support and Service Academy organizations.

2. **Requirements/Qualifications**

a. Provided members are qualified in all other respects, advancement in rating of MUs assigned to duty with these activities will be per the provisions of reference (a), except that MU "A" and "C" Service School requirements establishing eligibility for advancement to E-7 (MUC), E-8 (MUCS), and E-9 (MUCM), are waived.

b. If qualified in all other respects, personnel reporting for duty with the U.S. Navy Band and Naval Academy Band in a paygrade below E-6 (MU1) may be recommended to Navy Personnel Command (NAVPERSCOM), Enlisted Community Management Branch (PERS-4011), for advancement to MU1 without regard to time-in-service, provided they have completed the military requirements through E-6. Date of rate will be effective upon reporting or, in the case of direct procurement accessions, upon completion of recruit training. Reference (b) delineates that the Naval Academy Band paygrades will equal that of the U.S. Navy Band.

c. Chapter 4, Section 15 of reference (c) details new accessions accelerated advancement policies for the U.S. Navy Band and Naval Academy Band.

MILPERSMAN 1430-050

ACCELERATED ADVANCEMENT FOR HOSPITAL CORPSMEN EARNING INDEPENDENT DUTY CORPSMEN (IDC) NAVY ENLISTED CLASSIFICATIONS (NECs).

Responsible Office	NAVPERSCOM (PERS-812)	Phone: DSN COM FAX	882-3324 (901) 874-3324 882-2063
	BUPERS (BUPERS-325)	Phone: DSN COM FAX	882-2981 (901) 874-2981 882-2043

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) CNP ltr 1430 Ser 222C3/5U577010 of 04 Apr 95 (b) BUPERSINST 1430.16 (C) OPNAVINST 6110.1

1. **Background**. Only the most highly qualified hospital corpsmen (HMs) are selected for training and qualification in independent duty corpsman (IDC) Navy enlisted classifications (NECs) 8402, 8425, 8494 and 8403.

2. **Purpose**. To promulgate policy and guidance for the accelerated advancement of IDCs to E-6, as authorized by reference (a), and E-5, as authorized by reference (b).

3. **Discussion**. Per reference (a) and MILPERSMAN 1160-100, certain HMs may be authorized accelerated advancement to pay grade E-5 or E-6, upon graduation, from one of the following IDC "C" schools:

- HM-8425, Surface Force IDC
- HM-8402, Submarine Force IDC
- HM-8494, Deep Sea IDC
- HM-8403, Reconnaissance IDC

a. HMs graduating from one of the above IDC "C" schools, and who meet the following criteria, may be advanced to pay grade E-6:

(1) Have 3 years time in rate (TIR) and 7 years total active Federal military service (TAFMS) as defined in reference (b). Additionally, candidates who meet TIR and other advancement requirements may be authorized advancement, whether or not they have accrued the DoD-prescribed TAFMS with HM enlisted community manager (ECM) approval;

(2) Have a current recommendation for advancement and are not pending any military and or civilian disciplinary actions;

(3) Will graduate from the "C" school with a final rounded grade of 91 percent or above and have not been set back for any academic deficiencies.

(4) Have passed the most recent physical fitness assessment (PFA), including body composition assessment (BCA), per reference (c); and

(5) Have been determined to be "fit for full duty" and "world-wide assignable" to a valid IDC billet "for duty" (FORDU).

b. Select HMs approved on a "case by case" basis by the HM ECM may be authorized automatic advancement to pay grade E-5 under the Selected Training and Reenlistment (STAR) Program upon successful completion of one of the following "C" schools per MILPERSMAN 1160-100:

- HM-8425, Surface Force IDC
- HM-8494, Submarine Force IDC
- HM-8403, Reconnaissance IDC

c. STAR candidates require preapproval from HM ECM via Navy Personnel Command (NAVPERSCOM), Enlisted Career Administration (PERS 811), must meet all requirements for STAR per reference (b), and must reenlist for a period of 5 years. The following additional requirements also apply:

(1) Have 2 years TIR as an HM3, and at least 3 years TAFMS;

(2) Have a current recommendation for advancement, and are not pending any military and or civilian disciplinary actions;

(3) Have passed the most recent PFA, including BCA, per reference (c); and

(4) Have been determined to be "fit for full duty" and "world-wide assignable" to a valid IDC billet FORDU.

d. The military advisor will notify the education service officer of all students eligible for accelerated advancement 60 days prior to the graduation date from the school.

e. Students who meet all criteria for accelerated advancement, except TIR and or TAFMS, will have a temporary NAVPERS 1070/613 Administrative Remarks prepared and verified in their electronic service record (ESR) in the Navy Standard Integrated Personnel System (NSIPS) authorizing advancement when sufficient TIR and or TAFMS is obtained.

f. Students who meet all the criteria for accelerated advancement, but are not physically qualified, shall have a temporary NAVPERS 1070/613 entry made in NSIPS/ESR reflecting that advancement is authorized upon becoming "fit for full duty."

MILPERSMAN 1440-010

CHANGE IN RATING, AUTHORIZATION

Responsible Office	NAVPERSCOM (PERS-4811)	Phone: DSN COM FAX	882-3908 (901) 874-3908 882-2043

References	(a) BUPERSINST 1001.39E (b) OPNAVINST 6110.1H (c) BUPERSINST 1430.16E (Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve) (d) NAVEDTRA 12061 (Catalog of Nonresident Training Courses (CANTRAC)) (e) NAVADMIN 234/04 (f) JAGINST 1440.1C (g) BUPERSINST 1133.29F (h) COMNAVCRUITCOMINST 1130.8G (Navy Recruiting Manual – Enlisted)

1. **Policy**

a. The objective of Navy Personnel Command (NAVPERSCOM) regarding rating conversions is to encourage members to serve in a rating for which they have greatest aptitude and interest. To the extent that changes in rating do not cause an undesirable effect on overall distribution and advancement opportunity for career petty officers, changes in rating may be approved following guidelines presented in this article. In all cases, Navy's requirements shall take precedence. Procedures for submission of "direct conversion" and "in-service" training status requests for inactive duty Navy Reserve personnel are contained in reference (a).

b. Requests shall be for a rating that is undermanned, Career Reenlistment Objectives (CREO) Category 1, as defined in most current CREO NAVADMIN. Requests from members serving in a rating that is undermanned, or who possess specialty skills or Navy Enlisted Classifications (NECs) that are in short supply, will not be considered. Requests for conversion to ratings in CREO Category 2 (properly manned) will only be considered on a case-by-case basis. Furthermore, requests for change in rating into a CREO Category 3 will not be considered.

c. All requests must include the NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request, last three evaluations, and the Armed Services Vocational Aptitude Battery (ASVAB) scores. Additional required documentation for a particular rating are listed on the later paragraphs of this article.

d. Per MILPERSMAN 1306-112, para. 2a(1) provides guidance on the electronic transmission of NAVPERS 1306/7; however, with the required supplemental documentation, conversion packages must be submitted in hard copy via mail, facsimile (fax), or email attachment to mill_conversions@navy.mil (this is the preferred method).

2. **Service Requirements**

a. Applicants must

(1) be an enlisted member of the Regular Navy or Navy Reserve on active duty with less than 12 years active service (including Navy Reserve Full Time Support (FTS) personnel). Members in the FTS program shall submit their requests to NAVPERSCOM, Reserve Enlisted Advancement/Conversion/Recall Section (PERS-4812). FTS personnel must serve on board current duty station for a minimum of 18 months prior to submission.

(2) be a petty officer first class (PO1) or below. Commanding officers (COs) are urged to carefully consider requests for change in rating of a PO1 before making favorable endorsement, since these members have gained valuable experience and training in their present rating. PO1s that are approved for change of rating must be able to carry out duties and responsibilities of a PO1 in the new rating with a minimum of training.

(3) be eligible in all respects for transfer (be within 12 months of projected rotation date (PRD)). Minimum activity tour requirements for type duty are listed in MILPERSMAN 1306-102 and 1306-106. Ensure compliance with Physical Readiness Test (PRT) standards (reference (b)). Those in receipt of permanent change of station (PCS) orders (either hardcopy or verbal from rating detailer) are not eligible.

(4) have served a minimum of 24 months in present rating before being eligible to submit for conversion to another rating.

b. A member on an enlistment or extension of enlistment, for which a Selective Reenlistment Bonus (SRB) was paid, will not normally be considered for a change in rating until within 9 months of end of active obligated service (EAOS).

c. Obligated service (OBLISERV) already incurred in return for any enlistment or reenlistment incentive, training, or other program must be served before conversion to another rating will be authorized. Exceptions will be considered, based on needs in the requested rating and degree of over-manning in present rating.

3. **Other Eligibility Requirements**

a. Applicants must

(1) satisfy eligibility requirements for the rating requested as defined in reference (c) and, in case of CT rating, any pertinent directives Commander, Naval Security Group Command (COMNAVSECGRU) may publish. Non-United States (U.S.) citizens are ineligible for entry into, or change to, a rating that requires eligibility for a security clearance as stipulated in reference (c). A lateral conversion request for CT and IS ratings has the additional requirement for an SF 86 (Rev. 9-95), Questionnaire for National Security Positions.

(2) be recommended by their CO. Besides making sure that a member meets all eligibility requirements for change in rating and is deserving of consideration, COs shall also be reasonably assured that member possesses potential to succeed in applicable paygrade of requested rating.

(3) have no nonjudicial punishments (NJP) or convictions in civilian or military courts for past 18 months.

b. Certain ratings require satisfactory completion of an “A” School prior to change of rating (refer to current CREO NAVADMIN). If training is required, applicant must meet prescribed minimum ASVAB scores contained in reference (d).

4. **Change of Rating by Command Administrative Action**. Change of apprenticeship (non-designated personnel) may be done at the

command level with the CO's approval, at a member's request, provided that

a. a greater need exists in desired apprenticeship,

b. a valid billet exists within command, and

c. member is fully qualified for new apprenticeship.

5. **Change of Rating via Formal School Training**. Service school commands are authorized to assign rating designation and change in rating upon successful completion of designated training of conversion courses. Careerists (who will not be SRB-eligible) approved for conversion via an "A" School must satisfy OBLISERV requirements contained in MILPERSMAN 1306-604, prior to transfer for instruction. First-termers and those who will be SRB-eligible upon graduation, approved for conversion via an "A" School, must extend to graduation date and agree to satisfy OBLISERV requirements immediately upon successful graduation from an "A" School. Members in paygrades E-1 through E-6 who are ordered to a school that incorporates an extended course of instruction such as FT, ET, AT, EW, and ST, shall be converted in rating at an equal paygrade after successful completion of basic or A-1 phase of that course of instruction. Exceptions to this policy apply to the following:

a. Members assigned specifically to HT "A" School must successfully complete both phase 1 and 2 of HT "A" School prior to being converted to HT rating.

b. Former "A" School graduates from a rating with fundamentals of basic or A-1 phase of training, similar to those of prospective rating, may be tested on material to be covered in that initial course. If a member proves to be thoroughly knowledgeable with A-1 phase as a result of successfully passing a preliminary A-1 phase examination, attendance in A-1 phase will be optional as determined by service school command concerned, and member may be directly converted to new rating and enrolled in advanced, or A-2 phase, portion of course.

6. **Change of Rating through Direct Conversion**. Members may request direct conversion from one rating to another rating. Approval will be based on related skills, manning, experience, and training in present rating and desired rating (e.g., AT3 to ET3, DC3 to HT3, YN3 to PS3). Additionally, occasional manning circumstances require direct conversion of members from one

rating to another upon creation of a new rating. All members in FTS program shall send requests to NAVPERSCOM (PERS-4812).

7. **Change of Rating through Navy Examinations**

a. In certain cases, a member currently serving in an over-manned rating, or requesting conversion to an undermanned rating (CREO 1), may be authorized conversion through participation in an advancement examination. Member will take examination for desired rating at current paygrade or, if Time-in-Rate (TIR) eligible, next higher paygrade (e.g., an ET2 may take EW2 examination, an ET2 may take EW1 examination, if TIR eligible). Member must be eligible in all respects to participate in requested examination and must have sufficient OBLISERV remaining in order to receive examination results. Extensions will not be granted for purpose of converting.

b. Prior approval for examination participation must be obtained from NAVPERSCOM, Active Enlisted Advancement/ Conversions/Incentive Section (PERS-4811), using NAVPERS 1306/7. Submit requests at least 90 days before examination date to allow processing before desired examination cycle. Substitute examinations will not normally be authorized. Refer to reference (c). Prior approval for members in the FTS program must be obtained from NAVPERSCOM (PERS-4812).

8. **Forced Conversion**

a. Forced conversion is the NAVPERSCOM-directed, involuntary change of rating or removal of striker designation (for E-1 – E-3 personnel), based on a member’s loss of eligibility to further serve in their present rating. Primary reasons for forced conversion include (but not limited to) the following:

(1) Permanent revocation by Department of the Navy, Central Adjudication Facility (DON CAF) of member’s security clearance. Loss of locally granted security access is not sufficient reason for forced conversion.

(2) Disqualification from Personnel Reliability Program (PRP), which precludes further performance of duty within presently assigned rating. This includes members whose duties require maintaining such qualifications (i.e., FT or MT), or permanent disqualification from submarines for personnel in all SS ratings.

(3) Demonstrated inability or unsuitability for continuance in a particular rating. HMs who cannot reliably and effectively perform patient care duties, or cannot be entrusted to have access to medicinals due to drug abuse (or any other type of involvement with illegal drugs), shall be recommended for forced conversion to an appropriate rating, provided they are considered suitable for retention on active duty.

(4) Any physical or medical problem that renders member permanently incapable of performing in their currently assigned rating. Medical documentation of disqualifying problem must be submitted as part of the forced conversion package.

NOTE: Members who are found not operationally suitable or are assignment-limited for sea or operational duty are not to submit a forced conversion package. NAVPERSCOM, Enlisted Distribution Division (PERS-40) will determine if processing for administrative separation (ADSEP) is appropriate upon receipt of the unsuitability message.

(5) MNs who fail to screen for overseas assignment per MILPERSMAN 1300-300 through 1300-304, due to a correctable condition, will normally be afforded an opportunity to resolve underlying cause. If, at end of a reasonable period of time, member remains unsuitable for overseas duty due to member’s own lack of initiative, CO shall recommend member for forced conversion to a rating with minimal overseas duty, provided member is considered suitable for retention on active duty.

(6) Members who are prohibited access to firearms due to a qualifying conviction of a crime of domestic violence, whose duties principally involve frequent access to, carrying, or possessing firearms (e.g., GM, TM, AO, MM-Weapons, FT, MN, all Construction Battalion ratings, MA, etc.). Reference (e) provides further guidance on what constitutes a qualifying conviction.

(7) AW personnel who are permanently disqualified from flying duties. Other aircrew personnel removed from flying duty should only be submitted for forced conversion if they can no longer serve in their source aviation rating.

(8) Special Operations/Special Warfare (Diver, EOD, SEAL) personnel who are disqualified from serving in their warfare community will normally retain their source rating,

unless reason for disqualification also renders them ineligible to serve in that rating (i.e., an MM-Diver who is permanently disqualified from diving for a medical issue will not be force converted from MM unless member is medically disqualified from performing MM duties).

(9) For forced conversion of personnel in the MA rating, refer to para. 15e of this article.

(10) When the CO has lost confidence in the member's ability to safely and/or effectively serve in their current rating. This is typically based on a pattern of poor performance, but can also involve a single, blatant incident that threatens personnel safety or property. Written documentation of the incident(s) is mandatory (evaluation report(s), FITREPS and/or NAVPERS 1070/613 (Rev. (10-81), Administrative Remarks warnings), and must be included in a forced conversion package for loss of confidence.

(11) Nuclear power-trained personnel E-6 and below, with less than 10 years time in service (TIS) who lose their NEC's or are permanently removed from the Navy Nuclear Power Program will submit a NAVPERS 1306/7 (via the chain of command to NAVPERSCOM (PERS-4811)) to request conversion to a rating for which they are qualified. If they do not request conversion, they will either be force converted to an undermanned rating (CREO 1), or NAVPERSCOM (PERS-4011) will direct ADSEP processing under MILPERSMAN 1910-156. For personnel E-7 and above, or with greater than 10 years TIS, who lose their Nuclear NEC and remain rating qualified, they will keep their rating and be converted to their respective non-nuclear community if that community manning level supports. If their respective non-nuclear community cannot, then they will be force converted to an undermanned rating. If they are retirement eligible and conversion to the non-nuclear community is not supportable, then transfer to the Fleet Reserve will be directed.

NOTE: Forced conversions are **not** to be used in lieu of appropriate disciplinary measures, or to relieve the command of a sub-standard performer. Only submit for forced conversion those members who are recommended for retention, have potential for future Naval Service, can screen for operational duty (sea duty and overseas), and are capable of serving in the requested rating. Commands should take ADSEP action if warranted per appropriate MILPERSMAN article (section 1900).

b. Where required, authority for forced conversion shall be requested from NAVPERSCOM (PERS-4811), using NAVPERS 1306/7. All requests for FTS personnel shall be sent to NAVPERSCOM (PERS-4812). Members requiring forced conversion, who have potential to continue their Naval Service, will be offered opportunity to convert to a CREO 1 or 2 rating for which qualified. Personnel must list at least three ratings choices from CREO 1 or 2 (as shown on the most recent CREO-Rating Entry for General Apprentices (REGA) NAVADMIN). No forced conversions are authorized into the following ratings: **LN**, **NC**, **MA**, and **RP**. Commands are strongly encouraged to contact the NAVPERSCOM Enlisted Community Managers (ECMs) (PERS-4011) via phone or E-Mail prior to submitting any forced conversion request in order to determine which ratings have greatest immediate opportunity for entry.

c. The same opportunity is extended to those who can no longer serve in their current rating due to medical problems or physical limitations, but are physically qualified in all respects for retention in Naval Service (including being able to screen for sea duty or operational duty), and who have desire and potential to continue their naval careers. Those members who agree with medical doctor’s recommendation for rate change shall submit doctor’s recommendation with NAVPERS 1306/7 to NAVPERSCOM (PERS-4811) for determination. When member disagrees with doctor’s recommendation for rate change, forward medical board/medical record to NAVPERSCOM, Retirements Branch (PERS-482) for review.

d. Under certain circumstances, when the NAVPERSCOM ECMs (PERS-4011)) determine that member's services are no longer desired, or over manning precludes entry into the requested rating, the following actions may be directed by NAVPERSCOM:

(1) **NAVPERSCOM**, **Enlisted Career Progression Branch (PERS-481)**: Forced conversion to an alternative rating not requested by the member.

(2) **NAVPERSCOM**, **Enlisted Community Management Branch (PERS-4011)**: Direct ADSEP processing under MILPERSMAN 1910-156.

(3) **As appropriate**: Submit a request to transfer to Fleet Reserve/retire in their current rating in lieu of forced conversion.

(4) **For E-3 and below personnel**. Removal of member's striker designation.

(5) **NAVPERSCOM, Enlisted Performance and Separations Section (PERS-4832)**: Member to request immediate voluntary early separation in lieu of forced conversion. NAVPERSCOM (PERS-4832) serves as final approval/disapproval authority for these voluntary early separation requests.

e. Personnel who fail to maintain minimum qualification standards in new rating may be reverted or converted at discretion of NAVPERSCOM.

9. **Special Cases**

a. Certain ratings have no billet requirements in lower paygrades. These ratings rely on conversions from other ratings to achieve and maintain required manning levels. Procedures for requesting conversion to

(1) **Legalman (LN)** rating can be found in reference (f).

(2) **Master-at-Arms (MA)** rating can be found in para. 15 of this article.

(3) **Navy Counselor (NC) (less Career Recruiter Force)** rating can be found in MILPERSMAN 1440-020.

(4) **Navy Counselor (Career Recruiter Force)** rating can be found in reference (g).

(5) **Religious Program Specialist (RP)** ratings are detailed in paras. 10-12 of this article.

b. Requests are considered based on manning criticality of present rating, length and cost of training already received, and availability for reassignment. Inputs may also be limited by availability of billets within requested special rating.

10. **Religious Program Specialist (RP) Eligibility Requirements**

a. Applicants must

(1) be a designated E-3 or petty officer, with a high school diploma or General Educational Development (GED) equivalency, and eligible for access to sensitive information.

(2) have an ASVAB test score combination of

(a) WK + NO + AD score of 160 on ASVAB series 5 through 7, or

(b) VE + NO + CS score of 160 on ASVAB series 8 through 15.

(3) be recommended by CO, with particular emphasis on applicant's moral character and ability to function in harmony with other people.

(4) have no NJP or convictions in civilian or military courts in the 2 years preceding application. Any moral turpitude offense is disqualifying. Personnel with repeated military offenses, or a conviction by civilian or military authorities for any offense reflecting unfavorably upon their integrity, are ineligible for RP rating.

(5) be interviewed and recommended by a Navy chaplain RP screening committee, unless lengthy deployments or isolated duty makes this impractical. In these rare cases, an interview by an individual Navy chaplain, citing need for an exception to screening committee requirement, will be accepted.

(6) have no speech impediments and have ability to write effectively.

(7) derived no benefits from Selective Training and Reenlistment (STAR) or Selected Conversion and Reenlistment (SCORE) programs, and have completed OBLISERV for other programs (see MILPERSMAN 1306-604).

b. Members receiving SRB payments will normally be disapproved, unless submitted within 9 months of EAOS.

c. Careerists who are approved for conversion to RP rating must have a minimum of 24 months OBLISERV remaining on current enlistment on date of conversion. OBLISERV requirements must be satisfied prior to transfer to RP "A" School. Use of NAVPERS 1070/613 "non-bonus extension" service record entry for this purpose is not authorized for careerists. Personnel directly converted, via Navy-wide advancement examination into RP rating must have 2 years of OBLISERV remaining upon designation.

d. Assignment of USNR (FTS) applicants approved for conversion into RP rating will normally be delayed 6 months to allow NAVPERSCOM, Full Time Support Division (PERS-4012) to program a relief; therefore, they must incur sufficient active OBLISERV to cover a 24-month general assignment in addition to probable 6-month delay. Refer to MILPERSMAN 1306-1500 through 1306-1504 for application submission procedures and TAR designation removal.

11. **Procedures for RP Rating**

a. When eligibility criteria above are met, submit NAVPERS 1306/7 request via the CO. Use CO's comments or attach documents to cite past experience and special qualifications. Request must contain a copy of results of an interview with a Navy chaplain and the certification of proper NAVPERS 1070/613 entry.

b. RPs are combatants and as such are not protected under rules of Geneva Convention for religious personnel. Female RPs will serve as authorized by law and current Secretary of the Navy (SECNAV) directives. Certification must be indicated that individual has signed following NAVPERS 1070/613 entry:

"I hereby volunteer for Religious Program Specialist (RP) rating with understanding that I will be required to be supportive of clergy and people of all faiths, and if eligible, may receive combat training and assignment to serve as a combatant in units of Marine Corps, both in garrison and Fleet Marine Force."

c. Personnel selected will be converted to RP upon successful completion of formal schooling, or Navy-wide advancement examination, as directed by NAVPERSCOM. Unless converted to RP with a waiver of school attendance, designation as an RP will only be effected upon completion of appropriate training. First-term personnel will then be required to reenlist.

12. **Scope of RP Rating**. RPs will not serve independently of chaplains. They will be assigned to units only in direct support of a member of the Chaplain Corps and will be limited to performing those tasks in support of the command religious program, which are under direct supervision of a chaplain. While formal clergy training, academic instruction in religion,

or clerical status with a faith group does not qualify an individual for entry into the rating; they are not, within themselves, liabilities. Members of rating are not to be counselors or clergy persons, but will be required to support ministry of chaplains and persons of all faith groups.

13. **Conversion to Group VII Construction Rating (Seabees)**. Conversion to a Group VII Construction Rating ("Seabees" - UT, CE, EA, SW, BU, EO, and CM) requires NAVPERSCOM authorization. If documented experience and knowledge in construction field justify conversion, selectee may receive orders to a Naval Mobile Construction Battalion (NMCB) for a normal tour of sea duty. In some cases, when convertee is at or near shore duty eligibility, this requirement will necessitate an extension of sea duty. For further guidance, see following references:

a. Reference (h), chapter 3G, School Guarantee Program.

b. Reference (d) or the latest NAVADMIN regarding minimum ASVAB scores requirement.

14. **Equipment Operator (EO) Rating Additional Eligibility Requirements**

a. Additional eligibility requirements for EO rating are as follows:

(1) Must hold a valid state driver's license (no suspended license).

(2) No driving-under-the-influence (DUI) conviction within a 1-year period of attending "A" School.

(3) No major vehicle accident to include the following:

(a) Damages to private, state, or government property in excess of $5,000.

(b) Hitting a pedestrian.

b. Refer to

(1) reference (h), chapter 3G, School Guarantee Program.

(2) reference (d) or the latest NAVADMIN regarding minimum ASVAB scores requirement.

15. **Conversion to the Master-at-Arms (MA) Rating**

a. **Background**. The MA rating provides commands with force protection/antiterrorism specialists who perform base defense, law enforcement, and physical security duties. MAs enforce appropriate orders and regulations, make apprehensions, conduct investigations, and prepare required records and reports. Due to the unique functions and trust inherent in the MA rating, the quality of personnel selected is of paramount importance and requires strict adherence to eligibility criteria. MAs are worldwide assignable to continental U.S. (CONUS), outside continental U.S. (OCONUS), sea, shore, and hostile-fire duty assignments.

b. **Service Requirements**. Applicants must

(1) have an ASVAB test score of WK + AR = 100 (minimum WK of 45).

(2) be a U.S. citizen and eligible for a Secret security clearance (non-waiverable).

(3) have no NJP or convictions in a civilian or military court in the 3 years preceding application. Personnel with repeated military offenses, or a conviction by civilian or military authorities for any offense reflecting unfavorably upon their integrity, are ineligible for the MA rating. Personnel with any domestic violence conviction are ineligible (non-waiverable).

(4) hold a valid state driver’s license (no suspended license).

(5) have an excellent command of the English language, both verbal and written. Have no speech impediments and have the ability to write effectively.

(6) have tested negative in a drug-screening test within last 30 days (from date of submission of conversion request).

(7) have no history of mental impairment or disorder, emotional instability, alcoholism, drug abuse, or other physical

condition that impairs the performance of law enforcement and security duties.

(8) have normal color perception, vision correction to 20/20, and normal hearing.

(9) be interviewed and recommended by one of the following: Limited Duty Officer (649X), Chief Warrant Officer (749X), or E-7 or above rated MA. If one of the above is not assigned to the command, a similar individual from another command can fulfill the requirement.

(10) be in good physical condition, capable of sustained exertion, meet body fat standards, have not been out of body fat standards within 1 year of the date of the application, have successfully passed the last two PRT cycles, and be fit for full duty.

(11) have a minimum of 36 months OBLISERV remaining on current enlistment from date of conversion to MA.

(l2) meet worldwide assignability criterion.

(13) include any waiver requests in NAVPERS 1306/7, remarks section.

c. **Application Procedures**. Each applicant’s motivation, qualifications, background, experience, and potential (to succeed as an MA) will be considered, as well as needs of the Navy. Service needs take precedence. When eligibility criteria is met, submit the following to NAVPERSCOM (PERS-4811):

(1) NAVPERS 1306/7 signed by the CO/officer in charge (OIC) (**no** "by direction" signatures).

(2) Copies of performance evaluations covering the last 3 years and copies of any evaluations covering performance as a Law Enforcement Specialist (NEC 9545).

(3) Letter of recommendation from security officer/senior MA (MAC or above) specifically stating member meets all eligibility requirements.

d. **Selectees**

(1) Personnel selected will be converted to MA upon successful completion of formal schooling or lateral conversion for personnel currently holding NEC 9545.

(2) Personnel selected for conversion via MA “A” School must maintain eligibility as outlined in “Service Requirements.” Failure to maintain eligibility requirements will automatically result in a review for continued conversion.

(3) General Details (GENDETs) who have served 18 months or more on active duty and successfully complete MA “A” School will be promoted to PO3 upon successful completion of MA “A” School.

e. **Forced Conversions**. Forced conversions into the MA rating will not be considered (non-waiverable).

(1) Personnel receiving formal disciplinary action for minor infractions, e.g., NJP or civilian court, will not normally be considered for forced conversion out of the MA rating on the first offense. These personnel shall be enrolled in a formal probationary period, not to exceed 1 year, and receive appropriate counseling, training, or as required be processed for administrative separation. Personnel placed on formal probation will receive NAVPERS 1070/613 documenting the probationary period duration, counseling, and retraining plan. The entry will contain a statement concerning the potential for administrative separation for failure to complete the probationary period and/or additional formal disciplinary actions within the probationary period. The NAVPERS 1070/613 entry must be acknowledged in writing by the individual and witnessed by either the security officer or assistant security officer.

(2) In addition to a loss of any of the prerequisite qualifications, personnel should be considered for forced conversion if they have been convicted of crimes such as domestic violence or other crimes which significantly diminishes their credibility in legal proceedings or impairs their ability to perform security and law enforcement duties.

(3) Forced conversion procedures are provided in para. 8 of this article.

f. **No Fault Reversion/Conversion**. Requests for reversion of personnel whose suitability for continued service in the MA rating is questionable will be sent to NAVPERSCOM (PERS-4811). Such requests must include a detailed description of the circumstances or reasons why member is no longer eligible to perform the duties of the MA rating and be adequately supported, in fact, by enclosures (e.g., evaluations, counseling sheets, training records, etc.). Unsuitability includes, but is not limited to, failure to maintain weapons proficiency, security clearance, medical, etc. This no fault reversion/conversion process should not be used where administrative processing is more appropriate. See MILPERSMAN 1440-050 for no fault reversion to former rating procedures.

16. **Waivers**. Eligibility criteria as set forth above is necessary to ensure manning and command stability, equitable treatment for those competing within various ratings, and equal consideration for all conversion requests. Waivers will not normally be granted. Where required, applicant or endorser shall indicate waiver required and cite justification in support of increased potential to complete school. Waiver requests will be considered on an individual case basis.

17. **Counseling**. Command career counselors can assist requesters by providing manning information and guidance in interpreting eligibility requirements.

18. **Conversion Package Status**. To check current status of Active Duty Conversion packages go to the following Internet link:

http://www.npc.navy.mil/CareerInfo/EnlistedCareerProgression/RatingConversions/ActiveDutyRatingConversions.htm

Click on "Conversion Status" link. Members are listed in alphabetical order.

MILPERSMAN 1440-020

CONVERSION TO THE NAVY COUNSELOR (NC) RATING (LESS CAREER RECRUITER FORCE (CRF))

Responsible Office	BUPERS-32	Phone DSN	882-2978 (901)874-2978 882-2041

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U-ASK-NPC

Reference(s)	(a) BUPERSINST 1430.16F (b) OPNAVINST 6110.1J (c) SECNAV M-5216.5, Department of the Navy Correspondence Manual

1. **Background**

a. The Navy counselor (NC) rating (less career recruiter force (CRF)) assists commands in organizing and implementing an aggressive enlisted command career development and retention program. NCs are the commands' principal advisors on policies and regulations related to Navy career planning matters. They are charged with:

(1) Evaluating enlisted career development programs at their command and subordinate commands.

(2) Coordinating interviewing and counseling efforts.

(3) Providing primary technical assistance and guidance to the command career development team.

(4) Maintaining awareness of revisions and initiatives in career development programs through access to Navy directives, reference materials, experience, and regional training.

(5) Counseling individuals and providing presentations to naval personnel and their family members on the advantages and initiatives in career development programs.

(6) Establishing and maintaining liaison with Office of the Chief of Naval Operations (OPNAV), Force Shaping Plans and Policy Branch (N132); Bureau of Naval Personnel (BUPERS), Military Community Management (BUPERS 3); fleet and echelon 2 counselors; and command leadership on training, programs and policies.

b. Due to the distinct purpose and unique nature of duties involved in the NC rating, the quality of personnel selected is of paramount importance and requires strict adherence to eligibility criteria, procedures, and policy for conversion to the NC rating (less CRF).

c. The Command Career Counselor (CCC) Program provides for assignment of personnel in ratings other than NC (less CRF) to perform full time CCC duties. Requirements and qualifications are contained in MILPERSMAN 1306-905.

2. **Service Requirements**

a. Applicants must be:

(1) Active duty (ACDU), full time support (FTS), or Selected Reserve (SELRES) petty officer first class (PO1) with between 6 and 14 years of active naval service. Waiver consideration will be provided for applicants with up to 16 years of active naval service.

(2) Second class petty officers desiring conversion must:

(a) Be approved by the NC rating enlisted community manager (ECM) prior to examination date to participate in the E-6 Navy-wide advancement examination (NWAE) for Navy counselor (less CRF).

Note 1: This requirement is waiverable and will be based upon enlisted program allowance vacancies.

(b) Be selected from the NWAE for NC1 (less CRF) prior to assignment to the command career counselor course, unless waivered as outlined in Note 1 of this article.

(3) Within 1 year of completing the minimum time on station (TOS) or Department of Defense (DoD) tour (as appropriate).

(4) Within 12 months of projected rotation date (PRD).

(a) ACDU desiring to convert to FTS must be within 12 months of expiration of active obligated service (EAOS).

(b) Members on an enlistment or extension of enlistment for which a selective reenlistment bonus (SRB) was paid, must be within 9 months of EAOS to apply for conversion to NC (less CRF).

(c) Members within the career waypoint reenlistment window must request an NC conversion quota. Upon an approved pending quota, members will have 90 days to submit application to NC rating ECM.

(5) Have or incur a minimum of 36 months obligated service (OBLISERV) from date of conversion to NC (less CRF) rating.

b. Per reference (a), applicants approved for conversion to NC (less CRF) who are subsequently selected for E-7 in their current rating prior to actual change of rating, must request in writing to Navy Personnel Command (NAVPERSCOM), Career Administration Division (PERS-81) to have the conversion reconsidered at the E-7 pay grade.

c. The following personnel are not eligible to apply for conversion to NC (less CRF):

(1) Personnel in receipt of permanent change of station (PCS) orders; or

(2) Personnel in a LIMDU status are not eligible until found fit for full duty.

3. **Other Eligibility Requirements**

a. Applicants (including graduates of CCC course (A-501-0011) holding NEC 9588) must:

(1) Have no marks below 3.0 in previous 3 years of performance evaluations.

(2) Have an Armed Services Vocation Aptitude Battery (ASVAB) test score of VE+AR=105 (minimum AR of 50, for Pay 80 forms) or VE+AR=104 (minimum AR of 51, for Pay 97 forms). If ASVAB test scores are revised, most recent guidance will apply.

(3) If TIR eligible, have passed the last NWAE prior to application.

(4) **Have at least <u>12 consecutive months</u> experience as CCC, or departmental or divisional career counselor during the previous 3 years prior to application date for conversion to NC (less CRF).** These positions must be clearly documented in evaluations or as determined by the immediate superior in command (ISIC).

(5) Have no history of moral turpitude waivers within the previous 36 months (e.g. alcohol, drugs, indebtedness, or other circumstances that would result in nonscreening for the granting of a Secret security clearance or world-wide assignability). Personnel with offenses that reflect unfavorably upon their credibility, integrity, and or offenses concerning moral turpitude are ineligible for the NC (less CRF) rating **(non-waiverable).**

(6) Have clearly demonstrated excellence in judgment, initiative, flexibility, objectivity, and leadership.

(7) Have no tattoos, body art, or brands that are excessive, obscene, sexually explicit, or that discriminate against gender, racial, gang related, religious, ethnic or national origin. Excessive is defined as tattoos that cover over two-thirds of an individual's exposed limbs. Visibility of tattoos must be inspected with the member in physical training (PT) shorts and T-shirt.

(8) Have no speech impediments, an excellent command of the English language, and the demonstrated ability to write effectively. The candidate should also be persuasive in conveying ideas and have the ability to converse intelligently on Navy and general subjects.

(9) Have no history of mental impairment or disorder, emotional instability, or any physical condition that would inhibit the performance of career counseling duties.

(10) Have a clear record, free from conviction by court-martial, civil court (except for minor, non-repetitious traffic offenses), or nonjudicial punishment (NJP) during the previous 36 months **preceding application for conversion to NC (less CRF) (non-waiverable).**

(11) Indicate stability in personal affairs without a history of severe domestic or personal problems or chronic indebtedness.

(12) Be within Navy body composition assessment standards per reference (b). Any two documented failures within the last 4 years prior to application date render the applicant ineligible **(non-waiverable).**

(13) Be interviewed and recommended by the commanding officer (CO). Use NAVPERS 1306/92 Special Program Screening at http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx (complete all sections). **Willingness to have member serve as their CCC should be stated.**

(14) Be familiar with the following:

(a) Command Career Counselor 2009 Navy E-Learning Course (CPD-CCC-020);

(b) Duties and responsibilities of the educational services officer;

(c) Enlisted fitness and evaluation procedures;

(d) Writing styles per reference (c);

(e) Customer Service and Interpersonal Communications (NKO 1.18); and

(f) Microsoft Word, Excel, and PowerPoint.

(15) Be worldwide assignable and have the skills to work independently.

b. Personnel desiring conversion to NC (less CRF) rating shall be interviewed and provide a written recommendation from the following:

(1) CCC who must verify all eligibility requirements per paragraphs 2 and 3 and state verification of all requirements in writing and submit with recommendation;

(2) Command master chief (CMDCM) who must indicate whether the applicant can function as an independent duty CCC and discuss willingness to have member serve as their CCC.

(3) ISIC career counselor must indicate whether the applicant can function as an independent duty CCC and discuss willingness to have member serve as his or her CCC.

(4) Type commander (TYCOM) fleet career counselor in applicant’s administrative chain of command.

4. **Application Procedures**. The fleet career counselor in the applicant’s administrative chain of command will review requests for conversion to the NC (less CRF) rating. Each applicant's motivation, qualifications, and potential to succeed as an NC (less CRF) will be considered, as well as Navy's needs and the need for additional NCs (less CRF). Service needs will take precedence. The fleet career counselor in the applicant’s administrative chain of command will make recommendations to NAVPERSCOM (PERS-81) regarding applicant's suitability for conversion to the NC (less CRF) rating. Package submission guidance is provided on Navy Personnel Command's rating conversion Web page at www.npc.navy.mil (electronic submission is preferred, allows for electronic tracking and faster processing). When eligibility criteria is met, utilize reference (c) to **submit the following**:

a. Formal letter of application to NAVPERSCOM (PERS-81) via CO and TYCOM fleet career counselor in the applicant’s administrative chain of command, providing the following supporting documents:

(1) Copies of all performance evaluations covering the last 3 years;

(2) Copies of enlisted qualifications history or Navy Standard Integrated Personnel System (NSIPS) equivalent and certificates indicating completion of all proficiency requirements for NC (less CRF);

(3) Copy of ASVAB scores. Most recent ASVAB scores must also reflect in the enlisted master file;

(4) Copy of profile sheet from latest NWAE;

(5) NAVPERS 1306/7 Enlisted Personnel Action Request signed by the CO or Officer in Charge (OIC) (**cannot be "by direction"**);

(6) CO screening checklist, NAVPERS 1306/92 Special Program Screening with all sections completed and signed by the CO or OIC (**cannot be "by direction"**).

(a) A “Yes” response to Section D, Question 5 requires attached photographs with visibility of tattoos with the member in PT shorts and T-shirt.

(b) Photographs shall be:

1 In uniform of PT shorts and T-shirt;

2 Color photographs approximately 5” wide x 7” high, full-length, full-front and full-side view as deemed necessary to display visibility of tattoos. Photographs will be uncovered against a contrasting background. The applicant’s name and date the photograph was taken must appear in the photograph.

(7) Copy of operational duty screening as stipulated in MILPERSMAN 1300-800;

(8) Copy of Physical Readiness Information Management System report showing PT assessment results for 4 years prior to application date; and

(9) Photographs of member in service uniform, black and white or color photographs approximately 5” wide x 7” high, full-length, full-front and full-side view, uncovered against a contrasting background. The applicant’s name and date the photograph was taken must appear in the photograph.

(10) Letters of recommendation from CCC (if applicant not currently assigned as CCC), CMDCM, ISIC CC, and TYCOM fleet CC in applicant’s administrative chain of command.

Note 2: All electronic correspondence (e-mail) regarding Navy personnel which contains names, Social Security numbers, or other identifying information shall be digitally signed and PKI-encrypted. The subject line and attachments should contain the

“FOUO” label and the body of the email should contain the statement "FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties." The email should only be sent to recipients with a need-to-know the PII. In the event that encryption is not possible, the only other authorized means of electronically transmitting PII is through use of Safe Access File Exchange (SAFE). SAFE can be accessed via the following web link: https://safe.amrdec.army.mil/safe/Welcome.aspx.

Note 3: Any hard-copy correspondence must be pre-coordinated before mailing to the ECM. If used, all hard-copy correspondence regarding Navy personnel which contains names, Social Security numbers, or other identifying information shall:

- Be double wrapped with the inner layer labeled "FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties."
- Use the DD form 2923 “Privacy Act Data Cover Sheet” as appropriate.
- Be mailed to only those with an official need-to-know.
- Be sent via a mailing service that can provide tracking information.
- Be handled and destroyed per DoD privacy directives.

5. **Selection Process**. NAVPERSCOM (PERS-81) will receive and screen conversion applications for completion and proper documentation. Complete applications will be forwarded to both losing and gaining rating ECM for final determination.

6. **Selectees**

a. Personnel selected will convert upon successful completion of the CCC Course (A-501-0011) or directly convert, if they completed the CCC course within the last 36 months at time of selection and currently hold NEC 9588. If approved for direct conversion, the effective date of conversion will coincide with TOS, prescribed sea tour, or DoD tour completion date.

b. Petty officer second class selected for conversion:

(1) Will be detailed to their first rated NC assignment with CCC Course enroute or upon advancement to NC1.

(2) Who fail to successfully complete the CCC Course will be reverted as outlined in paragraph 8 of this article and MILPERSMAN 1440-040.

c. SELRES converted to NC (FTS) will be recalled to active duty if approved for conversion. SELRES are not eligible for Navy counselor in the Active Duty Component (Branch Class 11).

d. Personnel selected for conversion must maintain all eligibility requirements as outlined within this article. Failure to maintain eligibility requirements will automatically result in an administrative review by a panel of 3 fleet/force career counselors to include the administrative chain of command. This panel will report suitable or unsuitable findings to NC ECM for further guidance.

e. Initial assignment will be sea duty for a prescribed sea tour or a minimum of 24 months.

7. **Forced Conversions**

a. Forced conversions into the NC (less CRF) rating **must meet all service and eligibility requirements as set forth within this instruction**.

b. Personnel terminated from CRF **are not eligible** for reversion/conversion to the NC (less CRF) rating **(non-waiverable)**.

c. Personnel receiving formal disciplinary action for minor infractions (e.g., NJP or civilian court) will not normally be considered for forced conversion out of the NC (less CRF) rating on the first offense. The command shall enroll these personnel in a formal probationary period, not to exceed 1 year, and provide appropriate counseling, training, or as required, process the member for administrative separation. Personnel placed on formal probation will receive NAVPERS 1070/613 Administrative Remarks documenting the probationary period duration, counseling, and retraining plan. The entry will contain a statement concerning the potential for forced conversion or administrative separation for failure to complete the probationary period and or additional formal disciplinary action within the probationary period. NAVPERS 1070/613 entry must be acknowledged in writing by the individual and witnessed preferably by the command master chief.

d. In addition to a loss of any of the prerequisite qualifications or CO's loss of confidence, personnel should be considered for forced conversion if they have been convicted of crimes such as fraternization, theft, assault, or any other incident that significantly diminishes their credibility, personal integrity, and impairs their ability to perform expected career counselor duties.

8. **No Fault Reversion/Conversion**

a. No fault reversion is intended for personnel who are experiencing some limiting deficiency that was not apparent at the time of request for conversion to NC (less CRF).

b. Requests for reversion of personnel whose suitability for continued service in the NC (less CRF) rating will be sent to NAVPERSCOM (PERS-81) via CO and NCCM (less CRF) in the applicant's administrative chain of command. Such requests must include a detailed description of the circumstances or reasons why member is no longer eligible to perform the duties of the NC (less CRF) rating and be adequately supported, in fact by enclosures (e.g., evaluations, counseling sheets, witness statements, documentary evidence, etc.).

c. Reversion is not derogatory and will not be interpreted unfavorably in any subsequent detailing or board action.

d. For the administrative removal from an assignment for substandard behavior or substandard performance of duty, comply with MILPERSMAN 1616-010, Detachment for Cause (DFC) of Enlisted Personnel.

9. Waivers. Eligibility criteria, as set forth in this article, are necessary to ensure manning and command stability, equitable treatment for those competing from various ratings, and equal consideration for all conversion requests.

a. Waivers will be considered by NC rating ECM on a case by case basis.

b. Where required, applicant or endorser shall indicate waiver required and cite justification.

MILPERSMAN 1440-040

NO FAULT REVERSION TO FORMER RATING

Responsible Office	NAVPERSCOM (PERS-4811)	Phone: DSN COM FAX	882-3205 (901) 874-3205 882-2623

1. **Policy**

a. No fault reversion is intended only for those members who are experiencing some limiting deficiency that was not apparent at the time of request for conversion in rating. The provisions of this article will not be used in cases where substandard performance or motivation is a cause or contributing factors.

b. A typical case would be a Navy Counselor (NC) who lacks aptitude for “salesmanship or counseling” but who has exerted maximum effort to succeed and retains the potential to succeed in the previous rating.

2. **Commanding Officer’s (CO) Procedures**

a. When, in the opinion of the CO, an otherwise excellent convertee fails to succeed in a converted rating, and such failure is considered not the fault of the member concerned, the CO will provide personal counseling concerning the circumstances and details of the problem to ensure that the reason for failure is not lack of motivation.

b. When assured that the inability to function adequately in the new rating is due to inadequacies that are not the fault of the convertee, and where reversion is in the best interest of the member and the Navy, the CO will encourage the convertee to request reversion to the former rating. NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request, should be submitted from the member to Navy Personnel Command (NAVPERSCOM), Active Enlisted Advancement/Conversions/Incentive Section (PERS-4811) via the CO. The request should cite this article as a reference.

c. Should the member not desire to submit a request, the CO may originate correspondence to NAVPERSCOM (PERS-4811) requesting reversion under this article. The request should

indicate that the member has received counseling and should include a personal statement from the member concerned.

3. **Effect of Reversion**. Reversion under this article is not derogatory and will not be interpreted unfavorably in any subsequent detailing or board action.

MILPERSMAN 1440-060

PERFORM TO SERVE (PTS)

Responsible Office	NAVPERSCOM (PERS-4011) Enlisted Community Manager	Phone: DSN COM FAX	882-3195 (901) 874-3195 882-2987

References	(a) OPNAVINST 1160.7B (b) NAVADMIN 213/00 (c) OPNAVINST 1900.4 (d) OPNAVINST 6110.1H

1. **General Information**. Perform to Serve (PTS) is a long-term force shaping tool that aids in leveling rating manning between overmanned and undermanned ratings, while managing the quality of reenlistment applicants by controlling the authority for reenlistment. Excess inventory may exist in select ratings, while other ratings are in critical need of quality Sailors. These conditions significantly affect career progression, quality selection, and advancement opportunities, all of which result in a negative impact on mission readiness and Fleet capabilities. Sailors in ratings covered by PTS must have an approved PTS reservation prior to reenlisting, receiving a Selective Reenlistment Bonus (SRB) precert, or negotiating orders.

2. **Eligibility**. Commanding officer's (CO's) recommendation for reenlistment is required to enter the PTS process. All first-term Sailors must submit PTS requests, regardless of reenlistment intentions, if recommended for retention. Applications must be submitted within 12 months of expiration of active obligated service (EAOS) or within 12 months of projected rotation date (PRD) if additional obligated service (OBLISERV) is required for permanent change of station (PCS) orders. Naval Nuclear Propulsion Program (NNPP) personnel are not confined to the 12-month window and may submit PTS requests at any time, consistent with Selective Training and Reenlistment (STAR) and SRB policies.

3. **Definitions and Requirements**

a. **First-Term Sailor**. A first-term Sailor is someone serving in an initial enlistment or extension of first enlistment.

b. **If Enrolled in 5-Year Active Duty Obligation (5YO) or 6YO Programs**. Sailors enrolled in the 5YO or 6YO programs are considered first-term Sailors; however, they do not require PTS approval for their 12/24-month extension to become operative. For those Sailors wishing to convert to another rating prior to their extension becoming operative, or desiring to reenlist for SRB purposes, a PTS application must be submitted 12 months prior to their EAOS.

c. **When OBLISERV is Required to Negotiate Orders**. Sailors who are required to incur OBLISERV earlier than 12 months prior to EAOS, in order to negotiate orders, must mark “YES” in the OBLISERV block of the application.

(1) The OBLISERV block, as it is included on the PTS application, is not defined as the additional required service incurred for training if the Sailor is selected for conversion to another rate.

(2) If a Sailor has sufficient OBLISERV to complete time-on-station (TOS) requirements for a follow-on assignment, they may not need PTS approval. Contact the appropriate rating detailer for additional guidance.

d. **Navy Veterans (NAVETs)/Other Service Veterans (OSVETs)**. NAVETs/OSVETs are not considered first-term Sailors for the purposes of PTS.

e. **Limited Duty (LIMDU) Status**. PTS applications may be submitted for Sailors in a LIMDU status; however, a Sailor may not execute a reenlistment while still in a LIMDU (ACC 105) status.

f. **Decommissioning, Unit Disestablishment, or Homeport Change**. First-term Sailors requiring orders as a result of decommissioning, unit disestablishment, or homeport change, are not exempt from PTS. Commands must submit a PTS application for those personnel who require orders and subsequent OBLISERV.

g. **SRB Reenlistment**. Sailors who desire to reenlist for SRB must have an approved PTS request prior to submitting a request for an SRB precert.

h. **STAR Reenlistment**. Sailors who desire to reenlist as part of the STAR program must have an approved PTS request prior to submitting a STAR reenlistment request.

i. **Undesignated Sailors**

(1) who are reenlistment eligible must submit PTS applications if they are within 12 months of EAOS/PRD. Sailors enlisted under the General Detail (GENDET) Targeted Enlistment Program (GTEP) (ACC 108), do not require PTS approval to attend "A" School. If the Sailor desires to reenlist at any point during GTEP enlistment, PTS will be required. If a GTEP Sailor is voluntarily or administratively dropped from the GTEP program, then normal GENDET PTS rules apply.

(2) are not required to have a PTS application submitted for the purpose of requesting an “A” School quota, regardless of additional OBLISERV requirements. An “A” School request should be submitted, using the normal request process, on NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request unless within 12 months of EAOS.

4. **Submission and Processing**

a. **Deadline**. The deadline for submission of applications for eligible Sailors is the last Friday of each month.

b. **Application Time Frame**. Applications may be submitted as early as 15 months prior to EAOS; however, normal PTS processing begins 12 months prior to EAOS, with the exception of NNPP personnel. NNPP personnel may submit their PTS requests at any time, consistent with STAR and SRB policies, and PTS processing will begin upon receipt of the request.

(1) Sailors will be compared each month from 12 months to 6 months prior to EAOS.

(2) Applications submitted less than 12 months prior to EAOS will be reviewed monthly until 6 months prior to EAOS. The number of reviews an application will receive is dependent upon when it is submitted.

(3) Applications submitted less than 6 months prior to EAOS will receive one review.

(4) The CO is authorized to extend the Sailor a maximum of 2 months, to await PTS results, for PTS applications submitted less than 1 month prior to EAOS.

c. **Application Submission Method**. The preferred PTS application submission method is via the Navy Personnel Command (NPC) web site (www.npc.navy.mil). COs, officers-in-charge (OICs), and executive officers (XOs) may submit PTS applications

for each unit identification code (UIC) organization under their authority. Commands unable to log on must request access by contacting the PTS program administrator at **1-866-U-ASK-NPC (1-866-827-5672)/DSN 882 or E-Mail**: csc@persnet.navy.mil.

(1) **Web**. The Web-based process allows online entries for single applications or a completed spreadsheet for multiple applicants.

(2) **E-Mail**. Alternatively, applications may be submitted by E-Mail. Multiple PTS applications may be submitted on a single E-mail request. Application data may be included within the text body or an attached preformatted spreadsheet (preferred) available for download from the PTS Web site. E-Mails should be sent to: csc@persnet.navy.mil. Title the E-Mail subject line as: **PTS Applications for UIC XXXXX**.

(3) **One Representative May be Designated to Submit Applications**. COs of multiple UICs may designate a single representative on the staff UIC to submit PTS applications for all subordinate UICs, or may designate a representative for each subordinate UIC to perform that function.

d. **Spreadsheet Version Verification**. Commands should verify that they are using the current version of the spreadsheet, as posted on the PTS homepage. Revision numbers are indicated on the spreadsheet.

e. **Blank Fields/Error Reports**. Applications submitted with blank fields (except for rating choices when Sailors are not willing or able to convert) generate an error report that must be resolved by the command (i.e., Sailor had only one evaluation and the command left the second evaluation block blank).

f. **Conversion/Provide Rating Choices**. If a Sailor marks “YES” for willing to convert or convert only, then desired rating choices must be provided.

g. **Applications from Undesignated Sailors**. Undesignated Sailors must apply for a Career Reenlistment Objectives (CREO) 1 or 2 rating on their PTS applications. In addition, http://www.npc.navy.mil/CareerInfo/PerformtoServe lists the number of conversion quotas for the upcoming month.

h. **Professional Growth Requirements**. Sailors meeting eligibility requirements for retention must also meet professional growth requirements per MILPERSMAN 1160-030 and reference (a).

i. **Responsibility to Ensure Eligibility and Conversion Requirements are Met**. Commands must ensure Sailors meet all the eligibility requirements for desired conversion ratings prior to submitting a PTS application, as outlined in MILPERSMAN 1306-618. The gaining enlisted community manager (ECM) is the POC to ensure that all necessary conversion requirements are met.

(1) Sailors selecting a conversion option must include current Armed Forces Vocational Aptitude Battery (ASVAB) line scores in the PTS application.

(2) Sailors found ineligible for conversion will have their PTS application reset and their PTS applications must be resubmitted.

(3) Sailors are encouraged to improve their conversion opportunities by conducting an ASVAB retest, as outlined in reference (b).

j. **Application Update**. Commands must update PTS applications for Sailors if any of the following change: paygrade, new regular evaluation, special evaluation reinstating or rescinding promotion recommendation, change in conversion options, or a change to desired rating conversion choices. Commands may cancel or update PTS applications via the online Web application or E-Mail.

k. **Option Choice Affects Processing**. Sailors may choose three options based on their desires and qualifications. Each choice will affect how the application is processed.

(1) The "**Reenlistment-in-Rate**" option will only consider the Sailor for reenlistment in the current rating. Sailors not eligible or within waiverable limits for conversion to any CREO 1 or 2 rating, must submit for the "Reenlistment-in-Rate" only option.

(2) The "**Reenlistment-in-Rate or Convert**" option will consider the Sailor for reenlistment in the current rating first, and if no quotas are available for the Sailor, will review the Sailor for the conversion choices selected in the order they appear on the application. NNPP personnel are not authorized to select this option.

(3) The "**Convert Only**" option will only consider the Sailor for conversion to the ratings selected, in the order they appear on the application. The Sailor will not be reviewed for

reenlistment in the current rating. NNPP personnel are not authorized to select this option.

l. **Command Monitoring and Guidance**. To provide constructive career selection guidance, commands should review desired rating health by closely monitoring Career Reenlistment Objectives (CREO)/Rating Entry for General Apprentices (REGA) messages and monthly information updates available on the NAVPERSCOM PTS homepage. Sailors who are eligible for PTS should be provided guidance from the chain of command via career development boards, mentoring, and regular counseling.

5. **Approval Process**

a. **Quotas**. Monthly, reenlistment quotas for each rating will be assigned based on input from the respective ECM.

b. **Ranking**. Monthly, applicants will be compared against all other eligible applicants within the same rating/enlisted manning code (EMC). Sailors will be competitively ranked based on the following criteria:

(1) **Recommendation**. CO’s recommendation for advancement.

(2) **Paygrade**. Sailors in the higher paygrades have priority over lower paygrades.

(3) **Frocked**. Sailors who have been selected for advancement (frocked).

(4) **Passed but not Advanced (PNA)**. Sailors who were PNA the last advancement exam.

(5) **Critical Navy Enlisted Classifications (NECs)**. Sailors who hold critical NECs, as defined by the current CREO/REGA message.

(6) **Evaluations**. Promotion recommendations on the last two regular periodic evaluations.

(a) Sailors with only one graded performance evaluation can use the promotion recommendation from that evaluation, in both the “Current” and “Previous” promotion recommendation blocks.

(b) Special evaluations will not be considered for PTS unless

1. the Sailor has not received a regular performance evaluation since beginning active duty. In this case, a special evaluation must be written.

2. the special evaluation removes or reinstates the CO's recommendation for retention, reenlistment, or advancement.

c. **Consideration for Reenlistment-in-Rate or Conversion**. Personnel will be considered for either reenlistment-in-rate or conversion, provided the Sailor has listed rating conversion choices for which they qualify and desire to be considered.

(1) **Time Frame**. This process will continue from the 12th month to 6th month prior to EAOS period, or until the Sailor is either approved for reenlistment-in-rate or approved for a conversion option.

(2) **Notification of Rollover Status or Separation**. If an in-rate reenlistment quota is unavailable, and conversion is not available for the rating selected by the Sailor, the Sailor will receive notification that their application is in a rollover status to the next month's review. Once the Sailor is within 6 months of EAOS, and has still not been selected for in-rate reenlistment or conversion, the Sailor will be notified to separate at EAOS. Sailors unable to reenlist in the active force are encouraged to pursue affiliation with the reserve force.

(3) **Notice to Reapply**. Sailors with an unexecuted extension greater than 12 months beyond their EAOS, and who have not received a final answer from the PTS program, will receive notice to reapply for PTS when within the PTS window of their "soft" EAOS (SEAOS).

(4) **Notice of GENDET Reapply**. Undesignated Sailors who are within 6 months of EAOS, will receive notice of GENDET Reapply. This allows the command the opportunity to extend the Sailor for 12 months to provide an opportunity to strike for a rating. This extension is not automatic and is at the discretion of the CO. If the CO determines that the Sailor has been provided ample opportunity to strike for a rating (i.e., advancement exams, previously attended "A" Schools, PTS), then the command does not have to extend the Sailor.

d. **PTS Results Message**. Monthly, PTS results will be sent via naval message during the second week of each month.

e. **Reenlistment Authorization**. COs are authorized to reenlist Sailors approved for in-rate reenlistment, effective

upon receipt of the PTS approval message and/or STAR/SRB approval.

(1) **Provisional Approval**. Conversion "Tentative Approval/Pending Further Review" messages are provisional only and must be reviewed by the prospective gaining ECM for final approval.

(a) **Complete Training**. Personnel approved for PTS conversion, with a rating "A" School prerequisite, must complete the required training prior to reenlisting, participating in advancement exams for the new rating, or changing rating.

(b) **Exam Participation**. Non-designated Sailors, selected for class "A" School, may participate in advancement exams listed as "open" in the current CREO/REGA NAVADMIN, until the class convening date of approved school. Subsequent exam participation will only be authorized in their prospective rating after "A" School completion.

(c) **Disapproval/Application Resubmission**. Sailors who are disapproved by the prospective gaining rating's ECM for conversion into the PTS selected rating, due to failing to meet the minimum or waiverable qualification criteria to enter the rating, will be required to submit a new PTS application. The number of reviews remaining will be dependent upon the number of months remaining to EAOS.

(d) **Training for Approved Conversions**. Orders to training, for approved conversions, will be based upon school seat availability and the Sailor's PRD. Commands are encouraged to work with NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010), or the specific rating detailer in the case of Master-at-Arms (MA), Legalman (LN), and Seabee ratings, to negotiate the timing of orders.

(2) **No Appeals**. PTS results are considered final and not open to appeal. It is imperative that PTS applications reflect both the Sailor's informed desires and is a true reflection of the Sailor's performance.

(3) **Conversion Request after Re-Enlistment in Rate Approval**. Sailors who are approved to reenlist in-rate may still request a conversion to another rating via traditional means by submitting a NAVPERS 1306/7.

f. **Conversion Options after Advancement**. Sailors who participated in a Navy-wide examination in one rating, and are

subsequently approved for conversion under PTS into a different rating, have one of the following options:

(1) If advanced into a **CREO 1 or 2 rate**, either accept advancement into old rating and cancel PTS approval, or continue with PTS conversion.

(2) If advanced into a **CREO 3 rate**, continue to convert via PTS.

(3) In either case, converting Sailors can accept advancement/frocking in the old rating while continuing the conversion process via PTS.

g. **Reenlistment Authorization Time Frame**. Authorizations to reenlist in-rate or convert to a new rating are valid only up to 6 months following the original EAOS for which the PTS application was submitted. If a Sailor does not execute a reenlistment or commence the conversion process within this time frame, the Sailor is required to submit a new PTS application.

h. **Consider Other Options**. Sailors should not be discouraged if they did not receive reenlistment or conversion approval within the first few months of applying. After two reviews, Sailors without approval to reenlist in-rate or convert to a new rating may want to consider adding or altering the ratings selected as conversion options. Sailors, whose applications reflect reenlistment-in-rate as their only desire, may want to consider conversion options if continued Naval Service is desired.

i. **Separation or Other Option**. Sailors who execute orders for conversion, and subsequently fail to complete the formal training required for conversion to the new rating assigned via PTS, shall be processed for separation within two-months of disenrollment.

(1) Sailors unable to execute the conversion process, through no fault of their own (i.e., placed in a limited duty (LIMDU) status), may be offered an opportunity to select another CREO 1 or 2 rating via PTS at the approval of the ECM.

(a) A new PTS application will be required to be submitted, and in most cases, the application will only be reviewed once.

(b) Extensions to facilitate more reviews by the PTS system are not authorized and shall not be approved.

(2) Any OBLISERV requirement for training, not fully completed to execute a PTS conversion, shall be waived; or in the case of an inoperative extension, shall be cancelled by the Sailor's CO.

j. **Severance Pay**. Sailors denied reenlistment under PTS are not entitled to severance pay on their initial enlistment or period of OBLISERV per reference (c).

k. **High Year Tenure (HYT)**. PTS approval to reenlist does not waiver a Sailor who may be approaching HYT. A separate HYT waiver must be requested from NAVPERSCOM, Enlisted Retirement Section (PERS-4823), and approved, prior to reenlisting beyond established HYT limits.

6. **Extensions**

a. **Extensions not Authorized, with Exceptions**. Extensions are not authorized for first-term Sailors within the PTS eligibility window of 12 months from EAOS, with the following **exceptions**:

(1) **Await PTS Results**. A 2-month extension may be authorized by the CO to await PTS results for Sailors who submitted PTS applications within 1 month of EAOS, as long as the extension does not extend the Sailor beyond 6 years of total active duty service.

(2) **Allow Time for Transition from Navy**. An additional 2-month extension may be authorized by the CO for Sailors, who are selected to separate in the above case, to allow time for transition from the Navy as long as the extension does not extend beyond 6 years of total active duty service.

(3) **Sailors in 2YO Program**. COs may extend Sailors in the 2YO program up to 24 months without PTS approval. If reenlistment is desired at the completion of the extension, a PTS request must be submitted.

(4) **Sailors in 3YO Program**. COs may extend Sailors in the 3YO program up to 12 months without PTS approval. If reenlistment is desired at the completion of the extension, a PTS request must be submitted.

(5) **Time to Complete Training**. COs must extend Sailors who have received PTS approval to convert to a new rating in order to provide sufficient time to complete training for the converted rating prior to reenlisting.

(6) **Time to Strike into a Rating**. COs may extend Sailors, who have received PTS approval for GENDET Reapply, for up to 12 months to provide opportunity for the Sailor to strike into a rating. This extension is at the CO's discretion considering whether the Sailor has been provided ample opportunity to strike for a rating.

(7) **Policy Change for Rating**. COs may extend Sailors who are required to apply to PTS under a policy change, whose rating was previously exempt or excluded from PTS. The purpose of this extension is to provide the opportunity for the Sailor to receive six reviews in the PTS system.

b. **Extensions Authorized**. Extensions for first-term Sailors may be authorized by the CO in the following cases, provided the extension is executed prior to 12 months from EAOS and the extension does not carry the Sailor beyond 6 years of service:

(1) As outlined in MILPERSMAN 1160-040.

(2) To await selection results for officer programs.

(3) As outlined in reference (d).

MILPERSMAN 1450-010

REDUCTION IN RATE

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4439 (901) 874-4439 882-2624

References	(a) Uniform Code of Military Justice (UCMJ) (b) BUPERSINST 1430.16E, Manual of Advancement (c) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (d) OPNAVINST 1160.5C

1. **Purpose**

a. Reduction in rate by a commanding officer (CO) may be considered as coming within two general classes:

(1) Those made as a punishment under reference (a), article 15.

(2) Those made by reason of incompetency.

b. This article deals with administrative reduction in rate for incompetency, when members concerned have proven themselves not qualified to perform properly the duties of their rates.

NOTE: For reduction in rate under reference (a), see article 15.

2. **CO's Authority**

a. COs or officers in charge (OICs) may reduce an enlisted member within their command or in their charge to the next inferior grade under this article if the grade from which demoted is within the promotion authority of the CO, OIC, or lower command. Exceptions to this rule are enlisted members in the rank of

(1) master chief petty officer.

(2) senior chief petty officer.

(3) chief petty officer.

b. The CO is not considered to have the authority at nonjudicial punishment (NJP) to reduce a servicemember in paygrades E-7 or above to a lower paygrade since advancement to E-7 or higher requires selection by a board convened for that purpose by Navy Personnel Command (NAVPERSCOM) (reference (b), paragraph 803.2).

3. **Marking Periods**. For the purpose of this article, two consecutive marking periods are defined as two regular evaluation periods or one regular evaluation period and one special evaluation period covering a minimum of 3 months.

4. **First Class Petty Officer or Below**

a. Prior to execution of a reduction in rate of a first class petty officer or below, members concerned shall be apprised of their right to request mast before the CO and to present any evidence or witnesses in their own behalf and reminded of their right to appeal any adverse action to the next higher common superior having power to act in the matter.

b. Reduction, or a recommendation for reduction, of first class petty officers and below not qualified to perform the duties of their rate by reason of incompetency (not for disciplinary reasons) shall be supported by the following performance marks. For first class petty officers and below, such action must be supported by a mark of 1.0 in any one of the trait areas labeled

(1) “Professional Knowledge,”

(2) “Quality of Work,”

(3) “Personal Job Accomplishment/Initiative,” or

(4) “Leadership”

on NAVPERS 1616/26 (Rev. 03-02), Evaluation Report and Counseling Record (E1-E6), for at least two consecutive marking periods covering a minimum of 15 months performance.

NOTE: Waiver of these requirements may be granted only by NAVPERSCOM, Enlisted Performance and Separations Section (PERS-4832).

5. **NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks**. Subject to the conditions stated in this article, COs are authorized to effect reduction in rate of a petty officer first class or below by signing the following NAVPERS 1070/613 entry in the service record:

(date): "Proved not qualified for rate of (fill-in) by reason of (fill-in). Received and acknowledged evaluation marks of (fill-in relevant adverse marks) in (evaluation factors) on performance evaluation reports for periods (fill-in). Reduced in rate to (fill-in) this date."

_____
(Commanding Officer)

(date): "I understand that I have been administratively reduced in rate for the reason(s) stated above. I have been counseled and understand my rights of redress in this matter and it is my decision (to/not to) request review by higher authority."

_____
(Member)

6. **Master Chief, Senior Chief, or Chief Petty Officers**

a. For master chief, senior chief, or chief petty officers, the CO may recommend reduction in rate for reasons of incompetency to NAVPERSCOM. Such recommendation shall be supported by a mark of 1.0 in any one of the trait areas labeled

(1) "Leadership,"

(2) "Professional Expertise," or

(3) "Mission Accomplishment"

for two consecutive marking periods covering a minimum of 15 months performance. The recommendation shall contain a full report of the circumstances together with certified copies of all pages of the service record containing assigned marks or entries pertaining to the performance of the member concerned.

b. The member concerned shall be apprised of the right to request mast before the CO, to present any evidence or witnesses in the their behalf, and to submit a written statement for inclusion as an enclosure to the CO's recommendation. Should the member concerned not desire to make a written statement, indication thereof shall be included in the CO's recommendation.

NOTE: Waiver of these requirements may be granted only by NAVPERSCOM (PERS-4832).

7. **Paygrade Reduction**

a. Members reduced in rate or recommended for reduction in rate under the authority of this article may be reduced only one paygrade. Subsequent reductions for incompetency must be substantiated by further unsatisfactory marks and service record entries.

b. Reduction in rate shall be to a lower paygrade in the path of advancement as specified per reference (c). Where a petty officer is reduced to paygrade E-3, it shall be to a rate, which is in the appropriate apprenticeship. For example: MM3 reduced to FN or AE3 reduced to AN. If appropriate, a striker identification should be assigned.

8. **Reinstatement and Reenlistment**

a. Reinstatement of personnel reduced in rate per this article is not authorized. Personnel must requalify through normal advancement system.

b. Personnel reduced in rate per this article are ineligible for reenlistment, per reference (d).

MILPERSMAN 1500-010

SURVIVAL TRAINING REQUIREMENTS

Responsible Office	CNO (N889J)	Phone:	DSN	664-7766
			COM	(703) 604-7766
			FAX	664-6969

1. **Training Requirements**. Every member assigned to a naval vessel or aircraft must be given the proper survival instructions to ensure knowledge and ability in the following items:

	Item
a.	Should be a capable swimmer. Every member should receive instruction on how to swim through debris and burning oil.
b.	Should know the fundamental principles of first aid, particularly the information applicable to injuries that may be encountered after abandoning ship.
c.	Should be completely familiar with the life-saving equipment assigned for their personal use. Every member must know how to maintain their gear so that if the occasion arises, it is ready for immediate use.
d.	Should know how to leave a sinking ship or aircraft.
e.	Should know how to reach an open deck from assigned station by the proper route.
f.	Should be familiar with the survival gear, including all signaling devices provided on the lifecraft of their ship or aircraft. Every member should know where their gear is stowed, how to use it, how to secure it to the lifecraft, and how to keep it in a state of constant readiness.
g.	Should know how to care for themselves and shipmates if they become survivors either on a raft or in the water, supported either by a life preserver or by their own efforts.
h.	Should be thoroughly familiar with assigned tasks on ship’s watch, quarter, and station bill that are put into effect when the ship is in danger of sinking or when survivors from a stricken vessel are to be taken aboard.
i.	Should be familiar with the type of equipment that may be dropped to survivors by rescuing planes.

MILPERSMAN 1500-020

FIRST AID TRAINING REQUIREMENTS

Responsible Office	BUMED (MED-53)	Phone: DSN COM FAX	762-3842 (202) 762-3842 762-3847

Governing Directive	NAVMED P-117, Manual of the Medical Department

1. **Policy**

a. Every officer and enlisted member of Navy must be given instruction to ensure knowledge and ability in the principles of first aid. When personnel of the Medical Department are available, they shall give such instruction as specified in NAVMED P-117.

b. When medical personnel are not available, instruction in the following principles shall be given:

(1)	How to use the fireman’s carry, and the tied-hands crawl to transport an injured person.
(2)	How to control hemorrhage by the use of pressure points, dressings and by the use of a tourniquet.
(3)	How to give artificial respiration using the mouth-to-mouth and mouth-to-nose method.
(4)	How to recognize shock and administer the proper treatment.
(5)	How to treat first, second, and third degree burns.
(6)	How to administer a morphine syrette.
(7)	How to administer autoinjectors for biologic and chemical warfare.

MILPERSMAN 1500-030

MEDICAL DEPARTMENT SCHOOLS

Responsible Office	NAVPERSCOM (PERS-4415)	Phone:	DSN COM FAX	882-4094 (901) 874-4094 882-2682/80

References	(a) SECNAVINST 1520.8A (b) SECNAVINST 1210.5A

1. **Policy**

a. The education and training of Medical Department personnel, including officers of the Medical Corps, Dental Corps, Medical Service Corps, Nurse Corps, members of the Hospital Corps, and Dental Technician ratings are the responsibility of Chief, Bureau of Medicine and Surgery (BUMED). Announcements of the various education and training programs are made by BUMED.

b. Policies regarding admissions and acceptance to the **Armed Forces Health Professions Scholarship Program (AFHPSP)** and **Uniformed Services University of the Health Sciences (USUHS)** medical training programs are set forth in reference (a) and para. 4 of this article, respectively.

2. **Application and Selection**. USUHS application guidance is provided at http://www.usuhs.mil/. Procedures for application and selection of members are published in BUMED instructions. Eligible active duty personnel are required to obtain approval to apply to the USUHS. Officers must meet the transfer or redesignation requirements of reference (b).

3. **Training Development**. Duration and types of education and training are based on the recommendations of training advisory boards as approved by BUMED.

4. **USUHS Admission Policies**. Eligible Personnel:

a. U.S. Naval Academy midshipmen may be recruited into USUHS within a combined maximum limit of 15 graduates entering USUHS and AFHPSP annually.

b. Navy Reserve Officer Training Corps (NROTC) midshipmen may be recruited into the program within a maximum combined limit of 15 graduates entering USUHS and AFHPSP annually.

c. All Navy and Marine Corps officers on active duty who have completed their initial active service obligation before appointment in the program, except the following:

(1) Officers under obligations incurred through Department of Defense (DOD) funded education programs, naval flight officer training, or naval flight training must complete the minimum required obligation for those programs, plus any additional obligated service (OBLISERV) incurred in conjunction with an aviation cross training, transition, or replacement training.

(2) Nuclear trained officers must have completed a tour as department head of a nuclear submarine or guided missile cruiser, or as principal assistant of an aircraft carrier, or be senior to officers assigned. If a nuclear trained officer is serving under an agreement for nuclear continuation pay, member must be within 1 year of completion of the obligation as an Unrestricted Line officer. Submarine (non-nuclear) must have completed the department head tour required by the current pattern or be senior to those assigned. Availability will be determined based upon the community’s ability to meet requirements.

MILPERSMAN 1510-030

ADVANCED ELECTRONICS FIELD, ADVANCED TECHNICAL FIELD, AND NUCLEAR FIELD PROGRAMS

Responsible Office	BUPERS-32	Phone: DSN COM FAX	882-3137 (901) 874-3137 882-2041

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1160.6 (b) COMNAVCRUITCOMINST 1130.8 (c) NAVMED P-117, Manual of the Medical Department (MANMED) (d) NAVPERS 18068F, Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume 1, Navy Enlisted Occupational Standards. (e) OPNAVINST 6110.1 (f) OPNAVINST 5350.4 (g) SECNAVINST 5510.35 (h) BUPERSINST 1430.16, Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve (i) SECNAVINST 5510.30

1. **Purpose**. The advanced Electronics Field (AEF), Advanced Technical Field (ATF), and Nuclear Field (NF) Programs are incentives for enlistment or reenlistment of enlisted personnel in the Navy. The programs are designed to provide technical or nuclear-trained personnel for naval service.

2. **Enrollment**:

a. Personnel may only request enrollment into AEF or ATF as an enlistment program or while at Navy Recruit Training Command (NAVCRUITRACOM) or naval training activities. This requirement does not bar Fleet Sailors from requesting and being enrolled in “A” School for any rating in the AEF and ATF Program. Fleet Sailors can request enrollment into the program while stationed at the training activity. Training activities will nominate personnel by naval message to Navy Personnel

Command (NAVPERSCOM), Enlisted Community Management (BUPERS-32) for USN/USNR, and USNR-Full Time Support (FTS). For personnel requesting enrollment into NF, refer to MILPERSMAN 1306-500, 1306-502, 1306-504, and reference (a).

b. Entrance into these programs provides initial “A” school training and accelerated advancement:

To pay grade...	for personnel enrolled in...
E-2	AEF or ATF upon graduation of recruit training.
E-3	NF upon date of enlistment.

c. Sailors who begin AEF, ATF, or nuclear power training, attrite from the program, and are reclassified or force converted into either an AEF and ATF Program are not eligible for any payment of enlistment bonus for their new rating. They are, however, eligible for accelerated advancement to E-2 along with their other AEF and ATF counterparts effective on the date of reclassification into the program.

3. **Curriculum**:

a. Recruit training curriculum is the same for all new accessions.

b. Enrollment in a program will be in the proper path of advancement.

c. The rating detailer will assign advanced training.

4. **Program Ratings**:

a. The ratings in the AEF and ATF Programs are determined by NAVPERSCOM (BUPERS-32). Ratings for NF are determined by NAVPERSCOM, Sub Nuclear Qualifications Coordinator (PERS 403F) and are updated, per reference (b), as changes occur. Ratings in the program include:

Advanced Electronic Field (AEF)
Advanced Electronic Computer Field (AECF) (Electronics Technician (ET) and Fire Controlman (FC)), Cryptologic Technician-Technical (CTT), Electronics Technician Navigation, Submarines (ETSNV), Electronics Technician Communications, Submarines (ETSRF), Fire Control Technician (FT) Missile Technician (MT) Sonar Technician, Submarine (STS), and Sonar Technician, Surface (STG)
Advanced Technical Field (ATF)
Naval Aircrewmen Mechanical (AWF), Naval Aircrewmen Tactical Helicoper (AWR), Naval Aircrewmen Helicopter (AWS), Naval Aircrewmen Operator (AWO) Naval Aircrewmen Avionics (AWV), Cryptologic Technician (Interpretive (CTI), Crytologic Technician Networks (CTN), Explosive Ordnance Disposal (EOD), Interior Communications Electrician (IC), Intelligence Specialist (IS), Information Systems Technician (IT) and Information Systems Technician (Submarine)ITS, Navy Diver (ND), Special Warfare Boat Operator (SB), and Special Operations (SO)
Nuclear Field (NF)
Electricians Mate (EM), Electronics Technician Basic (ET), and Machinist Mate (MM)

b. An individual must volunteer and be qualified for duty in submarines for entry into the MT, ETSNV, ETSRF, FT, ITS, or STS rating. NF also provides opportunities for duty in submarines.

c. All males entering the CTI rating must be a volunteer for both aircrew and submarine duty; females must volunteer for aircrew duty.

5. **Types of Training**. Training is generally categorized in two phases:

a. **“A” School - Initial Skill Training**:

(1)	Any appropriate preliminary or prerequisite training or the respective class “A” school.

(2)	AEF and ATF personnel, who volunteer and are selected for permanent duty in submarines, will attend submarine school.
(3)	“A” school curricula is basic to the rating and not considered specialized except for language training for CTI’s. All graduates of language training are awarded the navy enlisted classification (NEC) for that language so they can be tracked in the Navy personnel system.

b. **“C” School** - A**dvanced Training**:

(1)	Consists of at least one “C” school. (a) Advanced training for NF ratings consists of nuclear power school and training at a nuclear power training unit. (b) Advanced training for CTI consists of the Apprentice Cryptologic Language Program. Graduates of this phase of training are awarded NEC 9231 (Basic Cryptologic Linguist). (c) Advanced training for IS consists of either IMAGERY (NEC 3910), SPECWAR (NEC 3912), STRIKE (NEC 3923), or OPINTEL (NEC 3924) Class “C” school. Graduates of this training are awarded the appropriate NEC and designated an Intelligence Specialist. (d) Advanced training for CTN’s is not required. CTN “A” school is an advanced 26 week NEC producing “A” school. (e) Advanced training for IT’s consists of Information Systems Administrator (IAT II). Graduates of this training are awarded NEC 2791.
(2)	Temporary assignments to general duty for approximately 24 months (usually aboard ship) may be required to await assignment to advanced training.
(3)	The specific path of advanced training is determined by needs of Navy.

6. **<u>Eligibility Criteria</u>**:

a. The following are **minimum eligibility criteria:**

(1)	Must be a U.S. Citizen (except for MM).
(2)	Must successfully complete "A" school training.
(3)	Must meet minimum Armed Services Vocational Aptitude Battery Test scores as delineated per MILPERSMAN 1306-618.
(4)	Must be a high school graduate (General Education Development (GED)) acceptable.

b. **Physical requirements**:

(1)	Must meet vision and hearing requirements as applicable to the rating set forth per MILPERSMAN 1306-618, reference (c), and (d).
(2)	Applicants must meet the physical requirements for submarines, per reference (c), if assigned to submarine school pipeline training.
(3)	Must meet Physical Readiness Test and body fat requirements per reference (e).

c. Personnel with **more than 10 years prior service** in any branch of the armed services **are not eligible** for these programs, but may be eligible to submit conversion packages for these ratings per MILPERSMAN 1440-010.

d. **Must be of sound moral character**:

(1)	Applicants who have a history of disciplinary infractions, either in the military or civilian community, are ineligible for entry. Lead “A” school and professional apprenticeship career track (PACT) detailer of NAVPERSCOM, Shore Special Program Branch (PERS-4010S) or Sub Nuclear Qualifications Coordinator, NAVPERSCOM (PERS-403F) for submarine duty may grant waivers for minor infractions.
(2)	In an effort to protect the applicant from possible disenrollment as a result of subsequent screening, all questionable or borderline cases will be referred to NAVPERSCOM (BUPERS-32) for a determination of eligibility NAVPERSCOM (PERS-403F) for submarine duty and or nuclear field eligibility.
(3)	A waiver for pre-service drug use or abuse may be granted. The waiver request will be submitted to NAVPERSCOM (BUPERS-32). Waivers for submarine and or nuclear field duty will be submitted to NAVPERSCOM (PERS-403F),) only under the following circumstances: (a) Evidence of honesty and complete rejection of further drug use and abuse. (b) Request must include a signed drug rejection statement. (c) Policy and waiver procedures for drug abuse as contained, per reference (f), will be strictly adhered to.

7. **Security Clearances**:

a. The following ratings require eligibility for a security clearance:

AW	CTI	CTN	CTT
EOD	ET	ETSNV	ETSRF
FC	FT	IC	IS
IT and ITS	MT	NF	SB
SO	STG	STS	

b. Personnel selected for training in occupational fields that are normally assigned to billets in the Personnel Reliability Program (PRP) must meet requirements per reference (g).

8. **OBLIGATED SERVICE (OBLISERV)**:

a. Assignment in AEF, ATF, or NF requires a 6-year active service obligation. This obligation is computed from time of entry onto active duty on current enlistment. For Navy veterans or other service veterans, the 6 years will be counted from the date of reentry into the Navy and may be accomplished by extension or reenlistment.

b. Applicants must have an initial 4-year active service obligation and concurrently execute 2 12-month agreements to extend on active duty. The extension of active OBLISERV is to ensure personnel will have sufficient OBLISERV remaining for payback for advanced training received.

c. Active duty naval Reserve personnel who are in the FTS Program are not required to be discharged and reenlisted in the regular Navy, but must execute an agreement to extend their active service, as FTS, for a total 6-year active service obligation. Personnel requesting submarine and or nuclear field duty must be Regular Navy.

d. In the case of personnel who apply for these programs while in recruit training, the extension for OBLISERV will be executed at the time of notification of acceptance.

e. **Extension Reasons**:

(1) Twelve month extension of enlistment – NAVPERS

1070/621 Agreement to Extend Enlistment or NAVPERS 1070/622 Agreement to Recall or Extend Active Duty is Executed, with the following narrative reason:

"Training in the Advanced Electronics Field (AEF), Advanced Technical Field (ATF), or Nuclear Field (NF). MILPERSMAN 1510-030 and MILPERSMAN 1306-500, 1306-502, and 1306-504 (NF) are governing directives. I understand that this extension of active service becomes binding upon execution and thereafter may not be cancelled except as set forth in MILPERSMAN 1160-040 and 1510-030."

(2) Twelve month extension of enlistment - NAVPERS 1070/621 Agreement to Extend Enlistment or NAVPERS 1070/622 Agreement to Recall or Extend Active Duty is executed, with the following narrative reason:

"Advancement to rate and grade per MILPERSMAN 1430-010. I understand this extension becomes binding upon advancement and may not be cancelled except as per MILPERSMAN 1160-040."

f. USNR-FTS personnel are authorized to remain in the FTS Program and are not required to be discharged and reenlisted USN.

9. **Unable to Complete Training**:

a. If a member is unable to complete "A" school, refer to MILPERSMAN 1160-040 for extension cancellation or adjustment. The member will then be made available for reassignment to the rating detailer or NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013) as appropriate.

b. If a member is unable to complete the required "A" or "C" school training, refer to MILPERSMAN 1236-020 for rating disposition and Para. 10 for extension cancellation.

c. Members who have completed submarine school and are recommended to retain the (SU) designator may be reclassified to another submarine source rating (if a vacancy exists) and assigned to submarine duty after completion of the new training.

10. **Advancement or Reduction in Rate and Extension Cancellation**:

a. For those personnel reduced in rate and or disenrolled from the program, the following applies:

	If advanced training...	**and the member...**	**then...**
(1)	**was** received,	**was** advanced to E-4,	the extensions of enlistment are **not** canceled.
(2)	**was** received,	**has not** yet advanced to E-4 (i.e., reduced from E-3 to E-2 prior to time-in-rate (TIR) eligibility for E-4),	eligibility for advancement to E-4 **is terminated** and the extensions of enlistment **are not** canceled.
(3)	**was not** received, (has successfully completed "A" school),	**was** advanced to E-4,	12-month extension of enlistment for ATF, AEF, and NF **is canceled** and 12-month extension of enlistment for accelerated advancement remains valid.
(4)	**was not** received (has successfully completed "A" school),	**was not** advanced to E-4,	eligibility for advancement to E-4 **is terminated** and both extensions **are canceled**.

b. Personnel enrolled in these programs are authorized accelerated advancement to pay grade E-2 for AEF or ATF upon completion of recruit training or later acceptance into these programs, or to pay grade E-3 for NF upon date of entry to active duty. This is not to prevent enlistment at pay grades E-2 or E-3 for those individuals who qualify on the basis of other enlistment programs.

c. Personnel are authorized guaranteed advancement to E-4 after successfully completing "A" school or advanced training required to attain rating designation and after serving 6 months TIR as an E-3. The following must also be completed or obtained prior to advancement to E-4:

(1) All requirements completed for advancement in rate;
(2) Performance appraisal review;

(3) Command officer's recommendation.
Note: Sailors are advanced to E-4 after serving 6 months TIR. Participation in the Navy-wide examination is not required. Advancement to E-4 will be on the 16th of the month after 6 months of service as an E-3. TIR will be established per reference (h).

d. For personnel who fail to complete "A" school training, members will have their pay grade administratively reduced to the pay grade they commenced active duty:

(1) Depending on the member's TIR date on the date member was disenrolled, member may be eligible for normal advancement to pay grade E-2 or E-3.

(2) This is not to preclude enlistment at pay grades E-2 or E-3 for those individuals who qualified on the basis of other enlistment programs.

e Per MILPERSMAN 1133-090, new accession training Sailors are eligible for accelerated advancement to E4 in the same manner as their Active Component counterparts.

11. **Disenrollment**:

a. Individuals who fail to remain qualified will not be entitled to further training. In all cases, the full narrative reason for disenrollment and the authorization will be recorded in the member's service record by an appropriate entry on NAVPERS 1070/613 Administrative Remarks and acknowledged by the member. Except as indicated below, all disenrollments must be approved by NAVPERSCOM (PERS-4010S) or Office of the Chief of Naval Operations (OPNAV), Nuclear Enlisted Program (N133D2) for NF.

b. To facilitate prompt, efficient processing and classification of personnel in recruit training, authority is granted to **Officer in Charge, Personnel Support Detachment, Recruit Training Command** to disenroll personnel under the following circumstances:

(1)	Failure to meet qualifying test scores, OBLISERV requirements, or requisite physical and mental standards: (a) Personnel with a history of suicidal attempts or suicidal

	gestures are not qualified and should be disenrolled. (b) Personnel with any other potentially disqualifying physical or mental condition should continue in processing and classification pending a determination of their eligibility for a waiver by Bureau of Medicine and Surgery (BUMED) (for submarine or NF duty submit waivers to NAVPERSCOM (PERS-403F) via BUMED (BUMED-21).
(2)	Inability to qualify for a security clearance without extended observation of the member’s performance or behavior per reference (i).
(3)	Identified as a drug abuser per reference (f).

c. To prevent loss of productive manpower, authority is granted to **COs of training activities** to disenroll personnel under the following circumstances:

(1)	Inability to qualify for a security clearance without extended observation of the member’s performance or behavior per reference (i).
(2)	Identification as a drug abuser per reference (f).
(3)	Disciplinary infractions.
(4)	Academic failure: (a) Personnel who graduate from "A" School training are not considered academic failures for purposes of dropping AEF or ATF. (b) Markedly inferior performance or obvious lack of effort constitutes grounds for disenrollment.

12. **Processing Disenrollees**:

a. Accession Sailors who have not reached their first permanent duty station who fail to complete “A” School, including NF, may be reclassified, if they meet the provisions of MILPERSMAN 1236-020.

b. Individuals not assigned another school or not eligible for reclassification, will be made available for general assignment.

c. For personnel who fail to complete “A” School training,

members will have their pay grade administratively reduced as per paragraph 10.

d. Assignment to another Class “A” School is not guaranteed and is subject to needs of Navy.

e. If disenrollment is precipitated by reason of ineligibility that was present and documented at the time of application, NAVPERSCOM (PERS-4010S) or NAVPERSCOM (PERS-481) may authorize discharge from naval service as an option.

f. Those who do not meet the basic eligibility criteria prescribed here and in MILPERSMAN 1306-618 subsequent to enlistment or enrollment, are subject to disenrollment, even if the member is not at fault.

g. In cases where the completed Entrance National Agency Check contains significant derogatory information that cannot be favorably resolved, and it is apparent that an affirmative determination of eligibility for a security clearance cannot be made without extended observation of performance or behavior, the member will be disenrolled. Disenrollment in this category will be limited to cases in which it is determined the member does not meet the security clearance requirements as indicated in reference (h). As a result, NAVPERSCOM (PERS-832) may authorize discharge from naval service based on needs of the Navy.

h. Extension of enlistment(s) is or are canceled or adjusted as delineated within this article.

13. **Disenrollment Due to Not Meeting Physical Requirements for Submarines**. Submarine volunteers who no longer meet the physical requirements for assignment to duty in connection with submarines per reference (c), 15-106, will be disenrolled from submarine training. Those personnel found fit for duty other than submarine duty will be reclassified and force converted by request to NAVPERSCOM, Active Enlisted Program Branch (PERS-811).

14. **Voluntary Disenrollment**. Personnel may not request voluntary disenrollment.

MILPERSMAN 1520-020

OFFICER EDUCATION REPORTS

Responsible Office	NAVPERSCOM (PERS-312)	Phone: DSN COM FAX	882-3402 (901) 874-3402 882-2660

Governing Directives	NAVPERS 15839I, Manual of Navy Officer Manpower Personnel Classifications, Volume I, Major Code Structures and Volume II, The Officer Datacard CNETINST 1510.1F

1. **Requirement**. Officers on **active duty** must submit a letter report, including an official academic transcript, when additional education which raises their current educational level is acquired, or they acquire additional degrees. Officers shall ensure their Navy Personnel Command (NAVPERSCOM) officer record contains complete transcripts of all undergraduate and graduate credits and degrees.

2. **Reports of Additional Education**

a. Educational level is shown on the latest NAVPERS 1301/51, Officer Data Card forwarded annually to each officer. An officer's report of additional education includes

(1) education completed in off-duty hours (including tuition aid).

(2) education acquired in on-duty degree completion, scholarship, and postgraduate programs pursued after commissioning.

(3) additional education acquired as an inactive duty officer subsequent to original commissioning or release from last tour of active duty.

b. Information regarding submission of reports is contained in NAVPERS 15839I, volumes I and II.

3. **Reserve Officers on Inactive Duty**

a. Education must be reported on NRPC 1200/1, Naval Reserve Qualification Questionnaire for Inactive Duty Personnel, and transcripts submitted to the Naval Reserve Personnel Center (NRPC) New Orleans.

b. When Reserve Officers need updates to the Inactive Officer Summary Record (OSR); they may contact NRPC, New Orleans or (NAVPERSCOM) (PERS-91). If they need education, NOBC codes, AQD codes and subspecialty codes, they should call NRPC at (504) 678-5426 or 678-1780. Other questions should be directed to NAVPERSCOM (PERS-91), Naval Reserve Personnel Administrative Division, at (901) 874-4482.

4. **Navy Postgraduate Program**. Education completed by an officer as the result of orders to duty under instruction in the Navy Postgraduate Program must be reported to NAVPERSCOM (PERS-312G) by computer printout and academic transcripts. The report shall be submitted by the Superintendent, Naval Postgraduate School. In addition, complete academic transcripts shall be provided to NAVPERSCOM (PERS-312G) by certain officer commissioning programs: U.S. Naval Academy Graduates, NROTC Scholarship and College Program Graduates, Officer Candidate Graduates, and Aviation Officer Graduates. Refer to NAVPERS 15839I, volume II, appendix D for detailed information.

5. **Graduates of Service Schools**. A commanding officer of any activity, which graduates naval officer students in the service school courses listed in the NAVPERS 15839I, volume II, appendix C, shall refer to CNETINST 1510.1E. This instruction outlines reporting procedures for the Navy Integrated Training Resources and Administration System (NITRAS). Commanding officers will submit a letter to NAVPERSCOM (PERS-312G) reporting graduates of any service school that cannot be reported through the NITRAS.

MILPERSMAN 1520-030

SUBMARINE OFFICER TRAINING

Responsible Office	CNO (N13)	Phone:	DSN	225-3734
			COM	(703) 695-3734
			FAX	224-8609

Governing Directives	NAVMED P-117, Manual of the Medical Department 5 U.S.C. 301

1. **Location and Duration**. Submarine training courses are convened for officers at the Submarine School, Groton, CT. The course duration is 13 weeks.

2. **Eligibility**

a. The following unrestricted line officers or prospective officers are eligible to apply:

(1) Any applicant for nuclear propulsion training in the grade of lieutenant, lieutenant junior grade, or ensign.

(2) Midshipmen first class.

(3) Officer candidates attending Officer Candidate School.

b. Supply Corps officers on active duty in the grade of lieutenant, lieutenant junior grade or ensign may apply for submarine training.

c. All applicants for submarine training shall be college graduates or prospective college graduates.

d. Qualified unrestricted line officers or prospective officers are required to apply for nuclear propulsion training if they desire to serve aboard a submarine.

e. Applicants shall satisfy the physical requirements of NAVMED P-117. Certain physical effects, such as defective vision, correctable to 20/20, may be waived.

3. **Applicant Counseling**

a. Prior to the submission of a request for submarine officer training, the officer shall be advised of the following Privacy Act statement relative to the information provided:

"The authority to request this information is derived from 5 U.S.C. 301, Departmental Regulations. The purpose of the requested information is to provide a record of qualification in order to select officers and prospective officers for submarine training. The information requested is voluntary; however, failure to provide the information may result in non-selection for submarine training."

b. COs shall ensure prospective applicants for submarine training are counseled concerning the career opportunities afforded by this program and are encouraged to apply for such training.

4. **Contents of Letter Request**. Applications for submarine training shall contain the following information in proper letter format. An original SF88, Report of Medical Examination and SF93, Report of Medical History shall be submitted to Chief, Bureau of Medicine and Surgery (MED-3C2) and a copy enclosed with the letter of application.

From: (Individual Officer's name)
To: Commander, Navy Personnel Command
Via: Commanding Officer

Subj: APPLICATION FOR SUBMARINE TRAINING

Ref: (a) MILPERSMAN 1520-030
(b) NAVMED P-117, Manual of the Medical Department

Encl: (1) Copy of SF88, Report of Medical Examination
(2) Copy of SF93, Report of Medical History

1. I hereby apply for submarine training per reference (a). Enclosures (1) and (2) are submitted as evidence of satisfactory completion of the requirements of reference (b).

2. I understand the minimum service requirement of reference (a), and I agree [not to resign my commission/to remain on active duty] for the period of instruction.

3. I expect to be available to commence training after [fill-in date].

4. Additional remarks:

[Signature of applicant]

5. **Selection**. Selection of applicants shall be made on the basis of performance, demonstrated academic ability, and physical qualification for assignment to arduous duty.

6. **Service Obligation**

a. Supply Corps officers are required to serve for a period of 2 years upon completion of submarine training. An officer signifies acceptance of the minimum service requirements specified in this article upon execution of orders to Submarine School.

b. If an officer is disenrolled at their own request, the period of time served in submarine training shall be forfeited for purposes of fulfilling previously incurred minimum required service. Minimum service requirements for officers selected for nuclear propulsion training are contained in the article concerning such training.

MILPERSMAN 1520-040

SURFACE WARFARE OFFICER (SWO) DEPARTMENT HEAD SCREENING AND TRAINING

Responsible Office	NAVPERSCOM (PERS-41)	Phone: DSN COM FAX	882-3913 (901) 874-3913 882-2687

References	(a) OPNAVINST 1412.2H (b) SECNAVINST 5510.30B

1. **Consideration, Screening Board Assembly, Petitions, and Descreening**

a. A Surface Warfare Department Head Screening Board convened by Commander, Navy Personnel Command (COMNAVPERSCOM) will select those officers considered best and fully qualified to assume Department Head responsibilities and attend the Department Head Course. To qualify for the screening process, officers must

(1) be designated Surface Warfare Officer (SWO) per reference (a) (to include Limited Duty Officers (LDOs) in certain designators as specified in the screening board precept),

(2) be selected for or serving in the grade of lieutenant,

(3) be recommended in writing for Department Head Afloat or a higher career milestone by an afloat commanding officer (CO) on their afloat fitness reports, and

(4) possess the prerequisite clearance to serve as an Unrestricted Line (URL) Officer, as defined in reference (b).

b. The screening board will convene annually in September. The board will be comprised of at least three current or post Afloat Major Command Surface Warfare Captains, the senior of whom serves as senior member and president, and at least six captains or commanders who have successfully completed or are serving in their Commander Sea Commands.

c. Officers eligible for Department Head screening will be considered over a 4-year period, beginning at 3 years of commissioned service. Officers not selected during this period, or those officers whose screening status was previously removed, may petition the board for additional looks. The decision to accept any such petitions will be left to the discretion of the President, Department Head Screening Board as defined in the board precept.

d. Department Head Screening Boards will review the records of those officers who have previously screened but have not yet executed orders to the Department Head Course to ensure no decline in performance subsequent to original screening. Officers descreened as a result of the screening board review will be notified by letter, signed by Navy Personnel Command (NAVPERSCOM), Director, SWO Assignments (PERS-41).

2. **Acceptance**

a. SWOs screened for Department Head Afloat will be placed in the Department Head bank and ordered to Department Head School under current distribution policies and availability.

b. LDOs screened for Department Head Afloat will be placed in the Department Head bank and will be assigned to Department Head Surface Ship billets under current distribution policies and availability.

c. Officers ordered to the SWO Department Head Course will not be issued permanent change of station (PCS) orders to duty under instruction. Upon successful completion of the course, officers will be assigned to Department Head Surface Ship billets under current distribution policies and availability.

d. Officers under orders to the SWO Department Head Course will not be considered eligible for transfer to another URL, Restricted Line (RL), or Staff community unless their lateral transfer package was submitted prior to receipt of orders. Execution of orders to Department Head School obligates officers to serve on active duty through completion of Department Head School training for a period of 2 years following graduation. This requirement will run concurrently with any other service obligations.

e. To ensure proper career progression, every effort will be made to afford SWOs the opportunity to complete a post division officer shore tour and return to sea as a Surface Warfare Department Head prior to being in the promotion zone for selection to lieutenant commander. Where this is not the case, Director, NAVPERSCOM (PERS-41) will determine eligibility of an officer to attend the SWO Department Head Course.

3. **Purpose and Course Restrictions**. The SWO Department Head Course conducted at SWO School Command, Newport, RI, provides training in all phases of surface warfare and prepares officers to assume department head responsibilities in surface ships. The course is approximately 6 months in duration and convenes 5 times per year. Class size is limited to 60 SWOs. Only SWOs (111X) who have demonstrated

a. exceptional ability,

b. adaptability,

c. substantial professional growth,

d. clear potential, and

have been screened for Surface Warfare Department Head Afloat are selected as students.

MILPERSMAN 1520-050

NUCLEAR PROPULSION TRAINING (SURFACE AND SUBMARINE)

Responsible Office	OPNAV (N133)	Phone: DSN COM FAX	 (703) 695-4192 (703) 697-7751

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVMED P-117, Manual of the Medical Department (b) 5 U.S.C. 301 (c) BUPERSINST 1540.41C

1. **Eligibility**

a. Officers and prospective officers in the following categories are eligible to apply for nuclear propulsion training:

(1) Unrestricted line officers on active duty in the grade of lieutenant, lieutenant junior grade, or ensign.

(2) Reserve officers in the above grades whose active duty has been delayed for pursuit of postgraduate studies.

(3) Midshipmen first class.

(4) Midshipmen second class with outstanding academic and military performance may apply if endorsed by their professor of naval science or the United States Naval Academy Senior Community Representative for Nuclear Propulsion.

(5) Officer candidates attending officer candidate school.

b. Applicants shall be college graduates or prospective college graduates with credits in at least 1 year of college calculus-based physics and 1 year of college calculus through differential and integral calculus of one real variable. Credit is defined as completion of a course, including an extension course, offered by an accredited college or university.

c. Applicants shall satisfy the physical requirements per reference (a).

2. **Applicant Counseling**

a. Prior to the submission of an application for nuclear propulsion training, the Service member shall be advised of the following Privacy Act statement relative to the information provided: "The authority to request this information is derived from 5 U.S.C. 301, Departmental Regulations. The purpose of the requested information is to provide a record of qualifications in order to select officers and prospective officers for nuclear propulsion training for surface or submarine duty. The requested information is voluntary; however, failure to provide the information may result in non-selection for nuclear training."

b. Commanding officers shall ensure prospective applicants for nuclear propulsion training are counseled concerning the career opportunities afforded by this program and are encouraged to apply for such training. Prospective unrestricted line officer applicants shall also be advised that upon completion of nuclear propulsion training, they will retain the unrestricted line designator for which they were selected (117X/116X), their sea duty requirement for promotion will be safeguarded, and their command opportunity will be enhanced. Navy's plans and policies pertaining to the personnel aspects of nuclear propulsion utilization are contained in reference (c).

3. **Contents of Letter Request**

a. Applications for nuclear propulsion training shall contain the following information in proper letter format:

(1) An original DD 2807-1 Report of Medical History and DD 2808 Report of Medical Examination shall be submitted to Chief, Bureau of Medicine and Surgery (MED-21), and a copy enclosed with the letter of application.

(2) Academic transcripts from all colleges and universities attended, including SAT/ACT scores.

(3) A complete summary of military service, including prior enlisted service (if any) and any service schools attended.

b. **Use the proper letter format containing the following**:

From: (Individual officer's name)
To: Commander, Navy Personnel Command (PERS-42)
Via: Commanding Officer

Subj: APPLICATION FOR NAVAL NUCLEAR PROPULSION TRAINING

Ref: (a) MILPERSMAN 1520-050
(b) NAVMED P-117, Manual of the Medical Department
(c) 10 U.S.C. 301

Encl: (1) Academic Transcript
(2) Copy of DD 2807-1 Report of Medical History
(3) Copy of DD 2808 Report of Medical Examination
(4) Summary of Military Service

1. I hereby apply for nuclear propulsion training according to reference (b). Enclosures (1) through (4) are submitted as evidence of my satisfying the requirements of reference (b) and reference (c).

2. I [do/do not] desire submarine training.

3. I understand the service requirements contained in reference (b), and I agree [not to resign my commission/to remain on active duty] for the period of instruction.

4. I expect to be available to commence training after [fill-in date].

5. I have read reference (b) and upon acceptance for nuclear power training, I agree to remain on active duty as required by reference (b) to include at a minimum (either):

(a) 24 months as a Submarine Division Officer or

(b) 28 months as a Surface Ship Nuclear Division Officer

6. Additional remarks:

[Signature of applicant]

4. **Review of Applications**

a. The records of applicants meeting basic eligibility requirements will be screened by a board of officers from Navy Personnel Command (NAVPERSCOM) and Director, Naval Nuclear Propulsion Program. Those officers or prospective officers considered to have requisite qualifications will be ordered to Washington, DC to be interviewed by Director, Naval Nuclear Propulsion Program. Submarine selectees for nuclear propulsion training will then be ordered, at the earliest practical date, to the Nuclear Power School, Charleston, South Carolina for a 6-month course of academic instruction, followed by a 6-month operational course at one of the prototype sites located at West Milton, New York, or Charleston, South Carolina. Surface Warfare Officers (SWOs) selected for nuclear propulsion training will receive orders to commence nuclear propulsion training following completion of their conventional division officer tour. Successful completion of the 12 months of nuclear instruction will result in the assignment of the Additional Qualification Designator (AQD) SN0 for submarine officers or KD1 for surface officers.

b. Applicants desiring nuclear submarine duty shall qualify for officer submarine training according to this manual. Volunteers selected for nuclear submarine duty will be ordered to Naval Submarine School, Groton, Connecticut for temporary duty under instruction, unless they have previously completed the course, or are qualified in submarines as an officer. Assignment to Naval Submarine School will be not be made until satisfactory completion of nuclear power school. Assignment may be made either before or after nuclear propulsion prototype training depending on class schedule and capacity.

c. Unrestricted line officers accepted into the Navy Nuclear Propulsion Program will be redesignated 116X or 117X without board action.

5. **Service Obligation**

a. For officers selected from the fleet or the shore establishment:

(1) Officers selected to nuclear propulsion training who have a prescribed MSR that is less than 5 years, are required to serve 1 year in addition to the minimum required service

previously incurred.

(2) Submarine Officers: Required to serve on active duty for a minimum of 24 months as a Submarine Division Officer upon completion of nuclear propulsion training or 1 year in addition to any minimum service requirement (MSR) previously incurred, whichever is longer.

(3) Surface Nuclear Officers: Officers already qualified as Surface Warfare Officers are required to serve on active duty for 28 months as a surface ship nuclear division officer upon completion of nuclear propulsion training. All others are required to serve on active duty for a minimum of 36 months as a surface ship nuclear division officer upon completion of nuclear propulsion training unless their career timing permits completion of a normal conventional surface ship division officer tour before nuclear propulsion training. In that case, officers are required to serve for 28 months as a surface ship nuclear division officer upon completion of nuclear propulsion training.

b. For newly commissioned officers, service obligation is the longer of the following:

(1) MDR: Officers who are newly commissioned from any source, whose prescribed a MSR is less than 5 years, are required to serve 1 year in addition to the MSR previously incurred.

(2) Division officer tour: Officers are required to serve a minimum of 24 months (for Submarine Officers) or 28 months (for nuclear-trained Surface Warfare Officers) as a division officer following nuclear propulsion training.

c. Officers selected to nuclear propulsion training who are commissioned from any source, whose prescribed minimum required service is less than 5 years, are required to serve 1 year in addition to the minimum required service previously incurred.

d. Newly commissioned officers entering nuclear propulsion training following assignment to any postgraduate program shall have their postgraduate performance reviewed by Office of the Chief of Naval Operations (OPNAV), Nuclear Propulsion Program Management Branch (N133) prior to receiving final orders to training. They are required to serve for the longer of the following:

(1) 5 years from the date of completion of graduate education.

(2) A minimum of 24 months (for submarine officers) or 28 months (for nuclear-trained surface warfare officers) as a division officer following nuclear propulsion training.

e. Officers who do not successfully complete nuclear propulsion training, provided the assignment to such course of instruction was at the officer's own request, shall be required to serve on active duty for a period equal to the officer's normal period of minimum required service, plus the time spent under instruction, unless released sooner to inactive duty or discharged by NAVPERSCOM.

MILPERSMAN 1520-060

NURSE CANDIDATE PROGRAM

Responsible Office	CNO (N13)	Phone:	DSN	223-2326
			COM	(703) 693-2326
			FAX	223-1189

Governing Directives	SECNAVINST 1120.6B SECNAVINST 1920.6B DODI 6000.13

1. **Purpose**. This program gives qualified individuals the opportunity to complete the requirements for a baccalaureate degree in nursing and earn a commission as a Nurse Corps officer.

2. **Eligibility**. Applicant must be

a. a civilian or an enlisted member of a Reserve component of one of the Armed Forces not on active duty.

b. 18-34 years of age on date of commission.

c. Enrolled in or accepted for transfer to a program accredited by a nationally recognized nursing accreditation agency that confers a baccalaureate degree in nursing. The program must be completed within 24 months of enlistment as an OCUI2.

3. **Nurse Candidate Program (NCP) Selectees**

a. Selectees will sign the NCP Agreement prior to enlistment and acceptance of orders as an NCP candidate. Commanding Officer, Naval School of Health Sciences (NSHS) Bethesda, MD, maintains administrative responsibility for NCP students.

b. While enrolled in school the NCP student will be in an inactive status as an Officer Candidate Under Instruction second class (OCUI2), U.S. Naval Reserve.

c. Interested individuals should contact a Medical Programs Recruiter at the closest Navy Recruiting District (NAVCRUITDIST) for complete details. Commander, Navy Recruiting Command maintains responsibility for the NCP applicants.

4. **Terms and Obligations Upon Graduation**

a. Upon conferral of baccalaureate degree, the NCP graduate will be appointed as Nurse Corps, United States Naval Reserve (Designator 2905) at a grade in accordance with DODI 6000.13 and concurrently discharged from enlisted status. There should be no break in service.

b. The total commissioned obligation is 8 years. Time not spent on active duty will be spent in the inactive Reserves. Service obligation does not commence until the candidate graduates, is commissioned and begins active duty.

c. Candidates who enter this program during the 4th year of their nursing program will agree to serve on active duty as a Nurse Corps Officer for 4 years. Candidates who enter the program during the 3rd year of their nursing program will agree to serve on active duty as a Nurse Corps Officer for 5 years.

d. Appointees will be retained under the administrative control of NSHS, Bethesda, MD, pending assignment to the next available Officer Indoctrination School class at Newport, RI, following appointment and passing the NCLEX-RN. The NCP and subsequent appointment as a Nurse Corps Officer are governed by SECNAVINST 1120.6B.

5. **License Requirements**

a. Nurse Corps officers must obtain and maintain a license to practice as a registered professional nurse from a state, territory, or the District of Columbia based on a licensing examination provided by the National Council of State Boards of Nursing and administered by one of its member boards of nursing. The exam must be taken at the first opportunity following graduation and prior to reporting for active duty.

b. Obtaining and maintaining a license to practice nursing is the responsibility of the officer. Officers who fail to become licensed may be reappointed in a different competitive category to complete any incurred active-duty obligation or separated under the guidance of SECNAVINST 1120.6B and 1920.6B.

MILPERSMAN 1530-020

UNITED STATES MILITARY ACADEMY AND AIR FORCE ACADEMY PREPARATORY SCHOOLS

Responsible Office	NAVPERSCOM (PERS-444)	Phone: DSN COM FAX	882-4058 (901) 874-4058 882-2676

1. **Policy**. An enlisted member in the Navy or Navy Reserve holding a letter of appointment as principal, alternate, or competitor to the United States Military Academy or Air Force Academy, issued by the Department of the Army or Department of the Air Force, if found qualified by the service concerned, may request transfer

TO...	OR...
Preparatory School Detachment Fort Belvoir, VA	7625 Student Squadron Air Force Academy Preparatory School Colorado Springs, CO

depending on their nomination, for a course of instruction.

2. **Medical Examinations Required**

a. Final-type medical examinations are authorized and directed to be conducted at the local level with complete reports thereof furnished direct

TO...	OR...
Adjutant General Department of the Army Attn: AGPB-M Washington, DC	Surgeon U.S. Air Force Academy Attn: Chief, Physical Standards Branch Colorado Springs, CO

The candidate will not be transferred until final medical clearance has been received from the Army or Air Force.

b. Navy or Navy Reserve members not medically qualified may, if they so desire, take the entrance examinations at the station nearest to their place of assignment.

3. **Physical Requirements**. Physical standards are generally the same as for admission to the Naval Academy with the exception of vision. Detailed information setting forth these physical requirements may be obtained

FROM...	OR...
Registrar United States Military Academy West Point, NY	Director of Admissions United States Air Force Academy Colorado Springs, CO

4. **Responsibility for Maintaining Records**

a. Records, including the pay accounts, of Navy or Navy Reserve personnel assigned to the **Military Academy Preparatory School** shall be maintained by:

Commanding Officer
Naval Station Anacostia Annex Washington
Washington, DC

b. The records of those assigned to the **Air Force Academy Preparatory School** shall be maintained by:

Officer in Charge
Naval Administrative Unit
Continental Air Defense Command
Ent Air Force Base
Colorado Springs, CO

5. **Beginning of Classes/Reporting Deadline**

a. The Military Academy and Air Force Academy Preparatory School classes convene the first week in September and candidates may not be ordered for the course of instruction at the Preparatory Schools after this deadline date.

b. Regular Navy or Navy Reserve members receiving a letter of appointment after this date will take the entrance examination at the examining station nearest to their place of assignment.

c. Military Academy candidates appointed after the March examination will undergo a special examination given in June at West Point, NY.

d. Authorization and specific instructions required to report for these examinations will be issued by Navy Personnel Command (NAVPERSCOM) to individual appointees who are not in attendance at the Military or Air Force Preparatory Schools.

6. **Disposition of Members Not Qualified or Disenrolled**

a. Enlisted members of the Navy or Navy Reserve found not qualified, or who are disenrolled for any reason from the **Military Academy Preparatory School**, shall be immediately transferred to:

Commanding Officer
Naval Station Anacostia Annex Washington
Washington, DC

b. Those disenrolled from the **Air Force Academy Preparatory School** shall be transferred to:

Officer in Charge
Naval Administrative Unit
Continental Air Defense Command
Ent Air Force Base
Colorado Springs, CO

c. Those disenrolled from either Preparatory School shall be reported to NAVPERSCOM for further assignment.

MILPERSMAN 1531-010

NAVAL ACADEMY PROGRAM

Responsible Office	CNO (N731C)	Phone:	DSN	224-5438
			COM	(703) 614-5438
			FAX	225-5698

Governing Directives	10 U.S.C. 12731 OPNAVINST 1531.4F Marine Corps Order 1530.11G

1. **Purpose**. The United States Naval Academy provides 4 years of college education training as midshipman, United States Navy, leading to a commission as an ensign in the Line (or, in certain cases, the Restricted Line or Staff Corps) of the Navy or second lieutenant, Marine Corps.

2. **Candidate Requirements**. Each candidate for the Naval Academy shall be

a. a United States citizen of good moral character.

b. unmarried with no dependents.

c. 17 years of age and shall not have reached their 23rd birthday on 1 July of the year in which admitted to the Naval Academy.

3. **Standard Nomination**

a. To be considered for an appointment to the Naval Academy, an applicant shall obtain a nomination from one of the authorized sponsors prescribed by law, and shall qualify scholastically, physically, and medically. Detailed procedures are prescribed in the Naval Academy catalog published annually.

b. The majority of nominations for appointment to the Naval Academy are made by U.S. Senators and Representatives. Other nomination sources are the President, Vice President, the Secretary of the Navy, and civil officials of Puerto Rico, the Virgin Islands, American Samoa, and Northern Marianas Islands.

4. **Presidential Nominations/ Appointments**

a. The President may appoint 100 midshipmen each year. These appointments are limited by law to children and adopted children of officers and enlisted personnel, Regular or Reserve, of the Army, Navy, Air Force, Marine Corps, or Coast Guard who either are on active duty (other than for training) and have served continuously on active duty for at least 8 years, or are retired, or who died while they were retired with pay or granted retired or retainer pay, other than those granted retired pay under 10 U.S.C. 12731. Stepsons and stepdaughters are not eligible.

b. The President may have a maximum of 65 midshipmen attending the Naval Academy at any one time who are children of deceased or disabled veterans, or children of servicemen or civilians in a prisoner of war or missing in action status. Eligibility for nomination under this quota is limited to children of the following:

(1) Members of the Armed Forces of the United States who were killed in action or died of, or have a service-connected disability rated at not less than 100 percent resulting from, wounds or injuries received or diseases contracted in, or preexisting injury of disease aggravated by active service. The determination of the Veterans' Administration as to service connection of the cause of death or percentage of disability is binding upon the Secretary of the Navy.

(2) Servicemembers who are currently prisoners of war or missing in action.

(3) Civilians who have been designated to be in a prisoner of war or missing in action status, and are currently in that status.

c. The President may appoint 20 midshipmen from among members of the Naval Reserve Officer Training Corps (NROTC/NJROTC/MCJROTC) or honor graduates of educational institutions designated by the Army, Navy, and Air Force as "honor school with distinction."

d. NROTC candidates may be nominated each year by the Professor of Naval Science of each educational institution in which an NROTC unit is established. Each candidate must be enrolled in the NROTC at the time of entrance to the Naval

Academy. Senior military instructors at NJROTC and MCJROTC units may each nominate three candidates to the Naval Academy for appointment under this quota.

e. Each honor school may nominate three honor graduates to compete for these appointments. Included in the three may be students who are expected to be honor graduates in June of the year of admission to the Naval Academy. These nominees are not eligible for appointment unless they subsequently fulfill the requirements enabling them to be honor graduates at the time of their graduation. Eligible students should apply to the head of their school for nomination.

5. **Secretary of the Navy (SECNAV) Appointments**. SECNAV may appoint 170 enlisted members of the Regular and Reserve Navy and Marine Corps to the Naval Academy each year. Reservists must be on active duty, or must be members of a drilling unit of the Reserve, be recommended by their commanding officers, and have maintained efficiency in drill attendance with their Reserve units. Midshipmen USNR of the Regular NROTC Program are not eligible for appointment under this quota. Application procedures are prescribed in OPNAVINST 1531.4F and Marine Corps Order 1530.11G.

6. **USNA Superintendent Nominations**. The Superintendent of the Naval Academy may nominate for appointment each year 50 persons from the country at large. Persons nominated under this paragraph may not displace any appointment authorized, and may not cause the total strength of midshipman at the Naval Academy to exceed the authorized number.

7. **Children of Medal of Honor Awardees**. The children of persons awarded the Medal of Honor may be appointed, provided they are qualified in all other respects.

8. **Enlisted Members**. Any enlisted man or woman in the Navy or Marine Corps, or the Naval or Marine Corps Reserve on active duty, may also apply to the Military Academy, Air Force Academy, or Coast Guard Academy. In addition, enlisted members who apply to any of the service academies and are not selected for direct entry are automatically considered for entrance into that service academy’s preparatory school.

9. **Application Address**. All applications should be addressed to:

Superintendent
U.S. Naval Academy
117 Decatur Road
Annapolis, MD 21402-5019

MILPERSMAN 1531-020

DISPOSITION OF MIDSHIPMEN DISENROLLED FROM THE NAVAL ACADEMY

Responsible Office	Naval Academy (Midshipmen Personnel Officer (3A))	Phone: DSN COM FAX	281-7000 (410) 293-7000 (410) 293-2310

References	(a) DODD 1332.23 of 19 Feb 88, and implementing directives of Secretary of the Navy (SECNAV) (b) 10 U.S.C. 651 (c) 10 U.S.C. 6959 (d) 10 U.S.C. 516 (e) 10 U.S.C. 6962 (f) 10 U.S.C. 6963 (g) SECNAVINST 1531.2B (h) BUPERSINST 1900.8B

1. **Policy**. Per reference (a), this article governs the disenrollment of all United States (U.S.) citizens appointed as midshipmen at the Naval Academy.

2. **Military Service Obligation (MSO)**. A midshipman who enters the Naval Academy directly from civilian status assumes a MSO for a minimum of 6 years under the provisions of reference (b). A midshipman who fails to fulfill the agreement to complete the course of instruction and accept a commission

- may be transferred to the active duty Navy in an appropriate enlisted status, and
- may be ordered to active duty for a period of time not to exceed 3 years as provided in reference (c), or
- may be required to remit monetary recoupment per reference (d).

3. **Resumption of Enlisted Status**

a. As provided in reference (e), enlisted and inducted members of the Armed Forces who accept an appointment as midshipman at the Naval Academy while serving a period of obligated service (OBLISERV) as an enlisted member, or while serving under an enlistment contract, shall not be discharged from that contract. Upon separation from the Naval Academy for reasons other than the acceptance of a commission in a regular or Reserve component of the Naval Service, a midshipman shall have the appointment terminated and, unless otherwise directed by Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN(M&RA)), shall resume enlisted status as discussed in this article.

b. Time served as a midshipman shall be counted in computing the unexpired portion of an enlistment contract or period of OBLISERV. In the case of disenrolled midshipmen who have been granted a deferment of active duty to complete undergraduate degree requirements, the period of deferment shall not be counted in computing the unexpired portion of an enlistment contract or period of OBLISERV outlined in an agreement whereby a midshipman accepts an Academy appointment. Completion or partial completion of a service obligation acquired by prior enlistment in no way exempts a disenrolled midshipman from being transferred to a Reserve component and ordered to active duty.

4. **Agreement upon Acceptance of Appointment as Midshipman, U.S. Navy**. Superintendent, Naval Academy shall ensure the **Agreement upon Acceptance of Appointment as Midshipman, U.S. Navy** at the Naval Academy is properly executed and witnessed prior to the admission of each midshipman.

5. **Reason for Resignation**. A midshipman who tenders a resignation shall state a specific reason for such action. Prior to final disposition, each case will be considered to determine if the circumstances fall within the guidelines of MILPERSMAN 1910-154 and 1910-156.

6. **Types of Disposition at Disenrollment**. Four types of disposition are possible upon disenrollment from the Naval Academy. Disenrollment is authorized by letter from Secretary of the Navy (SECNAV), or as prescribed by SECNAV, or designed in appropriated regulation, as follows:

a. **Discharge** from the Naval Service, provided the midshipman is determined to be in one of the following categories:

(1) Entered the Naval Academy from civilian status and is disenrolled prior to commencement of Second Class Academic Year.

(2) Is disenrolled from the Naval Academy because of physical disqualification for military service. A midshipman so disenrolled who is already in an enlisted status will be discharged from that status per this manual. In each case of this nature, the individual letter from SECNAV authorizing disenrollment from the Naval Academy will direct separation from the Naval Service as well.

(3) Has less than 12 months of active or reserve service remaining on an enlistment contract per reference (b); however, SECNAV may direct completion of a reserve obligation not exceeding 8 years per reference (b).

(4) Is recommended for discharge from the Naval Academy and from the Naval Service for unsatisfactory conduct or inaptitude under reference (f) and such recommendation is approved by SECNAV. Midshipmen for whom separation from Naval Service is not approved by SECNAV will be processed as directed.

(5) Is found deficient at any examination and recommended for discharge from the Naval Service for failure to meet academic requirements “despite determined efforts” as recommended by the Naval Academy Academic Board under references (g) and (h). Midshipmen not recommended for discharge and waiver obligation because they failed to meet academic requirements “despite determined efforts” will be processed as given elsewhere in this article.

b. **Reassignment in the Navy Reserve**, but not ordered to immediate active duty if the midshipman

(1) is a First or Second Classman whose assignment to the Navy Reserve is directed by SECNAV in the separation letter, but for whom the active duty requirement is waived;

(2) has been granted deferment of active duty by ASN(M&RA) for the purpose of completing undergraduate degree obligation.

c. **Ordered to immediate active duty** if the midshipman

(1) entered the Naval Academy from active duty or any Military Service and has 12 months or more of active duty obligation remaining;

(2) directed to report for active duty under reference (c).

d. **Ordered to remit monetary recoupment** for education benefits received while attending the Academy if not recommended for active duty service to meet those obligations or if the member fails to complete ordered active service.

7. **Assignment to Immediate Active Duty**. Assignment to immediate active duty in enlisted status, other than in fulfillment of a previous enlistment, shall be governed by the following:

a. A midshipman who is disenrolled after commencement of the Second Class Academic Year, except for physical disqualification, will normally be transferred to active duty Navy Service for not less than 2 years of active enlisted service under reference (c).

(1) As noted earlier, per reference (h), when disenrollment occurs as a result of academic deficiencies despite determined efforts by the midshipman, the Naval Academy Academic Board may waive the active duty in enlisted status provision.

(2) Disenrolled midshipmen shall be processed per this manual when, for reasons of hardship or dependency, or other unsuitability for military service, further service is considered inappropriate.

b. In the letter or endorsement concerning the disenrollment of a midshipman, Superintendent, Naval Academy shall recommend whether the midshipman should be ordered to active duty; and if so, for what period; or in the alternative, the amount of monetary recoument recommended for the member to remit to meet educational benefits received per Adademy attendance.

c. Unless the midshipman is determined ineligible for enlisted service by reason of physical disability, each case shall be carefully and individually reviewed by ASN(M&RA) in regard to such service. ASN(M&RA) will then order the period of active enlisted service, if any.

d. The period of active enlisted service will normally be as follows:

(1) Two years when disenrollment occurs prior to commencement of the First Class Academic Year.

(2) Three years when disenrollment occurs after commencement of the First Class Academic Year, but prior to completion of the course of instruction.

(3) Any First Classman who completes the course of instruction, and declines to accept an appointment as a commissioned officer, will be ordered to active enlisted service for 4 years.

(4) Other periods of active enlisted service in unusual situations as determined by ASN(M&RA). The periods recommended should not be for less than 2 years, nor more than 4 years.

e. A first- or second-class midshipman recommended for disenrollment from the Naval Academy for academic deficiency whose active duty is not waived by the Academic Board may request deferment of the start of the active duty to obtain a college degree. Requests for deferment will be granted when ASN(M&RA) determines that deferment is in the best interests of the Navy, based on consideration of the following factors:

(1) The demonstrated reliability or unreliability of the individual as it would affect the risk that the payback would never occur.

(2) An assessment of the benefit to the Navy of further education of the individual, including the possibility of commissioned service.

f. To request deferment, the individual must acknowledge the active duty obligation, be accepted at an accredited 4-year college or university, and provide a statement or other indication from the institution that they can fulfill the degree requirements within the time requested. Deferment will not

normally be granted beyond **July 1st of the year following the year** in which the ex-midshipman's Naval Academy class graduates. Requests should be submitted via the Superintendent to ASN(M&RA).

8. **Paygrade**. The paygrade of disenrolled midshipmen (ordered to active duty or inactive duty in enlisted status) shall be as follows:

a. Paygrade E-1, if appointment is terminated prior to completion of 4 months.

b. Paygrade E-2, if appointment is terminated after the completion of 4 months, but prior to completion of 1 year.

c. Paygrade E-3, if appointment is terminated after 1 year.

d. Paygrade and rating held at the time of admission to the Naval Academy if serving a concurrent enlistment in the Naval Service, except such members who are eligible shall be advanced to a higher paygrade per the above, citing this article as authority.

9. **Deferral of Active Duty**. Disenrolled midshipmen granted a deferral of active duty shall not have the period of deferral included in any seniority computations.

10. **Processing of Disenrolled Midshipmen Separated from Naval Service**. Disenrolled midshipmen separated from Naval Service shall be processed under the following procedures:

IF ...	**THEN** ...
the midshipman is being disenrolled from the Naval Academy,	prepare letter authorizing separation.
an enlisted member of the Naval Service with less than 12 months remaining on member's 8-year, reference (b), obligation,	• issue a DD 214 per reference (g) and • dispose of the service record as provided in this article; • execute any active service or reserve service ordered, or notify DFAS of any monetary recoupment ordered by ASN(M&RA).
an enlisted member of the Naval Service, who is physically disqualified for further enlisted service,	ASN(N&A) approval required.

11. **Providing Transportation**. For purposes of providing transportation, a disenrolled midshipman assigned to the Navy Reserve is considered as a midshipman whose appointment has been terminated rather than a Navy Reservist who has been released to inactive duty.

12. **Processing of Disenrolled Midshipmen to Immediate Active Duty**

a. Members will be transferred to Headquarters, Naval District, Washington, D.C., except in the case of midshipmen who are at their home of record in a “separation pending” status, who will be transferred to the naval facility closest to their home of record. A DD 214 (Rev. 2-00), Certificate of Release or Discharge from Active Duty, will be prepared per reference (g). The station concerned will make the member available to Enlisted Placement Management Center (EPMAC) for general detail.

b. Disenrolled midshipmen without prior enlisted service will have NAVPERS 1070/600, (Rev. 5-00), U.S. Navy Enlisted Service Record, prepared by Superintendent, U.S. Naval Academy, prior to transfer to Headquarters, Naval District, Washington, D.C., unless additional service is required to cover a period of active enlisted service assigned by SECNAV. The member’s signature is not required on the DD 4 (Rev. 1-01), Enlistment/Reenlistment Document Armed Forces of the U.S. NAVPERS 1070/613 (10-81), Administrative Remarks, will contain an entry setting forth the circumstances pertaining to disenrollment. Forward the original DD 4 and a copy of NAVPERS 1070/613 to Navy Personnel Command (NAVPERSCOM), Executive Services Section (PERS-313C).

c. Midshipmen who entered the Naval Academy from inactive duty in the Navy Reserve who desire to remain on active duty will be required to sign a NAVPERS 1070/613 agreement to remain on active duty for a minimum of **24 months** including time spent at the Naval Academy.

MILPERSMAN 1540-010

REQUIRED SERVICE OF OFFICERS DISENROLLED FROM SPECIAL NAVY TRAINING PROGRAMS

Responsible Office	OPNAV (N13)	Phone: DSN COM	664-5013 (703) 604-5013

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) CNO memo of 01 Feb 2010 (b) JAGINST 1212.2B (c) DoDI 1322.10 of 29 Apr 2008 (d) DoDI 1322.06 of 15 Nov 2007 (e) OPNAVINST 1420.1B (f) SECNAVINST 1920.6C

1. **Policy**

a. If applicable, minimum required service incurred as a result of disenrollment from a special Navy training program (with the exception of graduate/advanced education) is **in addition to** that incurred upon commissioning and any other minimum required service that may have been incurred. Minimum required service incurred as a result of failure to complete a fully or partially funded graduate/advanced education opportunity, as defined in paragraph 3 below, is to be served concurrently with other obligated service (OBLISERV) incurred before entering the graduate/advanced education program.

b. Chief of Naval Personnel (CHNAVPERS) promulgated guidance on the authority to discharge or release Active Duty probationary officers to meet budgetary and force size requirements in reference (a). Refer to this document for specific guidance using the following link <http://www.public.navy.mil/bupers-npc/officer/communitymanagers/Documents/POCR%20Board%20Business%20Rules%20(Feb%202010).pdf. This guidance applies to probationary officers who have failed to meet warfare qualifications, professional standards, or community-specific requirements. The officers to be discharged under this

authority are those who currently qualify for, or become qualified for, inclusion in one or more of the categories listed below:

(1) Officers who attrite for any reason from a course of instruction or training required to attain or maintain a designator.

(2) Officers who did not attain or who lose their warfare qualifications.

(3) Officers who did not obtain or maintain required security clearances.

(4) Officers who did not attain or maintain required professional licensure or certification.

(5) Officers who did not meet the following community-specific requirements:

(a) Submarine: Officers who did not qualify as engineer officer.

(b) Judge Advocate General (JAG): Officers who twice did not select for the JAG Corps career status board per reference (b).

(6) Other community-specific requirements approved by CHNAVPERS.

2. **Nuclear Power Training Programs**. Officers who do not successfully complete nuclear propulsion training, provided the assignment to such course of instruction was at the officer's own request, shall be required to serve on Active Duty for a period equal to the officer's normal period of minimum required service plus the time spent under instruction unless released sooner to Inactive Duty or discharged by Navy Personnel Command (NAVPERSCOM).

3. **Graduate and Advanced Baccalaureate Education Programs**

a. Per reference (c), officers who receive a fully or partially funded graduate or advanced education and who fail to earn a graduate degree of the level and discipline that they were selected by the Navy to obtain, or another graduate degree for which the Navy has a validated requirement and has permitted

them to pursue, shall have a service obligation equal to three times the number of months of graduate schooling received through the first year. This obligation is to be served concurrently with other OBLISERV incurred before entering the graduate and or advanced education program.

b. Per reference (d), officers who participate in a fellowship, training with industry (TWI), scholarship, or grant, and who fail to complete the education or training, shall have a service obligation equal to three times the number of months completed of the fellowship, scholarship, TWI, or grant. A service obligation is not required if the education or training away from regular military duty does not exceed 26 weeks, or it involves work on a project of value to the United States rather than the fulfillment of requirements of an academic degree. This obligation is to be served concurrently with other OBLISERV incurred before entering the graduate or advanced education program.

c. Seaman to Admiral-21 Program disenrollees will be issued permanent change of station orders and are required to complete 5 years of enlisted service from the date of program disenrollment or the remainder of their current enlistment, whichever is longer, per reference (e).

4. **Language Training Course**

a. Officers disenrolled **voluntarily** from a language training course, provided they were assigned to such course of instruction at their own request, shall be required to serve on Active Duty for a period equal to their normal period of minimum required service plus 1 year for each 6 months or fraction thereof of instruction received.

b. Officers disenrolled **involuntarily**, provided they were assigned to such course of instruction at their own request, shall be required to serve on Active Duty for a period equal to their normal period of OBLISERV, plus the time spent under instruction.

5. **Aviation Training**

a. Officers disenrolled from aviation training for any reason shall be required to serve on Active Duty for a period equal to the officer’s normal period of minimum required service plus the time spent under instruction, except for officers that

have laterally entered aviation training from another designator who will incur 3 years of OBLISERV to be served concurrently with existing required service.

NOTE: Under reference (f) an officer may be released from any portion of incurred minimum required service at the discretion of Secretary of the Navy (SECNAV).

b. An officer who is disenrolled for a psychological reason shall be required to serve incurred minimum required service if so recommended by medical authorities and approved by NAVPERSCOM.

c. An officer disenrolled because of physical disqualification shall remain on Active Duty until completion of incurred minimum required service, unless released earlier by SECNAV.

MILPERSMAN 1542-010

LATERAL TRANSFER INTO NAVAL AVIATION

Responsible Office	BUPERS-313	Phone:	DSN COM FAX	882-3353 (901) 874-3353 882-2063

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**

a. This article promulgates policies, procedures, and responsibilities for lateral transfer into naval aviation. A lateral transfer board will determine selectees for training leading to designation as naval aviators (pilot or naval flight officer).

b. The board will base selection on past performance, physical qualifications, age, year group, needs of the applicant, and needs of the Navy.

2. **Applicability of this Article**. This article is applicable to Regular and Reserve officers desiring lateral transfer or change of designator. Eligibility criteria for initial entry and commissioning into aviation training are addressed in MILPERSMAN 1131-010.

3. **Service Criteria for Consideration**. The following service-related criteria must be met in order to be considered by the board:

a. Applicants must hold a commission as ensign or above in the Regular Navy or the Navy Reserve, and not presently reside in the aviation (13XX) community.

b. **Applicants for Pilot Training**. Applicants must not have been previously separated from any flight training program of the Army, Navy, or Air Force, except by reason of being temporarily physically disqualified. This provision may be waived by Navy Personnel Command (NAVPERSCOM), Aviation Officer Career Management Division (PERS-43) on a case-by-case basis as needs of the Navy dictate. Individuals who have previously attrited from naval air training, for reasons other than

temporary physical disqualification, must route their application to Chief of Naval Air Training (CNATRA) (Code N311) for endorsement prior to routing it to NAVPERSCOM:

Chief of Naval Air Training
(N311)
Naval Air Station
Corpus Christi, TX 78419-5100

c. **Applicants for Naval Flight Officer Training.** Applicants must not have been disenrolled for any reason, other than physical or flight failure, from any military flight training program. This provision may be waived by Navy Personnel Command (NAVPERSCOM, PERS-43) on a case-by-case basis as needs of the Navy dictate. Individuals who have previously attrited from naval air training, for reasons other than physical, must route their application to Chief of Naval Air Training (CNATRA) (Code N311) for endorsement prior to routing to NAVPERSCOM:

Chief of Naval Air Training
(N311)
Naval Air Station
Corpus Christi, TX 78419-5100

d. **Officers Serving in Afloat Billets.** Officers are required to attain their warfare qualifications before receiving orders to naval aviation training. Exceptions to this provision may be granted only under extraordinary circumstances (e.g., when applicant’s age warrants such considerations, ship in extended overhaul, assigned to pre-commissioning unit, etc.).

e. Officers can expect assignment to Naval Aviation Schools Command (NAVAVSCOLSCOM), Pensacola, FL for flight training within 1 year from approval for lateral transfer, change of designator, or at projected rotation date, whichever occurs earliest.

f. While outstanding performance remains the key, timing is also critical. Commissioned officers applying for flight training must be junior enough to permit normal career progression upon completion of training. Generally, the applicant should not have completed more than 2-1/2 years of commissioned service upon application for flight training.

4. **Academic Criteria for Consideration**. The following academic-related criteria must be met in order to be considered by the board:

a. Applicants must have successfully completed the requirements for a baccalaureate degree from an accredited institution.

b. Applicants must meet Aviation Selection Test Battery (ASTB) minimum scores.

(1) **Applicants for Pilot Training.** Applicants will attain a minimum score of "4" on the Academic Qualifications Rating and "5" on the Pilot Flight Aptitude Rating.

(2) **Applicants for Naval Flight Officer Training.** Applicants will attain a minimum score of "4" on the AQR and "5" on the Flight Officer Aptitude Rating.

c. Results are valid for an indefinite amount of time and the minimum time between tests is 30 days. The original examination answer sheet must be sent to Naval Operational Medical Institute (NOMI) (Code 3411) for certification. United States applicants may take the ASTB at any recruiting district. Remote CONUS military facilities, or deployed or overseas commands may request temporary custody of the ASTB from the following address:

Naval Operational Medical Institute
(NOMI-341)
220 Hovey Road
Naval Air Station Pensacola
Pensacola, FL 32508-1047

5. **Physical Criteria for Consideration**. The following physical criteria must be met in order to be considered by the board:

a. **Pilot Applicants.** Applicants must not have passed their 27th birthday at the time of the convening date of the lateral transfer board. For applicants with prior active duty military service, waivers may be granted on a month-for-month basis up to **24 months** for active duty served prior to their 27th birthday, to maximum age of 29.

b. **Naval Flight Officer Applicants.** Applicants must not have passed their 27th birthday at the time of the convening date

of the lateral transfer board. For applicants with prior active duty military service, waivers may be granted on a month-for-month basis up to **48 months** for active duty served prior to their 27th birthday, to maximum age of 31.

c. **Applicants Older than 27 at the Convening Date of the Lateral Transfer Board.** Applicants are required to submit a formal waiver request to BUPERS (BUPERS-313).

Bureau of Personnel Command
Aviation Officer Community Manager
(BUPERS-313)
5720 Integrity Drive
Millington, TN 38055-0003

d. **Flight Physical.** Applicants must be physically qualified and aeronautically adapted for duty involving the actual control of aircraft or duty involving flying as a naval flight officer. Applicant flight physical documentation should be submitted to Naval Operational Medical Institute (NOMI-342) for review and endorsement. The flight physical must be completed and submitted to NOMI-342 prior to the convening date of the lateral transfer board. Methods of submission are web-based program Aeromedical Electronic Resource Office (AERO) or encrypted e-mail at: NOMI-physquals@med.navy.mil. Submissions can be marked "Please Expedite for Lateral Transfer Board Convening [date]."

6. **Submission of Request.** Officers who meet the above eligibility requirements may request pilot/naval flight officer training by submitting a lateral transfer package per MILPERSMAN 1212-010 with inclusion of the ASTB official score letter (sample format below).

7. **Contents of Letter Request**:

From: [Grade, name, branch of service, last 4 SSN/designator]
To: Commander, Naval Personnel Command (PERS-433E)
Via: Commanding Officer, _____

Subj: REQUEST FOR [PILOT TRAINING/NAVAL FLIGHT OFFICER TRAINING]

Ref: (a) MILPERSMAN 1542-010

Encl: (1) Aviation Selection Test Battery (ASTB) Official Score Letter

1. I hereby apply for [pilot training/naval flight officer training] under reference (a).

2. The date of my birth is [date]. [Note: If age is greater than 27 at time of the convening date of the lateral transfer board, submit a separate age waiver request via chain of command to BUPERS (BUPERS-313).]

3. [One of the following certifications must be included as paragraph 3:] [For pilot training:] "I certify that I have not been previously separated from any flight training program of the Army, Navy, or Air Force for reasons other than temporary physical disqualification." [Or for naval flight officer training:] "I certify that I [have/have not] been previously separated from a flight training program of the Army, Navy, or Air Force for reasons other than physical or flight failure." [If requesting a waiver for pilot/NFO training, indicate reasons for previous disenrollment and add CNATRA as a via addressee.]

4. I [will receive/received] a baccalaureate degree in [field of study] from [university or college] on [date].

5. I [will accept/accepted] a commission as [grade] in the line of the Regular Navy/Navy Reserve on [date]. My commissioning source was [indicate USNA, NROTC, scholarship, NROTC College, OCS, ECP, etc.]. At the time of this application I have had [fill-in] years, [fill-in] months of commissioned service.

6. I took the ASTB examination on [date] at [location] and scored [fill-in]. Enclosure (1) is forwarded per reference (a).

7. [For 11XX:] I became qualified in my warfare specialty on [fill-in date] after [fill-in] months on board my command. [If not warfare qualified, a waiver must be requested. If applicable, CO should address this issue in his command endorsement.]

8. I received a flight candidate physical on [date] at [location/command] and was tentatively found [qualified/unqualified] for aviation training. On [date], this physical was submitted to NOMI-342 for final approval.

9. My home and work e-mail/phone numbers are: [fill-in]

10. This is my [first/second/etc.] request for flight training. [Provide details of previous applications including: programs applied for, command attached to, date and results.]

11. I agree:

a. [For Pilot training:] To not resign from Naval Service during the course of instruction and to serve on active duty for a period of 8 years or until completion of previously incurred obligated service, whichever is longer, subsequent to completion of training within the Naval Air Training Command, unless released earlier by the Navy.

b. [For NFO training:] To not resign from naval service during the course of instruction and to serve on active duty for a period of 6 years or until completion of previously incurred obligated service, whichever is longer, subsequent to completion of training within the Naval Air Training Command, unless released earlier by the Navy.

c. That the period of minimum service specified in the paragraph above will be served whether or not I retain the designation of naval aviator or naval flight officer for the full period, unless released earlier by the Navy.

d. That if I am disenrolled for any reason I will serve on active duty until completion of incurred minimum required service, unless released earlier by the Navy.

e. That if I am disenrolled because of physical disqualification, I will serve on active duty until completion of previously incurred minimum required service, unless released earlier by the Navy.

f. That I will serve on active duty at least 2 years from the date of the designator change to Aviation (13XX).

(Signature)

MILPERSMAN 1542-020

AVIATION OFFICER CROSS-TRAINING IN DIFFERENT TYPE AIRCRAFT

Responsible Office	NAVPERSCOM (PERS-432)	Phone:	DSN COM FAX	882-3965 (901) 874-3965 882-2721

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**

a. An aviation officer of the 131X or 132X designator, upon completion of flight training or other functional training, normally will be assigned to a type squadron consistent with the member's background and training. Assignment to subsequent flying sea tours normally will be to a squadron of the same type (e.g., VAW/VAQ/VFA/HSL/VP). This career pattern has proven most effective in preparing the officer for subsequent duties of increased responsibility; however, aviators without a warfare specialty (fleet support helo, jet, and prop) and aviators with FNAEB classifications of A3 may utilize aviation officer cross-training as a means to continue an aviation career. In addition, undermanned communities may draw aviators from other communities to help balance aviation manning.

b. An officer who is accepted for transition from one warfare specialty to another shall incur 60 months obligated service upon completion of training. Officers with no warfare specialty shall incur 30 months obligated service upon completion of training. Any officer failing to complete training shall be returned to original community and incur 24 months obligated service upon detachment of training duty station. Additionally, officers who transition because their community is dissolved, or because their community transitions to a follow-on platform, will incur no additional obligation.

2. **Request Requirements**

a. An officer who has received an observed fitness report in his or her first warfare specialty tour and has not yet been selected for lieutenant commander (LCDR) may apply for a warfare transition.

b. An officer desiring assignment to flying duty not commensurate with previous training, as stated above, shall submit a request by official letter to Navy Personnel Command (NAVPERSCOM) (PERS-432E) with an endorsement from the member's commanding officer (CO).

3. **Format of Request**

a. The following format is requested for an applicant's official letter: (Use proper letter format.)

From: (Individual's name)
To: Commander, Navy Personnel Command (PERS-432E)
Via: Commanding Officer, _____

Subj: AVIATION OFFICER CROSS-TRAINING REQUEST

Ref: (a) MILPERSMAN 1542-020

1. Per reference (a), formally request transition to [VFA, VAW, VP, HSL, etc.; choose a primary and secondary.]

2. [Narrative paragraph delineating aircraft qualifications achieved, any significant aviation-related honors earned, and any additional comments on first tour flying experience. Carrier aviators shall note number of day/night arrested landings.]

3. [Narrative paragraph explaining the value of the cross-training to the Navy. The closing statement should read, "**I agree not to tender my resignation until completion of obligated service**."]

[Signature of Requester]

b. A copy of your current flight physical or letter from the flight surgeon stating the medical service group (1,2,3) is also required. The CO letter of endorsement shall be written with the understanding that if the individual is accepted, the individual may detach within 2 months upon release of the results or completion of current deployment. Requests shall be considered on the basis of the officer's overall performance, needs of the service, and career timing.

4. **Processing Requests**. The board meets semi-annually during June and December. Requests, as described above, must be submitted by the first day, 1 month prior to the board for processing (1 May submittal for the June board and 1 November submittal for the December board). Any additional information (endorsements, recommendations, qualifications) to update an individual's package may be submitted after the May or November deadline. All additional information must have a cover sheet directed to NAVPERSCOM (PERS-432E).

Program held in abeyance while the Flying CWO test program is being conducted. Contact NAVPERSCOM (PERS-432M) at DSN 882-3948 or COM (901) 874-3948.

MILPERSMAN 1542-030

PATROL SQUADRON (VP) NAVAL FLIGHT OFFICER (NFO) PROGRAM FOR AVIATION OPERATIONS LIMITED DUTY OFFICER (LDO)/CHIEF WARRANT OFFICER (CWO)

Responsible Office	NAVPERSCOM (PERS-432)	Phone: DSN COM FAX	882-3948 (901) 874-3948 882-2721

1. **Purpose**. This article provides applicant procedures to Aviation Operations LDO/CWO (designators 632x or 732x) applying for VP NFO Program.

2. **Background**. To meet increasingly complex undersea warfare (USW) and surface warfare (SUW) systems in P-3C and new P-3C AIP aircraft, a mission need for NFO qualified Aviation Operations LDO/CWO was established and approved by Chief of Naval Operations. These experienced Aviators will fill mission readiness needs in flying positions as Navigators/Communicators (NAV/COMMs) and Tactical Coordinators.

3. **Policy**

a. Application for the NFO Program is open only to Aviation Operations LDO/CWO of 632x or 732x designator. Officers with more than 19 years total active duty as of 1 January the year in which they apply will not be considered. No time-in-service (TIS) waivers will be granted. Officers selected must obligate to serve 6 years active duty upon qualification as an NFO.

b. Selectees will receive permanent change of station (PCS) orders to Aviation Preflight Indoctrination and Basic Naval Flight Officer training in Pensacola, FL, then report to Inter-Service Undergraduate Navigator Training in Randolph Air Force Base (AFB), TX. Upon completion, officer will report to VP-30 FRS before receiving final orders to a Patrol Squadron. Training pipeline is approximately 18 months in length.

4. **Request Requirements**

a. Applicants must either be serving as Aviation Operations LDO/CWO, or selected with a confirmed commissioning date for Aviation Operations LDO/CWO in order to apply.

b. Command must administer and member must meet minimum NFO requirements of U.S. Navy and Marine Corps Aviation Selection Test Battery, per BUMEDINST 1532.1K.

c. Applicants must have a current NFO flight physical and meet current Navy physical readiness standards.

5. **Format of Request**. The following is requested for an applicant's official letter: (Use proper letter format.)

From: (Individual's name, SSN, designator)
To: Commander, Navy Personnel Command (PERS-432M)
Via: Commanding Officer, _____

Subj: APPLICATION FOR CONSIDERATION UNDER THE PATROL SQUADRON (VP) NAVAL FLIGHT OFFICER (NFO) PROGRAM FOR AVIATION OPERATIONS LIMITED DUTY OFFICER (LDO)/CHIEF WARRANT OFFICER (CWO)

Ref: (a) MILPERSMAN 1542-030

Encl: (1) Copies of all FITNESS reports since commissioning
(2) Copy of current NFO flight physical or Flight Surgeon statement

1. I request to be accepted into the VP Naval Flight Officer Program (LDO/CWO) for FY-__. My qualifications for the program: (fill in, i.e., previous duty assignments, T/M/S aircraft)

2. I agree to obligate to serve SIX years active duty upon qualification as a Naval Flight Officer.

3. Personal statement from the applicant with reason(s) for applying.

[Signature of Requester]

6. **Command Endorsement**. Commanding officer endorsements shall include the following:

a. U.S. Navy and Marine Corps Aviation Selection Test Battery results for NFO:

(1)	Academic Qualifications Rating
(2)	Flight Officer Flight Aptitude Rating
(3)	Flight Officer Biographical Inventory

b. A statement certifying officer meets Navy physical readiness test (PRT) standards

c. A statement concerning officer’s potential as a NFO.

7. **Processing Request**. Board will meet annually in September. Applications, as described above, must be submitted by 1 August. Any additional information (endorsements, recommendations, awards and qualifications) to update an individual’s package may be submitted after the August deadline. All additional information must have a cover sheet directed to NAVPERSCOM (PERS-432M).

MILPERSMAN 1570-010

TRAINING AND PARTICIPATION OF NAVY RESERVE FLAG OFFICERS ON INACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-491)	Phone: DSN COM FAX	882-4482 (901) 874-4482 882-2753

1. **Policy**

a. All Navy Reserve flag officers on inactive duty, in an active status, must perform a minimum of 2 weeks Annual Training (AT), consistent with their mobilization billets.

b. Commander, Navy Reserve Force (COMNAVRESFOR) is authorized to issue inactive duty training (IDT) orders, with or without pay, to Navy Reserve flag officers (see Appropriate Training Sites).

2. **Appropriate Training Sites**. Places considered appropriate where flag officers may perform AT, Active Duty for Training (ADT), and IDT, other than their mobilization billets are listed in the table below:

IF performing	THEN appropriate assignments are
AT	• Headquarters of Commander, Navy Reserve Force • Director of Navy Reserve • Commander, Navy Reserve Readiness Commands • Seminars at the Naval War College or the National War College • Seat of Government activities
ADT	• Member of Selection Boards • President of Inactive Duty Selection Boards (provided officer has had prior selection board experience)
IDT	• Commander, Navy Reserve Readiness Commands • As other commanders when requested and as warranted • Support Duty: Speaking at public affairs or patriotic celebrations Acting as the personal representative of Chief of Navy Reserve, or others at changes of command, awards, inspections, and funeral ceremonies

3. **Security Requirement**. Eligibility for a Top Secret clearance is required for Navy Reserve flag officers, including flag officers selectees, on inactive duty in an active status. COMNAVRESFOR is responsible for requesting required investigations and issuing clearances in the case of such flag officers.

MILPERSMAN 1600-010

DESERTERS

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone: DSN COM FAX	882-4451 (901) 874-4451 882-2626

References	(a) Uniform Code of Military Justice (UCMJ)

1. **Policy**

a. A member may be declared a deserter

(1) immediately, if the facts and circumstances of the member's absence, without regard to the length, indicate the member committed the offense of desertion, as defined in reference (a), article 85; or

(2) if the member has been absent without authority for 30 consecutive days; or

(3) immediately, if member is absent without authority, without regard to length of absence, and has gone to, or shown intention of going to any foreign country, or remains in any foreign country and requests or accepts any type of asylum or residence from that country or its governmental agencies.

b. The member's parent command is responsible for all documentation throughout the deserter process. If a member has been transferred, the next gaining command is considered the parent command.

c. Members are considered to have returned to military control when they

(1) surrender to military authorities,

(2) are delivered to military authorities,

(3) are apprehended by military authorities, or

(4) have died. A member will continue to be listed as a deserter until Navy Personnel Command (NAVPERSCOM), Corrections and Programs (PERS-00D1) is notified of the member's death by

- certified death certificate based on confirmed death by state or local investigative officials;
- Naval Criminal Investigative Service (NCIS) report concluding member was lost at sea; or
- a coroner's report identifying the member's body after death.

If the date of death precedes the date of declaration of desertion, the parent command is responsible for determining whether removal of the status of deserter (or unauthorized absence (UA)) is appropriate.

d. Termination of UA is a legal term for the purpose of criminal aspects, and will form the basis of a later charge and specification per reference (a). Termination of UA occurs when

(1) a member surrenders to military authorities,

(2) is apprehended by military authorities,

(3) is apprehended by civil authorities on behalf of the military authorities solely on the basis of the member's absence or desertion from the military, or

(4) is made available by civil authorities after an arrest for a civil offense.

2. **This Section Covers**. This section covers the following topics:

Topic	See MPM
Apprehension of Absentees and Deserters	1600-020
Acceptance and Disposition of Returned Deserters	1600-030
Procedures for Commands to which Enlisted Absentees are Attached	1600-040
Procedures when an Enlisted Absentee Returns to Naval Jurisdiction	1600-050
Declaration of Desertion	1600-060
Declaration of Return from Desertion	1600-070
When a Deserter Surrenders/is Delivered to a Naval Hospital	1600-080
Removal of Marks of Desertion	1600-090
Lost Time	1600-100
Assignment to Navy Correctional Custody Units (CCU)	1600-110

MILPERSMAN 1600-020

APPREHENSION OF ABSENTEES AND DESERTERS

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone: DSN COM FAX	882-4451 (901) 874-4451 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. Chapter 47, Uniform Code of Military Justice (UCMJ) (b) NAVSO P-6064, Manual for Courts-Martial (MCM)

1. **Policy**

a. Responsibility for coordinating apprehension and return of unauthorized absentees normally rests with the member’s commanding officer (CO). Units may request assistance directly from:

Navy Absentee Collection and Information Center (NACIC)
5720 Integrity Drive Millington, TN 38054-5028
1-877-663-6772

b. Responsibility for accurate declaration of Navy deserters rests primarily with member's CO. NACIC is responsible for coordinating apprehension and return of Navy deserters from civil law enforcement authorities.

NOTE: Naval activities will not apprehend, collect, or transport Navy deserters, and will not facilitate release of Navy deserters from civil authorities, unless authorized by NACIC.

2. **NACIC**. Managed by Navy Personnel Command (NAVPERSCOM), Corrections and Programs Office (PERS-00D1), NACIC operates 24 hours a day. Responsibilities include control, accounting, and dissemination of information concerning members classified as deserters, providing timely and complete deserter information to civil law enforcement agencies, and initiating the return of deserters apprehended by civil authorities. NACIC is the only entry point of warrants for desertion into the Federal Bureau of

Investigation, National Crime Information Center's "wanted persons" file.

3. **Rules for Apprehension**

a. Naval personnel will not normally apprehend suspected absentees and deserters outside confines of military installations.

b. Members of the Armed Forces may only apprehend absentees and deserters under circumstances prescribed by article 7(b) of reference (a) and rules for court martial (RCM) 302(b) of reference (b).

c. Any civilian officer having authority to apprehend offenders under laws of the United States, or of a state, territory, commonwealth, possession, or the District of Columbia, is authorized to apprehend deserters from the Armed Forces and deliver them to custody of those forces. This authority is derived from article 8 of reference (a) and RCM 302(b) of reference (b).

d. United States authorities may apprehend absentees and deserters in foreign countries only when authorized by an international agreement with local authorities, or when such apprehension is within purview of an existing international agreement. In the latter case, possible international implications and adverse foreign reactions must be given careful consideration. Outside jurisdiction of the United States, major commands will take such initial actions as the local situation may warrant (within primacy of international agreements) to secure cooperation in apprehending absentees and deserters.

4. **Command Actions**. Commands are responsible for monitoring a member's status while confined by civil authorities or hospitalized. Absentees will not be declared deserters when circumstances surrounding absence are beyond their control, such as:

a. Civil arrest and confinement;

b. Hospitalization; or

c. Other unusual circumstances determined to be unintentional.

5. **Military Attachés or Mission Chiefs**. Military attachés or mission chiefs in foreign countries will not accept the surrender of a deserter or absentee and return them to military control, unless the United States is directly responsible for the presence of that member in the country where assistance is requested. Normally, such deserters and absentees will be advised to report (at their own expense) to a proper United States military installation within United States or overseas. Unless they are citizens of the country in which assistance is requested, absentees and deserters will be reported to authorities of such foreign countries with a view towards deportation. If a Service member is known to have departed a foreign country or is deported, the military attaché or mission chief will make arrangements to have the member taken into custody upon arrival within a territory where United States military officers have the authority to apprehend.

MILPERSMAN 1600-030

ACCEPTANCE AND DISPOSITION OF RETURNED DESERTERS

Responsible Office	NAVPERSCOM (PERS-00D)	Phone: DSN COM FAX	882-4451 (901)874-4451 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. Any military installation or command manned by active duty members may receive absentees and deserters. Absentees and deserters should be subsequently transferred to the nearest installation of their branch of service which has the facilities to process absentees and deserters. Navy Absentee Collection and Information Center (NACIC) will direct the movement of apprehended Navy absentee deserters.

2. **Procedures**

a. **Officers** will be returned to the command from which they deserted, regardless of length of absence, unless otherwise directed by NACIC.

b. **Enlisted** personnel absent for 119 days or less will normally be returned to their original duty station from which they deserted; however,

(1) deserters absent from an overseas shore activity, unit homeported overseas, or a deployed unit absent from homeport for more than 90 days consecutively, who return to military control within the 48 contiguous United States, Puerto Rico, Alaska, or Hawaii; will be transferred to the Navy processing unit closest to the point of apprehension or surrender.

(2) for deserters absent from an overseas shore activity, unit homeported overseas, or a deployed unit who return to military control in an overseas area, other than where the parent command is located, contact NACIC for guidance.

(3) deserters absent from an overseas shore activity or unit homeported overseas for 119 days or less who return to

military control in the overseas area where the parent command is located, will normally be returned to their parent command for disciplinary processing.

(4) deserters absent 119 days or less who are assigned to an at-sea ship or unit not deployed, will be returned to transient personnel unit (TPU) at homeport of unit for further transfer to the unit upon return to port.

(5) deserters absent 119 days or less who are assigned to an at-sea submarine (not deployed), will be returned to the submarine's parent squadron, group, or the TPU at the submarine's homeport.

(6) deserters absent for 120 days or more will be returned to the Navy processing unit closest to the point of apprehension or surrender. Navy processing activities for the purpose of this article are listed below:

(a) TPU, Puget Sound, Silverdale, WA;

(b) TPU, Jacksonville, FL;

(c) TPU, Great Lakes, IL;

(d) TPU, Norfolk, VA;

(e) TPU, San Diego, CA; and

(f) TPU, Pearl Harbor, HI.

c. When a member fails to return to a command after being issued technical arrest orders (TAO) by NACIC,

(1) the **receiving command** will

(a) notify NACIC via naval message or e-mail at nacic-ops@navy.mil of the member's status within 48 hours after a member's failure to return via TAO.

(b) forward member's personnel documents retained by the command and health records to NACIC via registered mail if they have them.

(2) **NACIC** will

(a) roll the member's unit identification code (UIC) to NACIC's deserter UIC (Bureau of Naval Personnel (BUPERS) deserter account) following receipt of the naval message or e-mail.

(b) complete DD 553 Deserter/Absentee Wanted by the Armed Forces, signed by the officer-in-charge (OIC) or assistant officer-in-charge (AOIC), and enter a new arrest warrant into the National Crime Information Center (NCIC) System. DD 553 can be accessed by using the following link: http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms0500-0999.htm.

(c) coordinate, via brig escorts, the movement of members assigned to the deserter UIC who are subsequently apprehended to the nearest TPU, regardless of absence or desertion length.

NOTE: In the event a member successfully returns via TAO, the respective command shall notify NACIC of such within 48 hours via naval message. NACIC must be in receipt of this message before transmitting a return to military control message.

d. Waivers of the above policy may be authorized if substantial extenuating circumstances exist. If a deserter cannot be returned to the parent command within 30 days from date of return (excluding hospitalization), notify NACIC and info Navy Personnel Command (NAVPERSCOM), Corrections and Program Office (PERS-00D) requesting a waiver of this policy. Waiver request shall be by message and info the parent command and immediate superior in command.

MILPERSMAN 1600-040

PROCEDURES FOR COMMANDS TO WHICH ENLISTED ABSENTEES ARE ATTACHED

Responsible Office	NAVPERSCOM (PERS-00D)	Phone DSN	882-4451
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone Toll Free	1-866-USK-NPC

Reference(s)	(a) U.S. Navy Regulations, Chapter 8, Section 1, Article 0808, Page 50 (b) DJMS Procedures Training Guide (DJMS PTG, Part 1, Chapter 2, Section F

1. **Procedures upon Initial Absence**

a. Take the following actions:

(1) List member on the daily absentee report as prescribed per reference (a). Ensure full identification data is recorded as well as time and date of start of absence.

(2) Provide a copy of the daily absentee report to the servicing personnel support detachment (PERSUPP DET) or personnel office (PERSOFF).

(3) Inspect the local living quarters for clues to member's whereabouts.

(4) Question co-workers, peers, and witnesses about possible whereabouts.

(5) Inquire of local hospitals (military and civilian).

(6) Inquire of local law enforcement agencies (military and civilian).

(7) Check with the servicing PERSUPP DET or PERSOFF for member's requested distribution of funds and inquire of that institution as to a recent withdrawal of funds.

(8) Inquire about possible whereabouts from member's next-of-kin or local friends.

(9) Inquire about member acquiring recent long-distance transportation arrangements from local transportation management office.

(10) Inquire about recent visits and the member's possible over-powering concerns which might have caused or contributed to the absence from local religious and counseling services.

b. If the member's whereabouts remain unknown and foul play is suspected, strong consideration should be given to request the assistance of professional criminal investigative agencies. This is of special importance at overseas locations.

c. If circumstances indicate the person does not intend to return, declare the member a deserter (manifest intent) per this article.

d. In foreign ports where the aid of civil authorities is required, the commanding officer will furnish a copy of the DD 553, Deserter/Absentee Wanted by the Armed Forces to the nearest consulate of the United States (U.S.).

e. If unauthorized absence (UA) is less than 24 hours, make a permanent NAVPERS 1070/613 Administrative Remarks entry in the electronic service record (ESR) with the exact hours and date, both beginning and ending, and circumstances of UA. Immediately provide a copy of the NAVPERS 1070/613 to the servicing PERSUPP DET or PERSOFF for verification and submission to the official military personnel file (OMPF).

f. If absent over 24 hours, provide the information to the servicing PERSUPP DET or PERSOFF for preparation and distribution of the NAVPERS 1070/606 Record of Unauthorized Absence per reference (b).

2. **Procedures on the 5th Day of Absence**. The disbursing office will stop all allotments. The command will notify the member's next-of-kin via the following letter with a copy to the regional chaplain of the appropriate Navy region within the geographical location of the member's next of kin addressee:

"I regret the necessity to inform you that your (son/daughter/husband/etc.), (insert rate and full name), who enlisted in the Navy on (date) and was attached to (parent command), has been on unauthorized absence since (date). Should you know of the member's whereabouts, please urge member to surrender to the nearest naval or other military activity immediately. The gravity of this offense increases with each day of absence. At this time all pay and allowances, including allotments, have been suspended pending return to Navy jurisdiction. Should member remain absent for 30 days, we will be required to declare member a deserter and information will be provided to the Federal Bureau of Investigation (FBI), National Crime Information Center Wanted Persons File, which is available to all Federal, state, and local law enforcement agencies. A Navy regional chaplain living near you is available for counsel in resolving this serious problem. Communication with a chaplain in this situation is considered confidential. If you desire to confer with a regional chaplain regarding this unauthorized absence, you may contact the regional chaplain of the appropriate Navy region, address, and telephone.

3. **Procedures When a Member Fails to Report on Transfer Orders**. In the event a Sailor fails to report, refer to MILPERSMAN 1600-120 and follow the procedures to verify and report the member's status.

4. **Additional Procedures when Member Misses Movement**. Make the following permanent NAVPERS 1070/613 entry in the ESR:

"(date): Missed sailing of this vessel from (place of sailing) on (date), enroute to (destination). Member (had/did not have) knowledge of the scheduled time for movement, and (had/did not have) knowledge of the ship's destination. Movement of this vessel (was/was not considered substantial - i.e., not merely a shift of berths in homeport, etc.)."

Immediately provide a copy of the NAVPERS 1070/613 to the servicing PERSUPP DET or PERSOFF for verification and submission to the OMPF.

NOTE: If member misses movement from a foreign port, furnish the nearest U.S. consul a report containing information regarding the disposition to be made of any absentee, should the member be apprehended or seek consular aid after the unit's departure.

MILPERSMAN 1600-050

PROCEDURES WHEN AN ENLISTED ABSENTEE RETURNS TO NAVAL JURISDICTION

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone: DSN COM FAX	882-4451 (901) 874-4451 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Uniform Code of Military Justice (UCMJ)

1. **Procedures when a Member Returns to Parent Command**. Take the following actions:

a. If the absence was less than 24 hours, the servicing personnel support detachment (PERSUPP DET) or personnel office (PERSOFF) will prepare NAVPERS 1070/613 Administrative Remarks entry per MILPERSMAN 1600-040. NAVPERS 1070/613 can be accessed by using the following link: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

b. If the absence was greater than 24 hours, the servicing PERSUPP DET or PERSOFF will prepare and distribute NAVPERS 1070/606 Record of Unauthorized Absences per MILPERSMAN 1600-040. NAVPERS 1070/606 can be accessed through the Navy Standard Integrated Personnel System (NSIPS).

c. If the member returned after 10 days, notify the next of kin (NOK) of the member’s return and forward a copy of the NOK notification letter to the regional chaplain of the appropriate Navy region originally notified per MILPERSMAN 1600-040.

d. If member was declared a deserter, follow the procedures per MILPERSMAN 1600-070.

e. Initiate appropriate disciplinary and administrative separation action as desired.

2. **Procedures when Member Returns to a Command other than Parent Command**. Take the following actions:

a. Communicate immediately with the member's parent command and obtain confirmation of member's status.

b. Read the member his or her rights before questioning and verify the date and hour that the absence began per article 31(b) of reference (a),

c. Contact Navy Absentee Collection and Information Center (NACIC) at 1-877-663-6772 to determine if the member has been declared a deserter. If the member is verified as a deserter, follow the procedures outlined in MILPERSMAN 1600-070.

d. Coordinate transportation for the Service member to return to his or her parent command. Since there are no means to temporarily house members in this status (except in military facilities), it is essential that the most direct and immediate transportation be secured. If used, passenger reservation requests (PRRs) must state that the member is traveling under technical arrest orders (TAOs) in a disciplinary status, or failed to report in compliance with funded official change of station or temporary additional duty (TEMADD) orders.

e. For a surrenderee traveling in connection with funded permanent change of station (PCS), temporary duty (TEMDU), or TEMADD orders, endorse the orders with the following remarks:

"I understand that all expenses and travel costs in connection with this transfer, which are in excess of the original costs of my (PCS/TEMDU/TEMADD) orders, will be charged against my pay record."

f. If member is not in possession of an original copy of his or her funded orders, then a TAO must be issued and a NAVPERS 1070/613 entry made indicating member is not in possession of funding (PCS/TEMDU/TEMADD) orders.

g. If the surrenderee is not traveling under funded orders, the servicing PERSUPP DET or PERSOFF will issue TAOs using a NAVCOMPT 536 Standard Transfer Orders. Clearly indicate on the orders "TRANSFERRED IN A DISCIPLINARY STATUS" and include the following statement:

"(DATE) I acknowledge receipt of these orders. I have read and understand that failure to comply with these orders render me liable to charges of further unauthorized absence, disobedience of orders, and or manifest desertion as the circumstances warrant. I also understand that all expenses and travel costs in connection with this transfer will be charged against my pay record." (Signed by authorized official (rate/rank/name)).

h. In addition to the endorsement on the NAVCOMPT 536 for personnel traveling on unfunded orders, the servicing PERSUPP DET or PERSOFF will prepare a NAVPERS 1070/613 entry as follows:

"I understand that all expenses and travel costs in connection with this transfer which are in excess of the original costs of my (PCS/TEMDU/TEMADD) orders will be charged against my pay record. Written technical arrest orders were issued and delivered this date transferring (rate/rank/name) to (name of parent command) in a disciplinary status in his or her own custody to report no later than (hour and date). I acknowledge receipt of such orders and acknowledge this statement being entered in my service record."

_____
(Signature of member and date)

Witnessed:

i. Provide the original TAO, DD 139 Pay Adjustment Authorization, and NAVPERS 1070/613 to the member and forward a signed copy of each to the gaining command.

j. Ensure the absentee's appearance does not reflect discredit to the naval service. Utilization of DD 139 for haircut and clothes may be required.

MILPERSMAN 1600-060

DECLARATION OF DESERTION

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone: DSN COM FAX	882-4451 (901) 874-4451 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoDI 1325.2 of 16 Nov 2012 (b) 10 U.S.C. §877-§934 (c) BUPERSINST 1610.10C (d) NAVSUP 485, Naval Supply Procedures, Volume 1 (Rev. 4) (e) NAVSUP 490, Transportation of Personal Property (Rev. 5)

1. **Policy**. Date and time of desertion always start from the initial unauthorized absence (UA). If UA after leave or liberty, UA and desertion commence at the time leave or liberty expired.

2. **Procedures**. When conditions outlined in MILPERSMAN 1600-010 are met, use the following procedures:

a. **Declare**. Declare the member a deserter by preparing and transmitting DD 553 Deserter/Absentee Wanted by the Armed Forces per reference (a). DD 553 may be accessed by using the following link: http://www.dtic.mil/whs/directives/infomgt/forms/index.htm. Include information and additional personnel documentation as indicated below:

(1) Write “unknown” in the fields for which information is not available and leave block 4 (Distribution) and block L DIP Control Number of the DD 553 blank.

(2) Provide amplifying information per form directions in block 19 (Remarks) and note the following:

(a) Command point of contact, e-mail, and telephone numbers.

(b) If this is a case of desertion under aggravated circumstances as detailed in enclosure (3), page 8, paragraph 4 of reference (a).

(c) If the individual is suspected of other reference (b) offenses and what article(s) is or are applicable.

(d) If the individual holds the paygrade of E-7 or above.

(e) Any information that would assist investigators in locating the individual.

b. **Evaluation and Fitness Report**. Complete close-out evaluation and fitness report per reference (c), upon deserter reaching the 120 day mark and is rolled into the deserter UIC.

c. **Forward Documentation**. Forward the following by quickest means possible:

(1) DD 553.

(2) Copy of OPNAV 5580/1 Incident Report (if applicable). You can access OPNAV 5580/1 by using the following link provided: https://navalforms.documentservices.dla.mil/web/public/home.

(3) Photograph of the member, if available. An electronic photograph file may be obtained from the command's personnel support detachment (PERSUPP DET), pass and ID office (common access card (CAC) photograph file), or the servicing defense eligibility enrollment reporting system (DEERS) office.

(4) Copy of latest leave papers or last known address.

d. **Declaration**. DD 553 is mandatory for creation of a warrant, serves as the official declaration notification, and must be received by Navy Absentee Collection and Information Center (NACIC) to take a deserter into custody. Timely deserter status declaration shall be accomplished as follows:

(1) **Transmit Electronically – Required**. Commands shall transmit DD 553 and other required information via one of the following:

(a) **E-Mail** (scanned copies and encrypted) nacic-ops@navy.mil

(b) **Mail - Required**. Mail all required documentation with the exception of the DD 553 to

Officer-in-Charge Navy Absentee Collection and Information Center 5720 Integrity Drive Millington, TN 38054-5028 Phone: (901) 874-2522 DSN: 882-2522 Toll free: 1-877-663-6772

e. **Deserted from Foreign Port**. If member is deserted from a foreign port, forward a copy of DD 553 and a picture (if available) to the nearest United States consulate.

3. **Critical Precaution**

a. Desertion cases are complicated because, in most cases, absentees return to activities that do not have immediate access to the returnee's official military personnel file (OMPF) or electronic service record (ESR). Information contained in these records is always required to adjust pay accounts and for evidence to sustain desertion and UA charges. Incorrect ESR processing and documentation may result in unnecessary delay or difficulty trying, convicting, and punishing offenders at court martial. Ensure complete, timely, and accurate submission of all documentation.

b. Commands are responsible for the accurate completion and submission of DD 553, timely deserter status declaration, and completing appropriate ESR and OMPF entries prior to forwarding records and documents to NACIC. Deserter packages and forms received by NACIC that are incomplete or inaccurate will be returned to the command for correction and personnel will not be placed in a deserter status by assigning a Navy Personnel Command (NAVPERSCOM) deserter unit identification code (UIC) 41104.

4. **Disposition of Personal Effects and Personnel Documents**

a. **Personnel Documents**. Retain all hard copy documentation for deserter's personnel documents, and medical and dental records on board for **120 days**. On the **121st** day, forward all records via registered mail to

Officer in Charge Navy Absentee Collection and Information Center 5720 Integrity Drive Millington, TN 38054-5028

Mark outside envelope "**DESERTER – DO NOT OPEN IN MAIL ROOM**." Ensure the following documents are included and are completed accurately to prevent return to the command for reprocessing:

(1) NAVPERS 1070/606 Record of Unauthorized Absence.

(2) NAVPERS 1070/613 Administrative Remarks.

(3) Copy of NAVSUP 29 Inventory of Personal Effects Lost – Abandoned – Unclaimed (S/N 0108-LF-500-0803). NAVSUP 29 may be accessed by using the following link: https://navalforms.documentservices.dla.mil/web/public/forms.

(4) Copy of DD 553 Deserter/Absentee Wanted by the Armed Forces.

b. **Decommissioning Units**. Decommissioning units will send records to NACIC, with annotation on NAVPERS 1070/613 included in the records citing when the unit is to be decommissioned. Contact NACIC within 60 days of decommissioning date to arrange for deletion of these members from the command's enlisted distribution and verification report (EDVR) (accounting category code (ACC) 109 - Deserter).

c. **Overseas or Deployed**. Commands will send NACIC all applicable records and documents after

(1) A member has been absent for 31 days or more and has been declared a deserter from:

(a) An overseas shore activity;

(b) A unit homeported overseas; or

(c) A deployed unit absent from homeport for more than 90 days consecutively.

(2) The member had a previous period of desertion.

Annotate in block 19 (remarks section) of DD 553 that the command meets the requirements of this paragraph and wants (or does not want) the deserter transferred to the deserter UIC (41104) as soon as possible.

d. **Personal Effects**. Dispose of personal effects per reference (d), part D, paragraph 1256 and reference (e), chapter 6, paragraph N6000.B and send to the following address:

Officer in Charge
Cheatham Annex
Fleet and Industrial Supply Center Norfolk
108 Sanda Avenue
Williamsburg, VA 23187-8792

e. **On Board Ship Automatic Teller Machines (ATM)**. Any monies in a deserter's ATM account on board a ship will be handled per reference (e), chapter 6, paragraph N6000.B.

5. **Action by NAVPERSCOM**

a. Upon receipt of DD 553, NACIC will change the member's on board personnel accounting status to Deserter ACC 109. Upon return to military control, NACIC will change the member's ACC to the appropriate status. Allow 60 days for this transaction to reflect on the command's EDVR. NACIC will transfer member to NAVPERSCOM Deserter UIC (41104) upon receipt of records per paragraphs 4a through 4c. All enlisted members assigned to UIC 41104 will be escorted to the closest transient personnel unit (TPU) for processing (as in MILPERSMAN 1600-030, paragraph 2b(6)) irrespective of length of absence and desertion. All officers will be handled per MILPERSMAN 1600-030, paragraph 2a.

b. Replacements will be provided per priorities in the requisition system and availability of assets.

MILPERSMAN 1600-070

DECLARATION OF RETURN FROM DESERTION

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone: DSN COM FAX	882-4451 (901) 874-4451 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Directive 1325.2 of 2 August 2004 (b) 18 U.S.C. §922

1. **Procedures**

a. MILPERSMAN 1600-050 provides actions to be taken upon the return of a deserter to military control per reference (a). The activity to which a member returns will submit (**via encrypted e-mail**) DD 616 Report of Return of Absentee and Exhibit 1 Return of Deserter message to report the member's return to military control per MILPERSMAN 1600-060. Exhibit 1 must be submitted even if the deserter has been (or will be) discharged.

b. The deserter's parent command to which he or she is assigned for disciplinary action or disposition is responsible for completing NAVPERS 1070/606 Record of Unauthorized Absence.

c. **Surrenderees**. Members who surrender will not be placed in civilian jails. Navy Personnel Command (NAVPERSCOM), Corrections and Program Office (PERS-00D1) or the Officer in Charge, Navy Absentee Collection and Information Center (NACIC) may grant an exception in unusual circumstances.

d. **Apprehendees.** Commands will not pick up or escort deserters, unless authorized by NACIC. NACIC will determine the disposition and transport, or coordinate the transport if an escorted local move is required. **Do not accept deserters from civilian authorities until approval is obtained from NACIC**. NACIC must be advised if the member is being held by civil authorities for civil charges. NACIC will issue a military detainer and arrange escorts upon the deserter's return to military control. If the deserter is convicted and sentenced to

confinement, NACIC will assign responsibility of the member’s case to an area coordinator for review and appropriate action.

e. Per reference (b), the Navy is required to notify the Federal Bureau of Investigation (FBI) of the final disposition of all military deserters. In support of this, all Navy activities will forward the deserter's final disposition to NACIC (via message) within 60 days of the deserter's return. Describe the venue (nonjudicial punishment or type of court-martial), conviction status, list of offenses, list of punishment awarded, charges dismissed, discharge, and characterization. Request for extensions to exceed the 60 days may be made (via message) to COMNAVPERSCOM DET NAVABSCOLLINFOCEN MILLINGTON TN//001//.

2. **Information**

a. If a member was declared a deserter erroneously, notify NACIC and Defense Finance and Accounting Service (DFAS), Cleveland by message **immediately** to prevent undue financial hardship, and to prevent the member from being entered in (or to remove the member from) the FBI National Crime Information Center’s wanted persons file.

b. A declared deserter discharged in absentia, as authorized by COMNAVPERSCOM, is considered returned to military control for administrative purposes the day of discharge. The discharging activity (to include NACIC when the member has been enrolled to Bureau of Naval Personnel (BUPERS) deserter unit identification code 41104) must prepare Exhibit 1 to clear member from the deserter files. Indicate in the remarks section the authority used for the discharge in absentia.

c. It is imperative when a declared deserter is discharged from the Navy, placed on the temporary disability retired list, or starts appellate leave after physically returning to a command, Exhibit 1, DD 214 Certificate of Release of Discharge from Active Duty, or other appropriate documentation reflecting the member's separation from service be transmitted to NACIC. Documentation is required in order to reflect the member accurately in the enlisted master file, remove the status of desertion, and clear the warrant for arrest from the national crime information computer.

Exhibit 1
Return of Deserter
(Use proper message format.)

```
FROM:  (Originating activity)
TO:    COMNAVPERSCOM DET NAVABSCOLLINFOCEN
        MILLINGTON TN//001//
       (Member's parent command)
INFO:  COMNAVPERSCOM MILLINGTON TN//PERS-00D1//
       DFAS CENTER CLEVELAND OH//JJJ//
       FISC CHEATHAM ANNEX WILLIAMSBURG VA//JJJ//
BT
UNCLAS//N01626//
SUBJ:  REPORT CONTROL SYMBOL BUPERS 1600-2, RETURN OF DESERTER
NAVPERSCOM (PERS-00D1)//
MSGID/GENADMIN/(Originator)//
POC/Name/Rate or Rank/Telephone//
RMKS/1.  (Member's rate, full name, branch, SSN (XXX-XX-1234,
last four only).
2.  DESERTER FROM (command) SINCE (time and date).
3.  (Apprehended/Surrender) BY/TO (military/civilian
authorities) AT (time and date) AT (location).
4.  RETURNED MIL CONTROL (time and date) AT (location).
5.  RETAINED ON BOARD FOR (disciplinary action/disposition/
pending return to parent command/or transfer to (activity)).
6.  NOK/READINESS COMMAND STAFF CHAPLAIN HAS BEEN NOTIFIED OF
MEMBER'S RETURN TO MILITARY CONTROL.  (If not, expected date of
notification or intentions, e.g., parent command to notify.)
7.  REMARKS:  (as appropriate)//
BT
```

MILPERSMAN 1600-080

WHEN A DESERTER SURRENDERS/IS DELIVERED TO A NAVAL HOSPITAL

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone:	DSN COM FAX	882-4451 (901) 874-4451 882-2626

1. **Absentee UA from Naval Hospital while under Treatment**

a. When a member surrenders or returns to military control to a hospital they were assigned for treatment,

(1) if member was under TEMADD orders, return them to their permanent duty station for disciplinary action upon completion of treatment.

(2) if member was under TEMDU TREATMENT or TEMDU orders, disciplinary action will be taken by the commanding officer (CO) of the hospital; however, if disciplinary action warrants courts-martial action, the CO may have the member transferred to the nearest disciplinary activity for court-martial action and further disposition.

b. When a member surrenders or returns to military control to a hospital after being absent from another activity,

(1) if member requires medical treatment that results in a period of hospitalization of 30 days or more, comply with the procedures set forth above.

(2) if member required no medical treatment, or medical treatment of less than 30 days, the member will be returned to their permanent duty station for disciplinary action and/or disposition upon completion of treatment, if applicable.

NOTE: The CO of the naval hospital conducts preliminary inquiry or pre-trial investigation on return of deserters or absentees transferred for disciplinary action but with extended hospitalization, provided such action does not interfere with medical treatment.

MILPERSMAN 1600-090

REMOVAL OF MARKS OF DESERTION

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone: DSN COM FAX	882-4451 (901) 874-4451 882-2626

1. **Procedures**

a. A mark of desertion entry will be removed as an erroneous entry when member's records are closed for desertion, but member

(1) was subsequently tried and convicted or acquitted of Unauthorized Absence (UA), or

(2) subsequently was charged with UA and a request for discharge for the good of the service under Other Than Honorable (OTH) conditions has been approved.

b. A mark of desertion will not be removed when a member has been charged with desertion, and when member's request for discharge for the good of the service under OTH condition has been approved by the separation authority.

c. All other cases, including the following, will be sent to Navy Absentee Collection and Information Center (NACIC) for final disposition:

(1) When there is a determination by a board of medical survey that the member was mentally incompetent at the time of absences; or

(2) when the records show that the member was under military control at the time the desertion entry was made.

d. The mark will be removed by submission of NAVPERS 1070/607 (Rev. 12-75), Court Memorandum. The mark must be removed as soon as practical after trial and promulgation of sentence. Action taken will be reported to NACIC via letter or message, with a copy to the command's disbursing office that holds member's pay records.

MILPERSMAN 1600-100

LOST TIME

Responsible Office	NAVPERSCOM (PERS-00J)	Phone: DSN COM FAX	882-3164 (901) 874-3164 882-2615

References	(a) 10 U.S.C. 972 (b) DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay

1. **What is Lost Time**? The table below defines the different types of lost time per reference (a).

LOST TIME due to...	IS DEFINED as periods of...
unauthorized absence (UA)	UA in excess of 24 hours that is not excused as unavoidable by the member's commanding officer (CO) per reference (b).
confinement by civil authorities or confinement by military authorities for civil authorities	confinement by civil authorities (foreign or domestic), or confinement by military authorities for civil authorities in excess of 24 consecutive hours that are not excused as unavoidable by the member's CO. confinement by civil authorities (foreign or domestic) in excess of 24 consecutive hours for an offense which results in court-martial conviction that has been approved and upheld.
confinement by military authorities	military confinement in excess of 24 consecutive hours while awaiting action of higher authority or during trial by court-martial conviction and while serving sentence of a court-martial that has been approved and upheld.
sickness due to misconduct (SKMC)	hospitalization or incapacitation in excess of 24 consecutive hours due to injury, disease, or the intemperate use of drugs or alcohol which are found to be due to the member's own misconduct.

2. **Rules About Lost Time**. Follow the below rules when determining lost time:

a. There must be an absence of more than 24 consecutive hours before any period can be considered as lost time.

b. The calendar day during which absence first occurs, regardless of the hour, is counted as a day of absence from duty. The calendar day of return, regardless of the hour, is counted as a day of duty. **A calendar day begins at 0001 and ends at 2400**.

c. When time is lost, normal expiration of enlisted dates must be extended by the number of days lost on a day-for-day basis. This applies to expiration of

(1) enlistment.

(2) extension of enlistment.

(3) active service.

(4) obligated service.

(5) current contract.

d. The requirement to make up lost time does not apply to Fleet Reservists, retired personnel, or members placed on appellate leave. While lost time will be added to the current enlistment to calculate the correct expiration of active obligated service (EAOS), such lost time does not preclude administrative separation or punitive discharge.

NOTE: Time a member spends on appellate leave is counted as active duty time for computing longevity; however, this time is not counted for pay purposes unless the member’s Bad Conduct Discharge (BCD)/Dishonorable Discharge (DD) is subsequently dismissed or set-aside and the member is recalled to active duty, or recalled for the purpose of administrative separation processing by reason of Review Action (MILPERSMAN 1910-126).

e. Members transferring to the Fleet Reserve or Retired List will merely have their lost time deducted from their final active service computation.

f. **Examples**:

```
95 09 30 (Fleet Reserve transfer date)
75 01 28 (commenced active duty)
---------
20 08 02 (total active duty)
      01 (plus 1 day when adding inclusive dates)
---------
20 08 03
   01 02 (minus lost time during career)
---------
20 07 01 (adjusted total active service)
```

g. When there is lost time, the member’s Pay Entry Base Date (PEBD) and Active Duty Service Date (ADSD) must be adjusted. Refer to reference (b) to determine how an absence effects pay and allowances.

h. If member is apprehended by civil authorities while in an authorized absence status (leave or liberty), and is subsequently confined by civil authorities pending trial, and member’s EAOS is imminent, the command may

(1) retain member in the Navy by reason of “In Hands of Civil Authorities (IHCA)” pending outcome of the civil matter and a final determination on lost time (if any), or

(2) process for administrative separation based on commission of a serious offense (provided the Government has sufficient evidence to show by a preponderance of evidence that misconduct did occur).

i. Incarceration by civilian or military authorities suspends the running of the member’s active service obligations (unless member is granted regular leave that has already been earned). While incarcerated, such time may be considered lost time; however, a final determination cannot be made until criminal charges are resolved. If convicted, the CO may declare the time lost to not be excused; if acquitted, the CO may declare the time lost to be excused (entitled to back pay if applicable).

3. **Computing Lost Time**. Below are some examples of how to compute lost time.

IF...	THEN there is...
UA commenced 0800, 9 March, and ended 0800, 10 March (24 hrs)	no lost time since UA did not exceed 24 hours
UA commenced 0800, 9 March, and ended 0830, 10 March (24 hrs, 30 min)	1 day lost time - 9 March
UA commenced 2345, 9 March, and ended 0015, 11 March (24 hrs, 30 min)	2 days lost time, 9 and 10 March **NOTE**: First day of absence is a day of absence and the day of return is a day of duty.
confined by civil authorities while on liberty at 1700, 9 March, and was convicted by the civil authorities on 5 April and was released to military control on the same day	27 days lost time - 9 March to 4 April
confined by civil authorities while on liberty 1700, 9 March and was acquitted of all charges on 5 April and released to military control the same day	no lost time (member was acquitted) **NOTE**: Time is not charged as lost time because it is excused.
confined by civil authorities while in UA status (UA commenced 1 Mar), at 1400, 9 March and was acquitted of all charges on 15 March and released to military control the same day.	14 days lost time - 1-14 March **NOTE**: Member was UA when confined, all time is considered lost time even though the member was acquitted of the civil charge.

MILPERSMAN 1600-110

ASSIGNMENT TO NAVY CORRECTIONAL CUSTODY UNITS (CCU)

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

References	(a) SECNAVINST 1640.9C, Department of the Navy (DoN) Corrections Manual (b) OPNAVINST 1640.10, Manual for the Operation of a Navy Correctional Custody Unit (CCU) (c) Uniform Code of Military Justice (UCMJ)

1. **Policy**. Per references (a) and (b), the correctional custody program is designed to provide a means of disposing of minor disciplinary infractions (normally reference (c), article 15 offenders). This program provides a maximum opportunity to effect a change in behavior, military bearing, attitude, and to return to the member's command as a productive Sailor. A member who is being processed for administrative separation (ADSEP) is not awarded correctional custody.

2. **Authorized Correctional Custody Units (CCUs)**. The following is a list of authorized CCUs:

a. Jacksonville, FL PCF/CCU

b. Norfolk, VA Brig/CCU

c. Pensacola, FL PCF/CCU

d. Puget Sound Brig/CCU

e. Pearl Harbor Brig/CCU

f. Yokosuka, Japan PCF/CCU

3. **How to Transfer a Member to a CCU**. Follow the steps below to transfer a member to a CCU.

Step	Action
1	Contact the desired CCU to determine • **space availability**, and • **required clothing items while in a CCU**.
2	Arrange and provide transportation. Because all assignments are temporary additional duty (TEMADD), all transportation costs will be incurred by the member's command.
3	Obtain certification of member's fitness for assignment to a CCU. Medical authority will document fitness on SF 600 (Rev. 6-97), Chronological Record of Medical Care.
4	Prepare TEMADD orders.
5	Ensure on the day of transfer, the member wears the proper uniform of the day and has a regulation haircut.
6	Transfer the member with the following items in the member's possession: • **TEMADD orders**. • **Copy of NAVPERS 1626/7 (Rev. 12-88), Report and Disposition of Offense(s)**. • **Service, medical, and dental records** (the pay record will be retained on board member's parent command). • **Copy of SF 600 (Rev. 6-97), Chronological Record of Medical Care** documenting fitness. • **Required clothing items** (civilian clothes are not authorized while in CCU). **NOTE**: If the member does not have required clothing items, the member shall be required to purchase the missing items using **DD 504 (Rev. 9-01), Request and Receipt for Health and Comfort Supplies**.

4. **Commanding Officer's (CO's) Responsibilities**. The CO shall:

a. visit the CCU during the member's assignment (if operations and command mission permit);

b. designate a command representative to make weekly visits to the member and attend pre-release orientation (if operations

and command mission support. Unless operations are continuous out of area from the location of the CCU, weekly visits are mandatory); and

c. upon member’s return, ensure the member is assimilated back into the command in a positive and productive manner.

MILPERSMAN 1600–120

PROCEDURES FOR REPORTING MEMBERS AS FAILED TO REPORT UNDER PERMANENT CHANGE OF STATION (PCS)/ TEMPORARY DUTY (TEMDU) ORDERS

Responsible Office	CNIC (N141)	Phone:	DSN	288-4319
			COM	(202) 433-4319
			FAX	(202) 433-2389

References	(a) Enlisted Distribution and Verification Report User's Manual (EDVRMAN) (b) BUPERSINST 1306.77A (Manual for the Administration of Transient Personnel Units (TPUS))

1. **Policy**. Personnel (officer and enlisted) under permanent change of station (PCS)/temporary duty (TEMDU) orders who fail to report must be researched and action taken per the MILPERSMAN and reference (a). Per MILPERSMAN 1600-040, if a member has been transferred from the parent command and is determined to be on **unauthorized absence (UA)** or a **deserter**, documentation throughout the UA/deserter process becomes the responsibility of the gaining command to which the member was directed to report.

2. **Personnel Support Activity Detachment (PERSUPP DET)/ Personnel Office Responsibilities**

a. Verify **Prospective Gain (PG) Report** to determine if there are expired prospective gains.

b. Research status of expired prospective gains to ensure absence is not a result of modification or cancellation of orders.

c. Verify the **Enlisted Master File (EMF)** to determine status of orders, actual detach date if available, authorized delay in reporting, etc.

d. Contact transferring command to verify status of member and obtain substantiating documentation as appropriate.

e. Access the **Navy Standard Integrated Personnel System (NSIPS) Gain Panel** to create a "**Failed to Report" Gain**. (It is

imperative that the steps outlined in paragraphs 2b through 2d be completed prior to the execution of the steps outlined in this and subsequent paragraphs. This will ensure that **adverse pay actions** are not erroneously submitted.)

f. Prepare NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks per MILPERSMAN.

"(date) Issued orders by (name of transferring command) to report to (prospective command) not later than (hour and date). Failed to report per such orders and is on unauthorized absences from that time and date."

g. Ensure all pay and allowances are stopped on the 10th day after **Failed to Report** date.

(1) Disbursing office will stop all allotments.

(2) Notify the member's next-of-kin (NOK) via the following letter, with a copy to the staff chaplain at the appropriate Navy Reserve Readiness Command (NAVRESREDCOM) within the geographical location of the member's NOK addressee: (Use proper letter format.)

"I regret the necessity to inform you that your (son/daughter/husband/etc.), (insert rate and full name), who joined the Navy on (date) and was attached to (parent command), has been on unauthorized absence since (date). Should you know of the member's whereabouts, please urge the member to surrender to the nearest naval or other military activity immediately. The gravity of this offense increases with each day of absence. At this time all pay and allowances, including allotments, have been suspended pending their return to Navy jurisdiction. Should member remain absent for 30 days, we will be required to declare member a deserter and information will be provided to the Federal Bureau of Investigation (FBI), National Crime Information Center Wanted Persons File, which is available to all Federal, state, and local law enforcement agencies. A Navy Reserve chaplain living near you is available for counsel in resolving this serious problem. Communication with a chaplain in this situation is considered confidential. If you desire to confer with a Navy chaplain regarding this unauthorized absence, you may contact: Staff Chaplain, Navy Reserve Readiness Command, (address and telephone)."

h. Open a **skeleton service record** and request **duplicate service record** from Navy Personnel Command (NPC), Records Management/Policy Section (PERS-312E).

i. Access the **NSIPS Legal Panel** and create a record of **Unauthorized Absence Report**.

j. Access the **NSIPS Transient Tracking Panels** to set prospective loss date (PLD) and update status information as changes occur.

k. PERSUPP DET/parent commands will follow procedures outlined in the MILPERSMAN and refer back to **Declaration of Desertion** part of reference (b) for personnel who fail to report after 30 days.

3. **Status Request Message Exception**. When the current activity, indicated by the **unit identification code (UIC) in Column 3 of the Enlisted Distribution and Verification Report (EDVR)**, is a student account at a Navy Recruit Training Command (NAVCRUITRACOM) or Service School Command, do not request status of the member by message until the ultimate reporting date in the Standard Transfer Order (STO) or Standard Transfer Document (STD) (if held), or the EDA in the EDVR, is expired by at least 30 days. This exception is required in recognition of training setbacks and delays that may occur in self-paced courses of instruction.

MILPERSMAN 1610-010

NAVY PERFORMANCE EVALUATION AND COUNSELING SYSTEM

Responsible Office	NAVPERSCOM (PERS-311)	Phone	DSN	882-3313/4881/4882
			COM	(901) 874-3313/4881/4882
			FAX	882-2761

Governing Directive	BUPERSINST 1610.10

1. **Policy**. U.S. Navy Regulations require records be maintained on naval personnel which reflect their fitness for service and performance of duties. Fitness reports on officers and chief petty officers, and evaluation reports on other enlisted personnel, are used for many career actions, including selection for promotion, advanced training, specialization or subspecialization, and responsible duty assignments. Timely, realistic, and accurate reports are essential for these tasks.

2. **Guidance**. Use procedures in BUPERSINST 1610.10 when preparing and submitting fitness reports on officers and chief petty officers, and evaluation reports on other enlisted personnel.

MILPERSMAN 1610-020

DISQUALIFICATION OF OFFICERS FOR DUTY INVOLVING FLYING

Responsible Office	NAVPERSCOM (PERS-432D)	Phone: DSN COM FAX	882-3969 (901) 874-3969 882-2721

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 3710.7U (b) BUPERSINST 7220.29A (c) OPNAVINST 5350.4D (d) SECNAVINST 1920.6C (e) COMNAVAIRFORINST 5420.1C (f) DoD 7000.14-R, DoD Financial Management Regulation

1. **Definition**. In this article, the term “Naval Aviator” refers to both pilots and naval flight officers (NFOs). When it is necessary to distinguish between pilot and NFO, the sentence will specify which kind of aviator is affected.

2. **Termination of Orders to Duty Involving Flying**. Termination of orders to duty involving flying is an administrative action designed to ensure that only those officers who can safely and competently perform assigned flying duties are so assigned. Although in many instances the permanent revocation of flight status may appear to have an adverse impact on the individual concerned, such action is intended to be neither punitive nor disciplinary. Qualification for aviation service is conditional and dependent upon an officer maintaining current physical and professional qualifications, and continually displaying the potential for utilization in operational flying billets.

3. **Medical Disqualification**

a. As per references (a) and (b), aviation officers who are temporarily medically incapacitated are considered qualified for aviation service unless such incapacitation continues for a period of more than 365 days.

(1) Disqualification for aviation service will be effected on the first day following a period of 365 days that commences on the date of incapacitation.

(2) Officers disqualified for medical reasons will not be requalified for aviation service until so certified by appropriate medical authority.

(3) Aviation Career Incentive Pay (ACIP) and months of operational flying (MOF) credit shall not be authorized for any period during which an officer is considered disqualified.

(4) Commanding officers (COs) or immediate reporting seniors are responsible for ensuring the termination of ACIP under current directives.

b. Aviation officers whose medical incapacity has been determined to be permanent are disqualified for aviation service on the date specified by Navy Personnel Command (NAVPERSCOM).

(1) Pilots or NFOs in this category will be redesignated to 130X and may apply for a lateral transfer to a new community.

(2) Officers with over 15 years of active aviation service may retain the 131X or 132X designator at the discretion of NAVPERSCOM.

4. **Drug Abuse**. Any Naval Aviator (pilot or NFO) who is identified as a drug abuser under reference (c) (one who has illicitly used or possessed any narcotic substance, marijuana or other drug, or possessed drug paraphernalia) shall have their flight status and authority to wear the Naval Aviator insignia permanently revoked and shall be processed under reference (d).

5. **Voluntary Termination of Flight Status**

a. Naval Aviators (pilots and NFOs) who voluntarily request termination of flight status shall be immediately suspended from flying duties by their COs and directed to submit, within 5 days, an official request for such termination to NAVPERSCOM, General Aviation Assignment Division (PERS-43Z). A report on the case by a flight surgeon shall accompany the request. Officers who voluntarily terminate their flight status can expect to receive a 130X designator and be immediately reassigned to a non-flying billet where they are encouraged to

request redesignation into another community per MILPERSMAN 1212-010. The date of suspension of flight status shall be included in the CO's forwarding endorsement and shall be used as the effective date for termination of ACIP. Copies of the request shall be forwarded through the chain of command for information or comment.

b. COs should counsel officers concerned that a voluntary termination of flight status is considered permanent by NAVPERSCOM and requests for reinstatement will not be approved.

6. **Field Naval Aviator Evaluation Boards (FNAEBs) – Definition**. Per reference (e), FNAEBs are administrative boards convened to evaluate the performance, potential, and motivation for continued service of any Naval Aviator ordered by competent authority to appear before such a board. These boards shall review and evaluate the overall performance and the specific element of performance or behavior that is the cause of the evaluee's appearance before the board. These boards are fact-finding, evaluative bodies which shall make recommendations as specified in the "Recommendations" paragraphs of this article, through the chain of command to the type commander (TYCOM). These boards are not bound by formal rules of evidence and may consider and include in the record any type of evidence deemed credible, authentic, and relevant to the case. These boards are neither judicial nor disciplinary bodies and shall make no recommendation for disciplinary action as a result of their evaluations. Any disciplinary action accruing from the same circumstances or events that are the reason for convening an FNAEB shall be kept completely separate from such boards.

7. **Grounds for Convening a FNAEB**. A FNAEB shall be convened for all Class A and B flight mishaps except in those cases where the aircrew's performance is not in question. Normally, for circumstances not involving a flight mishap, the decision to convene a FNAEB is left to the discretion of the respondent's CO or immediate superior in command (ISIC). Higher authority may direct a FNAEB when considered necessary. A FNAEB should be convened when the following conditions exist:

a. The aviator has demonstrated faulty judgment in flight situations. This may be evidenced by violations of flight discipline or repeated minor incidents of any kind in which aeronautical judgment is a factor.

b. The aviator has demonstrated a lack of general or specific flight skill. This may be evidenced by failure to satisfactorily complete all or any part of a prescribed training syllabus or failure to achieve required qualifications. In the case of pilots this may also be evidenced by mishaps or near mishaps involving pilot skills.

c. The aviator has demonstrated certain habits, traits of character, emotional tendencies, or lack of mental aptitude or motivation that make it questionable to continue the member in assigned flying duties.

d. The aviator has failed to comply with minimum annual flying requirements for reasons within the member’s control.

e. The above conditions are provided as a guide and are not in any way restrictive. Command discretion must be exercised when an aviator is deemed professionally unfit for flying for any reason not specified above.

8. **Fair and Impartial Hearing**. Naval Aviators whose aeronautical ability has come into question must be provided a fair and impartial hearing. They shall be told specifically the reason for being ordered to appear before an FNAEB. Their case shall be heard by an impartial board comprised of pilots or NFOs and a flight surgeon; they shall be allowed to be present during all open proceedings of the board; and they shall be given an opportunity to offer rebuttal, call witnesses, and present evidence in their own behalf. The foregoing principles are according to customary standards of fairness in administrative proceedings.

9. **FNAEB Composition**

a. A pilot FNAEB shall consist of a minimum of three pilots and a flight surgeon; an NFO evaluation board shall consist of a minimum of three NFOs when practical and a flight surgeon. Pilots may serve instead of NFOs but at least one member of the board must be an NFO. The Unrestricted Line (URL) members shall be senior to the member involved. The senior URL member shall be the senior member of the board.

b. Members must be thoroughly versed in the type of flight operations involved and should possess mature judgment. No member shall serve who is considered to be a prospective witness or interested party. A flight surgeon serving as a member of a

board shall not simultaneously serve as a witness before the board. A second flight surgeon must perform interviews and provide required evaluations and statements. Deviation from this policy shall be made only in cases when the services of two flight surgeons are not available and when the subject appearing before the board has been completely apprised of entitlements in this matter and has waived them in writing. Officers who have been ordered to serve as members of an FNAEB should make themselves familiar with the contents of this article.

10. **Recommendations**

a. The field board and subsequent endorsers should recommend one of the following classifications for aviators under consideration:

(1) Type A: Continuation in a flight status.

(2) Type B: Termination of flight status.

b. Variations under each of the above types may be recommended when circumstances warrant. Appropriate sub-recommendations may be as described in the following paragraphs.

11. **Recommendations - Type A**. Type A - Continuation in a Flight Status, appropriate sub-recommendations:

a. Type A (1) - Retain in present duty assignment.

b. Type A (3) - Transfer to another activity operating different aircraft. This classification cannot be recommended below the TYCOM level.

c. Type A (4) - Probationary flight status for a specified period of time. An applicable Type B recommendation shall be included in order to cover those cases which fail to successfully complete the probationary period. Under these circumstances, the CO shall forward appropriate documentation of the individual’s failure to satisfy the terms of probation along with the original board report. Further training may be recommended in any of the above instances.

12. **Recommendations - Type B**. Type B - Termination of Flight Status, appropriate sub-recommendations:

a. Type B (1) - Retention of right to wear the insignia.

b. Type B (2) - Revocation of right to wear the insignia. Revocation of this right is considered appropriate when board action is the result of dishonoring naval aviation or willful and flagrant violation of established rules, regulations, and directives.

c. Type B (3)–Retention of the right to wear the insignia with eligiblity for orders to duty involving the operation of Unmanned Aircraft Systems (UAS). This classification cannot be recommended below the TYCOM level.

13. **Aviation Career Incentive Pay (ACIP)**. Per reference (f), an officer's ACIP may be suspended when the status of future aviation service is uncertain. The CO shall suspend the member's ACIP effective on the date of the first Type B recommendation by contacting NAVPERSCOM, Aviation Career Incentive Pay Action Officer (PERS-435A). If the member is subsequently returned to aviation service, ACIP eligibility will commence effective on the date of suspension. If the final action of NAVPERSCOM is a Type B, the member will be disqualified for aviation service effective on the date of suspension per reference (b).

14. **Distribution of Record of Proceedings**. The record of proceedings shall be sent to the TYCOM, or equivalent, via the CO of the member concerned and the chain of command per the following:

a. Upon convening an FNAEB, the convening authority (CA) is directed to send a copy of the approving letter to the TYCOM.

b. The senior board member of each board shall submit to the first endorser the report of board proceedings not later than 14 working days from the convening order to final report.

c. The individual concerned shall be provided with a copy of the board's completed report and offered 5 working days to comment thereon.

d. CA and subsequent endorsers: take appropriate action and forward the package so that it arrives at the next endorsing command within 7 calendar days.

e. The processing goal for TYCOM final disposition is 10 working days.

15. **Final Approval Authority**. The TYCOM shall be the final approving authority for all classifications. A copy of TYCOM approved B(1) and B(2) packages will be forwarded to NAVPERSCOM to facilitate further detailing/reassignment of the officer.

16. **Special Cases**. Because of the nature of their assignment, certain special cases may be governed by special instructions:

a. Naval Aviators undergoing refresher training may be given special consideration if additional flight time and instruction are considered necessary for qualification.

b. Naval Aviators on temporary additional duty (TAD) who fail to successfully complete all phases of a formal course of aviation instruction shall be returned to their parent command for normal processing as described in the preceding paragraphs. When an aviator fails to successfully complete a prescribed course of aviation instruction while en route between permanent duty stations, the circumstances shall be immediately reported to NAVPERSCOM.

c. Medical officers undergoing training leading to designation as Flight Surgeon or Aerospace Medical Examiner, and Medical Service Corps officers undergoing training leading to designation as Aerospace Physiologists or Aerospace Experimental Psychologists who fail to make satisfactory progress shall be made the subject of a report containing full information regarding deficiencies shown, together with a recommendation for disposition, via Chief of Naval Air Training (CNATRA) to Chief, Bureau of Medicine and Surgery (BUMED), with a copy to NAVPERSCOM.

17. **Reinstatement of Flight Status**

a. A former Naval Aviator shall not be reinstated in a flight status when:

(1) Authority to pilot naval aircraft or the NFO’s detail to duty involving flying was terminated because of a voluntary request.

(2) Authority to pilot naval aircraft or the NFO’s detail to duty involving flying was terminated as a result of FNAEB action.

(3) Age, grade, specialty, or previous flight experience of the pilot or NFO indicate that the member may not be expected to satisfactorily fill operational flying billets if reinstated.

b. A former Naval Aviator who was physically disqualified but has been returned to a qualified status and does not meet any criteria in para. 17a may apply to have his/her designator returned to 131X or 132X. Each request for restoration of authority to pilot naval aircraft or restoration as an NFO will be addressed to NAVPERSCOM, via the chain of command (including an Air Type Commander) and shall be accompanied by a completed SF88 (Rev. 10/94), Medical Record - Report of Medical Examination. The Naval Aviator Evaluation Board in the Navy Department will review each case and submit a recommendation to NAVPERSCOM. Those officers whose requests are approved will be reassigned to an activity where their return in effective flight status can be best accomplished.

MILPERSMAN 1610-030

PROCEDURES FOR COMMANDS TO WHICH INACTIVE RESERVE PERSONNEL (OFFICER OR ENLISTED) FAIL TO REPORT FOR INVOLUNTARY ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-461)	Phone: DSN COM FAX	882-4553 (901) 874-4553 882-4683

1. **Policy**. Commands will follow these procedures when an inactive duty member (officer or enlisted) fails to report as directed for involuntary active duty (Mobilization).

2. **Procedures**

a. The command to which the member fails to report shall prepare NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks using information contained on the copy of the member's orders showing the date and hour the member failed to report. The entry should read:

"(Date): Issued involuntary (active duty/active duty for training) orders by (authorizing command) to report to (reporting command) not later than (hour and date). Failed to report in compliance with such orders."

b. When the member has failed to report, the command to which the member failed to report shall:

(1) Notify the command, which ordered the member to involuntary active duty, and provide that command a copy of NAVPERS 1070/613.

(2) Put the member in an Unauthorized Absence (UA) status. Ensure RUA is entered as the member's Inactive Manpower Status (IMS) code in Navy Standard Integrated Personnel System (NSIPS). If the member has declared intention not to report prior to the report date, immediately upon the member's failure to report, list the member as a deserter (manifest intent) per MILPERSMAN 1600-040.

(3) If the member fails to report within 30 days of the required report date, declare the member a deserter per MILPERSMAN 1600-060.

(4) If the member is returned to military control after being UA 180 days or less, continue to execute the involuntary orders. The commanding officer (CO) may take appropriate disciplinary action and may initiate administrative separation processing per the MILPERSMAN. Members returned to military control after 180 days UA will be processed by Navy Absentee Collection and Information Center (NACIC) per MILPERSMAN 1600-060.

MILPERSMAN 1610-040

NAVPERS 5354/2 (REV. 2-02), NAVY EQUAL OPPORTUNITY (EO)/SEXUAL HARASSMENT (SH) FORMAL COMPLAINT FORM

Responsible Office	CNO (N134E) Navy Equal Opportunity	Phone: DSN COM TOLL FREE WITHIN U.S. FAX	882-4561 (901) 874-4561 (800) 253-0931 882-2617

References	(a) U.S. Navy Regulations, 1990 Chapter 11, Section 5, Article 1150 (b) Uniform Code of Military Justice (UCMJ), Subchapter 11, Section 938, Article 138 (c) OPNAVINST 5354.1E

1. **Purpose**. NAVPERS 5354/2 (Rev. 2-02), Navy Equal Opportunity (EO)/Sexual Harassment (SH) Formal Complaint Form, is designed to simplify the process of filing formal complaints. It is self-contained and carries the complaint process from beginning to end.

2. **Alternate Formal Procedures**

a. Alternate avenues for filing complaints currently available to military personnel are contained in references (a) and (b).

b. NAVPERS 5354/2 does not replace or precede these alternate avenues except in cases involving allegations of sexual harassment and discrimination.

3. **Informal Resolution System**

a. The Informal Resolution System, as outlined in reference (c), should be used to resolve the conflict unless the behavior involved is clearly criminal (e.g., rape, assault). Before employing NAVPERS 5354/2, individuals may first attempt to informally resolve complaints with the person or persons involved.

(1) A third person may be called upon to assist in the resolution.

(2) Assistance of the immediate supervisor in resolving the complaint may be requested as the circumstances require.

(3) If the object of the complaint is the complainant's immediate supervisor, present the complaint to the next senior in the chain of command.

b. If the complaint cannot be resolved between the complainant and the persons involved, or with the help of immediate supervisors, submit a request either in writing or orally in a timely manner for Commander's Request Mast.

c. When informal resolution of the complaint is considered unsatisfactory, formal procedures for redress (relief) may be used.

4. **When NAVPERS 5354/2 Cannot Be Used**. NAVPERS 5354/2 may not be used to challenge

a. nonjudicial punishment (NJP);

b. courts-martial;

c. administrative board or selection board procedures and results;

d. general policies of Department of Defense (DoD) and Department of the Navy (DoN), including the instructions and other documents promulgating such policies;

e. complaints that may be redressed under other DoN procedures (i.e., Board for Correction of Military Records (BCNR); and

f. relief-for-cause proceedings and decisions.

5. **Completion and Guidance**. Detailed completion and guidance and a sample of NAVPERS 5354/2 is in reference (c). NAVPERS 5354/2 may be obtained through normal supply channels (stock number 0106-LF-982-4900).

6. **Equal Opportunity Advice Line**. Additional questions about discrimination or sexual harassment may be referred to the Equal Opportunity Advice Line:

1 (800) 253-0931; or
(901) 874-2507 (Overseas call collect)

7. **Commander's Responsibility**. In all cases, it is the commander's responsibility to inform complainants of their right to submit a formal complaint and the method for making the submission. Commanders who become aware of a complaint that the parties involved have elected to resolve informally, should investigate the complaint, as appropriate, and document resolution for the record. This will permit the commander to verify resolution of the complaint in the event of future inquiries.

MILPERSMAN 1611-010

OFFICER PERFORMANCE

Responsible Office	NAVPERSCOM (PERS-83)	Phone: DSN COM FAX EMAIL	882-4426 (901) 874-4426 882-2625 PERS-834@navy.mil

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUPERSINST 1610.10C (b) U.S. Navy Regulations, 1990 (c) Uniform Code of Military Justice (UCMJ) (d) SECNAVINST 1920.6C (e) OPNAVINST 6110.1J (f) JAGINST 5800.7E, Manual of the Judge Advocate General (JAGMAN) (g) NAVSUP P-1, Naval Supply System Command Manual (h) NAVMED P-117, Manual of the Medical Department (i) Defense Joint Military Pay System (DJMS) Procedures Training Guide (PTG)

1. **General Provisions**. General provisions are applicable to all officer cases involving performance or conduct.

a. If it is expected that disciplinary or adverse action (military or civilian) may be taken against an officer, the officer should not execute transfer orders until such action has been resolved. When a modification of orders is necessary, the below listed personnel (PERS) codes at Navy Personnel Command (NAVPERSCOM) should be notified by the member's commanding officer (CO) regarding the circumstances provided with recommendations and requested to issue orders as may be appropriate:

(1) NAVPERSCOM, Officer Performance and Separations Branch (PERS-834); and

(2) NAVPERSCOM, Career Management Department (PERS-4) applicable detailer division (e.g., PERS-41, 42, 43, 44, etc).

b. Additionally, if it is expected that disciplinary action (military or civilian) may be taken against an officer that has been selected for or is currently in the Naval Nuclear Propulsion Program training pipeline, or an officer with current nuclear additional qualification designators, the below listed offices should also be notified of the circumstances:

(1) Office of the Chief of Naval Operations (OPNAV), Nuclear Propulsion Program Management Branch (N133); and

(2) NAVPERSCOM, Submarine Officer Career Management Division (PERS-42).

c. When misconduct or deficiencies in performance are discovered after the submission of the report of fitness, a supplemental report of fitness, per reference (a), should be submitted as appropriate.

d. Except as provided in MILPERSMAN 1070-020, an officer must be given notice of and an opportunity to respond to all adverse matters which are being forwarded to NAVPERSCOM for inclusion in the officer’s official record. The officer’s intention not to make a statement shall be indicated in writing or by the expiration of a stated period of time within which the member (after having been so advised) was afforded such an opportunity and failed to submit a statement. Any doubt as to whether a particular matter is adverse will be resolved in favor of the officer by referring it to the officer. Direct the officer’s attention to reference (b), article 1122 for guidelines regarding such statements.

e. COs shall inform NAVPERSCOM, PERS-834 by appropriate means of communication (letter or encrypted e-mail) of incidents involving officer performance or conduct which may be of public interest, or those which will require action by NAVPERSCOM concerning the officer’s status. Unless indicated otherwise, these initial reports are intended for information and appropriate action, and not for inclusion in an officer’s official record. Point of contact (POC) information shall be provided.

f. When practical to do so with clarity and without prejudice to the officer concerned, facts or details requiring reports to be classified should be omitted. Information should not be classified solely because it is embarrassing or derogatory to the member. Unless required for security reasons,

reports of nonjudicial punishment (NJP) should be designated "For Official Use Only" and transmitted in double envelopes. The outer envelope should be addressed to NAVPERSCOM (PERS-834) and the inner envelope marked "Officer Performance, For Official Use Only," as appropriate.

2. **Misconduct – General Court-Martial**

a. When court-martial charges have been preferred against an officer, the CO will immediately send a copy of the charges and specifications with explanatory information to NAVPERSCOM (PERS-834). The CO will keep NAVPERSCOM (PERS-834) informed of the status and disposition of the charges. Unless indicated otherwise, these reports are intended for information and appropriate action, not for inclusion in an official record.

b. At the conclusion of trial, the CO will forward the Report of Results of Trial letter to NAVPERSCOM (PERS-834). The report is to include a copy of the charges preferred, the disposition of each, and the final sentence adjudged as an enclosure.

c. If a discharge or dismissal was not awarded, but a guilty finding was determined on any of the charges, the CO is to provide a recommendation on whether the officer should be required to show cause for retention. The letter shall be sent via the officer if a recommendation for separation or show cause is included in the report.

d. If a recommendation to separate or to show cause is being made and the reporting officer is not a flag officer, the report of results of trial shall be submitted via the first flag officer in the chain of command. Chief of Naval Personnel does not require multiple endorsers, as this may unnecessarily delay the report being received at NAVPERSCOM. However, this does not preclude fleet, type, or group commanders from requiring the reports to be forwarded via operational or administrative channels.

3. **Misconduct – NJP**

a. When a decision is made to impose NJP on an officer, the command shall notify NAVPERSCOM (PERS-834). The initial notification may be made via encrypted e-mail and must provide the following:

(1) Officer’s rank, name, last four of SSN, designator;

(2) Command POC;

(3) POC phone number and or e-mail address; and

(4) A brief description of charges and specifications.

b. If a recommendation is likely to be made to detach the officer for cause, include NAVPERSCOM (PERS-4) as an addressee to alert both detailers and placement officers. A back-fill will depend on billet prioritization.

c. When NJP is complete, the authority imposing punishment shall immediately notify NAVPERSCOM (PERS-834) by letter (i.e., Report of Nonjudicial Punishment) as soon as the results are final (i.e., when the officer declines to appeal, does not appeal within the required time, or after the appeal has been adjudicated). Refer to Exhibit 1.

d. If the officer imposing NJP is not a flag officer, the Report of Nonjudicial Punishment shall be submitted via the first flag officer in the chain of command. Chief of Naval Personnel does not require multiple endorsers as this may unnecessarily delay the report being received at NAVPERSCOM. However, this does not preclude fleet, type, or group commanders from requiring the reports to be forwarded via operational or administrative channels.

e. The officer’s CO or the authority imposing the punishment will include requests/recommendations and an explanation for each in the Report of Nonjudicial Punishment on the following issues:

(1) Whether it is requested the officer be detached for cause (DFC);

(2) Whether the officer’s misconduct warrants promotion, delay, or removal (if on a promotion list); and

(3) Whether the officer should be required to show cause for retention.

f. The Report of Nonjudicial Punishment will be forwarded via the officer concerned for acknowledgment and an opportunity to submit a statement. The originating command will normally be

the second via addressee and may provide comments (as appropriate) on the officer's statement.

g. The letter report should be forwarded for flag endorsement as discussed above.

h. The following information and documentation should be forwarded with the report of NJP:

(a)	Offenses for which punishment was imposed.
(b)	A brief description of the circumstances surrounding the offense(s).
(c)	The punishment awarded.
(d)	A copy of the punitive letter (if one is given).
(e)	A copy of the investigation and other documents which were considered at NJP to include rights statements.
(f)	A copy of the NAVPERS 1626/7 Report and Disposition of Offense(s).
(g)	A summary of any statement, if made by the officer at NJP.
(h)	A copy of the appeal and the letter denying an appeal, or the officer's written declination to appeal.
(i)	A dated acknowledgment by the officer, that the officer has reviewed the Report of Nonjudicial Punishment, was advised of any adverse actions recommended (including detachment for cause (DFC) or show cause) by the command, and that the Report of Nonjudicial Punishment will become part of the officer's official record. The officer's acknowledgement or statement should be the first endorsement to the Report of Nonjudicial Punishment.
(j)	If an appeal is granted on only a portion of the NJP imposed, the Report of Nonjudicial Punishment should be submitted with a copy of the appeal letter, which will be included in the official record.

4. **Misconduct - Civil Offenses**. In civil cases where an officer has been arrested in connection with, or charged with a civil offense that would constitute an offense if charged under reference (c), the CO shall report initial pertinent information to NAVPERSCOM (PERS-834) by encrypted e-mail. This includes civil charges for drunk, impaired, or reckless driving. Subsequent status reports shall be submitted (as appropriate). When the results of the civil action become final, the CO shall submit a Final Civil Action Report to NAVPERSCOM by letter (Exhibit 2) following the same procedures outlined above in

paragraphs 3d through 3g. Since this letter may become a part of the officer's official record, it will include the following:

(a)	A brief description of the incident for which the officer was investigated, arrested, or tried.
(b)	A statement of the charges as filed (if applicable).
(c)	A statement of the pleading or findings (if applicable).
(d)	A statement of the sentence imposed (if applicable).
(e)	A statement listing any diversionary or mitigating actions (i.e., community service, attend Mothers Against Drunk Driving meetings, attendance at a specified class, etc.) allowed by the court resulting in a dismissal of the civil charges.
(f)	A copy of the civil court document reflecting final disposition of the matter.
(g)	The command action being taken or recommended.
(h)	A dated acknowledgment by the officer, that the officer has reviewed the Report of Final Civil Action, was advised of any adverse actions recommended (including detachment for cause (DFC) or show cause) by the command, and that the Report of Final Civil Action will become part of the officer's official record. The officer's acknowledgement or statement should be the first endorsement to the Report of Final Civil Action.

5. **Misconduct - Other**. There may be cases where an officer has committed misconduct but there is no NJP, court-martial, or civilian conviction to report. This could occur for several reasons, the most common one being because the member refused nonjudical punishment and it was determined that the misconduct did not warrant court-martial. In such circumstances, if the officer's CO believes that the misconduct warrants show cause, the CO may forward a Report of Misconduct to NAVPERSCOM (PERS-834) following the same procedures outlined above in paragraphs 3d through 3g. The following information and documentation should be forwarded with the Report of Misconduct:

(a)	A brief description of the misconduct.
(b)	An explanation of why disciplinary action was not taken.
(c)	A copy of the investigation and other documents explaining the misconduct.
(d)	A copy of the NAVPERS 1626/7 Report and Disposition of Offense(s), if officer refused NJP.
(e)	A dated acknowledgment by the officer, that the officer has reviewed the Report of Misconduct, was advised of any

	adverse actions recommended (including detachment for cause (DFC) or show cause) by the command, and that the Report of Misconduct may become part of the officer's official record. The officer's acknowledgement or statement should be the first endorsement to the Report of Misconduct.

6. **General Administrative Requirements Regarding Nonjudicial Punishment, Court-Martial, Civil Action, or Other Report of Misconduct**

a. Sample letters for reporting misconduct (NJP, civil conviction, or court-martial) are provided in Exhibits 1 through 3.

b. The command submitting a Report of Misconduct will include the officer's current working location or temporary additional duty (TAD) location (if removed from current duty assignment) and a unit point of contact at the alternate work location or TAD location.

c. Upon receipt of a Report of Misconduct as discussed above, Commander, Navy Personnel Command (CNPC) will take the following actions as the show cause authority (SCA):

(1) **Probationary Officers (Less than 6 years of Commissioned Service).** If the SCA determines the officer should show cause for retention, a letter of notification of intent to initiate administrative separation proceedings will be sent to the officer via the CO.

(2) **Non-Probationary Officers or Cases Seeking an Other than Honorable Discharge.** If the SCA determines that the officer should show cause for retention before a board of inquiry (BOI), a letter of notification will be sent to the officer via the regional commander (who will act as the convening authority (CA) on behalf of the SCA for the BOI). The regional commander will provide a copy of the notification letter to the member's CO and chain of command (as appropriate).

(3) In those cases where an officer is being required to appear before a BOI, the following requirements are germane.

(a) CNPC will provide a copy of the Report of Misconduct to the regional commander simultaneously with the request for the CA to conduct a BOI.

(b) If the member, in fact, elects to appear before a BOI, the regional commander will request a copy of the official military personnel file (OMPF) from NAVPERSCOM (PERS-834). The OMPF will be provided within 5 working days.

(c) From date of notification, the member has 10 calendar days to elect whether he or she desires to appear before a BOI or elect other alternatives. An officer's failure to acknowledge the notification and elect his or her rights to which entitled constitutes a waiver of those rights. In the absence of selection of their rights, the regional commander or CA will initiate BOI proceedings.

(d) Reference (d) requires a BOI to be held within 60 days of an officer's election to appear before a BOI. Extensions of this requirement may be requested (if necessary) to NAVPERSCOM (PERS-834) via the regional commander. An extension will not be granted, except in the most unusual of circumstances.

d. Whether probationary or non-probationary, if the officer is not required to show cause for retention, NAVPERSCOM (PERS-834) will notify the officer of this determination via the officer's CO.

e. Other actions recommended by the CO or flag officer, (i.e., detached for cause (DFC), promotion delay, and filing of official documents into member's record) will be completed.

7. **Misconduct – Impacting Pay Matters**. CO's or commanders will report the results of all cases of unauthorized absences and any punishment from NJP or court-martial which involves a forfeiture or fine via their local personnel support detachment (PERSUPP DET) or disbursing officer to the Defense Finance and Accounting Service, Cleveland Center (DFAS-CL). This report will be in addition to the aforementioned report. The report shall include the inclusive dates of the unauthorized absence and or the details concerning the forfeiture or fine.

8. **Substandard Performance**

a. If a commanding officer believes that an officer's performance is substandard and warrants separation for cause, per enclosure (3) of reference (d), the CO may forward a request for administrative separation for cause to NAVPERSCOM (PERS-834)

via the member concerned and the first flag officer in the chain of command, if the requestor is not a flag officer.

b. Enclosure (3) of reference (d) provides a full list of the types of substandard performance that warrant separation for cause. A few common reasons for requesting separation for cause due to substandard performance are discussed below:

(1) **Physical Fitness Assessment (PFA) Failure**. A CO must forward a request for administrative separation for substandard performance if an officer fails three PFAs in a 4-year period from the date of the last failure. The package must contain a PFA Failure Notification received by the member prior to the third failure, per reference (e). Separation for cause due to PFA failure is authorized by paragraph 1a(9) of reference (d) under substandard performance.

(2) **Adjustment Disorder**. In enclosure (3) of reference (d), adjustment disorder is not expressly listed as a basis under substandard performance for separation for cause. In order for a CO to request an officer who has been diagnosed with adjustment disorder be administratively separated for cause, the CO must articulate how the adjustment disorder is impacting the officer's performance to such an extent that separation for cause due to substandard performance, per enclosure (3) of reference (d), is warranted.

(3) **Personality Disorder**. In order for a CO to request an officer be administratively separated for cause due to personality disorder, the requirements of paragraph 1a(6) of enclosure (3) of reference (d) must be met. The CO must articulate how the personality disorder interferes with the officer's performance of duty to such an extent that separation for cause due to substandard performance is warranted.

9. **Non-Punitive Actions Administered Orally or by Letter of Caution**. Non-punitive actions administered orally or by Non-punitive Letter of Caution, not intended for inclusion in the permanent record of the officer, are not considered punishment within the purview of reference (c), but are considered non-punitive measures as described in reference (f), section 0105(b). Notation thereof shall not be made in a fitness report, and a copy of such letter shall not be forwarded to NAVPERSCOM for inclusion in the officer’s official record. The performance of duty or facts upon which the action was based,

may properly be mentioned in the next fitness report of the officer concerned.

10. **Matter of Interest Filing in Official Record**

a. COMNAVPERSCOM determines whether records or reports of formal or informal investigations, courts of inquiry, or other matters contain matters of interest that should be filed in the official record of any present or former officer. A matter of interest filing is normally used to ensure that the entire report of a matter, rather than excerpts, which might appear in either reports of fitness, letters of commendation, letters of censure, or other means is available for future reviewing, examining, or selection authorities. Matter of interest filings are administrative actions and will not be used in lieu of, or as a substitute for, commendatory or disciplinary action, or appropriate markings and comments in a fitness report.

b. In cases where additional information regarding an officer’s performance becomes available subsequent to detachment and transfer to another command, or after a fitness report for the period in question has already been submitted, a supplementary fitness report is normally considered more appropriate than a request for a matter of interest filing. In those cases in which a matter of interest has been recommended and the information might be construed to reflect derogatively on the officer whose record it would be filed in, the officer shall be afforded the opportunity to review the matter and shall submit a signed statement or declination to make a statement to NAVPERSCOM (PERS-834). Final determination regarding the matter of interest filing shall be made by COMNAVPERSCOM after receipt of the officer’s statement.

11. **Adverse Report of Fitness**

a. In the case of an adverse report of fitness, per reference (b), the adverse matter will not be placed in an officer’s record without the officer’s knowledge.

b. If a fitness report contains an adverse matter, it shall be referred to the member, along with a Letter Referring Adverse Report to Officer for Statement, as the officer may choose to make a statement. If the officer does not desire to make a statement at that time, the officer shall state this officially by annotating the appropriate box on the fitness report. The

reporting senior shall forward the report directly to NAVPERSCOM, Performance Evaluations Division (PERS-32).

c. If a report referred to an officer for signature is not returned to the reporting senior within a reasonable length of time, the reporting senior shall enter an authorized explanatory phrase, per reference (a), in the signature block and forward the report to NAVPERSCOM (PERS-32). If the officer on whom an adverse report is made has been detached, the report shall be forwarded to the officer directly, not via the new reporting senior, except when the officer has been hospitalized. Refer to reference (a) for actions to follow if the officer fails to respond or refuses to sign the adverse report.

d. In all cases in which a matter may be construed as possibly reflecting adversely against an officer, Chief of Naval Personnel resolves the issue in favor of the officer concerned and gives the officer the benefit of seeing the material with the opportunity to comment thereon.

12. **Information which Alleges Indebtedness, Nonsupport, or Paternity**

a. When a CO is in receipt of information which alleges a claim of indebtedness, nonsupport of the officer’s legal dependents, or paternity of a child born out of wedlock, regarding an officer under their command, and it becomes apparent to the CO that the officer has

(1) flagrantly mishandled personal financial affairs;

(2) repeatedly disregarded a valid court order, current mutual support agreement, or MILPERSMAN 1754-030 and controlling directives requiring them to contribute to the support of their legal dependents; or

(3) admitted paternity or was formally adjudicated to be the father of an illegitimate child, and willfully neglected to meet the obligations that may attach thereto in such a manner as to bring discredit upon the naval service

the CO shall take such action as indicated in paragraph 12b below.

b. Being guided by the merits of each case, a CO should consider:

(1) An appropriate notation in the officer's next regular report of fitness;

(2) CO's NJP;

(3) Referral to court-martial; or

(4) Request show cause, when NJP is refused and a court-martial not appropriate.

c. The mere involvement of an officer in any non-support, paternity, or indebtedness situation should not be the sole factor for considering action outlined above. However, an officer must be morally and professionally qualified for their present rank, and for promotion to the next higher grade. When an officer's conduct in such cases does, in fact, does bring discredit upon the naval service, a CO should take appropriate action to address the matter.

13. **Unauthorized or Unexplained Absence – Policy**. In all cases of unauthorized or unexplained absence (including failure to report in compliance with official orders, missing movement, or absence over leave or liberty) the CO shall immediately notify NAVPERSCOM (PERS-834) by encrypted e-mail at PERS-834@navy.mil and the servicing PERSUPP DET or personnel support activity of all facts and circumstances surrounding the officer's absence. When a naval officer has been absent for 10 days and has not been declared a deserter, notify the next-of-kin (NOK) by letter (sample provided in paragraph 14 below). If the officer returns prior to being declared a deserter, notify the NOK of such return. When an officer has been absent for more than 30 days, a DD 553 Deserter/Absentee Wanted by the Armed Forces will be issued on the 31st day of absence. DD 553 shall be issued immediately if it initially appears that the officer may have intended to desert or defect, or is absent without authority without regard to length of absence and has gone to, or remains in, any foreign country and while in such foreign country has requested, applied for, or accepted any type of asylum or residence permit from such country or any governmental agency thereof. DD 553 may be accessed by using the following link: http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0553.pdf.

14. **Unauthorized Absence - Sample Letter**
(Use proper letter format.)

"I regret the necessity of informing you that your (son/daughter, or insert other relationship as appropriate) (insert full name and rank), who was attached to (this/the) ship (or command as appropriate) has been on unauthorized absence since (fill in). Should you know of the whereabouts of your (son/daughter or other relationship), it is suggested that you urge (him/her) to surrender to the nearest naval or other military activity immediately since the gravity of (his/her) offense increases with each day of (his/her) absence. Should your (son/daughter) remain absent for 30 days, (he/she) will be declared a deserter, and a federal warrant will be issued. Information concerning (his/her) absence will be provided to the National Crime Information Center which, in turn, is available to all law enforcement agencies throughout the country."

15. **Distribution of DD 553**

a. The original DD 553 shall be forwarded to Director, Corrections and Programs Office (PERS-OOD) with copies to

(1) Navy Absentee Collection and Information Center (NACIC), Millington, TN;

(2) Director, Naval Criminal Investigative Service NCIS;

(3) Next of kin;

(4) Recruiting station nearest the absentee's home of record;

(5) Headquarters of state police of the absentee's home state;

(6) Chief of police in city given as current residence, as well as, each of the cities in and adjacent to the port in which the absence occurred; and

(7) any other place where it is believed that the absentee may be located (such as a leave address previously used, and not covered above).

NOTE: Maximum notification to Armed Forces agencies near the place where the unauthorized absence occurred will be made. In foreign ports when the assistance of civil authorities is required, the CO will prepare and sign a descriptive report and send it to the nearest consul of the United States.

b. In case of aliens believed to be in a foreign country, send a copy of DD 553 to the following:

Department of State Attn: Visa Officer-SCA/VO State Annex No. 2 Washington, D.C. 20520

c. For U.S. citizens believed to be in a foreign country, send a copy to the following:

Department of State Passport Office/PTLS 1425 K Street, N.W. Washington, D.C. 20524

d. A copy of DD 553 shall be filed in the officer's service record, but removed upon the officer's return and completion of administrative and or disciplinary action. NAVPERSCOM will normally notify the Federal Bureau of Investigation (FBI) concerning absentees. When unusual circumstances exist such as unauthorized absentees who are escaped prisoners, or are dangerous, the local CO may notify the FBI.

16. **Absentee's Personal Effects**. When DD 553 is issued, the CO shall cause the absentee's personal effects to be collected, inventoried, and placed in safekeeping. Instructions for the appointment of an inventory board and detailed description of its duties are contained in reference (g). The personal effects of an absentee will be held at the absentee's parent command for 3 months, after which they will be disposed of per reference (g). If an officer returns to naval jurisdiction **within 3 months** after commencement of absentee status, the officer's personal effects will be returned to the officer at the officer's request, should the officer so desire. If the officer returns to naval jurisdiction **after 3 months** following commencement of unauthorized absence, the officer's personal effects may be forwarded at the officer's own expense, provided the officer is still in naval custody.

17. **DD 616 Report of Return of Absentee**. After DD 553 has been issued, it will remain effective until such time as the officer's return to naval jurisdiction, at which time DD 616 will be issued. DD 616 may be accessed by using the following link: http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0616.pdf.

18. **Absentee's Health and Pay Records**. The absentee's health and pay records will be handled following instructions contained in references (g) and (h), respectively. A copy of the officer's records maintained by the command and a copy of DD 553 will be forwarded to NAVPERSCOM (PERS-OOD) and NACIC following 30 days absence; but for administrative purposes, the absentee will remain attached to the absentee's parent command until further instructions are received from NAVPERSCOM. Members who become absentees subsequent to detachment, but prior to reporting to a new duty station, are attached for administrative purposes to the first activity to which ordered to report for duty.

19. **Upon the Absentee's Return**. Upon an absentee's return from unauthorized absence, the CO receiving the absentee shall report the circumstances by message to NAVPERSCOM (PERS-OOD) and NACIC Millington, TN, including action taken or contemplated, and submit DD 616 to NAVPERSCOM with copies to addressees listed on the previously issued DD 553 (if available). NAVPERSCOM will distribute copies of the DD 616 if the addressees are unknown by the CO receiving the absentee. Appropriate disciplinary action, as warranted, shall be initiated by the CO of the command to which the absentee returns, unless the absentee returns to other than their assigned duty station, in which case NAVPERSCOM will determine the responsible CO and issue appropriate orders. The CO of the officer concerned will initiate any checkage of pay or the loss of earned leave credit in cases of unexcused absence. Reports of such action will be submitted to the disbursing officer for forwarding to DFAS-CL.

Exhibit 1

SAMPLE LETTER FORMAT FOR REPORTING NONJUDICIAL PUNISHMENT

From: Commanding Officer, [Command]
To: Commander, Navy Personnel Command (PERS-834)
Via: (1) [Officer Concerned]
(2) Commanding Officer, [Command]
(3) [Immediate Superior and or First Flag Officer]

Subj: NONJUDICIAL PUNISHMENT REPORT ICO LT JOE E. SAILOR, USN, 999-99-0000/9999

Ref: (a) MILPERSMAN 1611-010

Encl: (1) Report and Disposition of Offense (NAVPERS 1626/7)
(2) Procedural documents (if applicable)
(3) NCIS investigation or other source (if applicable)
(4) Punitive letter of reprimand (if applicable)
(5) Summary of NJP (if applicable)
(6) NJP Appeal and Response (if applicable)

1. Per reference (a), this Report of Misconduct in the case of LT Sailor is forwarded for review and action. On (date) nonjudicial punishment was imposed on LT Sailor for violation of Uniform Code of Military Justice Article # and # (offense). Enclosure (1) is the report and disposition of offense from the proceedings. Enclosure (2) contains _____. Enclosure (3) is the report of investigation provided by Navy Criminal Investigative Services (if applicable, or whatever the derivative source authority).

2. At the nonjudicial punishment proceeding, LT Sailor pled guilty/not guilty to _____. I found RANK/NAME guilty of _____. I awarded him/her _____. By his actions, LT Sailor has shown his character is not in keeping with the standards expected of a naval officer.

3. A copy of the punitive letter of reprimand is attached as enclosure (4). Details of the hearing and the circumstances of the offenses are set forth in enclosure (5). RANK/NAME acknowledged receipt of his punitive letter of reprimand on (date).

Subj: NONJUDICIAL PUNISHMENT REPORT ICO LT JOE E. SAILOR, USN, 999-99-0000/9999,

4. As reflected in enclosure (6), RANK/NAME did not appeal the punishment (or) appealed his punishment to (ISIC) and his appeal was denied on (date). Accordingly, NJP is now final and will be reflected in the fitness report that covers the date NJP was imposed.

5. After fully reviewing the facts and opinions of this case, the following administrative actions are requested or recommended.

a. I request/do not request RANK/NAME be detached for cause (DFC). (If requesting DFC, explain why the officer must be removed from the command.)

b. RANK/NAME's misconduct warrants promotion delay or removal (if on a promotion list). (Explain recommendation.)

c. RANK/NAME should be or should not be required to show cause for retention in the naval service. (Explain recommendation.)

6. By copy hereof, RANK/NAME is notified of his or her right, per reference (a), to submit his or her comments, within 10 days of receipt, concerning this report of NJP [and the letter of reprimand, detachment for cause request, and show cause recommendation (include as appropriate)] which will be included as adverse matter in his or her official record. RANK/NAME is also hereby notified that those in the endorsement chain may choose to make recommendations different that those contained in this letter. His or her comments or declination to make a statement will be reflected in his or her endorsement to this letter.

CO SIGNATURE

Exhibit 2

SAMPLE LETTER FORMAT FOR REPORTING FINAL CIVIL ACTION

From: Commanding Officer, [Command]
To: Commander, Navy Personnel Command (PERS-834)
Via: (1) [Officer Concerned]
(2) Commanding Officer, [Command]
(3) [Immediate Superior and/or First Flag Officer]

Subj: FINAL CIVIL ACTION REPORT ICO LT JOE E. SAILOR, USN, 999-99-0000/9999

Ref: (a) MILPERSMAN 1611-010

Encl: (1) Local/State Police
(2) Local/State Court Case Information, Charges, Conviction
(3) Officer’s Signed Acknowledgement/Statement

1. Per reference (a), the following information is submitted:

a. Name: LT Joe E. Sailor, USN, XXXX/Desig

b. Civilian Jurisdiction: San Diego, California

c. On 13 April 2012, LT Sailor, while driving to his home, was pulled over by a San Diego Police Officer and arrested for driving under the influence (DUI) of alcohol. His blood alcohol content level was .XX%.

d. Brief description of incident:

e. Sentence imposed:

2. Enclosures (1) and (2) are provided for your consideration.

3. LT Sailor was/was not referred to Substance Abuse Rehabilitation Program Screening, etc.

4. After fully reviewing the facts and opinions of this case, the following administrative actions are requested or recommended.

a. I request/do not request RANK/NAME be detached for cause (DFC). (If requesting DFC, explain why the officer must be removed from the command.)

Subj: FINAL CIVIL ACTION REPORT ICO LT JOE E. SAILOR, USN, 9999-99-0000/9999

b. RANK/NAME's misconduct warrants promotion delay or removal (if on a promotion list). (Explain recommendation.)

c. RANK/NAME should be or not should not be required to show cause for retention in the naval service. (Explain recommendation.)

5. By copy hereof, RANK/NAME is notified of his or her right, per reference (a), to submit his or her comments, within 10 days of receipt, concerning this report of final civil action [and the letter of reprimand, detachment for cause request, and show cause recommendation (include as appropriate)] which will be included as adverse matter in his or her official record. RANK/NAME is also hereby notified that those in the endorsement chain may choose to make recommendations different that those contained in this letter. His or her comments or declination to make a statement will be reflected in his or her endorsement to this letter.

CO SIGNATURE

Exhibit 3

SAMPLE LETTER FORMAT FOR REPORTING COURTS-MARTIAL

From: Commanding Officer, [Command]
To: Commander, Navy Personnel Command (PERS-834)
Via: (1) [Officer Concerned]
(2) Commanding Officer, [Command]
(3) [Immediate Superior and/or First Flag Officer]

Subj: COURT-MARTIAL REPORT ICO LT JOE E. SAILOR, USN, 999-99-0000/9999

Ref: (a) MILPERSMAN 1611-010

Encl: (1) Results of Trial
(2) Memorandum of Pre-Trial Agreement (if applicable)
(3) Court-Martial Order
(4) Punitive letter of reprimand (if applicable)
(5) Stipulations of Fact (if applicable)
(6) Voluntary Resignation/Retirement Request (if applicable)
(7) NCIS Investigation or other supporting documents

1. Per reference (a), this report of court-martial in the case of LT Sailor is forwarded for review and action. On (date), LT Sailor was found guilty at a trial by [type] court-martial for violation of Uniform Code of Military Justice Article # [list charges and specification(s)]. He/She was awarded _____.

2. Details of the trial, the circumstances of the offenses, and disposition are set forth in enclosures (1) through (5). A copy of LT Sailor’s punitive letter of reprimand is attached as enclosure (4) (if applicable).

3. As part of LT Sailor’s pre-trial agreement, he/she waived his/her rights to a board of inquiry and submitted a qualified resignation/retirement request for consideration, (enclosure (6)).

4. Enclosure (7) is the report of investigation provided by Navy Criminal Investigative Services (if applicable, or whatever the derivative source authority).

5. The court-martial is now final and will be reflected in the fitness report that covers the date approved by the convening authority.

Subj: COURT-MARTIAL REPORT ICO LT JOE E. SAILOR, USN, 999-99-0000/9999

6. After fully reviewing the facts and opinions of this case, the following administrative actions are requested or recommended.

a. I request/do not request RANK/NAME be detached for cause (DFC). (If requesting DFC, explain why the officer must be removed from the command.)

b. RANK/NAME's misconduct warrants promotion delay or removal (if on a promotion list). (Explain recommendation.)

c. RANK/NAME should be or not should not be required to show cause for retention in the naval service. (Explain recommendation.)

7. By copy hereof, RANK/NAME is notified of his or her right, per reference (a), to submit his or her comments within 10 days of receipt concerning this report of court-martial [and the letter of reprimand, detachment for cause request, and show cause recommendation (include as appropriate)] which will be included as adverse matter in his or her official record. RANK/NAME is also hereby notified that those in the endorsement chain may choose to make recommendations different that those contained in this letter. His or her comments, or his declination to make a statement, will be reflected in his or her endorsement to this letter.

CO SIGNATURE

MILPERSMAN 1611-020

OFFICER DETACHMENT FOR CAUSE

Responsible Office	NAVPERSCOM (PERS-483)	Phone: DSN COM FAX	882-2090 (901) 874-2090 882-2625

References	(a) BUPERSINST 1001.39E (b) JCS Pub 2, Chapter 3, Section IV (c) Uniform Code of Military Justice (UCMJ) (d) JAGINST 5800.7D (Manual of the Judge Advocate General (JAGMAN)) (e) U.S. Navy Regulations, 1990 (f) BUPERSINST 1610.10A

1. **What Is DFC**?

a. Detachment for Cause (DFC) is the administrative removal of an officer, whether on active duty or in the Selected Reserve, from the officer's current duty assignment before their normal transfer or planned rotation date. An approved DFC waives minimum time on station (MTS) and prescribed tour length (PTL) requirements for releasing permanent change of station (PCS) funds.

b. The need for a DFC arises when an officer's performance or conduct detracts from accomplishing the command mission, and the officer's continuance in the billet can only negatively impact the command. DFC is one of the strongest administrative measures used in the case of officers. An approved DFC, together with endorsements, is filed in the officer's official record. As such, a DFC has a serious effect on the officer's future naval career, particularly with regard to promotion, duty assignment, selection for schools, and special assignment. The initiation of a DFC, therefore, should be undertaken with full appreciation of its gravity.

2. **When DFCs are not Appropriate**. DFCs generally are not appropriate as follows:

a. **For, or instead of, disciplinary action**. Appropriate disciplinary action should be taken when warranted. When misconduct is adjudicated at court-martial or mast, the

commander or commanding officer (CO) initiating the disciplinary action should incorporate a request for the officer's detachment in the command's report of misconduct as required by MILPERSMAN 1611-010. In such cases, formal written notification of the DFC request to the officer must be made and subsequently documented in the report of misconduct.

b. **Except as noted below, for characterizing an officer's performance of duty in a billet**. Performance appraisal is more appropriately dealt with in a report of fitness. If substandard performance or misconduct comes to light after the officer has transferred, that information may and should be reported in a supplemental fitness report and/or serve as a basis for a disciplinary proceeding.

c. **In a case of a Selected Reserve officer, review reference (a) for administrative removal procedures**. The DFC process may be used to characterize the administrative removal from a billet as "**for cause**," and may run concurrently or follow the administrative removal action outlined in Reserve personnel instructions. The DFC process may be appropriate in cases of misconduct or extensive documentation of unsatisfactory performance.

3. **Reasons for Requesting the DFC**. Reasons for requesting a DFC include the following:

a. **Misconduct**. Any act of misconduct, civil or military, may form the basis for a DFC request. Only in unusual instances will a DFC request by reason of misconduct be approved without disciplinary action having been taken by the command. If no disciplinary action is taken by the command, the rationale for not taking action must be included in the request for the DFC.

b. **Substandard performance involving one or more significant events resulting from gross negligence or complete disregard of duty**. Gross negligence or complete disregard of duty are required for a DFC request on this basis.

(1) For example, consider the case of an Engineering Officer who prepares for an Engineering Assessment and fails. Unless the Engineering Officer was grossly negligent or completely disregarded the officer's duties in preparing for, or during the assessment, a DFC would not be appropriate under these circumstances. If, however, the command has noted deficiencies in performance and provided meaningful counseling

and guidance before the event, a DFC may be appropriate by reason of substandard performance over an extended period of time as discussed below.

(2) When an officer requests to be relieved, this action by itself will be considered a significant event for purposes of this article.

c. **Substandard performance of duty over an extended period of time**. There is no fixed time period for this basis; it is dictated by the facts and circumstances of the particular case and the efforts expended by the command to assist the officer in overcoming perceived performance deficiencies. This basis applies to specific performance deficiencies that continue to exist after corrective action has been taken.

d. **Loss of confidence in an officer in command**. The unique position of trust and responsibility an officer in command comprises: the officer's role in shaping morale, good order, and discipline within the command and the officer's influence on mission requirements and command readiness. It is thus imperative that immediate superiors have full confidence in the officer's judgment and ability to command. An articulated, fact-supported loss of such confidence by the immediate superior, with the concurrence of a flag officer in the chain of command, is a sufficient basis to detach an officer in command.

4. **Procedural Requirements before Initiating a DFC Request**. Procedural or leadership requirements before initiating a DFC request include the following:

a. **Command counseling, guidance, training, and appropriate use of fitness reports are required**. Letters of instruction are encouraged as they serve to clearly communicate the actions necessary to improve and provide evidence of the timing and focus of the counseling. COs must guide and motivate members of their commands and should demonstrate attempts to take action to correct the problem since a DFC may serve no useful purpose other than to relocate the problem. Generally, the motivated officer will respond to appropriate counseling and guidance, whereas the unmotivated officer may not.

b. **Reassignment within the command has been considered and is not a reasonable alternative**.

c. **All bases for DFC must be adequately supported by an appropriate investigation (as applicable), or documentation and written counseling**. When the DFC request is based on one or more significant events, ensure that the details of the events are adequately documented.

d. **Report of Misconduct**. When nonjudicial punishment (NJP) or trial by a court-martial is indicated and misconduct is the sole reason for the request, a request to detach the officer should be included in the command's letter report of the misconduct as required by MILPERSMAN 1611-010. In such cases, documentation of the officer's notification of the DFC recommendation and the officer's response thereto shall be included in the report of misconduct.

e. **Advisement**. An officer requesting to be relieved will be advised by the officer's CO of the seriousness of such a request and its impact on the officer's career before the request is accepted.

f. **Documentation**. When substandard performance of duty over an extended period of time is involved, ensure the developing situation has been properly documented by the use of fitness reports, command counseling, training, and guidance. The fact that a letter of instruction (LOI) has been issued may be duly noted in a fitness report and, if properly drafted, may serve to document that the requisite command guidance and counseling has been given.

(1) **Guidance and Counseling**. Strong, frank, and meaningful command guidance and counseling must be given and documented in this type of DFC request. These are management-assist tools targeted to advise the officer of the need for improvement and to help in that improvement process. The degree to which guidance and counseling is provided will vary depending on the seniority and experience of the subject officer. In many cases frank and meaningful discussion will achieve the desired improvement but, in such cases, a memorandum for the record should be considered.

(2) **LOI**. An LOI, if used, must describe specific weaknesses, recommend suitable and reasonable measures for improvement, clearly establish the desired performance standard, and, if appropriate, establish a period of time for correction of the performance deficiency. The LOI must be delivered to the officer at the time of counseling and the officer should

acknowledge receipt in writing. Per reference (d), 0105(a), an LOI is separate and distinct from nonpunitive censure, see step 6 below. (Note that counseling and guidance, including issuance of an LOI, may not be appropriate for misconduct, unsatisfactory performance involving a significant event, or loss of confidence.)

(3) **Time**. The officer must be given a reasonable period of time to improve and achieve a satisfactory level of performance. The period given will vary with the requirements imposed on the officer by the command counseling or LOI and must be reasonable under the circumstances.

5. **Requirements for Requesting a DFC**. The following steps are required in requesting a DFC:

Step	Action
1	State the specific reason or reasons for the request.
2	Indicate the time the officer has been on board and the length of time in the position to which the DFC applies.
3	Provide a detailed statement describing the facts and circumstances, which support the basis for the request. For requests based on a significant event, describe the event involved, the officer's duties, and the disregard or gross negligence associated with the performance of those duties.
4	If the request is made on the basis of substandard performance of duty over an extended period of time, indicate what corrective actions were taken to improve or correct the officer's performance and the results of those actions. A special report of fitness is not required to support a DFC request; however, the request should document a chronology of precipitating events and evidence of command counseling and guidance.
5	Indicate whether or not the command has taken disciplinary action, explaining the rationale. If misconduct is not the sole basis for the DFC, do not forward the request until all disciplinary action is completed, including any appeals.
6	Include a statement that the request, if approved, will be filed in the officer's official record. **NOTE**: Nonpunitive censure may neither be mentioned in the request nor included as enclosures unless as surrebuttal to the officer's claim that adequate counseling was not provided. (The facts and circumstances that invoke nonpunitive censure, however, may be mentioned in the request.) By contrast, there is no restriction on the inclusion of LOIs in a DFC request to document command counseling and guidance.
7	Provide formal written notification to the officer, advising of the initiation of the DFC request and soliciting the officer's response thereto (usually within 15 days). State in the DFC request that the officer has been given written notification and an opportunity to respond.

6. **If the Officer Refuses to Acknowledge the DFC**. If the officer refuses to acknowledge the DFC, explain the DFC process to the officer (i.e., the DFC will be included in the officer's official record and the officer has a right to submit a written statement), indicate on the acknowledgment form that the officer was advised of the process and refused to acknowledge, and sign and date the acknowledgment.

7. **Officer's Statement**. Any statement made by the officer must be couched in temperate language, be confined to the pertinent facts, and neither impugn the motives of others nor make countercharges. It should be thoughtful and to the point.

8. **Exceptions to the Requirement for Referral of the DFC Request to the Officer**. Exceptions to the requirement for referral of the DFC request to the officer concerned may be made only under the following conditions with the reasons for nonreferral set forth in detail in the DFC request or in an endorsement to the request:

a. When the officer is under medical care and the attending physician or clinical psychologist considers that referral of this matter to the officer would adversely affect the officer's condition.

b. When such referral would constitute a disclosure of classified material to which the member is not authorized access, but only where the matter cannot be sufficiently declassified in part to allow the officer concerned to be informed of the possible action against the officer.

9. **Submission Process**. When the determination has been made to request the DFC of an officer, notify Navy Personnel Command (NAVPERSCOM), Conduct and Separations Branch/Career Management Department (PERS-483/PERS-4) by telephone, E-Mail, or other correspondence. Briefly state the basis for the DFC. Indicate "For Official Use Only." Preliminary action will commence, but in all cases the command must subsequently submit a DFC request in the form of a detailed letter as outlined below. Final action will be taken by NAVPERSCOM only on the basis of this letter, which, with the officer's statement, may be made a part of the officer's official record.

a. The request will not be made as an enclosure to a fitness report or other correspondence, but may include such items as enclosures to the DFC request.

b. NAVPERSCOM does not desire and strongly discourages the inclusion of classified information in a DFC request unless it is impossible to submit the request without the classified document. Proper classified material handling procedures must be used if such material must be submitted. The DFC request should be unclassified. To ensure privacy in handling, mark the DFC request "For Official Use Only" and mail it in double envelopes. Address the outer envelope to NAVPERSCOM (PERS-483), and mark the inner envelope, "Officer Performance, For Official Use Only."

10. **DFC for Misconduct when Punishment is not awarded at NJP or Court-Martial**. DFC for misconduct when punishment is not awarded at NJP or court-martial will continue to be processed per this article.

a. The command's DFC request should include the following:

(1) Whether the officer's misconduct warrants promotion delays or removal (if on a promotion list).

(2) Whether the officer should be required to show cause for retention in the Naval Service.

b. In court-martial cases when dismissal is not awarded but the command desires the officer's DFC, provide a cover letter to the court-martial order that addresses the aforementioned issues.

c. If a recommendation is adverse to the officer, forward the request to NAVPERSCOM (PERS-483) via the officer.

(1) The officer's statement may only address the issues of detachment, promotion delay or removal, and/or show cause processing.

(2) After the officer has submitted comments, return to the command for second endorsement and then forward the report for endorsement by the first flag officer in the administrative chain of command. Avoid inclusion of new information when possible in the second endorsement to prevent additional notice requirements to the officer concerned.

11. **All Other DFC Requests**. All other DFC requests must be sent to NAVPERSCOM (PERS-483) via the officer concerned and the

administrative chain of command (to include at least a flag officer). This does not prohibit fleet commanders or type commanders (TYCOMs)from requiring DFC requests to be forwarded through their chain of command.

a. The officer being processed for DFC should normally be the first via addressee on the DFC request; the requesting command will be the second.

b. If the officer is no longer assigned within the geographic area of the requesting command, the first via addressee will be the officer's current temporary command. A copy of the officer's written statement will be provided to the requesting command and a notation to that effect will be made on the endorsement forwarding the DFC.

c. The requesting command may comment on the officer's statement; however, if this comment includes adverse factual matter not previously addressed or included in the DFC request, the officer concerned must be provided a copy and be given an opportunity to respond. The same is true if any subsequent endorsement includes adverse factual matter not previously addressed or included in the DFC request.

d. Flag-officer-initiated requests may be forwarded to NAVPERSCOM (PERS-483), via the officer concerned, with copies to the administrative chain of command and the operational commander.

e. Requests originated by commanders or commanders of joint staffs may be addressed directly to NAVPERSCOM (PERS-483) via the officer concerned and will be given special handling. Compliance with the other provisions here relating to DFC requests is required.

f. Requests on officers serving with Marine Corps units will be in compliance with this article. The detachment request will be forwarded to NAVPERSCOM (PERS-483) via the officer concerned and the applicable Marine Corps chain of command.

g. Requests on officers serving with Army, Air Force, or Coast Guard units are contained in MILPERSMAN 1300-060 and reference (b).

h. Expeditious processing and forwarding of a DFC request is mandatory, as the officer concerned is normally in a

nonproductive status awaiting final determination of the request. In the absence of unusual circumstances, the DFC request should be forwarded within 5 working days of receipt by each command in the routing chain.

12. **Additional Requirements Governing the DFC of an Officer in Command**. Additional requirements governing the DFC of an officer in command include:

a. A request for the DFC of an officer in command generally evolves from the same type of circumstances delineated above. An evaluation by a superior in the chain of command of failure on the part of an officer in command to exercise sound judgment in one or more areas and loss of confidence will constitute a sufficient basis to request the DFC of that officer. If the responsible superior is not a flag officer, it is desirable that the concurrence of a flag officer in the chain of command be obtained, when practicable, prior to acting.

(1) For the purposes of this paragraph, an officer in command is any officer who holds authority to punish subordinates under reference (c), article 15. Department head equivalent billets will not be considered as officer in command; therefore, the loss-of-confidence basis would not be appropriate. Executive officers (XOs) detailed to automatically fleet up to the CO billet may be detached under this paragraph.

(2) When a determination has been made to request the DFC of an officer in command, Commander, Navy Personnel Command (COMNAVPERSCOM) will be notified by telephone, E-Mail, or other correspondence. Provide

(a) a brief description of the underlying basis for the DFC,

(b) information pertaining to whether the officer has been relieved (if appropriate),

(c) the name of the ISIC requesting the DFC, and

(d) the name of the officer designated as acting CO or officer in charge (OIC).

b. Appropriate action will be taken in response to the notification, which will normally be to issue the officer temporary duty orders to the staff of a superior in the administrative chain of command pending final resolution of the

DFC. Liaison with the appropriate superior will determine the timing for providing a relief.

c. The initial notification will be followed by a letter request. This DFC request will be forwarded via the officer concerned for the officer's statement as described above and will then be forwarded via the TYCOM and the administrative chain of command to NAVPERSCOM (PERS-483). The TYCOM will send the request to NAVPERSCOM with copies to the fleet commander. This does not prevent the fleet commander from requiring such requests to be forwarded via the fleet commander.

d. Although an officer may have been relieved of command, NAVPERSCOM will not characterize a detachment as "for cause" and record that fact in an officer's record until the DFC request, statement of the officer concerned, and endorsements have been reviewed.

e. In addition to the DFC request, the circumstances may warrant an investigation under reference (d) or other type of inquiry. If such an investigation is commenced, send an advance copy of the appointing order, the report, and each endorsement to NAVPERSCOM (PERS-483).

f. Nothing in the foregoing detracts the inherent authority of a superior in command to relieve an officer in command of a subordinate unit in order to assure accomplishment of the assigned mission. In such case, the summary relief should be followed by a DFC request.

13. **Requirements Governing Prospective Officers in Command under Investigation**

a. Prospective commanding officers (PCOs) (including, in some cases, prospective OICs) under investigation for conduct or performance that may lead to disciplinary action or adverse administrative action will not be permitted to assume command. After the respective investigation has been completed, the PCO will be reevaluated for command suitability.

b. The PCO's reporting senior will follow these three steps:

Step	Action
1	Except in those instances when the investigation would be jeopardized, the reporting senior will notify the PCO personally and in writing of allegations against the PCO and that the PCO will not assume command until the investigation is completed and a determination of fitness for command has been made.
2	Provide the PCO with an opportunity to make a written statement (generally in no less than 15 calendar days of receipt of written notification.)
3	Forward copies of the notification, any details of circumstances surrounding the allegations, and the officer's statement (if any) to NAVPERSCOM (PERS-483) via the administrative chain of command.

c. The investigation will be conducted on a priority basis, to be completed within 30 days.

d. A PCO will continue to progress through the appropriate training pipeline during the investigation, unless the individual specifically requests a transfer.

e. Results of the completed investigation will be forwarded by the responsible command to NAVPERSCOM (PERS-483), via TYCOM, for resolution and final determination of the PCO's fitness for command.

f. In those unusual cases wherein a completed investigation and determination of fitness for command cannot be obtained in time to provide an orderly assumption of command, the TYCOM will forward a request for reassignment of PCO and assignment of a qualified officer to command. This request will be forwarded to NAVPERSCOM (PERS-483).

(1) The PCO concerned will be notified in writing of an approved reassignment request and the circumstances that invoked the action.

(2) If the DFC is not approved, priority action will be taken to return to the officer's normal career path and place the officer in command as soon as practical.

14. **Action required after the Request**. The next superior in command who is a via addressee to the DFC request should, whenever possible, conduct an interview with the officer concerned and make appropriate comments concerning the interview in the endorsement to the request.

a. Material relating to a DFC request will not be attached to or referred to in fitness reports until a final decision on it has been made. The CO may, however, comment on the performance or conduct that led to the DFC request. Reference (e), article 1122 applies. See reference (f) for policies concerning detachment fitness reports in case of DFC.

b. When a DFC request has been initiated or, in special circumstances, contemplated, the officer concerned may be assigned in a temporary additional duty (TEMADD) status to a nearby command provided the cognizant TYCOM agrees. For officers in command, see paragraph 12, above.

c. In requests involving officers in command, unless another officer is detailed by NAVPERSCOM to assume command awaiting the outcome of the request, command devolves per the succession-to-command provisions of reference (e).

15. **Command's Letter for DFC** (Use proper letter format.)

From: (requesting command)
To: Commander, Navy Personnel Command (PERS-483)
Via: (1) (officer concerned)
(2) (requesting command if officer concerned still present, otherwise succeeding via addressees will be as required by this article and local regulations)
(3) (at least the first flag officer in administrative chain of command)

Subj: DETACHMENT FOR CAUSE ICO (OFFICER CONCERNED)

Ref: (a) MILPERSMAN 1611-020
(b) (other as necessary)

Encl: (1) (as necessary, e.g., fitness reports (required for performance over extended period of time); LOIs; documented counseling and guidance; supervisor's statements, logs, records, or other relevant documents; NJP reports; court-martial orders; civil conviction documents; etc.)
(n) Acknowledgment form of (date)

1. Per reference (a), I request that (officer concerned) be detached for cause from (command) by reason of (misconduct, unsatisfactory performance of duty involving a significant event, unsatisfactory performance of duty over an extended period of time, or my loss of confidence in (officer concerned) ability to command, as warranted).

2. (Officer concerned) has been assigned to this command since (date) and has been performing duties as (billet to which assigned or duty involved) since (date).

3. (Include the factual support for the reason(s) specified in paragraph 1 and justification for the request citing appropriate enclosures.)

4. (Use the next paragraphs to discuss any matter considered relevant and appropriate, e.g., reassignment feasibility/ non-feasibility; status of disciplinary action, if any, and its results; etc.)

5. (Make specific recommendations as to whether or not the officer should be a) made to show cause for retention in the naval service, and b) removed from any promotion list.)

6. I have given a copy of this request to (officer concerned) this date and, by enclosure (n), have informed (him/her) that the request may be filed in (his/her) official record. (He/she) was also informed by enclosure (n) that (he/she) has a right to submit a written statement and has 15 days, until (date) to do so.

(SIGNED BY CO)

Copy to: (with or without enclosures, as appropriate)
(as necessary or required by regulation)

16. **Officer's Response to DFC**

(DATE)

I have received the letter requesting my detachment for cause and I understand the request may be filed in my official record.

I am aware of the contents of MILPERSMAN 1070-020 and I (do/do not) desire to make a written statement.

I further understand that I have 15 calendar days from this date (until [specific date]) to submit my statement. If I make such election and then fail to submit a statement in that period of time, it will be treated as a waiver of that right.
I understand that any statement I make must be couched in temperate language, be confined to the pertinent facts, and not impugn the motives of others or make countercharges.

(SIGNATURE)

MILPERSMAN 1616-010

DETACHMENT FOR CAUSE (DFC) OF ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

---

1. **Policy**

a. Detachment for Cause (DFC) is the administrative removal of a member from a current duty for unsatisfactory performance of duty or misconduct before member's normal transfer or planned rotation date. Chief petty officers (E-7 through E-9) may be detached for cause under this article. Selected petty officers who are serving in a billet in which the member is the only one of the member's rating specialty (disbursing clerk, independent duty corpsman etc.) and those serving in a billet normally assigned to a chief petty officer may also be considered for DFC. As a matter of policy, the Chief of Naval Personnel considers that shore commands (particularly those in the continental United States) should be capable of dealing with problem petty officers without resorting to DFC.

b. DFC is one of the strongest administrative measures used and should only be requested when all other efforts (i.e., training, counseling, guidance, treatment, reassignment within the command, etc.) are exhausted. DFC will not be used in lieu of disciplinary action or administrative discharge, nor is it a bar to such action or an excuse to transfer a problem Sailor to another command. **Commander, Navy Personnel Command may direct administrative separation processing per MILPERSMAN 1910-233. However, DFC is not necessarily a bar to retention or reenlistment eligibility.**

c. Unsatisfactory performance can be limited to a single significant event where negligence, incompetence, or disregard of duty is involved, or it can involve substandard performance over an extended period of time (normally 3 to 6 months).

d. In cases of unsatisfactory performance over an extended period of time, appropriate documentation of guidance and counseling is critical. Issuance of a Letter of Instruction (LOI) (although not required) should be used in most cases. The member must be given a reasonable period of time to correct deficiencies. Unsatisfactory performance of duty should also be documented by evaluation reports.

e. Misconduct. Any act of misconduct (civil or military) may form the basis for a DFC request. If no disciplinary action is taken by the command, the rationale for not taking action should be included in the request for DFC.

2. **DFC Request**. All DFC requests must be sent to Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separation Branch (PERS-832) via the member who is being considered for DFC and the chain of command (to include at least the first flag officer).

a. The member being processed for the DFC should normally be the first via addressee on the DFC request; the requesting command will be the second.

b. If the member is no longer within the geographic area of the requesting command, the first via addressee will be the member’s current temporary command. A copy of the member’s written statement will be provided to the requesting command and a notation to that effect will be made on the endorsement forwarding the DFC request.

c. The requesting command may comment on the member’s statement in the second endorsement; however, if this comment includes adverse factual matter not previously addressed or included in the DFC request, the member concerned must be provided a copy and be given an opportunity to respond. The same is true if any subsequent endorsement includes adverse factual matter not previously addressed or included in the DFC request.

d. Flag-officer-initiated requests may be forwarded to PERS-832 (via the member concerned) with copies to the administrative chain of command and the operational commander.

e. Requests originated by commanders or commanders of joint staffs may be addressed directly to PERS-832 via the member

concerned and will be given special handling. Compliance with the other provisions herein relating to DFC requests is required.

f. Requests on members serving with other branches of service will be in compliance with this article. The DFC request will be forwarded to NAVPERSCOM (PERS-832) via the member concerned and the applicable chain of command.

g. Expeditious processing and forwarding of a DFC request is mandatory (as the member concerned is normally in a nonproductive status awaiting final determination of the request). In the absence of unusual circumstances, the DFC request should be forwarded within 5 working days of receipt by each command in the routing chain.

3. **DFC Request Contents**. DFC requests will contain the following:

a. The basis for the request.

b. A detailed statement of the circumstances leading to the DFC request, including a specific description of incident(s) and a chronology of events.

c. (In the case of unsatisfactory behavior or performance over a period of time) a copy of the member’s administrative counseling/warning (see MILPERSMAN 1910-204) and or LOI.

d. Enlisted performance evaluation or fitness reports documenting the member’s unsatisfactory behavior or performance (if applicable).

e. A statement of disciplinary action taken or contemplated (if any).

f. Whether administrative separation processing has/will be commenced or not; if not, Commanding Officer’s rationale for retention in the naval service.

g. Location of member pending DFC request (if not at parent command).

h. Any other supporting documentation relevant to the case.

4. **<u>Command's Letter for DFC</u>** (use proper letter format.)

From: Commanding Officer, (requesting command)
To: Commander, Navy Personnel Command (PERS-832)
Via: (1) (member concerned)
(2) (requesting command if member still assigned, otherwise succeeding via addressees will be as required by this article and local regulations)
(3) (First flag officer in chain of command)

Subj: DETACHMENT FOR CAUSE ICO (MEMBER CONCERNED)

Ref: (a) MILPERSMAN 1616-010
(b) (other as applicable)

Encl: (1) supporting documentation (as necessary, e.g., evaluation/fitness reports, (required for unsatisfactory performance over extended period of time) LOI's, documented counseling and guidance, supervisor's statements, logs, records, other relevant documents, NJP reports, courts-martial orders, civil conviction documents etc).
(2) Member's acknowledgement of DFC request

Note: Do not submit nor make reference to non-punitive letters of caution.

1. Per reference (a), I request (member concerned) be detached for cause from (command) by reason of (misconduct, unsatisfactory performance of duty involving a significant event, unsatisfactory performance of duty over an extended period of time).

2. (Member concerned) has been assigned to this command since (date) and has been performing duties as (billet to which assigned or duty involved) since (date)

3. (Include the factual support for the reason(s) specified in paragraph 1 and justification for the request citing appropriate enclosures.)

4. (Use the next paragraph(s) to discuss any matter considered relevant and appropriate (e.g., reassignment feasibility/

nonfeasibility, status of disciplinary action (if any) and its results, status of administrative separation processing (if any) and its results, commanding officer's rationale for retention etc.))

5. I have given a copy of this request to (member concerned) this date and by enclosure (n), have informed (member) that the request may be filed in (member's) official record. (Member) was also informed by enclosure (n) that (member) has a right to submit a written statement and has 10 days, until (date) to do so.

(SIGNED BY CO)

Copy to: (with or without enclosures, as appropriate)
(as necessary or required by regulation)

5. **Member's Acknowledgement**. Member shall have the opportunity (normally within 10 days) to make an endorsement on the DFC request. The member's endorsement must include a statement indicating understanding that if the DFC request is approved, it will become a permanent part of the member's official record.

(DATE)

FIRST ENDORSEMENT

From: Member concerned
To: Commander, Navy Personnel Command (PERS-832)
Via: (1) (requesting command if member still assigned, otherwise succeeding via addressees will be as required by this article and local regulations)
(2) First flag officer in administrative chain of Command

Subj: DETACHMENT FOR CAUSE

1. I have received the letter requesting my detachment for cause and I understand the request may be filed in my official record.

2. I am aware of the contents of MILPERSMAN 1070-080 and I (do/do not) desire to make a written statement (attached).

3. I further understand that I have 10 calendar days from this date (until [specific date]) to submit my statement. If I make such election and then fail to submit a statement in that period of time, it will be treated as a waiver of that right. I understand that any statement I make must be couched in temperate language, be confined to the pertinent facts, and not impugn the motives of others or make countercharges.

(SIGNATURE)

MILPERSMAN 1616-030

DENIAL OF REENLISTMENT FOR CAREER PETTY OFFICERS

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4432 (901) 874-4432 882-2624

References	(a) OPNAVINST 1160.5C

1. **Policy/Procedure**. The Petty Officer Quality Control Program was established in 1980 and disestablished by ALNAV 253/96. The focus of the Petty Officer Quality Control Program was to provide centralized Naval Personnel Command (NAVPERSCOM) oversight of career petty officers with identified performance or behavior deficiencies, provide guidance to improve those deficiencies, and to monitor their performance for improvement. NAVPERSCOM will no longer screen service records to identify individuals who should not be reenlisted for performance or behavior deficiencies. This oversight function will now be delegated to unit commanding officers (COs). If a servicemember objects to a decision to deny reenlistment, the CO will forward a denial of reenlistment recommendation to NAVPERSCOM, Enlisted Performance and Separations Section (PERS-4832). The recommendation will include the rationale for denial and the supporting documentation. The affected servicemember shall be provided the opportunity to make a statement. NAVPERSCOM (PERS-4832) will make final determination of reenlistment eligibility. COs shall evaluate each individual on quality standards including performance of duty, military/personal conduct, leadership, financial responsibility, sobriety, willful racism, sexism and acting to deny equal opportunity, and management ability (E-7/8/9). Reference (a) refers.

MILPERSMAN 1616-040

ENLISTED PERFORMANCE (E-6/7/8/9)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUPERSINST 1610.10B (b) U.S. Navy Regulations, 1990 (c) Uniform Code of Military Justice (UCMJ) (d) JAGINST 5800.7D, Manual of the Judge Advocate General (JAGMAN)

1. **General Provisions**. General provisions applicable to all enlisted (E-6/7/8/9) cases involving performance or conduct:

a. If it is expected that disciplinary action, military or civilian, may be taken against an enlisted member in pay grade E-6/7/8/9, the member should not be transferred until such action has been resolved. When a modification of orders is necessary, the below Navy Personnel Command (NAVPERSCOM) offices should be notified of the circumstances, provided with recommendations, and requested to issue orders as may be appropriate:

- NAVPERSCOM, Enlisted Performance and Separations Branch (PERS-832)
- NAVPERSCOM, Career Management Department (PERS-4) (applicable detailer branch, i.e., PERS-401, 402, 403, etc.)

b. Additionally, if it is expected that disciplinary action, military or civilian, may be taken against an enlisted Sailor selected for or currently in any Naval Nuclear Propulsion Program training pipeline, or if the Sailor possesses a current

Nuclear Navy Enlisted Classification (NEC) code, the below listed offices will also be notified of the circumstances:

- Office of Chief of Naval Operations, Nuclear Propulsion Program Manager (OPNAV (N133))
- NAVPERSCOM, Enlisted Submarine/Nuclear Power Assignments (PERS-403)

c. There is no authority to retain personnel beyond their normal release from active duty (ACDU) date unless court-martial charges have been preferred. A request to retain a member beyond the normal release from ACDU date in order to impose nonjudicial punishment (NJP) will not be granted. If it is not practicable to impose NJP prior to the release from ACDU, the reporting senior should make appropriate comments in the detaching evaluation report.

d. When misconduct or deficiencies in the performance are discovered after the submission of the evaluation report, a supplemental evaluation per reference (a) should be submitted as appropriate.

e. Except as provided in MILPERSMAN 1070-080, personnel must be given notice of, and an opportunity to respond to, all adverse matters which are being forwarded to NAVPERSCOM for inclusion in their official record. The member’s intention not to make a statement shall be indicated in writing or by the expiration of a stated period of time within which the member, after having been so advised, was afforded such an opportunity and failed to submit a statement. Any doubt as to whether a particular matter is adverse will be resolved in favor of the member by referring it to the member. Direct the member’s attention to reference (b), article 1122 for guidelines regarding submission of a statement.

f. NAVPERSCOM (PERS-832) shall be informed and kept apprised by appropriate means of communication (letter or E-Mail) of incidents involving performance or conduct which may be of widespread public interest, or those which will require action by NAVPERSCOM concerning the member’s status. Unless indicated otherwise, these reports are intended for information and appropriate action and not for inclusion in the member’s official record. Point of contact (POC) information should be provided.

g. When practical to do so with clarity and without prejudice to the member concerned, facts or details requiring reports to be classified should be omitted. Information should not be classified solely because it is embarrassing or derogatory to the member. Unless required for security reasons, reports of NJP should be designated “For Official Use Only” and transmitted in double envelopes. The outer envelope should be addressed to NAVPERSCOM (PERS-832) and the inner envelope marked “Enlisted Performance, For Official Use Only” as appropriate.

2. **Misconduct - Courts-Martial**

a. When court-martial charges have been preferred against a member, the commanding officer (CO) will immediately send a copy of the charges and specifications with explanatory information to NAVPERSCOM (PERS-832). The CO will keep NAVPERSCOM (PERS-832) informed of the status and disposition of the charges. Unless indicated otherwise, these reports are intended for information and appropriate action and not for inclusion in an official record.

b. At the conclusion of trial, the CO will forward a letter, Report of Results of Trial, to NAVPERSCOM (PERS-832). The report is to include as an enclosure a copy of the charges preferred and the disposition of each, as well as the final sentence adjudged.

c. If a discharge was not awarded, but a guilty finding was determined on any of the charges, the CO is to provide a recommendation whether the member should be processed for administrative separation. The letter shall be sent via the member if a recommendation for separation is included in the report.

3. **Misconduct – NJP**

a. When NJP is complete, the authority imposing punishment shall immediately notify NAVPERSCOM (PERS-832) by letter, Report of Nonjudicial Punishment, as soon as the results are final (i.e., when the member declines to appeal, does not appeal within the required time, or after the appeal has been adjudicated). Forwarding the Report of Nonjudicial Punishment via the first flag in the chain of command **is not required nor desired** in cases involving enlisted personnel.

b. If NJP is imposed upon an enlisted Sailor in the Naval Nuclear Propulsion Program training pipeline, or one who possesses a current nuclear NEC code, the Nuclear Propulsion Program Manager at the below listed offices will also be notified of the circumstances:

- OPNAV (N133)
- NAVPERSCOM (PERS-403)

c. The following documents shall be forwarded with the Report of NJP as enclosures thereto:

(1)	Offenses for which the punishment was imposed.
(2)	A brief description of the circumstances surrounding the offenses.
(3)	The punishment awarded.
(4)	A copy of the punitive letter, if one given.
(5)	A copy of the investigation and other documents which were considered at NJP, to include rights statements.
(6)	A copy of the NAVPERS 1626/7 Report and Disposition of Offenses.
(7)	A summary of any statement, if made by the member at NJP.
(8)	A copy of the appeal and the letter denying an appeal or the member’s written declination to appeal.
(9)	A dated acknowledgment by the member that the member has reviewed the letter report of NJP, was advised of any adverse actions recommended by the command, and that the report will become part of the member’s official record.
(10)	If an appeal is granted on only a portion of the NJP imposed, the report should be submitted with a copy of the appeal letter which will be included in the official record.

d. Upon receipt of the letter report, NAVPERSCOM (PERS-832) will review the report of NJP for completeness and accuracy and will submit the report to NAVPERSCOM, Personnel Information Management Department (PERS-3) for filing in the member’s official record.

4. **Misconduct - Civil Offenses**. In civil cases where a member has been arrested in connection with, or charged with, a civil offense which would constitute an offense if charged under reference (c), the CO shall report to NAVPERSCOM (PERS-832) by

message initial pertinent information. This includes civil charges for drunk, impaired, or reckless driving. Subsequent status reports shall be submitted as appropriate. When the results of the civil action become final, the CO shall submit a Final Civil Action Report to NAVPERSCOM by letter. Since this letter may become a part of the member's official record, it shall include the following:

a.	A brief description of the incident for which the member was investigated/arrested/tried.
b.	A statement of the charges as filed, if applicable.
c.	A statement of the pleading or findings, if applicable.
d.	A statement of the sentence imposed, if applicable.
e.	A statement listing any diversionary actions (i.e., community service, attend Mothers Against Drunk Driving (MADD) meetings, attendance at a specified class, etc.) allowed by the court resulting in a dismissal of the civil charges.
f.	A copy of the civil court document reflecting final disposition of the matter.
g.	The command action being taken or recommended.
h.	A dated acknowledgment by the member that member may, within 5 days of the acknowledgment, make a statement concerning the matter

NOTE: A member's failure to submit a statement within the required time period shall not be cause for a delay in forwarding the letter report to NAVPERSCOM (PERS-832). If the member submits a statement after the letter report is forwarded, send the statement under separate cover or by letter of transmittal.

5. **Misconduct – Pay Matters**. COs or commanders will report, via their local Personnel Support Activity Detachment (PERSUPPDET) or disbursing officer, to the Defense Finance and Accounting Service, Cleveland Center (DFAS-CL), the results of all cases of unauthorized absences and any punishment from NJP or court-martial which involves a forfeiture, fine or reduction in grade. This report will be in addition to the aforementioned report. The report shall include the inclusive dates of the unauthorized absence and/or the details concerning the forfeiture, fine or reduction in grade.

6. **Nonpunitive Actions Administered Orally or by Letter of Caution**. Non-punitive actions administered orally or by letter of caution not intended for inclusion in the permanent record of the member are not considered punishment within the purview of

reference (c), but are considered nonpunitive measures as described in reference (d), section 0105b. Notation thereof shall not be made in a fitness report and a copy of such letter shall not be forwarded to NAVPERSCOM for inclusion in the member's official record. The performance of duty or facts upon which the action was based may properly be mentioned in the next evaluation report of the member concerned.

7. **Matter of Interest Holdings**

a. NAVPERSCOM determines whether records or reports of formal or informal investigations, or of courts of inquiry or other matters, should be held to contain matters of interest in the official records of any present or former member. A matter of interest, holding ensures that the entire report of a matter, rather than excerpts which might appear in either evaluations, letters of commendation, letters of censure, or other means; is available to future reviewing, examining, or selection authorities. Matters of interest are administrative actions by NAVPERSCOM and should not be recommended by commands in lieu of, or as a substitute for, commendatory or disciplinary action or appropriate markings and comments in an evaluation report.

b. In cases where additional information regarding a member's performance becomes available subsequent to their detachment and transfer to another command, or after an evaluation report for the period in question has already been submitted, a supplementary evaluation report is normally considered more appropriate than a request for a matter of interest holding. In those cases in which a matter of interest holding has been recommended and the information might be construed to reflect derogative on a member involved, the member shall be afforded the opportunity to review the matter and shall submit a signed statement, or declination to make a statement, to NAVPERSCOM. Final determination regarding the matter of interest holding shall be made by NAVPERSCOM after receipt of the entire case, including the member's statement.

8. **Adverse Evaluation Reports**

a. In case of an adverse evaluation per reference (b), adverse matter will not be placed in a member's record without the member's knowledge.

b. If an evaluation contains adverse matter, it shall be referred to the member, along with a Letter Referring Adverse

Report to Member for Statement, as the member may choose to make a reply. If the member does not desire to make a statement at that time, member shall state this officially by annotating the appropriate box on the evaluation report. The reporting senior shall forward the report directly to NAVPERSCOM, Performance Evaluations Division (PERS-32) following the guidance in reference (a).

c. If a report referred to a member for signature is not returned to the reporting senior within a reasonable length of time, the reporting senior shall enter an authorized explanatory phrase per reference (a) in the signature block and forward the report to NAVPERSCOM (PERS-32). If the member on whom an adverse report is made has been detached, the report shall be forwarded to the member directly and not via the new reporting senior, except when the member has been hospitalized. If the address of the member reported upon is not known, the report shall be forwarded to NAVPERSCOM (PERS-32) for referral.

d. In all cases in which a matter may be construed as possibly reflecting adversely against a member, Commander, Navy Personnel Command (COMNAVPERSCOM) resolves the issue in favor of the member concerned and gives the member the benefit of seeing the material with the opportunity to comment thereon.

9. **Information which Alleges Indebtedness, Nonsupport, or Paternity**

a. When a CO is in receipt of information which alleges a claim of indebtedness, nonsupport of the member’s legal dependents, or paternity of a child born out of wedlock, or if it becomes apparent to a CO that a member under the command has

(1) flagrantly mishandled personal financial affairs;

(2) repeatedly disregarded a valid court order, current mutual support agreement, or MILPERSMAN 1754-030 and controlling directives requiring them to contribute to the support of their legal dependents; or

(3) after having admitted paternity or having been formally adjudicated to be the father of an illegitimate child, willfully neglected to meet the obligations that may attach thereto, in such a manner as to bring discredit upon the Naval Service, the CO shall take such action as indicated below.

b. Being guided by the merits of each case, a CO should consider

(1) an appropriate notation in the member’s next regular report of fitness or evaluation;

(2) a CO’s NJP; or

(3) referral to court-martial.

c. The mere involvement of a member in any dependency, paternity, or indebtedness situation should not, of itself, be the sole factor for considering action outlined above. When a member’s conduct in such cases does, in fact, bring discredit upon the Naval Service, a CO’s action per this paragraph is considered to be appropriate since a member must be morally, as well as professionally, qualified for the present rate and for promotion to the next higher grade.

10. **Unauthorized or Unexplained Absence - Policy**

In all cases of unauthorized absence or unexplained absence (including failure to report in compliance with official orders, missing movement, or absence over leave or liberty) the CO shall follow guidance listed in MILPERSMAN 1600 series.

MILPERSMAN 1620-010

INTERROGATION AND SEARCH OF SERVICEMEMBERS

Responsible Office	NAVPERSCOM (PERS-00J)	Phone: DSN COM FAX	882-3166 (901) 874-3166 882-2615

1. **Policy**. The interrogation or search of servicemembers in connection with any offense shall be, whenever possible, conducted by or in the presence of a servicemember of the same sex. Searches should be conducted by a member of the same sex while members of the opposite sex remain outside the search area but in close proximity.

NOTE: This does not apply to special agents of Naval Criminal Investigative Service (NCIS) who are governed by internal regulations of that organization.

2. **Exceptions**. Exceptions to the policy may be

a. under urgent circumstances wherein an imminent danger to life or property exists; or

b. when the facts and circumstances of the investigation necessitate an immediate interrogation and a servicemember of the same sex is not available.

MILPERSMAN 1620-020

RESERVISTS SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ)

Responsible Office	NAVPERSCOM (PERS-00J)	Phone:	DSN COM FAX	882-3164 (901) 874-3164 882-2615

References	(a) Uniform Code of Military Justice (UCMJ) (b) JAGINST 5800.7D (JAGMAN) (c) Manual for Courts-Martial (MCM), 2004

1. **Jurisdiction - General Rule**

a. Members of a reserve component in Federal service on active duty (ACDU), as well as those in Federal service on inactive duty training (IDT), are subject to reference (a). Termination of a period of ACDU or IDT does not relieve them of amenability to reference (a) jurisdiction for an offense committed during such period, and they may later be involuntarily ordered to ACDU for the purpose of

(1) investigation under reference (a), article 32;

(2) trial by court-martial; or

(3) nonjudicial punishment (NJP).

b. Reference (a), articles 2(a)(3), 2(d), and 3(d), and reference (b), section 0123, provide further guidance. See, generally, **Willenbring v. Neurator, 48 M.J. 152 (C.A.A.F. 1998)**, which can be viewed on Web site: http://www.armfor.uscourts.gov/opinions/1997Term/97-8029.htm

c. Retired personnel of the Navy Reserve are subject to reference (a) only when they are receiving hospitalization from an Armed Force. See reference (a), article 2(a)(5).

2. **Command Responsibilities**

a. Commanding officers (COs) are responsible for the discipline of reserve members performing ACDU, annual training (AT), active duty for training (ADT), or IDT with their command.

b. Unless otherwise specified, “CO” as used here refers to a commander, CO, or officer in charge (OIC).

c. COs of reserve units have the same authority under reference (a) during periods of IDT as that of COs of ACDU commands, except authority to convene general and special court-martial.

3. **Discipline**. Discipline shall be administered in the same manner as for ACDU personnel, with modifications required by the conditions under which inactive duty reservists serve. The following limitations apply to inactive duty reservists:

a. Restraint-type punishment (e.g., confinement, restriction, extra duties) adjudged against reservists ordered to ACDU for disciplinary proceedings will not cause the specified period of ACDU to be extended for the purpose of serving the punishment absent ASN (M&RA) approval.

b. If a restraint-type punishment pertains to reservists performing IDT, such restraint on liberty shall not extend beyond the normal IDT period but may be carried over to later periods of IDT or ACDU. See reference (c), Rule for Court Martial (R.C.M.) 1003(c)(3). (Note that confinement may not be adjudged on IDT.) See also reference (c), subpara. R.C.M. 1003(c)(1).

c. If pretrial confinement is involved, see the "**Pretrial Confinement of IDT Reservists**" paragraph below.

4. **Breach of Discipline**. A reservist under investigation with a view toward count-martial may be placed on legal hold and retained in present duty status until completion of the action. This is especially true in instances where a complete

termination of military status is pending or because of the gravity of the offense. Legal hold considerations may include

- the nature of possible charges (e.g., capital offense);
- potential damage to national security;
- potential harm to others and/or self; and
- risk of flight by the reservist under investigation to avoid jurisdiction.

5. **Procedures for Involuntary Recall to ACDU – Introduction**. The following paragraphs detail procedures to be used for involuntary recall to ACDU. The topics describe

a. who may request an order to involuntary ACDU of an inactive-duty reservist,

b. to whom the request should be submitted,

c. how the request should be submitted,

d. who has the authority to order to ACDU,

e. how the request may be submitted under exigent circumstances, and

f. how to schedule the required consultation with the local judge advocate.

6. **Procedures for Involuntary Recall to ACDU - Who may Request**

a. Only COs who exercise court-martial convening authority may submit a request for an order to involuntary ACDU of an inactive-duty reservist for disciplinary action.

b. The submitting command may be either the accused’s reserve command or unit or the ACDU command or activity with a judge advocate assigned (including area coordinator) at which the accused was assigned or present at the time of the commission of the offense. In either event, consultation with a judge advocate, if reasonably available, prior to submitting a request is required. In addition, consultation with Commander, Navy Reserve Force (COMNAVRESFOR), Staff Judge Advocate (Code 003) is strongly encouraged.

7. Procedures for Involuntary Recall to ACDU - to Whom Submitted

	IF...	THEN...
a.	the submitter is a reserve component CO,	the request should be submitted to • Commander, Navy Air Reserve Force (COMNAVAIRESFOR) (Code N00J), or • Commander, Navy Surface Reserve Force (COMNAVSURFRESFOR) (Code N00J) as appropriate. **Copies** should be provided to • Navy Judge Advocate General (JAG) (Code 20), • Navy Personnel Command (NAVPERSCOM) (PERS-46 and PERS-00J), and • other appropriate commands.
b.	the submitter is a CO of an ACDU command,	the request should be submitted to • COMNAVRESFOR (Code 003) **Copies** should be provided to • Navy JAG (Code 20), • NAVPERSCOM (PERS-46 and PERS-00J), and • other appropriate commands, • including a copy to the offender's reserve unit.

Please note the procedures for the following unusual circumstances:

	IF...	THEN...
c.	**Para. 13, NOTE 1 -** pretrial confinement is involved, or confinement as a punishment is sought, or pretrial confinement is sought,	ASN (M&RA) must approve the order to ACDU (see Step 7 of "**Procedures for Involuntary Recall to ACDU - How Submitted**," and "**Procedures for Involuntary Recall to ACDU - Exigent Circumstances**" below). COMNAVRESFOR, COMNAVSURFRESFOR, or COMNAVAIRESFOR (hereafter referred to as appropriate **RESFOR** commander) shall coordinate with NAVPERSCOM (PERS-46 and PERS-00J) for such approval.
d.	**Para. 13, NOTE 2 -** the case involves national security matters as defined in reference (b), section 0126a,	notice requirements and disposition limitations of reference (b), section 0126e(b) apply. This does not, however, limit the authority to order the member to ACDU.

8. **Procedures to Submit Involuntary Recall to ACDU**. Depending on the circumstances and necessity for expedience, the request may be by letter, message, electronic mail, or telephone and shall

Step	Action
1	contain the complete identity of the accused (grade, full name, social security number (SSN), designator).
2	include a detailed summary of the contemplated charges and specifications or a copy of the charge sheet, if available (care should be exercised to avoid triggering the speedy trial provisions of reference (c), R.C.M. 707).
3	provide a summary of evidence in the case.
4	state facts showing amenability to trial by court-martial or imposition of NJP.
5	indicate the military status, unit to which assigned at the time of submission and at the time of commission of the alleged offenses, and location and home address of the accused.
6	indicate where the accused should be ordered to ACDU and why the order to ACDU at the desired location is advisable.
7	state whether or not the accused is in pretrial confinement; whether or not the accused will be placed in pretrial confinement upon being ordered to ACDU; and, if appropriate, whether or not confinement as a punishment should be authorized and ASN (M&RA) approval obtained.

NOTE: If submission is by telephone, also inform by telephone commands, which would otherwise receive copies of the request as indicated in the previous paragraph, "**Procedures for Involuntary Recall to ACDU - To Whom Submitted**."

9. **Procedures for Involuntary Recall to ACDU - Authority to Order to ACDU**

a. The command to which a request is submitted is authorized to order the reservist to ACDU for disciplinary action and to issue such orders. For administrative and centralized accounting purposes, however, COMNAVRESFOR (Code 003) with NAVPERSCOM (PERS-46) will coordinate and direct the issuance of orders.

(1) Upon receiving direction to issue written orders, unless contemporaneous ASN (M&RA) approval for the orders is also requested, the appropriate RESFOR commander will issue orders recalling the inactive duty reservists to ACDU.

(2) If contemporaneous ASN (M&RA) approval for the orders is requested, NAVPERSCOM (PERS-46) will coordinate with

NAVPERSCOM (PERS-00J) and effect the submission process to ASN (M&RA).

b. The command issuing orders shall deliver them for execution.

c. A copy of all orders issued to IDT reservists called to ACDU for disciplinary action and status reports of significant events (e.g., commission of additional offenses, imposition of pretrial confinement, court-martial results), as they occur, shall be provided to

- ASN (M&RA),
- appropriate RESFOR commander,
- JAG (Code 20), and
- NAVPERSCOM (PERS-46 and PERS-00J).

10. **Procedures for Involuntary Recall to ACDU - Exigent Circumstances**. In exigent circumstances (e.g., national security matters and risk of grave bodily harm to another), the request may be submitted to any ACDU general court-martial authority (GCMA), preferably the appropriate RESFOR commander or the area coordinator, for action. That GCMA may act on the request, after consultation with a judge advocate if reasonably available, and verbally order the reservist to ACDU and pretrial confinement if warranted. Notification to all concerned (i.e., ASN (M&RA), JAG (Code 20), NAVPERSCOM (PERS-46 and PERS-00J), and the appropriate RESFOR commander), follow-up written orders, ASN (M&RA) approval (if required), and the time requirements of this article must be adhered to.

NOTE: The intent of this article is not to unduly interfere with the RESFOR commanders in their administration of the reserve forces. Though preferable for the appropriate RESFOR commander or area coordinator to issue the order to ACDU of an inactive duty reservist, because of unique service-situations and circumstances the preferred manner may not always be practical. Consequently, such orders issued by any ACDU GCMA, under exigent circumstances, with or without prior judge advocate consultation, are valid.

11. **Procedures for Involuntary Recall to ACDU - Judge Advocate Consultation**. The required consultation ordinarily should be done with a local judge advocate. Additional guidance may be obtained from a judge advocate at COMNAVRESFOR (Code 003),

NAVPERSCOM (PERS-00J), or Navy JAG (Code 20). Since situations will arise on weekends, the following duty office telephone numbers are provided:

DUTY OFFICE	TELEPHONE NUMBERS
COMNAV5	DSN: 678-5313 COMM: (504) 678-5313
NAVPERSCOM	DSN: 882-3070 COMM: (901) 874-3070
NAVY JAG OFFICE HOURS PAGER (24 HRS)	DSN: 325-5190 COMM: 1 (888) 523-9055
Chief of Naval Operations (CNO)	DSN: 225-0231 COMM: (703) 695-0231

12. **Holdover in Current Status - An Inactive Duty Reservist Who is on ACDU**. An inactive duty reservist who is on ACDU (including AT or ADT) may be retained in that status provided

a. the reservist committed an offense while in that status, and

b. the command has taken action with a view to trial by court-martial. See reference (c), R.C.M. 202(c). A reservist may not be held over for NJP.

NOTE: No prior approval for such retention is required. The command effecting a holdover, however, shall notify ASN (M&RA), JAG (Code 20), COMNAVRESFOR (Code 003), and NAVPERSCOM (PERS-46 and PERS-00J) of such action by the most expeditious means available (see "**Notice**" paragraph below).

13. **Holdover in Current Status - an Inactive Duty Reservist who is Performing IDT**. An inactive duty reservist who is performing IDT may be retained in that status provided

a. there is probable cause to believe the reservist committed an offense punishable by death or more than 10 years confinement while in that status;

b. approval is obtained to keep the member in that status prior to expiration of IDT, or as soon thereafter as is reasonably practicable under the circumstances, from the appropriate RESFOR commander, the area coordinator, or in exigent circumstances, any ACDU GCMA;

c. immediate action is taken to order the accused to ACDU; and

d. a judge advocate is consulted prior to effecting the holdover, or as soon thereafter as is reasonably practicable. A reservist may not be held over for NJP.

NOTE (1): The requirement for holdover past IDT is similar to ordering the reservist to involuntary ACDU; i.e., judge advocate consultation (if reasonably available) and ACDU GCMA order. Consequently, the reservist may be ordered to ACDU rather than held over past IDT. The holdover provision allows the commander additional time to investigate the offense to best determine its gravity. In most cases, the gravity of the offense is evident and the commander may directly order the reservist to ACDU.

NOTE (2): References to "expiration of IDT" and "past IDT" are not to the exact hour and minute a drill period ends, but include the entire day in which a drill period is performed.

14. **Holdover in Current Status - Release from ACDU of IDT Reservists held under this Article**

a. Except as provided in the "**Exception**" paragraph of this article, inactive duty reservists held over on ACDU may be retained in that status until completion of the court-martial and execution and service of any sentence thereof. They must be released from ACDU no later than the close of business **1 full workday** after the completion of disciplinary proceedings, including service of punishment.

b. Except as provided in the "**Exception**" paragraph of this article, inactive-duty reservists held over on IDT and ordered to ACDU for disciplinary action

(1) must be released from ACDU no later than the close of business **1 full workday** after completion of disciplinary proceedings; i.e., announcement of the sentence by a court-martial, if the order to ACDU for disciplinary action was effected without ASN (M&RA) approval.

(2) may be retained on ACDU to serve a punishment to confinement or other restraint on liberty, the execution of which is not precluded by the terms of a pretrial agreement, if there is ASN (M&RA) approval. In such cases the reservist must be released from ACDU no later than the close of business

1 full workday after the completion of disciplinary action, including service of punishment.

15. **Exception**. If retention on ACDU of inactive duty reservists is authorized because of the commission of additional offenses, such reservists may be retained on ACDU for further disciplinary action as warranted by the circumstances. See reference (c), R.C.M. 202(c).

16. **Pretrial Confinement of IDT Reservists**

a. Reservists on IDT may be placed in pretrial confinement if the circumstances of the offense warrant and an order to ACDU with ASN(M&RA) approval, to include pretrial confinement, is sought and obtained not later than **2 full working days** past the end of IDT. See

- reference (c), R.C.M. 304 and 305;
- Note 1 below in this paragraph;
- Step 7 of "**Procedures for Involuntary Recall to ACDU - How Submitted**;" and
- "**Procedures for Involuntary Recall to ACDU - Exigent Circumstances**."

Consultation with a judge advocate, if reasonably available, is required; liaison with COMNAVRESFOR (Code 003) is encouraged.

b. An inactive duty reservist ordered to ACDU for disciplinary action shall not be placed in pretrial confinement unless

(1) the order to ACDU and imposition of pretrial confinement have been previously approved by ASN (M&RA);

(2) ASN (M&RA) approves pretrial confinement for the offense(s) to which the order to ACDU related (where it did not initially include pretrial confinement) within **2 full workdays** of its imposition; or

(3) the member, while on ACDU, commits an offense which warrants pretrial confinement. See reference (c), R.C.M. 304 and 305.

17. **Release from ACDU**

a. Inactive duty reservists ordered to ACDU without ASN(M&RA) approval must be released from ACDU no later than the close of business **1 full workday** after completion of disciplinary proceedings (i.e., announcement of the sentence by a court-martial or the award of punishment), unless retention on ACDU is authorized by other authority (commission of additional offenses). See reference (c), R.C.M. 202(c) and MILPERSMAN 1160-050.

b. Inactive duty reservists ordered to ACDU with ASN (M&RA) approval may be retained on ACDU to serve a punishment to confinement or other restraint on liberty, the execution of which is not precluded by the terms of a pretrial agreement. Unless retention on ACDU is authorized by other authority (commission of additional offenses), such persons must be released from ACDU no later than the close of business **1 full workday** after completion of disciplinary proceedings or service of the sentence to confinement or other restraint on liberty, as appropriate. See reference (a), article 2(d)(5); reference (c), R.C.M. 202(C); and MILPERSMAN 1160-050.

18. **Notice**

a. Notify ASN (M&RA), JAG (Code 20), COMNAVRESFOR (Code 003), NAVPERSCOM (PERS-46 and PERS-00J), and others as may be required by local regulations, of all instances where an inactive duty reservist has been held over past IDT, AT, or ADT, or has been placed in pretrial confinement without prior ASN (M&RA) approval. The notice shall include, at a minimum,

(1) name, grade, and SSN of the reservist;

(2) date, time, and place of holdover or pretrial confinement; and

(3) reason for holdover or pretrial confinement.

b. Notify the activities listed above as significant events occur (e.g., commission of an additional offense, court-martial results, dismissal or withdrawal of **all** charges, release from ACDU).

19. **Delivery of Orders**

a. Involuntary recall orders shall be delivered in person, by telephone followed by certified mailing of the orders, or by certified mailing without prior telephone notice (this form of notice is limited to instances where is impracticable to personally serve the member or telephonically contact the member, or where the member cannot be contacted or located). The orders shall be in writing and contain information as to the date, time, and place of reporting for duty, and the proper uniform in which to report (if initial notice is by telephone, this information shall be relayed to the member).

b. The person making the personal delivery or telephone notification shall prepare and sign a memo indicating the date and time such delivery or notice was made and fully identify themselves on the memo by name, grade, SSN, command, and contact telephone number.

c. The member generally shall be given at least **30 calendar days** notice before the reporting date, regardless of the delivery means used. The day of notification is not counted in computing the 30-day period. The notification day is

- the day the member is personally given the orders, or
- the day the member is notified by telephone of the orders, or
- the day the orders are deposited in the U.S. mail as first-class certified mail to the member’s last known address of record provided by the member, or held by the command to which the member is attached, whichever is earlier.

If the last day of the 30-day period falls on a Saturday, Sunday, or Federal holiday, the next day is considered the last day of the 30-day period.

d. These procedures, including the 30-day notice period, are general guidelines and are not intended to confer a legal right or benefit upon the member to whom the orders are directed. The notice period should be reasonable in relation to the duration of the ACDU period covered by the orders and the disruption the duty period will cause the member. Exigent circumstances (national security issues, danger to others, etc.), however, may warrant immediate recall.

MILPERSMAN 1626-010

DEFERMENT OF DISCIPLINARY ACTION WHEN SERVICE RECORDS ARE NOT AVAILABLE

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4427 (901) 874-4427 882-2624

References	(a) JAGINST 5800.7C, Manual of the Judge Advocate General (JAGMAN) (b) Manual for Courts-Martial

1. **Policy**. Per references (a) and (b):

a. **General Courts-Martial (GCM) action**. Members will not be tried by GCM when their original or duplicate service records are not available.

b. **Special Court-Martial (SPCM) action**. Members will not be tried by SPCM without their original or duplicate service records, **except** where the delay is likely to defer the initiation of disciplinary action for a period of more than 20 days.

c. **Nonjudicial Punishment (NJP) action**. For returning unauthorized absentees, defer mast until the record is available, if practical. Only in the most unusual cases will unauthorized absences be excused or the accused merely warned. Where such action is taken, file a signed statement of the pertinent facts in the member’s service record and forward a copy to Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Section (PERS-4832). Nothing precludes taking NJP action without the availability of the service record.

MILPERSMAN 1626-020

ENLISTED SERVICE RECORD ENTRIES AFTER NONJUDICIAL PUNISHMENT (NJP)

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4427 (901) 874-4427 882-2624

References	(a) JAGINST 5800.7C, Manual of the Judge Advocate General (JAGMAN) (b) Manual for Court-Martial (MCM) (c) Defense Joint Military Pay System (DJMS) Procedures Training Guide (d) BUPERSINST 1430.16E (e) SECNAVINST 1650.1G

1. **Entries**. Per reference (a), upon completion of disciplinary action, record as follows:

PUNISHMENT AWARDED	ACTIONS REQUIRED
Dismissed or dismissed with warning	File in Unit Punishment Book (UPB). No service record entries required or authorized.
Oral reprimand Written admonishment Restriction Forfeiture of pay (suspended) Reduction of rate (suspended) Extra Duty Conviction by civil authorities	Make NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, entry.
Written reprimand	Make NAVPERS 1070/613 entry and prepare reprimand per reference (a).
Confinement on bread and water	Make NAVPERS 1070/613 entry and prepare confinement order.
Correctional custody	Make NAVPERS 1070/613 entry and prepare correctional custody order.
Forfeiture of pay Vacate suspended sentence (affecting pay*)	Prepare NAVPERS 1070/607 (Rev. 12-75), Court Memorandum. *** Separate NAVPERS 1070/607 required (see note).**
Reduction in rate Reinstatement of rate (time-in-rate (TIR) date same as original TIR date) Reinstatement of rate (TIR date effective after original TIR date)	Prepare NAVPERS 1070/607 and NAVPERS 1070/604 (Rev. 7-91), Enlisted Qualifications History, and DMRS/SDS entry.

NOTE: When vacation of a suspended sentence and a NJP occur on same day, individual NAVPERS 1070/607's are required and must be transmitted separately. If applicable, vacate suspension action first, then complete a new NAVPERS 1070/607 for the NJP as applicable. A NAVPERS 1070/604 entry may also be needed.

2. **Entry Rules**. The following are rules associated with file entries:

a. Punishments may be combined as long as they do not exceed maximums cited in reference (b), part V, para. 5(d).

b. When combined punishments require both NAVPERS 1070/607 and NAVPERS 1070/613 entries, prepare NAVPERS 1070/607 only.

c. Per reference (b), when punishment includes both reduction in rate (including suspended reduction) and forfeiture of pay, forfeiture is based on the reduced paygrade.

d. Unauthorized absence (UA). Even if excused or dismissed at NJP, record disposition on NAVPERS 1070/607. See MILPERSMAN 1600-100 for guidance on accounting UA time. Prepare NAVPERS 1070/606 (Rev. 1-77), Unauthorized Absence Record in cases of UA exceeding 24 hours. UA over 24 hours may effect:

(1) Pay (reference (c)).

(2) Lost time (MILPERSMAN 1600-100).

(3) Time in Rate (TIR) for advancement purpose (reference (d)).

(4) Good conduct eligibility (reference (e)).

e. Legal or personnel office will indicate completion of NJP by dating and initialing the appropriate section on the review of NAVPERS 1626/7 (Rev. 12-88), Report and Disposition of Offense(s), and file in the UPB.

MILPERSMAN 1626-030

DISPOSITION OF ENLISTED PERSONNEL UPON COMPLETION OF DISCIPLINARY ACTION

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4427 (901) 874-4427 882-2624

References	(a) JAGINST 5800.7C, Manual of the Judge Advocate General (JAGMAN)

1. **Policy**. Normally members are returned to their original duty station upon completion of disciplinary action. Per reference (a), the following rules apply in unusual cases:

IF the member is a ...	THEN ...
recruit who has not completed recruit training,	transfer member to Recruit Training Command (RTC), Great Lakes, IL.
FTS,	make member available per MILPERSMAN 1306-1700; or process for separation as applicable.
person not qualified for duty to which previously assigned under existing screening criteria as a result of disciplinary action,	make member available for transfer; or process for separation as applicable.
person apprehended, convicted, and confined in excess of 30 days while enroute to a new duty station,	make member available, Navy Personnel Command (NAVPERSCOM) will reassign to comparable duty; or process for separation as applicable.

2. **Procedures**

a. Availability reports will be submitted at least 3 weeks prior to completion of confinement.

b. Navy brigs provide maximum opportunity for prisoners to return to duty as productive Sailors. Individuals who have successfully completed a brig restoration program, received a

positive recommendation from the brig commanding officer (CO), and have not been awarded a discharge/dismissal at court-martial may be given an opportunity to continue their naval career, unless administrative separation processing is mandatory or the command decides otherwise.

MILPERSMAN 1630-010

NAVAL SECURITY FORCES ASHORE AND AFLOAT

Responsible Office	CNO (N09N3)	Phone:	DSN	228-9109/9077
			COM	(202) 433-9109
			FAX	228-9147

Governing Directive	SECNAVINST 5530.4B

1. **Policy**

a. The continuing incidence of worldwide terrorism, criminal dissidence and other unlawful acts necessitates organizing, training and equipping Naval Security Forces to meet emergent security requirements in a timely and effective manner.

b. The primary mission of Naval Security Forces is to provide security aboard naval shore installations, vessels and aircraft.

2. **Security Departments Ashore**. Guidance for security departments at naval installations ashore is provided in current editions of OPNAVINST 5530.4B and OPNAVINST 5580.1.

3. **Security Departments Afloat**. Guidance for security departments afloat is provided in the governing directive and current editions of OPNAVINST 3120.32C and OPNAVINST 5580.1.

MILPERSMAN 1630-020

SHORE PATROL

Responsible Office	NAVPERSCOM (PERS-84)	Phone: DSN COM FAX	882-4445 (901) 874-4445 882-2626

Governing Directives	U.S. Navy Regulations, (1990), Chapter 9, Article 0922 DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1 BUPERSINST 4650.19 OPNAVINST 4650.15 NAVSO P-1000-2, Navy Comptroller Manual, Volume 2

1. **General Information**. The above governing directives establish policy and guidance for the establishment of shore patrol, shore patrol orders, and payment/reimbursement of expenses for personnel assigned shore patrol duties.

2. **Responsibility**. As directed by their major claimants, the following shall establish policy and procedures for temporary and permanent shore patrol:

a. Commanding officers outside of the United States,

b. Senior officers present afloat (SOPA), and

c. Shore commanders within the United States.

3. **General Guidance**

a. Responsible officers may authorize and pay cash shore patrol allowances for quarters, subsistence, and certain other sundry expenses per DoDFMR when facilities are not available to members performing shore patrol duty.

b. Members assigned to shore patrol are not normally authorized per diem because assignments are performed in the

area generally visited by liberty parties from ship or station landing the patrol, and are considered as being performed in a non-travel status.

c. Members who are required to perform duties away from their duty station in a non-travel status and are required to procure additional quarters, may be paid allowances per DOD 7000.14-R, volume 7A.

d. Members assigned shore patrol duties are not to be transferred or detached from their permanent duty station for such assignment. Orders to shore patrol will be Temporary Additional Duty (TAD/TEMADD).

e. Government quarters and messing facilities must be used when available. Appropriate local arrangements should be made to have shore patrol quartered and subsisted. Routine endorsement on shore patrol orders such as “adequate quarters and messing facilities not available to member at shore patrol headquarters” are not acceptable, nor permitted.

f. When shore patrol duties are performed at a place where adequate government quarters and messing facilities are not available, a monetary allowance may be provided in lieu of the quarters and rations in kind.

NOTE: Payment could be construed as a violation of law where it could be shown that adequate government quarters and messing were in fact available, and appear to have been used as a matter of convenience.

4. **Shore Patrol Orders**. Shore patrol orders will contain the following minimal information/items:

a.	Name(s) of member(s) on shore patrol assignment,
b.	Hour, date, and place of duty (general),
c.	Officer(s) to whom to report for duty,
d.	What quarters and subsistence allowances are authorized (if any),
e.	Uniform to be worn,
f.	Signature of the commanding officer (or By direction),
g.	Appropriate accounting data (when applicable),
h.	Reporting endorsement with statement of whether or not government quarters and messing are/were not available.
i.	Detaching endorsement,
j.	Statement of authority of shore patrol,
k.	Statement of conduct expected of shore patrol,
l.	Special orders applicable to local conditions, and
m.	Reference to applicable local orders, directives, policies.

5. **Reimbursement of Expenses**

a. When it is impracticable for shore patrol to return to their ship, station, or other government facility for lodging and/or meals, and shore patrol are required to procure quarters and meals at their own expense, they are entitled to reimbursement for actual expenses according to OPNAVINST 4650.15.

b. Members performing shore patrol duties aboard commercial carriers shall be reimbursed per JFTR, volume 1 and DOD 7000.14-R, volume 7A.

c. Reimbursement for meals paid for by enlisted members shall be charged to the appropriation “Military Personnel Navy (MPN).” Accounting data to be cited for payment is contained in the PTM. Reimbursement for lodging and other expenses shall be charged to the activity’s operating budget under the

appropriation “Operation and Maintenance Navy (OMN).” Vouchers for payment of expenses that affect the Balance of Payment Program shall be coded with the applicable country and expenditure category (object class) codes listed in NAVSO P-1000-2, Navy Comptroller Manual, volume 2.

MILPERSMAN 1640

CONFINEMENT

Responsible Office	NAVPERSCOM (PERS-00D)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **In This Section**. This section covers these topics:

Topic	See MILPERSMAN
Confinement Policy	1640-010
When Confinement is not Appropriate	1640-020
Types of Correctional Facilities and Confinement Parameters	1640-030
Designation of Places for Confinement	1640-040
When to Transfer Post-Trial Enlisted Members Temporary Additional Duty (TEMADD) to a Confinement Facility	1640-060
When to Transfer Post-Trial Enlisted Members Temporary Duty (TEMDU) to a Confinement Facility	1640-070
Officer Transfer for Confinement	1640-080
Who Pays for the Transfer	1640-090
What the Member Needs upon Initial Transfer to Confinement	1640-100
Transferring Prisoners between Confinement Facilities	1640-105
Transporting Personnel to Confinement Facilities	1640-110
Escaped Prisoners	1640-140
Navy Parolees/Supervised Releasees	1640-150

MILPERSMAN 1640-010

CONFINEMENT POLICY

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

References	(a) Manual for Courts-Martial United States (MCM) (b) Uniform Code of Military Justice (UCMJ) (c) Manual of the Judge Advocate General (JAGMAN) (d) United States Navy Regulations (NAVREGS) (e) DoD 1325.7-M, DoD Sentence Computation Manual, Reprint incorporating Change 2 of 9 Mar 2007 (f) DoD Directive 1325.04 of 17 Aug 2001 (g) DoD Instruction 1325.7 of 17 Jul 2001 (h) DoD Instruction 5525.11 of 3 Mar 2005 (i) OPNAVINST 1640.10 (j) OPNAVINST 1640.8A (k) OPNAVINST 1640.9A (l) OPNAVINST 5800.7A (m) SECNAVINST 1640.9C (n) SECNAVINST 5800.14A (o) BUPERSINST 1640.18E (p) BUPERSINST 5800.3A

1. **Policy**. Navy Personnel Command (NAVPERSCOM) is responsible for administration and oversight of the Navy Corrections Program. Navy confinement facilities and correctional custody units (CCUs) shall be administered per governing directives and supplemental instructions issued by higher authority (references (a) through (p)). Corrections policies and procedures shall be executed uniformly throughout the Navy. The number of members confined or otherwise under restraint should be kept to a minimum. It is vital members in a disciplinary status be required to perform normal duties insofar as practicable. Arbitrary confinement or arrest results in a serious waste of manpower. Commanding officers (COs) are responsible for careful observance of reference (a), Chapter II, Rules for Courts-Martial; and reference (b) articles related to apprehension, restraint, and confinement; and shall ensure that careful and individual consideration is given to each member in a disciplinary status with a view toward uniform treatment,

removal of possible injustice, and minimizing brig populations. Correctional custody is a key element in the restoration program and is awarded as a nonjudicial punishment (NJP) under reference (b), article 15.

MILPERSMAN 1640-020

WHEN CONFINEMENT IS NOT APPROPRIATE

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

References	(a) Uniform Code of Military Justice (UCMJ) (b) Manual for Courts-Martial United States (MCM) (c) Manual of the Judge Advocate General (JAGMAN) (d) United States Navy Regulations (NAVREGS) (e) DODD 1325.04 of 17 Aug 2001

1. **Policy**. Per references (a) through (e), a member shall not be confined:

a. for safekeeping or protective custody;

b. while awaiting trial by court-martial when the only charge preferred is violation of reference (a), article 86, unless the number of offenses or the circumstances surrounding the member's return to military control clearly indicate that confinement is necessary to ensure the member's presence at trial;

c. while awaiting completion of appellate review after that portion of the sentence relating to confinement has been served;

d. while awaiting administrative discharge solely because of the impending discharge;

e. solely because of emotional instability; or

f. for offenses that are to be referred to a summary court-martial (SCM) or disposed of at nonjudicial punishment (NJP).

MILPERSMAN 1640-030

TYPES OF CORRECTIONAL FACILITIES AND CONFINEMENT PARAMETERS

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 1640.9C (b) BUPERSINST 1640.22 (c) DoD Instruction 1325.7 of 17 Jul 01

1. **Types of Correctional Facilities and Confinement Parameters**

a. **Afloat Brig.** Authorized for confinement of personnel attached to, or embarked in, a ship, and may be used for periods of post-trial confinement of up to 30 days. See reference (a), article 2101.2.

b. **Detention Facility (DETFAC).** Authorized for short-term detention. See reference (a), article 2101.3.

c. **Pretrial Confinement Facility (PCF).** Authorized for pretrial confinement and post-trial confinement for members serving an adjusted sentence (court-ordered sentence minus projected credits for administrative and or judicial credit, good conduct time, etc.) of 30 days or less. See reference (b).

d. **Navy Level I Confinement Facility.** Authorized for pretrial confinement and post-trial confinement of members serving sentences **up to, but not exceeding, 1 year. Deviations must be authorized by Navy Personnel Command (NAVPERSCOM), Corrections and Program Office (PERS-00D) or the Commandant of the Marine Corps, Law Enforcement and Corrections Branch.**

e. **Navy Level II Confinement Facility.** Authorized for pretrial confinement and post-trial confinement of members serving adjusted sentences not to exceed 5 years. See reference (c).

f. **Level III Confinement Facility.** Authorized for pretrial confinement and post-trial confinement of members serving adjusted sentences of greater than 5 years. See reference (c).

2. **Locations.** Below are the locations of Navy detention facilities, afloat and ashore correctional facilities, depicting type, DoD designation (where applicable), and gender capabilities:

a. **Detention Facilities (see Note 1):**

Naval Air Station (NAS), Pensacola, FL
Naval Station (NAVSTA), Newport, RI
Commander, Fleet Activities (COMFLEACT) Yokosuka, Japan
COMFLEACT Sasebo, Japan
Naval Support Activity (NAVSUPPACT) Naples, Italy
NAVSTA Rota, Spain
NAVSTA Guantanamo Bay, Cuba

b. **Afloat Brigs (Nuclear Aircraft Carriers (CVNs)) and Amphibious Assault Ships (Liquid Hazardous Area Amphibious Assault Ships (LHAs) and Dock Amphibious Assault Ships (LHDs)) (see Note 1):**

WEST COAST	EAST COAST
USS NIMITZ (CVN 68)	USS DWIGHT D. EISENHOWER (CVN 69)
USS CARL VINSON (CVN 70)	USS THEODORE ROOSEVELT (CVN 71)
USS GEORGE WASHINGTON (CVN 73)	USS ABRAHAM LINCOLN (CNV 72)
USS JOHN C. STENNIS (CVN 74)	USS HARRY S TRUMAN (CVN 75)
USS RONALD REAGAN (CVN 76)	USS GEORGE H. W. BUSH (CVN 77)
USS PELELIU (LHA 5)	USS WASP (LHD 1)
USS ESSEX (LHD 2)	USS KEARSARGE (LHD 3)
USS BOXER (LHD 4)	USS BATAAN (LHD 5)
USS BON HOMME RICHARD (LHD 6)	USS IWO JIMA (LHD 7)
USS MAKIN ISLAND (LHD 8)	

c. **Ashore Correctional Facilities:**

(1) **PCFs:**

PCF	NAS Jacksonville, FL **(see Notes 2 and 3)**
PCF	COMFLEACT Yokosuka, Japan

(2) **Waterfront Brigs (Naval Consolidated Brigs (NAVCONBRIGs)) (Level I):**

Brig	NAVCONBRIG Miramar DET Pearl Harbor, HI **(see Note 2)**

(3) **NAVCONBRIGs (Level II):**

NAVCONBRIG	Charleston, SC
NAVCONBRIG	Miramar, CA (**see Note 2)**
NAVCONBRIG	Chesapeake, VA **(see Note 2)**

(4) **NAVCONBRIG (Level III):**

NAVCONBRIG	Miramar, CA (Female only)

d. **Other Confinement Facilities:**

U.S. Army Confinement Facility	Mannheim, Germany (**see Note 2**)
U.S. Disciplinary Barracks	Fort Leavenworth, KS (Level III)
Joint Regional Correction Facility	Fort Leavenworth, KS (Level II)
Joint Regional Correctional Facility	Joint Base Lewis-McChord, WA (Level II)
Federal Bureau of Prisons (Level III)	

e. **Civilian Facilities (see reference (a), article 7104.4.):**

NOTES:

1. Some afloat brigs and detention facilities are capable of confining females. Contact the command for current status.

2. Female confinement capable.

3. Female confinement capable for pre-trial only.

MILPERSMAN 1640-040

DESIGNATION OF PLACES FOR CONFINEMENT

Responsible Office	NAVPERSCOM (PERS-00D)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 1640.9C (b) Uniform Code of Military Justice (UCMJ)

1. **Facilities for Officer and Enlisted**. The below table is provided as a guide when determining what type of confinement facility to use:

WHEN member is confined	THEN use	UNLESS
for pretrial confinement	the nearest applicable Department of Defense (DoD) pretrial, level I, level II confinement facility (See MILPERSMAN 1640-030) **NOTE**: Females will only be confined in facilities authorized to confine females. **NOTE**: For Service members assigned to ships, the afloat brig may be used until Service member can be transferred to an ashore confinement facility.	not available, then use of a civilian confinement facility may be authorized (see reference (a), article 7104.4 and MILPERSMAN 1640-030). **NOTE**: Prisoners in a civilian facility will receive initial review, health and comfort issue, and other necessities as required by the governing directive.

WHEN member is confined	**THEN use**	**UNLESS**
serving an adjusted sentence (court-ordered sentence minus projected credits for administra-tive and or judicial credit, good conduct time, etc.) of 30 days or less, on bread and water, or diminished rations	the ship's brig, for Service members assigned to ships, or the nearest applicable DoD ashore confinement facility per MILPERSMAN 1640-030 **NOTE**: Females will only be confined in facilities authorized to confine females. **NOTE**: In case of **officer** confinements, the officer's command and the initial confinement facility will notify Navy Personnel Command, (NAVPERSCOM), Office of Corrections and Programs (PERS-00D) for designation of place of confinement. **NOTE**: Though convening authorities (CA) may initially designate place of confinement, NAVPERSCOM (PERS-00D) may subsequently designate place of confinement, where necessary, to manage the overall Navy Corrections Program.	not available, then use of a civilian confinement facility may be authorized (see reference (a), article 7104.4). **NOTE**: Prisoners in a civilian facility will receive initial review, health and comfort issue, and other necessities as required by the governing directive.

WHEN member is confined	**THEN use**	**UNLESS**
serving an adjusted sentence of 31 days or more	initially use the ship's brig, for Service members assigned to ships, or nearest applicable DoD pretrial confinement facility, Level I, Level II confinement facility **NOTE:** The initial confinement facility will arrange further transfer to an ultimate facility, if required. **NOTE**: Though convening authorities may initially designate place of confinement, NAVPERSCOM (PERS-00D) may subsequently designate place of confinement, where necessary, to manage the overall Navy corrections program.	not available, then use of a civilian confinement facility may be authorized (see reference (a), article 7104.4 and MILPERSMAN 1640-030). **NOTE**: Prisoners in a civilian facility will receive initial review, health and comfort issue, and other necessities as required by the governing directive.
to serve 5 or more years	the post-trial confinement facility designated by NAVPERSCOM (PERS-00D). Movement to a level III facility will be coordinated by PERS-00D.	

2. **Request for Designation or Redesignation of Place for Confinement**. Use the proper letter format containing the following for requesting designation of a place for confinement.

From: (Commanding Officer)
To: Navy Personnel Command (PERS-00D)

Subj: REQUEST FOR DESIGNATION/REDESIGNATION OF PLACE OF CONFINEMENT ICO (FULL NAME, RANK OR RATE, COMPONENT, DESIGNATOR)

Ref: (a) MILPERSMAN 1640-040

1. Per reference (a), request designation and or redesignation of a place for confinement.

2. The following information is provided:

a. Type court and or date of court:

b. UCMJ article(s) of which found guilty:

c. Sentence:

(1) Confinement length: (Years/Months/Days)

(2) Forfeiture of Pay:

(3) Discharge and or dismissal: (YES/NO)

(4) Type of discharge:

(5) Pretrial agreement: (YES/NO)
(If yes, provide details.)

3. If confined, current place of confinement:

_____
Signature of Commanding Officer
or By direction

MILSPERSMAN 1640-060

WHEN TO TRANSFER POST-TRIAL ENLISTED MEMBERS TEMPORARY ADDITIONAL DUTY (TEMADD) TO A CONFINEMENT FACILITY

Responsible Office	NAVPERSCOM (PERS-00D)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. When an enlisted member has been sentenced to confinement for **30 days or less**, or was sentenced to confinement for **31 days or more**, but has **less than 31 days** remaining after sentence is adjusted by application of credits (administrative, judicial, good conduct time, earned time, etc.), and was not awarded an unsuspended punitive discharge or dismissal; member shall be transferred temporary additional duty (TEMADD) to the designated confinement facility.

2. **Preparation of Orders**. Prepare NAVPERS 1320/16 (Rev. 11-87), Temporary Additional Duty (TEMADD) Travel Orders, with the following modifications:

a. **BLOCK 7**: MILPERSMAN 1640-060.

b. **BLOCK 13**:

From: (permanent duty station)
To: (choose one from the below example list)
Naval Consolidated Brig (NAVCONBRIG), Charleston, SC or Miramar, CA;
Transient Personnel Unit (TRANSITPERSU) serving the confinement facility; or
Naval Station (NAVSTA) or Naval Air Station (NAS) where the confinement facility is located.

Upon completion of confinement, return to permanent duty station.

NOTE: If the member’s ship or mobile unit departs the vicinity of the brig for an extended period of time prior to completion of confinement, the commanding officer (CO) of the NAVCONBRIG, TRANSITPERSU, NAVSTA, or NAS may request disposition of the member (e.g., retain on board pending ship’s return, mobile unit's return to homeport, or return member to command as soon as possible) from the member’s command.

c. **BLOCK 15**: “(number) days confinement at (name of confinement facility).”

MILPERSMAN 1640-070

WHEN TO TRANSFER POST-TRIAL ENLISTED MEMBERS TEMPORARY DUTY (TEMDU) TO A CONFINEMENT FACILITY

Responsible Office	NAVPERSCOM (PERS-00D)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. An enlisted member shall be transferred temporary duty (TEMDU) to the designated confinement facility when the adjusted sentence to confinement (reduced by projected credits for administrative/judicial credit, good conduct time, etc.) results in 31 days or more of confinement remaining, or when the member has been awarded an unsuspended punitive discharge (Bad Conduct/Dishonorable Discharge (BCD/DD)) as part of the court-martial sentence (regardless of length of confinement).

2. **Orders for Enlisted Members**. Prepare TEMDU using NAVCOMPT 536/NAVPERS 1326/11 Standard Transfer Order (STO) per MILPERSMAN 1320-010, 1320-200, 1320-302, and 1320-314, with the following modifications:

a. **BLOCK 4**: MILPERSMAN 1640-070

b. **BLOCK 11**:

(1) ACC: 391 Transient Personnel Unit, Puget Sound, Naval Base Kitsap-Bangor (UIC 32180) for (number), months, days confinement at Naval Consolidated Brig Miramar Detachment (NAVCONBRIG MIRAMAR DET) Puget Sound, Naval Submarine Base, Bangor and further disposition.

(2) ACC: 391 Transient Personnel Unit, Naval Station, Pearl Harbor (UIC 32003) for (number), months, days confinement at NAVCONBRIG MIRAMAR DET, Pearl Harbor and further disposition.

(3) ACC: 391 Transient Personnel Unit, Yokosuka, Japan (UIC 31907) for (number), days confinement at Commander, Fleet Activities, Yokosuka, Pretrial Confinement Facility (PCF) and further disposition.

(4) ACC: 391 Transient Personnel Unit, Naval Station, Norfolk (UIC 32002) for (number) years, months, days confinement at Naval Brig Norfolk and further disposition. (Brig closes September 2011.)

(5) ACC: 391 Transient Personnel Unit, Naval Air Station, Jacksonville (UIC 31916) for (number) days confinement at Naval Air Station Jacksonville, Pretrial Confinement Facility (PCF)and further disposition.

(6) ACC: 391 Naval Submarine Base, New London, Groton (UIC 00129) for (number) days confinement at Naval Submarine Base New London, Groton PCF and further disposition. (PCF closes September 2011.)

(7) ACC: 391 Naval Consolidated Brig, Charleston, SC (UIC 47999) for (number) years, months, days confinement and further disposition.

(8) ACC: 391 Naval Consolidated Brig, Miramar, CA (UIC 47968) for (number) years, months, days confinement and further disposition.

c. **BLOCK 12**: TEMPORARY DUTY (CONFINEMENT)

MILPERSMAN 1640-080

OFFICER TRANSFER FOR CONFINEMENT

Responsible Office	NAVPERSCOM (PERS-00D)	Phone: DSN COM FAX	882-4444 (901)874-4444 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 1640.9C

1. **Policy**. Notification of all officer confinements shall be forwarded expeditiously by the officer's command to Navy Personnel Command (NAVPERSCOM), Corrections and Programs Office (PERS-00D). The initial notification should be made immediately by telephone at DSN 882-4444 /Commercial (901) 874-4444, message, or E-mail at navy_brigs@navy.mil.

a. When necessary to place an officer in pretrial confinement, the nearest or most convenient Department of Defense (DoD) or Navy pretrial confinement facility (PCF)/ Level I/Level II confinement facility will be used. The brig will administer the corrections program separate from enlisted members per reference (a) and facility standard operating procedures. If a brig cannot administer confinement requirements separately, officers may be confined in a civilian facility per reference (a), article 7104.4.

b. When an officer is adjudged confinement, NAVPERSCOM (PERS-00D) will be requested by the officer's command to designate a place of confinement.

c. Midshipmen, cadets, and officer candidates will be administered in the same manner as commissioned warrant officers and commissioned officers.

d. If these actions are not feasible, NAVPERSCOM (PERS-00D) shall be requested to furnish guidance.

2. **Procedures for Confinement of Officers**. Below are the normal steps taken to transfer an officer for confinement.

Step	Action
1	The officer's command will confine the officer in the nearest or most convenient DoD or Navy PCF/ Level I/Level II confinement facility.
2	The officer's command and the initial confinement facility submits request for designation of place of confinement to NAVPERSCOM (PERS-00D) (see MILPERSMAN 1640-040), where appropriate.
3	NAVPERSCOM (PERS-00D) will respond by message or letter designating a place of confinement.
4	NAVPERSCOM (PERS-00D) will coordinate with the officer's detailer for issuance of temporary duty orders or will direct the member's command to issue temporary additional duty orders. The below example indicates the type of information to be included in the orders: a. Proceed immediately under escort for transfer to the U.S. disciplinary barracks, unit identification code (UIC) 49697 (or other site as determined). b. Officer in charge (OIC), Personnel Support Activity Detachment, Naval Training Center, Great Lakes, IL (UIC 43106) is designated for personnel accounting. c. Commanding officer (CO), Navy Reserve Center, Kansas City, MO (UIC 62054) is designated for administrative purposes.
5	NAVPERSCOM, Career Progression Department (PERS-8) must be notified because the officer's record must be flagged.

MILPERSMAN 1640-090

WHO PAYS FOR THE TRANSFER

Responsible Office	NAVPERSCOM (PERS-00D)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUPERSINST 7040.6B

1. **Prisoner's Expenses**. Use the below table to determine who pays for the transfer to a confinement facility.

WHEN a member is transferring ...	THEN the cost is chargeable ...
Temporary Additional Duty (TEMADD)	to the member's command temporary additional duty targeted budget (TADTAR).
Temporary Duty (TEMDU)	per reference (a).

2. **Escort's Expenses**. The cost of prisoner escorts is normally chargeable to the member's activity, except when members are transferring to a naval consolidated brig (NAVCONBRIG) or to U.S. Disciplinary Barracks, Fort Leavenworth, KS. In these cases, the NAVCONBRIGs will normally provide funding and the responsible office, Navy Personnel Command, Corrections and Programs (PERS-00D), should be contacted for coordination.

MILPERSMAN 1640-100

WHAT THE MEMBER NEEDS UPON INITIAL TRANSFER TO CONFINEMENT

Responsible Office	NAVPERSCOM (PERS-00D)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Manual for Courts-Martial (MCM) (b) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members

1. **Items upon Transfer**. Ensure the following items accompany the member upon transfer to a confinement facility:

a. Temporary additional duty (TEMADD) or temporary duty (TEMDU) orders (as appropriate).

b. Completed DD 2707 Confinement Order, signed by an officer, a chief petty officer (E-7 – E-9), or a petty officer (E-6) when authorized in writing by their commanding officer (CO); and medical certification of fitness for confinement.

NOTES:

(1) Copy of confinement delegation letter for orders (signed by E-6 – E-9) shall be provided to the confinement facility.

(2) COs shall ensure personnel delegated authority to sign confinement orders are familiar and comply with the requirements for pretrial confinement per reference (a), Rules for Courts-Martial, 305(h)(2)(B).

c. Copy of NAVPERS 1626/7, Report and Disposition of Offense(s), for awardees serving correctional custody.

d. Copy of court-martial order (when available and if applicable).

e. Report of Result of Trial (if applicable).

f. Copy of Report of Investigation of Offense (if applicable).

g. Victim/witness information and documentation, DD 2704 Victim/Witness Certification and Election Concerning Inmate Status (if applicable).

h. Copy of Pretrial Agreement (if applicable).

i. Copy of Letter of Deferment (if applicable).

j. Service, pay, medical, and dental records.

k. Uniforms:

(1) TEMADD - as specified by confinement facility.

(2) TEMDU - all military uniforms/as a minimum member must have serviceable items specified by confinement facility.

(3) Officers - contact confinement facility for requirements.

NOTE: In those cases in which a member in a pay status does not have required items, the member should be required to purchase the missing items using DD 504 Request and Receipt for Health and Comfort Supplies, which will be charged to the member's pay account.

2. **Personal Effects**. When a member is being transferred for confinement, the member's personal effects shall be handled as indicated below:

a. **TEMADD** - retain at command.

b. **TEMDU** - for shipment of household goods and dependent's transportation refer to reference (b), U5317, U5370-D1, and U5370-D8 (see also paras. U5240-D2, item h; para. and U5370-J).

MILPERSMAN 1640-105

TRANSFERRING PRISONERS BETWEEN CONFINEMENT FACILITIES

Responsible Office	NAVPERSCOM (PERS-00D)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 1640.9C (b) BUPERSINST 7040.6B

1. **Policy (see reference (a))**

a. Transfers shall not normally be made when disciplinary or legal action is pending against a prisoner.

b. The transferring command shall make every effort to determine if a prisoner's presence will be required at the command for any reason (e.g., witness at an ensuing court-martial, ongoing medical treatment, etc.) prior to the transfer being effected. If a prisoner is transferred and is subsequently required to return to the transferring station, the cost of the move, to include escorts, shall be borne by the command requesting the prisoner's return.

c. All records and personal belongings shall accompany each prisoner upon transfer, with the exception of items such as automobiles, stereos, and TVs. Arrangements shall be made by the confining command or the prisoner's parent command to store or dispose of inappropriate items prior to transfer. The transfer is effected through use of **DD 2708, Receipt for Inmate or Detained Person**. A new **DD 2707 Confinement Order** is not required, unless there has been a change in the prisoner's sentence status prior to transfer. The original confinement order shall be included in the records. New confinement physical examinations are required only for cause. When a receiving brig requires a new physical examination, the receiving brig will receipt for the prisoner and make the necessary arrangements for the physical examination. If the

prisoner is found physically unfit for confinement, prisoner should be admitted to a medical facility for treatment. When found physically fit for confinement, prisoner should be placed into confinement for completion of sentence.

d. When the convening authority (CA) requires information from records of prisoners being transferred that are essential to the review process, copies of the appropriate records shall be prepared and retained for the review prior to transfer.

e. If a transfer occurs before CA action, the brig initiating the transfer shall notify the CA of the transfer. When the CA takes action, two copies of the action shall be forwarded to the commanding officer (CO) of the brig where the prisoner is confined.

f. Copies of prisoners' files shall be retained at the original brig.

2. **Procedures (see reference (a))**

a. The transferring brig shall notify the receiving brig at least 24 hours in advance of transfer arrangements, including transportation, identification of escorts, and estimated time of arrival. When possible, transferees should arrive during normal working hours. Receiving brigs shall be made aware of special prisoner needs/problems in advance.

b. The senior escort will accompany all prisoner shipments to the receiving brig to complete transfer details prior to the senior escort’s departure. Turnover of prisoners at other than the receiving brig will be made only with the concurrence of the receiving brig.

3. **Travel Authorization**. Designation of a facility as a place of confinement constitutes authority to transfer a prisoner and to issue temporary additional duty (TEMADD) orders for escorts.

4. **Accounting Data for Escorts**. When transfers occur from a brig/pre-trial confinement facility to a naval consolidated brig (NAVCONBRIG), NAVCONBRIGs will normally provide accounting data and funding for prisoner escorts.

5. **Accounting Data for Prisoners**. Accounting data for prisoners in a temporary duty status (31 days or more confinement) is contained in reference (b). Accounting data and funding for prisoners in a TEMADD status (30 days or less) is chargeable to the activity where the prisoner is assigned.

MILPERSMAN 1640-110

TRANSPORTING PERSONNEL TO CONFINEMENT FACILITIES

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) SECNAVINST 1640.9C (b) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Security**. Commanding officers (COs) shall determine the degree of security measures needed to ensure the safe delivery of personnel being transported to confinement facilities. For more information see reference (a).

2. **Prisoner Escorts**

a. COs are responsible for ensuring only personnel who have received specialized training and experience are assigned as prisoner escorts. Law Enforcement or MA members of a command may be assigned as prisoner escorts without brig escort training. For more information see reference (a).

b. Advance coordination of all movements by the escort team, with the confining facility, can mitigate problems and must be a required aspect of the movement process.

3. **Proper Clothing**

a. To avoid embarrassment to the Navy when transporting members in custody who may be exposed to public view, both escorts and members under custody shall be properly clothed in appropriate attire and footwear prior to departure from the escort mission’s pick up point.

(1) Appropriate civilian attire must present a socially acceptable appearance for the transport and conform to required standards set forth in reference (b). Jeans/slacks, shirt/blouse, undergarments, and covered toe shoes are an example of appropriate civilian attire. Escorts shall ensure

that member’s civilian clothing is warm enough for in-flight operations and destination climate.

(2) Shorts, skirts, dresses, unit/organizational PT gear or clothing with service logos or emblems shall not be considered appropriate attire for escort team members or members being transported under custody.

b. COs are authorized to provide escorts of such members with not more than $75 for each such member to be transported. These monies, if provided, shall be included in the escort’s travel advance to be used to purchase inexpensive suitable attire for such a member provided that during some phase of the trip the member will be subject to view by the public (e.g., vehicle, public transportation terminal).

c. DD 139 (Rev. 05-53), Pay Adjustment Authorization, shall be issued for the value of clothing purchased indicating a charge to the appropriation which bears the regular pay and allowances of the member transported.

MILPERSMAN 1640-140

ESCAPED PRISONERS

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone: DSN COM FAX	882-4451 (901) 874-4451 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 5800.11B (b) NAVSO P-6064, Manual for Courts-Martial (MCM) (c) SECNAVINST 1640.9C

1. **Policy**. An escape by a prisoner is the deliberate absence from the place of confinement or custody, or from the supervision of the assigned escort.

2. **Escape from Confinement**. As soon as it is known that a prisoner has escaped from confinement, the commanding officer (CO) will:

Step	Action
1	Immediately secure the area and institute a search. Furnish the command or installation authorities with all information available at the time which might assist in the apprehension.
2	Immediately notify the nearest military and civilian law enforcement agencies and provide the following information: • A complete physical description of the escapee; • All significant facts regarding the time, place, and circumstances of the escape; • Names and addresses of relatives, friends, and or persons protected under the victim or witness program; and • Places to which the escapee might go.

Step	Action
3	**Within 1 hour** from the time of escape, declare the escapee a deserter (see MILPERSMAN 1600-060) and notify the following: **Navy Absentee Collection and Information Center (NACIC) (DSN): 882-2522 or Toll Free: 1-877-663-6772**
4	Notify victim or witness as required by reference (a).

3. **Escape while in Transit or Temporary Custody**

a. The CO of a transferring activity remains the prisoner's CO until the prisoner in transit has been delivered to the prisoner's destination and receipted for.

b. When a prisoner escapes while in transit or from temporary custody not under the immediate jurisdiction of the CO, the escort will:

Step	Action
1	Immediately notify: • Navy Absentee Collection and Information Center; • Prisoner's CO; • Scheduled receiving activity; and • Local civilian and military authorities.
2	The prisoner's CO shall immediately declare the prisoner a deserter; and
3	Victim or witness notification procedures will be followed as required by reference (a).

4. **Escapee Surrender**

a. **When an escapee surrenders or is delivered to the place of confinement from which the prisoner escaped**, notify all persons who had previously been notified of the escape and hold the escapee in maximum custody for disciplinary action.

b. **When an escapee surrenders or is delivered to a Navy or Marine Corps activity in the vicinity of the place of confinement from which the prisoner escaped**, the individual shall be held in maximum custody and returned under guard furnished by the place of confinement.

c. **When an escapee surrenders at a naval activity not in the vicinity of the place of confinement from which the prisoner escaped**, immediately notify NACIC by telephone and follow with a message (see MILPERSMAN 1600-070). An information copy of this notification will be sent to the place of confinement from which the prisoner escaped. The responsible CO will notify all military and civil authorities and persons previously notified of the escape. The escapee should be in maximum custody pending instructions for the escapee's disposition.

NOTE: Navy Personnel Command (NAVPERSCOM), Corrections and Programs Office (PERS-00D1) and the activity major claimant shall be information addressees on all notification and messages.

5. **New Place of Confinement**. If another place is designated for the confinement of the escapee, an information copy of the designation will be sent to the CO of the original place of confinement who will forward the prisoner's record and effects (including a statement of the maximum number of days of good time and extra good time earned, and including the date of escape) to the designated place of confinement. The prisoner's new CO shall initiate appropriate disciplinary action.

6. **Preliminary Courts-Martial Proceedings**

a. As soon as practical, after the return of the escapee to a naval activity, preliminary proceedings under reference (b), chapter 3, should be considered.

b. Forfeiture of all good time and extra good time earned by the prisoner is considered appropriate.

c. If any part of the prisoner's sentence has been suspended, the CO may initiate steps to vacate the suspension or take disciplinary action.

d. The time in an escape status is not counted as time served toward completion of the sentence (see reference (b), paragraph 97C).

e. The release date is extended by the number of days of unauthorized absence.

f. Provided the unauthorized absence exceeds 24 hours, the date of escape and the date of return to naval jurisdiction count as confinement days.

7. **Specific Procedures**. The following procedures will be carried out in the case of escapes by personnel who have been:

a. Convicted by general court-martial;

b. Confined as a result of the alleged commission of an offense punishable by confinement in excess of 1 year;

c. Considered dangerous due to mental condition or nature of the offense(s) alleged; or

d. Whose escape was accomplished by force or threat of force.

Step	Action
1	After the escapee is declared a deserter, immediately notify (by telephone) the nearest field office of the Naval Criminal Investigative Service (NCIS) giving all significant information regarding the escapee. **NOTE: Such notification will not be made by the guard, unless so instructed by their CO.**
2	Special agents of NCIS will be given access to all records and effects of the escapee (including addresses of relatives, friends, or places to which the escapee might go).
3	Furnish the NCIS field office with a signed copy of DD 553, Deserter/Absentee Wanted by the Armed Forces as soon as possible.

8. **Prisoner Transfer between Brigs**

a. The transfer of prisoners between brigs shall be in compliance with reference (c) and with the following procedures for escorts:

(1) When necessary, restraints (such as handcuffs, leg irons, and waist chains) may be used if ordered by the CO or if an incident occurs en route;

(2) Maximum custody prisoners shall be under restraints and the escort shall be armed only as specifically authorized by the CO; and

(3) Firearms may be loaded, but ammunition shall not be carried in the chamber.

b. The authority of an armed escort to discharge a weapon is considered justified only to disable an escapee, and only under conditions of extreme necessity, or as a last resort when all lesser means have failed or cannot reasonably be employed. Extreme caution must be exercised to ensure that the firing of a weapon will not injure innocent bystanders.

c. Deadly force (i.e., force which a member uses with the purpose of causing or which the member knows, or should know, would create a substantial risk of causing death or serious bodily harm) shall not be used except:

(1) When it reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves to be in imminent danger of death or serious bodily harm;

(2) When it reasonably appears to be necessary to prevent the commission of a serious offense involving violence, threatening death, or serious bodily harm such as arson, armed robbery, aggravated assault, or rape;

(3) When it reasonably appears necessary to apprehend or prevent the escape of a person reasonably believed to have committed an offense of the serious nature specified above; or

(4) When it has been specifically authorized by competent authority and reasonably appears to be necessary to prevent the escape of a prisoner.

MILPERSMAN 1640-150

NAVY PAROLEES/SUPERVISED RELEASEES

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 5815.3J, 12 Jun 03

Forms	1. **DD 2716-1** (11-99) (PDF-Ext), Certificate of Parole 2. **DD 553** (5-04) (PDF-Ext), Deserter/Absentee Wanted by the Armed Forces

1. **Procedures (Member Not Discharged)**. When a prisoner is granted parole or mandatory supervised release, hereafter referred to as supervised release, by the Naval Clemency and Parole Board (NC&PB) and the member **has not been discharged** the following responsibilities and procedures shall apply:

a. **Brig Officer Responsibilities**. Per reference (a), the brig officer will release the offender on the effective date of parole/supervised release when all pre-release conditions have been completed, e.g., explanation of conditions of parole/ supervised release to the offender; appropriate photographs taken; an approved sample taken for Deoxyribonucleic Acid (DNA) analysis if the offender was convicted of at least one qualifying military offense (QMO); sex offender registration if applicable; victim/witness notification if applicable, etc.; and DD 2716-1 (11-99)(PDF-Ext), Certificate of Parole has been received.

b. **Personnel Support Activity Detachment (PERSUPPDET)/ Personnel Office Responsibilities**

(1) Original service/health records of parolee/ supervised releasee will be forwarded to and maintained by the Navy and Marine Corps Appellate Leave Activity (NAMALA).

(2) Change **accounting category code (ACC)** as appropriate.

(3) Transfer member temporary duty (TEMDU) to NAMALA, unit identification code (UIC) 47353.

c. **NAMALA Responsibilities**. NAMALA will maintain original service/health records of parolee/supervised releasee.

d. **Procedures when Parole or Supervised Release is Suspended**. In cases where parole or supervised release is suspended by the NC&PB, the following procedures shall be accomplished:

(1) **NC&PB - Directs Return of Violator**. The NC&PB sends NAMALA a letter directing return of parole/supervised release violator.

(2) **NAMALA –**

(a) **Directs Parolee/Supervised Releasee to Report**. NAMALA shall direct the parolee/supervised releasee to report to the brig from which released or other such confinement facility as directed by Navy Personnel Command (NAVPERSCOM), Corrections and Programs Office (PERS-00D1).

(b) **Declares Desertion**. If the parolee/supervised releasee cannot be located or fails to report to the specified brig, NAMALA shall declare the individual a deserter by completing a **DD 553 (5-04) (PDF-Ext)**, **Deserter/Absentee Wanted by the Armed Forces**, and forwarding it to the **Navy Absentee Collection and Information Center (NACIC)** per MILPERSMAN 1600-060.

(3) **NACIC –**

(a) **Changes ACC**. NACIC shall then change the parolee/supervised releasee’s **ACC to 109** and **shall not** join the parolee to the deserter UIC 41104 as he/she is to remain assigned to NAMALA’s UIC 47353.

(b) **Upon Apprehension**. Upon apprehension, NACIC shall escort the individual to the designated place of confinement and change the member’s **ACC to 391** per MILPERSMAN article 1320-300.

(4) **NAMALA –**

(a) **Assigns Brig**. Upon completion of the revocation proceedings and where confinement is determined to be continued, NAMALA shall direct the prisoner to a designated brig.

(b) **Transfers Documents**. Per reference (a), original personnel documents (service/health records) and any allied documents of parolee's/supervised releasee's re-confined in the brig following revocation of parole/supervised release shall be transferred from NAMALA to the designated confinement facility.

(5) **Confinement Facility**

(a) **Reconfinement Documents**. The confinement facility maintains original personnel documents (service/health records) and any allied documents of parolees/supervised releasees re-confined (e.g., additional revised victim/witness notification documents).

(b) **Victim/Witness Notification.** The confinement facility shall make appropriate victim/witness notifications regarding revocation of parole and reconfinement.

2. **Procedures (Member Discharged)**. When a prisoner is granted parole or supervised release by the NC&PB and the member **has been discharged** (or discharged while on parole/supervised release), the following responsibilities apply:

a. **Brig Officer Responsibilities**

(a) Per reference (a), the brig officer shall release the offender on the effective date of parole/supervised release when all prerelease conditions have been completed, e.g., explanation of conditions of parole/supervised release to the offender; appropriate photographs taken; an approved sample taken for DNA analysis if the offender was convicted of at least one QMO; sex offender registration if applicable; victim/witness notification if applicable, etc.; and upon receipt of DD 2716-1 (PDF-Ext).

(b) Prisoner records and copies of service/health records of parolees/supervised releasees shall be maintained by

the **brig**. Original service/health records of parolee/supervised releasee shall be forwarded to and be maintained by **NAMALA**.

b. **NAMALA Responsibilities**. NAMALA shall maintain original service/health records of parolee/supervised releasee.

c. **Procedures when Parole is Revoked or Suspended**. In cases where parole or supervised release is suspended by the NC&PB, the following procedures shall be accomplished:

(1) **NC&PB – Directs Return of Violator**. The NC&PB sends NAVPERSCOM (PERS-00D1) a letter directing return of parole/ supervised release violator.

(2) **NAMALA –**

(a) **Directs Parolee/Supervised Releasee to Report**. NAMALA shall direct the parolee/supervised releasee to report back to the brig from which released or other such confinement facility as directed by NAVPERSCOM (PERS-00D1).

(b) **For Failure to Report**. If the parolee/ supervised releasee cannot be located or fails to report to the assigned brig, NAMALA shall notify NAVPERSCOM (PERS-00D1).

(3) **NAVPERSCOM (PERS-00D1) Prepares DD 553**. NAVPERSCOM (PERS-00D1) in turn will prepare and sign DD 553 and forward to NACIC.

(4) **NACIC –**

(a) **Enters into FBI’s File**. NACIC shall enter the individual into the FBI’s National Crime Information Center (NCIC) Wanted Person’s File as a parole violator. The letter signed by NC&PB directing return of the member shall serve as the legal authority to enter the member as a wanted person.

(b) **Upon Apprehension**. Upon apprehension, NACIC escorts shall take the individual to the assigned brig. Funding of all movements shall be coordinated by NAVPERSCOM (PERS-00D1).

(5) **NAMALA –**

(a) **Assigns Brig**. Upon completion of the revocation proceedings and where confinement is determined to be continued, the prisoner shall be assigned to the brig by NAMALA.

(b) **Transfers Documents**. Per reference (a), original personnel records (service/health records) and any allied documents of parolees/supervised releasees re-confined following revocation of parole/supervised release shall be transferred from NAMALA to the assigned confinement facility.

(6) **Confinement Facility**

(a) **Re-confinement Documents.** The confinement facility maintains original personnel records (service/health records) and any allied documents of parolees/supervised releasees reconfined (e.g., additional revised victim/witness notification documents).

(b) **Victim/Witness Notification.** The confinement facility shall make appropriate victim/witness notifications regarding revocation of parole and re-confinement.

MILPERSMAN 1700-010

POLITICAL ACTIVITY OF MEMBERS ON ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-00J)	Phone: DSN COM FAX	882-3166 (901) 874-3166 882-2615

References	(a) 10 U.S.C. 973(b) (b) DODD 5500.7-R of Aug 93 (c) DODD 1344.10 of 2 Aug 04

1. **Guidance**. The political activities of active duty members are restricted by statute, as well as Department of Defense (DOD) and Navy regulation (see references (a) through (c)). These restrictions cover such areas as political campaigning and the holding of public office, both elective and appointed.

MILPERSMAN 1700-020

PARTICIPATION IN CIVIL RIGHTS DEMONSTRATIONS

Responsible Office	NAVPERSCOM (PERS-00J)	Phone: DSN COM FAX	882-3166 (901) 874-3166 882-2615

References	(a) DODI 1334.01 of 26 Oct 05 (b) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Guidance**. Navy servicemembers have an obligation to maintain maximum readiness for military operations and, therefore, participation in non-military activities is limited. Because of their obligation, members shall not participate in civil rights demonstrations or any other political or public demonstrations while in uniform, under the following circumstances:

a. Any meeting or demonstration which is a function of, or sponsored by an organization, association, movement, group, or combination of persons which the Attorney General of the United States has designated, pursuant to Executive Order 10450 as amended, as totalitarian, fascist, communist, or subversive, or as having adopted a policy of advocating or approving the commission of acts of force of violence to deny others their rights under the Constitution of the United States by unconstitutional means.

b. During or in connection with furthering political activities, private employment, or commercial interests, when an inference of official sponsorship for the activity or interest may be drawn.

c. Except when authorized by the approval authority listed in reference (a), when participating in activities such as public speeches, interviews, picket lines, marches, rallies, or any public demonstration which may imply Service sanction of the cause for which the demonstration or activity is conducted.

d. When their activities constitute a breach of law and order.

e. When violence is reasonably likely to result.

f. When wearing the uniform would discredit the Armed Forces.

g. When specifically prohibited by other regulations of the Department concerned.

2. **Restrictions in Uniform**. Reference (b) prescribes other restrictions on wearing the uniform in a demonstration.

MILPERSMAN 1700-030

DEVELOPMENT OF MORALE

Responsible Office	NAVPERSCOM (PERS-61)	Phone: DSN COM FAX	882-6545 (901) 874-6545 882-6803

1. **Background**

a. The development and maintenance of a high state of morale is a direct responsibility of every officer. Chief petty officers and petty officers must be encouraged to share in and assume this responsibility of leadership.

b. The objectives of the Naval Service must remain primary. Each member must be informed and understand the needs and policies of the service. If not addressed by leadership, conflict between the needs of the service and the desires of an individual may tend to destroy morale. Create a positive command climate by developing high morale.

c. The methodology used should

(1)	demonstrate courteous treatment of subordinates.
(2)	support the holistic welfare of personnel - mental, moral, and physical.
(3)	maximize opportunities, which foster family wellness.

d. The outcome of such methods should include

(1)	increased effectiveness,
(2)	patriotism,
(3)	loyalty,
(4)	will to win,
(5)	cooperation,
(6)	discipline,
(7)	confidence,
(8)	satisfaction, and
(9)	pride.

2. **Development of Morale**

a. Each member must realize the importance of their job. They must be part of the organization, appropriately classified and assigned. Their contribution must be given proper recognition and appreciation.

b. There must be career opportunity, a fair measure of efficiency, and fair administration of leave, advancement, and assignment to duty.

c. The following methods, within the bounds of military requirements, are to be used by commands to develop morale:

(1)	Sympathetic and considerate treatment of all subordinate personnel.
(2)	Provision of the maximum of normal amenities and physical comforts.
(3)	Planned programs and facilities for leisure-time occupation.
(4)	Mental stimulation, education, and assistance therein.
(5)	Physical development of the individual.
(6)	Provision of such material facilities as are practical to implement the above.
(7)	Effective assistance to personnel in matters relating to family members' welfare.

d. Public commendation of personnel is an excellent aid to the development of high morale. It will foster a sense of pride and provide an incentive to greater effort in addition to recognizing achievements that are noteworthy and deserving of special attention. Commanding officers (COs) are, therefore, urged to cite outstanding performance of duty at appropriate ceremonies. Commendations from COs or higher authority, decorations and awards, advancements in rate, and outstanding performance at competitive exercises, are examples of individual or group performance which may be cited.

MILPERSMAN 1710-010

OPERATION OF NAVY MORALE, WELFARE, AND RECREATION (MWR) PROGRAM POLICIES

Responsible Office	CNI (N25)	Phone: DSN COM FAX	882-6615 (901) 874-6615 882-6803

References	(a) BUPERSINST 1710.11C

1. **Policy**. Reference (a) sets forth

a. policies;

b. describes administrative procedures pertinent to Navy recreation activities and facilities;

c. achieves uniformity, consistency, and efficiency in management of recreation programs; and

d. administration of funds available to support these programs.

2. **Applicable Operations**. This article applies to administration and operation of all Navy MWR programs including the following major programs:

a. Fitness

b. Single Sailor

c. Afloat recreation

d. Movies

e. Libraries

f. Information, tickets, and tours (ITT)

g. Auto skills

h. Outdoor recreation

i. Recreational vehicle (RV) parks and recreational lodging

j. Food and beverage

k. Bingo

l. Gaming operations

m. Golf

n. Bowling

o. Marinas

MILPERSMAN 1730-010

USE OF LAY LEADERS IN RELIGIOUS SERVICES

Responsible Office	CNO (N097)	Phone: DSN COM FAX	224-4720 (703) 614-4720 224-4725

References	(a) SECNAVINST 1730.7C (b) SECNAVINST 7010.6A

1. **Policy**

a. Under reference (a), commanders shall provide command religious programs (CRP) in support of religious requirements and preferences of authorized personnel. Commanders may appoint lay leaders to accommodate religious diversity inherent in the members of the command. Appointments will be in writing for a specified period of time not to exceed 1 year. Only authorized personnel representing their own religious organization may be appointed.

b. Lay-led religious services are integral to the CRP and subject to command supervision. In most cases, lay-led services constitute a temporary accommodation of specific religious requirements in an operational setting when assigned chaplains are not able to provide.

2. **Qualifications and Training**

a. Commands shall appoint authorized personnel as lay leaders on the basis of volunteerism, high moral character, motivation, religious interest, and certification by the appointee’s religious organization. Commanding officers (COs) shall ensure that lay leaders are trained and supervised by a military chaplain.

b. Religious Program Specialists shall not be assigned as lay leaders.

3. **Terms of Appointment**

a. Appointment of a lay leader responds to an identified requirement and conveys no ecclesiastical status or civilian credentials to the authorized member appointed.

b. The appointment ends when the particular requirement precipitating the appointment has ceased, e.g., at the end of an underway period or when the lay leader is transferred. The commander retains the authority to terminate appointment and remove an individual from their status as lay leader. The command shall terminate the appointment when the conduct of the individual hinders accomplishment of the CRP or reflects adversely upon the command.

4. **Responsibilities**. In supporting the religious requirements for which lay leaders have been appointed, they should first seek the services of a military chaplain or civilian religious ministry professional, or, when this is not possible or practical, seek to arrange transportation to an appropriate service in the vicinity of the command. Lacking these opportunities, lay leaders may provide a religious service for members of their religious organization consistent with their lay status and as authorized by their religious organization.

5. **Religious Services**

a. Under reference (a), religious services are conducted in the manner and forms of religious organizations and led by lay leaders, contract civilian religious ministry professionals, or other authorized personnel.

b. Military chaplains and civilian religious ministry professionals shall ordinarily be the only persons to provide rites, sacraments, or ordinances aboard Navy ships or in Navy activities.

c. Commanders may permit lay leaders to provide specified religious rites, sacraments, or ordinances to their co-religionists if their religious organization permits them to do so. A statement of certification or approval by the religious organization to conduct the religious rite, sacrament, or ordinance must be provided by the lay leader. This permission will be granted after consultation with a military chaplain and to support particular requirements.

6. **Offerings**. Offerings will not be taken at lay-conducted services except as authorized by the CO. Any monies collected will be part of the command religious offering fund and shall be collected, accounted for, and disbursed per reference (b).

MILPERSMAN 1731-010

RELIGIOUS OBSERVANCES

Responsible Office	CNO (N097)	Phone: DSN COM FAX	224-4720 (703) 614-4720 224-4725

References	(a) SECNAVINST 1730.7C (b) U.S. Navy Regulations, 1990

1. **Background**. Reference (a) establishes the policy of accommodating the doctrinal or traditional observances of the religious faiths practiced by military members and other authorized personnel. Article 0817 of reference (b) specifies that daily routine on Sunday shall be modified as practicable to recognize, respect, encourage, and minister to the religious preferences and the varying religious requirements of individuals.

2. **Policy**

a. **Day of Observance**. By tradition, 1 day in 7 is recognized as a day for religious services and holiday routine (referred to by some as the Sabbath). Commands normally specify Sunday as this day of observance. Members of the Naval Service whose religious convictions require them to observe some day other than that specified by the command as their day of worship are entitled to respect for their religious convictions and practices. Except by reason of compelling military necessity, personnel who celebrate their religious day on a day other than that specified by the command will be afforded the opportunity to observe the requirements of their religious faith. Where excused from duty on other than the command observed day, the workweek of such individuals should not be less than that of any other individual and may include work on the command observed day.

b. **Religious Holy Days**. Consistent with the exigencies of the service, commanding officers (COs) are encouraged to give favorable consideration of application for leave or special liberty from those who may desire to observe significant holy days of their faith. This is particularly important where

appropriate religious services are unavailable in the local area.

3. **Examples of Holy Days**

a. Examples of days of religious obligation are

- Christmas and Easter for individuals of the **Christian** faith;
- Passover, Rosh Hashanah, and Yom Kippur for individuals of the **Jewish** faith; and
- Eid al-Fitr and Eid al-Adha for individuals of the **Moslem** faith.

b. Chaplains can advise on the application of this policy.

MILPERSMAN 1740-020

INFORMATION CONCERNING PREGNANT MEMBERS

Responsible Office	CNO (N13)	Phone: DSN COM	224-6856 (703) 614-6856

Governing Directives	OPNAVINST 6000.1A OPNAVINST 1740.4A

1. **Policy**

a. OPNAVINST 6000.1A establishes the

(1) administrative procedures for managing pregnant service members.

(2) limitations of continued naval service of pregnant servicemembers.

b. After delivery, the servicemember returns to full duty and is considered a servicemember with a dependent child.

c. If the servicemember is unmarried or married to another military member, OPNAVINST 1740.4A provides policy for family care planning requirements.

2. **Requesting Separation**

a. When the servicemember requests separation due to pregnancy, procedures and criteria for separation are provided in MILPERSMAN 1910-112 for enlisted personnel and MILPERSMAN 1920-180 for officers.

b. Refer to MILPERSMAN 1910-400 for notification procedures to be used for both officers and enlisted personnel.

MILPERSMAN 1740-030

MATERNITY CARE AVAILABLE BEFORE AND AFTER SEPARATION

Responsible Office	CNO (N13)	Phone:	DSN	224-6862
			COM	(703) 614-6862
			FAX	224-6856

Governing Directive	NAVMEDCOMINST 6320.3B NAVMEDCOMINST 6320.1E

1. **Eligibility Statement**

a. Female members of the Regular Navy or Naval Reserve, on active duty or separated under honorable conditions from active duty or from the service for pregnancy are qualified to receive parental care, hospitalization, and postnatal care at Uniformed Services Medical Treatment Facilities (USMTF).

b. Members **are not eligible** if certification from medical authorities document the pregnancy occurred prior to entry into the service or after separation from the service.

c. All care is subject to the availability of space, facilities, and capabilities of the professional staff. Care from civilian sources is not authorized regardless of the circumstances necessitating civilian treatment.

2. **Counseling of Member Prior to Separation**.

a. Members separated by reason of pregnancy shall be advised of the following prior to separation:

(1) Care for the pregnancy can only be rendered at USMTF.

(2) The Navy cannot pay or provide reimbursement for any care rendered at civilian facilities, to the member or the newborn child, regardless of the circumstances necessitating the use of a civilian source of care.

(3) The uniformed services may provide care for the child in USMTF, both inpatient and outpatient, only during the first 6 weeks (42 days) following delivery.

(4) Ensure contact is made with the USMTF expected to provide maternity benefits as soon as possible following release from active duty to verify that care will be available to the separated mother and newborn child. If care is not available at the intended USMTF, **the member is responsible** for locating a USMTF that can provide maternity benefits or utilize a civilian facility at her own expense.

b. NAVPERS 1070/613, Administrative Remarks, attesting the counseling was provided shall be made by the individual who provided the counseling and signed by the member being released.

3. **Application**

a. In making application for care in connection with pregnancy, the member should present her DD 214, Certification of Release or Discharge from Active Duty or DD 256, Honorable Discharge Certificate as proof of eligibility for requested care.

b. In large military areas, where more than one military facility is available to provide inpatient maternity care, personnel separated from the regular Navy or Naval Reserve must apply to a “naval” medical facility if one is available. Referral to other uniformed service facilities may be made only when bed space is not available in a naval medical facility.

c. If the mother contemplates release of the child for adoption, all arrangements in this connection, including adoption procedures, must be made by the mother directly with local civil authorities **in advance** of hospitalization. Local Red Cross and public welfare agencies are available to assist. Additionally, NAVMEDCOMINST 6320.3B provides further amplification.

4. **When Stationed Overseas**

a. Women on duty overseas who become pregnant and who are separated will be returned to one of the 48 contiguous United States or District of Columbia by the first suitable means of transportation for separation from the service. If in the opinion of the naval medical officer, the health of the

woman would be endangered by such transportation, she will be retained on active duty overseas until delivery. In such case the following procedures will be followed:

(1) The commanding officer shall provide for her hospitalization at a naval medical facility if available within the command.

(2) If not available, the service of any other federal hospital which may be available should be utilized.

(3) If naval hospital facilities are not available, care at other sources may be arranged according to NAVMEDCOMINST 6320.1E.

(4) The member shall be returned to one of the 48 contiguous United States or District of Columbia as soon after delivery as her physical condition permits. However, she may remain as a patient in proximity to her infant, if the infant is certified by a naval medical officer as unfit to travel.

(5) If circumstances warrant, both shall be classified as “patients” and ordered to a naval hospital in the continental United States which can be reached by the first suitable means of transportation. Separation of the woman from the naval service shall be effected as soon as possible thereafter.

b. The arrangement for civilian hospitalization in all cases should provide that the hospital charge for the mother include the charge for the infant. The expense of civilian hospitalization or treatment may be defrayed by the Medical Department of the Navy only while the member is **still** on active duty.

c. Until the mother is separated from the service, the infant shall be treated as a dependent of military personnel. Return of the infant with its mother who is in the naval service is authorized. Orders and passenger lists shall indicate the name of the infant.

MILPERSMAN 1741-020

GOVERNMENT LIFE INSURANCE

Responsible Office	NAVPERSCOM (PERS-13)	Phone: DSN COM TOLL FREE WITHIN U.S.	882-2501 (901) 874-2501 (800) 368-3202

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 38 U.S.C. §1965-§1980 (b) BUPERSINST 1001.39F (c) 10 U.S.C. §12731

1. **Servicemembers' Group Life Insurance (SGLI)**. SGLI is a life insurance policy purchased by the Veterans' Administration from a commercial life insurance company. The Office of Servicemembers' Group Life Insurance (OSGLI) administers the SGLI Program. SGLI is available to eligible members of the United States Navy up to a maximum of $400,000. The program is governed by reference (a). The Servicemembers' and Veterans' Group Life insurance Handbook, available through the Veteran's Administration Web site, also discusses the program in detail.

2. **SGLI Coverage**. Eligible members as outlined below are automatically insured for $400,000, unless otherwise reduced or declined by the member. Additional details about Government life insurance for Ready Reserve members may be found in reference (b).

a. **Service Members on active duty in the Regular Navy.**

b. **Ready Reserve members performing active duty (ACDU), active duty for training (ACDUTRA), or inactive duty training (IDT).**

c. **Naval Reserve Officer Training Corps (NROTC) midshipmen** - Fully covered while on training cruises only.

d. **Naval Academy midshipmen** - Covered on a full-time basis.

e. **Ready Reserve members (pay or non-pay)** who are assigned to a unit in which they may be required to perform AD or ADT and will be scheduled to perform at least 12 drills annually; covered on a full-time basis. Entitlement to coverage is affected if a member becomes medically disabled or is transferred to a unit that is not scheduled to perform at least twelve drills per year.

f. **Other members of the Individual Ready Reserve (IRR)** - Covered only during the period of their ACDUTRA.

3. **Reducing or Declining Coverage**. Members may decline coverage or request reduced coverage in any increment of $10,000 by completing SGLV 8286 Servicemembers' Group Life Insurance Election & Certificate. When a member requests reduction or cancellation, member should be counseled as per page 4 of SGLV 8286 and reminded to check his or her leave and earnings statement (LES) to verify the change in premium. If member is married, the member's spouse shall be notified in writing if the member elects other than the maximum amount of coverage. Paragraph 19 contains specifics, and a sample notification letter is attached (Exhibit 1). SGLV 8286 can be accessed by using the following link: http://www.benefits.va.gov/INSURANCE/resources-forms.asp.

4. **Designation of Beneficiaries**

a. Members may designate any person(s) as their beneficiary(ies). If the member is married and designates any individual other than his or her spouse, the spouse shall be notified in writing (see paragraph 19 of this article). Should multiple beneficiaries be named, the member must clearly specify the amount designated for each. Member may use fractions, percentages, or monetary amounts. See reference (a), §1970 for additional details regarding beneficiaries.

b. When a member updates coverage or changes beneficiaries, the old SGLI election form shall be removed from the member's service record and destroyed. Should the member request the old form, "no longer valid" shall be annotated on the form prior to returning it to the member.

5. **Accelerated Benefit Option (ABO)**. If the insured member has been certified by a physician as "**terminally ill**," the member may elect under SGLI or VGLI the ABO. **The member may receive a lump sum payment of up to 50 percent of his or her SGLI or VGLI coverage**. "Terminally ill" is defined as having a medical prognosis of a life expectancy of 9 months or less. Only the insured can apply for payment under the ABO. Accepting this benefit reduces the subsequent amount awarded at death. Details for members considering this option are available in reference (a), §1980.

6. **Termination of SGLI**

a. Per reference (a), termination of SGLI occurs on:

(1) The 120th day after separation from ACDU or ACDUTRA under calls or orders that specify a period of 31 days or more, unless the member returns to an active status in the Navy Reserve and on the 120th day after the member is separated from a drilling status for members of the Selected Reserve, or nonpay members assigned to a reserve unit which performs at least 12 drills annually as defined above;

(2) The end of the 31st day of a continuous period of time when the member is:

(a) Absent without leave;

(b) Confined by civil authorities under a sentence adjudged by a civilian court; or

(c) Confined by military authorities under a sentence by court-martial involving total forfeiture of pay and allowances; or

(3) The last day of the month in which written notice to discontinue coverage is filed.

b. SGLI is forfeited when an insured member is guilty of mutiny, treason, spying, or desertion; or refuses (because of conscientious objections) to perform service in the Armed Forces of the United States, or refuses to wear the uniform of such forces.

c. No insurance shall be payable for death inflicted as a lawful punishment for crime or for military or naval offense, except when inflicted by an enemy of the United States.

7. **Restoration of SGLI Coverage**

a. Service Members who decline or elect to reduce coverage, or seeking to become insured or increase their coverage, must submit a complete SGLV 8286. Members are advised this application may require review and approval at the Office of Servicemen's Group Life Insurance (OSGLI) level.

b. Coverage terms are automatically restored if benefit was terminated due to:

(1) Unauthorized absence in excess of 31 days;

(2) Confinement by civilian authorities under a sentence adjudged by a civilian court; or

(3) Military confinement involving total forfeiture of pay.

8. **Extension of SGLI Coverage for Disability**. A Service Member on ACDU or ACDUTRA orders that do not specify a period of 31 days or less, who is totally disabled for insurance purposes at the time of separation, will be provided coverage for 2 years from the date of separation or release, or to the date the insured ceases to be totally disabled (whichever is earlier), but in no event prior to 120 days after separation or release.

9. **SGLI Part-Time Coverage**. Part-time coverage is provided for reservists not scheduled to perform at least 12 drills annually, who, when authorized or required by competent authority, assume an obligation to perform less than 31 days ACDU, ACDUTRA, or inactive duty training, and for NROTC midshipmen while on training cruises.

10. **SGLI-to-VGLI Conversion**. Per reference (a), the conversion privilege is as follows:

a. Members with full-time SGLI coverage at the time of separation or release are eligible for VGLI in the same or lesser amount held at the time of separation or release, or conversion to an individual policy with a participating commercial company. A member electing to convert to VGLI has **1 year and 120 days** to apply for coverage. If the member applies within 120 days after separation or release, VGLI is issued, regardless of the member's state of health, with coverage made effective on the 121st day. If an application is **not** submitted within the 120 day period, **medical evidence of insurability is required**. In this case, VGLI will be effective the date an acceptable application and premium is received in the OSGLI. Members who are totally disabled at the time of separation may purchase VGLI while remaining totally disabled **up to 1 year following separation**. The effective date of VGLI will be at the end of the year, period following separation, or the date the disability ends, whichever is earlier. See paragraph 15 for additional information regarding VGLI; and

b. Members insured under part-time coverage, which incur a disability or aggravate a preexisting disability during a reservist active or inactive period, can convert their SGLI coverage to VGLI coverage within the 120 day period following the period during which the disability incurred. Proof of disability must be submitted together with an application and initial premium.

11. **Financial Counseling**. The Department of Veterans Affairs (DVA) offers free professional financial counseling through FinancialPoint®. Additional information is available through the DVA website at: http://www.benefits.va.gov/insurance/bfcs.asp.

12. **Distribution of SGLV 8286 Copies**. Personnel support detachment (PERSUPP DET) or personnel office (PERSOFF) clerks shall create three official copies prior to signature and ensure member signs each official copy. Forms altered from the original wording and format shall not be accepted by OSGLI. Each of the official copies must bear an original signature of both the member and the witness. Distribution of copies of SGLV 8286 shall be as follows:

a. **Original.** Forward to the supporting PERSUPP DET or PERSOFF for submission to the official military personnel file (OMPF) via the electronic submission (eSub) application on Bureau of Naval Personnel (BUPERS) Online. The PERSUPP DET or PERSOFF shall maintain the copy until eSub receipt is verified with BUPERS;

b. **First Copy.** Provide to the member for personal use; and

c. **Second Copy.** Maintain the second copy with either NAVPERS 1070/602 Dependency Application/Record of Emergency Data or DD 93 Record of Emergency Data in the Sailor's command's correspondence file. NAVPERS 1070/602 is available via the Navy Standard Integrated Processing System. DD 93 is available at: http://www.dtic.mil/whs/directives/infomgt/forms/index.htm.

13. **SGLI Coverage for Retired Reservists**

a. A member assigned to the Retired Reserve, or eligible for assignment to the Retired Reserve, qualifies for coverage under the VGLI Program in increments of $10,000 up to the maximum coverage of $400,000, provided that the member:

(1) Has not received the first increment of retired pay;

(2) Has not reached his or her 61st birthday;

(3) Has completed at least 20 years of satisfactory service creditable for reserve retired pay under reference (c), subchapter III; and

(4) Submits a completed SGLV 8714 Application for Veterans' Group Life Insurance and the required premium to the following address:

Office of Servicemembers' Group Life Insurance
290 W. Mt. Pleasant Avenue
Livingston, NJ 07039-2747

Note: SGLV 8714 is available at: http://www.benefits.va.gov/INSURANCE/resources-forms.asp.

b. Application for this coverage must be made within 120 days from transfer to the Retired Reserve or release from the Selected Reserve.

c. Termination of insurance occurs upon receipt of the first increments of retired pay, or the 61st birthday, whichever occurs first.

14. **FSGLI**. Family coverage under the SGLI Program became effective 1 November 2001. Details of the program, including the procedures for filing a claim, are contained in MILPERSMAN 1741-030.

15. **VGLI**. VGLI is a 5-year renewable term policy which has no cash, loan, paid-up, or extended values. Application, designation of beneficiaries, and settlement options should be made on SGLV 8714. Refer to paragraph 10 for timing requirements regarding application for conversion from SGLI to VGLI.

a. **Eligibility**. VGLI is available to the following:

1. Service Members who are released from ACDU or ACDUTRA under calls or orders that do not specify a period of 31 days or less;

2. Members of the Ready Reserve insured under SGLI who are separated, retired, or released from assignment;

3. Individuals assigned to the IRR (must provide orders); and

4. Members with part-time SGLI who suffer an injury or disability while in the performance of their duty (to include travel to and from duty location) which renders them uninsurable at standard premium rates.

b. **Conversion**. Members may convert VGLI coverage to a participating commercial company at any time, provided VGLI premiums are paid up to the date of conversion.

c. For claim submittal and payment information, effective dates of coverage, and any additional information, refer to the Department of Veterans' Affairs Web site at: http://www.insurance.va.gov/sgliSite/vgli/vgliFaq.htm.

16. **Combined SGLI and VGLI**. Any member insured under VGLI who again becomes eligible for coverage under SGLI (i.e., separated individuals who reenlist for military service) may not exceed the maximum amount of $400,000 of combined coverage. These members may elect to be completely covered under SGLI, or (within 60 days after becoming so insured) may convert any or all of the VGLI coverage to an individual private policy. However, if the member dies within the 60 day period before converting, VGLI will be payable only in an amount which (when added to the amount of SGLI payable) shall not exceed $400,000.

17. **Service-Disabled Veterans Insurance**

a. The Service-Disabled Veterans Insurance (S-DVI) Program was established in 1951 to meet the insurance needs of certain veterans with service connected disabilities.

b. **Eligibility Conditions:**

(1) Must have been released under other than dishonorable conditions on or after April 25, 1951;

(2) Must have received a rating for service-connected disability;

(3) Must be in good health, except for any service-connected conditions; and

(4) Must apply within 2 years of being granted a service connection for a disability.

c. Complete program details and applications can be found on the Department of Veterans' Affairs Web site at: http://www.insurance.va.gov/gli/buying/SDVI.htm

18. **Command Responsibility**

a. Commands shall ensure members are well informed of the benefits provided for members and their families through the SGLI, FSGLI, and VGLI Programs detailed within this article. Members who reduce, increase, or decline coverage shall be encouraged to check his or her LES to verify the change is reflected in collected premiums.

b. Commands receiving spousal notification letters (see paragraph 19) shall:

(1) Counsel the member;

(2) Sign the spousal notification letter, confirm name and address of spouse, and mail letter;

(3) Forward a copy of the letter to Navy Personnel Command, Records Management Policy Branch (PERS-313) for filing in the member's OMPF; and

(4) Retain a copy of the letter in command files for 2 years.

19. **Spouse Notification**. As discussed in paragraphs 3 and 4, the spouse shall be notified in writing if a married Sailor declines coverage, elects other than the maximum amount of coverage, or designates beneficiaries other than the spouse. The supporting PERSUPP DET or PERSOFF shall prepare and forward the spousal notification letter to the member's commanding officer for signature. See exhibit 1.

EXHIBIT 1

SAMPLE SPOUSE NOTIFICATION LETTER
(Use proper letter format.)

DEPARTMENT OF THE NAVY
Navy Recruiting District Columbia
1835 Assembly Street
Strom Thurmond Federal Building
Columbia, SC 29201-2480

1770
Ser CO 15/
3 Jul 08

From: Commanding Officer, Navy Recruiting District Columbia,
1835 Assembly Street, Strom Thurmond Federal Building,
Columbia, SC 29201-2480
To: Mr. Oliver O'Toole
938 Tankerhurst Drive
Waco, TX 55555

Subj: SERVICEMEMBER'S GROUP LIFE INSURANCE (SGLI) CHANGE IN COVERAGE

1. Our records indicate that you are the spouse of Petty Officer Pauline Williams O'Toole. Per 38 U.S.C. Code, Chapter 19, **we are notifying you that on 1 July 2011, Petty Officer O'Toole** (declined Servicemember's Group Life Insurance (SGLI)/elected an amount of coverage less than the maximum amount offered under the Servicemember's Group Life Insurance (SGLI) Program/has designated another/additional beneficiaries under the Servicemember's Group Life Insurance (SGLI) Program).

2. By law, your spouse is entitled to make the above election. We are required by the same law to inform you of the decision, but we may not disclose any other particulars, other than those stated above. Your spouse has been made aware that this letter was generated and sent. If you have any questions regarding this letter, please call 1-800-368-3202 or write to the office below:

Navy Casualty Assistance Division (PERS-13)
5720 Integrity Drive
Millington, TN 38055-6200

C. A. CAPTAIN

Copy to:
PERS-313

MILPERSMAN 1741-030

FAMILY SERVICEMEMBERS' GROUP LIFE INSURANCE (FSGLI)

Responsible Office	CNO (N135C)	Phone: DSN COM TOLL FREE WITHIN U.S. FAX	882-2501 (901) 874-2501 (800) 368-3202 882-2265
	NAVPERSCOM (PERS-35)	Phone: DSN COM FAX	882-4334 (901) 874-4334 882-2640

References	(a) P.L. 107-14, Section 4, Family Service Members' Group Life Insurance (SGLI) and Retroactive Coverage, 5 Jun 01 (b) Family SGLI, A Procedural Guide, V. 2/20/2007 (http://www.insurance.va.gov/sglisite/FSGLI/proceduralguide/guideTOC.htm) (c) Defense Finance and Accounting Service (DFAS) Military Pay Advisory (MPA) 105/01 (d) NAVADMIN 281/01 (e) 38 U.S.C. 1970(a) (f) Rogue Access Point Detection Strategy (RAPIDS) 6.5 Mandatory Web-Based Training (WBT) (g) RAPIDS 7.1, Sending and Receiving Digitally Signed and Encrypted E-Mail (h) DFAS Military Pay Advisory (MPA) 127/03, page 72 (i) BUPERSINST 1001.39F, Administrative Procedures for Navy Reservists, 17 Sep 07

Forms	1. **SGLV 8285A** (9-07), Request for Family Coverage 2. **SGLV 8286A** (7-06), Family Coverage Election

1. **Family Servicemembers' Group Life Insurance (FSGLI)**. Reference (a) established family coverage under the Servicemembers' Group Life Insurance (SGLI) program, effective 1 Nov 01. As described in references (a) through (d), FSGLI coverage is automatic for **spouses** and **dependent children** of members participating in SGLI.

a. Dependent children of members participating in SGLI are automatically covered for $10,000.

b. Spouses are covered for $100,000, which may be reduced or declined entirely by the member. Members may elect spousal coverage in increments of $10,000 up to the $100,000 maximum.

c. Premiums for spousal coverage are automatically deducted from the member's pay unless coverage is declined. Premium deductions are based on the member's information in the Defense Enrollment Eligibility Reporting System (DEERS). SGLV 8286A should be used to lower or decline coverage. SGLV 8285A must be used to request or increase family coverage any time after the member has reduced or declined coverage.

2. **Members Covered**. FSGLI coverage provides life insurance for the spouse and dependent child(ren) of all Active Duty and Ready Reserve members who have SGLI coverage. FSGLI coverage cannot exceed the amount of SGLI coverage on the sponsor.

3. **Automatic Coverage**

a. FSGLI coverage begins automatically for servicemembers with SGLI coverage who

(1) were married/had dependent child(ren) when the program began on 1 November 2001.

(2) enter onto Active Duty or Ready Reserve and are married/have dependent child(ren).

(3) get married/gain dependent child(ren) during service.

b. Entry onto Active Duty or Ready Reserve is defined as

(1) a civilian who enters regular Active Duty.

(2) a civilian who enters Ready Reserve.

(3) a Ready Reserve member who is mobilized to Active Duty status.

(4) a Ready Reserve member who is demobilized and returns to Ready Reserve status.

(5) a member who completes Active Duty and is assigned to Ready Reserve status.

NOTE: The automatic coverage feature of FSGLI applies to any of the above duty statuses - no matter if they have declined or reduced coverage previously. No SGLV 8285A needs to be completed to have the coverage; however, a personnel/payroll action may be necessary in some of these situations in order to initiate premium collection. FSGLI premium collection discrepancies for **Active Duty** personnel should be addressed to the following:

Navy Personnel Command
Pay, Personnel, and Benefits Division (PERS-35)

FSGLI premium collection discrepancies for **Reserve personnel** should be addressed to the following:

Navy Reserve Forces Command
Reserve Pay Assistance Team (RPAT) (N11)

If no coverage or less than maximum coverage is desired, the member must complete an SGLV 8286A at every time of entry into a new duty status. For example, a drilling Reservist who originally declined coverage must decline coverage (if coverage is not desired) upon mobilization and then again upon demobilization (using the SGLV 8286A).

c. Spousal coverage is automatically set at the maximum level of $100,000 or the servicemember’s SGLI coverage level, whichever is less.

d. Military-married-to-military couples are required to register their Active Duty/Ready Reserve spouse in DEERS under the condition "**terminate entitlement under sponsor**" as outlined in article 7.5 of reference (f), page 72 of reference (g), and reference (h). This condition will terminate the entitlement of the dependent under a specific sponsor, but does not terminate the spouse relationship. The relationship in DEERS will read

"Spouse" because that is the true relationship of the individual. There are no benefits for the spouse under the sponsor's record. Each spouse/sponsor's medical/dental benefit is designated under their own social security number (SSN), not their spouse's. Failure to register a military spouse in DEERS will impede FSGLI premium collection and result in indebtedness to the government for the entire amount of premiums owed. The indebtedness will date back to **either November 2001**, date of entry onto Active Duty/Ready Reserve, or **date of marriage** which ever is later.

4. **FSGLI Premiums**. The servicemember pays premiums for the **spousal** coverage. Dependent child coverage is free.

a. **Due Date**. Premiums for spousal coverage are due the month of the event that causes coverage to occur (e.g., 1 Nov 2001, induction of the servicemember into service, or the date of a marriage while in service). If the member does not add the spouse to his/her DEERS record, premiums for spousal coverage are still due and will be collected retroactively.

b. **Spouse Date of Birth (DOB) in DEERS**. FSGLI premium collection is based upon the spouse's date of birth (DOB) in DEERS. If the spouse's DOB is incorrect in DEERS, the incorrect premium will be collected. If DEERS data on the spouse does not include a DOB, premiums will be collected at the maximum rate.

c. **Age Brackets**. Spousal premiums are based on age brackets. When a spouse moves to a new age bracket, the new higher premium begins the first day of the month following the birth month. (See Appendix B of reference (b) for premium rates.)

d. **Report Changes**. The member must report changes to DEERS (such as divorce or death of a spouse) in order to stop premium collection as provided in paragraph 7.

5. **Volunteer Training Unit**. Members transferring to a Volunteer Training Unit (VTU) status may continue SGLI and FSGLI coverage if premiums are paid. Premiums must be paid quarterly to Defense Finance and Accounting Service (DFAS). Further information on SGLI and FSGLI coverage while in a VTU status can be found in reference (i) and on the Chief of Naval Operations (CNO), Navy Casualty Assistance Division (N135C) Web page (http://www.npc.navy.mil/CommandSupport/CasualtyAssistance/).

6. **Termination of FSGLI**. The termination of **spousal or dependent child** coverage will occur as outlined below:

a. **Servicemember Actions**. FSGLI coverage (both spousal and child) ends due to the following events:

(1) Servicemember **elects to decline** SGLI coverage.

(2) Servicemember **dies**.

(3) Servicemember is **discharged** from Active Duty service or **separated** from Ready Reserve.

b. **End of Spousal Coverage**. FSGLI spousal coverage ends due to the following events (child coverage is unaffected):

(1) Servicemember elects to decline FSGLI spousal coverage.

(2) Servicemember's marriage ends due to divorce or death.

c. **End of Child Coverage**. FSGLI child coverage ends due to the following event (spousal coverage is unaffected): Child no longer qualifies as an insurable dependent.

d. **Declination by Servicemember**. When a servicemember declines SGLI coverage, a premium is due for the month the declination was made. No further premiums are due. The spouse/child(ren) will have 120 days of free coverage beginning on the date the declination was made. During this period, the spouse has the opportunity to convert the FSGLI spousal coverage into a commercial life insurance policy. Dependent child coverage cannot be converted to a commercial policy.

e. **Death of Servicemember**. When a servicemember dies, a premium is due for the month of the death. No further premiums are due. The spouse/child(ren) will have 120 days of free coverage beginning on the date of the servicemember's [same as before] death. During this period, the spouse has the opportunity to convert the FSGLI spousal coverage into a commercial life insurance policy. Dependent child coverage cannot be converted to a commercial policy.

f. **Discharge/Separation of Member**. When a servicemember is discharged from Active Duty or separated from his/her Ready

Reserve obligation, a premium is due for the month of discharge/separation. No further premiums are due. The spouse/child(ren) will have **240 days** of free coverage beginning on the date of discharge/separation. During this period, the spouse has the opportunity to convert the FSGLI spousal coverage into a commercial life insurance policy. Dependent child coverage cannot be converted to a commercial policy.

g. **Declination by Servicemember**. When a servicemember declines FSGLI spousal coverage, a premium is due for the month the declination was made. No further premiums are due. The spouse has 120 days of free coverage beginning on the date the declination was made. During this period, the spouse has the opportunity to convert the FSGLI spousal coverage into a commercial life insurance policy. Dependent child coverage is not affected by this declination.

h. **Divorce**. When a servicemember's marriage ends due to divorce, a premium is due for the month of the divorce. No further premiums are due. The spouse has 120 days of free coverage beginning on the date of divorce. During this period, the spouse has the opportunity to convert the FSGLI spousal coverage into a commercial life insurance policy. Dependent child coverage is not affected by this declination.

i. **End of Dependent Child Qualification**. FSGLI dependent child coverage ends 120 days after the date the child no longer qualifies as an insurable dependent child of the servicemember (i.e., the child's 18th birthday). Dependent child coverage cannot be converted to a commercial policy.

7. **Declining Coverage**.

a. **Effective Date**. SGLV 8286A must be completed in order to decline FSGLI coverage. An election made on SGLV 8286A takes effect on the date the election is entered into the FSGLI Web application by the servicemember's Personnel Office or Personnel Support Detachment (PERSUPP DET). Navy Personnel Command (NAVPERSCOM) (PERS-35) and RPAT are points of contact (POCs) for resolution of declination discrepancies.

b. **Documenting Declination**. If a servicemember elects to decline **SGLI** coverage, the servicemember should also decline **FSGLI** spousal coverage by completing a SGLV 8286A. Although FSGLI spousal coverage cannot continue after a servicemember elects to decline SGLI coverage, completion of SGLV 8286A

facilitates the administrative actions necessary to stop the deduction of FSGLI premiums, and documents the servicemember's FSGLI termination.

c. **No Declinations via Web for Divorce or Death Cases**. Do not make FSGLI coverage declinations via the FSGLI Web application for cases of divorce or death. Declinations in the case of divorce or death erroneously made via the FSGLI Web application will require NAVPERSCOM (PERS-35)/RPAT intervention to correct. FSGLI coverage will be terminated after the sponsor's service and DEERS records are updated documenting the divorce or death.

8. **Restoration of FSGLI Coverage**. Terminated FSGLI coverage can be restored under the following circumstances:

a. Servicemember's change in duty status begins automatic maximum coverage. (No SGLV 8285A required.)

b. Servicemember elects to restore SGLI coverage. (SGLV 8285A is required.)

c. Servicemember elects to restore FSGLI coverage, if SGLI is still in effect. (SGLV 8285A is required.)

(1) A SGLV 8285A must be completed in order to restore FSGLI coverage. The health of the spouse is a decisive factor in the restoration of FSGLI coverage and all health questions on the SGLV 8285A must be answered.

(2) An election to restore coverage made on SGLV 8285A takes effect on the date the election is entered into the FSGLI Web application by the servicemember's Personnel Office or PERSUPP DET – if "good health" is not an issue. If a determination of "good health" is necessary by the Office of Servicemembers' Group Life Insurance (OSGLI), the coverage will not go into effect until an affirmative decision is made and the election is entered. A premium is due for the month the election is entered.

9. **Reducing FSGLI Coverage Level**. If a servicemember chooses to have less than the maximum spousal coverage of $100,000, a lower coverage level can be elected. Lower coverage levels range from $90,000 to a minimum of $10,000, in increments of $10,000. Spousal coverage cannot exceed the level of the member's SGLI coverage. The dependent child coverage level is

fixed at $10,000 and can not be reduced. An election made on SGLV 8286A takes effect on the date the election is entered into the FSGLI Web application by the servicemember's Personnel Office or PERSUPP DET. A premium is due for the higher amount of coverage the month the election is made. NAVPERSCOM (PERS-35) and RPAT are POCs for resolution of discrepancies associated with reducing coverage.

10. **Increasing FSGLI Coverage Level**. FSGLI coverage can be increased, after it has been decreased, under the following circumstances:

a. Servicemember's **change in duty status** begins automatic maximum coverage. (No SGLV 8285A required.)

b. Servicemember **elects to increase SGLI** coverage. (SGLV 8285A is required.)

c. Servicemember **elects to increase FSGLI** coverage, if SGLI is still in effect. (SGLV 8285A is required.)

(1) SGLV 8285A must be completed in order to increase FSGLI coverage. The health of the spouse is a decisive factor in increasing FSGLI coverage and all health questions on the SGLV 8285A must be answered.

(2) An election to increase coverage made on SGLV 8285A takes effect on the date the election is entered into the FSGLI Web application by the servicemember's Personnel Office or PERSUPP DET – if "good health" is not an issue. If a determination of "good health" is necessary by OSGLI, the increased coverage does not go into effect until an affirmative decision is made and the election is entered. A premium is due for the higher coverage level for the month the election is made.

11. **FSGLI Conversion**. Under certain circumstances, when FSGLI coverage ends, there are 120 days of free coverage and the spouse can convert the spousal FSGLI coverage to a commercial life insurance policy. If the insurance is converted within the 120-day period, proof of good health is not needed. Dependent child coverage cannot be converted. The spouse can get

information about conversion by contacting OSGLI via the following means:

Telephone number: 1-800-419-1473

Address: OSGLI
3RD Floor, NE Wing
80 Livingston Avenue
Roseland, NJ 07068-1733

E-mail: SGLI.OSGLI@prudential.com
Web site: http://www.insurance.va.gov/

12. **DEERS Interaction with DFAS for FSGLI Premiums**.

a. Once a month, FSGLI information flows from DFAS to DEERS and then DEERS information flows back to DFAS. The timing of these data flows determines when actions entered in DEERS will actually effect the premium deductions from the servicemember's pay at DFAS. The specific timing of these data exchanges are listed in Appendix C of reference (b).

b. DFAS will deduct the premium amount from the servicemember's pay based on the information in DEERS at the time DEERS sends the active/reserve/guard data and reserve/guard refund files to DFAS. If the information in DEERS at the time is inaccurate, the members pay may be affected.

13. **FSGLI claims**. FSGLI claims are submitted as outlined in MILPERSMAN 1770-250 and forwarded to the CNO (N135C) from the Servicemember's [same] command.

14. **Accelerated Benefit Option (ABO)**. The ABO gives the servicemember access to the death benefits of the FSGLI policy before the death of a terminally-ill spouse. The member may receive up to 50% of the face value of the spousal coverage through the ABO. The ABO is available in $5,000 increments. In order to qualify for the ABO, the spouse must have a medical prognosis of life expectancy of 9 months or less. Only the servicemember can apply for ABO and the benefit will be paid only to the servicemember.

15. **Beneficiary Financial Counseling Services (BFCS)**. BFCS is available to a servicemember who claims the FSGLI upon the death of a spouse. BFCS provides free personal financial counseling to beneficiaries of FSGLI policies. The beneficiary will be

notified of this benefit when they receive the payment of the proceeds of their FSGLI.

16. **Additional information**. Additional information on FSGLI coverage and policies can be obtained from the following:

Department of Veterans Affairs, Web site:
(http://www.insurance.va.gov)

OR

CNO, Navy Casualty Assistance Division (CNO N135C), Web site:
(http://www.npc.navy.mil/SupportServices/CasualtyAssistance/)

MILPERSMAN 1746-010

PROCEDURES WHEN GOVERNMENT MESSING IS NOT AVAILABLE

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 225-3311

Governing Directives	DoD 7000.14-R, Department of Defense Financial Management Regulation (DODFMR), Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay DFAS-DJMS Procedure Training Guide (DFAS PTG) SECNAVINST 5212.5C

1. **Determining Non-Availability of Government Messing**. The installation commander will determine if government messing is in fact not available for enlisted members performing duty at that installation, including members assigned to tenant commands and naval vessels homeported at the installation. If a finding of non-availability is made, the following actions may apply:

IF...	THEN...
determination of non-availability has been made,	approval authority for Basic Allowance for Subsistence (BAS) may be delegated to tenant commanders.
if at any time the conditions to entitlement change, e.g., a government mess becomes available,	the installation commander shall take appropriate action to ensure that all BAS authorizations based on non-availability of government messing are suspended.

2. **Duties not in Proximity of Military Installation**. For members whose duties are not performed within reasonable proximity to a military installation; e.g., recruiters, Naval Reserve Officer Training Corps staff, etc., the member's commanding officer (CO) will make the determination of non-availability of government messing. The DODFMR contains specific criteria for determinations of impracticability which entitle BAS at the "government messing not available" rate.

3. **Submittal of Individual Requests**. Individual requests must still be submitted to the CO or installation commander even

though a determination has been made that government messing is not available. Blanket authorizations are not permitted.

4. **If Using Government Mess Impacts Mission**. If use of a government mess would adversely affect the member's mission, e.g., Explosive Ordnance Disposal or Naval Criminal Investigative Service, a request should be forwarded to Chief of Naval Operations (N13) via the member's CO for BAS at the "government mess not available" rate.

5. **Processing Approved Requests**. Approved requests will be submitted to the appropriate Personnel Support Activity Detachment (PERSUPPDET) or personnel office.

a. The pay document is prepared and submitted according to DFAS PTG.

b. The original approved request and the file copy of the pay documents must be retained by the PERSUPPDET or disbursing office according to SECNAVINST 5212.5C.

MILPERSMAN 1746-020

PROCEDURES WHEN AUTHORIZED TO MESS SEPARATELY

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 225-3311

Governing Directives	DOD 7000.14-R, Department of Defense Financial Management Regulation (DODFMR), Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay DFAS-CL (NAVSO-P) 3050-2M, DFAS Pay/Personnel Procedures Manual (Navy), Volume 2 (DFAS PPM) NAVSO P-3069, Department of the Navy Source Data System Procedures Manual (SDSPROMAN)

1. **General Policy**. Enlisted members, assigned to duty where a government mess is operated, may, under certain conditions, be authorized to mess separately (RATSSEP) and be paid a Basic Allowance for Subsistence (BAS). Regulations concerning payment of BAS at the RATSSEP rate, and the supporting documentation required, are contained in DFAS pay directives.

2. **RATSSEP Granting Authority and Associated Policies**

a. **Authority:** The responsible commanding officer (RCO) of a shore activity operating one or more general messes is the authority granting RATSSEP.

b. **Applicability:**

(1) Members under that command,

(2) tenant command members assigned to subsist in the general mess operated by that RCO, and

(3) members assigned in ships who are temporarily required to subsist ashore.

c. **Canceling RATSSEP**: An authorization for RATSSEP is canceled upon transfer, including between tenant commands served by the same RCO.

d. **No Retroactive Approval:** RATSSEP cannot be approved retroactively.

e. **Time Payment Starts:** RATSSEP is paid from the time of verbal authorization if the RCO operating the mess promptly confirms it in writing.

3. **Justifying RATSSEP Payment**

a. **Guidelines:** RCO's may grant RATSSEP to an enlisted member upon determining two or more of the following guidelines justify payment:

(1)	Location of the member's residence,
(2)	Specialized duties,
(3)	Working hours,
(4)	Dining hall capacity, or
(5)	Distance to the dining hall.

b. **Additional Requirement:** The member must consistently and routinely miss two or more available general mess meals per day in order to qualify for RATSSEP.

c. **Procedures for Prorated BAS:** The DODFMR contains procedures for prorated BAS for members who do not meet the above criteria.

d. **Additional Extenuating Factors:** These factors should not be construed as all-encompassing; additional extenuating factors must be considered and each request must stand on its own merit.

4. **Key RCO Consideration in Approving RATSSEP**. The RCO must consider the necessity of maintaining an economical general mess with fluctuating numbers of patrons before giving permission to mess separately with a subsistence allowance. Authorizations to mess separately must not adversely affect the economical administration of a general mess.

Caution: "Item pricing" in the general mess will not be used as justification for approving RATSSEP.

5. **Pay Grade Based RATSSEP Policy for Enlisted Members**

a. **For Pay Grades E-1 through E-6:** RCO's should grant RATSSEP to enlisted members in pay grades E-1 through E-6, except basic trainees, who reside with their families.

(1) **Military Couples**: This authorization includes members married to other members, with no other dependents, who live together at their permanent duty station. See MILPERSMAN 7220-180 for restrictions when one or both of the members is/are on sea duty.

(2) **Geographic Bachelors**: This authorization does not automatically extend to geographic bachelors in pay grades E-1 through E-6 residing in bachelor enlisted quarters. Policies pertaining to these members must conform to the block labeled "Justifying RATSSEP Payment."

b. **For Pay Grades E-7 and Above:** Senior enlisted members in pay grades E-7 and above not on sea duty, as defined by MILPERSMAN 7220-150, are authorized RATSSEP regardless of dependency status or guidelines in block labeled "Justifying RATSSEP Payment," of this article.

6. **RATSSEP Entitlement during Authorized Absences**

a. **Enlisted members in authorized absence status:**

(1)	on leave,
(2)	hospitalized, or
(3)	performing travel • temporary duty/temporary additional duty (TDY/TAD) • permanent change of station (PCS) • under orders away from their permanent duty station (PDS)

b. **Entitlement:**

(1)	Entitled to RATSSEP for the duration of the leave, hospitalization, or travel status, regardless of the BAS rate authorized at their PDS.
(2)	Members reporting TAD, and not authorized RATSSEP at the PDS, may be authorized RATSSEP by the gaining RCO.

7. **Crediting and Terminating RATSSEP**.

a. To credit or terminate RATSSEP use the table below:

WHEN the member is...	THEN...
accompanied by the service record and personal financial record (PFR),	• NAVCOMPT 3067, Detaching (Departing) Endorsement to Orders; and • NAVCOMPT 3068, Reporting (Arrival) Endorsement to Orders will be used to credit and terminate RATSSEP.
not accompanied by the service record and PFR,	RATSSEP entitlement will be submitted by using • NAVCOMPT 3060, Military Pay Order.

b. **Requesting Authority to credit a TAD period:** If RATSSEP is not credited for a TAD period, the PDS must ascertain whether or not it is payable by requesting authority from the gaining RCO to credit RATSSEP. To ensure accurate payment, the orders should be endorsed by the gaining command as to whether government messing was available with or without charge.

c. **Procedures for crediting and terminating RATSSEP:** Specific procedures are contained in the DFAS PPM and SDSPROMAN.

8. **Providing Unit Leave Listing**. Commanding officers of tenant commands, who have personnel subsisting in a general mess ashore or who have personnel assigned that have been granted authority to mess separately, will provide a copy of the Commanding Officer’s Monthly Unit Leave Listing to the RCO quarterly.

9. **Fulfilling Subsistence Entitlement in Outlying Areas**. Authorization to mess separately is not intended to fulfill the subsistence entitlement in outlying areas where it is occasionally impracticable to use a government mess due to time and distance factors. In these instances a prorated or supplemental allowance or the full BAS rate should be considered.

MILPERSMAN 1746-030

MEAL PASSES FOR ENLISTED PERSONNEL

Responsible Office	OPNAV (N130)	Phone: DSN COM FAX	225-3005 703) 695-3005 225-3311

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVSUP P-486, Food Service Management General Messes of Apr 07

1. **Description**. Active duty (ACDU) enlisted members, who are entitled to meals at government expense in a general mess ashore, are issued a **NAVSUP 1105 (Rev. 7-80)**, **Meal Pass**; or at the discretion of the responsible commanding officer (RCO), use their **Department of Defense (DoD) Common Access Card (CAC)**, issued by Defense Enrollment Eligibility Reporting System (DEERS)/Real Times Automated Personnel Identification System (RAPIDS), and updated with the appropriate meal entitlement code (MEC) and unit identification code (UIC) as their meal pass.

a. **Purpose**: A meal pass or CAC with a rations in kind (RIK) MEC permits the holder to consume meals at government expense in any Navy general mess **with** the food service application. NAVSUP 1105 must be used in a Navy general mess **without** the food service application.

b. **Requisitioning Blank Meal Passes**: The NAVSUP 1105 meal pass is requisitioned from Cog 1L stock in the desired color.

c. A**ppearance**: NAVSUP 1105 is serialized, printed, and comes in the following six colors:

(1)	White (WHT)
(2)	Blue (BLU)
(3)	Pink (PNK)
(4)	Green (GRN)
(5)	Salmon (SLM)
(6)	Yellow (YLW)

2. **Responsibilities**

a. **Personnel Support Detachment (PERSUPP DET) and NAVSUP 1105**: The PERSUPP DET is responsible for the actual issue and control of NAVSUP 1105. In the absence of a PERSUPP DET, the issue and control of meal passes is the responsibility of the command performing personnel and administrative functions.

b. **Commander Naval Installations Command (CNIC) and the DoD CAC Meal Pass**: CNIC is responsible for the promulgation of the policies and procedures required for the use of the DoD CAC as a meal pass. These policies and procedures will be coordinated with the Navy director of food service.

c. **Responsible Commanding Officer (RCO):** The RCO establishes local policies and guidelines for issue, updates, and use of meal passes (NAVSUP 1105 and the DoD CAC) and ensures consistency for all tenant units using the activity's enlisted dining facilities:

(1) **Meal Pass Log**: The member's name and social security number (SSN) are typed or printed opposite the pass number in a log when a meal pass is issued. The member's signature belongs on the same line.

(2) **Card Maintenance Utility (CMU)**: The CMU will be used to update the CAC MEC and UIC. The report function in CMU logs all CAC updates and shows the update, cardholder's name/SSN, and CMU operator's name/SSN.

(3) **Use of Color**: The RCO specifies the colors used for each category of personnel and coordinates control procedures for NAVSUP 1105 meal passes with the PERSUPP DET. Different colored meal passes are used to identify Navy Reserve and other military personnel as follows:

(a)	**Full Time Support (FTS) enlisted personnel** are assigned different colored meal passes for general mess accounting purposes.
(b)	**Navy Reserve enlisted personnel on annual training** are recorded and accounted for separately by the general mess. They are assigned different colored meal passes other than the colors for the Regular Navy and FTS personnel.
(c)	Different color meal passes are assigned to **enlisted members of other service categories** per local needs.
(d)	**Enlisted personnel in a travel status**, who are not entitled to the meal portion of per diem, may be issued a meal pass to show entitlement to subsistence-in-kind.
(e)	**Personnel with commuted rations** may be issued a different colored meal pass. A distinction can then be made between this category of personnel and the enlisted members on temporary additional duty (TAD)/temporary duty (TDY) having a per diem allowance. This facilitates meal sales and ensures collection of proper charges.

3. **Ineligible Personnel**. Meal passes are not issued to reservists not on ACDU orders. Local procedures must be developed for other than permanent meal passes, to manage meal passes for reservists not on ACDU orders entitled to subsistence in kind.

4. **Issue and Control Instructions**. Meal passes are issued and controlled by instructions found in reference (a). The following table contains guidelines for NAVSUP 1105 meal pass management and accountability measures:

WHEN a member...	THEN...	AND...
detaches or is authorized commuted rations,	permanently withdraw the meal pass	destroy it.
loses a meal pass,	advise the food service officer	• have an authorized person line through the initial meal pass log entry. • issue a new pass in series. • record date and disposition of the pass in separate column of the log. **NOTE**: This is a ready reference for meal pass status.
is in leave, travel, TDY, or TAD status,	member's command retrieve temporarily the meal card at the time member picks up leave papers or orders. **NOTE**: Personnel under orders may eat in a general mess by having the orders endorsed.	
is entitled to subsistence in-kind **and is in leave status**,	annotate Part 3 of NAVCOMPT 3065 (Rev. 2-83), Leave Request Authorization, in the lower right-hand corner as follows: ENTITLED TO GENERAL MESS MEALS EXCEPT DURING PERIOD OF LEAVE. MEAL PASS NO. _____.	• enter the meal pass number in space provided. • use the leave authorization in lieu of meal pass while in leave status. • hold or forward the meal pass to appropriate leave approval authority. • Master at Arms must check the "commencing" and "ending" hour and date when the leave authorization is used instead of the meal pass. **NOTE**: A free meal must not be received during the period in which leave rations apply.

5. **Accountability of Meal Pass Stocks**. Strict accountability must be maintained for on-hand stocks of NAVSUP 1105:

a. Serial numbers must be secured and kept under lock until issued.

b. A meal pass entitles the holder to meals at government expense or only the basic meal charge.

c. Each command must ensure that only authorized enlisted members are issued and permitted to retain NAVSUP 1105.

d. Meal pass accountability is checked during audits and inspections.

6. **CAC Standard Operating Procedures (SOP)**. The SOP for CAC as a meal pass is located at http://pmo.cac.navy.mil/policies.aspx.

7. **Reporting Number of Personnel Entitled to Subsistence-In-Kind**

a. The personnel officer issuing meal passes must provide the food service officer with the total number of personnel entitled to subsistence-in-kind, broken down by categories such as

(1)	Navy Regular
(2)	Navy Reserve
(3)	Marines, or
(4)	Coast Guard.

b. This information is required to meet the reporting needs of the food service officer.

MILPERSMAN 1750-010

TRANSPORTATION OF STUDENT DEPENDENTS BETWEEN CONUS AND OVERSEAS DUTY STATIONS

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3322 (703) 695-3322 225-3311

Governing Directive	Joint Federal Travel Regulation (JFTR), Volume 1, Paragraph U5243 OPNAVINST 4650.15

1. **Policy**

a. Transportation of student dependents is described in JFTR, Volume 1, paragraph U5243.

b. One round trip per fiscal year (1 October through 30 September) is authorized.

c. Any portion of the round trip not taken during the fiscal year does not accrue to a subsequent fiscal year.

d. Not more than one round trip under student dependent travel orders may be taken within any given fiscal year.

e. A 14-day exception to the prescribed fiscal year baseline period may be authorized by Chief of Naval Operations (CNO) (N13) in unusual or emergency circumstances, such as an early or late holiday recess or school closing.

2. **Example**

a. A student dependent takes annual travel from the continental United States to parent’s duty station in Italy beginning 4 October 1989 and returns to the continental United States on 11 October 1989.

b. Due to the student’s school closing early or some other emergency, as determined by CNO (N13), the student’s next year’s annual travel could begin as early as 17 September 1990. It is

still within the current fiscal year, but is within the 14-day exception window.

3. **Transportation Arrangements**. Transportation arrangements are made as directed in OPNAVINST 4650.15.

4. **Status Clarification**. Following are student status clarifications for certain categories of personnel for the purposes of student dependent travel:

a. A student, who is also a member of a reserve component, is a student dependent, unless the student is on active duty.

b. A cadet or midshipman, attending one of the uniformed services academies, is not eligible for student dependent travel.

c. A servicemember’s spouse cannot be a student dependent.

MILPERSMAN 1754-010

SEA LEGS

Responsible Office	CNI (212)	Phone: DSN COM FAX	882-4606 (901) 874-4606 882-2630

References	NAVPERS 15309G, ***Sea Legs***

1. **What is *Sea Legs***? NAVPERS 15309G, ***Sea Legs*** is a handbook for the assistance and information of Navy families.

2. **Content**. Although not all inclusive, ***Sea Legs*** serves as the first source of information on naval history, customs, traditions, officer and enlisted personnel, rights, benefits and privileges, and various family assistance programs and organizations.

3. **How to Order *Sea Legs***? ***Sea Legs*** is available through regular supply channels (Stock Number 0500-LP-275-4711).

MILPERSMAN 1754-020

FAMILY CONTACTS AND ASSISTANCE DURING DEPLOYMENT

Responsible Office	CNI (N215)	Phone: DSN COM FAX	882-4370 (901) 874-4370 882-2630

1. **Commanding Officers (COs)**. Prior to each deployment, COs will demonstrate visible evidence of interest and concern for families of assigned Sailors, both officer and enlisted, by writing letters to spouses of married personnel and parents of single personnel. The letter shall include

a. length of deployment;

b. name, address, and telephone number of the designated home port contact officer; and

c. complete telegraph address for the command.

2. **Fleet and Family Support Center (FFSC)**. The CO shall utilize the local FFSC to assist in providing deployment information and support for command and family members. The FFSC has an extensive menu of pre-deployment briefings for single Sailors, couples, and children that cover both practical and emotional preparation for deployment. They offer mid-deployment support services for command family support groups, preparation for return, and assist with homecoming preparations. The CO may request shipboard Return and Reunion briefings by an embarked FFSC deployment support team during the return transit. Return and Reunion briefings are designed to prepare the returning personnel for reintegration into home and family life with special programs for new or expectant parents, care-buying and consumer awareness, combat stress, and reestablishing relationships. The team is also available for individual consultation as well as briefing. Use of these programs has been reported by those who have used them, resulting in fewer personal and family problems following the return.

3. **Contact Officer**

a. Chief of Naval Operations (CNO) has directed fleet commanders to ensure the type commander designates an officer to

be the point of contact (POC) for spouses and families at the home port of deployed members. The home port contact officer shall promulgate information at regular intervals to designated family representatives, normally ombudsmen and the command Family Support Group, of each deployed unit. Information may include

(1) accomplishments of the unit,

(2) unclassified port visits, and

(3) scheduled return and welcoming plans.

b. The home port contact officer will assist families of deployed members in times of emergency and provide advice or referral as required.

4. **Communication between Family and Deployed Members**

a. Rapid communication between family members and deployed Sailors is essential to resolve personal problems of immediate concern. COs will ensure that Sailors know how to swiftly contact family members. Home port contact officers will familiarize family members with available communications methods in the home port area and associated costs, as applicable. Examples of available communication methods include

(1) commercial telephone service,

(2) class “E” messages, and

(3) Military Amateur Radio Services.

b. Other communication methods, if available and authorized by the CO, include

(1) Internet access,

(2) the Defense Switched Network (DSN),

(3) International Maritime Satellite calls, and

(4) “Plain Old Telephone System” satellite calls.

c. Messages transmitted via official communications means will be directed to the home port contact officer or CO of the installation nearest the residence of the family member.

MILPERSMAN 1754-030

SUPPORT OF FAMILY MEMBERS

Responsible Office	NAVPERSCOM (PERS-00J)	Phone: DSN COM FAX	882-3166 (901) 874-3166 882-2615

References	(a) Public Law 93-647 (b) Uniform Code of Military Justice (c) BUPERSINST 1610.10A

1. **Policy**. The Navy will not act as a haven for personnel who disregard or evade obligations to their legal family members. All members shall provide adequate and continuous support for their lawful family members and comply fully with the provisions of separation agreements and valid court orders. Any failure to do so which brings discredit upon the Naval Service may be cause for administrative or disciplinary action, which may include the initiation of court-martial proceedings, and may ultimately lead to separation from the Naval Service.

2. **Sufficient Support**. Every person has an inherent natural and moral as well as a legal obligation to support their legal family members. In many states the failure to support one's legal family member is a criminal offense. What is adequate or reasonably sufficient support is a highly complex and individual matter dependent on numerous factors, and may be resolved only in a civil court of competent jurisdiction. Some of the salient factors that may be taken into account are the pay, private income, and resources of the person and the family members; the cost of necessities and everyday living expenses; financial obligations of the family members; and the expenses and financial obligations of the person in relation to their income.

3. **Navy Limitations**. The Department of the Navy (DON) is neither vested with the statutory authority nor in possession of the facilities to adjudicate matters that are of a purely civil nature. In all cases involving members of the Navy it is desired that the amount of support to be given for family members be established by mutual agreement between the parties concerned or be adjudicated in the civil courts.

4. **Support**

a. In those cases where the amount of support has not been fixed by competent court order or mutual agreement, the support scale set forth below may be used as a guide until such time as a mutual agreement is reached or a court order obtained. This scale is intended only as an interim measure and as a guide to the extent that major factors affecting the ability to provide support, the resolution of which cannot await a decision of the civil courts or the eventuality of a mutual agreement, may be considered to effect equitable adjustments to the support scale. Because of the inherent arbitrary and temporary nature of the support scale set forth below, it is not intended to be used as a basis for any judicial proceeding. To do so would lend excessive credence to an administrative tool, which has been designed for use only internally within the Navy.

Number of family members and amount of support to be provided in the absence of a mutual agreement or court order:	
Spouse only	1/3 gross pay
Spouse and one minor child	1/2 gross pay
Spouse and two or more children	3/5 gross pay
One minor child	1/6 gross pay
Two minor children	1/4 gross pay
Three minor children	1/3 gross pay

NOTE: Gross pay will include basic pay and basic allowance for housing (BAH) if entitled, but does not include hazardous duty pay, sea or foreign duty pay, incentive pay, or basic allowance for subsistence (BAS).

b. The above guide will be referred to only as a basic instrument or means for determining the amount of support to be provided for a complaining family member. For example, if a member has a present spouse and child and a complaint of nonsupport or insufficient support is received on behalf of two children of a former marriage, in the absence of an agreement or court ruling, the member should provide about one-fourth of their gross pay for the two children of the former marriage. If the complaint is on behalf of the present spouse and child, the member should provide about one-half of their gross pay for the spouse and child. The indication of three-fifths gross pay for a spouse and two or more children is applicable only when the family members are in the same household. If a member has a spouse and four or more children, they should be advised of

their moral obligation to contribute more than three-fifths of their gross pay.

5. **Legal Obligation**

a. The laws of most jurisdictions in the United States impose a legal obligation upon a person to support their spouse. Exemptions from support of a lawful spouse may be in the form of an order of a civil court of competent jurisdiction, relinquishment by the spouse, mutual agreement of the parties or a waiver of the naval support requirement granted by **Director**, **Dependency Claims**, **Navy Military Pay Operations**, **a division of Defense Finance and Accounting Services (DFAS)**.

b. If the member feels that they have grounds for a waiver of support of their spouse, **Director**, **Dependency Claims**, **Navy Military Pay Operations**, **DFAS**, acting under the policy guidance of Navy Personnel Command (NAVPERSCOM), may grant such a waiver for support of a spouse, but not children, on the basis of evidence of desertion without cause, physical abuse, or for infidelity on the part of the spouse.

c. A member may submit a request for a waiver of support of their spouse to the following address:

Defense Finance and Accounting Service
Cleveland Center
Code PMMACB
1240 East Ninth Street
Cleveland, OH 44199

A request must include a complete statement of the facts including substantiating evidence and comments or recommendation of the commanding officer (CO). Substantiating evidence may consist of the following:

(1) An affidavit of the servicemember, relative, disinterested person, public official, or law enforcement officer. Affidavits of the servicemember and relatives should be supported by corroborative evidence. All affidavits must be based upon personal knowledge of the facts. Statements of hearsay, opinion, and conclusion are not acceptable as evidence.

(2) Written admissions by the spouse contained in letters written by them to the servicemember or other persons.

(3) Waiver requests submitted on grounds of physical abuse must be corroborated by evidence including the following types: medical reports; police reports; statements from witnesses, chaplains, counselors, or social workers.

6. **Basic Allowance for Housing (BAH)**

a. Family members, for whom BAH is payable, are defined by law. Members are expected to comply with the terms of court orders or divorce decrees by courts of competent jurisdiction, which adjudge payments of alimony even though BAH is not payable.

b. Entitlement of members to BAH on behalf of family members is provided by statute. No member shall be denied the right to submit a claim or application for BAH and no command shall refuse or fail to forward such a claim or application. In cases involving parents, the member should furnish an estimate of the dependency situation to the best of their knowledge. COs should not contact parents for dependency information to include in the member's application. This delays the application and serves no useful purpose as such cases are thoroughly investigated by the Navy family allowance activity. That activity obtains dependency affidavits from the parents. Any person, including a member or family member, who obtains an allowance or allotment by fraudulent means is subject to criminal prosecution.

7. **Desertion or Misconduct**. The duty of a person to support their minor children is not affected by desertion or other misconduct on the part of the spouse. The obligation to support a child or children is not affected by dissolution of the marriage through divorce unless the judicial decree or order specifically negates the obligation of either person to support a child or children of the marriage. The fact that a divorce decree is silent relative to support of minor children or does not mention a child or children will not be considered as relieving the member of their inherent obligation to provide support for the child or children of the marriage. In many cases, the courts may not be cognizant of the existence of a child or children or may not have jurisdiction over the child or children. A CO has discretion to withhold action for alleged failure to support a child or children under the following conditions:

a. Where the location and welfare of the child or children concerned cannot be ascertained.

b. Where it is apparent that the person requesting support for a child does not have physical custody of the child or children.

8. **Adopted Child**. The natural parents of an adopted child are relieved of the obligation to support the child since this obligation is assumed by the adoptive parents. A member who contemplates the adoption of a child or children should be aware of the legal obligation to provide continuous support for the child or children during their minority.

9. **Noncompliance**. Noncompliance with court ordered child support and/or alimony could result in the garnishment of the member's pay under reference (a).

10. **Minor Children**. Members who have minor children and contemplate divorce should be informed of the advisability of having support provisions incorporated in the court order or divorce decree to preclude later disputes. Courts and attorneys are occasionally misled into placing provisions in separation agreements and decrees to the effect that the member will pay whatever amount the Armed Forces pay or require to be paid for support of the child or children. Ambiguous phrases should be avoided. No attempt will be made to break down the basic allowance for quarters (BAQ) with respect to how much would be applicable for a spouse, child, or other dependent. Such ambiguous orders of support or agreements will be considered the same as if they were silent with respect to the amount of support to be provided. The interests of all concerned will be better served if the amount of support to be provided is settled in fixed terms by agreement or court order at the time of separation.

11. **Commander’s Responsibilities**

a. The responsibility of every CO is to make sure all enlisted personnel under their command are informed of Navy policy and expectations regarding support of family members and the possible consequences of separation for misconduct for failure to discharge their just obligations. Married personnel at sea or stationed overseas shall be counseled and encouraged to make provisions for continuous allotments to their dependents

in amounts sufficient to enable their spouses to meet the family obligations at home.

b. Upon receipt of a complaint alleging that an **enlisted** member is not adequately supporting their lawful spouse and/or children, the member shall be interviewed and informed of the policy of DON concerning support of family members. In the absence of a determination by a civil court or a mutual agreement of the parties, the support guide above is applicable. The member shall be advised of their legal and moral obligations as well as their rights in the matter. The member shall be informed that their naval career may be in jeopardy if they do not take satisfactory action. The member may become ineligible to reenlist or extend their enlistment and they will be subject to administrative or disciplinary action that may result in their separation from the Navy.

c. Justifiable complaints of nonsupport or insufficient support against an enlisted member, with no indication of satisfactory progress toward establishing an acceptable solution, will be considered as evidence of misconduct. In such cases action shall be taken as specified in the article on discharge for misconduct in this manual.

12. **Non-Support Complaint**

a. Complaints of nonsupport or insufficient support concerning **officers** shall be acted on by the CO, after advising the officer concerned of their rights in the matter, as follows:

(1) Upon receipt of a written complaint alleging that an officer of their command is not adequately supporting their legal spouse and/or children, the CO shall have the officer interviewed for the purpose of instructing them as to DON's policy concerning support of family members and to obtain a written statement of the officer's position and intentions.

(2) When the complaint is received directly from the family member concerned or a legal representative, the CO shall, after obtaining the officer's written statement, promptly advise the writer of DON's policy in matters of this nature in addition to a brief summary of the officer's contentions and intentions, as obtained from their written statement.

(3) When a complaint is received via senior naval authority (usually NAVPERSCOM), the CO shall obtain from the

officer a written statement and return it to the senior naval authority. Prior to forwarding the officer's statement, the CO shall include in their endorsement a statement of the officer's gross pay together with such comments as may be deemed appropriate.

b. If, in the opinion of the CO, the officer concerned has repeatedly disregarded the provisions of a valid court order, or the terms of a current mutual agreement, or the provisions of this article in such a manner as to bring discredit upon the Naval Service, the CO may consider nonjudicial punishment (NJP) or recommendation for court-martial. The fact that an officer is involved in a matter concerning the nonsupport of a legal spouse and/or children should not be the sole factor for considering these actions.

13. **Action**. Action of the **officer** concerned:

a. Upon receipt of correspondence alleging their failure to contribute adequately to the support of their legal spouse and/or children, and on the request of their CO, the officer concerned will execute a statement setting forth the following:

(1) Amount and method of contributions to legal family members during 12-month period preceding receipt of complaint.

(2) Amount being contributed monthly as of date of receipt of complaint.

(3) Amount to be contributed monthly in the future and the method by which payments will be made.

(4) If amounts are less than that provided in the support guide above, state the reasons.

(5) Further information pertinent to the matter, which the officer desires to call to attention of NAVPERSCOM.

(6) Whenever possible, a photostat or certified copy of any pertinent court order or voluntary mutual agreement should be appended.

b. In the absence of a determination by a civil court or a mutual agreement of the parties, the support guide above is applicable.

14. **Fitness & Evaluation Reports**. Fitness and evaluation reports may reflect disregard of the provisions of this article if such disregard has brought discredit upon the Naval Service, or has interfered with performance, or raises questions concerning the advisability of promotion, advancement, or selection for specific assignments. Fitness and evaluation reports may not be used as punishment, or in lieu of appropriate disposition under reference (b). Comments in fitness and evaluation reports must pay due regard to the prohibitions in reference (c) against discussing the activities of a spouse or family member. All reports mentioning nonsupport of family members must be treated as adverse and referred to the officer or enlisted member reported on for a statement.

MILPERSMAN 1770-010

DEFINITIONS AND ACRONYMS

Responsible Office	OPNAV (N135C)	Phone DSN: TOLL FREE: COM: FAX:	882-2501 (800) 368-3202 (901) 874-2501 874-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1300.18 of 8 January 2008. (b) Geneva Convention III (Relative to the Treatment of Prisoners of War).

1. **Purpose**. This article contains definitions and acronyms used throughout MILPERSMAN 1770 section, Casualty and Survivors' Benefits. The definitions and acronyms are provided as a reference for the Office of the Chief of Naval Operations (OPNAV), Navy Casualty Assistance Branch (N135C) processes, reports, notifications, benefits, and assistance programs as outlined in reference (a).

2. **Definitions, Terms, and Acronyms**

a. **Accounted For (With Respect to a Person in a Missing Status):**

(1) The person is returned to United States (U.S.) control alive;

(2) The remains of the person are recovered and (if not identifiable through visual means as those of the missing person) are identified by a practitioner of an appropriate forensic science; or

(3) Credible evidence exists to support further determination of the person's status (such as when a person's remains have been destroyed and are unrecoverable).

b. **Attendant:** One who accompanies an eligible relative or designated individual to the burial ceremony of a deceased Sailor if Navy Casualty Assistance determines that:

(1) The accompanied individual is unable to travel unattended because of age, physical condition, or other justifiable reasons; and

(2) There is no other eligible relative or designated individual qualified to serve as an attendant traveling to the burial ceremony of the deceased Sailor.

c. **Basic Allowance for Housing (BAH).** The spouse and children (including children from a previous marriage) of a deceased Sailor living in Government quarters are entitled to either remain in Government housing for 365 days, or to relocate to private quarters and receive 1 year of BAH or overseas housing allowance (OHA), as appropriate. To receive this allowance for private quarters, the deceased Sailor must have been eligible to receive those allowances for his or her dependents at the time of death.

d. **Bedside Travel:** Funded roundtrip transportation and per diem for up to three family members or other designated individuals to visit a Sailor listed as:

(1) Serious illness or injury (SI);

(2) Very seriously ill or injured (VSI); or

(3) Not seriously injured (NSI) (designated combat operation and or combat zone injuries only).

Note: Travel to bedside is authorized only when a military medical authority determines in writing that the presence of family members is medically necessary for the health and welfare of the Sailor. Refer to MILPERSMAN 1770-230.

e. **Beneficiary:** Person entitled or designated to receive various benefits.

f. **BUMED:** Bureau of Medicine and Surgery.

g. **Casualty:**

(1) A casualty is broadly defined as a Sailor whose services are lost due to any of the following:

(a) Serious illness or injury (SI);

(b) Very seriously ill or injured (VSI);

(c) Incapacitating illness or injury (III);

(d) Wounds (regardless of severity) received in action (WIA);

(e) Absence is uncertain and it is possible that the Sailor may be a casualty whose absence is involuntary, but there is not sufficient evidence to make a determination that the Sailor's actual status is missing or deceased. Such Sailors should initially be reported in an interim category of "Duty Status - Whereabouts Unknown" (DUSTWUN). MILPERSMAN 1770-020 provides further explanation of DUSTWUN;

Note: Do not use DUSTWUN to account for persons whose status appears to be unauthorized absence (UA) rather than a casualty.

(f) Missing, only when the casualty status has been determined by an initial board of inquiry convened by the Chief of Naval Personnel (CHNAVPERS) and the board's recommendation has been approved by the Secretary of the Navy (SECNAV). Missing includes missing in action (MIA); interned or detained in a foreign country; and captured, beleaguered, or besieged by a hostile force (see MILPERSMAN 1770-020 for detailed explanation);

(g) Death; or

(h) Dependent death of Active Duty or Reserve Sailors (see MILPERSMAN 1770-250).

(2) Casualties may also include the following:

(a) Family members of Active Duty (ACDU) Sailors not eligible for Family Servicemembers' Group Life Insurance (FSGLI); or

(b) Qualified civilian Navy employees and their family members in a foreign country who are unaccounted for. They shall be reported together with a complete account of the circumstances surrounding their disappearance or death.

h. **Commander Navy Installations Command (CNIC) Casualty Assistance Calls (CAC)/Funeral Honors Support (FHS) Program Manager.** CNIC CAC/FHS Program Manager is responsible for the execution, funding, and technical support of casualty assistance and funeral honors, support procedures, and assessing program delivery to ensure the Sailor's and family's needs are met in times of crisis.

i. **CNIC CAC/FHS Regional Program Coordinator.** Located in various areas throughout the world, the CAC/FHS regional program coordinator provides support at the local level. Program coordinators are under the direction of the CNIC, CAC/FHS program manager. They are directly involved with training, supporting, and providing guidance to casualty assistance calls officers (CACOs) involved in casualty notification and funeral honors support.

j. **Casualty Assistance Calls Officer (CACO).** The CACO is the official representative of SECNAV who provides information, resources, and assistance to the primary next of kin (PNOK), secondary next of kin (SNOK), and other appropriate designated individuals (see MILPERSMAN 1770-160) in the event of a casualty. Their full time responsibility and mission is to assist families and other designated individuals during a difficult time and ensure they receive the benefits and entitlements due. CACO duties are varied and are dependent upon the status of the Sailor at the time the casualty occurs (i.e., death, DUSTWUN, missing, ill, or injured).

k. **Casualty Operations Case Manager (Navy Casualty Assistance Primary Point of Contact)**. A case manager is assigned to each individual casualty case, responsible for ensuring policy guidelines are followed, and for maintaining the primary database, Defense Casualty Information Processing System (DCIPS), for all Navy casualties. Case managers provide support and coordination for benefits, funeral expenses, travel, and reports required by the Department of Defense (DoD) and U.S. Congress. Duties include, but are not limited to:

(1) Determination of PNOK and or SNOK;

(2) Determination of beneficiary for all survivor benefits;

(3) Coordinating with CACO for the delivery of benefits packages to next of kin and other designated individuals;

(4) Certification of death gratuity, BAH, Servicemembers' Group Life Insurance (SGLI), and other survivor benefits;

(5) Coordinating death gratuity payments process;

(6) Coordinating funeral, graveside, and or memorial service and distinguished transfer of remains (DTR) travel as necessary; and

(7) Providing line of accounting data for the relocation of the dependents' household goods (HHG).

l. **CONUS:** Continental U.S.

m. **Defense Casualty Information Processing System (DCIPS):** The official information database for casualty and mortuary processes. The DCIPS database is the information systems standard which supports uniform procedures, accurate accounting and reporting of casualties, benefits tracking, and coordination of mortuary affairs.

n. **Death Gratuity:** Immediate financial assistance to eligible beneficiary(ies) of $100,000. (See MILPERMAN 1770-280.)

o. **DFAS-CL:** Defense Finance and Accounting Service-Cleveland Center.

p. **DD Form 1300 Report of Casualty.** DD Form 1300 shows proof of death to the U.S. Government and commercial agencies that pay benefits to survivors of eligible Sailors. DD Form 1300 contains information on the Sailor's identification, background, active service, pay, interested persons, and casualty information.

q. **Dependency and Indemnity Compensation (DIC):** A Department of Veteran Affairs (VA) benefit program that provides a monthly payment to a surviving spouse, child, or parent of a veteran because of the service connected death of a veteran. For more information go to DIC: http://www.vba.va.gov/VBA/benefits/factsheets/survivors/DICeg_0108.doc.

r. **DUSTWUN/EAWUN**

(1) **Duty Status – Whereabouts Unknown (DUSTWUN)**: A transitory casualty status applicable only to military personnel that is used when the responsible commander suspects the Sailor may be a casualty whose absence is involuntary, but does not feel sufficient evidence currently exists to make a definite determination of missing or deceased. DUSTWUN affords the commanding officer (CO) up to 10 days to conduct search and rescue efforts, to investigate the circumstances of the loss incident, and to assemble information regarding the Sailor's disappearance. DUSTWUN has no effect on pays or allowances and differs by definition and legal entitlement from the "missing" casualty status. Refer to MILPERSMAN 1770-020.

(2) **Excused Absence - Whereabouts Unknown (EAWUN)**: An administrative status applicable only to civilian personnel that is used when the responsible commander suspects the employee may be a casualty whose absence is involuntary, but does not feel sufficient evidence currently exists to make a determination of missing or deceased.

s. **Escort:** The official escort (funded by OPNAV (N135C)), who accompanies the remains while they are being transported to the funeral site. Any other escort designated by a command other than the official escort is funded by the command.

t. **Family Servicemembers' Group Life Insurance (FSGLI):** A program extended to the spouses and dependent children of Sailors. A Sailor must be insured under the SGLI program to qualify for FSGLI. FSGLI provides up to a maximum of $100,000 of insurance coverage for spouses not to exceed the amount of SGLI the insured Sailor has in force and $10,000 for dependent children. See MILPERSMAN 1741-030 for more information.

u. **Funeral Travel:** Roundtrip transportation and allowances for family members and other eligible travelers to attend the burial ceremony of Sailors who die while on Active or Inactive duty. Authorized travelers include:

(1) Spouse;

(2) Children;

(3) Parents;

(4) Anyone who stood **in loco parentis.** See definition below;

(5) Siblings;

(6) Person authorized to direct disposition of remains (PADD). See definition of PADD below in subparagraph 2ii.

(7) Attendants, and

(8) Others closely related to and or designated by the deceased Sailor under special circumstances.

Note: Refer to MILPERSMAN 1770-270 for more detailed instructions.

v. **Guardianship (In the Case of Minor Beneficiaries):** A guardian is a court appointed person or institution responsible for handling the affairs of a minor's estate, particularly the handling of money and property on behalf of the minor. If a Sailor is survived by a child who has not yet reached the **age of majority (18)** and the child is eligible for monetary benefits and or personal property, guardianship may need to be established for the minor child. Rules governing guardianship are established by the laws of the state where the child lives.

Note: Guardianship may have to be established even when the child is in the care of a surviving natural or adoptive parent.

w. **Identified:** Respect to a person in a missing status, an individual “accounted for” through the utilization of circumstantial evidence, anthropological evidence, odontological evidence, material evidence, and or nuclear or mitochondrial deoxyribonucleic acid (DNA) evidence.

x. **In Loco Parentis:** Any person(s) or institution who acted in place of a Sailor’s parents for a period of not less than 1 year at any time before the Sailor joined the Navy. Seniority in age will control when the persons are of equal relationship. Step-parents, who have not adopted the Sailor, serve as in loco parentis.

y. **Killed in Action (KIA):** A casualty that occurred due to hostile action, other than terrorist activity, in which a Sailor dies as a result of wounds or other injuries **before** reaching a medical treatment facility.

z. **Members of the Navy**. The following categories of personnel are defined as “members of the Navy:”

(1) Personnel on ACDU, ACDU for training, Inactive Duty training, or traveling directly en route to or from such duty at the time the individual becomes a casualty;

(2) Personnel who have been provisionally accepted for entry on ACDU, have been ordered or directed to proceed to a place for acceptance, and are injured, become ill, or die while at or en route to such a place of final acceptance;

(3) Personnel of the Naval Reserve Officers Training Corps (NROTC) who are injured or die from injury in the line of duty while performing authorized travel to training, from training, or while engaging in flight instruction;

(4) Midshipmen of the Naval Academy, including those authorized to travel to or from such service;

(5) Regular or Reserve Sailors who die after discharge or release from ACDU while a patient in a U.S. Government hospital, provided hospitalization has been continuous from date of discharge or release from ACDU to date of death;

(6) Regular or Reserve retired Sailors who die while a patient in a U.S. Government hospital, provided they became a patient in such hospital while serving on ACDU for a period of more than 30 days and continue as a patient through date of death;

(7) Individuals who die en route directly to their home after discharge or release from a period of ACDU;

(8) Members or former members of the Navy who die during the 120-day period beginning the day following the date of discharge or release from ACDU, ACDU training, or Inactive Duty training, or transfer from drilling status to not physically qualified or records review status;

(9) Members of the Navy Reserve who die while in an Inactive Duty status. This includes those members who may be required to perform at least 12 regularly scheduled drills (pay or non-pay status) each year that are creditable for retirement purposes; those who have performed no ACDU; those who have

performed ACDU, ACDU for training, or Inactive Duty training; and those who are retired without pay. Refer to MILPERSMAN 1770-040 to report a death; or

(10) Members of the Fleet Reserve or retired members of the Regular Navy or Navy Reserve who die while in an Inactive Duty status and while entitled to receive retainer or retired pay.

aa. **Missing:** The status used when a Sailor is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown. A Sailor may be placed in a "missing" casualty status **only after an initial board of inquiry is convened by CHNAVPERS and the board's casualty status recommendation has been approved by SECNAV**. (See MILPERSMAN 1770-020.)

(1) A CO may make a recommendation to put a member in a "missing" status if the facts so suggest. "Missing" does not include Sailors whose status is listed as absent without leave (AWOL), deserter, or who have been dropped from rolls.

(2) **Categories.** A person declared "missing" is categorized as the following:

(a) **Beleaguered**. The Sailor is a member of an organized element that has been surrounded by a hostile force to prevent escape of its members;

(b) **Besieged.** The Sailor is a member of an organized element that has been surrounded by a hostile force, compelling it to surrender;

(c) **Captured.** The Sailor has been seized as the result of action of an unfriendly military or paramilitary force in a foreign country;

(d) **Detained.** The Sailor is prevented from proceeding or is restrained in custody for alleged violation of international law or other reason claimed by the Government or group under which the person is being held;

(e) **Interned.** The Sailor is definitely known to have been taken into custody of a nonbelligerent foreign power as the result of, and for reasons arising out of, any armed conflict in which the Armed Forces of the U.S. are engaged;

(f) **Missing.** The Sailor is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown; and

(g) **Missing in Action (MIA).** The casualty is a hostile casualty, other than the victim of a terrorist activity, who is not present at his or her duty location due to apparent involuntary reasons, and whose location is unknown.

bb. **Naval Disaster:** A naval disaster or accident in which loss of life or injury occurs to more than 15 persons at a specific location (such as the confines of a ship, aircraft, or the geographic limits of a single shore based activity).

cc. **Next of Kin (NOK):** Person(s) related to deceased, injured, or ill Sailor (see “Primary Next of Kin (PNOK)” and “Secondary Next of Kin (SNOK)”). NOK is determined by law. Therefore, Sailors may not designate an individual on their DD Form 93 Record of Emergency Data as their NOK, nor use a will to distribute federal benefits and entitlements.

Note: Eligibility for survivor benefits and or recipients of personal effects are not based upon a NOK determination.

dd. **Not Seriously Injured (NSI):** A casualty which involves illness or injury that requires medical attention (may or may not require hospitalization) and medical authorities declare the illness or injury less severe than seriously injured.

Note: A personal casualty report (PCR) is required **only** if the injury or illness occurs within theater (e.g., Operation Enduring Freedom or Operation Iraqi Freedom).

ee. **OCONUS:** Outside of the continental U.S.

ff. **Office of Chief of Naval Operations (OPNAV), Navy Casualty Assistance (N135C):** Navy Casualty Assistance Calls and Funeral Honors Support (CAC FHS) Program policy sponsor and coordinating authority. OPNAV (N135C) is responsible for establishing policy and procedures, and assessing program delivery to ensure that the Sailors and their families’ needs are met in times of crisis. OPNAV (N135C) is also responsible for the overall administration of the Navy Mortuary Affairs Program.

gg. **Official Notification and Condolence Call:**

(1) The initial physical (in person) visit made by a responsible uniformed Navy representative to a Sailor's NOK and or designated individual. The initial visit entails notification, condolences, answering of any questions, and addressing of any concerns. Notification and condolence calls should be accomplished within 24 hours of receipt of casualty. The visit should occur between the hours of 0500 and 2400.

(a) **Notification:** The primary purpose of a notification call is to inform the Sailor's NOK or designated individual of the incident and circumstances surrounding the incident. Notification calls will be made in an expeditious, professional, and dignified manner with consideration for the Sailor's family.

(b) **Condolence Call:** The primary purpose of the condolence call is to extend personal sympathy on behalf of the U.S. Navy and to offer assistance to the family of the Sailor.

(2) When a notification of death is made to the NOK or designated individual by sources other than the Navy (e.g., friend, Sailor dies at home, hospital, law enforcement, media, etc.), a condolence call is made in lieu of notification. When the CACO, CACO's chain of command, Navy casualty assistance, CNIC program manager, regional coordinator, or any other cognizant Navy official becomes aware that the NOK or designated individual has been notified by other sources, the CACO will be directed to make a condolence call rather than a notification.

hh. **Other Interested Parties (OIP):** Other interested parties include anyone named on a Sailor's **DD Form 93 Record of Emergency Data**, or **SGLV 8286 Servicemembers' Group Life Insurance Election and Certificate**, as a beneficiary for:

(1) SGLI;

(2) Death gratuity (DG); or

(3) Unpaid pay and allowances (UPPA).

ii. **Person Authorized to Direct Disposition (PADD):** A person who is authorized to direct disposition of human remains. Sailors identify a PADD on their DD Form 93. If the PADD is not

designated by the Sailor, the PADD is recognized in the following order of precedence:

(1) **Surviving spouse:** The legal spouse is one who was married to the deceased as prescribed by civil law, was not divorced from the deceased, and has not remarried at the time disposition of remains is to be made. The latter might apply in the case of a Sailor who has been declared deceased, body not recovered at the time of the casualty incident, and whose remains are later recovered and identified. If the spouse has remarried at the time disposition is to be made, the right of disposition will go to the next person in order of priority, and the remarried spouse will take priority as stated in subparagraph (8) below;

(2) **Children:** Children who have reached the age of majority in order of seniority (age);

(3) **Parents:** in order of seniority (age), unless legal custody was granted to another person by reason of court decree or statutory provision. Step-parents who have not adopted the Sailor, serve in loco parentis, and are not considered parents for PADD purposes;

(4) **Blood or adoptive relative** of the Sailor who was granted legal custody by reason of a court decree or statutory provision. The person to whom custody was granted remains the PADD despite the fact that the individual had reached the age of majority at the time of death;

(5) **Siblings:** Brothers or sisters of legal age in order of seniority (age). When the deceased person has full siblings, half-siblings, or step-siblings, the order of precedence is the full siblings, then the half-siblings. Step-siblings are not eligible to direct disposition of remains. Adopted siblings are treated the same as full siblings when adopted by both of the deceased person's biological parents. Adopted siblings are considered as half-siblings when adopted by only one of the deceased person’s biological parents;

(6) **Grandparents** in order of seniority (age);

(7) **Other adult blood relatives** in order of relationship to the individual under the laws of the deceased’s domicile. When two individuals are of equal relationship, priority will be determined by age;

(8) **Remarried surviving spouse:** One who was not divorced from the deceased and has remarried at the time disposition of remains is to be made. The latter might apply in the case of a Sailor who is declared deceased, though his or her body was not recovered and whose remains are subsequently recovered and identified at a later date;

(9) **Persons standing in loco parentis** (refer to “In Loco Parentis”;

(10) **Legal representative of the estate** may make disposition of remains when all efforts to identify or locate a person listed in subparagraphs (1) through (9) are unsuccessful. The legal representative must be properly appointed by a civil court having jurisdiction of the decedent’s estate; or

(11) When all known persons in subparagraphs (1) through (10) relinquish disposition authority or cannot be identified or located, then disposition of the remains will be made by **SECNAV**.

jj. **Person Eligible to Receive Effects (PERE)(Person Eligible to Receive the Personal Effects of a Deceased Service Member or Civilian Employee)**. The custody of the personal effects is transferred according to the following order of precedence:

(1) Legal representative of the member’s estate. To qualify as a legal representative, an individual must present duly certified copies of a will, letter testamentary, letters of administration, or other evidence of final qualification, issued by a proper court of competent jurisdiction;

(2) Surviving spouse who has not remarried;

(3) Children in order of seniority (age);

(4) Parents in order of seniority (age);

(5) Siblings in order of seniority (age);

(6) Other blood relative. When two individuals are of equal relationship, priority will be determined by age;

(7) A person standing in loco parentis; or

(8) A person named as a beneficiary in the will, but not specifically named as the recipient of personal effects.

Note: A member may designate someone other than the PNOK to be the PERE. Only the custody of the personal effects is transferred from the Armed Service concerned to the person eligible to receive effects PERE. Any question of title or ownership must be determined by agreement among the interested parties or (if necessary) the civil courts in the state of the domicile of the deceased or missing person.

kk. **Personnel Casualty Reporting**

(1) Per reference (a), a PCR is required on:

(a) All deceased or missing military personnel;

(b) All deceased or missing DoD civilian employees and DoD contractors OCONUS who are casualties as a result of hostile action, nonhostile action, or while accompanying Armed Forces in the field; and for all CONUS casualties as a result of hostile action;

(c) All deceased 120-day disability retired members;

(d) All deceased personnel who were attending a military service academy;

(e) All ACDU military personnel whose status is listed as seriously ill or injured, or very seriously ill or injured;

(f) All DoD civilian personnel, including DoD contractors OCONUS, who are listed as SI or VSI as a result of hostile or nonhostile action, or while accompanying Armed Forces in the field;

(g) All military personnel listed as DUSTWUN, all DoD civilian employees, and DoD contractor personnel listed as excused absence – whereabouts unknown (EAWUN); and

(h) All personnel (including military and DoD civilians and DoD contractors) who are wounded in action.

(2) The PCR should be completed and submitted per MILPERSMAN 1770-030.

ll. **Primary Next of Kin (PNOK):** The person most closely related to the deceased Sailor is considered PNOK for casualty notification and assistance purposes. This is usually the spouse for married Sailors and the parents for unmarried Sailors. A surviving spouse who has remained unmarried is always designated the PNOK. The term “surviving spouse” does not include one who obtained a divorce from the Sailor (at any time). The PNOK is recognized by law in the following order of precedence:

(1) Spouse;

(2) Eldest natural or adopted child including a child or children by prior marriage. The age of majority is 18. If the child is a minor, their surviving parent or legal guardian shall exercise the rights of the minor child;

(3) Parents in order of seniority (age), unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision.

(4) Blood relative that was granted legal custody of the person by a court decree or statutory provision;

(5) Brother and sisters of legal age (18 or over) in order of seniority (age);

(6) Grandparents in order of seniority (age);

(7) Other relatives of legal age in order of relationship to the individual according to civil laws. When persons are of equal degree of relationship to the Sailor (e.g., aunt, uncle, cousin), seniority (age) will determine priority;

(8) Persons standing in loco parentis to the Sailor; or

(9) The remarried surviving spouse.

Note 1: Does not include a spouse who obtained a divorce from the Sailor (at any time) or who remarried before a finding of death.

Note 2: When doubt exists concerning the determination of PNOK, Navy casualty assistance will provide guidance for determination.

mm. **Prisoner of War (POW):** POW is not a casualty status for casualty reporting purposes. For reporting purposes, the casualty status and category would be “missing-captured”. POW is the international legal status of military and certain other personnel captured during an armed conflict between two countries, and that status entitles those captured to humanitarian treatment under reference (b).

nn. **Returned to Military Control (RMC):** Status of a Sailor whose casualty status of DUSTWUN or missing has been changed due to the Sailor’s return or recovery by U.S. military authority.

oo. **Secondary Next-of-Kin (SNOK):** Any other NOK not designated as PNOK. SNOK is recognized in the same order of precedence as listed in the definition for PNOK above.

pp. **Seriously Ill or Seriously Injured (SI):** The casualty status of a person whose illness or injury requires medical attention and medical authority declares that death is possible, but not likely within 72 hours, and or the severity is such that it is permanent and life altering.

qq. **Servicemembers’ Group Life Insurance (SGLI):** A low cost group life insurance for Sailors available in $50,000 increments up to the maximum of $400,000. Sailors are automatically insured under SGLI for the maximum amount of $400,000 unless an election is filed reducing the insurance by $50,000 increments or canceling it entirely. Additional information on SGLI is available at: http://www.insurance.va.gov/sgliSite/SGLI/SGLI.htm.

rr. **Suicide:** Intentional, self-induced death.

ss. **Suicide Attempt:** An intentional act, causing physical self-harm, where death would have occurred without the direct intervention of another individual.

tt. **Suicide Gesture:** An intentional act, suggesting a cry for help, causing physical self-harm or the intent to cause physical self-harm that would not cause the death of the individual.

uu. **Traumatic Servicemembers’ Group Life Insurance (TSGLI):** A traumatic injury protection rider under SGLI that provides for payment to any Sailor covered by SGLI who sustains a traumatic

injury which results in certain severe losses. Additional information on SGLI is available at: http://www.insurance.va.gov/sgliSite/TSGLI/TSGLI.htm.)

vv. **Unaccounted For:** An inclusive term (not a casualty status) applicable to Sailors whose person or remains are not recovered, or otherwise accounted for following hostile action. Commonly used when referring to Sailors who are killed in action (KIA) and whose body is not recovered (BNR).

ww. **Unpaid Pay and Allowance (UPPA):** Upon the death of a Sailor, any pay and allowances due, but not paid to the Sailor. UPPA may include unpaid basic pay, accrued leave, amounts due for travel, and unpaid installments of variable reenlistment bonuses. The deceased Sailor's pay record is completely audited by DFAS-CL and a check for any amount due is issued to the designated beneficiary.

xx. **Very Seriously Ill or Very Seriously Injured (VSI):** The casualty status of a person whose illness or injury is such that medical authority declares it more likely than not that death will occur within 72 hours.

Note: A PCR is required, see MILPERSMAN 1770-030.

yy. **Wounded in Action (WIA):** A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who has incurred an injury due to an external agent or cause. The term encompasses all kinds of wounds and other injuries incurred in action (whether there is a piercing of the body as in a penetration or perforated wound, or none as in the contused wound). These include fractures, burns, blast concussions, all effects of biological and chemical warfare agents, and the effects of exposure to ionizing radiation or any other destructive weapon or agent. The hostile casualty's status may be categorized as SI, VSI, or NSI.

MILPERSMAN 1770-020

DUTY STATUS-WHEREABOUTS UNKNOWN (DUSTWUN) AND "MISSING" STATUS RECOMMENDATIONS

Responsible Office	OPNAV N135C	Phone: COM: DSN: TOLL FREE WITHIN U.S.: FAX:	(901)874-2501 882-2501 (800)368-3202 (901)874-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1300.18, Personnel Casualty Matters, Policies, and Procedures, of 8 Jan 08 (b) 10 U.S.C., Chapter 76, 1501-1513, System for Accounting for Missing Persons (c) 37 U.S.C., Chapter 10, 551-559, Pay to Missing Persons

1. **Policy**. Ref (a) establishes casualty reporting procedures for Service members categorized as “DUSTWUN” and “Missing” and are two separate and distinct casualty categories. Commanders shall review this article in its entirety to ensure compliance with set policy prior to submitting a Personnel Casualty Report (PCR) for DUSTWUN or **recommending** a Sailor be placed in a "Missing" status.

2. **Definitions**. (For a more in-depth explanation of terms, also refer to MILPERMAN 1770-010.

a. **DUSTWUN** - A transitory casualty status that is used when the responsible commander suspects the Sailor may be a casualty and whose absence is involuntary, but sufficient evidence does not exist to make a definite determination of missing or deceased.

b. **Missing** - A status used when a Sailor is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown. **Only the Secretary of the Navy (SECNAV) has the authority to place a Sailor in a "Missing" status.**

(1) A person declared "Missing" is further categorized as follows (see MILPERSMAN 1770-010):

(a) Beleaguered;

(b) Besieged;

(c) Captured;

(d) Detained;

(e) Interned;

(f) Missing; or

(g) Missing in action.

(Note: The term "Missing" does not include Sailors who are Absent Without Leave (AWOL), deserters, or Sailors who have been dropped-from-rolls.)

3. **DUSTWUN Reporting**.

a. **No later than 4 hours** following receipt of information that a Sailor is absent from their place of duty and the status of that Sailor meets the definition of DUSTWUN, the responsible commander shall submit a PCR per MILPERSMAN 1770-030. List the Sailor's casualty type as DUSTWUN in block CHARLIE of the PCR.

b. Per reference (b), DUSTWUN affords the commander up to 10 days to conduct search and rescue efforts, investigate the circumstances of the loss incident, and make preliminary assessments and recommendations regarding the Sailor’s disappearance. **As a result of that assessment, if the commander concludes that the Sailor is missing, then and only then, shall the commander recommend that the person be placed in a "Missing" status.**

c. A **daily** supplemental PCR of search results is required, unless not feasible for security reasons. The supplemental PCR shall furnish the extent, progress, and other pertinent information needed to keep the Next-of-Kin (NOK) informed.

d. **Termination of DUSTWUN Status**. Submission of supplemental PCR's shall continue until a report is sent stating that the search has been discontinued and the Sailor involved has been

(1) recovered alive and returned to military control.

(2) **recommended to be placed in a "Missing" status** because evidence of death or Unauthorized Absence (UA) is not considered conclusive. The "Missing" casualty status will be retroactive to

the date of the initial disappearance unless other information is available which indicates a more current date is applicable. (See para 5. below)

(3) placed in a UA status. If after an immediate and extensive search, conclusive evidence of death **does not** exist, the available evidence should be carefully reviewed to determine if it warrants a change in the Sailor's status to UA. The date of UA **must** be the initial date of disappearance.

(4) Reported deceased. A report of death is justified if

(a) identifiable remains have been recovered.

(b) after an immediate and extensive search, no remains are recovered and conclusive evidence of death **does** exist. Conclusive evidence of death may be considered to exist when information overcomes any reasonable doubt or logical possibility that a Sailor listed as DUSTWUN may have survived. Circumstances of disappearance, such as an over water loss incident, eyewitness statements, results of immediate search, and/or local conditions can be used to conclude a finding of death. The date of death will be the date the member was placed in a DUSTWUN status.

Note: Commanders may not retain a Sailor in a "DUSTWUN" status for more than 10 days.

4. **Pay and Allowances While in a DUSTWUN Status**. DUSTWUN differs by definition and legal entitlement from the "Missing" casualty status. Therefore, DUSTWUN has no effect on the pay or allowances that are in place prior to the Sailor being placed in a DUSTWUN status.

5. **Recommending "Missing" Status**.

a. Commanders shall submit a recommendation for a casualty status of "Missing" via PCR. An advisory copy of the report shall also be sent to the Commander of the theater component with jurisdiction over the missing Sailor. The recommendation will be forwarded via the Director, Office of Chief of Naval Operations (OPNAV), Personal Readiness and Community Support (N135) to the Chief of Naval Personnel (CHNAVPERS) for consideration.

b. Additionally, within 5 days of submitting the PCR, Commanders shall submit a **written report**, furnishing all available details to N135. The report shall include the following:

(1) Latitude and Longitude (as applicable),

(2) Distance from nearest land (when applicable),

(3) Local conditions,

(4) Extent of searches made,

(5) Statements of survivors or other members who may have pertinent information concerning the Sailor's circumstances, and

(6) Opinion and recommendation of the commanding officer as to the proper casualty status.

c. Submit the report utilizing the most expeditious mode of transmission to either of the following:

(1) Email: MILL_NavyCasualty@navy.mil;

NOTE: Use an underscore between "MILL" and "NavyCasualty" in the E-mail address.

(2) Fax: 901-874-6654/2265; or,

(3) Mail: Director, Personal Readiness and Community Support
(OPNAV N135)
5720 Integrity Drive
Millington, TN 38055.

d. **Initial Board of Inquiry**. Within 10 days of receiving the report, CHNAVPERS will appoint an Initial Board of Inquiry to conduct an inquiry into the whereabouts and status of the Sailor. Reference (b), section 1503-1504, governs the duties and responsibilities of the board. The board's recommendation is forwarded to SECNAV for final approval.

(1) Access to the Initial Board of Inquiry is closed to the public, including Primary Next of Kin (PNOK) and other members of the family. No later than 30 days after SECNAV makes determination of the status, SECNAV will provide PNOK and other members of the immediate family an unclassified summary of the Unit Commanders' and the Initial Board of Inquiry reports.

6. **Family Assistance**. If a Sailor's status is changed from DUSTWUN to "Missing", a Casualty Assistance Calls Officer (CACO) shall visit the PNOK and Secondary Next-of-Kin (SNOK) to inform them of the

casualty status change. N135C will provide guidance and assistance for pay and allowance, benefits, and entitlements in all "Missing" cases.

a. **Relocation.** Travel and transportation may be provided for the dependents, household goods (HHG), and personal effects of Sailors on active duty that are officially reported in a "Missing" status for a period of 29 or more days per reference(c), section 554.

7. **Pay and Allowances While in a Missing Status**. Reference (c) outlines pay and allowances and specific limitations for Sailors listed in a "Missing" status. **"DUSTWUN" has no effect on pay or allowances.** The Assistant Secretary of the Navy (Manpower and Reserve Affairs) has delegated the authority to administer provisions of reference (c) to CHNAVPERS.

a. **Continuance of pay and allowances.** Per reference (c), section 552, a Sailor is entitled to receive the same pay and allowances they were receiving prior to being placed in a "Missing" status:

(1) while listed in a "Missing" status; and,

(2) for a period, not to exceed one year, required for hospitalization and rehabilitation, following termination of that status.

b. **Allotments.** An allotment made by a Sailor prior to being placed in a "Missing" status may be continued. When an allotment is insufficient for an authorized purpose, new allotments or increases may be authorized by CHNAVPERS. CHNAVPERS may also direct the suspension, resumption, discontinuance, or decrease of an allotment when the circumstances warrant per reference (c), section 553).

8. **Service Record, Medical Record, Dental Record, and Flight Logbook Disposition for "Missing" personnel**. Records, along with flight logbooks (if applicable will be forwarded to, OPNAV, Navy Casualty Assistance Division (N135C) at:

Navy Casualty Assistance (OPNAV N135C)
Attn: POW/MIA Branch
5720 Integrity Dr
Millington, TN 38055

MILPERSMAN 1770-030

PERSONNEL CASUALTY REPORT PROCEDURES

Responsible Office	NAVPERSCOM (PERS-624)	Phone: COM DSN TOLL FREE WITHIN U.S. COM FAX	(901) 874-2501 882-2501 (800) 368-3202 (901) 874-6654 882-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1300.18 of 8 January 2008 (b) NAVADMIN 122/09

1. **Purpose**. Per reference (a), the following paragraphs provide amplifying information regarding casualty preparation and submission procedures for the Personnel Casualty Report (PCR).

a. **A PCR shall be submitted for the following casualties:**

(1) Death;

(2) Terminally ill (TI);

(3) Very seriously wounded, very seriously ill, or very seriously injured (VSI) (e.g., imminent danger or loss of life);

(4) Seriously wounded, seriously ill, or seriously injured (SI);

(5) Not seriously wounded, ill, or injured (NSI) (**for reporting in-theater illnesses and injuries only);**

(6) Duty status-whereabouts unknown (DUSTWUN); or

(7) Serious mental disorders as defined below a diagnosed mental disorder that requires intensive mental health treatment or hospitalization. The circumstances in which a Sailor shall be considered to have a serious mental disorder include, but not be limited to, the following:

(a) The Sailor is considered to be a potential danger to self or others as a result of a diagnosed mental disorder that requires intensive mental health treatment or hospitalization.

(b) The Sailor is diagnosed with a mental disorder and has psychotic symptoms that require intensive mental health treatment or hospitalization.

(c) The Sailor is diagnosed with a mental disorder and has severe symptoms or severe impairment in functioning that requires intensive mental health treatment or hospitalization.

b. **Suicide and Suicide Related Behaviors**. Regardless of outcome, all suicide related behaviors must be reported via the OPREP-3 reporting system per reference (b). All suicide and suicide attempts by active and reserve Sailors require the completion of the Department of Defense Suicide Event Report (DoDSER). A PCR is **only required** for suicides and suicide related behaviors which result in VSI, SI, or evacuation.

c. **Supplemental PCRs**. Submit a supplemental PCR:

(1) To update, add, or correct information such as cause of death reported on the initial PCR; or

(2) To report a change in status of a wounded, ill, or injured Sailor (e.g., Sailor’s condition upgraded from VSI to SI; Sailor discharged from medical treatment facility).

2. **Responsibility**. **The commanding officer (CO) or the immediate superior in command (ISIC) of a Sailor who suffers a casualty is responsible for submitting the PCR**. If a Sailor becomes a casualty while away from his or her parent command, the local Navy activity first apprised of the circumstances shall verify the casualty and notify the Sailor’s command (if known) and Office of the Chief of Naval Operations (OPNAV), Navy Casualty Assistance (N135C) via a PCR.

3. **Reporting Requirements**. An initial PCR must be submitted **within 4 hours** of a command learning of casualty. **Telephonic reports and or other official messages sent out by commands (e.g., unit SITREP, OPREP, Pinnacle) do not replace the requirement to submit a PCR.** The initial PCR should include:

a. Sailor's name;

b. SSN;

c. Rank/Rate;

d. Type of Casualty – NSI, SI, VSI, TI, DUSTWUN or Death;

e. Cause and circumstances; and

f. Next of Kin (NOK) names, addresses, and phone numbers with confirmation of notification of NOK.

Note: Do not delay sending the initial PCR because all details of the casualty are not known. Submit supplemental reports as necessary.

4. **Reporting Procedures**

a. **Electronically submit PCRs** . Submit PCR's electronically via E-mail to MILL_NavyCasualty@navy.mil. **NOTE**: **Use an underscore between "MILL" and "NavyCasualty" in the E-Mail address**. This mailbox will automatically be distributed to the offices involved in the casualty process. Be sure to include your chain of command as an addressee on the E-mail. Additionally, include the full name, rank, title, and telephone number of the approving official.

(1) If E-mail capability does not exist, the PCR may be submitted via facsimile (FAX) to N135C at 1-901-874-6654.

(2) If E-mail or FAX capability does not exist, PCR may be submitted by immediate precedence message to:

TO: COMNAVPERSCOM MILLINGTON TN//PERS-621//
Info Addee: Command sending message

b. **Follow-up to ensure receipt**. To ensure PCR has been received, follow-up by calling N135C at 1-800-368-3202.

c. **FAX a copy of additional required information for all casualties.** FAX a copy to N135C as soon as possible for all casualties to include:

(1) Record of Emergency Data (Page 2); and

(2) SGLV 8286 (05-09), Service members Group Life Insurance Election and Certificate.

In cases where the Sailor's parent command is unknown, inform N135C by including in data element DELTA of the PCR the following statement: "Sailor's parent command is unknown. Request N135C to notify Sailor's parent command and instruct command to submit a completed Personnel Casualty Report."

5. **Sample Personnel Casualty Report Format**

CASUALTY REPORTING COMMAND: DATE/TIME GROUP: REPORT TYPE: INITIAL/SUPPLEMENTAL TYPE OF CASUALTY: Death/SI/VSI/NSI/DUSTWUN ALPHA: Grade/rate – Name of Casualty – Social Security Number – Officer Designator BRAVO: Status (e.g., ACDU/INACTDUTRA/ACDUTRA) Duty Station/Point of Contact/Tel. No./E-mail Address CHARLIE: Hostile (KIA/POW); Non-Hostile (peacetime casualties); NEW DAWN (if applicable) DELTA: Date (Local time of casualty incident); place; Circumstances of incident; cause of death. ECHO: Location of remains, funeral home's name, address, and phone number FOXTROT: Primary next of kin (PNOK) (Name, address, relationship). Secondary next of kin (SNOK) Name, address, relationship). Other next of kin (NOK) (e.g., step children, children from a previous marriage, parents, etc.) GOLF: Notification of NOK: Date, time, and person making the notification HOTEL: Date of Dependency Application/Record of Emergency Data INDIA: Additional Remarks.

6. **Amplifying Instructions**

a. **Data Blocks**

(1) **ALPHA**. **Name of casualty**: Rank/rate (if the grade indicated is a frocked rank or rate, indicate the word "frocked" in parenthesis), full name, branch of service, social security number, designator (if officer).

(2) **BRAVO. Status and duty station:**

(a) **Status**

1. Active Duty;

2. Active Duty for Training;

3. Inactive Duty for Training;

4. Fleet Reserve;

5. Retired;

6. Delayed Entry Program; and

7. Temporary Disability Retired List/Permanent Disability Retired List (TDRL/PDRL).

(b) **Duty Station**

1. Naval Recruit Officer Training Corps (NROTC);

2. Point of contact (POC) at command;

3. POC telephone number and E-mail; and

4. Unit Identification Code (UIC): If duty station is a deployable unit, also furnish UIC of command where unit is currently located.

(3) **CHARLIE. Casualty type as follows:**

(a) **Hostile** – Sailor is wounded or killed "in action" or due to terrorist action. "In action" denotes a hostile action sustained:

1. In or relating to combat; or

2. Going to or returning from a combat mission; provide incident occurred as a direct result of a hostile action. This includes Sailors killed or wounded mistakenly or accidentally by **friendly fire** directed at a hostile force or what is thought to be a hostile force. **Do not** include in this category for any of the following:

a. Self-inflicted wounds;

b. Combat fatigue; or

c. Wounds or death inflicted by a friendly force while the individual is absent without leave deserter , dropped-from-rolls status, or is voluntarily absent without authorization from a place of duty.

(b) **Non-Hostile** – All other casualties **not** directly attributable to a hostile action as described in paragraph 6a(3)(a) above.

Note: If applicable, also state the name of the associated combat operation (e.g. New Dawn)

(4) **DELTA. Date, time (local time), place, and circumstances:**

(a) **Date**: DD MM YYYY

(b) **Time**: Report local time of incident (e.g., 0735L)

(c) **Place**: Place where incident occurred (If at sea or in a remote area, state latitude and longitude unless security precludes)

(d) **Circumstances**: Give concise, but ample, explanation of circumstances surrounding the casualty. Do not use indefinite statements such as “Lost Overboard”, or “Missing”, and “Presumed Dead”. The information provided will be used to brief NOK during initial notification. Whenever the circumstances or cause of death are not immediately known, furnish details by supplemental message as soon as possible.

(e) **Graphic details**: Details that are graphic concerning the death or that would be an embarrassment to the NOK **should not be included in this message**. Send a separate priority message containing such details only to:

1. OPNAV (N135C), Navy Casualty Assistance;

2. Bureau of Medicine and Surgery (BUMED); and

3. Casualty Assistance Calls/Funeral Honor Support Program Coordinator who has cognizance over the geographical area of the command assigned to provide the Casualty Assistance Calls Officer.

(f) **Cause of death**: If known, report immediate cause of death, such as cardiac arrest or respiratory failure. Additionally, if the ultimate cause of death can be attributed to major injuries sustained previously (i.e., car accident, explosion, gunshot wound), include this information in the report. If the incident is caused by a **motor vehicle accident**, also include the following:

1. Type of vehicle (e.g., car, truck); motorcycle)

2. Single or multiple vehicle accident;

3. Driver or a passenger; and

4. All other Sailors and family members involved in the accident.

(f) **Multiple Casualty Reporting**: For incidents involving two or more casualties, such as the case with a naval disaster (see MILPERSMAN 1770-100 Reporting Requirements in the Event of a Naval Disaster). Report the name, rank/rate, officer designator (if applicable), SSN, and casualty status of each casualty involved.

(g) **Hostile Fire Zone or Area Authorized Overseas Pay:** Report the following: Date Sailor commenced the current tour. If the Sailor is serving on an extension of normal tour, the date must be followed by the notation “EXTENSION”.

Note: The above information must be reported even if the casualty was not a result of a hostile action.

(h) **Active Duty/Inactive Duty for Training:** Report the following:

1. Period for which training was authorized; and

2. If the casualty occurred either en route to/from active duty for training, inactive duty training, **120-**

days or less after discharge, or release from the United States (U.S.) Navy or U.S. Navy Reserve:

a. Hour which the Sailor began to proceed or return;

b. Hour which Sailor was scheduled to arrive or the hour which Sailor ceased to perform such duty;

c. Method and manner of travel utilized;

d. Itinerary;

e. Immediate cause of death (when known); and

f. Duty station.

3. Send complete copies of Sailors orders to N135C via:

a. Email: MILL_NavyCasualty@navy.mil;

b. FAX: 1-901-874-6654, DSN: 882-6654;

c. Mail: Navy Casualty Assistance, OPNAV (N135), 5720 Integrity Drive, Millington, TN 38055-6210.

(i) **Sailors in a drill (pay or non-pay) status,** report the following:

1. If Sailor was scheduled to perform at least 12 drills during current year;

2. Number of drills performed;

3. Date of last drill performed; and

4. Point of contact at the unit.

(j) **Unauthorized Absence:** If the casualty is in an absentee status, indicate date absence commenced. If absence exceeded 30 days, indicate whether the Sailor had been officially declared a deserter. For Sailors subsequently found to be missing or dead, a supplemental PCR shall be sent to

report any change of status. When applicable, indicate how identification was established.

(5) **ECHO**

(a) **If deceased**:

1. Location and disposition of remains;

2. Complete name, telephone number, and address of mortuary or funeral establishment where remains are located;

3. If remains are to be transferred to another establishment, give name and address of establishment and when transfer will be made. Include disposition instructions of remains by NOK, if known; and

4. If remains are not recovered, state this and advise status of search.

Note: Medical/dental records are to accompany the remains until positive identification is established. Once identification has been established, mail the records to OPNAV (N135C).

(b) **NSI/SI/VSI/TI and serious mental disorders (per MILPERSMAN 1770-230), Wounded, Ill or Injured: Casualty Reporting, Notification and Bedside Travel,** report the following:

1. Condition - TI, SI, VSI or serious mental disorder.

2. Prognosis - Imminent danger of loss of life, guarded, poor, fair, good, excellent, etc.

3. Hospital where patient is located or will be transferred.

4. As applicable, state the following: "**Bedside travel medically warranted/not warranted".** Note: Only a **military medical officer** can make a bedside travel warranted determination. Ensure to include rank, name, and contact information of military medical officer making the determination.

5. Name and telephone number of POC at hospital.

6. If Sailor is hospitalized outside of the continental United States and evacuation to the continental United States is contemplated, state the estimated time of arrival and request cognizant command to inform the Armed Services Medical Regulating Office (ASMRO) or a Joint Medical Regulating Officer (JMRO), as appropriate.

(c) **DUSTWUN or Unaccounted-for**: See MILPERSMAN 1770-020 for detailed reporting procedures.

(6) **FOXTROT**. **Primary and secondary next of kin (PNOK/SNOK) information**: Per MILPERSMAN 1770-010 report PNOK/SNOK:

(a) Full name, address, and relationship to the Sailor;

(b) If NOK is involved in the same accident and injured or killed, state casualty status and present whereabouts;

(c) List full name of parents and if applicable, indicate if either is deceased;

(d) **When parents reside together**, each parent should be listed equally as either PNOK or SNOK, as appropriate; and

(e) If a SNOK is not identified, indicate this fact.

(7) **GOLF**. **Official NOK notification**: State whether or not both PNOK and SNOK have been officially notified (**in person for deaths**) by a naval representative. Upon official notification, if PNOK or SNOK had prior knowledge of the casualty, state how notification was made.

(8) **HOTEL**. **Sailor's Personal Information:**

(a) Record of Emergency Data (Page 2) and Servicemen’s Group Life Insurance (SGLI) Election Form:

1. Specify dates of latest Record of Emergency Data and SGLI election forms;

2. Immediately scan and email a copy to MILL_NavyCasualty@navy.mil or FAX forms to N135C, Ph: 1-901-874-6654, DSN: 882-6654; and

3. Follow-up to ensure receipt of forms by calling N135C at 1-800-368-3202.

(b) **For wounded, ill or injured Sailors**:

1. Specify the location of service (enlisted only), medical, dental, and pay records; and

2. Indicate location and disposition of Sailor's personal effects.

(9) **INDIA**. Miscellaneous comments: Use this block to annotate any additional information that is deemed pertinent.

7. **Service Records Disposition**. If a paper copy of an enlisted service record exists, mail complete service record directly to Navy Personnel Command, Records Management Policy Branch (Pers-313) at:

Navy Personnel Command (Pers-313)
5720 Integrity Drive
Millington, TN 38055

Note: Indicate on bottom left side of mailing envelope "DO NOT OPEN IN MAIL ROOM."

8. **Medical/Dental Records Disposition**.

a. **Prisoner of War/Missing in Action (POW/MIA):** Mail records to:

Navy Casualty Assistance OPNAV (N135C)
ATTN: POW/MIA Branch
5720 Integrity Drive
Millington, TN 38055-6210

b. **Deceased Sailors**: Per reference (c), medical and dental records will be mailed to N135C.

(1) Print in large letters, diagonally across the record's cover “DECEASED”. Affix to cover of record a typed, adhesive-backed label with the following statement: “Upon completion of positive identification, mail record to:

Navy Casualty Assistance OPNAV (N135C)
5720 Integrity Drive
Millington, TN 38055-6210

(2) If available, a copy of the Civilian Death Certificate should be placed in the medical record. If the Civilian Death Certificate becomes available after the medical and dental records are no longer available, mail certificate to:

Navy Casualty Assistance OPNAV (N135C)
5720 Integrity Drive
Millington, TN 38055-6210

MILPERSMAN 1770-040

REPORTING THE DEATH OF NON-ACTIVE DUTY SAILORS

Responsible Office	OPNAV (N135C)	Phone DSN: TOLL FREE WITHIN U.S. COM: FAX:	882-2501 (800) 368-3202 (901) 874-2501 882-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1300.18 , Personnel Casualty Matters, Policies, and Procedures of 8 Jan 08

1. This article covers reporting procedures for the following:

a. Naval Reserve;

b. Delayed Entry Program (DEP);

c. Naval Reserve Officers' Training Corps (NROTC);

d. Fleet Reserve and retired;

e. Temporary/Permanent Disability Retired List (TDRL/PDRL); and,

f. Sailors who die within 120 days of release from active duty.

1. **Policy**. The death of a Sailor must be reported in order to ensure his or her name is removed from the rolls of the Department of the Navy, his or her record is closed, his or her account is (if applicable) settled, and prompt action is taken to assist surviving family members in applying for survivor benefits.

2. **Reporting Requirement**.

a. **Navy Reserve (drilling reservists)**. The Commanding Officer (CO) of the Navy Reserve unit must submit a Personnel Casualty Report (PCR) per MILPERSMAN 1770-030, notify Navy

Personnel Command (NAVPERSCOM), Reserve Personnel Management Division (PERS-912) at 1-866-827-5672.

b. **Navy Reserve personnel (retired without pay).** If Reserve Component Survivor Benefit Plan (RCSBP) coverage was elected, survivors should contact NAVPERSCOM (PERS-912) at 1-866-827-5672.

c. **Delayed Entry Program (DEP)**. The recruiting district of a Sailor in DEP must submit a PCR per MILPERSMAN 1770-030.

d. **Naval Reserve Officers' Training Corps (NROTC)**. The CO of the NROTC unit must submit a PCR per MILPERSMAN 1770-030 **only** for midshipmen deaths occurring while attending field or at-sea training.

e. **Fleet Reserve and Retired.** The CO of any naval activity who receives information of the Sailor's death **or** the Regional Casualty Assistance Calls (CAC)/Funeral Honors Support (FHS) Program coordinator is responsible for submitting the PCR. **Submit PCR completing items ALPHA, BRAVO, DELTA and FOXTROT only.** In addition to submitting the PCR, notify the Defense Finance and Accounting Service – Cleveland Center (DFAS-CL) at 1-800-321-1080; OPNAV (N135C) at 1-800-368-3202; and, if USNR, NAVPERSCOM (PERS-912) at 1-866-827-5672.

f. **Temporary Disability Retired List/Permanent Disability Retired List (TDRL/PDRL).** The CO of any naval activity who receives information of the Sailor's death **or** the Regional CAC/FHS Program coordinator is responsible for submitting the PCR. **Submit PCR by completing items ALPHA, BRAVO, DELTA and FOXTROT only**. In addition to submitting the PCR, notify DFAS-CL at 1-800-321-1080 and OPNAV (N135C) at 1-800-368-3202. Also, notify NAVPERSCOM, Disability/Retirement/Limited Duty Division (PERS-821) at (901) 874-4703/3229 or 1-866-827-5672.

g. **For all Sailors who die within 120 days of release from active duty.** The CO of any naval activity who receives information of the Sailor's death **or** the Regional CAC/FHS Program coordinator is responsible for submitting the PCR. Submit a **complete** PCR per MILPERSMAN 1770-030.

3. **Casualty Assistance**. In all of the above cases, if the command is unable to provide additional assistance requested by

the surviving family, the command should report this to OPNAV (N135C) at 1-800-368-3202.

MILPERSMAN 1770-060

JUDGE ADVOCATE GENERAL MANUAL (JAGMAN) REPORTING REQUIREMENTS FOR LINE OF DUTY (LOD) DETERMINATIONS

Responsible Office	NAVPERSCOM (PERS-622)	Phone: DSN TOLL FREE WITHIN U.S. COM FAX	882-4304 (866) 827-5672 (901) 874-4304 882-6654

Governing Directives	JAGINST 5800.7D, Manual of the Judge Advocate General (JAGMAN)

1. **JAGINST 5800.7D Reporting Requirements**. The member's command is responsible for ensuring the appropriate administrative investigation/line of duty (LOD) determination is made in compliance with JAGINST 5800.7D, Chapter II. Refer specifically to Chapter II, Part E - Line of Duty/Misconduct and Part F - Special Considerations in Death Cases for additional information.

2. **LOD determinations**. An LOD finding is required in all death cases involving active duty personnel and reservist performing inactive duty training (IADT), and not for members of the Retired or Temporary/Permanently Disabled Retired List (TDRL/PDRL). The commanding officer (CO) of the deceased Sailor is required to make an LOD determination within 20 days after the date of death or discovery. A status report shall be transmitted via routine message to Navy Personnel Command (NAVPERSCOM) (PERS-622). Provide Judge Advocate General, Department of the Navy (NAVY JAG WASHINGTON DC) (Code 15) an information copy in cases involving Litigation Report Investigations. In all other cases the intermediate commands and reviewing authorities will also be information addressees. The requirement to submit an LOD status report ceases when the investigation has been forwarded to the next higher level of command or to the reviewing authority (i.e., General Court Martial Convening Authority (GCMCA)). The LOD status report enables the chain of command to monitor death investigations, and permits Casualty Assistance Calls Officers (CACOs) to keep the next of kin informed.

3. **LOD Status Message**. LOD status messages will be completed in the following message format:

```
ROUTINE

FROM:  (ORIGINATING COMMAND)
TO:    NAVPERSCOM MILLINGTON TN//621//622//
INFO:  CNO WASHINGTON DC//N2K//
       NAVY JAG WASHINGTON DC//15//
       BUMED WASHINGTON DC
       CHINFO WASHINGTON DC
       DIRNAVCRIMINVSERV WASHINGTON DC
       OLA WASHINGTON DC
       NAVINSGEN WASHINGTON DC
       COMNAVRESFOR NEW ORLEANS LA//01A1D//
       CACOs PARENT COMMAND
       CASUALTY'S PARENT COMMAND

SUBJ:  LINE OF DUTY DETERMINATION (LOD) STATUS REPORT CASE OF
       (NAME, RATE, SSN)

UNCLAS//N01770//

REF/A/MILPERSMAN 1770-030/
REF/B/DOC/JAG 5800.7D/22MAR2004//
NARR/REF A IS PERSONNEL CASUALTY REPORT PROCEDURES
     REF B IS JUDGE ADVOCATE GENERAL MANUAL

1.  PER REFERENCES (A) AND (B), THE FOLLOWING REPORT IS SUBMITTED:

A.  NAME OF DECEASED, RATE, SSN AND DATE OF DEATH

B.  COMMAND CONDUCTING ADMINISTRATIVE INVESTIGATION

C.  DATE INVESTIGATION COMMENCED

D.  DATE INVESTIGATION FORWARDED TO THE REVIEWING AUTHORITY

E.  DATE LOD COMPLETED OR FIRST REPORT, AS APPLICABLE

F.  STATUS OF INVESTIGATION

G.  FUTURE ACTIONS TO BE COMPLETED AND ESTIMATED DATE INVESTIGATION
WILL BE FORWARDED TO NEXT REVIEWING AUTHORITY (IDENTIFY NEXT REVIEWING
AUTHORITY)

H.  ADDITIONAL COMMENTS AS DESIRED
```

MILPERSMAN 1770-090

REPORTING REQUIREMENTS FOR SUICIDE RELATED BEHAVIORS

Responsible Office	OPNAV N135C	Phone: COM DSN TOLL FREE WITHIN U.S. FAX DSN	(901) 874-2501 882-2501 (800) 368-3202 (901) 874-6654 882-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVADMIN 122/09 (b) OPNAVINST F3100.6J (c) OPNAVINST 1720.4A

1. **Definitions**. For the purpose of categorizing suicide-related behaviors, the following definitions apply:

a. Suicide - Self-inflicted death with evidence (either implicit or explicit) of intent to die.

b. Suicide attempt - A self-inflicted, potentially injurious behavior with a non-fatal outcome for which there is evidence (either implicit or explicit) of intent to die.

c. Other suicide-related behavior - Expressed suicide-related thoughts, suicide-related communications, and non-fatal self-injurious behavior without evidence of intent to die.

2. **Reporting**. Per reference (a), all suicide related behaviors, regardless of outcome, must be reported via reference (b). All suicides and suicide attempts require the completion of the Department of Defense Suicide Event Report (DoDSER).

For DoDSER reporting, please contact:

OPNAV N135F, PERSONAL & FAMILY READINESS
Behavioral Health Program
5720 Integrity Drive
Millington, TN 38055
PH: (901)874-6613 DSN-882

3. **Personnel Casualty Reporting (PCR) Requirements**. Per reference (a), a PCR is **only required** for suicides and suicide related behaviors which result in death, very serious injury, serious injury, or evacuation. Reporting procedures are contained in MILPERSMAN 1770-030, Personnel Casualty Report (PCR) Procedures.

4. For further information pertaining to policy, procedures, and responsibilities for the Navy’s Suicide Prevention Program, please refer to reference (c).

MILPERSMAN 1770-100

REPORTING REQUIREMENTS IN THE EVENT OF A NAVAL DISASTER

Responsible Office	OPNAV (N135C)	Phone: DSN TOLL FREE WITHIN U.S. COM FAX	882-2501 (800) 368-3202 (901) 874-2501 882-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST F3100.6J

1. **Definition of a Naval Disaster**. A naval disaster or accident is defined as a loss of life or injury to more than 15 persons at a specific location, such as the confines of a ship, aircraft, or the geographic limits of a single shore-based activity. However, commanders are not bound by this definition and are allowed discretion and leeway to report any event as a naval disaster considered so severe, regardless of the number of deaths or injuries, that it requires notification to the highest levels of Navy leadership.

2. **Notification of Next of Kin**. In many instances, information becomes available to the news media before the next-of-kin (NOK) of all personnel casualties have been notified. When learning of an incident via various media outlets, many families immediately seek information regarding the well-being of their Sailors. To ensure that the Navy has official information to provide to families and to facilitate the casualty notification process, commanders involved in the disaster will send an **initial personnel status report**, per reference (a) to:

CNO WASHINGTON DC//
Information copy to:
COMNAVPERSCOM MILLINGTON TN//
COMNAVPERSCOM MILLINGTON TN//621//
NAVY JAG WASH DC//

a. Ensure the **initial status report also includes** the following:

(1) Gender/Age;

(2) Status (dead, missing, duty status - whereabouts unknown, or injured);

(3) If an individual is injured, indicate whether it is very serious, serious, or not seriously injured, any immediate medical evacuation plans; and,

(4) If records are believed to be lost or destroyed, so state.

b. **Follow up message**. As soon as possible after the initial message, send an immediate message (addressed to commands listed in paragraph 2) of individuals who are **uninjured and accounted for**.

3. **Casualty Reporting Requirements**. After submitting the initial status and follow up messages, submit individual Personnel Casualty Report (PCR), per MILPERSMAN 1770-030. If conditions exist which preclude the command from sending a PCR, the Immediate Superior in Command (ISIC) is responsible for submitting the PCR.

4. The Navy Personnel Command Crisis Action Organization (NPC CAO), consisting of a Crisis Action Team (CAT) and an Emergency Coordination Center (ECC), should be activated when a major naval disaster or accident occurs. The NPC CAO will coordinate with the following: the CNO; U.S. Fleet Forces (USFF); affected Navy Component Commander (NCC); and, Commander, Naval Installations Command (CNIC) crisis action teams and other agencies on an as needed basis.

MILPERSMAN 1770-110

REPORTING REQUIREMENTS IN THE EVENT OF A JOINT SERVICE DISASTER

Responsible Office	NAVPERSCOM (PERS-621)	Phone: DSN TOLL FREE WITHIN U.S. COM FAX	882-2501 (800) 368-3202 (901) 874-2501 882-6654

Governing Directive	NAVMEDCOMISNT 5360.1 OPNAVINST 5700.7G

1. **Policy**. Whenever casualties occur in a disaster or accident involving personnel of more than one service, the casualty status determination will be made for all personnel involved by the service operating or controlling the equipment, installation, or unit involved. In such cases, and whenever individual casualties occur to personnel of other branches of the uniformed services or civilians serving with or attached to the Navy commands, a Joint Service Casualty Alert Message (Report) will be sent.

2. **Message Addresses**

a. This report will be transmitted by immediate precedence message to the appropriate commands listed below:

Marine Corps – CMC WASHINGTON DC//MRC//
Army – CDRPERSCOM ALEXANDRIA VA//TAPC-PEC//
Air Force – HQAFPC RANDOLPH AFB TX//DPWCS//
Coast Guard - COMDT COGARD WASHINGTON DC
Public Health Service - Public Health Service, Department of Health and Human Services, Washington DC
Coast and Geodetic Survey - National Oceanic and Atmospheric Administration (NOAA), Department of Commerce, Washington DC
Civilian personnel - To the Government or civilian organization by whom employed. (See NAVMEDCOMINST 5360.1.)
Foreign nationals training with the Navy - CNO WASHINGTON DC//OP-06T//
Foreign military personnel in the Personnel Exchange Program (PEP) - CNO WASHINGTON DC (See OPNAVINST 5700.7G)

b. In all such cases, an information copy will be sent to:

NAVPERSCOM MILLINGTON TN//621//
CNO WASHINGTON DC//N2K//
NAVY JAG ALEXANDRIA VA//35//
BUMED WASHINGTON DC//332//

3. **Joint Service Casualty Alert Message**. The following format will be used for reporting a Joint Service Casualty Alert Message: (Use proper message format.)

SUBJ: JOINT SERVICE CASUALTY ALERT MESSAGE (REPORT)

1. Provide brief circumstances of incident including DTG and location.

2. Provide total number or estimated number of personnel involved by service and casualty status (dead, missing, DUSTWUN, VSI/SI, or minor injuries).

3. Provide name of point of contact and telephone number at or near location of incident.

4. Provide the following additional information if readily available:

a. DEAD/MISSING/DUSTWUN: Provide name, rank or rate, SSN, duty station, cause of death, condition, and location of remains of all personnel in the incident.

b. INJURED: Provide name, rank or rate, SSN, duty station, extent of injuries, condition, prognosis, and place of hospitalization.

c. UNINJURED AND ACCOUNTED-FOR: Provide name, rank or rate, SSN, and duty station.

MILPERSMAN 1770-130

INSTRUCTIONS REGARDING CASUALTIES DURING HOSTILITIES OR AS A RESULT OF HOSTILE ACTS WHICH COULD RESULT IN AN INTERNATIONAL INCIDENT

Responsible Office	NAVPERSCOM (PERS-621)	Phone: DSN TOLL FREE WITHIN U.S. COM FAX	882-2501 (800) 368-3202 (901) 874-2501 882-6654

Governing Directive	37 U.S.C. 551-559

1. **Policy**

a. When war or hostile action by an organization force results in personal casualties, notification of the next of kin will be made as directed by higher authority.

b. During hostilities, or in the case of an international or other applicable incident, records of personnel missing in action will be controlled as “For Official Use Only” until the member is determined to be dead or returned. Significant details, including biographical data, will not be publicly disclosed.

c. Service records and flight logbooks of members continued in a missing status will be forwarded to Navy Personnel Command (NAVPERSCOM) (PERS-621).

d. The family members of members missing in action, captured, interned, beleaguered, besieged, or detained will be provided for under the Missing Persons Act (37 U.S.C. 551-559) (see MILPERSMAN 1770-220).

2. **Classifications**. The definitions, classifications, and nomenclatures for the collection and reporting of battle casualty statistics are as follows:

a. **Battle casualty** - any member lost to the member's organization because of death, wound, missing, capture, or internment, providing such loss is incurred in action. "In action" characterizes the casualty status as having been the direct result of hostile action sustained in combat or relating thereto, or sustained going to or returning from a combat mission, provided that the occurrence was directly related to hostile action or through misadventure (friendly fire).

NOTE: Injuries due to the elements and self-inflicted wounds are not considered as sustained in action and are not battle casualties.

b. **Wounded in action (WIA)** - applies to a battle casualty, other than "killed in action," where the member has incurred an injury due to an external agent or cause. The term encompasses all kinds of wounds and other injuries incurred, internal or external, to include all fractures, burns, blast concussions, all effects of biological and chemical warfare agents, the effects of exposure to ionizing radiation, or any other destructive weapon or agent.

c. **Died of wounds received in action (DOW)** - applies to a battle casualty who dies of wounds or other injuries received in action after having reached any medical treatment facility while still alive. It is essential to differentiate these cases from battle casualties found dead or who died before reaching a medical facility (the "killed in action" group).

d. **Killed in action (KIA)** - applies to a battle casualty who is killed outright or who dies as a result of wounds or other injuries before reaching any medical treatment facility.

e. **Missing in action (MIA)** - applies to all battle casualties whose whereabouts or actual fate cannot be determined and who are not known to have deserted or to be absent without leave.

f. **Captured (CPTR)** - applies to all battle casualties definitely known to have been taken into custody of a hostile force as a result of and for reasons arising out of any armed conflict in which Armed Forces of the United States are engaged.

g. **Interned (ITD)** - applies to all battle casualties known to have been taken into custody of a nonbelligerent foreign power as the result of and for reasons arising out of any armed conflict in which Armed Forces of the United States are engaged.

h. **Beleaguered or besieged** - applies to a member who is surrounded by a hostile force either to preclude escape or to compel the member’s surrender.

i. **Detained** - applies to a member who is detained in a foreign country against the member’s will and not as the result of an armed conflict in which Armed Forces of the United States are engaged.

MILPERSMAN 1770-140

COMMANDING OFFICER'S LETTER TO NEXT OF KIN

Responsible Office	NAVPERSCOM (PERS-621)	Phone: DSN TOLL FREE WITHIN U.S. COM FAX	882-2501 (800) 368-3202 (901) 874-2501 882-6654

Governing Directive	JAG 5800.7C, Manual of the Judge Advocate General (JAGMAN)

1. **Policy**. Commanding Officers will write a letter of condolence to the next of kin within 48 hours of an active duty service member's death.

2. **Next of Kin Definition**. See MILPERSMAN 1770-010.

3. **Notification**. Once notification of the primary next of kin has been made by the Casualty Assistance Calls Officer (CACO), the deceased member's commanding officer must either personally telephone or visit the primary next of kin. This contact will allow the commanding officer to express condolences and explain the circumstances surrounding the death of the service member by use of a more intimate form of communication, while at the same time, reassuring the family that the command is taking a personal interest in their well-being. When a member is in transit at the time of casualty it is the responsibility of the commanding officer under whom they last served to ensure that the next of kin are provided with the letter of condolence.

4. **Guidelines for Letter**. The following guidelines must be observed when preparing a Letter of Condolence:

a. Extreme caution must be exercised when reporting the facts surrounding the death; the facts must be consistent with official reports.

b. Ensure that the information conforms with the findings of any court or board that may be convened.

c. The fact that a court or board is to investigate the case should not delay this communication.

d. Sufficient applicable facts should be furnished about the incident, including searches or medical care, to reasonably answer all immediate questions of the next of kin.

e. If sufficient facts cannot be obtained when preparing the letter, the situation should be explained and **supplemental information forwarded as soon as available**, or at least upon completion of the investigative report.

f. When an investigation is being conducted, the letter should advise the next of kin that Navy investigations and their review by the chain of command normally take at least 120 days to complete, and may exceed 180 days. Advise the next of kin of the name and mailing address of the command that will review and release the investigation.

5. **Suggested Content of Letter**. The letter should incorporate the following suggestions:

a. Show personal consideration for the next of kin but extreme caution must be exercised to avoid creation of any impression that the information is not factual.

b. Convey genuine compassion and human interest in the person to whom the letter is sent. This may be done by referring to some personal knowledge about the service member or relaying some complimentary remarks about the service member. Such remarks could reference the service member's character, personality, work ethic, or perhaps past reference to his or her family.

c. When appropriate, state that "(he or she) did not suffer" or "(he or she) received the last rites of (his or her) faith" to provide comfort to the family.

d. Offer to assist the next of kin to show the Navy's interest.

e. Provide information concerning a will or other personal belongings.

f. Encourage the family to work through their CACO until all issues regarding pay, benefits, personal effects, household goods, and any ongoing investigations are completed.

g. Include the grade/rate, full name, and social security number of the casualty in all correspondence with the family.

6. **Additional Information Required**. The following table describes additional information to be included depending upon the circumstances of death:

If the death resulted from...	then...
other than hostile or natural causes,	the next of kin should be advised in the Letter of Condolence that a Judge Advocate General investigation will be or has been convened, and where the next of kin may write to obtain a copy of the releasable portions of the investigation.
an aircraft mishap,	the letter shall advise the next of kin that an aircraft mishap board has been or will be convened, and they may obtain a copy of the releasable portions of the mishap investigation report by writing to the following: Commander, Naval Safety Center 375 A Street Norfolk, VA 23511-4399
criminal misconduct,	the letter shall advise the next of kin that a Navy criminal investigation has been or will be initiated and they may obtain a copy of the releasable portions of the criminal investigation report by writing to the following: Director, Naval Criminal Investigative Service Headquarters Washington Navy Yard Building 111 901 M Street, S.E. Washington, DC 20388-5380

7. **Searches**. When searches are conducted for members in a casualty status, the next of kin will not be told that the search has been stopped as this might allow misinterpretation. Appropriate comments regarding searches are as follows:

a. "I regret that the extensive search for your (relationship) was unsuccessful."

b. "I regret that the extensive search failed to locate any trace of your (relationship)."

8. **Sample Letter of Condolence - Aviation Mishap**
(Use proper letter format.)

a. "On behalf of the men and women of (command name), I would like to extend my sincerest and deepest sympathy to you and all members of your family on the tragic loss of your (relationship), (first name). He/she gave his/her life in fulfilling a longtime personal dream and in patriotic service to a Navy and nation he/she loved. You can be justifiably proud of (first name)'s accomplishments. Your (relationship) was most respected, and I was proud to have him/her in my command. All of Naval Aviation will miss him/her, and we share in your great loss.

b. With all Naval mishaps, the Navy convenes a Judge Advocate General Manual (JAGMAN) Investigation. You may obtain a copy of releasable portions of the investigation by writing to me and requesting a copy. An Aircraft Mishap Investigation Board is also convened. You may also obtain a copy of releasable portions of the Mishap Investigation Report by writing to Commander, Naval Safety Center, 375 A Street, Norfolk, Virginia 23511-4399. I encourage you to work with your Casualty Assistance Calls Officer, (CACO's rank and name). He/she will assist you in attaining all your benefits and copies of the investigations.

c. Again, our hearts, thoughts, and prayers are with you in these very trying times. If I can be of help to you in any way or if you have any special requests, please feel free to contact me anytime at (phone number)."

9. **Sample Letter of Condolence - Traffic Accident**
(Use proper letter format.)

a. “The tragic loss of your (relationship), (rate & name) on (date of death) saddened all the members of this command. Please accept my heartfelt condolences. I want to explain the circumstances that led to his/her death as we understand them.

b. (Summarize events leading to the accident and recount emergency care provided prior to pronouncement of death.)

c. You should be very proud of your (relationship), (name). He/she was a fine young man/woman who was certainly well liked by his/her shipmates. (First name)’s achievements were many. His/her love of (list hobbies and interests) led him/her to the development of many friendships and associations. We all feel a great personal loss in his/her death.

d. I encourage you to work with (CACO’s name), your Casualty Assistance Calls Officer in obtaining all your benefits. Again, please accept my deepest condolences and sympathy in your loss. If I can be of assistance at any time, please contact me.”

MILPERSMAN 1770-150

RELEASE OF CASUALTY INFORMATION TO THE MEDIA OR GENERAL PUBLIC

Responsible Office	**OPNAV (N135C)**	Phone DSN: TOLL FREE WITHIN U.S. COM: FAX:	882-2501 (800) 368-3202 (901) 874-2501 882-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll free	1-866-U ASK NPC

References	(a) DoD Instruction 1300.18 of 8 Jan 08 (b) SECNAVINST 5720.44B

1. Reference (a) dictates policy on the **release of casualty information to the media or general public for military, DoD civilian and Department of Defense (DoD) contract personnel**. Reference (b) provides additional guidance on the release of information concerning Navy personnel. Commanders shall consult both of these directives and their assigned public affairs officials prior to the release of any casualty information.

2. **Policy**

a. **Deceased**. Per reference (a), para. 4.6, no casualty information on Sailors or DoD civilians will be released until 24 hours after the Next of Kin (NOK) has been notified of the casualty. The 24-hour clock will start over each time the NOK are notified of a change in casualty status. (**Exception – Dignified Transfer at Dover Air Force Base:** Primary Next of Kin (PNOK) approval of media coverage of a dignified transfer at Dover Air Force Base waives the DoD 24-hour policy.)

b. **Multiple loss incident**. Per reference (a), para. 4.6.1, the 24-hour period will commence upon the notification of the last NOK.

c. **Not Seriously, Seriously, Very Seriously Ill or Injured (NSI/SI/VSI)**. Per reference (a), para. 4.6, casualty information about NSI/SI/VSI military or DoD civilian may not be released to the media or general public without the consent of

the individual. For further guidance consult reference (b), para. 0208.

d. **Duty Status Whereabouts Unknown (DUSTWUN) or missing under potentially hostile situations**. Per reference (a), para. 4.6.3, casualty information on Sailors or DoD civilians will not be released until 72 hours after NOK has been notified or combatant commander clears information for release. NOK will be asked not to make status of their loved one public until notified by their Casualty Assistance Calls Officer (CACO). This delay is requested to allow commanders the opportunity to ensure operational security is not compromised due to premature release of casualty information that could negatively influence the chances of a recovery.

e. **Prisoner of War**. Per reference (b), para. 0207, DoD will be the point of first release of casualty information.

f. **DoD civilian and contractor**. Per reference (a), para. 4.6.4, casualty information on DoD civilians will only be released to the media or the general public after notification of the NOK. Casualty information on DoD contractor employees will only be released by the NOK or by the casualty's employer.

3. **Releasable information**.

a. **Deceased cases**. Per reference (a), para. 6.3.3, and reference (b), para. 0203 2g, the following is prescribed: Death generally extinguishes an individual's privacy rights. However, surviving family members may have a legitimate privacy interest. Particularly sensitive personal details about the circumstances surrounding an individual's death may be withheld when necessary to protect the privacy interests of surviving family members. This includes personal information on the NOK or others. It also includes information pertaining to the deceased if disclosure would result in an invasion of the family's privacy. Examples of items of a personal nature about family members or others that should be protected include residential addresses and telephone numbers, social security numbers, age and date of birth.

b. **DUSTWUN or missing cases**. Per reference (a), para. 6.3.2, the amount of information releasable to the general public on these Sailors is limited to basic biographical information such as name, date of loss, country of loss, and current status.

MILPERSMAN 1770-160

Casualty Assistance Calls Program (CACP)

Responsible Office	OPNAV (N135C)	Phone: DSN: COM: TOLL FREE: FAX:	882-2501 (901) 874-2501 1 (800) 368-3202 (901)874-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1300.18, Personnel Casualty Matters, Policies, and Procedures, of 8 Jan 2008 (b) OPNAVINST 1770.1A (c) CNICINST 1770.2, Casualty Assistance Calls Program, of 17 May 2011

1. **Policy**

a. Per reference (a) and (b), the Casualty Assistance Calls Program (CACP) requires a uniformed Navy representative be designated to assist the primary and secondary next of kin (NOK) of Sailors who are:

(1) Deceased;

(2) Reported as “duty status-whereabouts unknown” (DUSTWUN); or

(3) Become missing while on active duty, active duty for training, or inactive duty training.

b. Casualty assistance calls officer (CACO) assigned shall be an:

(1) Officer with a minimum of 2 years active duty; or

(2) Enlisted Sailor in the grades E-6 through E-9.

c. A CACO shall be assigned to all eligible NOK or beneficiaries designated on the Sailor’s NAVPERS 1070/602 Record

of Emergency Data and SGLI election on SGLV-8286 Servicemembers' Group Life Insurance Election and Certificate.

d. Commands shall assign CACOs to NOK or beneficiaries located in their local area. Regional Casualty Assistance Calls and Funeral Honors (CAC/FH) Program directors will assign CACOs to support NOK and or beneficiaries who are located outside the geographical area of the command who has suffered the loss. In all cases CACO assignment shall be reported to the regional CAC/FH Program Director responsible for the geographic area in which the NOK or beneficiary lives.

e. A **courtesy CACO** is assigned in all active duty cases when a Sailor is:

(1) Placed on the very seriously/seriously ill/injured (VSI/SI) list and assistance to the NOK is necessary.

(2) In imminent danger of loss of life (as defined per MILPERSMAN 1770-010).

The courtesy CACO is assigned in the same manner as a CACO for a deceased or missing Sailor. In death imminent cases, the courtesy CACO will not contact the NOK unless directed by the appropriate regional CAC/FH Program Director. The courtesy CACO will be kept apprised of the Sailor's condition/prognosis until removed from the VSI/SI list.

f. Assignment as a CACO is considered the primary duty of assigned personnel.

2. **CAC/FH Program Director**. Commander, Navy Installations Command's (CNIC) regional CAC/FH Program Directors are responsible for the execution of the CACP within their respective areas of responsibility. They are overseen by CNIC's CAC/FH Program Director who is responsible for funding, training, technical support, and execution authority of the CACP, see reference (c) for more detailed information.

3. **Commanders/Commanding Officers (COs)/Officers in Charge (OICs)/Command Master Chiefs (CMC)**. Ensure command has at least 1 trained officer and 1 senior enlisted (E-6 to E-9) CACO assigned. Coordinate assignment and training of CACO through the regional CAC/FHS Program Director.

4. **Duties of the CACO**. CACOs have many responsibilities to fulfill in the course of providing assistance to the NOK and beneficiaries of Sailors. The duties of a CACO are varied and are dependent upon the casualty status of the Sailor. CACO duties are outlined, but are not limited to the items listed below:

Status of Sailor	Duties of CACO
Deceased	• Conduct official personal notification to NOK. • Offer condolence on behalf of the Secretary of Navy. • Consult Navy-Marine Corps mortuary staff for advice and counsel funeral arrangements. • Assist in obtaining emergency financial assistance. • Assist with funeral arrangements/planning. • Provide needed assistance in filing claims for such death benefits as: a. Death Gratuity (DG) b. Unpaid Pay and Allowances c. Dependent identification cards d. Reimbursements for burial expense e. Transportation of family members f. Government and/or commercial life insurance g. Veteran’s Administration and Social Security benefits h. Transportation of personal effects or household effects i. Government headstone or marker
Reported as (DUSTWUN)	• Conduct official personal notification of DUSTWUN to the NOK and a second personal notification upon the change of status from DUSTWUN.

	• Act as liaison between the Navy and the NOK while the search is underway. • Provide daily updates to the NOK, either in person or by telephone call, on the status of the search and relate any additional information received since the last update.
Missing / Prisoner of War (POW)	• Conduct official personal notification to the NOK. • Act as liaison between the Navy and the NOK. • Contact the NOK of missing Sailors at least once a week, unless the NOK desires another arrangement, to relate any information received since the last update. Advise of developments and progress toward repatriation and to check on the well-being of the NOK. • Once the Secretary of the Navy has established pay and allotments for the NOK, advise Office of the Chief of Naval Operations (OPNAV), Navy Casualty Assistance Division (N135C) of any additional support that may be required by the NOK.
Very seriously ill or injured	• Assist NOK or designated individual traveling to the bedside of Service member. • Assist the NOK or designated individual in filing travel claims.
Terminally Ill (Standby CACO)	• Be on stand-by in the event designated individuals must be contacted. • Make contact with designated individual and assume the full range of CACO duties in the event of the Sailor's death or when

	directed by the appropriate Regional CAC/FHS Program Director.
Recovered/ Repatriated Remains	• Accompany the Navy Identification Team on the initial identification briefing for the primary next of kin (PNOK). • Act as liaison between the Navy and the PNOK after the initial identification briefing. • Refer family inquiries about funeral arrangements to the Navy-Marine Corps mortuary staff. • As required, provide assistance with filing claims for reimbursement of funeral expenses.

Status of Department of the Navy (DON) Civilian	**Duties of CACO**
DON Civilian Deceased/Excused - Absence whereabouts unknown	• Conduct official personal notification to NOK when assistance is requested by employing DoD Component.

MILPERSMAN 1770-170

NOTIFICATION OF NEXT OF KIN IN CASE OF DEATH, MISSING, OR "DUTY STATUS WHEREABOUTS UNKNOWN" (DUSTWUN) CASUALTIES

Responsible Office	NAVPERSCOM (PERS-621)	Phone: DSN TOLL FREE WITHIN U.S. COM FAX	882-2501 (800) 368-3202 (901) 874-2501 882-6654

1. **Policy**

a. In all cases of casualties to naval personnel involving death, "DUSTWUN", or missing classifications, the next of kin will be promptly notified in person by a responsible uniformed Navy representative between the hours of 0600 and 2400 hours.

b. If the member was hospitalized and listed as seriously/very seriously ill or injured immediately preceding the death or if any of the member's next of kin are already aware of the death, the notification will be made in person regardless of the hour.

c. Every notification will be confirmed in writing either by letter or delivery in person.

2. **Telephone Notification**

a. **Under no circumstances** will notification of death be made by telephone unless a previous arrangement has been made between the family and the attending physician. This exception to the general Casualty Assistance Calls Program (CACP) policy is to be exercised in a judicious manner. At the time the medical officer makes telephone notification to the next of kin, he/she will simultaneously inform the Casualty Assistance Calls/Funeral Honors Support (CAC/FHS) Program Coordinator, in whose area the next of kin resides, of his/her action.

b. Normal CACP and reporting procedures will be followed after initial telephone contact. The Casualty Assistance Calls Officer (CACO) will be advised by the CAC/FHS Program

Coordinator of the previous telephone notification prior to the CACO's call to the next of kin.

3. **Delay in Notification**. If undue delay in notification is foreseen, the Navy Personnel Command (NAVPERSCOM) will be informed by telephone. Undue delay is considered to be in excess of 12 hours from the receipt of information of the casualty. If a ship is in port at the time of casualty and sailing is imminent or notification impractical, NAVPERSCOM will affect the necessary notification, if so requested.

MILPERSMAN 1770-180

NOTIFICATION OF NEXT OF KIN DEPENDING UPON LOCATION OF CASUALTY

Responsible Office	NAVPERSCOM (PERS-621)	Phone: DSN TOLL FREE WITHIN U.S. COM FAX	882-2501 (800) 368-3202 (901) 874-2501 882-6654

1. **Definition**

a. **CONUS:** includes the 48 contiguous United States and the District of Columbia.

b. **Next of Kin:** See MILPERSMAN 1770-010.

2. **Casualty Occurs on Board Ship which is Operating at Sea**. Navy Personnel Command (NAVPERSCOM) will direct personal notification of the next of kin through the responsible CAC/FHS Program Coordinating Authority.

3. **Casualty Occurs Outside of CONUS**

a. If the next of kin resides in the immediate vicinity of the command or naval activity, the member’s commanding officer is responsible for affecting personal notification and providing the follow-up official confirmation letter.

b. If the next of kin resides overseas, beyond the immediate vicinity of the command or activity, NAVPERSCOM will direct personal notification through the naval or military activity closest to the next of kin. The naval or military activity affecting the personal notification is responsible for notifying the member’s commanding officer that the personal notification has been completed.

c. If the next of kin resides within CONUS, NAVPERSCOM will direct the responsible CAC/FHS Program Coordinator to affect personal notification.

4. **Casualty Occurs in CONUS**

a. If the next of kin resides in the immediate area of the activity or command's current location, the member's commanding officer is responsible for affecting both the personal notification and providing the official condolence letter.

b. If the next of kin resides within CONUS but outside the immediate vicinity of the command, the member's commanding officer will initiate notification by relaying the required information to the responsible CAC/FHS Program Coordinating Authority(ies) in order for the CAC/FHS to arrange personal notification of the next of kin. Upon completion of the personal notification, the activity affecting the notification will inform the member's commanding officer by telephone.

c. If the next of kin resides outside CONUS, NAVPERSCOM will direct the closest naval or military activity to affect personal notification.

MILPERSMAN 1770-200

DISPOSITION OF MAIL AND PERSONAL EFFECTS

Responsible Office	OPNAV (N135C)	Phone: DSN TOLL FREE WITHIN U.S. COM FAX	882-2501 (800) 368-202 (901) 874-2501 882-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVSUP P-490, Transportation of Personal Property, Chapter 6 (b) DoD Instruction 1300.18, Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures of 8 Jan 08 (c) DoD 4526-6-M, DoD Postal Manual of 15 Aug 02 (d) OPNAVINST 5112.6D, Navy Postal Instruction

1. **Disposition of Personal Effects**. Use the following table to determine the disposition of personal effects:

IF...	THEN...
Sailor is hospitalized	Commanding Officer (CO) will have personal effects inventoried and placed in safekeeping to protect against pilferage until Sailor is returned to duty station or until disposition instructions are received from the Sailor or their guardian (if declared incompetent). If guardian has not been appointed and next of kin (NOK) is requesting the personal effects, contact the responsible casualty assistance calls (CAC)/funeral honors support (FHS) program coordinator, or the Office of the Chief of Naval Operations (OPNAV), Casualty Assistance Branch (N135C) for guidance.

Sailor is deceased, missing, captured, or interned	CO will have personal effects: • Inventoried; and • clothing cleaned and laundered. • OPNAV (N135C) will provide shipping and disposition instructions.

2. **Shipping of Personal Effects**. Reference (a) provides guidance to commands for the handling and shipping of personal effects to the person eligible to receive effects, as defined per reference (b).

3. **Handling of Mail**

a. All mail will be processed per reference (c) and (d).

b. All mail addressed to Sailors who are deceased will be held until NOK have been notified of the death, then returned to sender under a cover letter from the CO.

c. Mail addressed to Sailors who are missing, captured, or interned will be forwarded to the address listed below:

NAVY CASUALTY ASSISTANCE (OPNAV N135C) ATTN NAVY POW/MIA BRANCH 5720 INTEGRITY DRIVE MILLINGTON TN 38055-6200

MILPERSMAN 1770-210

MANUAL FOR ESCORTS OF DECEASED NAVAL PERSONNEL

Responsible Office	NAVPERSCOM (PERS-621)	Phone: DSN TOLL FREE WITHIN U.S. COM FAX	882-2501 (800) 368-3202 (901) 874-2501 882-6654

References	(a) NAVPERS 15955F, Manual for Escorts of Deceased Naval Personnel

1. **Discussion**. Reference (a) contains instructions for naval escorts for the remains of deceased personnel. It outlines the responsibilities of the escort in regard to their appearance as a representative of the Navy, the transportation and safe delivery of remains, their contact with the family of the deceased, the Casualty Assistance Calls Officer and the funeral director; the part, if any, they play at the funeral service; and other related information.

MILPERSMAN 1770-230

Wounded, Ill, and Injured Sailors: Casualty Reporting, Notification, and Bedside Travel

Responsible Office	OPNAV N135C	Phone: DSN COM TOLL FREE WITHIN U.S. FAX	882-2501 (901) 874-2501 (800)368-3202 882-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) P.L 111-84, Section 632, National Defense Authorization Act for Fiscal Year 2010 (NDAA 10) (b) 37 U.S.C (c) DoD Instruction 1300.18, Department of Defense Personnel Casualty Matters, Policies, and Procedures (d) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

1. **Policy**. Sailors with medical conditions covered in this article must be reported to Office of the Chief of Naval Operations (OPNAV), Casualty Assistance Branch (N135C) immediately. In addition, the Sailor’s primary next of kin (PNOK) shall be notified as soon as practical. Reference (a) and section 411h of reference (b) authorize transportation of eligible travelers to the bedside of a Sailor; incident to hospitalization for treatment of wounds, illness, or injury for the period of his or her in-patient treatment. Once it has been reported that a Sailor will be admitted to a hospital, the Navy will make every effort to coordinate travel arrangements for eligible travelers to ensure their presence at the bedside (as soon as the travelers are ready to travel).

2. **Definitions**. For the purposes of this article, the following definitions apply:

a. Sailor:

(1) Active duty member entitled to pay and allowances under section 411h of reference (b).

(2) Reserve Component (RC) entitled to disability pay and allowances. Transportation and per diem are authorized to visit an RC member who is entitled to disability pay and allowances under section 204g of reference (b) who is physically disabled as the result of an injury, illness, wound or disease incurred or aggravated, or in a situation of imminent death whether or not electrical brain activity still exists or brain death has been declared **and** who is hospitalized in a medical facility anywhere in the world if that member became ill, injured, or diseased:

(a) In the line of duty while performing inactive-duty training (other than work or study in connection with a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service); or

(b) While traveling directly to or from such training.

(3) **Sailor Retired due to Wound, Illness, or Injury.** Transportation and per diem are authorized to visit a Sailor who is retired solely because of a serious wound, injury, illness, or because of an imminent death declaration whether electrical brain activity still exists or brain death is declared **and** who is hospitalized in a medical treatment facility anywhere in the world. Transportation and per diem are to be provided incident to, and about the same time as the occurrence of the serious wound, serious illness, serious injury, or imminent death declaration, and are not intended to be provided at a later date. This authority does not extend to retirees who incur serious injuries or illnesses after retirement, or whose death becomes imminent after retirement.

b. **Designated Individual:**

(1) An individual designated by the Sailor to travel to bedside during the period of his or her in-patient treatment. A Sailor may make designation verbally at the time of hospitalization or annotate designation on the DD 93 Record of Emergency Data (i.e., Page 2).

(2) A family member or anyone with a personal relationship to the Sailor whose presence may aid and support the health and welfare of the Sailor during the period of his or her in-patient treatment.

(3) The military medical treatment facility (MTF) ethics committee will make the designated individual determination when:

(a) It has been determined by the attending physician or surgeon that the Sailor is not able to make such a determination; and

(b) The Sailor has not identified anyone as a designated individual on the DD 93.

Note: Designations are not permanent. Choice of designated individuals may be changed at any time.

c. **Family member:**

(1) The spouse.

(2) Children (including stepchildren, adopted children, and illegitimate children).

(3) Parents or persons in loco parentis (including fathers and mothers through adoption) and persons who stood in loco parentis to the Sailor for a period of not less than 1 year immediately before the Sailor entered the United States (U.S.) Navy.

(4) Siblings.

(5) Other Next of Kin (NOK).

d. **PNOK** - The person most closely related to the deceased Sailor is considered PNOK for casualty notification and assistance purposes. An un-remarried surviving spouse is PNOK. This is usually the spouse for married persons and the parents for unmarried Sailors. An un-remarried surviving spouse is always designated the PNOK. The term “surviving spouse” does not include one who obtained a divorce from the Sailor **(at any time)**. (See MILPERSMAN 1770-010 definitions for a more detailed definition)

e. **Serious Mental Disorder -** A diagnosed mental disorder that requires intensive mental health treatment or hospitalization. The circumstances in which a Sailor shall be considered to have a serious mental disorder for purposes of this section shall include, but not be limited to, the following:

(1) The Sailor is considered to be a potential danger to self or others as a result of a diagnosed mental disorder that requires intensive mental health treatment or hospitalization.

(2) The Sailor is diagnosed with a mental disorder and has psychotic symptoms that require intensive mental health treatment or hospitalization.

(3) The Sailor is diagnosed with a mental disorder and has severe symptoms, or severe impairment in functioning that requires intensive mental health treatment or hospitalization.

3. **Reporting Requirements.** Commands are required to submit a Personnel Casualty Report (PCR) within 4 hours of learning of the incident, per reference (c) and MILPERSMAN 1770-030, Personnel Casualty Report Procedures. If a Sailor becomes a casualty while away from his or her command, the local Navy activity apprised of the circumstances shall verify the casualty and notify the Sailor’s command and OPNAV (N135C).

a. **Reasons for Initially Reporting a Personnel Casualty:**

(1) **Terminally Ill (TI)** - The casualty status of a Sailor whose illness has been diagnosed by an Armed Forces medical officer and the Sailor is hospitalized in a medical treatment facility.

(2) **Very seriously wounded, very seriously ill, or very seriously injured (imminent danger of loss of life) (VSI)** – The casualty status of a Sailor whose illness or injury is such that medical authority declares it more likely than not, that death will occur within 72 hours.

(3) **Seriously wounded, seriously ill, or seriously injured (SI)** - The casualty status of a Sailor whose illness or injury requires medical attention, medical authority declares that death is possible, but not likely, within 72 hours and or the severity is such that it is permanent and life-altering.

(4) **Not seriously wounded, ill, or injured (NSI)** – The status of a Sailor meeting **all** of the following criteria:

(a) Wound or injury occurred in a combat operation or an area designated as a combat operation or combat zone.

(b) Wound or injury requires medical attention.

(c) Condition classified as less severe than SI by medical authority.

(d) Hospitalization in a medical facility for treatment of that wound or injury.

(5) **Serious Mental Disorder** as defined in paragraph 2.d.(1)-(3).

4. **Additional Reporting Requirements**:

a. For Sailors with medical conditions specified in paragraph 3 above, the **naval medical treatment facility (MTF) or the naval command assigned medical cognizance (MEDCOG) over a non-military MTF**, must report via PCR:

(1) Any admittance or discharge.

(2) Status changes immediately upon any change in Sailor's medical condition, or weekly, whichever occurs first.

(3) Evacuations from overseas to a hospital within the continental U.S. (CONUS).

b. **The command directed to make the notification (see paragraph 5. below) or the Casualty Assistance Calls (CAC) Regional Program Director** will immediately report any travel arrangements of designated individuals by supplemental PCR or by direct contact with OPNAV (N135C).

c. Per MILPERSMAN 1770-030, the following must be stated in Data Element ECHO of PCR: **"Bedside travel medically warranted/not warranted".**

Note: Only a **military medical officer at the military MTF or the command assigned medical cognizance over a non-military MTF** can make a bedside travel warranted determination. Ensure the

rank, name, and contact information of the military medical officer making the determination is included.

5. **PNOK Notification Responsibilities**. Whether the Sailor is hospitalized within the continental United States (CONUS), outside the continental United States (OCONUS), or aboard ship, it is the primary responsibility of the Sailor's **Commanding Officer (CO)** to ensure notification is made to the PNOK.

a. Additionally, the **naval MTF or naval command assigned MEDCOG over the non-naval MTF shall follow-up with PNOK to make sure notification has been made.**

b. Notification shall be made by the most appropriate rapid means of communication available. If unable to make notification, contact OPNAV N135C for assistance. In addition, each command shall provide updates to the PNOK of the Sailor's condition. Submit a supplemental PCR upon each subsequent update, reporting in data element GOLF, the date, time, and person making notification to the PNOK.

c. **Evacuation from Overseas**. If Sailor is being evacuated from overseas to a hospital within the continental U.S. (CONUS), notification will be made to the PNOK reporting:

(1) Condition of the Sailor;

(2) Sailor's pending evacuation to a hospital in the U.S. (naming the hospital when known); and

(3) Availability of Government provided travel to meet their Sailor as they arrive at a CONUS MTF per paragraph 7, 8, and 9 below.

NOTE: Due to uncertainties of transportation associated with overseas evacuations, travel to the CONUS hospital should not take place until Sailor has arrived.

d. When the Sailor's condition is no longer listed as SI or VSI and the Sailor is capable of communicating with the NOK, use the most appropriate means of communication available to advise the PNOK of the Sailor's status. The Sailor should also be advised to communicate directly with the PNOK.

6. **When a Member is Admitted to a Foreign Hospital**. Irrespective of condition, if a Sailor is admitted to a foreign

hospital, and or if it is necessary for the Sailor's ship to depart, the Sailor's command or the naval command assigned MEDCOG over the area is required to perform the following:

a. Submit a PCR and notify the NOK in the same manner and format as that prescribed in paragraph 3, 4, and 5. above; and

b. Inform the nearest U.S. Consular Office and include that office as an information addressee on all messages.

7. **Travel and Transportation Authorized**:

a. **Travel Entitlement**. Per paragraph U5246 of reference (d), travel and transportation may be provided for not more than three of the Sailor's designated individuals. In the case where the designated individual is a uniformed Service member, he or she may be provided travel and transportation in the same manner as outlined in subparagraph 7b below.

b. **Travel and Transportation:**

(1) Each designated individual may be provided one roundtrip between the designated individual's home and the medical treatment facility (MTF) in any 60-day period. However, not more than a total of three roundtrips may be provided to the designated individual(s) in any 60-day period.

(2) If a non-medical attendant has been designated for a Sailor during the 60-day period, no more than a total of two round-trips may be provided in a 60-day period at Government expense, per reference (a). Three round trips may be restored to the eligible travelers, if within the 60-day period:

(a) There is no longer a designation of a non-medical attendant.

(b) The non-medical attendant designation transfers to another individual.

8. **Round-Trip Transportation and Per Diem Allowance**:

a. The transportation authorized per reference (d) is round-trip transportation between the home of the traveler and the location of the medical facility in which the Sailor is hospitalized.

b. In addition to the authorized transportation, the Navy may provide a per diem allowance or reimbursement for the actual and necessary expenses of the travel, or a combination thereof, not to exceed the rates established per reference (d), for the period of time that the designated individual is at bedside where the Sailor is hospitalized and classified as stated in paragraph 3.a. of this article.

9. **Method of Transportation Authorized**:

a. One or a combination of the following methods of transportation is authorized per section 411h of reference (b).

(1) Government procured transportation (Transportation in-kind).

(2) Personally procured transportation. Personally procured transportation is a reimbursable expense; however, reimbursement may not exceed the cost of Government-procured commercial round-trip air travel (e.g., first class air fare is not authorized).

(3) Privately owned conveyance (POC). Reimbursable mileage rates for official distance traveled by POCs are covered per paragraph U2600 of reference (d).

(4) **A Rental car is not authorized for reimbursement.**

b. An allowance payable, per reference (d), may be paid in advance.

10. **Commander/CO/Officers in Charge/Command Master Chief**:

a. Ensure all Navy personnel understand the importance of the DD 93 and accurately complete the form with contact information for NOK and designated individual as identified in this article.

b. Ensure all Navy personnel update their electronic service record with current emergency contact information.

c. Ensure immediate notification of a personnel casualty is made to OPNAV (N135C), Bureau of Medicine and Surgery (BUMED), and the chain of command within 4 hours of the casualty (as delineated per MILPERSMAN 1770-030).

d. Ensure a courtesy casualty assistance calls officer (CACO) or a command representative is assigned to assist designated individuals.

(1) A command representative may be assigned, after consultation with regional casualty assistance calls (CAC) and (OPNAV) N135C, if all support requirements can be met for designated individuals at or near the medical treatment facility where the Sailor is receiving treatment.

(2) Coordinate assignment of a courtesy CACO through the regional CAC program director.

e. Assist with transportation of designated individuals to and from the airport when travelers are collocated in the same geographic area as the command.

11. **BUMED**:

a. Determine designated travelers when Sailor is unable to communicate his or her desires. The military MTF ethics committee will coordinate with OPNAV (N135C) to determine the designated individual whose presence may contribute to the Sailor’s health and welfare.

b. Provide guidance to Sailor’s primary mental health provider, when consulted, to assist in the determination of a ”serious mental disorder” and ensure notification to OPNAV (N135C).

c. Provide immediate updates to courtesy CACO, Sailor’s command, region, and OPNAV (N135C) for pending transfer to another medical treatment facility, condition changes (e.g., bedside no longer warranted) or in advance of Sailor being released from an inpatient status.

12. **Commander, Navy Installations Command (CNIC)**:

a. CAC Program Manager CNIC (N00K) shall:

(1) Ensure regional CAC program managers and courtesy CACOs are provided proper training regarding policy and procedures for assisting with the transportation of designated individuals incident to hospitalization of Sailors for treatment.

(2) Ensure that designated individuals have assistance in the form of a courtesy CACO or command CACO to assist with travel and bedside issues.

(3) Notify OPNAV (N135C) if any problems are encountered in assisting designated individuals during their bedside travel.

b. Pay, Personnel, and Passenger Transportation Program Manager, CNIC (N14) shall:

(1) In response to orders written and funded by OPNAV (N135C), process advances (as applicable) for travelers on bedside invitational travel orders (ITO) or invitational travel (ITA).

(2) Identify a personnel support activity detachment to support liquidation of travel claims and process travel claims for ITOs.

13. **Navy Casualty Assistance (OPNAV N135C)**:

a. Upon notification of a personnel casualty, based on criteria of this article, create a record in the Defense Casualty Information Personnel System to document events related to the casualty.

b. Assist in the identification of eligible travelers who may be authorized to travel to Sailor’s bedside.

c. Coordinate travel arrangements for designated individuals to facilitate their presence at bedside (as soon as they are able to travel).

d. Provide ITO/ITA, as required, based on the status of the designated individual. At the completion of travel, process traveler’s submitted travel claim for reimbursement of authorized expenses.

e. If the traveler desires to travel via POC or procures his or her own commercial air fare, process submitted travel claims for reimbursement of authorized expenses.

f. For a designated individual, process all travel claims for travel reimbursement when travel occurs under the authority of this article to the bedside of a Service member who is serving in another branch of service.

MILPERSMAN 1770-250

Navy Dependents: Casualty Reporting and the Submission of Claims for Family Servicemembers' Group Life Insurance (FSGLI)

Responsible Office	OPNAV (N135C)	Phone: DSN TOLL FREE WITHIN U.S. COM FAX	882-2501 (800) 368-3202 (901) 874-2501 882-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) PL 107-14, Veterans Survivor Benefits Improvements Act of 2001; June 2001 (b) 38 CFR 9.1 - Definitions

1. **Purpose**. This article provides procedures for reporting the death of a Sailor's dependent and guidance for the submission of a claim when a dependent is covered by Family Servicemembers' Group Life Insurance (FSGLI) (also see MILPERSMAN 1741-030).

2. **Reporting Requirements.** A Personnel Casualty Report (PCR) must be submitted as soon as possible once the command is notified of a dependent death. **Note:** It is not required to report the injury or illness of a Navy dependent. The commanding officer is responsible for submitting the PCR.

a. Submit the PCR via e-mail to MILL_NavyCasualty@navy.mil. **Note**: Use an underscore between “MILL” and “NavyCasualty” in the e-mail address. This mailbox will automatically distribute the PCR to the offices involved in the casualty process. Be sure to include your chain of command as an addressee on the e-mail.

b. If e-mail capability does not exist, the PCR may be submitted via facsimile (FAX) to N135C at 1-901-874-6654.

c. If neither e-mail nor FAX capability exists, the PCR may be submitted by immediate precedence message to:

TO: COMNAVPERSCOM MILLINGTON TN//PERS-621//
Info Addee: Command sending message

3. **Initial Reporting of Dependent Deaths**. The PCR should contain the following information:

a. Subject Line: The subject line should contain the Sailor's rank, name, service affiliation (USN or USNR), last 4 of the social security number (SSN), and officer designator (if applicable). Example:

SUBJ: REPORT OF DEPENDENT DEATH ICO ATC (AW/SW) JOHN A. SEA, USNR, XXX-XX-1234

b. Data Blocks:

(1) ALPHA: Dependent’s name, last 4 of SSN (XXX-XX-234), relationship to Sailor, and date of birth.

(2) BRAVO: Command Point of Contact (POC): Rank, Name, Phone, FAX, and e-mail address.

(3) CHARLIE: Specify “Dependent Death”.

(4) DELTA: Date (Local time of casualty incident), place, circumstances of incident, and cause of death.

(5) ECHO: Location of Remains (i.e. Funeral Home’s name, address and phone number). If unknown, state “unknown”.

(6) FOXTROT: Specify if the deceased dependent was insured under the FSGLI program. If the deceased dependent was a spouse, specify the amount of Servicemembers’ Group Life Insurance (SGLI) coverage the Sailor maintained. If unknown, state “unknown”.

(7) GOLF: Date/time Sailor was notified of dependent's death.

(8) HOTEL: Any remarks required, or desired, by command.

4. **Sample PCR Format**

FM: USS RONALD REAGAN (CVN-76)

SUBJ: REPORT OF DEPENDENT DEATH ICO ATC (AW/SW) JOHN A. SEA, USNR, XXX-XX-1234

ALPHA: DEPENDENT INFO: JOHN A. SEA, Jr., XXX-XX-4567, SON, 15 JAN 1993

BRAVO: POC: AVCM CHARLES SHIP/901-555-5555/DSN-882/FAX: 901-555-1234/CHARLES.SHIP@NAVY.MIL

CHARLIE: DEPENDENT DEATH

DELTA: 27 MAR 2010. PLACE OF DEATH: 348 CHAMP COVE, SOMEPLACE, CA 39124. CIRCUMSTANCE: AT APPROX 0350, 27 MAR 2010, DEPENDENT DIED FROM LONG TERM ILLNESS.

ECHO: GRAINGER FUNERAL HOME, 67980 SUMMER DR, SOMEPLACE, CA, 09883, 619-876-3746

FOXTROT: DEPENDENT IS INSURED UNDER FSGLI

GOLF: ATC (AW/SW) SEA WAS NOTIFIED OF SON'S DEATH AT 0900, 27 MAR 2010.

HOTEL: ATC (AW/SW) SEA IS CURRENTLY UNDERWAY WITH USS RONALD REAGAN. SAILOR WILL RETURN TO HOMEPORT 28 MAR 2010.

5. **Required Documentation**

a. Form SGLV-8283A, *Claim for Family Coverage Death Benefits.* Form must be completed and signed by the Sailor.

b. Copy of Sailor’s latest NAVPERS 1070-602 Record of Emergency Data, showing dependency.

Note: In the case of infant death where the child is less than 120 days old, an official State-issued birth certificate is required.

c. **Death Certificate**: Final death certificate specifying cause of death.

(1) **Beneficiary Involvement**: Prior to certification of insurance claims, beneficiary involvement in the death of the dependent must be ruled out. If a final death certificate is unduly delayed, the command POC should contact Office of the Chief of Naval Operations (OPNAV), Navy Casualty Assistance (N135C) to pursue other means by which to rule out beneficiary involvement.

(2) **Stillborn Deaths:** FSGLI provides coverage in the event of the stillborn death of dependent children. Per reference (b), a member's stillborn child is defined as a member's natural child whose death occurs before expulsion, extraction, or delivery, and:

(a) Whose Fetal weight is 350 grams or more; or

(b) If fetal weigh is unknown, whose duration in utero was 20 or more completed weeks in gestation.

Note: Fetus or child extraction for purposes of an abortion is excluded.

d. **Spouse Deaths**: The Sailor’s Leave and Earnings Statement for the month in which the dependent's death occurred, will be required to show proof of premium payments.

e. **Dependent Children 18 Years of Age or Older**: As applicable, provide evidence to substantiate the following:

(1) **Disabled Child**: Prior to child attaining the age of 18, he/she was declared permanently incapable of self-support.

(2) **Student**: Child was 22 or below and actively pursuing a course of instruction at an approved educational institution. Acceptable evidence includes a death certificate listing “student” in the occupation block or a letter from the educational institution, on their letterhead, showing that the child was enrolled.

6. **Claim Processing.** Upon receipt of all applicable items, OPNAV (N135C) will certify, validate, and forward the required documentation to the office of SGLI for final determination of eligibility and payment. Send all applicable items listed in paragraph 5 of this MILPERSMAN article to OPNAV (N135C) via:

a. Email: MILL_FSGLI@NAVY.MIL (MILL underscore FSGLI at NAVY.MIL); or

b. FAX: Navy Casualty Assistance Division, attention FSGLI claims examiner, at COMM (901) 874-2265, or DSN 882-2265.

7. **Dependent Child Death in the Case of Dual Military Parents/Stepparents**. Per reference (a), coverage is available only to one member. Payments under this paragraph are determined on a case-by-case basis. Sailors are encouraged to contact OPNAV (N135C) for additional guidance about claim submission.

8. For additional information, please see the Veterans Administration FSGLI Procedural Guide and or OPNAV (N135C) website at http://www.npc.navy.mil/CommandSupport/CasualtyAssistance/FSGLI/.

MILPERSMAN 1770-260

CIVILIAN EMPLOYEE CASUALTY REPORTING, NOTIFICATION, AND ASSISTANCE

Responsible Office	OPNAV (N135C)	Phone: DSN TOLL FREE WITHIN U.S. COM FAX	882-2501 (800) 368-3202 (901) 874-2501 882-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1300.18 of 8 Jan 08

1. **Purpose**. Per reference (a), this article outlines procedures for casualty reporting, notification, and assistance for Department of Defense (DoD) civilian and contractor personnel.

2. **Reporting Casualties to Navy Leadership**

a. The commander of the employing DoD component shall submit a Personnel Casualty Report (PCR) utilizing MILPERSMAN 1770-030 for the following casualty cases involving DoD civilians and contractors:

(1) **Outside the Continental United States (OCONUS):**

(a) Casualty occurred as a result of hostile or non-hostile action, or while accompanying Armed Forces in the field, e.g., deceased, missing, or seriously ill (SI), very seriously ill (VSI), or injured;

(b) Excused Absence Whereabouts Unknown (EAWUN);

(c) Wounded in action; or

(d) Casualty occurred while in a travel status.

(2) **Continental United States (CONUS):**

(a) Casualty occurred as a result of hostile actions;

(b) EAWUN; or

(c) Casualty occurred while in a travel status.

Note: Except as specified above, a PCR is not required for CONUS death, SI, or VSI.

3. **Reporting Deaths to the Department of the Navy (DON), Human Resources Office (HRO)**. To ensure that DON HRO is notified of all Navy civilian deaths and that administrative and personnel actions can be taken, the commander of the employing activity shall follow the guidance at: http://www.public.navy.mil/donhr/Benefits/death/Pages/Default.aspx

4. **Notification of Next of Kin (NOK)**

a. **DoD Civilian Personnel:**

(1) **Death, Missing, or EAWUN.**

(a) The commander of the employing DoD component shall ensure notification is made to the primary NOK, spouse, or other designated emergency point of contact identified in the employees personnel file. Notification shall be made within 12 hours of receipt of casualty information. Hours of notification are 0500 – 2400. If there is undue delay in notification, immediately contact the Office of the Chief of Naval Operations (OPNAV), Casualty Assistance Branch (N135C) at 1-800-368-3202.

(b) If the NOK resides within commuting distance of the employing activity, a minimum of a two-person detail from that activity will make notification in person. When the NOK resides outside commuting distance of the employing DoD component, the respective regional casualty assistance calls or funeral honors support coordinator will assign a casualty assistance calls officer from a Navy activity located in the vicinity of the NOK’s residence to make personal notification.

(2) **SI or VSI.** The commander of the employing DoD component shall ensure notification is made to the primary NOK,

spouse, or other designated emergency point of contact identified in the employees personnel file. Notification will be made by telephone. If telephonic notification is not possible, initial notification will be in person.

b. **DoD Contractor Personnel.** When a reportable DoD contractor casualty occurs, the commander of the employing activity will notify the contracting agency. The contracting agent is responsible for notifying the contractor's NOK.

5. **Assistance to Family Members**

a. **DoD Civilian.** For all casualties involving **deceased, missing, or EAUWUN,** the commander of the employing activity shall appoint a casualty assistance officer to assist the primary NOK or other designated point of contact within 24 hours of initial notification. The assistance officer shall coordinate all actions through the local servicing HRO. Additionally, the assistance officer shall notify the DON HRO Civilian Benefits Center at 1-888-320-2917.

b. **DoD Contractor.** Commanders shall refer NOK to the appropriate employing contracting agency.

6. **Letter of Condolence for Deceased, Missing, or EAWUN**. Per reference (a), commanders shall provide an appropriate letter of sympathy or condolence (to the NOK or as appropriate) no later than 5 days after initial notification.

MILPERSMAN 1770-270

FUNERAL TRAVEL

Responsible Office	OPNAV (N135C)	Phone: DSN TOLL FREE WITHIN U.S. COMM FAX	882-2501 1 (800) 368-3202 (901) 874-2501 (901) 874-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) P.L. Law 110-181, H.R. 4986, National Defense Authorization Act for Fiscal Year 2008 (NDAA 08) (b) Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members (c) 37 U.S.C. 411f

1. **Purpose**. Family members require special care during the process of making arrangements for the burial. References (a) through (c) cover eligibility and transportation entitlements for survivors attending the burial ceremony of the deceased Sailor.

2. **Policy**. The Navy will provide round-trip travel and transportation allowances to family members, and other authorized travelers, to attend the burial ceremony of Sailors who die while on active or inactive duty. The burial location is selected by the person authorized to direct disposition (PADD) of the remains. If such a selection is not made, the Navy will select a cemetery in which burial of the deceased is authorized.

3. **Authorized Travelers**

a. The surviving spouse (including a surviving spouse that has remarried since the Service members' death).

b. Children of the deceased member (including stepchildren, adopted children, and illegitimate children).

c. Parents as indicated below:

(1) A natural parent.

(2) A stepparent.

(3) A parent by adoption.

(4) A parent, stepparent, or adopted parent of the current surviving spouse.

(5) Any other person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age.

d. Siblings of the deceased member (including half and adopted siblings).

e. The PADD.

f. If no relative, described in subparagraphs 3a through 3d above, is provided allowances for travel and transportation, allowances may be provided to

(1) the PADD; and,

(2) up to two additional persons closely related to the deceased Sailor that is selected by the PADD.

g. **Attendants**. The Navy will provide round-trip travel and transportation allowances to an attendant who accompanies an eligible relative to the burial ceremony if Office of Chief of Naval Operations (OPNAV), Casualty Assistance Division (OPNAV N135C) determines that

(1) the accompanied eligible relative is unable to travel unattended because of age, physical condition, or other justifiable reasons; and,

(2) there is no other eligible relative of the deceased Sailor traveling to the burial ceremony qualified to serve as an attendant.

4. **Authorized Allowances**. Travel and transportation allowances are limited to roundtrip travel and per diem. Per diem may not

be paid for more than 2 days plus the time necessary to travel to and from the burial location.

5. **Burial Ceremony Defined**. The term "burial ceremony" includes the following:

a. Interment of casketed or cremated remains.

b. Placement of urn containing cremated remains into a columbarium.

c. Memorial service for which reimbursement is authorized.

d. A burial of commingled remains that cannot be individually identified in a common grave in a national cemetery.

6. **Commanders/Commanding Officers (COs)/Officers in Charge (OICs)/Command Master Chiefs (CMC)**

a. Ensure all Navy personnel understand the importance of NAVPERS 1070/602W, Dependency Application/Record of Emergency Data, and accurately complete the form with contact information for eligible funeral travelers as identified above.

b. Ensure immediate notification of a personnel casualty is made to OPNAV (OPNAV N135C) and the chain of command (COC) within 4 hours of the casualty as delineated in MILPERSMAN 1770-030.

c. Ensure a Casualty Assistance Calls Officer (CACO) is assigned. Coordinate assignment of CACO through the Regional Casualty Assistance Calls (CAC)/Funeral Honors Support (FHS) Program Manager.

d. Ensure command has at least one trained officer and one senior enlisted (E-7 to E-9) CACO assigned.

e. Assist with transportation of eligible funeral travelers to and from the airport when travelers are collocated in the same geographic area as the command.

f. Assist the CACO in obtaining travel liquidation documents when requested.

7. **Commander Navy Installations Command (CNIC)**

a. **CAC/FHS Program Manager** shall ensure Regional CAC/FHS Program Managers and CACOs are provided proper training on policy and procedures for funeral travel and allowances.

b. **Regional CAC/FHS Program Manager** shall:

(1) Coordinate with CNIC CAC/FHS Program Manager, OPNAV (OPNAV N135C), other Regional CAC/FHS Program Managers, commands, and CACOs to assist family members and other eligible travelers with funeral travel arrangements.

(2) Notify OPNAV (OPNAV N135C) if any problems are encountered with locating eligible funeral travelers.

8. **CACO**

a. Ascertain eligible traveler's intentions to travel to the burial ceremony by completing NAVPERS 1770/10, Next of Kin Travel Request.

(1) **Travel by Privately Owned Conveyance (POC) or personally Procured Commercial Travel:** If the traveler desires to travel via privately owned vehicle (POV) or procures their own commercial air fare, assist the traveler in completing DD Form 1351-2 (3-08), Travel Voucher or Subvoucher, and submit the form with receipts to OPNAV (OPNAV N135C) for liquidation.

(2) **Travel via Government Provided Commercial Air:** If the traveler desires to travel via Government provided commercial air, notify OPNAV (OPNAV N135C) of traveler's desires. OPNAV (OPNAV N135C) will make reservations for traveler.

b. Coordinate with commands and other CACOs to assist family members and eligible funeral travelers with transportation to and from airports.

c. Upon traveler's return, assist with completing DD Form 1351-2 and submit the form with receipts to OPNAV (OPNAV N135C) for liquidation.

9. **OPNAV (OPNAV-N135C)**

a. Upon notification of a personnel casualty resulting in death, create record in Defense Casualty Information Personnel System (DCIPS) to document events including funeral travel.

b. Assist CACOs in verifying eligible funeral travelers to ensure notification.

c. If the traveler desires to travel via Government provided commercial air, make reservations for traveler. At the completion of travel, process traveler's submitted travel claim for reimbursement of authorized expenses.

d. If the traveler desires to travel via POV or procures their own commercial air fare, process submitted travel claims for reimbursement of authorized expenses.

MILPERSMAN 1770-271

MEMORIAL SERVICE TRAVEL

Responsible Office	OPNAV (N135C)	Phone: DSN TOLL FREE WITHIN U.S. COMM FAX	882-2501 1 (800)368-3202 (901) 874-2501 (901) 874-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) P. L. 111-84, Section 635, National Defense Authorization Act for Fiscal Year 2010(NDAA 2010) (b) 37 U.S.C., Chapter 7, Travel and Transportation Allowances (c) Directive-Type Memorandum (DTM-10-008-USD), Personnel & Readiness (P&R)of 11 May 2010 (d) DoD Directive 1300.22 of 3 Feb 00 (e) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members (f) SECNAVINST 1730.7D, Religious Ministry within the Department of the Navy

1. **Purpose**. Reference (a) and amended section 411f of reference (b) authorizes round trip travel and transportation allowances to eligible relatives to attend a memorial service for a deceased active duty Sailor at a location other than the location of the burial ceremony. Reference (c) establishes (DoD) policy until changes are incorporated in reference (d).

2. **Policy**. The Navy will provide round-trip travel and transportation allowances to eligible family members to attend one memorial service of any Sailor who dies while on active duty. This entitlement is only for a command memorial service at a location other than the burial location. The deceased Sailor’s command or designated Navy representative will coordinate with the Primary Next of Kin to invite eligible family members to attend the memorial service.

3. **Authorized Travelers**. An eligible relative is authorized travel and transportation allowances for one round-trip to the installation or unit memorial service. This round-trip is in addition to the burial ceremony. Reimbursable expenses are limited to authorized travel entitlements as outlined in reference (e). Authorized travelers include:

a. The surviving spouse (including a surviving spouse who has remarried since the Service member's death).

b. Child or children of the deceased member (including stepchildren, adopted children, and illegitimate children).

c. Parents as indicated below:

(1) A natural parent.

(2) A stepparent.

(3) A parent by adoption.

(4) A parent, stepparent, or adopted parent of the current surviving spouse.

(5) Any other person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age.

d. Siblings of the deceased member (including half and adopted siblings).

e. Person authorized to direct disposition (PADD).

f. Attendants. The Navy will provide round-trip travel and transportation allowances to an attendant who accompanies an eligible relative to the memorial service if the Office of the Chief of Naval Operations (OPNAV), Navy Casualty Assistance (N135C), determines that:

(1) The accompanied eligible relative is unable to travel unattended because of age, physical condition, or other justifiable reasons; and

(2) There is no other eligible relative of the deceased Sailor traveling to the memorial service, qualified to serve as an attendant.

4. **Authorized Allowances**. Travel and transportation allowances are limited to travel to and from the memorial service location plus 2 days of per diem at the memorial service location.

(a) Travel by privately owned conveyance (POC) or personally procured commercial travel: If the traveler desires to travel via privately owned vehicle (POV) or pays for his/her own commercial air fare, the traveler will need to complete DD 1351-2 (3-08), Travel Voucher or Subvoucher, and submit the form with receipts to OPNAV (N135C) for liquidation.

(b) Travel via government provided commercial air: If the traveler desires to travel via government provided commercial air, OPNAV (N135C) will make reservations for the traveler.

5. **Memorial Service**

a. A memorial service may be a command function, divine service, or other religious service as defined in reference (f).

b. The decision to conduct a memorial service is a command or service function.

c. Only one memorial service for a deceased active duty Sailor will be recognized for Government-funded transportation and allowances, unless the original service for the deceased Sailor was limited to a memorial service because no remains were recovered.

d. Memorial service locations include the continental United States, Alaska, Hawaii, United States territories, and the last permanent duty station or home port of the Sailor.

e. Transporting eligible family members into a theater of combat operations is not authorized.

f. Funded memorial service travel is limited to a 2-year period following the loss of the Sailor; this limitation may be waived by the Secretary of the Navy.

6. **Commanders (CDRs)/Commanding Officers (COs)/Officers in Charge (OICs)/Command Master Chiefs (CMCs)**. Commands conducting memorial services will:

a. Coordinate with the Religious Ministry Program to ensure adequate support is available for all units for the memorial services per reference (f);

b. Ensure that all eligible family members are invited to the command's memorial service;

c. Ensure that eligible family members are kept informed of current status, schedule of events, and changes to the memorial service;

d. Coordinate travel of authorized travelers including lodging and installation access;

e. Coordinate with OPNAV (N135C) for accounting data and flight reservations if required; and

f. Arrange for travel assistance (by use of duty drivers or other command means) for family members who are attending the command memorial service.

(1) Ensure all Navy personnel understand the importance of the Dependency Application/Record of Emergency Data and accurately complete the form with contact information for eligible funeral travelers as identified above. The Electronic Service Record (ESR) has to be updated as soon as possible when changes occur to names and contact information for the next of kin, PADD, and beneficiaries.

(2) If a Sailor desires to attend the memorial service for a family member who is serving in another Service, the parent command shall notify OPNAV (N135C). OPNAV (N135C) will provide Line of Accounting (LOA) data for reimbursement of travel expenses per DoD requirements. Travel arrangements for the Sailor are the responsibility of the parent command. Likewise, at the completion of travel, the parent command is responsible for processing the Sailor's submitted travel claim for reimbursement of authorized expenses. For accounting purposes, forward a copy of the travel orders, as well as, paid claim vouchers to OPNAV (N135C).

7. **Commander Navy Installations Command (CNIC)**. **Casualty Assistance Calls (CAC)/Funeral Honors Support (FHS) Program Manager** shall:

a. Ensure Regional CAC/FHS Program Coordinators and casualty assistance calls officers (CACOs) are provided proper training regarding policy and procedures for memorial service travel and allowances.

b. Coordinate with CNIC CAC/FHS Program Manager, OPNAV (N135C), other Regional CAC/FHS Program Managers, commands, and CACOs to assist eligible travelers with memorial service travel arrangements.

c. Notify OPNAV (N135C) if any problems are encountered with locating eligible memorial service travelers.

d. Provide courtesy CACO assistance to support eligible travelers' requirements and assist with liquidation of travel claims.

e. Ensure the Regional CAC/FHS Program Coordinators and CACOs ascertain eligible traveler's intentions to travel to the memorial service.

(1) **Travel by POC or personally Procured Commercial Travel**: If the traveler desires to travel via POV or procures his/her own commercial air fare, assist the traveler in completing a DD Form 1351-2, Travel Voucher or Subvoucher, and submit the claim with receipts to OPNAV (N135C) for liquidation.

(2) **Travel via Government Provided Commercial Air**: If the traveler desires to travel via government provided commercial air, notify OPNAV (N135C) of traveler's desires. OPNAV (N135C) will make reservations for the traveler. Assist with completing a DD Form 1351-2 and submit the form with receipts to OPNAV (N135C) for liquidation, upon traveler's return.

(3) Coordinate with commands and other CACOs to assist family members and eligible memorial service travelers with transportation to and from airports.

8. **OPNAV (N135C)**. Navy Casualty Assistance, OPNAV (N135C), shall:

a. Create a record in the Defense Casualty Information Personnel System (DCIPS) to document events (including memorial service travel) upon notification of a personnel casualty resulting in death;

b. Make reservations for the traveler, if the traveler desires to travel to the memorial service via government provided commercial air. At the completion of the travel, process the traveler’s submitted travel claim for reimbursement of authorized expenses;

c. Process submitted travel claim for reimbursement of authorized expenses, if the traveler desires to travel via POV or procures their own commercial air fare; and

d. Provide LOA data to the Sailor's parent command for reimbursement of authorized expenses for Sailors who attend a memorial service for a family member who was serving in another Service.

MILPERSMAN 1770-275

PRESENTATION OF BURIAL FLAGS

Responsible Office	OPNAV (N135C)	Phone: DSN TOLL FREE WITHIN U.S. FROM OVERSEAS FAX	882-2501 1 (800) 368-3202 (901) 874-2501 874-6654

References	(a) 10 U.S.C. 1481 (b) P.L. 110-417, National Defense Authorization Act for Fiscal Year 2009 (NDAA 09) (c) 10 U.S.C. 1482(e) (d) 10 U.S.C. 1477(d)

1. **Policy**. The Navy will ensure, at the time of burial, a flag of the United States (U.S.) is presented to designated individuals and specific family members of deceased Sailors whose status is covered under reference (a) and updated by reference (b). References (c) and (d) delineate eligibility of those recipients entitled to receive a flag.

2. **Authorized Recipients of the Burial Flag**. Presentation of a standard size Burial Flag is authorized to be given to the following recipients:

a. The person authorized to direct disposition (PADD) of Sailor's remains.

b. The surviving spouse, if not designated as the PADD, regardless of whether the surviving spouse remarries after the Sailor's death.

c. Each child, not designated as the PADD, and without regard to age or marital status as described below:

(1) Legitimate children.

(2) Adopted children.

(3) Stepchildren who were a part of the Sailor’s household at the time of death.

(4) Illegitimate children of a female Sailor born out of wedlock.

(5) Illegitimate children of a male Sailor.

(a) who have been acknowledged in writing signed by the Sailor;

(b) who have been judicially determined, before the Sailor's death, to be his children;

(c) who have been otherwise proved, by evidence satisfactory to the Secretary of Veterans Affairs, to be children of the Sailor; or

(d) who the Sailor had been judicially ordered to pay support.

d. The parents or parent, if not designated as the PADD, as described below:

(1) Natural parent.

(2) Stepparent.

(3) Parent(s) by adoption.

(4) Person(s) who stood in loco parentis for a period of not less than 1 year before the death of the Sailor; however, only one person who stood in loco parentis may be recognized. Preference shall be given to the individual who exercised a parental relationship on the date, or most nearly before the date, on which the Sailor entered military service.
Note: Parents living in the same household will be presented only one flag.

3. **Unauthorized**. Presentation of a flag of the U.S. is not authorized for a Sailor who at the time of death was a military prisoner in custody and under a sentence that includes a discharge.

4. **Commanders (CDRs)/Commanding Officers (COs)/Officers in Charge (OICs)/Command Master Chiefs (CMCs)**

a. Ensure all Navy personnel understand the importance of the Record of Emergency Data, and that Sailors make timely and

accurate updates so eligible Burial Flag recipients can be identified.

b. Ensure immediate notification of a personnel casualty is made to Office of Chief of Naval Operations (OPNAV), Navy Casualty (N135C) and the chain of command as delineated in MILPERSMAN 1770-030.

c. Ensure all personnel are aware of this policy.

5. **Commander Navy Installations Command (CNIC), Casualty Assistance Calls/Funeral Honor Support (CAC/FHS) Program Manager**. Manage and provide guidance to Regional CAC/FHS Program Managers, Casualty Assistance Calls Officers (CACOs), and Funeral Honors details.

6. **Navy Casualty (OPNAV N135C)**

a. Issue policy for identifying eligible recipients of Burial Flags.

b. Provide updates to Chief of Naval Personnel (CHNAVPERS) on issues involving presentation of Burial Flags.

c. Ensure Navy Mortuary Affairs works with respective Decedent Affairs Officers to address issues pertaining to the presentation of Burial Flags.

MILPERSMAN 1770-280

DEATH GRATUITY

Responsible Office	PERS-13	Phone: DSN TOLL FREE WITHIN U.S FROM OVERSEAS FAX	882-2501 1 (800) 368-3202 (901) 874-2501 874-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. §1475-1480 (b) 50 U.S.C., Appendix 451, Military Selective Service Act (c) 10 U.S.C. §1501 (d) DoD 7000.14-R, DoD Financial Management Regulation (DoDFMR), Volume 7A, Chapter 36 Payments on Behalf of Deceased Members (e) DoD 5400.11-R DoD Privacy Program

1. **Policy**. The care of family members after the death of a Sailor is paramount to the Navy. Reference (a) defines policy for eligibility and payment of death gratuity in the amount of $100,000.

2. **Payment of Death Gratuity**. A death gratuity shall be paid expeditiously to, or for, eligible beneficiaries described in this article after official notification of the death of one of the following:

a. Sailor who dies while on active duty (ACDU) or while performing authorized travel to or from ACDU;

b. Reservist who dies while performing ACDU or while traveling directly to or from that ACDU;

c. Reservist who dies while performing inactive duty training (IDT). Reservist who dies while traveling directly to or from IDT, and those reservist staying at his or her residence during or between successive days of IDT are considered to have been on IDT on his or her date of death.

d. Member of a Navy Reserve Officer Training Corps (NROTC) unit who dies while performing one of the following:

(1) Annual training duty (under orders) for a period of more than 13 days; or

(2) Authorized travel to or from that annual training duty.

e. Applicant for membership in NROTC who dies while attending field training or a practice cruise, or while performing authorized travel to or from the destination for either event.

f. Sailor who dies while traveling to, from, or while at a place ordered or directed, for final acceptance for entry on ACDU (other than for training), and who has been:

(1) Provisionally accepted for that duty; or

(2) Selected, per reference (b), for duty in the Navy.

g. Sailor whose death is determined by administrative finding per reference (c).

3. **Death after Discharge or Release from Duty or Training**. A death gratuity shall be paid to or for eligible beneficiaries (described in this article) of a Sailor who dies during the 120-day period immediately following his or her date of discharge or release from ACDU or IDT, if the Secretary of Veterans Affairs determines the following:

a. The death resulted from an injury or disease incurred or aggravated during the ACDU or IDT described above, or during travel directly to or from such duty; and

b. The decedent was discharged or released under conditions other than dishonorable from the last period of the duty or training performed.

4. **Designation of Recipients**

a. Sailors may designate one or more persons to receive all or a portion of the death gratuity. Designations shall be made on NAVPERS 1070/602 Dependency Application/Record of Emergency Data (page 2) or DD Form 93 Record of Emergency Data, and the

amount payable to the designated beneficiary will be specified in 10 percent increments. Any portion of the death gratuity not designated will be paid per paragraph 5.

b. Per reference (a), if a married Sailor designates a person other than his or her spouse to receive all or a portion of the death gratuity, the Sailor's commanding officer (CO) shall provide written notice of the designation to the spouse (see paragraph 10).

5. **Distribution**. If the Sailor does not make a designation (under subparagraph 4a) or designates only a portion of the amount payable, the remaining amount shall be paid in the following order of precedence:

a. Surviving spouse of the Sailor;

b. If no surviving spouse exists, any surviving **children** (as prescribed by paragraph 6) of the Sailor and the descendants of any deceased children by representation;

c. If none of the above exist, the surviving **parents** (as prescribed by paragraph 7) of the Sailor, or the survivor of the two;

d. If none of the above exist, the duly-appointed executor or administrator of the estate of the Sailor; and

e. If none of the above exist, other next of kin of the Sailor entitled under the laws of the domicile of the Sailor at the time of the Sailor's death.

6. **Children defined**. Children eligible to receive payment of the death gratuity (per paragraph 5b) without regard to age or marital status include one of the following:

a. Legitimate children;

b. Adopted children;

c. Stepchildren who were a part of the Sailor's household at the time of his or her death;

d. Illegitimate children of a female Sailor; and

e. Illegitimate children of a male Sailor

(1) who have been acknowledged in writing and signed by the Sailor;

(2) who have been judicially determined, before the Sailor's death, to be his children;

(3) who have been otherwise proved, by evidence satisfactory to the Secretary of Veterans Affairs, to be children of the Sailor; or

(4) to whose support the Sailor had been judicially ordered to contribute.

7. **Parents defined**. For purposes of subparagraph 5c, parents include fathers and mothers through adoption. However, only one father and one mother may be recognized in any case. Preference shall be given to those who exercised a parental relationship on the date, or most nearly before the date on which the Sailor entered naval service.

8. **Death of Beneficiary before Receipt of Death Gratuity**. If a person entitled to all, or a portion, of a death gratuity dies before receiving payment, the death gratuity shall be paid to the living survivor next in the order of precedence prescribed by paragraph 5.

9. **Existing Designations**. All Sailors should periodically (at least annually) review their record of emergency data (NAVPERS 1070/602 or DD Form 93) to ensure the designated beneficiaries and allotted percentages (as applicable) are still accurate.

10. **Designations Other Than Spouse.** As per reference (a), if a married Sailor designates all, or a portion, of the death gratuity to a person other than his or her spouse, the commander (CDR), CO, or officer in charge (OIC) is required to notify the spouse in writing of the designation. The command pass coordinator (CPC) or personnel officer (PERSOFF) shall prepare and have the CDR, CO, or OIC sign, and mail the Spouse Notice of Designation letter (Exhibit 1), and ensure a copy is forwarded to Navy Personnel Command (NAVPERSCOM), Records Management Policy Branch (PERS-313) for inclusion in the Sailor's official military personnel file (OMPF). Commands with members qualifying under paragraphs 2d and 2e shall not forward a copy to NAVPERSCOM (PERS-313).

Note: Document must comply with latest submittal requirements for inclusion in the OMPF.

11. **Miscellaneous Provisions**

a. A payment may not be made if the Sailor was put to death as lawful punishment for a crime or a military offense, unless he or she was put to death by a hostile force with which the Armed Forces of the United States were engaged in armed conflict.

b. In the case of any Navy reservist who dies while traveling directly to or from ACDU for training or IDT, his or her CO or OIC shall determine whether the reservist was authorized, or required to perform the duty or training, and whether the reservist died from the injury so incurred. In making those determinations, the CO or OIC shall consider the following:

(1) The hour at which the reservist began to travel directly to or from the duty or training;

(2) The hour at which the reservist was scheduled to arrive for, or at which the reservist ceased performing, that duty or training;

(3) Method of travel used;

(4) Itinerary;

(5) Manner in which the travel was performed; and

(6) Immediate cause of death.

12. **Responsibilities**

a. **NAVPERSCOM, Casualty Assistance Branch (PERS-13) shall:**

(1) Verify eligible beneficiary designated to receive death gratuity payment.

(2) Draft and release authorization letter for electronic funds transfer (EFT) or check payments of death gratuity.

(3) Verify payment and receipt of death gratuity; document status in the Defense Casualty Information Processing System.

(4) Provide guidance if issues or concerns are raised regarding death gratuity policy, entitlements, or payments such as delays, payments to minor children, record of emergency data discrepancies, or beneficiary clarification.

b. **Commander, Naval Installations Command Shall:**

(1) Include pertinent information regarding death gratuity when providing casualty assistance calls officer (CACO) training. Assist CACOs and commands as required, and work with NAVPERSCOM (PERS-13) regarding payment of death gratuity.

(2) Immediately notify NAVPERSCOM (PERS-13) of any problems encountered by the CACO concerning death gratuity payments.

c. **CDRs, COs, OICs, and Command Master Chiefs Shall:**

(1) Ensure all assigned Sailors understand the importance of maintaining a current and accurate record of emergency data (NAVPERS 1070/602 or DD 93) to include their designation of death gratuity beneficiary(ies).

(2) In the event of a Sailor’s death, comply with applicable sections of MILPERSMAN 1770 series.

(3) Ensure Spouse Notice of Designation (Exhibit 1) letter is mailed to affected spouse and filed in the OMPF upon notification from the CPC, PERSOFF, or personnel support detachment (PERSUPP DET) that member has designated all or part of the death gratuity to someone other than his or her lawful spouse.

d. **CACO Shall:**

(1) Verify the appropriate death gratuity recipient(s) through NAVPERSCOM (PERS-13). Death gratuity will be paid only after official notification of the Sailor's death has been made. **Caution: Death gratuity payments and amounts are confidential. Discuss death gratuity with the verified beneficiary(ies) only.**

(2) Assist death gratuity beneficiary(ies) in the claim process following procedures outlined in the following table below. Note that payment will be issued via EFT by the Defense Finance and Accounting Service - Cleveland Center (DFAS-CL). If the beneficiary does not have an accessible checking or savings account, request NAVPERSCOM (PERS-13) process payment by check.

EFT PAYMENT	CHECK PAYMENT
1. Contact CACO/funeral honors (FH) region program director (RPD) for step-by-step procedures and a sample package for payment of the death gratuity.	1. Verify beneficiary's identity; correct spelling of name and Social Security number. Inform NAVPERSCOM (PERS-13) and CACO/FH RPD that beneficiary requests check payment; transmit the verified identification information to both offices.
2. The following forms are required: • **DD Form 397 Claim Certification and Voucher for Death Gratuity Payment**; • **SF 1199A Direct Deposit Sign-Up Form for EFT death gratuity payment**; and • **Voided check (if payment is to be deposited to a checking account)**	2. NAVPERSCOM (PERS-13) will coordinate check payments with the Navy Pay and Personnel Support Center (NPPSC) disbursing office and inform the CACO via the CACO/FH RPD of the PERSUPP DET or disbursing office and point of contact processing the payment. **Note: For ships or commands with disbursing offices, if directed to initiate check payment, ensure NAVPERSCOM (PERS-13) has verified beneficiary information and authorized payment prior to disbursing funds.**
3. Verify NAVPERSCOM (PERS-13) has determined the appropriate death gratuity recipient(s). Prepare DD 397 Claim Certification and Voucher for Death Gratuity Payment for beneficiary's signature; ensure blocks 5-10, 12a-d, 13a-b, and 14a-d are complete.	3. Contact the PERSUPP DET or disbursing office processing the payment.
4. During visit to the beneficiary, confirm his or her identity and the correct spelling of the beneficiary's name.	4. Obtain check, certification letter and DD 397 from PERSUPP DET. On DD 397, ensure blocks 3, 5-11, 15 a-d and 16a (1)-(3) are complete and form is signed (block 15c) by the cognizant PERSUPP DET.
5. Ensure beneficiary signs block 14a of DD 397.	5. Deliver check to beneficiary. Complete blocks 12 and 13 of DD 397 (as applicable). Ensure beneficiary signs block 14a.
6. Ensure two witnesses complete and sign blocks 14b and 14c of DD 397 (CACO may sign as a witness).	6. Ensure two witnesses complete and sign blocks 14b and 14c of DD 397 (CACO may sign as a witness).
7. Ensure beneficiary completes and signs SF 1199A. If applicable, obtain a voided check from beneficiary to verify accuracy of account information	7. Return original DD 397 to the PERSUPP DET. Provide copies of DD 397 to NAVPERSCOM (PERS-13) and CACO/FH RPD.
8. Provide copies of the DD 397, SF 1199A, and voided check (if applicable) to NAVPERSCOM (PERS-13) and CACO/FH RPD.	8. Accompany recipient to process the check at his or her financial institution. Assist (as needed) in authenticating the check, and using the check certification letter previously provided by PERSUPP DET.
9. Notify NAVPERSCOM (PERS-13) and CACO/FH RPD when payment has been received by beneficiary.	9. Notify NAVPERSCOM (PERS-13) and CACO/FH RPD when payment has been received.

(3) In compliance with reference (d), protect all personally identifiable information by submitting documents via secure means, such as encrypted e-mail.

e. **PERSUPP DET Shall:** Upon verification of the record of emergency data (NAVPERS 1070/602 or DD 93), if member has designated all or part of the death gratuity to someone other than his or her lawful spouse, send notification memo to CPC via Transaction Online Processing System for command action.

EXHIBIT 1

SPOUSE NOTICE OF DESIGNATION
(SAMPLE)

(Use proper letter format.)

COMMANDING OFFICER
Navy Recruiting District Columbia
1835 Assembly Street
Strom Thurmond Federal Building
Columbia, SC 29201-2480

1770
Ser CO 15/
March 7, 2011

Mr. Oliver O'Toole
938 Tankerhurst Drive
Waco, TX 55555

Dear Mr. O'Toole,

Our records indicate that you are the spouse of Petty Officer Pauline Williams O'Toole. Title 10 requires the services to notify the spouse whenever a Service member designates all or part of the death gratuity to someone other than his or her current lawful spouse. This letter is to inform you that on March 1, 2011, your spouse elected to designate all, or part, of her death gratuity to someone else.

Your spouse was entitled to make the above election. Though we are required to notify you of your spouse's decision, we are not authorized to disclose the name of the designated beneficiary. If you have any questions regarding this letter, please call 1-866-827-5672.

C. A. CAPTAIN

Copy to:
PERS-313

MILPERSMAN 1800-010

GENERAL GUIDELINES FOR CONDUCTING CEREMONY FOR RETIREMENT OR TRANSFER TO THE FLEET RESERVE

Responsible Office	NAVPERSCOM (PERS-835)	Phone: DSN COM FAX	882-3246 (901) 874-3246 882-2762

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) DOD FMR 7000.14-R, DoD Financial Management Regulation (b) GAO B-186998 of 9 Nov 1976 (c) DOD 4525.8-M, DoD Official Mail Manual (d) SECNAVINST 7042.7K

1. **Policy**. The retirement or transfer to the Fleet Reserve of a member shall (if the member so desires) be preceded by a ceremony designed to express Navy's appreciation for the many years of faithful and honorable service the member has devoted to their country. Additionally, commanding officer (CO), commander, or officer in charge (OIC) of a member's last permanent duty station (PDS) shall present a United States (U.S.) flag, on behalf of the Secretary of the Navy (SECNAV), on the occasion of an active duty member's transfer to the Fleet Reserve or the Retired List.

2. **Member's Responsibility**

a. Upon notification of Navy Personnel Command (NAVPERSCOM) approved retirement or Fleet Reserve transfer date, the member may request or decline a command-sponsored ceremony, or the member may host their own retirement ceremony.

b. If the command is sponsoring the retirement ceremony, the Service Member should understand that commands will make every reasonable effort within regulations, budgetary constraints, and practicality to provide the items requested.

c. For a command-sponsored retirement ceremony, the member shall submit a request in writing to CO or commander of the

parent command. The request shall be submitted early enough to allow for adequate planning: (Use sample format below)

Sample Letter

(Use proper letter format.)

From: (Member's rank/rate and name)
To: Commanding Officer/Commander, _____

Subj: REQUEST FOR RETIREMENT CEREMONY

Ref: (a) MILPERSMAN 1800-010

Encl: (1) Retirement Ceremony Guest List/Reception Guest List
(2) Biographical Information (military awards/service summary)

1. I will transfer to the Fleet Reserve/Retired List on _____. Under the guidelines of reference (a), I respectfully request a command-sponsored retirement ceremony as follows:

a. Date:

b. Time:

c. Location:

d. Master of Ceremonies: (normally the executive officer)

e. Guest of Honor/Speaker:

f. Band service desired? (Yes/No)

g. Honor Guard service desired? (Yes/No)

h. Approximate number of guests:

(1) Military: _____ (excluding command personnel)

(2) Civilian: _____

i. Immediate family members who will attend: (include name, relationship, residence (city, state))

j. Command participation desired? (Yes/No) If Yes, specify extent: (e.g., all officers, all chief petty officers (CPOs), all personnel, all XX department personnel, etc.)

k. Uniform:

(1) Official Party: _____

(2) Military Guests: _____

(3) Civilian Attire: _____

l. Photographer desired? (Yes/No) Videotaping? (Yes/No)

m. Chaplain (invocation/benediction) desired? (Yes/No)

n. Nominee for sideboys:

(1)_____

(2)_____ (attach list for additional names)

o. Typed or printed invitations as follows:
OPTION #1: Invitations for the ceremony mailed NLT (date).
OPTION #2: Invitations for the retirement ceremony provided to me NLT (date) for mailing.

p. Retirement ceremony program desired? (Yes/No)

2. I intend to provide post ceremonial refreshments: (Yes/No)

a. Cake? (Yes/No)

b. Coffee/soft drinks? (Yes/No)

3. I intend to host a reception: (Yes/No)

a. Date: _____

b. Times: _____

(1) Cocktails from _____ to _____

(2) Dinner from _____ to _____

c. Location:

d. Approximate number of guests: _____

4. I understand that all costs associated with providing and serving post ceremonial refreshments and or a reception, including cost of invitations and postage for the reception, must be borne by me and may not be paid for from appropriated or non-appropriated funds.

Very respectfully,
(Member's rank/rate, name), USN

3. **Command's Responsibility**

a. Upon receipt of member's request for retirement or transfer to the Fleet Reserve, a command representative will determine if the member desires a retirement ceremony and assist the member in submission of the request for a ceremony.

b. CO, commander, or OIC of a member's last PDS shall present a U.S. flag on behalf of SECNAV on the occasion of an active duty member's transfer to the Fleet Reserve or the Retired List. Personnel eligible for presentation of a U.S. flag are those active duty members who have transferred, or will transfer to the Retired List or Fleet Reserve on or after 1 October 1998. Commands are authorized to use Operating Target (OPTAR) funds to procure the flags (NSN 8345-00-656-1435). The presentation of the flag will be at no cost to the member.

c. Upon receipt of member's request for a ceremony, the command will approve or disapprove. If disapproved, provide member reason for disapproval. Upon approval by the command, the retirement ceremony becomes an official command function. Use of accountable funds may be authorized per references (a) through (c). Per reference (d), official representation funds (ORF) may be used under certain circumstances for certain types of retirement ceremonies. Reference (d) stands alone in outlining the proper use of these funds. Commands should review reference (d) prior to use of ORF. **Additional questions concerning the use of appropriated funds for necessary expenses should be addressed through the command's comptroller or legal counsel. However, these funds should not be used for food, receptions, or unofficial functions.**

d. Commands shall make every reasonable effort within the bounds of applicable regulations and budgetary constraints to provide member's request for a command-sponsored retirement ceremony. If a member does not desire a command-sponsored retirement ceremony, the member and sailor-designated family members shall be issued the appropriate retirement documents prescribed in paragraph 5 at an informal presentation ceremony.

4. **Retirement Documents to be Issued**. The following documents will be presented to the member upon retirement or transfer to the Fleet Reserve (as appropriate):

Form Number/Name of Form	Issuance Responsibility
DD 363 Certificate of Retirement	Transmitted to the command by NAVPERSCOM. The command will complete the certificate.
NAVPERS 1830/3 Retirement Fleet Reserve Certificate	Stocked in the Navy supply system (NSN 0106-LF-983-8200), prepared at the command and signed by the CO.
NAVPERS 1650/80 Certificate of Appreciation (Retirement - Others)	For presentation to Sailor-designated family members; prepared at the command and signed by the CO.
DD 2542, Certificate of Appreciation for Service in the Armed Forces of the United States	Bearing the signature of the President, stocked in the Navy supply system (NSN 0106-LF-982-4700). The command will complete the certificate with name, rank, and military service.
NAVCRUIT 1650/3 Honorary Recruiter for Life Certificate and Letter	The command will complete the certificate with rank, name and military service. Available for download on NPC website. (see note)
Lapel Button (20 Years)	Stocked in Navy supply system (NSN 8455-00-309-3013).
Lapel Button (30 Years)	Stocked in Navy supply system (NSN 8455-00-309-3014).
Honorary Recruiter for Life Lapel pin	Stocked in the Navy supply system (NSN 8455-01-591-5248

NAVCRUIT 1650/3 for presentation to all Retirees and Fleet Reserve transferees who have served faithfully and honorably. Available for download at: http://www.cnrc.navy.mil/publications/PDF%20FORMS/1650_3%20Honorary%20Recruiter%20for%20Life.pdf

5. **Letters of Appreciation**. In addition to the above certificates, the following personnel (upon retirement) shall receive standard letters of appreciation prepared by the White House Military Office and signed by the President. Certificates must be requested 6 months prior to the member's retirement date:

a. Naval personnel retiring with at least 30 years of active military service.

b. The Chairman and Vice-Chairman of the Joint Chiefs of Staff and Chiefs of Staff of the Military Services.

c. The Master Chief Petty Officer of the Navy.

d. Recipients of the Medal of Honor, on retirement or transferring to the Fleet Reserve.

e. Former prisoners of war (POWs), who qualify for or have been awarded the POW Medal.

6. **NAVPERSCOM, Retirements and Disability Division (PERS-835) Responsibility**. NAVPERSCOM (PERS-835) will be responsible for mailing DD 363 for officer retirements and 30-year enlisted retirements.

7. **Form Protection**. DD 2542, signed by the President as Commander in Chief, was established for extending the nation's appreciation. The certificate is an expression of gratitude to the individual for military service and is not intended to have any legal effect on entitlement or benefits. Accordingly, a copy of the certificate or a notation that the member has received the certificate shall not be made a part of the member's military record.

8. **Preliminary Arrangements for the Ceremony**. The following actions are required to ensure a proper official ceremony:

a. Solicit member's desires in determining details of the ceremony.

b. Member will prescribe the uniform for principals and military guests.

c. Ship or station will rig for visitors, with necessary escorts, ushers, sentries, and head facilities. Reception arrangements shall be accommodated (if desired by the member) in the wardroom, CPO, and or general mess (as appropriate). Refreshments may be provided by the member, at no expense to the Government.

d. The rostrum may be equipped with a public address system and shall be decorated. Bunting, signal flags, ceremonial bullets, and other appropriate accouterments may be used.

e. Invitations and programs for the ceremony shall be typed or printed. Appropriated funds may be used to pay for mailing and printing of invitations for official retirement ceremonies.

Associated events such as receptions are considered personal in nature and should not be funded with appropriated funds. However, a command may provide notice of the time and location of a directly related reception so long as it will not increase the cost to the Government.

f. Ships personnel, except the watch, shall be at parade quarters as space permits.

g. Use of a band and ceremonial color guard is authorized and encouraged.

h. The commander or CO will meet dignitaries and senior officers at the quarterdeck. Side honors with sideboys and boatswain's mate will be rendered to senior officers. Boat gongs are not necessary when the side is tended.

i. Seating shall be arranged for guests with ushers and escorts assigned to supervise seating.

9. **Ceremony Procedures**. The executive officer of a ship, CO of a flagship, or chief of staff of a flag officer normally acts as the master of ceremony (MC) using the following procedures:

Step	Action
1	Seat guests in advance.
2	Command master chief escorts the commander or CO and Sailor-designated family members to the rostrum.
3	On approach, MC orders "Ship's Company (and or Staff), Attention."
4	If flag officer included in ceremony as guest speaker or guest of honor or as immediate superior in command (ISIC), he or she is escorted separately to ceremonial area. (See Note 1 below.)
5	During arrival of principals, ship's company (and or staff) will remain at attention. (See Note 2 below.)
6	After arrival honors (if rendered) MC orders the colors paraded and MC announces the National Anthem. (See Note 3 below.)
7	MC will introduce chaplain who gives the invocation. Military personnel in uniform remain covered.
8	MC asks guests to be seated, orders "Ship's Company (and or Staff) Parade Rest," introduces officer to read the member's biography.
9	Once read, MC introduces guest speaker or guest of honor (or ISIC). After speaker's remarks, MC introduces the CO or commander. (If no guest speaker/guest of honor/ISIC, MC introduces the CO or commander).

10	CO or commander will make any remarks and then present a U.S. flag (on behalf of SECNAV), awards, and certificates to the member and Sailor-designated family members. Citations and certificates shall be read by the MC as they are presented. (See Note 4 below.)
11	Gifts presented at this time. MC introduces member and the member may make remarks. (See Note 5 below.)
12	MC will ask guests to rise and remain standing until completion of ceremony. He then introduces the chaplain who delivers the benediction. During the benediction the band may play the Navy Hymn softly.
13	Upon completion, the MC orders "Retire the Colors."
14	After colors retired, MC orders "Post Sideboys" and when sideboys are in place, member will depart with sailor-designated family members (if desired). Following last note to boatswain's pipe, band plays "Anchors Aweigh."
15	MC announces end of ceremony, asks guests to remain in place until senior officers and distinguished guests have departed. If a reception is planned, make announcement at this time and escort guests to the reception area or quarter-deck.

NOTE 1: Guests will be asked to rise upon his or her arrival and honors (appropriate to the officer's rank) will be rendered, unless these have been rendered at the quarter-deck incident to the flag officer's arrival.

NOTE 2: If the guest speaker, guest of honor, or ISIC is not a flag officer and will not be receiving arrival honors (O-6 or below), he or she should be escorted to the ceremonial area with the principals.

NOTE 3: Personnel not in ranks and guests will face the national ensign if it is in sight, if not, face the music. Military personnel in ranks will not salute, but formation commanders and military guests will.

NOTE 4: CO, commander, or OIC of a member's last PDS shall present a U.S. flag on the occasion of an active duty member's transfer to the Fleet Reserve or the Retired List. Commands are authorized to use OPTAR funds to procure the flags (NSN 8345-00-656-1435). The presentation of the flag will be at no cost to the member.

NOTE 5: Appropriate gifts for the occasion (such as shadow boxes, plaques, flower bouquets for sailor-designated family members etc.) are paid by separate resources and not appropriated or non-appropriated funds.

10. **Members Transferring**. In the case of personnel who are transferred to another activity for further transfer to the Fleet Reserve or the Retired List, the ceremony shall be conducted by the last PDS, not by the activity to which transferred.

11. **Inactive Reserve Ceremony**. For ceremonies marking transfer of personnel in the Inactive Navy Reserve to the Retired Reserve or the Navy Reserve Retired List, the CO shall request from Commander, NAVPERSCOM, Reserve Personnel Service Branch (PERS-912) an advance DD 363.

MILPERSMAN 1800-020

EFFECTIVE DATE OF RETIREMENT, ISSUANCE OF RETIREMENT ORDERS AND AUTHORIZATION

Responsible Office	NAVPERSCOM (PERS-835)	Phone: DSN COM FAX	882-3246 (901) 874-3246 882-2762
	NAVPERSCOM (PERS-912)	Phone: DSN COM FAX	882-4841 (901) 874-4841 882-5033

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Requirements**:

a. The effective date of officer or enlisted retirement is normally the first day of the month. Transfers to the Fleet Reserve are effective on the last day of the month.

b. **Exception**: Retirements as a result of disability are effective on the date approved by Secretary of the Navy (SECNAV).

c. Retirement orders and authorizations for personnel on inactive duty are issued by the following:

Commander
Navy Personnel Command (PERS-912)
5720 Integrity Drive
Millington, TN 38055

COMM (901) 874-4841
DSN 882-4841
FAX (901) 874-5033

2. **Types of Orders, Effective Dates, and When Issued**. The following table outlines the types of orders, effective retirement date, and when orders are issued:

Type of Retirement Orders	Effective Date of Retirement	When Retirement Orders Issued
Voluntary	1st day of the month.	3-6 months in advance of scheduled retirement date or as soon as practical following approval.
Involuntary	1st day of the month.	6-9 months in advance of scheduled retirement date.
Disability • Permanent • Temporary	The date on which SECNAV approved retirement or on any date specified by SECNAV up to and including the 1st day of the following month.	As soon as practical, following SECNAV's approval.
Fleet Reserve Transfers	Last day of the month.	Authorization issued 3-6 months in advance of scheduled Fleet Reserve transfers. Command issues orders. (Note 1)
Fleet Reservist placed on the Retired List due to physical disability.	The date on which SECNAV approves retirement or on any date specified by SECNAV up to and including the 1st day of the following month.	As early as practical, following SECNAV's approval.

Note 1: Orders may be issued greater than 6 months, only with approval from Navy Personnel Command (NAVPERSCOM), Enlisted Retirement Branch (PERS-8354). Waiver requests shall be endorsed and forwarded to NAVPERSCOM (PERS-8354) using the format provided.

EXHIBIT 1

WAIVER FOR EARLY ISSUANCE OF ORDERS

(Use proper letter format)

Date

From: PSC(SW/AW) John D. Doe, USN, Last 4 SSN
To: Commander, Navy Personnel Command (PERS-8354)
Via: Commanding Officer, USS NEVERSAIL (CVN X)

Subj: WAIVER FOR EARLY ISSUANCE OF ORDERS

Ref: (a) MILPERSMAN 1800-020

Encl: (1) FLTRES Authorization Message or Message of Intent

1. Request issuance of Fleet Reserve/retirement orders greater than 6 months prior to Fleet Reserve/retirement date. Request orders to be issued no later than (Date) due to unusual circumstances as noted below.

2. Enclosure (1) and the following information are provided.

a. Fleet Reserve/retirement date:

b. Reason for waiver request: (Brief description of circumstances.)

3. I may be contacted at (XXX) XXX-XXXX or e-mail: john.d.doe@navy.mil.

J. D. DOE

FIRST ENDORSEMENT ON PSC(SW) John D. Doe ltr of (Date)

From: Commanding Officer, USS NEVERSAIL (CVN X)
To: Commander, Navy Personnel Command (PERS 8354)

Subj: WAIVER FOR EARLY ISSUANCE OF ORDERS

1. Forwarded, recommending approval/disapproval.

M. D. CO

MILPERSMAN 1800-030

RETIRED PERSONNEL SERVICE RECORD AND GENERAL INFORMATION

Responsible Office	NAVPERSCOM (PERS-62)	Phone: DSN COM TOLL FREE WITHIN U.S. FAX	882-4307 (901) 874-4307 (800) 255-8950 882-2611

Governing Directive	NAVPERS 15886, “Shift Colors”

1. **Upon Retirement**

a. Upon retirement, Navy Personnel Command (NAVPERSCOM) will hold the official service record of retired members and members of the Fleet Reserve for approximately 6 months. The member’s official service record will then be forwarded to National Personnel Records Center (NRPC), St. Louis, MO. Member’s field service records will be forwarded to NPRC via:

Naval Reserve Personnel Center
New Orleans, LA 70149

b. Thereafter, the service record and all other documents connected with active duty military service are retained by:

National Personnel Records Center
Attn: NAVY
9700 Page Avenue
St. Louis, MO 63132

2. **Retired Pay and Entitlements**

a. Questions concerning retired pay should be addressed to:

Defense Finance and Accounting Service
...Cleveland Center
Directorate for Retired Pay (Code FR)
P.O. Box 99191
Cleveland, OH 44199-2055

b. Retirees must ensure that Defense Finance and Accounting Service (DFAS) has their current

(1) correspondence address, and

(2) check deposit address.

c. Questions relating to entitlement of benefits through Department of Veterans Affairs or Social Security Administration should be directed to local offices of those agencies. Other inquiries should be directed to:

Naval Reserve Personnel Center (Code 41)
4400 Dauphine Street
New Orleans, LA 70149

3. **Shift Colors**

a. NAVPERS 15886, “Shift Colors,” the newspaper for Navy retirees is published quarterly by NAVPERSCOM, Public Affairs Office (PERS-05), with the assistance of the Retired Activities Branch (PERS-622) to

(1) inform retired members of rights, privileges, benefits and recent legislation affecting them;

(2) to promote good will on the part of retired members;

(3) to foster better public relations; and

(4) to aid in promoting the Navy’s reenlistment and recruiting programs.

b. The mailing list for “Shift Colors” is obtained from DFAS-CL, DFAS-DE, and Naval Reserve Personnel Center. Distribution is made to officer and enlisted members permanently retired, placed on the Temporary Disability Retired List, transferred to the Fleet Reserve, Gray Area Reservists, and to their widows(ers).

MILPERSMAN 1800-040

PLACEMENT ON RETIRED LIST AND RESPONSIBILITY OF THE RETIREE

Responsible Office	NAVPERSCOM (PERS-82)	Phone: DSN COM FAX	882-3245 (901) 874-3245 882-2622

References	10 U.S.C. 564, 1263, 1293, 1305, and 6151

1. **Policy**. Transfer to the Retired List of the Navy is a permanent change of status and may only be changed by resignation or discharge approved by Secretary of the Navy (SECNAV).

2. **Retiree's Responsibility**. Retired members are subject to the orders and regulations of SECNAV. Retirees' responsibilities consist of:

a. May be ordered to active duty in time of war or national emergency at the discretion of SECNAV.

b. Upon written consent/request, may be ordered to active duty at other times, but not solely for the purpose of receiving hospitalization or medical treatment.

c. If not on active duty, must keep

Defense Finance and Accounting Service
Directorate for Retired Pay (Code FR)
PO Box 99191
Cleveland, OH 44199-2055

informed of their address. This may be done by writing to the above address or calling toll free 1-(800) 321-1080.

d. While on inactive duty, permitted to use their military titles in connection with commercial enterprises. They shall not use their military titles in connection with public appearances overseas unless authorized to do so by the proper overseas commander.

3. **Authorized Retirement Grade**. Normally, an officer is retired in the grade in which serving at the time of retirement, however, the following rules apply:

a. If previously served satisfactorily, as determined by SECNAV, in a higher grade, under a temporary appointment, the officer will be advanced to that grade on the Retired List under authority contained in 10 U.S.C. 6151 providing such advancement will not result in less retired pay.

b. Permanent warrant officers who have never served in the grade of ensign or above, and who are retired under the provisions of either 10 U.S.C. 564, 1263, 1293, or 1305 will be retired in their permanent warrant grade held on the day before the date of their retirement, or in any higher warrant officer grade in which they served on active duty satisfactorily for at least 31 days, as determined by SECNAV.

c. Temporary warrant officer who holds permanent enlisted status, who has never served in the grade of ensign or above, and who retires under 10 U.S.C. 1293, will be retired in the highest temporary warrant officer grade in which they served on active duty satisfactorily for at least 31 days, as determined by SECNAV.

d. An enlisted member who has not previously served under a temporary appointment in a warrant or commissioned grade will be retired in the enlisted pay grade in which serving at the time of retirement.

MILPERSMAN 1800-060

AUTHORIZATION OF NAVY RESERVE RETIREMENT POINT CREDIT FOR INSTRUCTION RECEIVED IN CONNECTION WITH PROFESSIONAL CONVENTIONS OR SIMILAR MEETINGS

Responsible Office	NAVPERSCOM (PERS-912)	Phone: DSN COM FAX	882-5964 (901) 874-5964 882-7044

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) BUPERSINST 1001.39F, Chapter 20 (b) DOD Instruction 1215.07 of 24 January 2013

1. **Policy**. Per the provisions of references (a) and (b), Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) is authorized to grant retirement point credit for attendance of Navy reservists at professional or trade conventions, seminars, symposia, or similar meetings when members meet the requirements promulgated herein.

2. **Applicability**. Retirement point credit is authorized for inactive duty Navy reservists who are Selected Reserve, Individual Ready Reserve, or Standby Reserve-Active (USNR-S1) members.

3. **Procedures**

a. A request from a Navy reservist and or the meeting sponsor shall be submitted together with a copy of the agenda or proposed agenda to the appropriate Navy Reserve Program sponsor. A request for credit by an individual Navy reservist shall be submitted directly to COMNAVRESFORCOM.

b. Upon determination by the Navy Reserve Program sponsor that the meeting conforms to the policy set forth above and retirement point credit should be allowed for attendance by authorized members of the Navy Reserve, a request from that sponsor shall be submitted to COMNAVRESFORCOM for consideration.

c. Retirement point credit shall be granted to a Navy reservist only when:

(1) The meeting is of at least 4 hours duration and is sponsored, supervised, and conducted by one or more of the military departments, or designated by the Department of the Navy as being of such military value that the instruction received would enhance the reservist's professional development and broaden his or her qualifications for duties to which he or she may be expected to be assigned upon mobilization, or the qualifications of work they may supervise.

(2) Inactive duty retirement point credit for attendance has been previously approved without exception by COMNAVRESFORCOM.

(3) The reservist registers with a designated monitor representing the Department of the Navy, or in the absence of such monitor, is authorized to and does certify his or her own attendance.

(4) The reservist's participation is without remuneration, other than the pay to which he or she may be entitled as a member of a Navy Reserve Program.

d. After completion of the convention seminar, members attached to a unit will report retirement point credit through the Navy Standard Integrated Personnel System Drill Reporting System. A maximum of five points may be entered during the member's anniversary year.

e. Members not attached to a unit will certify attendance to Navy Personnel Command (NAVPERSCOM), Reserve Personnel Service Branch (PERS-912) via the appropriate code at COMNAVRESFORCOM.

MILPERSMAN 1800-070

BENEFITS OF THE ARMED FORCES RETIREMENT HOME (UNITED STATES NAVAL HOME AND UNITED STATES SOLDIERS' AND AIRMEN'S HOME)

Responsible Office	NAVPERSCOM (PERS-62)	Phone: DSN COM TOLL FREE WITHIN U.S. FAX	882-4307 (901) 874-4307 (800) 255-8950 882-2611

Governing Directive	37 U.S.C. 310

1. **Eligible Members**. Former members of the United States Navy or Marine Corps, and those of the United States Coast Guard who have served in that organization while it operated as a part of the Navy, at least one-half of whose service was not active commissioned service (other than as a warrant officer or limited duty officer) may be admitted to and receive the benefits of the **Armed Forces Retirement Home (United States Naval Home (USNH))** or **United States Soldiers' and Airmen's Home (USSAH)** by authority of Title XV, Public Law 101-510, if eligible under one of the following additional criteria:

a. Persons who are 60 years of age or older, and were discharged or released from service in the Armed Forces under honorable conditions after 20 or more years of active service.

b. Persons who are determined under rules prescribed by the Armed Forces Retirement Home Board to be incapable of earning a livelihood because of a service-connected disability incurred in the line of duty in the Armed Forces.

c. Persons who served in a war theater during a time of war declared by Congress or were eligible for hostile fire special pay under 37 U.S.C. 310, were discharged or released from service in the Armed Forces under honorable conditions, and are determined under rules prescribed by the Armed Forces Retirement Home Board to be incapable of earning a livelihood because of injuries, disease, or disability.

d. Persons who served in a women's component of the Armed Forces before the enactment of the Women's Armed Services Integration Act of 1948, and are determined under rules prescribed by the Armed Forces Retirement Home Board to be eligible for admission because of compelling personal circumstances.

2. **Ineligible Members**. A person described in the eligible members section who has been convicted of a felony or is not free of drug, alcohol, or psychiatric problems shall be ineligible to become a member of the Armed Forces Retirement Home.

3. **Admission**

a. Admission to the Armed Forces Retirement Home within the priority categories established by Public Law 101-510 is contingent upon the availability of staff, resources, and facilities, to include living quarters suited to any limitations of the applicant. As part of the process of application, prospective residents will be required to produce evidence of their total service, retired pay, pensions or other income, and a certificate from a medical officer setting forth the nature of their disability and the fact that they are not able to support themselves by manual labor.

b. Applications for the **USNH** shall be obtained from and submitted to:

Director, United States Naval Home
1800 Beach Drive
Gulfport, MS 39507

c. Applications for the **USSAH** can be obtained from and submitted to:

Admissions Office
United States Soldiers' and Airmen's Home
Washington, DC 20317

d. When there is not sufficient room to accommodate all eligible applicants for admission, preference for admission shall be given according to a priority system established by the Armed Forces Retirement Home Board of Trustees.

4. **Readmission**. If discharged from the Armed Forces Retirement Home for cause, a resident may seek readmission after a 2-year waiting period. All such requests will be presented to the Admissions Board for consideration. The readmission must be approved by the Director. Residents who elect to leave the Armed Forces Retirement Home and are in good standing may seek readmission after a 1-year waiting period. All such requests will be presented to the Admission Board for consideration.

MILPERSMAN 1810-010

VOLUNTARY RETIREMENT OF ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-4823)	Phone: DSN COM FAX	882-3247 (901) 874-3247 882-2762

References	(a) 10 U.S.C. 6326 (b) EPMAC 1080 #1 UM-02, Diary Message Reporting System Users Manual (DRMSMAN) (c) NAVSO P-3069, Source Data Systems Program Manual (d) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**

a. An enlisted member of the Regular Navy who has completed at least 30 years of active service may be retired upon application (reference (a)). The effective date of retirement is always the first day of the month as authorized by Chief of Naval Personnel (CHNAVPERS).

b. Release from active duty shall be effective on the day immediately preceding the effective date of retirement. A member shall not be retained on active duty beyond the scheduled date of release from active duty **unless**

- specified in the retirement authorization,
- the member is hospitalized, or
- a medical board has been accepted by President, Physical Evaluation Board.

2. **Creditable Service for Retirement**. **Active service** is defined as all active duty for training performed **subsequent to 9 August 1956** in the Army, Navy, Air Force, Marine Corps, Coast Guard, or any reserve component thereof, and Army or Air Force National Guard. An enlistment in the Regular Navy or a minority enlistment **terminated prior to January 1978 within 3 months of the normal or extended enlistment** will be credited as a full term of enlistment or extended enlistment. A minority enlistment is not creditable as a full enlistment for retirement.

3. **Requirements for Submission of Request**. The following guidelines for request submission should be followed:

a. Member will submit NAVPERS 1336/3 (Rev. 8-05), Special Request/Authorization via the chain of command.

b. Upon approval by the commanding officer (CO), submit NAVPERS 1336/3 to the command's career counselor.

c. Forward to the personnel office, which will submit the request to Navy Personnel Command (NAVPERSCOM), Enlisted Retirement Section (PERS-4823), following instructions in references (b) or (c).

4. **Responsibility of NAVPERSCOM (PERS-4823)**. Authorization for placement on the Retired List will be issued. A package containing

- DD 363N (Rev. 12-99), Certificate of Retirement;
- DD 2542 (Rev. 5-01), Certificate of Appreciation for Service in the Armed Forces of the United States; and
- other information

should be received not later than 6 months prior to retirement date.

5. **Responsibility of Personnel Support Office/ Administrative Office**

a. Prepare retirement orders and DD 214 (Rev. 2-00), Certificate of Release or Discharge from Active Duty, and forward to the disbursing office maintaining the member's active duty pay account.

b. Close the member's **service record** and prominently mark at top of the corner, "**Retired**." Forward with **health record** to the following:

Navy Personnel Command (NAVPERSCOM)
Reserve Personnel Services (PERS-4912)
5720 Integrity Drive
Millington, TN 38054

6. **Responsibility of Disbursing Office**. Complete the disbursing data entries on DD 214.

7. **Responsibility of Retirees**. The retiree must

a. keep NAVPERSCOM (PERS-4912) informed of the home address.

b. inform NAVPERSCOM (PERS-4912) of travel or residency outside the United States for a period in excess of 30 days.

c. respond promptly to all official correspondence addressed to the retiree by proper authority.

d. understand the retiree is subject, at all times, to the laws, regulations, and orders for Navy. The retiree may wear the uniform from place of release to home within 3 months after the date of release and subsequently on occasions of ceremony as prescribed in reference (d).

MILPERSMAN 1810-020

SUBMISSION OF APPLICATION FOR VOLUNTARY RETIREMENT FROM ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-482)	Phone: DSN COM FAX	882-3183 (901) 874-3183 882-2622

References	(a) 10 U.S.C. 6323 (b) SECNAVINST 1811.3M

1. **Request Procedures**

a. Voluntary active duty retirement requests are submitted to Navy Personnel Command (NAVPERSCOM), Officer Retirement Section (PERS-4822). Officers desiring voluntary retirement under reference (a) shall submit an official written request to Secretary of the Navy (SECNAV), via their commanding officer (CO) (or immediate superior in command (ISIC), as appropriate) and NAVPERSCOM (PERS-4822).

b. Reference (b) outlines the requirements for fulfilling the time-in-grade requirement and tour length when requesting voluntary retirement.

2. **Guidelines for Submission**. Applications for retirement may be submitted under the following guidelines:

a. If requested retirement date coincides with the projected rotation date (PRD), submit request between 6 and 9 months in advance of the requested retirement date or PRD.

b. If requested retirement date does not coincide with PRD, submit request 9 to 12 months in advance of the requested retirement date to allow ample time to identify a relief for the retiring officer. Retirement requests submitted more than 12 months in advance will not be accepted.

c. If an officer is notified by any means (E-Mail, message, telephone, or personal visit) that permanent change of station

(PCS) orders will be issued, and the officer is within 6 months of the normal PRD, a retirement request will not normally be approved. (The 1st day of the 6th month prior to an officer's projected date is considered to be the commencement date of the 6-month period.)

d. If an officer is notified more than 6 months prior to the PRD that PCS orders will be issued, the officer may decline the assignment and request retirement to be effective any time up to and including the normal PRD.

e. An officer who has not been notified of impending orders may request retirement for any date agreed upon by member and detailing community.

3. **Sample format of Retirement Request** (Use proper letter format.)

Date

From: CAPT John P. Jones, USN, 123-45-6789/1110
TO: Secretary of the Navy
Via: (1) Chain of Command
(2) Commander, Navy Personnel Command (PERS-4822)

Subj: VOULUNTARY RETIREMENT

Ref: (a) DOD 5500.7-R of 30 Aug 93

1. Having completed [fill-in] years of active service, I request transfer to the Retired List to be effective on the 1st day of [month and year]. I hereby certify that upon requested retirement date, I will have served all training and special pays service obligations. I further understand that if I have any active duty obligation remaining in my contract, my request for retirement may be denied or I shall be required to reimburse the government, if request is approved. (If appropriate, add one of the following statements: (1) “I request (fill-in) month(s) time-in-grade waiver.” Or, (2) “I request to retire in the next lower grade of (fill-in grade).”)

2. I intend to request (fill-in) days permissive TDY and (fill-in) days separation leave.

3. I have read and thoroughly examined reference (a), specifically Chapters 8 and 9, concerning pre- and post-retirement standards of conduct and employment activities. I further understand that I may direct any questions to my area ethics counselor or the Office of the Judge Advocate General (Code 13).

4. POC (your E-Mail address and phone number).

J. P. Jones

Copy to:

4. **Submission of Request**

a. Upon obtaining the command's endorsement on the retirement request, mail the written request to:

Commander
Navy Personnel Command
PERS-4822
5720 Integrity Drive
Millington, TN 38055-4822

Or Facsimile (FAX) to:
Comm: (901) 874-2622
DSN: 882-2622

5. **Gapping a Billet**. If a contact relief is required by the command or to avoid gapping a billet, officers may be asked to submit a modification to their retirement date if the detailing community cannot provide a relief in time, or the retirement request may be denied.

6. **Selective Early Retirement Criteria**. Selective Early Retirement (SER) criteria for commissioned officers and warrant officers is promulgated by a NAVADMIN prior to the fiscal year SER board. The NAVADMIN will also include guidance in the submission of voluntary retirement requests in order to be excluded from SER board consideration.

MILPERSMAN 1811-010

RETENTION ON OR RECALL TO ACTIVE DUTY IN A RETIRED STATUS

Responsible Office	NAVPERSCOM (PERS-8353)	Phone: DSN COM FAX	882-4206 (901) 874-4206 882-2622

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. 6323 (b) SECNAVINST 1920.7B (c) 10 U.S.C. 619 (d) 10 U.S.C. 688 (e) 10 U.S.C. 690 (f) 10 U.S.C. 638 (g) DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A, Chap. 35, Table 35-2 (h) BUPERSINST 1900.8D

1. **Introduction**:

a. Based on needs of the Navy, an officer of the Regular Navy or a Reserve officer retiring under reference (a) may request retention on Active Duty in a retired status or voluntary recall from retirement and ordered to Active Duty.

b. An officer may request retention or recall for a specific billet with unique operational circumstances or when unique qualifications cannot be met by the Active Force or by continuation, per reference (b).

c. An officer may request retention in the billet occupied at the time of retirement if necessary to affect an orderly turnover, or to successfully accomplish a mission requirement.

d. A retired officer may not be retained or recalled in a number which will exceed the authorized strength or affect the promotion opportunity in any competitive category during the anticipated period of Active Duty.

e. Per reference (c), a retired officer on Active Duty is not eligible for promotion due to the fact the officer is not on the Active Duty list.

2. **Limitations and Exclusions**. The following limitations and exclusions are provided per the guidelines established per **references (d) and (e):**

a. An officer retired under selective early retirement (SER), per reference (f), may not be retained or ordered to Active Duty. If an officer was notified he or she would be considered for SER, but submitted a voluntary request for retirement per reference (a) prior to the SER board being convened, he or she may not be retained or ordered to Active Duty.

b. For **flag officers**, not more than **15** retired flag officers may be on Active Duty at any one time. A retired flag officer ordered to Active Duty for 60 days or less does not count against the 15 limit.

c. No more than **25** retired officers, of any pay grade, may be on Active Duty at any one time.

d. The period of retention in a retired status cannot exceed 1 year from the member’s retirement date, or in the case of a recalled member, from the date the member reports back to Active Duty.

e. Paragraphs 2c and 2d above **do not apply** to the following officers:

(1) A chaplain assigned duty as a chaplain.

(2) Health care professionals that are assigned duties as health care professionals.

(3) An officer assigned duty with the American Battle Monuments Commission.

(4) An officer assigned duty as a defense attaché or service attaché.

f. Paragraph 2c does not apply to any member of the Retiree Council of the Navy on Active Duty to attend the annual meeting of the Retiree Council.

g. Paragraphs 2a through 2d above do not apply in time of war or of national emergency declared by Congress, or the President.

3. **Submission Requirements for Retention in a Retired Status**:

a. **Flag officers** should contact Navy Personnel Command (NAVPERSCOM), Flag Matters Section (BUPERS-00F) for submission requirements.

b. **Captains and below** should submit a request for retention in a retired status via their commanding officer to NAVPERSCOM, Officer Retirements Branch (PERS-8353). **Requests must be submitted 6-9 months in advance of the retention period being requested (see Note 1)**. Retire retain requests shall include the following information:

(1) The officer’s retirement date and period of time being requested.

(2) Justification and reason for request.

(3) A statement indicating the member’s physical fitness status.

(4) The member’s e-mail address and phone number.

Note 1: Assistant Commander, Navy Personnel Command, Career Progression Department (PERS-8) will deny all requests received within 90 days of mandatory retirement without additional consideration.

4. **Officers Approved for Retention on Active Duty in a Retired Status**:

a. An officer approved for retention on Active Duty in a retired status must still retire. Prior to retirement, the officer is responsible for the preparation and submission of DD Form 2656 Data for Payment of Retired Personnel for the survivor benefit plan that can be faxed to **Defense Finance Accounting Service (DFAS) at 1-800-469-6559**. The supporting personnel office or the supporting Personnel Support Detachment (PERSUPPDET) can assist the officer in preparing this form. No action will be taken by DFAS Cleveland until the officer is actually released from Active Duty.

b. Officers are not entitled to sell leave upon their mandatory retirement date. An officer may sell leave upon completion of approved retention on Active Duty period per reference (g).

c. Per reference (h), **DD 214 Certificate of Release or Discharge from Active Duty** will not be issued until the actual date of separation. A comment is to be added to the remarks section (block 18) of DD 214 to specify the official retirement date of the officer. The end of the retire retain period will be considered the date of separation.

d. An officer will receive full pay and allowances while on Active Duty and that time will be creditable toward retired pay percentage.

5. **Submission Requirements for Recall in a Retired Status**. Officers interested in requesting recall in a retired status should first contact the appropriate community detailer in NAVPERSCOM, Career Management Department (PERS-4) to determine if there is a bona fide need in the Navy for their particular designator and if there is a billet that the officer would be willing to accept as a recalled officer. **Requests for recall in a retired status should be submitted to NAVPERSCOM (PERS-8353), 6-9 months** in advance of the period being requested and should include the following information:

a. The officer’s retirement date and period of time being requested;

b. The officer’s rank on the date of retirement;

c. Any stipulations concerning the recall (e.g., will only accept a particular duty assignment);

d. Unique qualification;

e. A copy of the most recent DD 214;

f. Copies of the last three fitness reports; and

g. The member’s e-mail address and phone number.

6. **Consideration of Requests**. Requests for retention in a retired status will be considered on a case-by-case basis and take approximately 16 weeks to process. Requests for recall

will only be routed for consideration if the detailing community NAVPERSCOM (PERS-4) determines there is a bona fide need and billet for the officer requesting recall. It is imperative that submission timelines are followed in order to provide official responses in a timely manner. A letter of notification of approval or disapproval will be sent to each officer via their parent command.

MILPERSMAN 1820-010

RETIREMENT OF MEMBERS OF THE FLEET RESERVE

Responsible Office	NAVPERSCOM (PERS-912)	Phone: DSN COM FAX	882-4664 (901) 874-4664 (504) 874-7031

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) 10 U.S.C.

1. **Policy**. Navy Personnel Command (NAVPERSCOM), Reserve Personnel Service Branch (PERS-912) will transfer members of the Fleet Reserve to the Retired List without application upon:

a. Completion of 30 years active and inactive service; or

b. Upon determination that the member is not physically qualified to perform the duties of the rate held. Such members may, upon notification by Chief of Naval Personnel, be transferred to the Retired List, or if serving on active duty and when otherwise qualified; therefore, be placed on the Temporary or Permanent Physical Disability Retired List per reference (a), Chapter 61.

2. **Grade Determination**

a. Except as noted below, NAVPERSCOM (PERS-912) will transfer members to the Retired List in the enlisted grade held immediately prior to transfer per reference (a), §6331. Unless otherwise entitled to higher pay, each member transferred to the Retired List is entitled to retired pay at the same rate as the retainer pay in effect at the time of retirement from the Fleet Reserve.

b. Per reference (a), §6151 and §6334, if the member concerned had previously served satisfactorily under a temporary appointment in a warrant or commissioned, or a higher enlisted grade upon retirement from the Fleet Reserve, member will be advanced on the Retired List to the highest temporary warrant or commissioned, or higher enlisted grade satisfactorily held as determined by the Secretary of the Navy. Retirement pay will be

calculated by vb the Defense Finance and Accounting Service (DFAS) per reference (a), §6151, §6334, and §1406-§1407.

3. **Service Computation**

(a) NAVPERSCOM (PERS-912) will compute years of service for transfer from the Fleet Reserve to the Retired List by adding:

(1) Years of service credited upon transfer to the Fleet Reserve;

(2) Years of active duty and inactive duty service in the Armed Forces before transfer to the Fleet Reserve not credited upon that transfer; and

(3) Years of service, active duty and inactive duty, in the Fleet Reserve.

MILPERSMAN 1820-040

NOTIFICATION OF ELIGIBILITY FOR NON-REGULAR (RESERVE) RETIRED PAY

Responsible Office	NAVPERSCOM (PERS-912)	Phone: DSN COM FAX	882-5964 (901) 874-5964 882-7044

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) 10 U.S.C., Chapter 1223 (b) DoD Instruction 1200.15 13 March 2013 (c) DoD Instruction 1215.07 of 24 January 2013 (d) OPNAVINST 1820.1B

1. **Policy**. This article summarizes the eligibility requirements and responsibility for issuance of the Reserve Component (RC) Notification of Eligibility (NOE) letter.

2. **Background**. Per references (a) through (d), Navy Personnel Command (NAVPERSCOM), Reserve Personnel Branch (PERS-912) will issue an NOE for non-regular (Reserve) retired pay to each Navy Reserve member who is not on extended active duty such as mobilization, active duty for special work (ADSW), or temporary/definite recall, and who has met all of the qualifications for non-regular (Reserve) retired pay.

3. **Qualifications**

a. Navy Reserve members must have completed at least 20 years of qualifying service computed under reference (a), §12732, or 15 years of qualifying service, if approved for early medical retirement, or meets the requirements of any other authorized early retirement program.

b. For members who earned 20 years or more qualifying service earned before 24 April 2005, the last 6 years of such qualifying service must have been in a RC. There is no requirement that the last 6 years be continuous service. There is no minimum RC service requirement for members with 20 years or more of qualifying service earned on or after 25 April 2005.

c. A member serving in a RC of any of the Armed Forces before 16 August 1945, must have performed active duty service (other than for training) during World War I or World War II, or during a subsequent period of conflict as stated in reference (a), §12731.

4. **Issuance of the NOE**

a. The NOE for non-regular (Reserve) retired pay will be issued by NAVPERSCOM (PERS-912) within 1 year of the member meeting all non-regular service requirements. NAVPERSCOM (PERS-912) normally issues the NOE for Reserve retired pay approximately 3 months after the close of the anniversary year in which the member completes the conditions necessary to qualify for retired pay benefits. Members on extended active duty orders or on the active duty list will not be issued an NOE until they have been released from active duty or returned to an RC status (as applicable).

b. Per references (b) and (d), after a member has been granted retired pay for non-regular service or has received an NOE for non-regular (Reserve) retired pay (issued by NAVPERSCOM (PERS-912)), the member's eligibility may not be denied or revoked on the basis of any administrative error, miscalculation, or misinformation, unless it resulted from fraud or misrepresentation by the member. NAVPERSCOM (PERS-912) will make corrections to accurately reflect points earned. When such a correction is required, the member is entitled to retired pay based on the corrected amount of creditable service.

c. Information concerning the RC Survivor Benefit Plan (RC-SBP), the elections available, the effects of such elections, and an enrollment application will be included with the NOE for non-regular (Reserve) retired pay.

MILPERSMAN 1830-010

MEMBERS OF FLEET RESERVE SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE

Responsible Office	NAVPERSCOM (PERS-483)	Phone:	DSN COM FAX	882-4427 (901) 874-4427 882-2624

References	(a) Uniform Code of Military Justice

1. **General**. Members of the Fleet Reserve are subject to reference (a) at all times. Members of the Fleet Reserve will not be discharged without their consent, except by approved sentence of court-martial.

MILPERSMAN 1830-020

OFFICERS APPOINTED FROM THE FLEET RESERVE

Responsible Office	NAVPERSCOM (PERS-482)	Phone:	DSN COM FAX	882-3245 (901) 874-3245 882-2622

References	(a) 10 U.S.C.

1. **Policy**. A fleet reservist recalled to active duty and appointed as a temporary officer under reference (a), sections 5597 and 5787, may be returned to inactive status in the Fleet Reserve in the highest temporary rank or grade satisfactorily held as provided in reference (a), section 6488.

2. **Retainer Pay**. Members of the Fleet Reserve described above shall not be entitled to have their retainer pay computed on the basis of the highest temporary grade satisfactorily held by them until they have competed 30 years of service or until they are placed on the Retired List.

3. **Active Duty**. Members assigned to the Fleet Reserve who have been appointed officers may be ordered to active duty in time of war or national emergency declared by the Congress, for the duration of the war or national emergency and 6 months thereafter, or in time of national emergency declared by the President. In general, they will not be ordered to active duty in time of peace except with their consent.

MILPERSMAN 1830-030

PHYSICAL EXAMINATION IN CONNECTION WITH RETIREMENT, TRANSFERS TO FLEET RESERVE AND AS A FLEET RESERVIST

Responsible Office	NAVPERSCOM (PERS-4823)	Phone: DSN COM FAX	882-3246 (901) 874-3246 882-2622

References	(a) SECNAVINST 1850.4E (b) 10 U.S.C. 6485

1. **Policy**

a. All members being retired or transferred to the Fleet Reserve must complete a physical examination. The examination shall be scheduled sufficiently in advance, but within 6 months of the scheduled retirement or transfer to the Fleet Reserve date, to permit correction of any minor physical defects or identification of those requiring processing for disability retirement, if disability retirement is indicated, prior to the date otherwise scheduled for retirement.

b. Voluntary retirement/transfer to the Fleet Reserve date, once approved, requires execution on that date unless modified or canceled prior to the date.

c. Involuntary/statutory retirement and involuntary transfer to the Fleet Reserve date are fixed by law and the effective date of retirement/transfer cannot be canceled or delayed except as noted below.

2. **Action required if Member not Physically Qualified**

a. **Voluntary Retirement/Fleet Reserve Transfer**. Medical treatment facility (MTF) recommending delay of retirement, or transfer to the Fleet Reserve for treatment less than 60 days, must advise Navy Personnel Command (NAVPERSCOM), Retirements Branch (PERS-482) by message of recommendation, including diagnosis code for condition and expected length of delay. MTFs recommending delay of retirement for treatment greater than 60 days must submit a medical board to the Physical Evaluation

Board (PEB). If appropriate, NAVPERSCOM (PERS-482) will modify the retirement date.

b. **Involuntary/Mandatory Retirement or Fleet Reserve Transfer**. Members pending a mandatory retirement or required to transfer to the Fleet Reserve in lieu of separation (e.g., high year tenure (HYT), selection for early retirement) will not be delayed unless member is either hospitalized or a medical board report has been accepted by the PEB for disability evaluation processing prior to the mandatory retirement date. If a medical board is referred to the PEB for review as a result of the member's retirement physical, the medical board's narrative summary should include a statement that the medical board is the result of the member's involuntary/mandatory retirement physical (reference (a)). If delay of retirement is required based on the above, the commanding officer (CO) will advise NAVPERSCOM (PERS-482) of member's situation and request modification of retirement date.

c. COs may reference this article as authority for ordering members to a medical activity to complete a retirement physical examination. Where travel is required, temporary additional duty (TAD) orders should be obtained from the appropriate senior commander. Such travel costs are properly charged to the funds financing the activity, which is responsible for the member.

d. If medical treatment necessitates retention of the member beyond the authorized retirement or transfer to the Fleet Reserve date, but the member elects to waive the right to further medical proceedings in order to retire or transfer to the Fleet Reserve, ensure appropriate entry is made in member's service record prior to effecting the retirement or transfer to the Fleet Reserve.

3. **Responsibility for Physical Examinations of Fleet Reservists**

a. CO, Navy Reserve Personnel Center (NAVRESPERSCEN), New Orleans, LA maintains records showing the physical and professional qualifications of members of the Fleet Reserve. Fleet reservists are classified professionally under the type of duty which they are best qualified to perform and classification for limited duty corresponds to that of enlisted personnel on active duty.

b. On 30 July 1977, reference (b) was amended deleting the requirement for members of the Fleet Reserve to obtain a

physical examination at least once during each 4-year period; however, fleet reservists shall inform CO, NAVRESPERSCEN of any significant changes of their physical status which may result in transfer to the appropriate Retired List.

c. A fleet reservist who is found physically unfit for any duty will be transferred to the Retired List of the Regular Navy or the Retired Reserve if formerly a member of the Navy Reserve.

MILPERSMAN 1830-040

TRANSFER TO FLEET RESERVE AND RELEASE FROM ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-8354)	Phone: DSN COM FAX	882-3246 (901) 874-3246 882-2762

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. 6330 (b) DODFMR 7000.14-R, Volume 7B, Chapter 1 (c) OPNAVINST 1811.3 (d) SECNAVINST 1850.4E (e) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. Enlisted members who have completed 20 years of active service may be transferred to the Fleet Reserve (at their request) per reference (a). Once submitted, a member's date may be changed (only upon member's request) with favorable endorsement by the commanding officer (CO) or due to national security.

2. **Creditable Service**:

a. Active service is defined as:

(1) All active duty and active duty for training performed subsequent to 9 August 1956 in the Army, Navy, Air Force, Marine Corps, Coast Guard, or any Reserve Component thereof; and

(2) All active duty and active duty for training performed subsequent to 9 August 1956 in the Army National Guard or Air National Guard on Federal duty.

b. An enlistment terminated prior to 1 January 1978, within 3 months of the normal expiration of the enlistment or extended enlistment, will be credited as the full term of enlistment or

extended enlistment. Constructive service is earned only if enlistment term is served in an active duty status.

c. Reference (b) provides explanation of types of service creditable for retirement purposes.

3. **Eligibility Requirements**:

a. Approval of a request for transfer to the Fleet Reserve will normally be withheld until the member has completed:

(1) 20 years of active service by requested date of transfer to the Fleet Reserve.

(2) Obligated service requirements or completion of current assignment established by projected rotation date (PRD).

(3) Current Department of Defense area tour.

(4) 24 months time in grade for pay grades E-7 and above (may be waived up to 12 months) per reference (c).

(5) Applicable tour at ultimate duty station when request is received by Navy Personnel Command (NAVPERSCOM) following the date of issuance or notification of permanent change of station (PCS) orders. If member has not been notified of impending orders, member may request transfer to the Fleet Reserve no later than the PRD.

b. Members should request a Fleet Reserve transfer date that does not exceed the established PRD for their current assignment. Requests that require a PRD adjustment to attain Fleet Reserve eligibility (20 years of active duty service) will be considered on a case by case basis. Requests for PRD adjustments must be received by NAVPERSCOM 12-18 months in advance of the requested Fleet Reserve date.

4. **Members not Eligible for Fleet Reserve Transfer**:

a. Members are not eligible for transfer to Fleet Reserve if:

(1) Awaiting disciplinary action;

(2) Serving sentence of a court-martial (including time on probation);

(3) Awaiting civil action;

(4) Awaiting resolution of unresolved family advocacy issues as determined by NAVPERSCOM, Career Progression Division (PERS-8);

(5) Awaiting administrative discharge action;

(6) Awaiting results of a disability evaluation. Members (at their own request) desiring transfer to Fleet Reserve instead of continuing disability processing, may waive treatment and or disability evaluation processing. **NOTE**: ***Members in a limited duty (LIMDU) capacity are not considered to be in the disability evaluation process and will be processed as a regular Fleet Reserve request. Local approval of LIMDU is not authorized when it will retain a member beyond 20 years of active service. LIMDU can only be approved by NAVPERSCOM, Disability/Retirement/LIMDU Branch (PERS-82) for members who will exceed 20 years***;

(7) Currently in receipt of hardcopy PCS orders. Since PCS orders and Fleet Reserve message of intent (MOI) both have PCS entitlements tied to them, possessing both is not authorized. Members must first execute any PCS orders in hand before submitting a Fleet Reserve request.

b. Requests received from members in above categories will normally be disapproved. Approved Fleet Reserve transfer requests for members who are subsequently placed in one of the above categories may be held in abeyance only with authorization from NAVPERSCOM, Enlisted Retirement Section (PERS-8354) pending resolution. Once status is resolved, the command shall notify NAVPERSCOM, Retirements and Disability Branch (PERS-835) by message of action taken.

5. **Deferment or Cancellation of Transfer to the Fleet Reserve for Member in Medical Status**. The following is applicable for members in a medical status:

a. Member undergoing **non-elective** medical treatment (not involving physical evaluation board (PEB) proceedings, or appearance before a medical board requiring departmental action)

may be retained up to 60 days with authorization from NAVPERSCOM, (PERS-8354). If it appears that the member will require prolonged treatment, which could defer transfer to the Fleet Reserve, the CO or officer in charge (OIC) of the appropriate naval medical treatment facility (MTF) shall make a specific report of the circumstances to NAVPERSCOM (PERS-8354).

b. Member who is involved in PEB proceedings or appearance before a medical board requiring departmental action, shall not be transferred to the Fleet Reserve until final action is completed and instructions are received from NAVPERSCOM (PERS-82). Normally, a member found unfit will be retained until member qualifies for disability retirement subject to the conditions set forth in reference (d). The law requires that a member complete at least 20 years of service to be eligible for retirement benefits by reason of physical disability when the disability is ratable at less than 30 percent by the Veterans Administration Schedule for Rating Disabilities. If the member is found fit, inform NAVPERSCOM (PERS-82) by message. If the member is found unfit and waives disability benefits, notify NAVPERSCOM (PERS-82) by message with information; copy to President, Central Physical Evaluation Board of the waiver. **Under no circumstances should a member be referred to the PEB with an approved Fleet Reserve date without prior approval from NAVPERSCOM (PERS-82) and (PERS-835).**

c. Member who continues to perform duties of their office, rank, grade, or rating until commencing processing for non-disability retirement shall be presumed “fit for duty” unless it can be overcome by a preponderance of evidence that member is physically unable to perform duties of their office, rank, grade, or rating. The PEB will make the determination. See reference (d), article 3305.

d. Member who has reached high year tenure (HYT) and for whom transfer to Fleet Reserve is mandatory, may only be deferred if member is hospitalized due to non-elective circumstances (i.e., acute, grave, or life threatening), or a medical board report has been accepted by PEB President for processing under reference (d), article 3710.

e. Members who already have a Fleet Reserve approved date and currently are in a LIMDU status (ACC: 105) shall execute transfer to the Fleet Reserve as directed. Do not delay transfer to the Fleet Reserve solely due to member’s LIMDU

status. **Duration of LIMDU period shall not exceed approved Fleet Reserve or HYT date.**

6. **Deferment or Cancellation of Transfer to Fleet Reserve for Member Pending Disciplinary or Administrative Action:**

a. Action on Fleet Reserve transfers will be withheld if the following is applicable to member:

(1) Awaiting disciplinary action;

(2) Serving sentence of a court-martial (including time on probation);

(3) Awaiting civil action;

(4) Awaiting resolution of unresolved family advocacy issues;

(5) Awaiting action on an administrative discharge; or

(6) Undergoing check-age of pay on authorized date of transfer.

b. NAVPERSCOM, Enlisted Performance and Separation Branch (PERS-832) and (PERS-835) shall be advised of the circumstances by message. Under unusual circumstances, Chief of Naval Personnel (CHNAVPERS) may direct transfer notwithstanding pending action.

c. Once member’s case has been resolved, notify NAVPERSCOM (PERS-8354) by message. A new Fleet Reserve transfer authorization will be issued if date of original Fleet Reserve authorization has expired.

7. **Deferment or Cancellation of Transfer to Fleet Reserve for Member on Case-by-Case Basis:**

a. Due to the many administrative and planning actions involved on behalf of member and command, a request for deferral or cancellation of a Fleet Reserve Transfer Authorization will be granted on a selective basis only. A number of factors including command recommendation, past performance, manning levels, availability of relief, end-strength, effect on

promotions, and critical skills possessed by member will be considered.

b. Approval is contingent upon member agreeing to remain on active duty for a sufficient time to permit reassignment or completion of a normal tour (whichever is applicable). In certain instances such as those where manning or other requirements are not stabilized, deferral of an authorized Fleet Reserve date, rather than a cancellation, may be appropriate.

c. Short-term deferrals - 1 to 6 months may be authorized by NAVPERSCOM (PERS-8354) if member is serving in an authorized billet and a relief is not on board. COs may request to defer transfer to Fleet Reserve up to 30 days beyond date authorized only when urgent operational commitments demand member's service. When requests for deferment are submitted for this reason, a full report of circumstances shall be forwarded by message to NAVPERSCOM (PERS-8354) with an information copy to the appropriate type commander.

d. In some instances, where rate manning or other requirements are not stabilized and action must be taken to provide a qualified relief at the proper time, NAVPERSCOM (PERS-8354) may offer an alternate date for transfer. In these cases, member may accept the alternate date or request reconsideration of the original date.

e. Requests for cancellation of Fleet Reserve transfer due to advancement selection that will change HYT limits will normally be approved. Notification must be made to NAVPERSCOM (PERS-8354) using NAVPERS 1306/7 Enlisted Personnel Action Report of the member's intent to accept promotion and the command's recommendation for member's further retention in the naval service.

8. **Request Submission**. The following are guidelines for submission of a member's request for transfer to Fleet Reserve:

a. Members in:

(1) **Pay grades E-6 and below** should submit request **6 to 18 months prior** to requested Fleet Reserve transfer date.

(2) **Pay grades E-7 – E-9** should submit the request **6 to 24 months prior** to the requested Fleet Reserve transfer date.

b. Member must submit NAVPERS 1336/3 Special Request/Authorization via the chain of command.

c. Upon CO's recommendation of approval or disapproval, forward the member's request to the command career counselor for appropriate action.

d. The command career counselor and or the personnel office will ensure request is submitted to NAVPERSCOM (PERS-8354), utilizing the Navy Standard Integrated Personnel System (NSIPS), or the Officer Personnel Information System (OPINS). **Note: OPINS is the preferred method for submission of request to NAVPERSCOM (PERS-8354).**

9. **Request Submission for Extraordinary Heroism Benefit.** Under certain circumstances, a member may request determination of entitlement to an additional 10 percent increase of retainer pay due to the performance of extraordinary heroism per reference (a). Extraordinary Heroism will be documented in personal awards (i.e. Silver Star, Navy Cross, and or awards that are received with the “V” for Valor attachment, etc.) that are received. A member may request determination utilizing the format below. NAVPERSCOM (PERS-8354) will forward request to the Secretary of the Navy, Board of Decorations and Medals for final determination. A member requesting determination of extraordinary heroism must also include copies of citation, write-up, and OPNAV 1650/3 (if available) as enclosures to the request.

1650
Date

From: PSC(SW) John D. Doe, USN, XXX-XX-XXXX
To: Secretary of the Navy, Board of Decorations and Medals
Via: (1) Commanding Officer, USS EVERSAIL (CVN XX)
(2) Commander, Navy Personnel Command (PERS 8354)

Subj: EXTRAORDINARY HEROISM DETERMINATION ICO PSC(SW) JOHN D. DOE, USN, XXX-XX-XXXX

Ref: (a) 10 U.S.C. 6330

Encl: (1) Copy of citation(s)

1. Having applied for transfer to the Fleet Reserve per reference (a). It is requested that a determination be made from enclosure (1) as to whether or not act or acts constitute extraordinary heroism.

J. D. DOE

Date

FIRST ENDORSEMENT ON PSC(SW) John D. Doe ltr 1650 of (Date)

From: Commanding Officer, USS EVERSAIL (CVN XX)
To: Secretary of the Navy, Board of Decorations and Medals
Via: Commander, Navy Personnel Command (PERS 8354)

Subj: EXTRAORDINARY HEROISM DETERMINATION ICO PSC(SW) JOHN D. DOE, USN, XXX-XX-XXXX

1. Forwarded for consideration.

M. D. CO

10. **Responsibility of NAVPERSCOM (PERS-8354)**:

a. Once request for transfer to the Fleet Reserve has been approved by detailer, rating assignment officer, and enlisted community manager, NAVPERSCOM (PERS-8354) will transmit MOI. The MOI will authorize the following:

(1) Serve as the approval and authorization of the Fleet Reserve request contingent upon verification of total years of active service.

(2) Movement of dependents and or shipment of household goods (HHG). For details or when orders can be written, see MILPERSMAN 1800-020.

(3) Execution of required obligated service (OBLISERV) in order to obtain sufficient service to transfer to the Fleet Reserve.

b. NAVPERSCOM (PERS-8354) will issue the Final Authorization/Statement of Service message no later than 120 days prior to the Fleet Reserve transfer date. ***Under no circumstances shall member be released from active duty without the final transfer authorization.***

11. **Responsibility of the Personnel Support Office or the Administrative Office**

a. Upon receipt of the MOI, ensure member has sufficient OBLISERV to reach authorized Fleet Reserve date. If a conditional reenlistment is required due to having 24 months of extension on a current enlistment, the MOI will serve as approval to conditionally reenlist member per MILPERSMAN 1160-030.

b. Personnel support or administrative offices should receive a copy of the Fleet Reserve authorization at least 120 days prior to requested date. If Fleet Reserve Authorization is not received 120 days in advance, contact COMNAVPERSCOM (PERS-8354) immediately for assistance.

c. Upon receipt of authorization, forward a copy to member, career counselor, and other interested individuals at the command.

d. Issue First Endorsement to Fleet Reserve authorization message using below format. Endorsement is to be issued with accounting data no earlier than 6 months prior to the Fleet Reserve date without approval from NAVPERSCOM (PERS-835) per MILPERSMAN 1800-020.

e. Prepare DD 214 and Certificate of Release or Discharge from Active Duty, then forward with transfer authorization and First Endorsement to appropriate disbursing office no later than 30 days prior to member’s departure from command.

f. Close member’s service record and forward to:

Commander Navy Personnel Command (PERS-912) 5722 Integrity Drive Millington, TN 38055

Note: Ensure a copy of member’s Fleet Reserve transfer authorization is filed in closed-out service record.

(LETTER HEAD)
1830
Ser
Date

FIRST ENDORSEMENT on FLEET RESERVE AUTHORIZATION ICO (RATE, NAME, BRANCH, LAST 4 SSN)

From: Director/Officer in Charge, Personnel Support Detachment,
To: Associate Disbursing Officer, Personnel Support Activity,

Ref: (a) JFTR Chapter 5

Subj: AUTHORIZATION FOR TRANSFER TO FLEET RESERVE LIST ICO (RATE, NAME, BRANCH, LAST 4 SSN)

1. Per instructions of the Chief of Naval Personnel, subject member will be transferred to the Fleet Reserve List DD MMM YYYY and released to inactive duty.

2. Member is entitled to travel and transportation allowances to home selected per reference (a). In general, travel to a selected home must be completed within 1 year after active duty termination. **Once a home is selected, that selection is irrevocable if transportation in kind or Government-procured transportation is furnished and used, or travel and transportation allowances are received after the travel is completed.**

3. Retired members, who have received an advance, must submit a travel claim to the appropriate disbursing officer, as indicated on the travel order, within **60** days of the date the advance was paid per reference (a).

4. Member will indicate travel desires by signature below:

TRAVEL SELECTION

____ Desire to delay election for 1-year option:
(NO FURTHER ACTION REQUIRED BY TRAVEL SECTION)

____ Advance Travel Desired: YES___ NO___
(IF ADVANCE DESIRED MUST MAKE SELECTION OF CITY AND STATE)

____ Place selected as home on transfer: _____
(City & state)
Authorized Travel Days: ____

_____
Signature of member

The following Accounting data is provided for payment of travel and transportation allowances: (INSERT ACCOUNTING DATA)

I. N. CHARGE
By direction

FINAL ENDORSEMENT

___ Date of arrival at home of selection:_____
(PROVIDED WITH TRAVEL CLAIM)

12. **Responsibilities of Disbursing Office:**

a. Prepare Second Endorsement on Fleet Reserve transfer authorization message.

b. Complete disbursing data entries on DD 214.

13. **Responsibilities of Fleet Reservists:**

a. Fleet Reservists are required to comply with the following:

(1) Maintain readiness for active service in event of war or national emergency;

(2) Keep NAVPERSCOM, Reserve Personnel Service Branch (PERS-912) informed of home address;

(3) Inform NAVPERSCOM (PERS-912) of travel or residency outside the United States for a period in excess of 30 days;

(4) Promptly respond to all letters addressed to them by proper authority; and

(5) Inform NAVPERSCOM (PERS-912) of any change in health that might prevent service in time of war.

b. Fleet Reservists are subject at all times to laws, regulations, and orders governing Armed Forces. In time of peace, Fleet Reservists may be required to perform not more than 2 months of active service in each 4-year period. They may wear their uniform from place of release to home within 3 months after date of release and subsequently on occasions of ceremony as prescribed per reference (e).

MILPERSMAN 1830-050

TRANSFER TO THE FLEET RESERVE AND RETENTION ON ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-823)	Phone:	DSN COM FAX	882-3247 (901) 874-3247 882-2762

1. **Policy**. When an enlisted member is transferred to the Fleet Reserve and retained on active duty because of war or national emergency, or for other reasons, the action prescribed for effecting the transfer shall be accomplished and copies of the Fleet Reserve Transfer Authorization message distributed as directed. The service record shall be processed under the appropriate article in the manual.

MILPERSMAN 1830-060

TRAVEL OR RESIDENCE OUTSIDE THE UNITED STATES BY FLEET RESERVISTS

Responsible Office	NAVPERSCOM (PERS-4823)	Phone: DSN COM FAX	882-3247 (901) 874-3247 882-2762

1. **Policy**. Fleet Reservists not on active duty who desire to travel or reside outside the United States (U.S.) for a period in excess of 30 days must report their departure, expected duration of travel or residence, countries to be visited, and forwarding address to **Navy Personnel Command (NAVPERSCOM)**, **Reserve Personnel Services (PERS-4912)**, **Millington, TN**. Changes of permanent mailing address shall also be reported to **Defense Finance and Accounting Service Cleveland Center**, **Retired Pay Department**, **Cleveland**, **OH**.

2. **Wearing of Navy Uniform**. A member of the Fleet Reserve shall not wear their Navy uniform while residing or traveling outside the U.S. unless ordered by competent authority to active duty or active duty training.

3. **When Travel is not in the Best Interests of the Navy or the U.S**. When the member's travel or residence outside the U.S. is determined by any command as not in the best interest of the Navy or the U.S., it shall be reported promptly to NAVPERSCOM with a full report of the circumstances.

4. **Applicable Regulations**. Members of the Fleet Reserve on active duty traveling or residing outside the U.S. shall be governed by the same regulations as apply to members of the Regular Navy.

5. **Report Travel Plans of Greater than 6 Months**. Fleet Reservists who plan to reside or travel in a given country for a period in excess of 6 months shall report this fact to the appropriate U.S. Navy Attaché. If it is impractical for the Fleet Reservist to report in person, a letter report shall be made via the most convenient U.S. diplomatic representative.

MILPERSMAN 1830-070

DUTIES OF ENLISTED MEMBERS TRANSFERRED TO THE FLEET RESERVE

Responsible Office	NAVPERSCOM (PERS-4823)	Phone: DSN COM FAX	882-3247 (901) 874-3247 882-2762

1. **Policy**. Members of the Fleet Reserve may be ordered to active duty without their consent

a. in time of war or national emergency declared by the Congress and for 6 months thereafter.

b. in time of national emergency declared by the President or when otherwise authorized by law. Members of the Fleet Reserve will not, unless urgently required by particular circumstances, be ordered to active duty until examined by a medical officer of the Navy or Navy Reserve and found physically qualified for active duty.

2. **Amount of Active Service Required**. In time of peace, enlisted members of the Fleet Reserve may be required to perform not more than 2 months of active service during each 4-year period when so directed by Navy Personnel Command (NAVPERSCOM). Under such regulations as may be prescribed by NAVPERSCOM, members of the Fleet Reserve may, with their consent, be ordered to active duty at any time.

3. **Who is Authorized to Issue Orders**. Orders shall be issued only by

- NAVPERSCOM,
- Chief of Navy Reserve,
- Navy Fleet Commanders, and
- Navy Force Commanders.

4. **Other Employment**. When not on active duty, members of the Fleet Reserve may accept employment in any civil branch of the public service and may receive the pay and allowances incident to such employment in addition to any pay and allowances to which they may be entitled under the provisions of law.

MILPERSMAN 1850-010

GENERAL INFORMATION REGARDING PHYSICAL DISABILITY RETIREMENT

Responsible Office	NAVPERSCOM (PERS-4821)	Phone: DSN COM FAX	882-3229 (901) 874-3229 882-2622

References	(a) 10 U.S.C. 1201 and 1202 (b) SECNAVINST 1850.4E

1. **Policy**. Statutory authority for retirement of members of the Navy or the Navy Reserve for service-incurred disabilities is contained in reference (a). Under this law, a member may be permanently retired or placed on the Temporary Disability Retired List, dependent upon a determination that the disability which necessitates retirement is, or may be, of a permanent nature. Policies and procedures for determination of entitlement to disability retirements are set forth in reference (b).

MILPERSMAN 1850-020

ACTION FOLLOWING APPROVED DISABILITY RETIREMENT

Responsible Office	NAVPERSCOM (PERS-821)	Phone: DSN COM FAX	882-3229 (901) 874-3229 882-2622

1. **Duties of Navy Personnel Command (NAVPERSCOM)**

a. Navy Personnel Command issues orders placing the member on the appropriate retired list, temporary or permanent. Navy Personnel Command is without authority to cancel the effective date of retirement, unless so directed by Secretary of the Navy. Cancellation of the effective retirement date, if warranted, must be approved by the Secretary of the Navy prior to the effective date stipulated in the orders.

b. If retirement orders indicate grade/rate, percentage of disability, or years of service that the separating activity or member concerned questions, processing of such member's case by the separating activity should not be held up pending clarification from NAVPERSCOM. The separating activity should notify (dispatch notification not necessary) NAVPERSCOM in such cases, and a modification of the orders or superseding orders will be issued, if appropriate.

c. Navy Personnel Command retains the scheduling, notification, and ordering functions involved in the member's periodic physical examinations and reevaluations for members on the Temporary Disability Retired List (TDRL). Navy Personnel Command will also take necessary action to terminate a member's retirement pay or suspend retired pay account, as appropriate, if the member fails to comply with orders without just cause.

2. **Separation for Members not Serving Temporary Officer Appointments**. For enlisted members, other than those serving under temporary officer appointment, released from active duty and transferred to the Retired List for permanent physical disability, the activity effecting separation shall comply with the following procedures in addition to those elsewhere in this manual:

a. No physical examination required. A physical examination should have been completed as part of the medical board process.

b. Close current service record.

c. DD 256, Honorable Discharge Certificate, shall not be issued.

d. Disposition of field service record shall be made under instructions contained in MILPERSMAN 1070-130. Disposition of the health record shall be made per instructions contained in MILPERSMAN 6150-010.

3. **Separation for Members Serving Temporary Officer Appointments**. For enlisted members serving under temporary appointment in warrant or commissioned grades, i.e., “dual status” personnel having both an enlisted and an officer status who are released from active duty and transferred to the Retired List for permanent physical disability, the activity effecting separation shall comply with the procedures prescribed above with the following exceptions:

a. A new enlisted service record shall not be opened.

b. The officer service record shall be processed.

4. **Separation for Members on TDRL**. For enlisted members, including those serving under temporary appointment in warrant or commissioned grade, i.e., “dual status” personnel having both an enlisted and an officer status who are released from active duty and transferred to the TDRL, the activity effecting separation shall comply with the following procedures in addition to those elsewhere in this manual:

a. No physical examination required. A physical examination should have been completed as part of the medical board process.

b. DD 256 shall not be issued.

c. The enlisted service record shall be prominently marked at the top of the front cover “Temporary Disability Retired List USN” or “Temporary Disability Retired List USNR,” as appropriate, and forwarded to Commanding Officer (CO), Naval Reserve Personnel Center (NAVRESPERSCEN) via traceable means.

d. The officer service record shall be processed.

5. **Duties of CO, NAVRESPERSCEN**. Commanding Officer, NAVRESPERSCEN shall maintain the service record, personnel accounting responsibility, and military jurisdiction of the member in the same manner as is required for those numbers on the permanent Retired List.

MILPERSMAN 1850-030

TEMPORARY DISABILITY RETIRED LIST (TDRL)

Responsible Office	NAVPERSCOM (PERS-821)	Phone: DSN COM FAX	882-3229 (901) 874-3229 882-2622

Governing Directives	10 U.S.C. 12774 10 U.S.C. 1372

1. **Background**. The TDRL is in the nature of a "pending list" (10 U.S.C. 12774) for all members who, through due process of medical procedures, have been found unfit to perform the duties of their office, grade, rank, or rating and who, according to accepted medical principles, may be permanently disabled. In this sense, the list provides a safeguard in the best interests of the government against permanently retiring a member who may subsequently fully recover, or nearly so, from the disability that originally caused the member to be placed on this list; and conversely, the list provides a safeguard in the best interests of the member from being permanently retired with a condition that may develop into a more serious permanent disability.

2. **Assignment of Grade on List**. Unless entitled to a higher grade under some other provisions of law, under authority contained in 10 U.S.C. 1372, any member who is retired for physical disability, or whose name is placed on the TDRL is assigned to the highest grade equivalent to the following:

a. The grade or rank in which the member is serving on the date when the member's name is placed on the TDRL or, if member's name was carried on that list, on the date when he or she is retired.

b. The highest temporary grade or rank in which the member served satisfactorily, as determined by the Secretary of the Navy.

c. The permanent Regular or Reserve grade to which a member would have been promoted had it not been for the physical disability for which he or she is retired and which was found to exist as a result of physical examination for promotion.

d. The temporary grade to which a member would have been promoted had it not been for the physical disability for which he or she is retired, if eligibility for that promotion was required to be based on cumulative years of service or years of service in grade and the disability was found to exist as a result of physical examination for promotion.

3. **Periodic Physical Examination**. Navy Personnel Command (NAVPERSCOM) will issue orders to members on the TDRL for a periodic physical examination to be conducted at a medical activity nearest the residence of the member concerned with proper facilities for conducting the examination, as designated in each case by Chief, Bureau of Medicine and Surgery.

4. **Contents of Orders**.

a. Following is an example of the content of orders that will be issued and a suggested endorsement to be used by commanding officer (CO) of the examining medical activity:

From: Commander, Navy Personnel Command
To:
Via: [CO of medical activity]

Subj: ORDERS TO APPEAR FOR PERIODIC PHYSICAL EXAMINATION

1. When directed by [fill-in the via addressee] during [month,year] you will proceed and report to that command for periodic physical examination to determine any change in the condition for which you were placed on the Temporary Disability Retired List, your condition that is coded in the Department of Defense Disease Injury Code (DDIC) as [fill-in]. [Fill-in the via addressee] is authorized to modify the reporting date to the month preceding or following the month specified above.

2. Your report of last medical examination or medical board report will be sent to the examining activity by Navy Personnel Command (NAVPERSCOM). Upon completion of this examination the commanding officer of the examining activity is requested to forward the medical record and a summary of the findings of the medical board in your case, with special reference to the physical condition for which you were retired, to the Physical Evaluation Board, Arlington, VA.

3. When directed by the commanding officer, examining activity, you will return to the above address. These orders do not constitute assignment to active duty and wearing of naval uniform is not mandatory.

4. Changes of address should be promptly reported to the via addressee and NAVPERSCOM (PERS-821).

5. [Accounting data.]

[Signature]

b. Suggested endorsement:

FIRST ENDORSEMENT on NAVPERSCOM orders [fill-in]

From: Commanding Officer
To:

Subj: ORDERS TO APPEAR FOR PERIODIC PHYSICAL EXAMINATION

1. Per paragraph 1 of basic orders you are hereby directed to report to this activity at [time and date].

2. If for any reason you cannot report on the date specified in paragraph 1 above, you are directed to immediately notify this activity by telephone or letter setting forth the reasons.

[Signature]

5. **Completion of Medical Examination**. Upon completion of the medical examination, the member shall be directed to such office as the CO of the examining activity may designate to complete a voucher form if authorized travel has been performed. The designated office shall complete the appropriate voucher form in as much detail as possible prior to the time the member departs from the activity. Each member shall be instructed as to the exact information necessary to complete the voucher form upon completion of travel and to return the completed voucher to the disbursing officer at the examining activity for payment. In the event the examining activity does not have a disbursing officer attached, the member shall be advised of the address of the appropriate disbursing officer authorized to pay personal travel vouchers.

6. **Failure to Report**. If a member on the TDRL fails to report for periodic physical examination, the CO of the examining activity shall notify NAVPERSCOM (PERS-821) immediately.

MILPERSMAN 1850-040

OFFICERS ON THE TEMPORARY DISABILITY RETIRED LIST (TDRL) FOUND PHYSICALLY FIT OR UNFIT

Responsible Office	NAVPERSCOM (PERS-821)	Phone: DSN COM FAX	882-3229 (901) 874-3229 882-2622

References	(a) 10 U.S.C. 1211 (b) 10 U.S.C. 1210

1. **Policy**. Per the provisions of reference (a), any officer of the Naval Service whose name is on the Temporary Disability Retired List (TDRL), and who is found to be physically fit to perform the duties of their office and grade, may be appointed or reappointed to active duty (ACDU) or to the Reserve component as soon as practicable with the officer's consent. For the purposes of this article, the physical evaluation board (PEB) is the sole authority for the determination of whether an officer is physically fit or unfit.

a. **Pay**. Officers on the TDRL found physically fit remain on the TDRL and continue to draw retired pay until reappointed or separated. If the officer consents to be reappointed, retired pay continues until reappointed or until the expiration of their 5 years on TDRL, whichever occurs first. If the officer does not consent, disability retired pay shall be terminated as soon as practicable and the member shall be discharged.

b. **Five-Year Period**. If their names are not removed sooner, the disability retired pay of officers whose names are on the TDRL terminates 5 years after the date their names are initially placed on the TDRL.

c. **Termination**. If the officer does not consent or respond to the action proposed under this article after being found physically fit by the PEB, and if the officer is not discharged, retired, or transferred to the inactive Reserve under reference (b), then the officer's status on the TDRL and disability retired pay shall be terminated as soon as practicable and the member shall be discharged.

d. **When Found Fit**. If an officer was in a retired-recall or a retired-retained status when placed on the TDRL, the officer

will resume retirement status in the grade held when his/her name was placed on the TDRL and terminate disability retirement pay when the officer resumes retirement status.

2. **Procedures**. The following procedures apply for processing officers on the TDRL who are found physically fit to perform the duties of their office and grade:

a. **Report of Physically Fit**. Navy Personnel Command (NAVPERSCOM), Disability Retirement/Limited Duty Section (PERS-821) receives from the Central PEB the names of United States Navy (USN)/United States Navy Reserve (USNR) officers on the TDRL who have been found physically fit to perform the duties of their office and grade.

b. **Recommendation as to Eligibility for Reappointment**. NAVPERSCOM (PERS-821) refers the case with a brief sheet (shown in Exhibit 1) to NAVPERSCOM, Progression, Performance, and Security Branch (PERS-83) for a recommendation as to the member's eligibility for reappointment and to perform a routine check for any pending disciplinary actions. NAVPERSCOM (PERS-83) then routes case to NAVPERSCOM, Officer Career Progression Branch (PERS-80) for comment.

c. **Recommendation as to Grade**, **Designator**, **and Date of Grade**. NAVPERSCOM (PERS-80) makes recommendation as to grade, designator, and date of grade per reference (a) as follows:

(1) If the officer’s name was on the Active Duty List (ADL) when name was placed on the TDRL, then the officer may be reappointed by the President, with the advice and consent of the Senate, to the ADL in the grade permanently held when the officer’s name was placed on the TDRL, or in the next higher grade.

(2) If the officer held an appointment in the grade of warrant officer, W-2, on the ADL when name was placed on the TDRL, then the officer may be reappointed by the Secretary of the Navy (SECNAV) in the grade on the ADL permanently held when officer’s name was placed on the TDRL, or may be appointed by the President, with the advice and consent of the Senate, to the grade of chief warrant officer, W-3.

(3) If the officer was a member of the Reserve component at the time placed on the TDRL, the officer shall be reappointed in the Reserve component in the grade permanently held by the officer when name was placed on the TDRL or in the next higher grade in that reserve component.

(4) Whenever seniority in grade or years of service is a factor in determining the qualifications of an officer of the Navy or Navy Reserve for promotion, each officer who has been appointed or reappointed (under reference (a), subsection (b)), shall, when name is placed on

- a lineal list,
- a promotion list,
- an approved all-fully-qualified-officers list, or
- any similar list,

have the seniority in grade and be credited with the years of service authorized by the SECNAV. The authorized strength in any regular grade is automatically increased to the minimum extent necessary to give effect to each appointment made in that grade. An authorized strength so increased, is increased for no other purpose, and while an officer holds that grade the officer whose appointment caused the increase is counted for the purpose of determining when other appointments, not under this article, may be made in that grade.

(5) Action under this article shall be taken on a fair and equitable basis, with regard being given to the probable opportunities for promotion that the officer might reasonably have had if name had not been placed on the TDRL.

(6) NAVPERSCOM (PERS-80) then routes brief sheet back to NAVPERSCOM (PERS-821).

d. **Officer Notification**. NAVPERSCOM (PERS-821) then notifies by letter via certified mail (or by an equivalent form of notice if such service by U.S. Postal Service is not available for delivery at an address outside the U.S.) the officer who has been found physically fit to perform the duties of the officer’s office and grade, and accomplishes the following:

(1) Solicits officer’s desire by letter as to whether the officer does or does not consent to being ordered to ACDU and to being reappointed as soon as practicable, or to voluntarily retire if eligible.

(2) If the officer has more than 20 years active service, or is otherwise eligible for a non-disability retirement, the officer is also made aware of this fact and informed of the procedures necessary to request a voluntary retirement.

(3) If it is determined the officer was on ACDU beyond the officer’s initial obligation and was not scheduled for

release from ACDU at the time placed on the TDRL, the letter advises officers they may return to ACDU provided it is requested within 60 days of the date of the letter.

(4) If the member is a Navy Reserve officer who has not completed the initial ACDU obligation or was not scheduled for release from ACDU at the time he/she was placed on the TDRL, the officer is informed and told that he/she will be reappointed in the USNR on inactive duty; and, if the Navy Reserve officer is eligible for a non-disability retirement with pay, will be informed of the procedures necessary for requesting retirement.

e. **Action**. Depending upon the officer's reply or lack of reply, NAVPERSCOM (PERS-821) takes one of the following actions:

(1) If the officer does not consent to be appointed or reappointed,

- NAVPERSCOM Officer Performance and Separations Branch (PERS-834), or
- if a Reservist, NAVPERSCOM Reserve Personnel Services (PERS-912),

is notified and requested to effect the officer's separation.

(2) If no reply is received within 60 days from the date of the notification letter sent to the officer, NAVPERSCOM (PERS-834)/ NAVPERSCOM (PERS-912) are requested by NAVPERSCOM (PERS-821) to effect the separation.

(3) If the officer does consent to be appointed or reappointed, NAVPERSCOM (PERS-821) sends a letter to Commander, Navy Recruiting Command (COMNAVCRUITCOM) (see Exhibit 2 for format) to complete a Scroll and coordinate officer’s accession physical.

(a) Estimated timeline to get Secretary of Defense (SECDEF) or Senate confirmation for an officer’s Scroll, depending on the officer’s grade, is approximately 90 days for Office of the Secretary of Defense (OSD) consent and 120 or more days for Senate confirmation.

(b) COMNAVCRUITCOM will, via naval letter format, return Scroll and medical examination to NAVPERSCOM (PERS-80) to complete the reappointment document.

(c) NAVPERSCOM (PERS-80) completes the reappointment document and mails it to the officer’s home address with appropriate instructions for accepting reappointment. NAVPERSCOM

(PERS-80) also provides the officer's detailer name, phone number, and E-Mail address for potential assignment.

(d) NAVPERSCOM (PERS-80), once in receipt of the officer's acceptance for reappointment, notifies the officer's community manager that the officer accepted reappointment and is available for reassignment.

(e) Officer's detailer then sends orders directly to the officer's home address and prospective commanding officer.

(4) If a USNR officer consents to be reappointed, NAVPERSCOM (PERS-821) sends a letter to NAVPERSCOM, Reserve Personnel Management Division (PERS-9) to determine whether the officer meets requirements for recall to ACDU.

(5) In cases where a USNR officer is being recalled to ACDU, the assignment officer ensures that an agreement to remain on ACDU until completion of initial obligated service (OBLISERV) or 2 years, whichever is the greater, is included in the orders. If the officer was designated a Full Time Support (FTS) when placed on the TDRL, redesignation as a FTS is included in the recall orders.

f. **Inquiries**. In some instances, the officer requests information concerning such items as date of rank, promotional opportunities, prospective duty assignment, etc. The responsibility for coordinating the reply to these multiple subject inquiries is assigned to NAVPERSCOM (PERS-821).

EXHIBIT 1
(Page 1 of 2)

OFFICER REAPPOINTMENT GRADE DETERMINATION BOARD SHEET

Ref: (a) 10 U.S.C. 1211
(b) MILPERSMAN Article 1850-040

Encl: (1) Physical Evaluation Board ltr 1850 Ser 10R:111
PEB Index N_____ of _____

1. Reference (a) provides that officers (active or Reserve component) found physically fit who held an appointment in a commissioned grade when their name was placed on the Temporary Disability Retired List (TDRL) shall, with their consent, be recalled to active duty or reappointed to Reserve component, as applicable.

2. The following regular or Reserve officer, whose name was on the TDRL, was found fit per enclosure (1) as the result of a reevaluation review by the Physical Evaluation Board. Reference (b) is policy and procedures.

Name: SSN: xxx-xx-0001 DOB:

Date placed on TDRL: Date found FIT:

NAVPERSCOM (PERS-83): (Provide adverse information on record that may preclude this individual's return to active duty.)

Adverse information: Yes / No

Remarks:

Signature: Date:

EXHIBIT 1
(Page 2 of 2)

NAVPERSCOM (PERS-80): (Provide questionable/derogatory matters of record and approved grade, date of grade, and designator.) When complete, E-Mail this document to NAVPERSCOM (PERS-821) point of contact.

Recommended grade:

Recommended date of grade:

Designator:

Remarks:

Signature: Date:

NAVPERSCOM (PERS-821): Draft letter to the officer who was found fit to determine if the officer consents to return to active duty. When the officer consents to return to active duty, in writing, send a letter to COMNAVCRUITCOM (N3) to complete MEPS accession physical and Scroll document. Use Exhibit 2 letter format.

Date letter forwarded to COMNAVCRUITCOM:

Signature: Date:

Continued steps per reference (b):

1. COMNAVCRUITCOM forwards Scroll document and results of physical examination to NAVPERSCOM (PERS-80) when complete.

2. NAVPERSCOM (PERS-80) creates reappointment document and sends to officer.

3. NAVPERSCOM (PERS-80) informs officer’s community manager that the officer is available for orders.

4. Detailer sends orders to officer and ultimate CO.

EXHIBIT 2

LETTER TO COMNAVCRUITCOM

(Use proper letter format.)

1850
PERS-821
(date)

From: Commander, Navy Personnel Command (PERS-821)
To: Commander, Navy Recruiting Command (N3)

Subj: REAPPOINTMENT ICO (GRADE, NAME, USNR(RET)), xxx-xx-0001/DESIG

Ref: (a) MILPERSMAN Article 1850-040
(b) 10 U.S.C. 1211

Encl: (1) Copy of letter by SNO requesting reappointment
(2) Other supporting documents

1. Reference (a) provides policy and procedures to reappoint an officer to the U.S. Navy who was placed on the Temporary Disability Retired List and was subsequently found physically fit by the Physical Evaluation Board (PEB). Enclosure (1) is officer's request consenting to be reappointed to active duty or to the Reserve component. Other supporting documents are shown in enclosure (2).

2. On (date), the Secretary of the Navy determined subject named officer to be physically fit to perform the duties of his/her grade and office. Refer to Chapter 61 of reference (b) for reappointments.

3. Subject named officer's current address is ( ) and phone number is ( ). The source of officer's original appointment was ( ). His/her date of birth is ( ).

4. Please make contact with subject named officer and schedule an accession physical at a Military Entrance Processing Station (MEPS). Additionally, submit Scroll document for Office of the Secretary of Defense or Senate consent, depending on grade of officer.

5. Once paragraph 4 action is completed, please forward Scroll document and accession physical to COMNAVPERSCOM (PERS-80) to complete reappointment document and coordinate with officer's community manager for orders.

6. Please call NAVPERSCOM (PERS-821) at 901-874-3229, -3230, or -4127 if you have any questions.

MILPERSMAN 1900-020

CONVENIENCE OF THE GOVERNMENT SEPARATION BASED ON CONSCIENTIOUS OBJECTION (ENLISTED AND OFFICERS)

Responsible Office	NAVPERSCOM (PERS-832) Enlisted	Phone: DSN COM FAX	882-4431/4428 (901) 874-4431 882-2754
	NAVPERSCOM (PERS-834) Officers	Phone: DSN COM FAX	882-3197 (901) 874-3197 882-2621
	NAVPERSCOM (PERS-913) Inactive Enlisted Members	Phone: DSN COM FAX	882-4503 (901) 874-4503 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	50 U.S.C. 456 38 U.S.C. 3103 5 U.S.C. 301

1. **Policy**. Members may be separated on the basis of Conscientious Objection when their religious training and belief have a firm, fixed, and sincere objection of their participation in war in any form, or the bearing of arms.

2. **Burden of Proof**. The applicant bears the burden of proving their claim of conscientious objection as grounds for separation, or assignment to noncombatant training and service. They must show, by clear and convincing evidence

a. the nature or basis of their claim comes within the definition and criteria prescribed herein; and

b. their belief in connection therewith is honest, sincere, and deeply held. They also have the burden of determining and setting forth the exact nature of their request (i.e., whether for separation based on conscientious objection (1-0); or for

MILPERSMAN 1900-010

LIST OF DEFINITIONS

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Uniform Code of Military Justice (b) JAGINST 5800.7C, Manual of the Judge Advocate General

1. **Definitions**. For the purpose of administrative separation processing only, the following phrases and terms are explained.

a. **Administrative Board**: A board appointed to determine the facts in a case; to recommend retention in the Naval Service, separation, or suspension of separation; the reason for separation; and the characterization of service or description of separation.

b. **Broken Service**: The service of a veteran whose last tour of duty or active duty for training was in any branch of naval or military service of the United States, who has been discharged for more than 24 hours and who completed a minimum of 12 consecutive weeks of active duty or active duty for training unless such enlistments results in continuous service.

c. **Commander/Commanding Officer (CO)**: A commissioned or warrant officer who, by virtue of rank and assignment, exercises primary command authority over a military organization or prescribed territorial area that under pertinent official directives is recognized as a “command.” In addition to commanders and COs, the term also includes chiefs of staff, and officers in charge (OICs) of permanent detachments with nonjudicial punishment (NJP) authority.

d. **Conscientious Objector**: A person who by reason of religious training and belief has a firm, fixed, and deeply sincere objection to participation in war in any form, or the bearing of arms.

e. **Continuous Service**:

(1) Service in the Regular Navy or Navy Reserve, which is continued by reenlistment within 3 months following discharge or release from active duty. A member who is reenlisted on the same day of the month, 3 calendar months from date of discharge or release from active duty is reenlisted “within 3 months.”

(2) Reenlistment within 6 months following discharge or release from active duty provided the member is classified RE-R1, Recommended for Preferred Reenlistment, and holds a rating listed on current Career Reenlistment Objectives List. A member who reenlisted on the same day of the month, 6 calendar months from date of discharge or release from active duty is reenlisted “within 6 months.”

f. **Convening Authority**: A CO empowered to convene a special court-martial has the authority to convene an administrative board.

g. **Discharge**: Complete severance from all military status gained by the member’s enlistment or inductions.

h. **Enlisted Performance Evaluation System**: The formal service-wide rating system used to record an individual’s fitness for service, performance of duties, and conduct based on numerical grades. The performance and conduct scores of an individual as recorded during the current enlistment are normally used as a guide in determining the characterization of service, reenlistment eligibility, and other personnel management purposes.

i. **Entry Level Status**:

(1) Upon enlistment, a member qualifies for entry level status during:

(a) The first 180 days of continuous active military service; or

(b) The first 180 days of continuous active military service after a service break of more than 92 days of active service.

(2) A member of a Reserve component who is not on active duty or who is serving under a call or order to active duty for 180 days or less begins entry level status upon enlistment in a Reserve component. Entry level status for such a member of a Reserve component terminates as follows:

(a) 180 days after beginning training if the member is ordered to active duty for training for one continuous period of 180 days of more; or

(b) 90 days after the beginning of the second period of active duty training if the member is ordered to active duty for training under a program that splits the training into two or more separate periods of active duty.

(3) For the purposes of characterization of service or description of separation, the member's status is determined by the date of notification as to the initiation of separation proceedings.

j. **General Court-Martial Convening Authority**: Reference (a), article 22 and reference (b), section 0120a define and list general courts-martial convening authorities.

k. **Individual Counsel**: Counsel requested specifically by the respondent to represent him or her before an administrative board in lieu of the appointed counsel.

l. **Legal Advisor**: A lawyer, uniformed or civilian, under the professional supervision of either the Judge Advocate General or General Counsel of the Navy, certified under, or otherwise meeting the professional requirements of reference (a), article 27(b).

m. **Member**: An enlisted personnel of the Regular or Reserve component of the United States Navy.

n. **Military**: The term refers to the Army, Navy, Air Force and Marine Corps and their Reserve components. In time of war, it includes the Coast Guard when assigned under the Department of the Navy.

o. **Military Record**: An individual's overall performance while a member of a military service, including personal conduct and performance of duty.

p. **Naval**: The term means of, relating or belonging to, connected with, or used in the Navy, including its Reserve components.

q. **Noncombatant Service/Duties (1-A-O)**: Service in any unit of the Armed Forces:

(1) Which is unarmed at all times;

(2) In the medical department of any of the Armed Forces, wherever performed;

(3) Where their primary assigned function would not require the use of arms - provided that such other assignment is acceptable to the member concerned and does not require the bearing of arms or training in their use; or

(4) On board an armed ship or aircraft in a combat zone provided the member is not personally and directly involved in the operation of weapons.

r. **Noncombatant Training**: Any training not concerned with the study, use, or handling of arms or weapons.

s. **Pattern of Misconduct**: Two or more NJPs, courts-martial, or civil convictions (or combination thereof) within the current enlistment.

t. **Qualified Counsel or Counsel**: Counsel qualified per reference (a), article 27(b) who does not have any direct responsibility for advising the convening authority or separation authority on the proceedings involving the respondent.

u. **Release from Active Duty**: Termination of active duty status and transfer or reversion to a Reserve component not on active duty, including transfer to the Individual Ready Reserve (IRR).

v. **Religious Training and Belief**: Belief in an external power or being, or deeply held moral and ethical belief, to which all else is subordinate or upon which all else is ultimately dependent, and which has the power to force to affect moral well-being. The external power or being need not be a deity in the conventional usage, but may be a sincere and meaningful belief which the beholder occupies in a place

parallel to that filled by God; or in the case of deeply held moral or ethical beliefs - a belief held with the strength and devotion of a traditional religious conviction. The term “religious training and belief” may include solely moral or ethical beliefs even though the applicant may characterize these beliefs as “religious” in the traditional sense, or may expressly characterize them as not religious. The term “religious training and belief” does not include a belief, which rests solely upon consideration of policy, pragmatism, expediency, or political views.

w. **Respondent**: A member of the Naval Service who has been notified that action has been initiated to separate him or her.

x. **Separation**: A general term that includes discharge, release from active duty, release from custody and control of the Naval Service, transfer to the IRR, and similar changes in active or Reserve status.

y. **Separation Authority**: An official authorized by the Secretary of the Navy to take final action with respect to a specific type of separation.

z. **Service Record**: The official history of an enlisted member’s service in a Regular and/or Reserve component of the Navy.

aa. **Special Court-Martial Convening Authority:** Reference (a), article 23 and reference (b), section 0120b define and list special courts-martial convening authorities.

assignment to noncombatant training and service based on conscientious objection (1-A-0).

3. **Conditions or Restrictions**

a. After entering the naval service, a request for discharge based solely on conscientious objection, which existed but was not claimed prior to enlistment or notice of induction, shall not be considered when such beliefs satisfied the requirements if

(1) classification as a conscientious objector under Section 6(j) of the Universal Military Training and Service Act, as amended (50 U.S.C 456) and related provisions of law; and

(2) the member failed to request classification as a conscientious objector by the Selective Service System (SSS); or

(3) if their request for classification as a conscientious objector before entering military service was denied on the merits by the SSS and their present request for classification as a conscientious objector is based on essentially the same grounds; or

(4) supported by essentially the same evidence, as the request, which was denied by the SSS.

b. Claims growing out of the experiences prior to entering military service but which did not become fixed until after entry into the service will not be considered.

c. All claims of conscientious objection will be judged by SSS standards used in determining 1-0 or 1-A-0 classification of draft registrants prior to induction. Subject to the limitations set forth above, an application for conscientious objector status may be approved for any member who is conscientiously opposed to participation in war, in any form, when opposition is founded on “religious training and belief” as defined in MILPERSMAN 1900-010, and whose position is sincere and deeply held.

d. A true conscientious objector must be against all wars, rather than a specific war.

4. **Applicant’s Proof of Moral and Ethical Beliefs**. The applicant must show that moral and ethical beliefs are against

participation in war, in any form, that these beliefs have directed their life in the way traditional religious convictions of equal strength, depth, and duration have directed the lives of those whose beliefs are clearly found in traditional religious convictions.

5. **Primary Factors**

a. A primary factor to be considered is the sincerity with which the belief is held. Great care must be exercised in determining whether asserted beliefs are honestly and genuinely held. Sincerity is determined by an impartial evaluation of the applicant's thinking and living in its totality, past and present.

b. Care must be exercised in determining the integrity of belief and the consistency of application.

c. Information presented by the applicant should be sufficient to convince that the applicant's personal history reveals views and actions strong enough to demonstrate the belief upon which conscientious objection is based is the primary controlling force in their life and that expediency or avoidance of military service is not the basis of their claim.

d. The conduct of an applicant, in particular their outward manifestation of the beliefs asserted, will be carefully examined and given substantial weight in evaluating the application.

6. **Relevant Factors**

a. Relevant factors to consider in determining applicant's claim of conscientious objector include

(1) training in the home and church;

(2) general demeanor and pattern of conduct which supports asserted beliefs;

(3) participation in religious activities;

(4) whether ethical or moral convictions were gained through training, study, contemplation, or other activity comparable in rigor and dedication to the processes by which traditional religious convictions are formulated;

(5) credibility of the applicant; and

(6) credibility of persons supporting the claim. (i.e., Applicant made some major commitments during the time their beliefs were developing which are inconsistent with their claim. Application as a conscientious objector shortly after applying and denied for a special Navy program - or becoming aware of the prospect of hazardous or other undesirable duty. Taking the military oath of office shortly before applying for conscientious objector status may be evidence of insincerity in a given case.) These examples are noteworthy because of their frequent recurrence. The potential relevant areas of inquiry are limitless.

b. An applicant claiming 1-0 status will not be granted 1-A-0 status as a compromise. An applicant may be assigned noncombatant status if the record clearly indicates beliefs such that the applicant is qualified as a noncombatant, but not for discharge as a conscientious objector.

c. Particular care must be exercised not to deny the existence of bona fide beliefs simply because those beliefs are incompatible with one’s own. Church membership or adherence to particular theological tenets are not required to warrant separation or assignment to noncombatant training and service for conscientious objectors. Mere affiliation with a church or other group, which advocates conscientious objection as a tenet of its creed, is not necessarily determinative of an applicant’s position or belief. Conversely, affiliation with a church or group, which does not teach conscientious objection beliefs in any, given case. Where an applicant is or has been a member of a church, religious organization, or religious sect, and where their claim of conscientious objection is related to such membership, inquiry may properly be made as to the fact of membership and the teaching of the church, religious organization, or religious sect, as well as the applicant’s religious activity. The fact that the applicant may disagree with, or not subscribe to, some of the tenets of their church does not necessarily discredit their claim. The personal convictions of each applicant will be controlling so long as they derive from their moral, ethical, or religious beliefs. An applicant who is otherwise eligible for conscientious objector status may not be denied that status simply because their conscientious objection influences their views concerning the nation’s domestic or foreign policies. The task is to decide whether the beliefs professed are sincerely held and

whether they govern the claimant's actions in both word and deed.

7. **Classification of Conscientious Objectors**. Conscientious objectors are classified as

a. **1-0:** a person who by reason of conscientious objection, sincerely objects to participation of any kind of war - in any form.

b. **1-A-0:** a person who by reason of conscientious objection, sincerely objects to participation as a combatant in any war in any form, but whose convictions are such as to permit military service in a noncombatant status.

8. **Procedures When Classified 1-A-0 Upon Induction**. Members classified 1-A-0 by Selective Service prior to induction shall be transferred for recruit training and be subject to noncombatant service/duties and training. The member shall sign the following NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry:

(date): "I have been counseled concerning designation as a conscientious objector. Based on my training and belief, I consider myself to be a conscientious objector within the meaning of the status and regulations governing conscientious objectors and am conscientiously opposed to participation in combatant training and service. I request assignment to noncombatant duties for the remainder of my term of service (end of EAOS). I fully understand that on expiration of my current term of service, I may not be eligible for voluntary enlistment, reenlistment, extension or amendment or current enlistment, or active service in the Armed Forces by reason of my 1-A-0 classification."

WITNESSED: SIGNATURE OF MEMBER

9. **Procedures for Requesting Classification as a Conscientious Objector**. Use the following format to apply for designation as a Conscientious Objector:

(date)

From: (Rate/full name/class/SSN)
To: Navy Personnel Command (PERS-832 for Enlisted)/
(PERS-834 for Officers)
Via: Commanding Officer, (command)

Subj: REQUEST FOR DESIGNATION AS A CONSCIENTIOUS OBJECTOR

Ref: (a) MILPERSMAN 1900-020

1. I request (discharge -or- assignment to noncombatant services/duties) on the grounds of conscientious objection. The following required information is provided:

a. Permanent home address:

b. School and colleges attended after age 16:

School Name/Address	Type School	Inclusive Dates

c. Chronological list of all compensated and uncompensated jobs held after age 16:

Employer/Address	Type Work	Inclusive Dates

d. All residences after age 16:

Address/City/State	Inclusive Dates

e. Spouse and member’s parents' names/address and religion/sect (if deceased, so state):

f. I (made/did not make) application to the Selective Service System (local board) for classification as a conscientious objector prior to entry into the Armed Forces. (If application was made, list local board and decision made by the board - if known.)

g. A description of the nature of my belief: (Thoroughly explain the nature of the belief, which requires you to seek separation from the Navy or assignment to noncombatant services/duties by reason of conscientious objection.)

h. Explanation of how my belief changed/developed: (Includes factors (how/when/from whom/from what source training was received) and the beliefs acquired or which caused the change in or development of conscientious objector beliefs.)

i. Explanation of when and why these beliefs became incompatible with military service:

j. Explanation of the circumstances under which I believe in the use of force, under any foreseeable circumstances (if none, so state):

k. Explanation of how my current life style has changed as a result of my belief, and the future actions I plan to continue my support of these beliefs:

l. Explanation of what, in my opinion, most conspicuously demonstrates the consistency and depth of beliefs, which gave rise to this application:

m. Prior service (if any; if none, so state):

Military Service	Inclusive Dates	Type Discharge

n. The following information is provided regarding my religious sect or organization:

Religious Sect/ Organi-zation	Name & Location of Governing Body/Head	Name & Location of Church, Congregation Customarily Attending	Level of Partici-pation

Explain when, where, and how you became of member of said sect or organization.

o. Information on the pastor or leader of my (church, congregation, or meeting):

Name	Title	Address

p. A description of the creed or official statements (if any, and if known) of said religious sect or organization in relation to participation in war:

NOTE: Members will submit a signed copy of the following privacy act statement with their application:

"THE AUTHORITY TO REQUEST THIS INFORMATION IS DERIVED FROM 50 U.S.C. 456j AND 38 U.S.C. 3103, AND 5 U.S.C. 301, DEPARTMENTAL REGULATIONS. THE PURPOSE OF THIS APPLICATION IS TO ALLOW THE MEMBER TO APPLY FOR CONSCIENTIOUS OBJECTOR STATUS. THIS APPLICATION IS COMPLETELY VOLUNTARY; HOWEVER, FAILURE TO PROVIDE THE REQUIRED INFORMATION WOULD RESULT IN AN INABILITY TO PROCESS THIS REQUEST AND THE MEMBER WOULD NOT BE ABLE TO RECEIVE THE REQUESTED STATUS."

q. A description of my relationship with and activities in all organizations with which I am or have been affiliated (since age 16), other than military, political, or labor organizations:

2. Enclosures (1) - ( ) (as applicable) provide additional information, references, or official statements, which I desire you to consider in review of this application.

(Signature)

10. **Required Interviews**

a. A chaplain and psychiatrist or clinical psychologist, who are members of a regular or reserve component of any of the Armed Forces, will personally interview the applicant. A written report must be provided by both and attached as enclosures and part of the case file. If the applicant refuses to participate, is uncooperative, or unresponsive in the course of these interviews, this fact will be included in their statements.

b. The chaplain will provide opinion of the nature and basis of the applicant's claim, sincerity, and depth of conviction in the claim of conscientious objection, and a recommendation of disposition with the rationale for the conclusion.

c. The psychiatrist or clinical psychologist will provide a report or psychiatric disorders which would warrant treatment or disposition through medical channels or such personality disorder, which would warrant recommendation for appropriate administrative separation action. Comments concerning the sincerity or credibility of the applicant's claimed convictions may also be included.

d. Both interviewing officers will provide their personal impressions of the applicant, such as demeanor and manner in which they answer questions. Consideration should be given to all background information and any outward manifestations, which tend to support or rebut the applicant's claim.

e. Applicants should be carefully evaluated to ensure they are not objecting to military service solely on the basis of a false premise. (Example - applicant may state they cannot serve because they are opposed to murder, organized killing for the sake of ideology, military ventures to gain territory or national wealth, and similar reasons which they indicate to be policies of the Government or the Armed Forces). Political opposition to national policies is not necessarily an indication of an applicant's objection to war on a moral, ethical, or religious basis.

11. **Investigating Officer**

a. A lieutenant commander or above will be appointed, by the commanding officer (CO), as the Investigating Officer (IO). If not reasonably available, the CO may appoint a lieutenant, who in his opinion, is well-qualified by reason of age, education, training, experience, and length of service. The officer will not be in the immediate chain of command of the member, and will be senior to the applicant.

NOTE: The CO may appoint a judge advocate of the grade of lieutenant or above. (In this regard, the Naval Legal Service Office (NLSO) may provide on an "as available" basis a judge advocate to act as hearing officer).

b. The investigating officer

(1) may obtain guidance and assistance from the NLSO or command judge advocate.

(2) will conduct a hearing on the application to afford the applicant an opportunity to present any evidence desired in support of the application. This will help the hearing officer to ascertain and assemble all relevant facts to create a comprehensive record, and to facilitate an informed recommendation to the CO.

(3) will actively and critically examine the applicant's beliefs, and any failure or refusal to submit to questioning under oath or affirmation. Should the applicant fail to appear, the IO may proceed in the applicant's absence as the applicant is considered to have waived the right for appearance.

(4) will fully advise and counsel the applicant concerning the provisions of 38 U.S.C. 3103 which provides in pertinent part that the discharge of any person on the grounds of conscientious objection who refused to perform military duty, to wear the uniform, or otherwise to follow lawful orders of competent military authority shall bar all rights (except government insurance) of such personnel under laws administered by the Department of Veteran's Affairs (DVA) based upon the period of service from which discharged or dismissed. The only exception is in cases where it is established to the satisfaction of the DVA that the member was insane. Have the applicant sign the following NAVPERS 1070/613 entry (include in case file):

"(date): I have been advised of the provisions of 38 U.S.C. 3103 concerning possible non-entitlement to benefits administered by the Department of Veteran's Affairs (DVA) due to discharge from the military service as a conscientious objector under certain conditions. I understand that a discharge as a conscientious objector who refused to perform military duty or otherwise to follow lawful orders of competent military authority, shall bar all rights, based upon the period of service from which discharged, under any laws administered by the DVA except my legal entitlement (if any) to any war risk, government (converted), National Services Life Insurance (NSLI), or Serviceman's Group Life Insurance (SGLI)."

12. **Documentation by the Investigating Officer (IO)**

a. The IO will include his/her recommendations for disposition of the case and the rationale for such disposition. Subject to the provisions that an applicant claiming 1-0 status will not be granted 1-A-0 status as a compromise, the actions recommended will be limited to denial of any classification as a conscientious objector, classification as 1-A-0 conscientious objector, or classification as 1-0 conscientious objector.

b. Provide a written report summarizing the hearing. Indicate if member appeared at the hearing, if member had counsel present and if so, provide the counsel's identity, and whether the nature and purpose of the hearing was explained to the applicant. Provide conclusions regarding the underlying basis, sincerity, and depth of the applicant's conscientious objection and beliefs. Forward all documents considered and reviewed during the hearing.

c. The entire package will be forwarded to the CO, with a copy to the applicant and his/her counsel (if applicable). Have the applicant sign a statement per below, and include a copy of such statement with your report to the CO.

"(date): I received this date a copy of the record (as defined in MILPERSMAN 1900-020) of my conscientious objection hearing. I understand that I have the right to submit a written rebuttal to this record, provided my rebuttal is submitted to the investigating officer within 5 working days after this date. I (do/do not) desire to submit a rebuttal."

(Signature)

13. **The Hearing**

a. The hearing will be informal in character and the rules of evidence employed by court-martial do not apply, except that all oral testimony presented shall be under oath or affirmation. Any relevant evidence may be received. Statements obtained from persons not present at the hearing need not be made under oath or affirmation. The hearing is not an adversary proceeding.

b. A verbatim record of the hearing is not required. If the applicant desires such a record and agrees to provide it at their own expense, it may be done. If elected, a copy will be provided to the IO at the conclusion of the hearing and at no expense to the government. The IO will summarize the testimony of witnesses and permit the applicant or their counsel to examine the summaries and note for the record their differences from the IO's summary.

14. **Applicants' Rights at Hearing**

a. They are entitled, at their own expense, to be represented by counsel who shall be permitted to be present at the hearing, assist the applicant in the presentation of their case, and examine all items in the file.

b. They may submit additional evidence (including sworn/unsworn statements), and present witnesses in their own behalf; but they are responsible for securing their attendance. The installation or local commander shall render all reasonable assistance in making available witnesses requested by the applicant. The applicant is permitted to question any other witnesses who appear and to examine all items in the file.

15. **Commanding Officer's Responsibilities**

a. Review the record for completeness, and return to the IO for further investigation as necessary.

b. Forward completed case file to NAVPERSCOM (PERS-832 for Enlisted/PERS-834 for Officers) with CO's comments and recommendations. Comments are restricted to those matters contained in the record.

c. If the applicant's request is for assignment to noncombatant services/duties, provide a recommendation whether the applicant should be detailed to such assignment or training, and if so, whether they are qualified and desire assignment to the Hospital Corps or in the case of officers, to the Medical Corps/Medical Service Corps/Dental Corps/Nurse Corps. If the member does not desire such duties and training, or is not qualified, state whether their services can be used on board if assigned a Limited Duty Designator L-8.

d. Comments as appropriate on the member's rebuttal of the IO's investigation if applicable.

e. Upon receipt of the member's request, assign the member duties provided the minimum practicable conflict with their professed beliefs and require the member to maintain the same standards of performance and behavior as other members assigned. If member is under orders for transfer, they are required to carry out orders in effect at the time or subsequently received.

f. Inform all concerned, and NAVPERSCOM (PERS-832) if the member becomes the subject of disciplinary action, and outcome of such. If member will be receiving a court-martial, action of their request will be held in abeyance pending the outcome of such trial.

g. Administrative separations for any reasons other than Conscientious Objection take precedence over separation as a conscientious objector.

16. **Action by NAVPERSCOM**

a. When a determination that member's application meets the criteria of 1-0 classification, NAVPERSCOM (PERS-832/834) will direct member's discharge by reason of Convenience of the Government - Conscientious Objection.

b. Members classified as 1-A-0 will be reassigned to noncombatant training and services/duties as indicated below, or discharged from military service at the discretion of NAVPERSCOM (PERS-832/834). Members reassigned shall sign the NAVPERS 1070/613 entry for 1-A-0 induction under block "Procedures When Classified 1-A-0 Upon Induction". Add the following statement block above the member's signature.

c. "Privacy Act Statement: The authority to request this information is derived from 5 U.S.C. 301, Departmental Regulations. Purpose of this form is for member's acknowledgment of the conscientious objector status. Information is used to restrict member's reenlistment or extension of enlistment upon expiration of current enlistment. Completion of this form is mandatory, failure to provide the required information may result in not being designated as a conscientious objector."

d. Determination by NAVPERSCOM is final with respect to administrative separation. Personnel designated as conscientious objectors and retained in the service for

noncombatant training or services/duties will be assigned as follows:

(1) After completion of recruit training, enlisted or inducted members may be transferred to the Hospital Corps for further training provided they volunteer and meet the requirements. Qualified members previously classified 1-A-0 and subject to induction into certain staff corps and only with the approval of NAVPERSCOM (PERS-834). Such members shall not be allowed to avoid the important or hazardous duties, which are the responsibility of all members of the medical organization. Any member who does not meet the requirements for this training, who fails to complete the prescribed course of instruction, or who otherwise cannot be assigned to this training or duty, shall be employed in other noncombatant service/duties if retain in the naval service.

(2) If a member cannot be utilized in a noncombatant assignment, the CO shall report this fact to the cognizant personnel distributor who shall transfer the member to a noncombatant duty assignment.

17. **Characterization of Service**

a. Officers: Honorable

b. Enlisted: Honorable, unless a General (Under Honorable Conditions) or Entry Level Separation is warranted in MILPERSMAN 1910-300.

MILPERSMAN 1900-030

SEPARATION OF ENLISTED OR OFFICER PERSONNEL BY REASON OF CONVENIENCE OF THE GOVERNMENT - SURVIVING FAMILY MEMBER

Responsible Office	NAVPERSCOM (PERS-4832) Enlisted	Phone: DSN COM FAX	882-4431/4439 (901) 874-4431/4439 882-2754
	NAVPERSCOM (PERS-4834) Officer	Phone: DSN COM FAX	882-2090 (901) 874-2090 882-2621
	NAVPERSCOM (PERS-4913) Inactive Enlisted	Phone: DSN COM FAX	882-4470 (901) 874-4470 882-2673
	NAVPERSCOM (PERS-4911) Inactive Officer	Phone: DSN COM FAX	882-4485 (901) 874-4485 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) DODD 1315.15 of 26 Sep 88

1. **Separation Authority**. Commander, Navy Personnel Command (COMNAVPERSCOM).

2. **Policy**. Per reference (a), members may request separation based on becoming a surviving family member.

3. **Definitions**

a. **Surviving family member** is any son or daughter in a family where the father, mother, or one or more sons or daughters

(1) have been killed in action or have died from wounds, accident, or disease when serving in the United States Armed Forces.

(2) are in a captured or missing in action status.

(3) have a permanent 100 percent service-related disability as determined by the Department of Veteran's Affairs, or one of the military services, and are not gainfully employed because of the disability.

b. A family is considered husband, wife, father, mother, son(s), daughter(s), brother(s), and sister(s) in the following categories:

(1) A brother or sister of the whole blood.

(2) A brother or sister of the half blood.

(3) A stepbrother or stepsister.

(4) A brother or sister by adoption.

4. **Exceptions**. Separation by reason of surviving family member will not be approved

a. when a member has courts-martial charges pending, has been convicted with appellate review in process, is serving a sentence to confinement, or is otherwise undergoing punishment imposed by a court-martial.

b. when a member is being processed for involuntary separation.

c. during period of war or national emergency declared by Congress.

5. **Waivers of Eligibility**. Members previously advised of the separation provisions for surviving family member and who subsequently enlist, reenlist, or voluntarily extend enlistment after having been notified of a family casualty, waive their rights for separation as surviving family member. Subsequent requests will be considered on a case-by-case basis depending on the merits of each case. A NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry upon enlistment, reenlistment, or extension will be made as follows:

(Date): _____ has been advised that he/she qualifies for requesting discharge from Navy based on being a surviving family member per MILPERSMAN 1900-030. He/she desires to (enlist/reenlist/extend enlistment) and waives the right to request separation based on being a surviving family member. He/she understands that a request for a waiver of this election may be made at any future time and will be considered on a case-by-case basis, with no guaranteed approval.

_____
Commanding Officer or By direction signature

Acknowledged:

_____
Member's signature

The "Procedures" paragraph below provides information on reinstatement of these rights.

6. **Restrictive Duty Assignments**. Designation as a surviving family member does not permit a member's retention in a restrictive duty assignment, i.e., humanitarian assignment.

7. **Procedures**. The member will submit a written request for discharge via the commanding officer (CO) to Navy Personnel Command (NAVPERSCOM),

- Enlisted Performance and Separations Section (PERS-4832) for active enlisted,
- Officer Performance and Separations Section (PERS-4834) for active officers,
- Reserve Enlisted Personnel Section (PERS-4913) for inactive enlisted, or
- Reserve Officer Status Section (PERS-4911) for inactive officers as follows:

a. **For enlisted**:

(1) Nature of the disability of the family member.

(2) Individual's full name, grade/rate, SSN, military service branch, and relationship to the member whose status made the member eligible for surviving family member status.

(3) Explain omission of any information and rationale for not waiting for the above-mentioned items.

(4) Submit requests for reinstatement of rights for separation as a surviving family member in writing to NAVPERSCOM (PERS-4832) via the member’s CO. Include the same documents as requested above and include a written statement of the circumstances, which now prompt the request.

b. **For officers**:

(1) Submit a resignation request per MILPERSMAN articles 1920-190 and 1920-200. Subject line should read, "RESIGNATION REQUEST BASED ON BECOMING A SURVIVING FAMILY MEMBER."

(2) Ensure the following information is included in enclosure (1) to the request:

(a) Nature of the disability of the family member.

(b) Individual's full name, grade/rate, SSN, military service branch, and relationship to the member whose status made the member eligible for surviving family member status.

(3) Explain omission of information and rationale for not waiting for the above-mentioned item(s).

(4) Submit requests for reinstatement of rights for separation as a surviving family member in writing to NAVPERSCOM (PERS-4834) via the member's CO. Include the same documents as requested above and include a written statement of the circumstances, which now prompt the request.

8. **Characterization of Separation**. Honorable unless a General or Entry Level Separation (ELS) is warranted per MILPERSMAN 1910-300.

MILPERSMAN 1900-040

TRANSFER TO THE RETIRED LIST, RETIRED RESERVE, OR THE FLEET RESERVE IN A RESTRICTED STATUS

Responsible Office	NAVPERSCOM (PERS-832) Enlisted Members	Phone: **ENL**	DSN COM FAX	882-4433 (901)874-4433 882-2624
	NAVPERSCOM (PERS-834) Officer Members	**OFF**	DSN COM FAX	882-2090 (901)874-2090 882-2625
	NAVPERSCOM (PERS-913) Inactive Enlisted Members	Phone: **ENL**	DSN COM FAX	882-4470 (901)874-4470 (901)874-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 USC 6323 (b) 10 USC 6330 (c) SECNAV 1811.3M

1. **Policy**. Within the parameters of references (a) through (c), Secretary of the Navy (SECNAV) may exercise discretionary authority to make retirement determinations. Servicemembers who commit serious acts of misconduct which demonstrate that they pose a continuing threat to the safety, health, and well being of other servicemembers or their family members; may be transferred to the Retired List, the Retired Reserve, or to the Fleet Reserve, as the case may be; in a restricted status. For such officer or enlisted personnel, access to any naval installation or facility may be denied partially, entirely, or allowed only under escort as directed by SECNAV. The exact conditions under which access is granted will depend on the particular facts and circumstances of each case and will be explained in writing to the servicemember prior to transfer to the Retired List, the Retired Reserve, or to the Fleet Reserve.

2. **Filing of Adverse Matter in the Permanent Record**. Every Sailor granted restricted access to naval installations and facilities must be informed that the documentary evidence that supports being placed in a restricted status will be filed in

the member's permanent military record. Prior to the filing of such documents, the servicemember must be given a reasonable amount of time, not to exceed 10 working days, to examine the documents and submit any matters which the member believes are relevant to the proposed filing. For Navy Reserve members, not serving on full time active duty, the member's command will forward the documentary evidence via certified mail and will give the member 30 days to examine the documents and submit matters that the member believes to be relevant to the proposed filing. The documents and the servicemember's response will then be forwarded to

- Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch (PERS-832) for enlisted members;
- NAVPERSCOM, Reserve Enlisted Status Branch (PERS-913) for inactive duty Reserve enlisted members; or to
- NAVPERSCOM, Officer Performance and Separations Branch (PERS-834) for officers;

and filed in Field Code 38 for enlisted, or Field Code 17 for officers, of the permanent Electronic Military Personnel Record System (EMPRS) data base or equivalent.

3. **Debarment from Naval Installations and Facilities**. As delegated by SECNAV, Chief of Naval Personnel (CHNAVPERS) or Commander Naval Installations Command (CNIC) may separately provide official notice of debarment to the servicemember prohibiting access to Department of the Navy (DON) installations, facilities, or property. If not previously provided, such notice shall accompany designation in a Restricted Status and inform the member of the reason for the debarment and explain in detail the restrictions placed on the individual concerning access to all naval installations, facilities, or property. The affected servicemember may request, in writing, to the debarment authority that such debarment be waived, wholly or in part, or may separately appeal the debarment to higher authority per instructions provided in the notification.

4. **Flagging of Permanent Records to Prevent Recall or Return to Active or Reserve Duty**. When retirement in a restricted status is approved by SECNAV, NAVPERSCOM, Career Progression Department (PERS-8) will direct that all such enlisted personnel receive an RE-4 Reentry Code to be placed on DD 214 (2-2000), Certificate of Release or Discharge from Active Duty. For inactive duty

Reserve enlisted personnel, NAVPERSCOM, Reserve Personnel Management Department (PERS-9) will direct that such enlisted personnel will not be recommended for retention on NAVPERS 1070/615 (Rev. 8-06), Record of Discharge from the U.S. Navy Reserve (Inactive) and will receive an RE-4 Reentry Code on the discharge NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks, required by MILPERSMAN 1070-330. For active and Reserve officers, a Separation Program Designator (SPD) code of RNC (Unacceptable Conduct) will be entered into the officer's DD 214. NAVPERSCOM (PERS-8/PERS-9) will place an electronic Bureau of Naval Personnel (BUPERS) Control Group Flag in the Inactive Manpower Personnel Management Information System data base for all officer or enlisted personnel who are placed in a restricted status for retirement purposes. This electronic flag will alert any reviewing official to see adverse matter filed in Field Code 17 for officers, or 38 for enlisted, of the permanent record. Recruiters and officials responsible for implementing a general recall of personnel in the event of war or national emergency will be alerted as to the restricted status of the individual. In addition, the electronic data base used to recall retirees and members of the Fleet Reserve will be programmed to automatically exclude from consideration any member who has a flagged record.

5. **Debarment Letter**. The debarment letter shall be prepared in the following format: (Use proper letter format.)

5800
Ser xx/xxxx
[Date]

[Name]
[Street Address]
[City, State, ZIP]

Dear [Name]:

Subj: PROHIBITION FROM ENTRY ONTO NAVY AND MARINE CORPS INSTALLATIONS WORLDWIDE

You are hereby advised that, pursuant to authority delegated to me by the Secretary of the Navy, you are prohibited from entering any installation, facility, or property under the cognizance of the Department of the Navy. This barment is based upon your [court-martial/federal/state/foreign court] conviction as a sex offender. [Provide additional detail as necessary.] Such conduct is plainly disruptive to good order and discipline aboard a military installation, and raises serious concerns for the welfare of base residents.

Current lists of Navy and Marine Corps facilities are available on line at http://doni.daps.dla.mil/sndl.aspx and

http://www.marines.mil/units/Pages/category.aspx, respectively. Should you enter upon or be found within the limits of any of these restricted areas, you will be apprehended, delivered to appropriate authorities, and prosecuted. Your conduct will constitute trespassing in violation of Title 18, United States Code, Section 1382. If found guilty of this offense, you could be fined and/or imprisoned for up to 6 months.

This order is effective immediately, and will remain in effect indefinitely. Should you require access to any of the restricted areas for any reason, you must provide advance written notice to the installation Staff Judge Advocate, to request permission and make appropriate arrangements. Address information can be found for each installation at the Web sites listed above.

You may appeal this order of debarment in writing within 10 days of your receipt of this notice. Your appeal should be addressed to Assistant Secretary of the Navy (Manpower and Reserve Affairs), 1000 Navy Pentagon, Room 4D548, Washington, D.C. 20350-1000. While your appeal is being considered, this order of debarment shall be effective and enforced. If you believe any compelling reason exists sufficient to justify modification or termination of this order, you may submit a request for consideration to my Staff Judge Advocate, at the above address.

Sincerely,

I. N. CHARGE
Rear Admiral, U.S. Navy

Copy to: [Modify as necessary]
Commander, Navy Installations Command (N00J)
Commandant, Naval District Washington DC
Commander, Navy Region Mid-Atlantic
Commander, Navy Region Southeast
Commander, Navy Region Midwest
Commander, Navy Region Northwest
Commander, Navy Region Southwest
Commander, Navy Region Hawaii
Commander, Navy Region Marianas
Commander, Navy Region Korea
Commander, Navy Region Japan
Commander, Navy Region Europe
Commander, Navy Region Southeast Asia
Area Coordinator, Singapore
Marine Corps Installations East
Marine Corps Installations West
Marine Corps Installations National Capital Region
Marine Corps Bases Japan

6. **Notice of Intent to File Adverse Matter in Permanent Military Record**. Upon receipt of SECNAV/NAVPERSCOM direction, commands will prepare the notice in the following format:

5800
Ser
(Date)

From: Commanding Officer, (Appropriate Command)
To: Rank/Rate/Name/Branch/SSN (XXX-XX-1234, last four digits)

Subj: NOTICE OF INTENT TO FILE ADVERSE MATTER IN THE PERMANENT MILITARY RECORD OF RANK/RATE/NAME

Ref: (a) Navy Regulations, Article 1122

Encl: (1) (Adverse documents to be filed)

1. Enclosure (1) (description of documents), are being forwarded to Commander, Navy Personnel Command for filing in your permanent military record.

2. You are hereby given official notice of the intended action and an opportunity to respond, per reference (a), in writing prior to the final decision in this matter. You have 10 working days (30 for inactive duty Reserve personnel) from the date of delivery of this correspondence to respond. Your written reply, if any, should be directed to:

Commander,
Navy Personnel Command
PERS-(832/834/913) (as appropriate)
5720 Integrity Drive
Millington, TN 38055

Your attention is directed to the provisions of reference (a) concerning the scope and tone of any written reply, which will be included in your permanent military record along with enclosure (1), should Commander, Navy Personnel Command choose to do so.

SIGNATURE

_____

Date DDMMMYY

I, (Rank/Rate/Name/Branch/SSN (XXX-XX-1234, last four digits), hereby acknowledge delivery and receipt of the Notice of Intent to File Adverse Matter in my permanent military record.

SIGNATURE OF MEMBER

MILPERSMAN 1900-808

PHYSICAL EXAMINATION FOR SEPARATION

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVMED P-117, Manual of the Medical Department (MANMED) (b) SECNAVINST 1850.4E

1. **Policy**. Per reference (a), a complete physical examination, including a dental examination, will be given to all members within 6 months of separation, with exception of personnel authorized for discharge in absentia or those members on appellate leave. Separation physicals will be conducted within 4 weeks after receipt of separation orders where applicable, and prior to transfer of members to be separated at an activity other than their duty station.

NOTE 1: A physical examination should be scheduled immediately following notification to member to preclude undue delay in separation upon receipt of separation authority.

NOTE 2: Members should not be held on active duty awaiting HIV test results.

NOTE 3: If the member has had a physical examination for any other purpose within the past 5 years that met the requirements of Article 15-29 of reference (a), then a new physical examination need not be performed. Instead, the examiner may annotate on SF-600 (Rev. 6-97), Chronological Record of Medical Care, that the previous physical was reviewed for separation purposes.

2. **Members Processed for/or on Appellate Leave**

a. Members with unsuspended punitive discharges (Bad Conduct Discharge (BCD), Dishonorable Discharge (DD), or Dismissal), who are processed for appellate leave, will be given a complete physical examination prior to commencement of appellate leave.

b. Forward completed documents from examination to command holding member's health record, if still on active duty, or to

Commanding Officer
Navy and Marine Corps
Appellate Leave Activity (NAMALA)
1325 10th Street SE Suite 303
Washington Navy Yard, D.C. 20374-5070

Phone: DSN 325-0103/Commercial (202) 685-0103

c. Regardless of length of appellate leave, further physical examinations are not required unless there is a significant change in member's health condition prior to actual discharge. In such instances, it is responsibility of member to report to a uniformed service medical facility, preferably Navy, to receive an examination and to document change in his or her condition.

d. Members placed on appellate leave before a separation physical is completed may not be discharged until

(1) such physical examination is completed; or

(2) member is notified via registered mail, or in person, to complete such examination within 60 days of being so notified, and either fails to do so or fails to advise NAMALA (or current appellate leave activity) before expiration of 60-day period of difficulties in complying with deadline imposed.

NOTE: The 60-day period begins with post-mark date of letter of notification (if notified via mail). Failure by member to obtain a physical, or to keep Navy advised of his or her appellate leave address, is deemed a waiver of separation physical examination requirement.

3. **If there are Medical Problems**. Members who have received an unsuspended punitive discharge, unsuspended administrative discharge for misconduct, or are being transferred to Fleet Reserve/Retired List in lieu of administrative separation processing, shall not be afforded medical board action or retained on active duty for further medical treatment, regardless of separation physical determination, per reference (b). Medical examiners will note physical defects on **SF 88 (Rev. 10-94)**, **Report of Medical Examination**, or **SF 93 (Rev. 6-96)**, **Report of Medical History**, and command shall separate member without further medical action or finding.

EXCEPTION: If member is in immediate danger of death if not treated, or not ambulatory, hold discharge in abeyance and advise Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Section (PERS-4832).

MILPERSMAN 1910

ENLISTED ADMINISTRATIVE SEPARATIONS (ADSEP)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DODD 1332.14 of 21 Dec 93

1. **In this Section**. Per reference (a), this section covers:

Topic	See MILPERSMAN
Administration Separation Policy and General Information	1910-010
Reasons for Separation	1910-100
Guidelines on Separation and Suspension of Separation	1910-200
Guidelines on Characterization of Service	1910-300
Administration Separation Processing Notification	1910-400
Guidelines on Conducting an Administrative Board	1910-500
What to Forward to the Separation Authority	1910-600
Separation Authority	1910-700
Actions Which Effect the Separation	1910-800
Disposition of Personnel Awaiting Final Action on Physical Evaluation Board (PEB) Proceedings	1910-900

MILPERSMAN 1910-010

ADMINISTRATIVE SEPARATION (ADSEP) POLICY AND GENERAL INFORMATION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Uniform Code of Military Justice

1. **Policy**. Navy policy is to promote readiness by maintaining high standards of conduct and performance. The enlisted separation policy promotes readiness by providing a means to

a. judge the suitability of persons to serve on the basis of their conduct and their ability to meet the required standards of performance,

b. maintain standards of performance and conduct through characterization of service in a system that emphasizes the importance of honorable service,

c. achieve authorized force levels and grade distributions, and

d. provide for the administrative separation of enlisted personnel in a variety of circumstances.

2. **Concept**

a. Enlisting in the Navy involves commitment to the United States, the service, and one’s fellow citizens and Service members in order to complete a successful period of obligated service (OBLISERV). Early separation for failure to meet these required standards of performance or discipline represents a failure to fulfill that commitment.

b. When persons enter the service, Navy invests substantial resources in their training, equipment, and related expenses.

Separation prior to completion of OBLISERV represents a loss of this investment and requires increased accessions. Conversely, retaining individuals in the Naval Service who do not conform to naval standards of conduct, discipline, and performance creates waste in terms of pay and administrative efforts, degradation of morale, and substandard mission performance. Both situations represent an inefficient use of limited defense resources; therefore, every reasonable effort must be made to

(1) identify, in a timely manner, members who exhibit a likelihood for early separation; and

(a) either improve their chances of retention through counseling, retraining, and rehabilitation; or

(b) separate promptly those members who do not demonstrate potential for further services; and

(2) recoup, pro rata, money expended for paid bonuses and/or education/training funds paid to a member in return for extending a service obligation when that service is administratively terminated prior to successful completion.

3. **Completion of Total Military Obligation**. Members separated from active duty or from the Selected Reserve (SELRES) who have any potential for future mobilization will normally be transferred to the Individual Ready Reserve (IRR) to complete the remainder of their military obligation. The following individuals will not be transferred to the IRR:

a. Members whose service is characterized as Under Other Than Honorable, or

b. Members with medical problems that would prevent them from meeting mobilization requirements.

4. **Processing Time Goals**. Every effort should be made to adhere to the following time goals for processing separations. Failure to meet these goals is not a bar to separation or type of characterization.

WHEN the member	THEN the member should be separated within
is not entitled to, or waives an Administrative Board,	15 working days of notification.
elects an Administrative Board,	50 working days of notification.

5. **Periodic Explanation**

a. An explanation shall be given to all enlisted members concerning

(1) **types** of separations;

(2) **basis** for separation issuance;

(3) **possible** effects of various actions upon reenlistment, civilian employment, veterans' benefits, and related matters; and

(4) **denial** of certain benefits to members who fail to complete at least 2 years of an original enlistment.

b. Such explanation may be provided in the form of a written fact sheet or similar document. The periodic explanation shall take place at least each time provisions of reference (a) are explained under reference (a), article 137.

c. The requirement that the effect of the various types of separations be explained is a command responsibility, not a procedural entitlement. Failure on the part of the member to receive or to understand such explanation is not a bar to separation or characterization.

6. **Information during Processing**

a. During separation processing, information concerning the purpose and authority of the Board for Correction of Naval Records (BDCNR) (see MILPERSMAN 1000-150) and the Naval Discharge Review Board (NDRB) (see MILPERSMAN 1000-160) shall be provided to all members, except when the separation is for an immediate reenlistment. Specific counseling is also required which states that an Under Other Than Honorable Discharge, resulting from a period of continuous, unauthorized absence of 180 days or more, is a conditional bar to benefits administered by the Department of Veterans Affairs, notwithstanding any action by NDRB or BDCNR.

b. The information required by this paragraph should be provided in the form of a written fact sheet or similar document. Failure on the part of the member to receive or to understand such explanation is not a bar to separation or characterization.

MILPERSMAN 1910-050

ENLISTED INVOLUNTARY SEPARATION PAY (NON-DISABILITY) – RESERVE REQUIREMENTS AND OBLIGATIONS

Responsible Office	OPNAV (N13)	Phone: COM FAX DSN	703-614-5635 225-3311 224-5635

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Point of Contact Table	**Overall separation processing (including separation payments)**	Personnel Support Detachment (PERSUPPDET) or Personnel Office COM	(as applicable)
	Ready Reserve Individual Ready Reserve (IRR) Transition (including enlistment contracts)	NAVPERSCOM, IRR Mobilization and Force Management Division (PERS-93) COM DSN	901-874-3977 882-3977
	Ready Reserve Selected Reserve (SELRES) Transition (including enlistment contracts and SELRES gains)	NAVPERSCOM, Career Transition Office (PERS-97) COM DSN	901-874-4108 882-4108

References	(a) 10 U.S.C. §1174 (b) DoD Instruction 1332.29 of 20 Jun 1991 (c) DoD 7000.14-R, DoD Financial Management Regulation, (DoDFMR), Volume 7A, May 2014 (d) BUPERSINST 1001.39F (e) BUPERSINST 1900.8D (f) NAVADMIN 040/10

1. **Policy**

a. As one of tomphe conditions of eligibility for involuntary separation pay (ISP), Sailors must agree to serve for 3 years in the Ready Reserve, in addition to any other remaining service obligation. ISP will not be paid without a signed Reserve contract or a Reserve enlistment denial letter, no exceptions.

b. The Ready Reserve consists of both the Selected Reserve (SELRES) and the Individual Ready Reserve (IRR). The SELRES is composed of drilling reservists in a pay status, and the IRR is composed of non-drilling reservists in a non-pay status. Sailors desiring a direct affiliation with the Navy SELRES must obtain approval through Career Waypoint-Reenlistment (C-WAY-REEN) via Bureau of Naval Personnel (BUPERS), SELRES Enlisted Community Manager (BUPERS-328C), and be processed via the NAVPERSCOM, Career Transition Office (PERS-97). Sailors desiring a direct affiliation with the IRR will be processed via NAVPERSCOM, IRR Mobilization and Force Management Division (PERS-93).

c. Affiliation with the SELRES or the IRR is at the choice of the member, and either obligation will satisfy the 3-year Reserve obligation required for ISP.

d. For a complete listing of eligibility criteria and restrictions for ISP (non-disability) see MILPERSMAN 1920-040.

e. For complete instructions on affiliating with the SELRES see MILPERSMAN 1306-1501.

2. **Agreement to Serve**

a. A Sailor who enters into this written agreement and who is qualified for the Ready Reserve shall, upon such

Sailor's separation from active duty, be enlisted as a Reserve member. If the Sailor has a service obligation under initial military service obligation (MSO) or any other law that is not completed at the time of separation from active duty, the 3-year Reserve obligation for ISP purposes will be an addition to the remainder of the MSO.

Example: If the separation date is 1 January 2008, but MSO ends on 1 January 2010, then block 6 of the DD 214 will have a date of 1 January 2010. The Reserve contract will begin on the date after the separation, which is 2 January 2008 and will end 1 January 2013.

b. As a written Agreement to Serve, all Sailors eligible for ISP are required to sign a permanent NAVPERS 1070/613 Administrative Remarks (Page 13) service record entry prior to separation from active duty as a condition of eligibility for ISP and shall be filed in the member's official military personnel file (OMPF). The below is an example entry for the NAVPERS 1070/613:

(Date): As a condition of eligibility for involuntary separation pay (ISP), I understand I must enlist in the Ready Reserve, Selected Reserve (SELRES), or Individual Ready Reserve (IRR) for a period of 3 years, in addition to any remaining service obligation I have incurred under law. I understand this agreement is made without regard to the reason for my separation or my eligibility for affiliation with the Ready Reserve. Furthermore, should I be accepted for enlistment in the Ready Reserve, I must immediately reenlist upon discharge from active duty as a condition of qualifying for involuntary separation pay.

In addition to any remaining service condition that I have incurred under law, I fully understand that my refusal to enlistment (if eligible) in the Ready Reserve upon discharge from active duty will render me ineligible for involuntary separation pay and result in immediate recoupment for any incorrect involuntary separation pay payments.

I understand that I may enlist in the Navy SELRES with prior Career Waypoint-Reenlistment (C-WAY-REEN) approval via the Navy Personnel Command (NAVPERSCOM), Career Transition Office (PERS-97), or that I may enlist in the IRR by applying for affiliation at NAVPERSCOM (PERS-93).

I further understand that if I enlist in the IRR I may request to become a SELRES any time afterwards by applying for affiliation at a Navy Reserve recruiting office or Navy operational support center (NOSC).

I also agree that if accepted in the Navy Ready Reserve, I will keep NAVPERSCOM (PERS-93) informed of any changes in my address, physical status, or dependency status per Title 10 U.S.C, §1174, DoDI 1332.29, DoD 700.14-R, and BUPERSINST 1001.39F.

My contact/contract information:
Home of record:
Leave address:
Mailing address:
Home phone:
Cell phone:
E-mail address:
Prospective place of reenlistment:
Prospective date of reenlistment:
Name and rank of reenlisting officer (if available):
Title of reenlisting officer (if available):

I certify that the information provided by me is true and complete to the best of my knowledge and that I have provided this information of my own free will.

_____
Member's Signature

Witnessed by: _____
Name, Rank
By direction

3. **Ready Reserve Process**

a. Prior to a Sailor's discharge or release from active duty, and prior to a payment of ISP, the Sailor's command will forward the signed original containing the above Agreement to Serve on NAVPERS 1070/613 to the supporting personnel office or PERSUPP DET for completion of DD 214 Certificate of Release or Discharge from Active Duty Worksheet.

b. The supporting personnel office or PERSUPP DET will forward the completed DD 214 worksheet to the Sailor's command for verification and accuracy by the member.

c. Upon completion of the DD 214 worksheet verification, the Sailor's command will forward a signed copy of NAVPERS 1070/613 (Agreement to Serve) and DD 214 worksheet to NAVPERSCOM (PERS-93) for IRR or NAVPERSCOM (PERS-97) for SELRES.

d. If the Sailor is not approved via C-WAY-REEN for the SELRES, NAVPERSCOM (PERS-97) will forward the Agreement to Serve on NAVPERS 1070/613 and the DD 214 worksheet to NAVPERSCOM (PERS-93) for IRR affiliation screening.

e. If the Sailor is not qualified for the IRR, NAVPERSCOM (PERS-93) will notify the Sailor's command and personnel office or PERSUPP DET via naval letter stating that the member is not eligible for Navy Reserve enlistment, but may be eligible for ISP by virtue of agreeing to serve.

f. For personnel eligible to enlist in the Ready Reserve:

(1) **Member Present at Separating Command:**

(a) NAVPERSCOM, (PERS-93) (for IRR affiliation) or NAVPERSCOM (PERS-97) (SELRES affiliation) will prepare an enlistment contract for the member's signature. The prepared contract will be forwarded to the Sailor's command.

(b) Once the enlistment contract has been signed by the member and the reenlisting officer, the Sailor's command will immediately forward the original

signed contract to NAVPERSCOM (PERS-93) for IRR or NAVPERSCOM (PERS-97) for SELRES, and the signed copy to the personnel office or PERSUPP DET.

(c) NAVPERSCOM (PERS-93) or NAVPERSCOM (PERS-97) will forward the original signed contract to NAVPERSCOM (PERS-313) for inclusion of the document into the Sailor's OMPF. For IRR members, NAVPERSCOM (PERS-93) will gain member into Inactive Manpower and Personnel Management Information System (IMAPMIS).

(2) **Members not Present at Separating Command.** Special accommodations will be required for Sailors not present at their separating command (e.g., separation leave) to reenlist and sign the enlistment contract.

(a) For IRR affiliation, NAVPERSCOM (PERS-93) will forward contract to separating command for signature, or for SELRES affiliation. NAVPERSCOM (PERS-97) will prepare an enlistment contract under letter of explanation and forward to the Navy Reserve activity of the member's choice.

(b) Once the enlistment contract has been signed by the Sailor and the reenlisting officer, the separating command will forward the original signed contract to NAVPERSCOM (PERS-93) for IRR or NAVPERSCOM (PERS-97) for SELRES.

(c) Member's command will forward a copy of the contract to the personnel office or PERSUPP DET and the original to NAVPERSCOM (PERS-93) for recording into IMAPMIS and inclusion of the document into the Sailor's OMPF and payment of ISP.

g. The personnel office or PERSUPP DET will make the appropriate involuntary separation payment and DD 214 payment entry in block 18 (remarks) separation payment section per reference (e).

h. Advise ISP recipients that ISP payment is subject for recoupment by the Department of Veteran's Affairs when the member becomes eligible to receive VA disability compensation.

MILPERSMAN 1910-100

REASONS FOR SEPARATION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Voluntary Reasons**. The following are reasons for administrative separation (ADSEP) that are considered voluntary. (Convenience of the Government (COG) is referred.)

Reason	See MPM
Selected Changes in Service Obligation (active duty)	1910-102
Expiration of Active Obligated Service (EAOS)	1910-104
In Lieu of Trial by Court-Martial	1910-106
COG - Early Release to Further Education	1910-108
COG - Hardship	1910-110
COG - Pregnancy	1910-112
COG - When a Reservist Becomes a Minister	1910-118

2. **Involuntary Reasons**. The following reasons for ADSEP are normally considered involuntary unless the specific circumstances of the separation indicate otherwise. (COG refers to Convenience of the Government.)

Reason	See MPM
COG - Physical or Mental Conditions	1910-120
COG - Personality Disorder(s)	1910-122
COG - Parenthood	1910-124
COG - Review Action	1910-126
COG - Being an Alien	1910-127
Defective Enlistments and Inductions - Minority	1910-128
Defective Enlistments and Inductions - Erroneous Enlistment	1910-130
Defective Enlistments and Inductions - Defective Enlistments	1910-132
Defective Enlistment and Inductions - Fraudulent Entry into the Naval Service	1910-134
Delayed Entry Program (DEP)	1910-136

Reason	See MPM
Misconduct - Minor Disciplinary Infractions	1910-138
Misconduct - Pattern of Misconduct	1910-140
Misconduct - Commission of a Serious Offense	1910-142
Misconduct - Civilian Conviction	1910-144
Misconduct - Drug Abuse	1910-146
Alcohol Rehabilitation Failure	1910-152
Entry Level Performance and Conduct	1910-154
Unsatisfactory Performance	1910-156
Unsatisfactory Participation in the Ready Reserve	1910-158
Supremacist and Extremist Conduct	1910-160
Family Advocacy Program (FAP) Rehabilitation Failure	1910-162
Best Interest of the Service (BIOTS)	1910-164
Administrative Action for Fleet Reserve/ Retired Reserve Eligible Personnel	1910-166
Physical Disability	1910-168
Separation by Reason of Physical Fitness Assessment Failure	1910-170

3. **Other Reasons**. The following are other reasons for ADSEP, and are considered involuntary.

Reason	See MPM
Disposition of Enlisted Personnel Disenrolled from a Navy Officer Candidate Program (including the Naval Academy)	1910-182
Disposition of Enlisted Personnel Accepted for Appointment to the Military Academy, the Air Force Academy, or the Coast Guard Academy	1910-184
Disposition of Enlisted Personnel Disenrolled from the Military Academy, the Air Force Academy, or the Coast Guard Academy	1910-186

1910-101 **EARLY CAREER TRANSITION PROGRAM –**
CH-42
28 Mar 2013 **Suspended.** Today's challenges have shifted from reducing end strength to stabilizing the force and filling gaps at sea. The need for ECT, or any voluntary early separation program in our current environment, is no long required. See NAVADMIN 063/13.

(COG: BUPERS (BUPERS-328))

MILPERSMAN 1910-102

SEPARATION BY REASON OF CHANGES IN SERVICE OBLIGATION (ACTIVE DUTY AND INACTIVE NAVY RESERVIST)

Responsible Office	NAVPERSCOM (PERS-835) Active Enlisted members	Phone: DSN COM FAX	882-3247 (901) 874-3247 882-2762
	NAVPERSCOM (PERS-913) Enlisted Inactive Duty Reservists	Phone: DSN COM FAX	882-4510 (901) 874-4510 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUPERSINST 1001.39F (b) 10 U.S.C. 651

1. **Separation Authority**. Commander, Navy Personnel Command (COMNAVPERSCOM).

2. **Policy**

a. COMNAVPERSCOM may authorize or direct separation of enlisted personnel prior to expiration of active obligated service (EAOS) due to:

(1) General demobilization or a reduction in authorized strength; and or

(2) Acceptance of an Active Duty commission of permanent appointment or acceptance into a program leading to an Active Duty commission of appointment in any branch of the Armed Forces.

b. **Commanding Officers** (COs) are authorized to separate or transfer enlisted personnel for separation within 90 days of EAOS when:

(1) A ship or mobile unit is about to deploy with probability of not returning to the United States before expiration of member's EAOS and with type commander approval;

(2) The homeport of a ship or command changes and there is insufficient time to return the member to the old homeport for separation processing, or to complete separation processing at the new homeport prior to member's EAOS;

(3) A member is in a temporary duty under treatment status or has been found physically qualified to resume full duty regardless of duty status within 3 months or less of EAOS and does not desire to reenlist. The CO of the medical activity or the member's parent CO is authorized to separate or transfer a member for separation;

(4) A member was received from an overseas activity and is awaiting separation at a separation activity (refer to MILPERSMAN 1910-812) by reason of EAOS and member has not indicated a desire to reenlist; or

(5) The unit is deactivating and the member's separation date is during the month of deactivation.

3. **Members Transferred to Another Activity**. If member is transferring to another activity for separation, complete the separation within 10 calendar days of transfer, unless the CO determines special circumstances exist and member should be discharged at a later date. Do not transfer personnel to another activity for separation solely to await their EAOS.

a. A member may be separated:

(1) Up to 3 days prior to EAOS, when EAOS expires on a Saturday, Sunday, holiday, or a day preceding a national holiday;

(2) Up to 90 days prior to EAOS upon completion of a cruise, when member extended enlistment for the express purpose of participating in or completing the cruise;

(3) Up to 31 days prior to EAOS, when assigned to a ship or unit that returns from an extended deployment of 6 months or more; or

(4) No earlier than 14 December of the year of the member's EAOS, if EAOS expires between 21 December and 3 January of the following year.

b. Early separation need not be authorized for a member who or whose:

(1) In the judgment of the CO, cannot be spared;

(2) Does not desire early separation;

(3) Is a reservist undergoing Active Duty for training;

(4) EAOS will occur during the period above as a result of any other early release program;

(5) Is scheduled for transfer to Fleet Reserve or retirement;

(6) Is returning from a permanent overseas duty station and does not desire early separation; or

(7) Is serving overseas and is entitled to and elects transportation to an area outside of the continental United States (CONUS); however, member may request separation prior to arrival in CONUS.

4. **Two-Crew Trident Submarines**. Due to the unique nature of Trident submarine patrols versus standard 6-month deployments, Trident COs may, with concurrence of the submarine group commander, separate on board crew members who are within 90 days of EAOS upon return from a strategic patrol of 60 days or more, and who do not intend to reenlist. Personnel whose EAOS is greater than 90 days on the date of return from patrol will be reassigned per the force commander’s guidance.

5. **Criteria for General Demobilization**. COMNAVPERSCOM may approve a voluntary separation request from a member when:

a. Navy is in an authorized period of reduction (end-strength);

b. Member is within 1 year of EAOS;

c. Member is not serving in a rating, Navy enlisted classification (NEC) code, occupational field, or military

occupational specialty in which COMNAVPERSCOM determines to be undermanned;

d. A contact relief is not required and command is willing to gap the billet; or

e. Early separation will not affect the mission of the command.

6. **Commission in Another Branch of Service**

a. Members interested in obtaining a commission in another branch of service must **first** request a conditional release via their CO to Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch (PERS-832) using NAVPERS 1306/7 Enlisted Personnel Action Request. If approved, member may then apply for a commissioning program.

b. Generally, the following will not be approved:

(1) Members who incurred additional obligated service (OBLISERV) or any other NEC producing schools with OBLISERV.

(2) Members in ratings listed in career reenlistment objectives group 1, or with critically undermanned skills or NECs.

c. Upon official notification of selection for appointment or commission in another branch of the Armed Forces, members must request separation via their CO to NAVPERSCOM (PERS-832) using NAVPERS 1306/7 and including a copy of the acceptance or appointment letter and reporting requirement from the officer program.

d. Selective reenlistment bonus may be recouped if released for commissioning under this article.

7. **Selected Reserve Personnel**

a. Reserve members may request a conditional release from the Navy Reserve via DD 368 Request for Conditional Release. All DD 368s shall be submitted via the Navy Reserve activity CO to NAVPERSCOM, Reserve Enlisted Status Branch (PERS-913) for final determination. Requests from members who fall into the following categories will be adjudicated per reference (a):

(1) Member has been accepted for enlistment in a Reserve component of another branch of Armed Forces for the purpose of enrolling in an officer training program.

(2) Member desires a transfer to enroll in an officer candidate program, including college level Reserve Officer Training Corps, and the prospective gaining component accepts member. Requests will be approved provided the Navy reservist has no mandatory drilling obligation.

(3) Member has not received an enlistment or reenlistment bonus for current term of enlistment.

(4) Member has been accepted for appointment to commissioned status in a Regular or Reserve component of any branch of the Armed Forces.

(5) Member has been accepted for enlistment in the Regular component of the Army, Marine Corps, Air Force, or Coast Guard.

(6) Member is enrolled in the Non-Prior Service (NPS) Program.

(7) Reserve member has been accepted for enlistment into Regular Navy component, including NPS personnel.

b. Generally, the following requests will not be approved:

(1) National accession training personnel in an Inactive status with fewer than 24 months of mandatory service as a drilling reservist.

(2) National call to service personnel in an Inactive status with fewer than 24 months of mandatory service as a drilling reservist.

NOTE: Once permission is granted, an inter-service transfer will be accomplished by discharge from Navy Reserve for immediate enlistment or appointment to the gaining component. Do not interrupt continuity of the reservist's total military service. Members will be credited with the total amount of service accrued as of the effective date of discharge. A separation, for the purpose of inter-service transfer, will not constitute release from, or fulfillment of, military service obligation established by reference (b). Additional service

performance after the discharge will be counted toward fulfillment of obligation. The gaining Reserve component will furnish a copy of DD 4 Enlistment/Reenlistment Document Armed Forces of the United States (Page 1) or appointment order to losing unit or activity within 15 days to permit timely discharge action. The losing command will ensure proper Navy Standard Integrated Personnel System loss entries are entered without delay.

8. **Characterization of Separation**. Using notification procedures referenced in MILPERSMAN 1910-402, the least favorable characterization of service is General. If member is in entry level status, the description of service may be entry level separation. This does not apply to Inactive Navy reservists.

MILPERSMAN 1910-104

SEPARATION BY REASON OF EXPIRATION OF ACTIVE OBLIGATED SERVICE (EAOS)

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4431 (901) 874-4431 882-2754

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUPERSINST 1610.10 (b) BUPERSINST 1900.8A

1. **Separation Authority (SA)**. Commanding officer (CO).

2. **Policy**. A member may be separated upon expiration of enlistment or fulfillment of service obligation. Separation up to 30 days prior to the member's expiration of active obligated service (EAOS) is authorized if

a. the member is serving outside the continental United States (CONUS); or

b. the member is a resident of a state, territory, or possession outside CONUS and is serving outside the member's state, territory, or possession of residence.

3. **Characterization of Separation**. Honorable, unless a General is warranted on the basis of the Enlisted Performance Evaluation System; reference (a) refers. A member is eligible for a characterization of service as General (Under Honorable Conditions), if during the current enlistment, the member's final evaluation average is 2.49 or below. (This average is determined by averaging the individual trait averages of all evaluations during the current enlistment.)

4. **Separation Program Designator (SPD)**. Per reference (b), the following SPD codes are to be used:

SPD CODE	EXPLANATION
JBK	Involuntary discharge, no board entitlement.
KBK	Voluntary discharge allowed by established directives.
LBK	Involuntary release or transfer to another service component.
MBK	Voluntary release or transfer to another service component.

MILPERSMAN 1910-106

SEPARATION IN LIEU OF TRIAL BY COURT-MARTIAL

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4427 (901) 874-4427 882-2624
	NAVPERSCOM (PERS-4913) Inactive Enlisted Members	Phone: DSN COM FAX	882-4503 (901) 874-4503 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Manual for Courts-Martial United States (2002 Edition) (b) BUPERSINST 1900.8A

1. **Policy**. Members may request separation in lieu of a trial by court-martial if

a. the preferred charges could result in a punitive discharge per reference (a), Appendix 12, Maximum Punishment Chart; and

b. the commanding officer (CO) determines that the member is unqualified for further service.

2. **Request For Separation**

a. Members requesting a discharge should submit a signed request in proper letter format. When counsel is consulted, the counsel’s signature is required as well. The following is the proper format:

From: (rate, name, branch of service, social security number)
To: (General Court-Martial Convening Authority (GCMCA)/
Special Court Martial Convening Authority (SPCMCA)
as appropriate) having jurisdiction over the member)
Via: (commanding officer)

Subj: REQUEST FOR SEPARATION IN LIEU OF TRIAL BY COURT-MARTIAL

Ref: (a) MILPERSMAN 1910-106

Encl: (1) Copy of court-martial charges
(2) Copy of a summary of the evidence or list of documents provided to member
(3) Member's statement (if applicable)
(4) Appointed counsel statement (if applicable)

1. Per reference (a), I fully understand the elements of the offense(s) charged in enclosure (1) and I hereby voluntarily submit this request, free from any duress or promises of any kind, for separation in lieu of trial by court-martial.

2. I have been afforded an opportunity to consult with counsel and I: (Initial as appropriate.)

( ) did consult with counsel.

( ) waive my right to consult with counsel.

3. I admit that I am guilty of: (List the offenses of which the member acknowledges guilt. These may be lesser included offenses, which have been referred to a special court-martial (SPCM) or general court-martial (GCM)). A summary of the evidence provided me pertaining to the offenses to which I acknowledge guilt is included in enclosure (2).

4. I understand that if my discharge is Under Other Than Honorable Conditions, it may deprive me of virtually all veterans' benefits based upon my current period of active service, and that I may expect to encounter substantial prejudice in civilian life in situations wherein the type of service rendered in any branch of the Armed Forces, or the character of discharge received therefrom, may have a bearing.

5. I understand that I may submit a sworn or unsworn statement on my behalf. I also understand that statements submitted by

myself or by my counsel in connection with this request are not admissible against me in a court-martial, except as provided by Military Rule of Evidence 410. I (do/do not) desire to submit a (sworn/unsworn) statement. (If applicable add the following:) My (sworn/unsworn) statement is submitted as enclosure (3).

6. I have retained a copy of this request for separation in lieu of trial by court-martial, including all enclosures.

Signature of Member

Witnessed: (signature of counsel(s))
(name, grade, corps, branch of service
name and address of civilian counsel (if applicable)
state licensed/date)

b. If the member elects to have civilian counsel at member's own expense, the record shall indicate the name, address, and qualification of the civilian counsel.

RULE: If the member waives the right to consult with counsel, the command shall prepare a statement to this effect, which shall be enclosed, and disregard completing the witness block area.

c. SPCMCAs may approve or disapprove requests for members who have been absent without leave for more than 30 days, dropped from the rolls of their parent unit as a deserter, returned to military control, and assigned to a separation processing activity; however, the member can only be charged with the unauthorized absense (UA) of more than 30 days. If other charges are preferred, and not dismissed by the convening authority (CA), separation per this article must be referred to a GCMCA.

d. Since separation in lieu of court-martial is based on the voluntary request of the member and is considered comparable to a plea bargain, it may be approved even after the member's expiration of active obligated service (EAOS)/expiration of service (EOS).

3. **Characterization of Service**

a. Separation authority (SA) determines characterization of service, which is normally OTH; however, General (Under Honorable Conditions) or Entry Level Separation (ELS) may be assigned, as appropriate.

(1) Honorable characterization is not authorized under this reason for processing.

(2) See MILPERSMAN 1910-300 for characterization guidance.

(3) If the member has less than 180 days of service, an ELS may be appropriate. See MILPERSMAN 1910-308.

b. A Separation Program Designator (SPD) of KFS must be assigned per reference (b).

MILPERSMAN 1910-108

SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT - EARLY RELEASE TO FURTHER EDUCATION

Responsible Office	NAVPERSCOM (PERS-8352), (Enlisted active duty members)	Phone: DSN COM FAX	882-4431 (901) 874-4431 882-2754

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Directive 1332.14, Enlisted Administrative Separations, 21 Dec 93

1. **Separation Authority (SA)**

a. Per reference (a), commanding officers (COs) with special courts-martial convening authority or higher serve as SA for education separation requests that are within 90 days of member's soft expiration of active obligated service.

b. Commander, Navy Personnel Command (COMNAVPERSCOM) serves as SA for all education separation requests for more than 90 days.

c. COs retain disapproval authority. If a member wishes to cancel an approved early separation, a new NAVPERS 1306/7 Enlisted Personnel Action Request, must be submitted via their chain of command (COC) to Navy Personnel Command (NAVPERSCOM) Enlisted Performance and Separation Branch (PERS-8352). COMNAVPERSCOM is final cancellation authority in all cases.

2. **Command Level Separation**. Member may request separation to attend an institution of higher education (e.g., college, university, vocational or technical school). Performance of duty must meet honorable (HON) conditions and have been such that member is deserving of consideration for early separation. If separation is done locally, COs should be willing to accept a billet gap.

3. **Navy Personnel Command (NAVPERSCOM) Separation**. Member must submit the separation request in writing via NAVPERS 1306/7 via member's COC. The CO's favorable endorsement must justify the early separation as well as acceptance of a gapped billet. Requests will be denied if the CO is not willing to accept a gap.

4. **College or University**

a. Submit the following documentation with the application to attend an institution of higher education (college or university):

Acceptance for a specific school term (includes registration and class convening dates) in a full-time course of instruction leading to an Associate, Baccalaureate, or higher degree.

b. COs are responsible for verifying the school is listed in the education directory for post-secondary education, which is published yearly by the National Center for Education Statistics, Department of Education (located at local educational services office (ESO)).

5. **Vocational or Technical School**

a. Submit the following documentation with the application to attend a vocational or technical school:

Acceptance for a specific school term (includes registration and class convening dates) in a full-time course of instruction of not less than 3 months duration.

b. COs are responsible for verifying the school is approved by the cognizant State Board for Vocational Education, or the school is accredited by a nationally-recognized accrediting agency or association listed by the U.S. Commissioner of Education (located at local ESO).

6. **Personal Requirements of Applicants for Education**. Applicants must do the following:

a. Demonstrate, via a financial counseling worksheet, ability and willingness to make the required payment of entrance fee(s), if any.

b. Submit justification that the specific school term is the most opportune time academically to begin or resume applicants' education, and that delay of enrollment until normal end of obligated service could cause an undue hardship or failure to meet requirements for course completion and graduation.

7. **Who is Not Eligible**. The following personnel are not eligible:

a. Members whose services are essential to the mission of the command.

b. Members who are ordered to active duty (ACDU) due to unsatisfactory participation in a selected reserve unit.

c. Aliens seeking to qualify for citizenship by completion of 3 years of ACDU military service, unless they are to be transferred to inactive duty in a Reserve Component.

d. Members who are currently pending disciplinary action or administrative separation.

8. **Characterization of Separation**. The characterization of separation will be HON.

MILPERSMAN 1910-110

SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT – HARDSHIP

Responsible Office	NAVPERSCOM (PERS-40HH)	Phone: DSN COM FAX	882-3299/3551 (901) 874-3299/3551 882-2647

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DODD 1332.14 of 21 Dec 93

1. **Policy**

a. Members on active duty, with hardships meeting the criteria below, may request separation from the Naval Service from the Special Court-Martial Convening Authority (SPCMCA) (MILPERSMAN 1910-704) within their chain-of-command (members must be in either a **For Duty** (**ACC 100**) or **Temporary Duty** (**TEMDU**) status, not **Temporarily Additional Duty** (**TEMADD**)).

b. No member has an absolute right to discharge from Navy due to hardship.

c. A hardship discharge is intended to be used as an instrument to alleviate personal hardship encountered by an enlisted member’s immediate family when discharge is the only solution. It will not be used as a means to rid the service of a burden to the command.

2. **Approving Authority**. The decision of whether or not a hardship discharge should be granted is at the discretion of the SPCMCA.

3. **Criteria for Hardship Status**. The member's request must show that the hardship meets the following criteria:

a.	A severe hardship exists, not normally encountered and resolved by other members of the Naval Service.
b.	The hardship affects the servicemember's immediate family. **Immediate family is defined as**: spouse, son, daughter, stepchild, parent, brother, sister, or other person, including a stepparent acting in loco parentis for a period of 5 years before the member became 21 years of age, or any bonafide dependent of the servicemember. In-laws and grandparents are not considered members of the immediate family solely by virtue of their relationship as in-laws or grandparents.
c.	The hardship is not of a temporary nature and cannot reasonably be expected to be resolved within the near time frame by using leave (including emergency leave if overseas) or a period of TEMDU for humanitarian reasons to better the situation.
d.	The hardship has occurred or has been severely aggravated since entry into the service.
e.	The member and family have made every reasonable effort to alleviate the hardship.
f.	There are no other family members or relatives nearby who are capable of providing the necessary assistance.
g.	The discharge or release of the member will result in the elimination or material alleviation of the hardship.

4. **Reasons for not Disapproving Separation**. A separation will not be disapproved for the sole reason that the member is

a. required in assigned duties.

b. indebted to the government or to an individual. Although SPCMCAs are charged with closely monitoring special entitlement programs (i.e., selective reenlistment bonus (SRB)), disapproval cannot be made solely on failure of the government to recoup monies for a hardship discharge.

5. **Extraordinary Circumstances**. Extraordinary circumstances involving members of the applicant's family normally warrant special consideration when it is proved that the member's presence is essential to alleviate the hardship and, in addition to other requirements, includes, but is not limited to the following:

a. The death of, or final divorce from, a spouse where the member is left as sole parent of a minor child or children, other arrangements cannot be made for their continued care, and the member cannot continue at present duties and properly care for them (process member under MILPERSMAN 1910-124 if applicable). To be eligible for separation under this subparagraph the member must be a single parent serving on (or under orders to) sea duty or be in a deployable status and have a final divorce decree with permanent physical custody awarded to the member.

b. The long-term physical or mental illness of the spouse that does not allow the member to perform duties as assigned and the member's continued presence is required. (**NOTE**: Whether the mental illness of the member's spouse is severe enough to warrant a hardship discharge is a determination within the discretion of the appropriate SPCMCA.)

c. As a result of the disability or death of a parent, the separation of the member from the Navy is essential for the financial and physical support of a member or members of the family. Undue hardship does not necessarily exist solely because of altered present or anticipated income. Consideration must be given to Social Security, disability payments, other federal and state assistance programs, and any other income or assets of the member or other family members.

6. **Reasons for not Authorizing Separation**. Except under extraordinary circumstances as determined by the appropriate SPCMCA, separation under this article will not be authorized when the member is under charges or confined, nor will it be authorized solely for:

a.	Financial or business reasons (including the operation of a family business unless the business is the sole income of the family and there are no other family members capable or willing to operate it).
b.	Indebtedness.
c.	Personal convenience.
d.	The member's physical or mental health.
e.	Moral support to an immediate family member whose life expectancy is estimated by the attending physician as less than 6 months. (This situation should be handled through the submission of a Humanitarian Reassignment Request per reference (a).)
f.	Custody battles or divorce proceedings.
g.	Parenthood (unable to comply with the Family Care Plan certificate).

7. **Counseling Applicants**.

a. Enlisted personnel who desire to request separation for hardship reasons shall be informed of the proper procedure to follow. It should be clearly explained to each applicant that

(1) a request shall be submitted, via official channels;

(2) submission of a request is no assurance the discharge or release to inactive duty will be authorized; and

(3) the decision is within the sole discretion of the appropriate SPCMCA.

b. Each request will be carefully and sympathetically considered and a final decision will be based upon its individual merits.

c. It should be further explained to the member prior to submission of a request for hardship discharge that such a

request for hardship discharge, once approved by the appropriate SPCMCA, is **irrevocable** except in the most unusual circumstances. In instances of this nature it will be necessary for the member to submit a request for cancellation of discharge authority to the appropriate SPCMCA via official channels, stating how the hardship has been eliminated, including affidavits attesting to this fact.

8. **Procedure for Submitting Application**

a. A written request for separation for hardship shall be addressed to the appropriate SPCMCA. In unusual circumstances, members in an authorized leave status may submit requests for hardship discharge.

b. To expedite the procedure, the nearest naval activity should submit a properly prepared request to the appropriate SPCMCA with the assisting command’s synopsis included in their endorsement. All requests must be accompanied by affidavits substantiating the hardship claim. Where practical, one affidavit should be submitted from the family member(s) concerned.

c. The preparing activity shall immediately inform the member’s parent command of the pending request and ask for a leave extension, if warranted. Otherwise, the provisions for no-cost TEMADD orders, as delineated in reference (a), may be used.

d. Process servicemember under any other Convenience of the Government if it pertains.

9. **Application Format** (Use the proper letter format containing the following.)

From: (rate, name, branch of service, SSN)
To: (Special Court-Martial Convening Authority)
Via: (if applicable)

Subj: REQUEST FOR HARDSHIP DISCHARGE

Ref: (a) MILPERSMAN 1910-110
(b) 5 U.S.C. 301

Encl: (1) Current NAVPERS 1070/602 (Rev. 7-72), Dependency Application/Record of Emergency Data
(2) NAVPERS 1070/605 (Rev. 10-89), History of Assignments
(3) Latest Standard Transfer Orders
(4) Letter from person(s) experiencing hardship
(5) Letter(s) from prospective employer(s)
(6) Member's financial statement, including the latest Leave and Earnings Statement (LES)
(7) List all additional letters as individual enclosures

1. I request a hardship discharge per reference (a) for the following reasons:

a. Description of Hardship: (A complete and specific description of hardship in member's own words, using names, dates, and places. Include history of problem, if any.)

b. Description of Action Taken: (Indicate what member has done to solve problem. Be specific.)

c. How applicant expects to alleviate or resolve the hardship if request is approved. (Be specific.)

2. Necessary information to facilitate decision:

a. Names, addresses, and ages of member and family.

b. Names, addresses, ages of other immediate family members.

c. Dates of previous requests, if any, for humanitarian reassignments or hardship discharges.

d. Location and weight of household effects:

e. Location of records:

3. PRIVACY ACT STATEMENT

The authority to request this information is derived from reference (b), and departmental regulations. The purpose of this request is to request discharge due to hardship reasons. The information is used to determine approval or disapproval for the requested status. The application is completely voluntary; however, failure to provide the required information will result in an inability to process the request and the member would not be able to receive the requested status.

[Member's Signature]

Witnessed:
Copy to:

10. **Additional Enclosures in Application**. Applicants may provide any of the following with their request. This is not an inclusive list; keep in mind that each statement made in the request must be backed with a written statement from a professional aware of the hardship.

a. **Individual letters from all immediate family members** stating why they cannot or will not contribute to the necessary care or support of those enduring the hardship. Letters should include their monthly income.

b. **Final divorce decree and court awarded physical custody**. A certified copy of these documents is mandatory when requesting discharge for reasons of hardship because of single parenthood through divorce.

c. **Medical documentation** must be current (within 2 months) and from the attending physician or psychiatrist. Medical terminology should be defined to a degree sufficient to allow a layman to understand the nature of the illness. When applicable, specific dates should be used. Include both diagnosis and prognosis. Specify type and length of treatment

or hospitalization. Include life expectancy when applicable. Pertinent background information and possibility or probability of recurrence is required.

d. **Financial statements**.

(1)	A statement on the servicemember's financial status (including a copy of the latest LES) is required on all requests, and on other family members when member's request involves financial situations. The statements consist of • a complete itemized budget for the servicemember and family including rent, food, clothing, utilities, fuel, medical expenses, and other regular expenses; • list of existing debts including names of creditors, original amount and monthly payments, date debt contracted, and purposes; and • specific amounts and modes of contributions of servicemember to family members or others during the current enlistment.
(2)	For the servicemember, include allotments, date started, and for whom.
(3)	Family members' statements must also include other income and assets such as pensions, insurance, Department of Veterans Affairs compensation, ownership, rental or sale of real estate, investments, bank deposits and income thereon, fees, alimony, or monies in their possession, anticipated and/or received of any description whatsoever, whether regular or occasional, or Social Security benefits or trust funds.

e. **Letters from persons familiar with the hardship** (e.g., chaplain, social workers, friends, and relatives).

f. **Statements from law enforcement agencies**, **schools**, **lawyers**, **etc**., will be included as the request warrants.

11. **Requesting Red Cross Reports**. By mutual agreement, military authorities will not request, and the Red Cross will not provide reports at the time an application is being submitted. If the application and supporting evidence do not contain sufficient factual information on which to base a decision, a commanding officer (CO) or military headquarters having authority of discharge, reassignment, or deferment decisions may request the Red Cross to supply the specific additional information required. When a Red Cross report is desired, the request will include a brief summary of the information already provided.

12. **Members Awaiting Disciplinary Action**. Cases of members awaiting disciplinary action will be held in abeyance until disciplinary action has been resolved.

13. **Disposition**

a. The eligible member who does not have an additional service obligation may be discharged.

b. The eligible member who has an additional service obligation under any provision of law may be transferred to the Navy Reserve (if otherwise eligible therefore) and released to inactive duty or, if already a member of the Navy Reserve, released to inactive duty to serve the remainder of the obligated service.

c. A member of the Navy Reserve, serving on inactive duty, may be transferred to the Individual Ready Reserve (IRR) or Standby Reserve when the hardship prevents participation in the Selected Reserve (SELRES) but not mobilization of the member, or may be discharged when the hardship would prevent the member’s mobilization.

d. Cases of members on inactive duty shall be approved by the appropriate SPCMCA and upon completion forwarded to Navy Personnel Command (NAVPERSCOM), Reserve Enlisted Personnel Section (PERS-4913).

14. **SPCMCA Procedures**. SPCMCA will forward all approved or disapproved hardship requests to NAVPERSCOM, Enlisted Distribution Division (PERS-40HH), for record purposes. When

the discharge is approved, the SPCMCA needs to contact the field service record holder to authorize the discharge. Authorization needs to include the date and characterization of service for the preparation of DD 214 (Rev. 02-00), Certificate of Release or Discharge from Active Duty. In the forwarding letter to NAVPERSCOM, include the following:

a. Member's request and all supporting documentation, as outlined in "Application Format" of this article;

b. Copy of member's DD 214 (if appropriate);

c. Command to which member was transferred TEMDU for separation and the date discharge is to be accomplished (if appropriate); and

d. Reason for disapproval (if appropriate).

15. **Members with Remaining Military Selective Service (MSS) Obligation**. Procedures for effecting separation by reason of hardship of members who have a MSS obligation remaining are

a. for **active duty personnel**, enlisted or inducted, when transfer to the Navy Reserve and release to inactive duty are directed by the appropriate SPCMCA, the prescribed procedures shall be followed with the exception that such members shall be assigned to the Standby Reserve-Active (USNR S1) instead of the Ready Reserve.

b. for **members of the Navy Reserve serving on inactive duty**, when discharge is authorized, complete NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks in lieu of NAVPERS 1070/615 (Rev. 8-01), Record of Discharge from the U.S. Navy Reserve (Inactive), per MILPERSMAN 1070-330, with the following additional statement:

"Not eligible for enlistment/reenlistment in the Navy Reserve or regular Navy without prior approval of CHNAVPERS."

16. **Disclosure of Information**. Any information concerning the private affairs of members of the Naval Service or of their families is intended "For official use only" and shall not be disclosed to persons other than in connection with their

official duties, nor shall the source of such information be disclosed.

17. **Characterization of Service**. Characterization of service or description of separation shall be Honorable, General, or Entry Level Separation under the guidance provided in MILPERSMAN 1910-300.

MILPERSMAN 1910-112

SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT – PREGNANCY

Responsible Office	NAVPERSCOM (PERS-4832) Active enlisted members	Phone: DSN COM FAX	882-4431 (901) 874-4431 882-2754
	NAVPERSCOM (PERS-4913) Inactive enlisted members	Phone: DSN COM FAX	882-4503 (901) 874-4503 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DODD 1332.14 of 21 Dec 93 (b) SECNAVINST 1000.10A (c) BUPERSINST 1900.8B

1. **Separation Authority**. Per reference (a), commanding officers (COs) with Special Courts-Martial Convening Authority (SPCMCA) or higher serve as final separation authority.

2. **Policy**. Per reference (b), pregnant servicemembers may request separation due to pregnancy. The member must provide certification of pregnancy from a physician assigned to a military treatment facility. Requests will normally be denied unless it is determined to be in the best interest of Navy or if the member demonstrates overriding and compelling factors of personal need which warrant separation. Requests from the following personnel will not be approved:

a. Personnel serving in ratings, specialty fields, occupational fields, or military occupational specialties which Commander, Navy Personnel Command (COMNAVPERSCOM) determines to be critically undermanned.

b. Personnel with obligated service (OBLISERV) for schooling or training purposes.

c. Personnel who have executed permanent change of station (PCS) orders while pregnant.

d. Family Care Certificate non-compliance is not covered under this MILPERSMAN article; refer to MILPERSMAN 1910-124.

e. For personnel pregnant prior to entry into service, separate by reason of Defective Enlistment and Inductions – Erroneous Enlistment (MILPERSMAN 1910-130) and without medical benefits. Medical authorities must certify in writing the pregnancy existed prior to entry into service.

3. **Selected Reserve Personnel**. Selected Reserve personnel may either transfer to the Individual Ready Reserve (IRR) or be separated as appropriate with the following exception. Non-prior service personnel who have not satisfied their initial requirements must be separated.

4. **Counseling**. Prior to any separation action, counsel the member concerning maternity care benefits after separation per MILPERSMAN 1740-030.

5. **Requesting Separation Date**

a. Member will submit a request via the chain of command, not later than 5 months prior to requested separation date, if possible. A separation date of 1 month prior to estimated delivery date is encouraged, although separation may be requested up to the date of estimated delivery. Separation date determination should take into consideration

(1) welfare of member.

(2) time required to provide a relief.

b. If the member is assigned to a ship or deployable operational command, refer to reference (a) for additional requirements. Separation will not be approved prior to 5 months gestation, unless extenuating circumstances apply.

c. If a member’s request is approved, the command shall notify NAVPERSCOM, Career Management Department (PERS-40) and Enlisted Placement Management Center (EPMAC) to identify the member’s planned loss from active duty and to allow identification of a replacement.

d. This is considered a voluntary separation; therefore, there are no separation entitlements and any Selective Reenlistment Bonus (SRB)/Enlistment Bonus (EB) will be recouped.

6. **Characterization of Separation**. Honorable, unless a General (Under Honorable Conditions) or Entry Level Separation (ELS) is warranted per MILPERSMAN 1910-300. (Selected Reserve personnel are not eligible for ELS.)

7. **Separation Program Designator (SPD)**. Per reference (c), the following SPD codes are to be used:

SPD CODE	EXPLANATION
KDF	Voluntary discharge allowed by established directives.
MDF	Voluntary release or transfer to another service component.

MILPERSMAN 1910-118

SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT - WHEN A RESERVIST BECOMES A MINISTER

Responsible Office	NAVPERSCOM (PERS-913) (Enlisted)	Phone DSN COM FAX	882-4510 (901) 874-4510 882-2673
	NAVPERSCOM (PERS-911) (Officer)	DSN COM FAX	882-4021 (901) 874-4021 882-2753

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. 12681 and 12682

1. **Policy**

a. A member of the Reserve who becomes a regular or ordained minister of a religious faith group is entitled, upon their request, to be discharged from the Navy Reserve per reference (a). The member must satisfactorily establish that

(1) they (regularly/will) engage in religious preaching and teachings;

(2) the ministry (is/will be) their main and primary calling - a vocation rather than avocation;

(3) their standing in the congregation (is/will be) recognized as that of a minister or leader of a group of lesser members; and

(4) their religious faith group is organized exclusively or substantially for religious purposes.

b. This **does not include** a person who irregularly or incidentally preaches and teaches the principles of religion of a church, religious sect, or organization. It does not include a person who may have been duly ordained a minister by the ceremonial rite or discipline of a church, religious sect, or organization, but who does not regularly, as a vocation, teach

or preach the principles and administer the ordinances of public worship as embodied in the creed or principles of that person's church, sect, or organization.

Note: This article does not apply, nor are there any procedures similar, for active duty personnel applying for a separation based on becoming a minister.

2. **Separation Request**. A member must request separation from Navy Personnel Command (NAVPERSCOM),

- Reserve Enlisted Personnel Section (PERS-913) or
- Reserve Officer Status Section (PERS-911),

the separation authority. Such request shall be accompanied with a statement or certificate, signed by the appropriate official of the religious order, showing acceptance into the religious order. The letter must also state that the member regularly engages in religious preachings and teachings and that ministry (is/will be) their main and primary calling.

3. **Characterization of Service**. Characterization of service or description of separation is normally Honorable, unless General (Under Honorable Conditions) is warranted per MILPERSMAN 1910-300.

MILPERSMAN 1910-120

SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT - PHYSICAL OR MENTAL CONDITIONS

Responsible Office	NAVPERSCOM (PERS-835) Active enlisted members	Phone: DSN COM FAX	882-4431/4428 (901) 874-4431 882-2754
	NAVPERSCOM (PERS-913) Inactive enlisted members	Phone: DSN COM FAX	882-4510 (901) 874-4510 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUMEDINST 1300.2A (b) NAVMED P-117, Manual of the Medical Department (c) SECNAVINST 1850.4E (d) DoD Instruction 1332.14 of 28 Aug 2008 (e) SECNAVINST 5300.30D (f) Public Law 112-81, Section 527, National Defense Appropriation Act of Fiscal Year 2012

1. **Separation Authority (SA)**:

a. Commanding Officer (CO), Navy Recruit Training Command (NAVCRUITRACOM) serves as SA for recruit personnel.

b. COs with special courts-martial convening authority (SPCMCA) or higher.

2. **Policy**:

a. Physical or behavioral conditions which impair a member’s performance, but do not amount to a physical disability, are covered under this article. They do not amount to a disability, but can affect potential for continued naval service (see above references). Conditions included, but not

limited to the list of conditions as outlined in references (a) through (c), which covers:

CONDITIONS	
(1)	Enuresis (bedwetting).
(2)	Sleepwalking and or somnambulism.
(3)	Dyslexia and other learning disorders.
(4)	Attention deficit hyperactivity disorder.
(5)	Stammering or stuttering.
(6)	Incapacitating fear of flying confirmed by psychiatric evaluation.
(7)	Airsickness, motion sickness, and or travel sickness.
(8)	Phobic fear of air, sea, and submarine modes of transportation.
(9)	Uncomplicated alcoholism or other substance use disorder.
(10)	Mental retardation.
(11)	Adjustment disorders.
(12)	Impulse control disorders.
(13)	Sexual gender and identity disorders paraphilias.
(14)	Factitious disorder.
(15)	Obesity.
(16)	Over height.
(17)	Psuedofolliculitis barbae of the face and or neck.
(18)	Medical contraindication to the administration of required immunizations.
(19)	Significant allergic reaction to stinging insect venom.
(20)	Unsanitary habits.
(21)	Certain anemias – in the absence of unfitting sequelae – including G6PD deficiency, other inherited anemia trait, and von willebrand’s disease.
(22)	Allergy to uniform clothing or wool.
(23)	Long sleeper syndrome.
(24)	Hyperlipidemia.

b. The Government or the member can initiate separation request per this article.

(1) **Command-initiated request**: Per reference (d), involuntary separation processing may not be initiated until the Service member has been notified formally with NAVPERS 1070/613

Administrative Remarks, concerning performance deficiencies related to the physical or behavioral condition and advised of medical resources (if applicable) that may assist in the member's retention. Exhibit 1 refers. The CO must provide the member reasonable time to overcome deficiencies (if possible) as reflected in appropriate counseling or personnel records.

(2) **Service member-initiated request**: Service member may request separation based on a medical condition not amounting to disability which member's attending military physician believes exists and obviates the member's potential for continued naval service. Member may request separation only after all medical avenues of relief have been exhausted. Exhibit 2 refers. The medical officer must document why member's condition renders member incapable of completing obligated service (OBLISERV) in an operational capacity. This request is considered a voluntary separation; therefore, there are no separation pay entitlements and selective reenlistment bonus (SRB)/enlistment bonus (EB), if applicable, will be recouped.

c. Whether command- or Service member-initiated, specific documentation is required from the medical officer that condition renders member incapable of completing member's OBLISERV (e.g., forced conversion, reassignment, etc). If the request is forwarded to Navy Personnel Command (NAVPERSCOM) for disposition without the specific documentation mentioned above, the request will be disapproved.

d. NAVPERSCOM, Enlisted Distribution Division (PERS-40) can direct separation processing under this article for any member who is not worldwide assignable due to a medical condition. However, those members who have gone before a Physical Evaluation Board (PEB) and are found fit for duty are exempt from involuntary administrative separation processing under this article for the condition(s) for which the PEB found them fit.

3. **Procedures**. Administrative separation (ADSEP) packages must include the following:

a. NAVPERS 1070/613 which specifically addresses performance deficiencies related to physical or behavioral condition and resources available, unless Service member has requested the separation.

b. Request for separation from Service member (if initiated by Service member).

c. Administrative notification per MILPERSMAN 1910-402, if initiated by command.

d. Letter of transmittal per MILPERSMAN 1910-600.

e. Medical documentation from a medical officer supporting separation due to the condition or suitability screening form for operational or overseas assignment, signed by a medical officer.

NOTE: Per MILPERSMAN 1910-514, if an administrative board is required prior to a separation determination, the administrative board may not disregard or change the approved diagnosis of a medical officer. Members can introduce evidence as to the impact that such a diagnosis may have on their potential for productive future naval service.

f. If applicable, ADSEP processing message from NAVPERSCOM (PERS-40) based on operational unsuitability or assignment screening findings. This message is not authority to separate and does not constitute medical documentation; it is strictly direction to process for separation.

g. Members found fit for continued naval service by the PEB and found not worldwide assignable after completing a medical assignment screening will not be involuntarily administratively separated for the condition(s) per this article, nor will the member be denied reenlistment per reference (f).

NOTE: If CO determines the member has potential for continued naval service, albeit unable to execute operational duty orders, submit a separation package with CO’s recommendation for retention. The package will be reviewed by NAVPERSCOM and Office of Chief of Naval Operations (OPNAV), Military Personnel

Plans and Policy Division (N13), and retention will be determined based on needs of Navy.

4. **Characterization of Service**. Honorable (HON), unless an entry level separation (ELS) (MILPERSMAN 1910-308) or General (under honorable conditions) (GEN) (MILPERSMAN 1910-304), is warranted. Selected Reserve (SELRES) personnel are not eligible for ELS.

5. **Human Immunodeficiency Virus (HIV) Personnel**. Personnel enrolled in the HIV program are governed under reference (e) and are not included in this article.

Exhibit 1

NAVPERS 1070/613 Administrative Remarks

NAVPERS 1070/613 is located on the Navy Personnel Command Web site, can be accessed by clicking on the following link: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx, and should contain the following statement:

(Date): ADMINISTRATIVE COUNSELING

1. You are hereby being counseled regarding your medical condition. You were diagnosed with (explain briefly the circumstances). Your present medical condition has not been considered a physical disability; however, it may be a disqualifying factor in determining your suitability for further naval service.

2. You are being afforded any and all medical assistance as required by your medical condition. You will adhere to any and all of the recommendations of your attending physician and or medical board.

3. Further assistance is available through: LPO, DEPARTMENT HEAD, COMMAND MASTER CHIEF, CHAPLAIN, XO, CO AND OFFICER OF THE MEDICAL CORPS.

4. This counseling is made to afford you an opportunity to undertake the recommended corrective action. Any failure to adhere to the guidelines cited above will make you eligible for administrative separation.

_____ (Member's Signature)

_____ WITNESSED BY

NOTE: If the Sailor refuses to sign, print “SAILOR REFUSED TO SIGN” above the signature line and have a commissioned officer print and sign as the witness.

Exhibit 2

ADMINISTRATIVE SEPARATION PER MEMBER'S REQUEST

(Use proper letter format containing the following.)

(date)

From: (Rate/Full Name/Branch/SSN (XXX-XX-1234, last four digits))
To: Separation Authority (Special Courts-Martial Convening Authority (SPCMA) or higher)

Subj: REQUEST FOR SEPARATION BASED ON PHYSICAL OR BEHAVIORAL CONDITION(S) NOT AMOUNTING TO A DISABILITY

Ref: (a) MILPERSMAN 1910-120

Encl: (1) Copy of medical documentation describing condition
(2) Copy of mishap/safety investigation (where applicable)

1. Per reference (a), I request separation based on the medical condition which I and or my attending physician believe exists, but does not amount to a disability per current Navy guidance. The medical condition is (briefly describe/explain medical condition) and is supported by enclosure (1).

2. The following information is provided:

a. Active Duty Start Date:

b. Expiration of Service:

c. Date Reported Current Command:

d. Projected Rotation Date (PRD):

e. This medical condition (existed/did not exist) upon my entry into Navy.

f. This medical condition (was/was not) the result of, or contributed to, my own misconduct.

g. A mishap/safety investigation (was/was not) conducted regarding this medical injury/problem. If conducted, attach as enclosure (2).

3. Remarks: Explain the history of your medical condition and why it prevents you from completing your obligated service **in any capacity**.

_____
(Member's Signature)

NOTE: CO's endorsement must verify information provided in paragraph 2 of member's letter is correct and, also, include why member's condition renders him or her incapable of completing OBLISERV in any capacity.

MILPERSMAN 1910-122

SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT - PERSONALITY DISORDER(S)

Responsible Office	NAVPERSCOM (PERS-832) Enlisted active duty members	Phone: DSN COM FAX	882-4431 (901) 874-4431 882-2754
	NAVPERSCOM (PERS-913) Enlisted inactive duty Reservists	Phone: DSN COM FAX	882-4470 (901) 874-4470 882-2673

References	(a) Diagnostic and Statistical Manual of Mental Disorders, 4th Ed. (DSM IV), 1994; Text Revision DSM-IV-TR, 2000 (b) NAVMED P-117, Manual of the Medical Department (c) DoDI 1332.14 of 28 Aug 2008 (d) SECNAVINST 6320.24A

1. **Separation Authority (SA)**. Commanding officers (COs) with Special Court-Martial Convening Authority (SPCMCA), unless member has served in a war zone. In such cases, SA resides with the General Court-Martial Convening Authority (GCMCA) or Navy Personnel Command (NAVPERSCOM).

2. **Policy**

a. Servicemembers returning from deployment in a hostile fire/imminent danger war zone area diagnosed with Post Traumatic Stress Disorder (PTSD) or a Traumatic Brain Injury (TBI) may not be separated based on a personality disorder. Members with PTSD/TBI should be referred to a Physical Evaluation Board (PEB) for possible disability determination.

b. Per references (a) through (d) and MILPERSMAN 1910-120, members may be processed for separation based on a clinical diagnosis of a personality disorder when

(1) the disorder is so severe that the member’s ability to function effectively in the Navy environment is significantly impaired; and

(2) the impairment interferes with the member's performance of duty, or poses a threat to the safety or well-being of the member or others, and the member has not responded to leadership and counseling.

c. Separation processing may not be initiated until the member has been counseled formally concerning deficiencies and has been afforded an opportunity to overcome those deficiencies as reflected in appropriate counseling or personnel records. For personality disorders, the member will also be counseled that the diagnosis of a personality disorder does not qualify as a disability.

d. Separation on the basis of personality disorder is authorized only if a diagnosis by a psychiatrist or PhD-level psychologist utilizing reference (a), and per procedures established by the Navy, concludes that the disorder is so severe that the member's ability to function effectively in the military environment is significantly impaired. For servicemembers who have served or are currently serving in imminent danger pay areas, a diagnosis of personality disorder as addressed in the previous sentence must be corroborated by a peer or higher-level mental health professional and endorsed by the Surgeon General of the Navy. The diagnosis must address post-traumatic stress disorder (PTSD) or other mental illness co-morbidity. The onset of personality disorder is frequently manifested in the early adult years and may reflect an inability to adapt to the military environment as opposed to an inability to perform the requirements of specific jobs or tasks or both. As such, observed behavior of specific deficiencies should be documented in appropriate counseling or personnel records and include history from sources such as supervisors, peers, and others, as necessary to establish that the behavior is persistent, interferes with assignment to or performance of duty, and has continued after the servicemember was counseled and afforded an opportunity to overcome the deficiencies.

e. Separation for personality disorder is not appropriate nor should it be pursued when separation is warranted on the basis of unsatisfactory performance or misconduct. In such circumstances, the member should not be separated under this paragraph regardless of the existence of a personality disorder. Unless found fit for duty by the disability evaluation system, a separation for personality disorder is not authorized if service-related PTSD is also diagnosed.

f. Nothing in paragraph 2 of this article precludes separation of a servicemember who has a personality disorder or other designated physical or mental conditions under any other basis set forth in MILPERSMAN 1910-120 or for any other reason authorized by this article.

g. Prior to involuntary separation under this provision, the notification procedure in paragraph 6 shall be used. Documentation must include evidence that the servicemember is unable to function effectively because of a personality disorder.

3. **Procedures for Requesting a Mental Health Evaluation (MHE)**. Use the following sample letter to schedule a member for a referral to an inpatient/outpatient MHE (use proper letter format):

NOTE: In the event compliance with any of the rights or procedures in this letter is not practicable due to the need for emergency referral, operational commitments, or other circumstances, prepare a memorandum signed by the CO, citing the reasons. Provide copies of the memorandum to the member and to the mental health professional (MHP) for inclusion in the member's medical record.

From: Commanding Officer
To: (Rate/Rank, Name, Branch)

Subj: REFERRAL FOR MENTAL HEALTH EVALUATION AND PATIENT RIGHTS

Ref: (a) MILPERSMAN 1910-122

1. You are being referred for a mental health evaluation (MHE). You are directed to report to (point of contact) at (location), no later than (time and date) to undergo an MHE.

2. The following behavior(s) or verbal expression(s) were considered in determining the need for this MHE: (brief but clear description; e.g., your verbal expression of an inability to perform your duties and responsibilities, a fear of committing a self-destructive act, etc.)

3. Prior to making this referral, (rank/title/name), a mental health professional (MHP), was consulted. **Or**: No mental health professional (MHP) has been consulted prior to making this referral because (list reason).

4. Per reference (a), you are entitled to the following rights. Initial in the space provided those rights you desire:

(____) The right to meet with a military judge advocate (MJA) (or civilian attorney employed by the Department of Defense (DoD)) who is available to advise you of your rights regarding redress should you question this referral.

(____) The right to submit to the Inspector General (IG) for investigation any allegation that your MHE referral was a reprisal for making or attempting to make a lawful communication to a member of Congress, appropriate authority in your chain of command, an IG, or members of an audit, inspection, investigation, or law enforcement organization.

(____) The right to a second MHE by an MHP of your own choosing, provided reasonably available. Reasonably available means MHP must be available to conduct the evaluation within 10 working days of this letter. Evaluations by an MHP of your own choosing will be at your own expense. You will not be charged for any DoD professional fees; however, ancillary costs such as travel to the site of the evaluation will be at your own expense.

(____) The right to communicate lawfully, without restriction, with an IG, attorney, member of Congress, or others about your referral for an MHE.

(____) The right, except in emergencies, to 2 working days to meet with an attorney, IG, chaplain, or other appropriate party prior to a scheduled MHE. If your condition requires the MHE to be conducted earlier than 2 working days, the reason will be stated in writing as part of the request for the MHE.

5. If your assignment to a naval vessel or unit or your military duties cause the above to be impractical, I will provide you with a separate memorandum which states the reasons for our inability to comply with such procedures.

6. The following personnel can assist you regarding this referral:

a. Military attorney: (name/location/telephone number/hours available).

b. Inspector General: (name/address/telephone number/hours available).

_____
Signature of Commanding Officer

4. **Member's Endorsement to CO's Letter**. Prepare the member's endorsement in the following format (use proper endorsement format):

(Date)

FIRST ENDORSEMENT on

From: (Rate/Rank, Name, Branch)
To: Commanding Officer

1. I hereby acknowledge receipt of this referral and have indicated above my elections. I understand that failure to make my scheduled appointment may result in disciplinary and/or administrative action.

_____
Member's signature

NOTE: Provide copy to the member, retain the original pending completion of the referral and use in case of further administrative separation (ADSEP) action, if appropriate.

5. **MHP Assessment**

a. An MHP is a medical officer specializing in psychiatry, or is a clinical psychologist as described in paragraph 2d of this article. The MHP will assess the circumstances surrounding the request for evaluation to ensure the evaluation does not appear to have been used as a reprisal for any type of whistle-blowing attempts or actions by the member. The MHP will consider information provided both by the member and the command. Evidence, which indicates the evaluation may be in violation of this article, will be reported by the MHP to member's CO for possible referral to an IG, if applicable.

b. The diagnosis of a personality disorder should be made only when the characteristic features are typical of the person's **long-term** functioning and are not limited to discrete episodes of illness.

c. The MHP will ensure the member is advised of the purpose, nature, and likely consequences of this evaluation and ensure the member understands that this evaluation lacks confidentiality.

NOTE: When an MHP performs both evaluative and therapeutic roles, the possible conflict of loyalties will be explained to the member at the outset of the therapeutic relationship.

6. **Notification Procedures**

a. The Notification Procedure (MILPERSMAN 1910-402) will be used.

b. Member may be processed when

(1) the MHE is made by a competent MHP and concludes that the member's personality disorder is so severe that member's ability to function effectively in the naval environment is significantly impaired. Information and recommendations of the MHP are for command use in determining a proper course of action; however, they will not be used as the total justification for processing the member for separation; or

(2) there is documented evidence that the diagnosed personality disorder interferes with the member's performance of duty. Evidence may be in the form of documented reduction in performance marks, minor disciplinary infractions, work disruptions, etc., which persist in spite of reasonable attempts by the command in correcting deficiencies through leadership and non-medical counseling. Appropriate disciplinary action may be used to document interference with performance of duty.

c. Member must receive a NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks counseling/warning (MILPERSMAN 1910-204), and be given an opportunity to overcome his/her deficiencies in performance and conduct prior to any ADSEP action for a personality disorder. Per reference (c), there are no exceptions.

NOTE: (1) Recommendation by the MHP for immediate discharge when the member is either **not** diagnosed as a threat to him/herself or others, **or**, **not** diagnosed as having a personality disorder, will not be processed under this article.

NOTE: (2) Per MILPERSMAN 1910-514, if an administrative board is required prior to a separation determination, the administrative board may not disregard or change the approved diagnosis of a medical officer. Members can introduce evidence as to the impact that such a diagnosis may have on their potential for productive future Naval Service.

d. Required enclosures when processing for personality disorder include

(1) copy of the MHE by the MHP;

(2) copy of the notification letter (MILPERSMAN 1910-402);

(3) a completed, legible, and signed copy of the MHE referral letter (if applicable); and

(4) a copy of the NAVPERS 1070/613 counseling/warning.

e. Forward all complete cases by letter of transmittal to

- NAVPERSCOM, Enlisted Performance and Separations Branch (PERS-832) for active duty; **or**
- NAVPERSCOM, Reserve Enlisted Status Branch (PERS-913) for Reserves;

for review and/or final determination.

7. **Characterization of Separation**. Honorable (HON), unless an Entry Level Separation (ELS) or General (Under Honorable Conditions) (GEN) is warranted per MILPERSMAN 1910-300 to 1910-308.

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (REV. (7-06)
S/N: 0106-LF-132-8700

SHIP OR STATION:		
SUBJECT:	__ **PERMANENT**	__ **TEMPORARY**
	AUTHORITY (IF PERMANENT)	

(DATE): ADMINISTRATIVE COUNSELING

1. You are hereby being counseled regarding your condition. You were diagnosed with (**explain briefly the circumstances**). Your present condition has not been considered a physical disability; however, it may be a disqualifying factor in determining your suitability for further Naval Service.

2. You are being afforded any and all assistance as required by your condition. You will adhere to any and all of the recommendations of your attending physician and/or medical board.

3. Further assistance is available through: LPO, DEPARTMENT HEAD, COMMAND MASTER CHIEF, CHAPLAIN, XO, CO, AND OFFICERS OF THE MEDICAL CORPS.

4. This counseling is made to afford you an opportunity to undertake the recommended corrective action. Any failure to adhere to the guidelines cited above will make you eligible for administrative separation.

_____
SIGN AND DATE

_____
WITNESS

NAME (Last, First, Middle)	**SOCIAL SECURITY NUMBER**	**BRANCH AND CLASS**

NOTE: If the member refuses to sign, document such and have a commissioned officer sign NAVPERS 1070/613 as a witness.

MILPERSMAN 1910-124

SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT – PARENTHOOD

Responsible Office	NAVPERSCOM (PERS-8352) Active enlisted members	Phone: DSN COM FAX	882-4431 (901) 874-4431 882-2754
	NAVPERSCOM (PERS-913) Inactive enlisted members	Phone: DSN COM FAX	882-4510 (901) 874-4510 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1740.4D

1. **Separation Authority**

a. Commander, Navy Personnel Command (COMNAVPERSCOM) for all personnel with greater than 1 year remaining on their enlistments and for all dual Navy couples.

b. Commanding officers (COs) with special courts-martial convening authority or higher for personnel with less than 1 year remaining on their enlistments.

2. **Policy**

a. Within the context of parenthood, **all** Navy personnel on Active Duty or in the Selected Reserve must be ready to deploy throughout the world on short notice and be able to fully execute their military and professional duties.

b. Formal documentation of a Service member's Family Care Plan (FCP) is required, per reference (a), utilizing NAVPERS 1740/6 Department of the Navy Family Care Plan Certificate and NAVPERS 1740/7 Family Care Plan Arrangements under any of the following conditions:

(1) A Service member with primary or shared physical custody of a minor child or children who are not married to the other natural or adoptive parent of the minor child or children;

(2) Both members of a married dual military couple where one or both have primary or shared physical custody of a minor child or children;

(3) Service members who are legally responsible for an adult family member who is incapable of providing for himself or herself in the absence of the Service member; or

(4) Family circumstances or other personal status changes may result in a Service member becoming legally and primarily responsible for the care of another person and necessitate implementation of a FCP.

c. Commands may also require married Service members with civilian spouses to complete a FCP per reference (a). The FCP provides commands with a detailed plan to ensure members can fulfill military duties (e.g., deployment, normal and extended work hours, temporary additional duty assignments, weekend duty, etc.).

d. The FCP requires provisions for deployment, regardless of current type duty assigned (e.g., shore duty, sea duty, Reserves, etc).

e. Members must submit a new or updated FCP upon reporting to a new duty station or a change in caregiver, personal, or family circumstances (i.e., birth or adoption of a child, assumption of sole care for an elderly or disabled family member, etc.). Commands must verify the FCP upon receipt of a new or updated plan and annually thereafter prior to reenlistment or extension of obligated service (OBLISERV), or prior to execution of permanent change of station (PCS) orders. Verification must ensure capability to meet overseas and sea duty PCS order requirements.

f. Noncompliance does not equate to mandatory separation processing.

(1) **Cases in which CO is the Separation Authority.** CO can retain the Service member until expiration of OBLISERV, despite an inability to fully execute a FCP, depending upon needs of the command and its ability to accommodate the member’s

circumstances. However, if the command presents resources and options to assist the Service member and he or she refuses to take advantage of the available resources and options (e.g., affordable child care, flexible work schedule, or even shore duty orders), separation is warranted. COMNAVPERSCOM will assess the voluntary or involuntary nature of all separations under its cognizance and resultant impact on separation entitlements by examining the unique facts and circumstances of the respondent. Selective reenlistment bonus or enlistment bonus (if applicable) will be recouped.

(2) **Cases in which COMNAVPERSCOM is the Separating Authority.** If CO determines the member has potential for continued naval service (albeit unable to execute operational duty orders), submit an administrative separation (ADSEP) package with CO's recommendation for retention. The package will be reviewed by COMNAVPERSCOM and the appropriate enlisted community manager from NAVPERSCOM, Enlisted Community Management Branch (BUPERS-32). Retention will be determined based on needs of the Navy.

g. If separation is the final option, refer as follows:

(1) **Active duty.** Enlisted dual Navy couples, Service members married to civilians with extenuating circumstances as outlined in reference (a), single Service members with more than 1 year remaining on their enlistments, or Service members who received benefits (specialized training or monetary) or is serving in a critical Navy enlisted classification code **forward ADSEP package(s) to Navy Personnel Command (NAVPERSCOM), Enlisted Favorable Separations (PERS-8352).**

(2) **Reserve.** Enlisted dual Navy couples, Service members married to civilians with extenuating circumstances as outlined in reference (a), or single Service members **forward ADSEP package(s) to NAVPERSCOM, Reserve Enlisted Status Branch/ FTS Recall and Disability Division (PERS-913).**

h. A separation package must reflect CO's evaluation of the member's ability to effectively perform occupational specialty or assigned duties and potential to make meaningful contributions to naval service on the letter of transmittal using template in MILPERSMAN 1910-600, paragraph 3. Specifically address if the member is:

(1) Unable to perform duties because of parenthood;

(2) Repetitively absent because of parenthood;

(3) Unable to deploy because of parenthood; and

(4) Not worldwide assignable.

i. In the case of a dual Navy couple, COMNAVPERSCOM will make the determination as to which member will be retained and which member will be separated (if applicable). Recommendations from both members' COs are required. Service members who can fulfill current work requirements, but who are not worldwide assignable, may continue service at their current command at CO's discretion. Reenlistments will be approved by COMNAVPERSCOM on a case-by-case basis.

3. **Procedures**

a. Administrative separation packages must include the following:

(1) NAVPERS 1740/6 (from each member, if dual Navy) showing that:

(a) Member wrote "I cannot comply" on any of items 1-10, 16-18, (19, if applicable). Sign and date the signature block and provide details as to why member cannot comply in block 20; or

(b) CO determines, in block 22, by circling "I am" or "I am not" when the member has or has not made adequate dependent care arrangements. This requirement cannot be delegated and is certified by signing in block 22B.

(2) NAVPERS 1070/613 Administrative Remarks (from each member, if dual Navy) specifically address noncompliance, see MILPERSMAN 1910-204;

(3) NAVPERS 1070/602 Dependency Application/Record of Emergency Data contained within the Navy Standard Integrated Processing System (NSIPS) (from each member, if dual Navy);

(4) Notification Procedure. If dual Navy, use NAVPERS 1910/32 Administrative Separation Processing Notification Procedures per MILPERSMAN 1910-402 for each member; and

(5) Letter of transmittal with recommendation (from each member's command, if dual Navy) per MILPERSMAN 1910-600.

(a) CO's comments shall be used to document why the member cannot comply and will contain a statement of the command's efforts to confirm and alleviate the member's situation.

(b) CO's recommendation with regard to administrative separation.

b. **Administrative separation packages for dual Navy couples must be coordinated through each command. The command recommending separation of one member must send its package via the command recommending retention of the other member. Both packages must be completed per sample format provided and submitted together to NAVPERSCOM (PERS-8352) for Active Duty personnel or NAVPERSCOM (PERS-913) for Selected Reserve personnel for final disposition.**

4. **Characterization of Separation**. Honorable, unless an entry level separation (ELS) or general (under honorable conditions)" is warranted per MILPERSMAN 1910-300. Selected Reserve personnel are not eligible for ELS.

5. **Forms**. NAVPERS 1070/602 Dependency Application/Record of Emergency Data is contained within NSIPS. NAVPERS 1070/613 Administrative Remarks, NAVPERS 1740/6 Department of the Navy Family Care Plan Certificate, NAVPERS 1740/7 Family Care Plan Arrangements, and NAVPERS 1910/32 Administrative Separation Processing Notification Procedures are available at:

http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx

Use this EXHIBIT 1
NAVPERS 1070/613, ADMINISTRATIVE REMARKS

(DATE) **ADMINISTRATIVE COUNSELING/WARNING**

1. You are being retained in the naval service; however, the following deficiencies in your performance and/or conduct are identified:

2. The following are recommendations for corrective action:

3. Assistance is available through:

4. Any further deficiencies in your performance/and or conduct will terminate the reasonable period of time for rehabilitation that this counseling/warning entry provides and may result in disciplinary action and processing for administrative separation. All deficiencies or misconduct during your current enlistment occurring before and after the date of this action will be considered. Subsequent violation of the UCMJ, conduct resulting in civilian conviction, or deficient conduct or performance of duty could result in an administrative separation Under Other Than Honorable Conditions.

5. This counseling/warning is made to afford you an opportunity to undertake the recommended corrective action. Any failure to adhere to the guidelines cited above will make you eligible for administrative separation.

6. This counseling/warning entry is based upon known deficiencies or misconduct. If any misconduct, unknown to the Navy, is discovered after this counseling/warning is executed, this counseling is null and void.

U. R. COUNSELED
By direction

(**DATE**): I hereby acknowledge the above NAVPERS 1070/613 entry and desire to (make a statement/not make a statement).

_____
(Member's Signature)

Witnessed: (person who counseled member)

NOTE: If the member refuses to sign, annotate "member refused to sign" on NAVPERS 1070/613, which must be signed by a commissioned officer.

MILPERSMAN 1910-125

FAILURE TO COMPLETE INITIAL SKILLS TRAINING PIPELINE

Responsible Office	OPNAV (N132)	Phone: DSN COM FAX	223-2305 (703) 693-2305 (703) 614-1189

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVEDTRA 135C (b) SECNAVINST 1770.3D (c) NAVADMIN 124/11

1. **Background**. The term “initial skills training pipeline” refers to “A” and “C” school training required of both new accessions to the Navy and Navy veterans who are reclassifying into another rating. Due to the increasingly technical nature of Navy rating training, many initial training pipelines are longer than 180 days. Once beyond first 180 days of continuous active duty, a member can no longer be separated under MILPERSMAN 1910-154 Separation by Reason of Entry Level Performance and Conduct.

2. **Policy**. Per reference (a), every effort will be made to help students succeed. However, there are times when the student is clearly unsuited, unable, and or unwilling to complete the initial accession training pipeline. A member may be separated under MILPERSMAN 1910-156 Separation by Reason of Unsatisfactory Performance for failure to complete the initial accession training pipeline when:

a. The Service Member is in initial Navy skills pipeline training (e.g., “A” school preparation courses, “A” school, “C” school, etc.) and has not reported for duty to his or her first permanent fleet assignment in that rating; or

b. It is determined that the Service Member failed to complete the initial training pipeline by reason of incapability, lack of reasonable effort, minor disciplinary infractions, and or inability to adapt; but not due to personal issues outside the control of the student (i.e., family emergencies, emergency leave situations, etc.); and

c. Based on a whole-person assessment. **Bureau of Naval Personnel (BUPERS), Director Enlisted Community Management (BUPERS-32) has determined** the Service Member does not qualify for another rating in which there are vacancies.

Note 1: As contractually agreed upon at enlistment, failure to complete the initial training pipeline will result in the loss of an enlistment guarantee, and at the Navy's option, the Sailor may remain subject to continued naval service or be discharged.

Note 2: Do not process under this article if the member qualifies for misconduct processing. Sailors who **fail to complete "A" or "C" school for disciplinary reasons** may be processed for administrative separation under the applicable MILPERSMAN article. Sailors involved in incidents that require disciplinary action while at "A" or "C" school shall be adjudicated at the "A" or "C" school training command.

Note 3: Do not process under this article if the member qualifies for separation by reason of entry level performance and conduct per MILPERSMAN 1910-154.

3. **Failure to Complete Initial Skills Training Pipeline**

a. Prior to initiating separation processing for failure to complete initial skills training, the command must contact **BUPERS (BUPERS-32)** to determine if the member qualifies for reclassification into another rating in which a vacancy exists. In the case of attrites from the nuclear propulsion pipeline, the Office of the Chief of Naval Operations (OPNAV), Director, Nuclear Propulsion Program Management Branch (N133) will approve or disapprove the reclassification or initiation of separation processing of the Sailor after receiving a recommendation concerning reclassification opportunity from BUPERS, Production Management Office (BUPERS-00C2) via BUPERS (BUPERS-32). BUPERS (BUPERS-00C2) will then either authorize reclassification or authorize the Sailor's command to initiate administrative processing.

b. Active Component Sailors who fail to complete "A" or "C" school due to injury, illness, or disease will be treated medically under the Limited Duty Program as outlined in MILPERSMAN 1306-1200. Reserve Component Sailors who fail to complete "A" or "C" school due to injury, illness, or disease will follow guidelines established in references (b) and (c) for

requesting medical hold (MEDHOLD) orders or line of duty (LOD) determinations. The training command medical department representative will immediately initiate the process. NAVPERSCOM, Line of Duty/Medical Hold/Medical Retention Review Division (PERS-95) will determine whether the member will receive medical care while on active duty under MEDHOLD orders or be released from orders and receive care under the LOD Program. Members found medically unfit for duty shall have medical separation procedures completed at the training command and shall not be transferred to the prospective Navy Reserve activity.

c. Sailors who successfully complete “A” school, but **fail to complete a required follow-on “C” school,** will not be separated per this section if the member is reclassified into another rating for which they are qualified and a vacancy exists.

4. **Separation Procedures**. NAVPERS 1910/32 Administrative Separation Processing Notification Procedure will be used per MILPERSMAN 1910-402 Notification Procedure to process members for separation under MILPERSMAN 1910-156.

5. **Characterization of Separation**. Per MILPERSMAN 1910-156.

MILPERSMAN 1910-126

SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT - REVIEW ACTION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. Members may be separated if they are placed on appellate leave awaiting review of a punitive discharge, and their punitive discharge is later set aside, suspended, remitted or disapproved during the review process. Use this only if the active obligated service has not expired. If the member's obligated service has expired, the proper basis for discharge will be expiration of obligated service.

2. **Procedures**. The Notification Procedure according to MILPERSMAN 1910-402 shall be used.

3. **Characterization of Separation**

a. The least favorable characterization is General (Under Honorable Conditions). Use SPD code "KND".

b. MILPERSMAN 1910-300 provides guidance for characterization.

c. If the member has less than 180 days of service, an Entry Level Separation (ELS) may be appropriate. (MILPERSMAN 1910-308).

d. If commanding officer desires, member may be recalled to active duty and processed for Under Other Than Honorable (OTH) discharge, as appropriate.

MILPERSMAN 1910-127

SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT - BEING AN ALIEN

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4431/4428 (901) 874-4431 882-2754
	NAVPERSCOM (PERS-4913) Inactive Enlisted Members	Phone: DSN COM FAX	882-4503 (901) 874-4503 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 8 U.S.C. 1426

1. **Separation Authority**. Commander, Navy Personnel Command (COMNAVPERSCOM).

2. **Definition**. A member who is neither a natural born nor a naturalized citizen of the United States.

3. **Policy**

a. A member who is an alien may be separated upon member's request.

b. The request will normally be denied when a member

(1) is subject to disciplinary actions.

(2) has not completed obligated service (OBLISERV) incurred for fully funded or partially funded education; e.g., Naval Academy, Naval Reserve Officer Training Corps (NROTC), Enlisted Commissioning Program.

(3) is serving in a rating, Navy enlisted code, occupational field, or military occupational specialty determined to have significant personnel shortages.

(4) has not completed OBLISERV incurred for enlisted education and training, to include

a. initial and advanced skill training schools which require obligation beyond initial enlistment contract.

b. nuclear power field.

c. advanced electronics field.

d. advanced technical field programs and similar programs.

e. receipt of special compensation, e.g., Enlistment Bonus (EB) or Selective Reenlistment Bonus (SRB) during the current enlistment.

c. Exceptions to the conditions described above may be made by Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Section (PERS-4832) or Reserve Enlisted Performance and Separations Section (PERS-4913) if the request demonstrates overriding and compelling factors of a personal need justifying separation.

NOTE: This article does not limit the separation of the member under any other MILPERSMAN article.

4. **Ineligible to Become a Citizen**. Notify the member that discharge from the Armed Forces of the United States on this ground will make the member permanently ineligible to become a citizen of the United States, except if member is exercising treaty rights and served in the armed forces of the country in which the member is a citizen (reference (a) refers).

5. **Commanding Officer's Responsibility**

a. Forward the following information to NAVPERSCOM (PERS-4832 or PERS-4913) as appropriate:

(1) A copy of the member's separation request.

(2) The commanding officer's recommendation.

(3) A copy of NAVPERS 1070/604 (Rev. 7-91), Enlisted Qualifications History.

(4) A copy of any receipt for payments of bonuses.

6. **Characterization of Service/Description of Separation**. Honorable, General, or Entry Level Separation (ELS) under the guidance provided in MILPERSMAN 1910-300, 1910-302, 1910-304, 1910-306, and 1910-308.

MILPERSMAN 1910-128

SEPARATION BY REASON OF DEFECTIVE ENLISTMENTS AND INDUCTIONS – MINOR

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4431/4428 (901) 874-4431 882-2754
	NAVPERSCOM (PERS-4913) Inactive Enlisted Members	Phone: DSN COM FAX	882-4503 (901) 874-4503 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. 1170 (b) 10 U.S.C. 651 (c) BUPERSINST 1900.8B

1. **Separation Authority**. Commanding officers (COs) with Special Courts-Martial Convening Authority (SPCMCA).

2. **Policy**

a. Members may be separated for a defective enlistment and induction on the basis of being a minor (**under the age of 18 years**); however, if the member **turned 18** prior to discovery of defective enlistment/induction, retain unless CO determines it is in Navy's best interest to separate the member.

b. **Age 17**: Void enlistment and separate per reference (a) in the following circumstances, except when retained for the purpose of trial by courts-martial:

(1) Satisfactory evidence of member's age; e.g., birth certificate.

(2) Member enlisted without written consent of parent or guardian.

(3) Member's separation request is submitted to Navy by the parent or guardian within 90 days of the member's enlistment in Navy.

3. **Procedures**

a. The Notification Procedure (MILPERSMAN 1910-402) will be used.

b. Members discharged are not considered to have acquired a service obligation per reference (b), nor is service under any enlistment or induction creditable toward fulfillment of any subsequently acquired service obligation.

c. Where applicable, ensure the enlisted service record is corrected prior to discharge to ensure the member's true age, name, and status are correct.

4. **Characterization of Separation**. The characterizations of separation per MILPERSMAN 1910-308 are:

a. **Age 17** – Entry-Level Separation.

b. **Under Age 17** - Issued an Order of Release from custody and control of the Naval Service by reason of void enlistment and induction.

5. **Separation Program Designator (SPD)**. Per reference (c), the following SPD codes are to be used:

SPD CODE	EXPLANATION
JFB	Involuntary discharge, no board entitlement.

MILPERSMAN 1910-130

SEPARATION BY REASON OF DEFECTIVE ENLISTMENTS AND INDUCTIONS - ERRONEOUS ENLISTMENT

Responsible Office	NAVPERSCOM (PERS-832) Enlisted Active Duty Members	Phone: DSN COM FAX	882-4431 (901) 874-4431 882-2754
	NAVPERSCOM (PERS-913) Enlisted Inactive Duty Members	Phone: DSN COM FAX	882-4503 (901) 874-4503 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVMED P-117, Manual of the Medical Department (MANMED) (b) SECNAVINST 1850.4E (c) BUPERSINST 1900.8D

1. **Separation Authority**

a. Commanding officers (COs) with special courts-martial convening authority or higher.

b. For Selected Reserve personnel, separation authority is Navy Personnel Command (NAVPERSCOM), Reserve Enlisted Status Branch/FTS Recall and Conversations (PERS-913).

2. **Policy**. A member may be separated on the basis of erroneous enlistment, reenlistment, induction, or extension of enlistment when:

a. The enlistment would not have occurred if relevant facts had been known by Department of the Navy (DON) or had appropriate directives been followed;

b. The enlistment was not the result of fraudulent conduct on the part of member; and

c. The defect is unchanged in any material respect.

Note: Processing under this article is mandatory if the underlying reason for processing is mandatory per MILPERSMAN 1910-233.

3. **Alcohol and or Drug Dependency**. A member may be separated under this article on the basis of alcohol and or drug dependency, provided member was diagnosed as alcohol and or drug dependent within the first 180 days of initial entry on active duty. The diagnosis must have been completed by a physician or clinical psychologist. The diagnosis itself may exceed the 180-day limit if based upon an incident committed within the 180-day period. If member has misconduct in the record, which meets minimum criteria for processing, member must be dual or multiple processed per MILPERSMAN 1910-410.

4. **Not Meeting Physical Standards**. A member may be separated under this article on the basis of not meeting physical standards for enlistment as set forth in reference (a), provided:

a. Member did not meet minimum physical standards for enlistment or induction upon entry, but the problem was revealed or discovered during in-processing at Recruit Training Command (RTC) and or at a Naval Training Center (NTC). While a medical board is not required, the condition will be verified and documented by a medical officer and member may be separated with an uncharacterized entry level separation (ELS). If there is any question as to whether the condition actually existed prior to entry or whether the condition was aggravated at any time after member was enlisted or inducted, convene a medical board;

b. Member has no unfitting physical disability as defined in reference (b), incurred in, or aggravated by, active military service, either for the current period or any prior period of service; and

c. There is no disciplinary action pending.

5. **Medical Board**. A member may be separated if member has not been granted a “waiver” of physical standards for enlistment. If a waiver was granted for the defect for which member is now considered to be not physically qualified, member’s case must be processed under provisions of reference (b).

6. **Notification Procedure**

a. The notification procedure, per MILPERSMAN 1910-402, will be used. If, after discovering a member's enlistment may be erroneous and special court-martial convening authority recommends retention, separation processing is not required if the defect is no longer present or the defect (other than a medical condition) is waived by NAVPERSCOM, Enlisted Unfavorable Separations (PERS-832) for active duty personnel and NAVPERSCOM (PERS-913) for Reserve personnel.

b. Forward all completed cases by letter of transmittal to NAVPERSCOM (PERS-832) for active duty personnel or NAVPERSCOM (PERS-913) for Reserve personnel for review and or final determination.

7. **Erroneous Enlistment Detected Immediately**

a. When an erroneous enlistment is detected immediately after the swearing-in ceremony at Military Entrance Processing Station (MEPS), take the following action:

(1) Commander, MEPS revoke the travel order issued assigning individual to recruit training or other assigned command and issue an order assigning individual to the sponsoring Navy recruiting district for appropriate ELS discharge processing or an order of release from custody and control of service.

(2) Navy Recruiting District notify individual of erroneous enlistment and order individual home awaiting disposition. Coordinate with the servicing personnel support detachment (PERSUPP DET) to determine pay entitlement.

b. Within 24 hours, commanding officer of the Navy recruiting district will follow procedures outlined in notification procedures above and separate individual through ELS, discharge, or release from custody and control, as appropriate.

8. **Characterization of Service**. Honorable, unless an ELS, or void (an order of release from custody and control of military services) enlistment is required. See MILPERSMAN 1910-300).

MILPERSMAN 1910-132

SEPARATION BY REASON OF DEFECTIVE ENLISTMENTS AND INDUCTIONS - DEFECTIVE ENLISTMENTS

Responsible Office	NAVPERSCOM (PERS-4832), Enlisted active duty members	Phone: DSN COM FAX	882-4431 (901) 874-4431 882-2754
	NAVPERSCOM (PERS-4913), Enlisted inactive duty members	Phone: DSN COM FAX	882-4503 (901) 874-4503 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUPERSINST 1900.8A

1. **Separation Authority**

a. Commanding Officer, Recruit Training Command (RTC) is authorized to discharge a member who enlisted with a guarantee of training in a particular rating, occupational field, or advanced program and, who, during subsequent screening processes at RTC, is determined to be disqualified for the specific program guaranteed.

b. For members not assigned to RTC, separation authority is member's Special Court-Martial Convening Authority (SPCMCA) or higher.

c. For Selected Reserve personnel, separation authority is Navy Personnel Command (NAVPERSCOM), Reserve Enlisted Personnel Section (PERS-4913).

2. **Policy**. A member may be separated by reason of defective enlistment or induction on the basis of a defective enlistment.

3. **Defective Enlistment**. A defective enlistment exists in the following circumstances:

a. The member reasonably relied upon a material misrepresentation by recruiting personnel and was induced to enlist by a commitment for which member was not qualified.

b. The member received a written enlistment commitment from recruiting personnel for which member was qualified, but which cannot be fulfilled by the Naval Service.

c. The enlistment was involuntary (induced by fraud, duress, or undue influence and not the product of a free and unconstrained choice) and exemplified by

(1) enlistment of an individual who lacks capacity to understand the significance of enlisting in the armed services.

(2) enlistment of a member whose enlistment is involuntary by reason of coercion resulting from being offered the option to enlist or being subjected to sentence(s) to confinement by a court of competent jurisdiction.

4. **Basis for Separation**. A request from a member for separation is appropriate under these provisions only if member

a. did not knowingly participate in creation of the defective enlistment;

b. brings the defect to attention of appropriate authorities within 30 days after the defect is discovered, or reasonably should have been discovered, by member; and

c. requests separation instead of other authorized corrective action.

5. **Alternatives to Discharge**. Prior to discharge, advise member of alternate programs for which member is qualified and offered every encouragement to remain in service. Retention will be effected only upon full concurrence of member. If member accepts the alternate program, acceptance will be documented on NAVPERS 1070/613 (10/81), Administrative Remarks and the defect in enlistment will be considered cured.

6. **Disciplinary Action**. The processing for discharge under these provisions does not bar appropriate disciplinary action or other administrative separation proceedings regardless of when the defect is raised.

7. **Procedures**

a. The member will certify he/she has been advised of all options available, including discharge from Navy, by signing an entry on NAVPERS 1070/613 of the service record.

b. Forward the processed case by letter of transmittal to NAVPERSCOM (PERS-4832), indicating date and characterization of service awarded.

8. **Characterization of Service**. Characterization of service will be Honorable, unless an Entry-Level Separation (ELS) or an order of release from custody and control of Naval Service is warranted per MILPERSMAN 1910-300.

9. **Separation Program Designator (SPD)**. Per reference (a), the following SPD codes are to be used:

SPD CODE	EXPLANATION
KDS	Voluntary discharge allowed by established directives.
MDS	Voluntary release or transfer to another service component.

MILPERSMAN 1910-133

FAILURE TO COMPLETE CHANGE OF RATING (CONVERSION) PROCESS

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4431 (901) 874-4431 882-2754

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **General Information**. Members may be separated under MILPERSMAN 1910-156 Separation by Reason of Unsatisfactory Performance for failure to complete the change of rating process as approved or directed through lateral conversion or forced conversion (due to loss of security clearance or Navy enlisted classification for reasons **not** medically related) if the member fails to successfully convert due to reasons outlined under paragraph 2 below.

2. **Policy**. Personnel approved or directed to convert must complete the conversion. Sailors who fail to successfully convert for any reason listed below may be processed for separation:

a. Disqualification or loss of eligibility (except for medical reasons) for new rating;

b. Failure to execute orders required for the conversion process;

c. Failure to meet obligated service requirement for training and or first duty station in new rating;

d. Program and or rating training disenrollment and or failure for any reason **not** medically related; or

e. When forced conversion from current rating is directed (per paragraph 1 above) and “needs of the Navy” preclude rating entry as determined by Bureau of Naval Personnel (BUPERS), Enlisted Community Management (BUPERS-32).

NOTE 1: Members meeting the criteria for administrative separation (ADSEP) due to misconduct shall be processed for ADSEP under the appropriate MILPERSMAN article(s).

NOTE 2: Members disqualified or who fail to complete training or rating requirements due to medical reasons shall be processed for ADSEP under the appropriate MILPERSMAN article(s).

3. **Separation Procedures.** NAVPERS 1910/32 Administrative Separation Processing Notification Procedure will be used per MILPERSMAN 1910-402 Notification Procedure to process members for separation under MILPERSMAN 1910-156 Separation by Reason of Unsatisfactory Performance.

4. **Characterization of Separation.** Per MILPERSMAN 1910-156.

MILPERSMAN 1910-134

SEPARATION BY REASON OF DEFECTIVE ENLISTMENTS AND INDUCTIONS - FRAUDULENT ENTRY INTO NAVAL SERVICE

Responsible Office	NAVPERSCOM (PERS-832) Enlisted Active Duty Members	Phone: DSN COM FAX	882-4432/2303 (901) 874-4432 882-2624
	NAVPERSCOM (PERS-913) Inactive Duty Enlisted Members	Phone: DSN COM FAX	882-4470 (901) 874-4470 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) COMNAVCRUITCOMINST 1130.8J

1. **Separation Authority (SA)**. Refer to MILPERSMAN 1910-704 to determine SA. When administrative separation (ADSEP) board is held, refer to MILPERSMAN 1910-710 for guidance in determining SA.

2. **Policy**. Members may be separated for effecting a fraudulent enlistment, induction, or period of service by falsely representing or deliberately concealing any qualifications or disqualifications prescribed by law, regulation, or orders. Reference (a) refers.

3. **Processing Procedures**

a. Use this table to determine processing procedures.

IF fraudulent enlistment involves	THEN use
concealing a prior separation that resulted in a punitive or Under Other Than Honorable (OTH) discharge; or concealing an offense warranting OTH, if offense occurred while on active duty and would have prevented their enlistment;	Administrative Board Procedure (MILPERSMAN 1910-404).
any other type of concealment,	Notification Procedure (MILPERSMAN 1910-402).

b. Commanding officers (COs) should consider circumstances of each case in determining whether to pursue an OTH using administrative board procedures. In most instances, notification procedures are appropriate. Processing for an OTH (using administrative board procedures) should only be used for the most serious offenses. Examples where processing for an OTH would be appropriate include, but are not limited to drug trafficking, concealing a prior service dishonorable discharge, bad conduct discharge, or OTH discharge, and crimes of violence.

c. If fraudulent enlistment is detected immediately after the swearing-in ceremony at Military Entrance Processing Station (MEPS), MEPS commander will revoke any travel orders and transfer member temporary duty (TEMDU) to sponsoring Navy Recruiting District (NAVCRUITDIST). NAVCRUITDIST will process member using above procedures.

Note 1: Processing under this article is mandatory if the underlying reason for processing is mandatory per MILPERSMAN 1910-233.

4. **Limitation**. Separations for fraudulent entry may not be suspended.

5. **Granting a Waiver**. A general court-martial convening authority (GCMCA) may grant a processing waiver when CO desires member to be retained and defect is no longer present. Exceptions are on the following table:

EXCEPTIONS	
Only Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch (PERS-832)or Reserve Enlisted Status Branch (PERS-913) may grant all waivers for any of the below offenses:	**or any combination of three or more of the following offenses:**
• Assault with dangerous weapon • Assault, intentionally inflicting great bodily harm • Assault with intent to commit felony • Carnal knowledge of female under 16 • Car-jacking • Grand larceny; embezzlement over $500 • Indecent acts or liberties with child under 16 • Indecent assault • Kidnapping • Manslaughter • Murder • Rape • Sedition • Sodomy • Stalking	• Accessory before or after the fact of a felony • Adultery • Altering, concealing, destroying, mutilating, obliterating, or removing public records • Arson • Attempt to commit a felony • Bomb threat • Bribery • Check, worthless, making or uttering, with intent to defraud or deceive (over $500) • Child abuse • Concealing knowledge of a felony • Criminal libel • Depositing obscene or indecent matters in mail • Extortion • Forgery • Graft • Housebreaking • Knowingly receiving stolen property (value over $500) • Mail matter: abstracting, destroying, obstructing, opening, secreting, stealing, or taking • Pandering • Perjury • Possession or use of narcotics, dangerous drugs, or marijuana • Riot

6. **Waiver Contents**. Waiver requests must contain the following:

a. A description of all addressed allegations.

b. Any finding, decision, sentence, judgment, or disposition recorded or entered by jurisdictional authority.

c. If disposition is still outstanding, a written statement of actions taken to resolve and estimated completion date.

d. Member's written statement explaining why fraudulent enlistment was effected, circumstances surrounding the issue, and why the issue was not disclosed at recruit training's moment of truth.

e. CO’s statement addressing fraudulent enlistment issue, member's performance of duty, and potential for further service.

7. **If Waiver is Approved**

a. GCMCA shall direct requesting command to prepare the following NAVPERS 1070/613 Administrative Remarks for counseling and warning, see MILPERSMAN 1910-204. Modify paragraph 1 of NAVPERS 1070/613 as follows:

"You are being retained in naval service despite your defective enlistment and induction due to fraudulent entry into naval service as evidenced by your failure to disclose (reason for requesting waiver). AUTHORITY: (GCMCA waiver authority letter or message)."

Note 2: This is a permanent NAVPERS 1070/613 which must be entered and verified in the electronic service record and submitted to the official military personnel file.

b. A complete copy of waiver package, to include approval and NAVPERS 1070/613, will be submitted to NAVPERSCOM (PERS-832) or NAVPERSCOM (PERS-913) (as appropriate) for filing in member's permanent record.

8. **Characterization of Service**

a. Further guidance on characterization of service is provided in MILPERSMAN 1910-300. This table provides general information based on type of procedures used:

IF	THEN least favorable characterization
Notification Procedure is used,	is GEN per MILPERSMAN 1910-300.
Administrative Board Procedure is used,	is OTH, per MILPERSMAN 1910-300.

b. If member has less than 180 days of service, an entry level separation may be appropriate. See MILPERSMAN 1910-308 for further guidance.

9. **Exception to Rule for Navy Recruit Training Command (NAVCRUITRACOM) and Naval Service Training Command (NSTC)**

a. Recruits must be administratively separated and assigned an RE-3J reenlistment code provided they:

(1) Failed entry-level drug testing **for marijuana only;**

(2) Did not use any illegal drugs other than marijuana while in the Delayed Entry Program; and

(3) There is no indication that the recruit is drug dependent.

b. This exception allows potentially good recruits to overcome their drug abuse and opportunity to reenlist after a minimum 6-month waiting period.

c. If recruit does not meet criteria, process for all other reasons for which minimum criteria is met and assign RE-4 reenlistment code.

MILPERSMAN 1910-136

SEPARATION FROM THE DELAYED ENTRY PROGRAM (DEP)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4432 (901) 874-4432 882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoDD 1304.26 of 21 Dec 93

1. **Policy**. Members in the Delayed Entry Program (DEP) (inactive reserve status) will be separated prior to coming on active duty if they no longer meet the qualifications for enlistment as prescribed by reference (a), or by Commander, Navy Recruiting Command (COMNAVCRUITCOM).

2. **Procedures**. Notice of Notification Procedure (MILPERSMAN 1910-402) shall be used.

3. **Characterization of Separation**. Characterization will always be Entry Level Separations (ELS). See MILPERSMAN 1910-308.

MILPERSMAN 1910-138

SEPARATION BY REASON OF MISCONDUCT – MINOR DISCIPLINARY INFRACTIONS

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4432/2303 (901) 874-4432 882-2624
	NAVPERSCOM (PERS-913)	Phone: DSN COM FAX	882-4510 (901) 874-4510 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Uniform Code of Military Justice (UCMJ) (b) Manual for Courts-Martial (MCM) (c) BUPERSINST 1900.8D

1. **Separation Authority (SA)**. Refer to MILPERSMAN 1910-704 to determine SA. When an administrative separation board is held, refer to MILPERSMAN 1910-710 for guidance in determining SA.

2. **Policy**. Members may be processed for separation based upon a series of at least three, but not more than eight, minor violations (specifications) of reference (a), provided:

a. None of the reasons could have resulted in a punitive discharge. See reference (b), Appendix 12, for list of maximum punishment for each article of reference (a);

b. Offenses are documented in the member's service record;

c. Offenses have occurred during the current enlistment;

d. Member was disciplined by one nonjudicial punishment; and

e. Member has violated a NAVPERS 1070/613 Administrative Remarks Counseling and or Warning as explained in MILPERSMAN 1910-204, or other form of counseling as explained in MILPERSMAN 1910-202 prior to processing.

3. **Exception to this Policy**. If the member is in entry level status as defined in MILPERSMAN 1910-010, the reasons for processing are based solely on minor violations of reference (a) and the member does not meet eligibility of any other type of misconduct, then the processing should then be under MILPERSMAN 1910-154, Separation by Reason of Entry Level Performance and Conduct.

4. **Procedures**. MILPERSMAN 1910-402, Notice of Notification Procedures shall be used.

5. **Characterization of Separation**. The least favorable and accepted characterization is "General (Under Honorable Conditions)", although "Honorable" may be assigned if appropriate.

6. **Separation Program Designator (SPD)**. Per reference (c), the following SPD codes are to be used:

SPD CODE	EXPLANATION
GKN	Involuntary discharge, approved recommendation of a board. (Use when admin board was held.)
HKN	Involuntary discharge in lieu of further processing or convening of a board. (Use when admin board was waived.)
JKN	Involuntary discharge, no board entitlement. (Use when member has less than 6 years of total active service.)

MILPERSMAN 1910-140

SEPARATION BY REASON OF MISCONDUCT – PATTERN OF MISCONDUCT

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4432/2303 (901) 874-4432 882-2624
	NAVPERSCOM (PERS-913)	Phone: DSN COM FAX	882-4746 (901) 874-4746 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Separation Authority (SA)**. Refer to MILPERSMAN 1910-704 to determine SA. Refer to MILPERSMAN 1910-710 for guidance in determining SA when an administrative separation board is held.

2. **Policy**

a. Members may be separated when during the current enlistment they have:

(1)	Two or more nonjudicial punishments (NJP), courts-martial, or civil convictions (or combination thereof);
(2)	Three or more unauthorized absences (each is more than 3 days, but less than 30 days duration);
(3)	A set pattern of failure to pay just debts; or
(4)	A set pattern of failure to contribute adequate support to dependents or failure to comply with civil court orders, decrees, or judgments concerning dependent support.

b. A member must have violated a NAVPERS 1070/613 warning or other form of counseling as explained in MILPERSMAN 1910-202 prior to processing. The typical correct sequence is NJP, counseling, then NJP. There is no requirement for a commanding officer (CO) to award a NAVPERS 1070/613 following NJP. That decision should be based on the circumstances of the situation. A common error occurs when commands issue a NAVPERS 1070/613 warning following the second NJP. In those instances, the member is essentially being given another opportunity by the CO to correct the deficiency, and processing for pattern of misconduct is inappropriate. Another common error is initiating

processing for pattern of misconduct without completed counseling per MILPERSMAN 1910-202.

c. All offenses processed or considered under pattern of misconduct must have occurred in the current enlistment.

3. **Procedures**. Use this table to determine processing procedures.

WHEN...	THEN use...
One of the offenses requires mandatory processing or the CO believes the circumstances surrounding the offense warrant an under other than honorable (OTH) discharge per MILPERSMAN 1910-300,	MILPERSMAN 1910-404, Notice of Administrative Board Procedure.
The CO believes the circumstances surrounding the offense do not warrant an OTH,	MILPERSMAN 1910-402, Notification Procedure

4. **Characterization of Separation**

a. Further guidance on characterization of service is provided in MILPERSMAN 1910-300. This table provides general information based on type of procedures used.

IF...	THEN the least favorable characterization...
The Notification Procedure is used,	Is a general discharge per MILPERSMAN 1910-300.
The Administrative Board Procedure is used,	Is an OTH discharge per MILPERSMAN 1910-300.

b. If the member has less than 180 days of service, an entry level separation may be appropriate. Refer to MILPERSMAN 1910-308 for further guidance.

MILPERSMAN 1910-142

SEPARATION BY REASON OF MISCONDUCT - COMMISSION OF A SERIOUS OFFENSE

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4432/2303 (901) 874-4432 882-2624
	NAVPERSCOM (PERS-913) Inactive Enlisted Members	Phone: DSN COM FAX	882-4470 (901) 874-4470 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Manual for Courts-Martial (MCM) United States (2008 Edition), Appendix 12 (b) 18 U.S.C. §922(g)(9) (c) SECNAVINST 5300.28E (d) 10 U.S.C. §920, §920a, §920b, §920c

1. **Separation Authority (SA)**. Refer to MILPERSMAN 1910-704 to determine SA. When an administrative separation board is held, refer to MILPERSMAN 1910-710 for guidance in determining SA.

2. **Policy**

a. Members may be separated based on commission of a serious military or civilian offense when the offense would warrant a punitive discharge, per reference (a), for a same or closely related offense.

b. Commission of a serious offense does not require adjudication by non-judicial or judicial proceedings; however, offense must be substantiated by a preponderance of evidence (e.g., copy of police record, Naval Criminal Investigative Service investigation, etc.).

c. Sailors who lose their ability to carry or handle weapons in the performance of their duties due to a qualifying conviction for misdemeanor crimes of domestic violence (DV), per

reference (b), shall be processed for separation for the corresponding DV incident(s).

3. **Mandatory Processing**. See MILPERSMAN 1910-233 Mandatory Separation Processing for a complete list of offenses which administrative separation processing is mandatory. Processing is mandatory for the following:

a. Violent Misconduct - which resulted in, or had potential to result in, death or serious bodily injury (e.g., homicide, arson, armed robbery, assault with a deadly weapon, etc.).

b. Unlawful use of controlled substance analogues (designer drugs), natural substances (e.g., fungi, excretions), chemicals (e.g., chemicals wrongfully used as inhalants), propellants and or a prescribed drug, over-the-counter drug, or pharmaceutical compound with the intent to induce intoxication, excitement, or stupefaction of the central nervous system as defined per reference (c). The following are examples, but are not all inclusive, nor is processing under this article limited to the examples: spice, huffing, and natural substances such as Salvia Divinorum and mushrooms. The wrongful use of controlled substances, including the misuse of steroids, must be processed under MILPERSMAN 1910-146.

c. Drug Paraphernalia – all equipment, products, and materials that are used, intended for use, or designed for use in injecting, inhaling, or otherwise introducing controlled substances into the human body in violation of law.

d. Sexual Misconduct - rape, sexual assault, stalking, forcible sodomy, child sexual abuse, possession or distribution of child pornography, incestuous relationships, or any sexual misconduct that could be charged as a violation of or an attempt to violate reference (d). If child sexual abuse (including incest) occurs, immediately notify:

Commander, Navy Installations Command (CNIC)
Detachment (DET) Millington
Counseling, Advocacy, and Prevention (N911)

and

Navy Personnel Command (NAVPERSCOM)
Enlisted Performance and Separations Branch (PERS-832)/
Reserve Enlisted Personnel Branch (PERS-913)

Note: Administrative processing is mandatory if case is substantiated for child sexual abuse.

e. **Sexual Harassment** (under the following circumstances):

(1) Threats or attempts to influence another's career or job in exchange for sexual favors;

(2) Rewards (including bribes to influence favorably another's career) in exchange for sexual favors; or

(3) Unwanted physical contact of a sexual nature which, if charged as a violation of reference (d), could result in a punitive discharge.

4. **Procedures**. Use the following table to determine processing procedures:

When...	Then use	Except when...	Then use...
offense requires mandatory processing, or commanding officer believes circumstances surrounding offense warrants an under other than honorable (OTH) per MILPERSMAN 1910-300,	administrative board procedure per MILPERSMAN 1910-404,	offense occurred pre-service or in a prior enlistment and was unknown to Navy at time of enlistment or reenlistment and processing for fraudulent enlistment is not appropriate,	MILPERSMAN 1910-402 and process for erroneous enlistment.
offense does not require mandatory processing and CO believes circumstances do not warrant an OTH per MILPERSMAN 1910-300,	notification procedure per MILPERSMAN 1910-402.		

5. **Characterization of Separation**

a. Further guidance on characterization of service is provided per MILPERSMAN 1910-300. This table provides general information based on type of procedures used.

If...	**Then least favorable characterization is...**
notification procedure is used,	general (GEN) per MILPERSMAN 1910-308.
administrative board procedure is used,	OTH per MILPERSMAN 1910-300.

b. If member has less than 180 days of service, an entry level separation may be appropriate. See MILPERSMAN 1910-308 for further guidance.

MILPERSMAN 1910-144

SEPARATION BY REASON OF MISCONDUCT - CIVILIAN CONVICTION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4432/2303 (901) 874-4432 882-2624
	NAVPERSCOM (PERS-913) Inactive Enlisted Members	Phone: DSN COM FAX	882-4470 (901) 874-4470 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Manual for Courts-Martial (MCM) (b) SECNAVINST 5820.4G

1. **Separation Authority (SA)**. Refer to MILPERSMAN 1910-704 to determine SA. When an administrative separation (ADSEP) board is held, refer to MILPERSMAN 1910-710 for guidance in determining SA.

2. **Policy**

a. Members may be separated based on civilian convictions, or actions tantamount to findings of guilt,

(1) adjudication withheld;

(2) deferred prosecution;

(3) entry in adult/juvenile pretrial intervention programs;

(4) any similar disposition of charges which includes imposition of fines, probation, community service, etc.;

when offense would warrant a punitive discharge per reference (a), appendix 12 for same or closely related offense; specific circumstances of offense warrant separation; or civil sentence

includes confinement for 6 or more months without regard to suspension, probation, or early release.

b. All civilian convictions (federal, state, and local) including any actions tantamount to findings of guilt are binding on issue of whether misconduct has occurred and administrative discharge board is required to find that misconduct did occur.

c. Foreign court convictions are not binding on administrative boards, and do not preclude processing due to misconduct (serious offense and/or civil conviction).

NOTE: Members confined in foreign jails may be processed for separation, but may not be discharged or separated from service until completion of imprisonment and return to the United States. In unusual cases (i.e., life sentence without possibility of parole) separations may be authorized by Secretary of the Navy (SECNAV) per reference (b).

3. **Mandatory Processing**. Processing is mandatory for:

a. Violent misconduct which results in, or had potential to result in, death or serious bodily injury (e.g., homicide, arson, armed robbery, assault with a deadly weapon, etc.); or

b. Deviant sexual behavior (lewd and lascivious acts; forcible sodomy; indecent assault, acts, and/or exposure; or any child sexual abuse, possession of child pornography, or incestuous relationships).

(1) If child sexual abuse including incest occurs, immediately notify

Commander, Navy Installations Command (CNIC)
Detachment (DET) Millington
Counseling, Advocacy, and Prevention (N911)
and
Navy Personnel Command (NAVPERSCOM)
Enlisted Performance and Separations Branch (PERS-832)/
Reserve Enlisted Personnel Branch (PERS-913)

Administrative processing is mandatory if case is substantiated for child sexual abuse.

(2) If member is ultimately retained, NAVPERSCOM (PERS-832/913) will forward case to

CNIC DET Millington **Counseling, Advocacy, and Prevention (N911)**

for evaluation and recommendation of long-term treatment. Regardless of acceptance into rehabilitation, NAVPERSCOM (PERS-832/913) may direct separation of member at EAOS with an RE-4 reenlistment code.

(3) If member is accepted, but later evaluated as a rehabilitation failure, reprocess per MILPERSMAN 1910-162.

4. **Procedures**. All available arrest, investigative, and court adjudication documentation must be submitted as part of recorder's exhibits at any administrative board. If members waive their boards, these same documents must be submitted as enclosures to Letter of Transmittal. Use below table to determine processing procedures.

WHEN..	THEN use..	EXCEPT when..	THEN use..
offense requires mandatory processing or commanding officer (CO) believes circumstances surrounding offense warrant an Under Other Than Honorable (OTH) per MILPERSMAN 1910-300,	Administrative Board Procedure (MILPERSMAN 1910-404),	conviction occurred preservice or in a prior enlistment and was unknown to Navy at time of enlistment or reenlistment and processing for fraudulent enlistment is not appropriate,	Notification Procedure (MILPERSMAN 1910-402) and process for erroneous enlistment (MILPERSMAN 1910-130).
offense does not require mandatory processing and CO believes circumstances do not warrant an OTH per MILPERSMAN 1910-300,	Notification Procedure (MILPERSMAN 1910-402).		

5. **Characterization of Separation**.

a. Further guidance on characterization of service is provided in MILPERSMAN 1910-300. This table provides general information based on type of procedures used.

IF...	**THEN least favorable characterizations is...**
Notification Procedure is used,	General (Under Honorable Conditions) (GEN), per MILPERSMAN 1910-308.
Administrative Board Procedure is used,	Under Other than Honorable (OTH), per MILPERSMAN 1910-300.

b. If member has less than 180 days of service, an Entry Level Separation (ELS) may be appropriate. See MILPERSMAN 1910-308 for further guidance.

MILPERSMAN 1910-146

Separation By Reason Of Misconduct - Drug Abuse

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4432/2303 (901) 874-4432 882-2624
	NAVPERSCOM (PERS-913) Inactive Enlisted Mbrs.	Phone: DSN COM FAX	882-4470 (901) 874-4470 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 5350.4D (b) SECNAVINST 5300.28D

1. **Separation Authority (SA)**. Refer to MILPERSMAN 1910-704 to determine SA. When an administrative separation (ADSEP) board is held, refer to MILPERSMAN 1910-710 for guidance in determining SA.

2. **Policy**

a. Processing is mandatory for the following:

(1) Positive urinalysis that was tested and confirmed positive at a Navy Drug Screening Lab (NAVDRUGLAB) or other Department of Defense (DoD) approved lab. If the commanding officer (CO) determines the urinalysis result was caused by administrative errors (e.g., faulty local chain of custody, evidence of tampering) or the drug use was not wrongful (e.g., prescribed medication, unknowing ingestion), then the member shall not be identified as a drug abuser and the positive urinalysis is not a drug abuse incident. When this determination is made, the command shall notify via official correspondence;

- Office of Chief of Naval Operations (OPNAV), Personal Readiness and Community Support Branch (OPNAV-N135), **and**
- the command's immediate senior in command (ISIC)

of the circumstances that warranted such a determination.

(2) Admission of drug use.

(3) One or more military drug related offense(s).

(4) Nolo contendere, no contest plea in civil courts.

(5) Civil conviction for a drug related offense(s).

(6) Actions tantamount to findings of guilt in civil courts:

(a) Deferred prosecution.

(b) Entry in pretrial intervention program.

b. Drug related offenses include the following:

(1) **Drug Abuse** - illegal or wrongful use, possession of controlled substances or attempts to commit drug offenses.

(2) **Drug Trafficking** - the sale, transfer, or possession with the intent to sell or transfer controlled substances.

3. **Procedures**

a. Notification procedures are used for the following situations:

(1) Member self refers to a qualified self referral representative with the intent of acquiring treatment and is found to be drug dependent by proper medical authority.

(2) Processing is based on fitness for duty or certain service directed urinalysis; per reference (a) (see following table).

(3) Voluntarily discloses evidence of prior personal drug abuse during course of treatment/rehabilitation.

(4) Navy Reservists testing positive on accession test into the Reserve program.

(5) Prior service applicants for Selected Reserve (SELRES) enlistments/reenlistments whose break in service from a SELRES or Regular component (RC) is more than 6 months.

b. Per reference (b), Drug Abuse is defined as: the illegal or wrongful use or possession of a controlled substance or prescription medication, including steroid usage other than that specifically prescribed by a competent authority; or attempts to commit drug offenses. The wrongful use of inhalants (huffing) or the misuse of designer drugs must be processed under MILPERSMAN 1910-142.

c. Other than the above exceptions, drug abuse must be processed using administrative board procedures (MILPERSMAN 1910-404) with Under Other Than Honorable (OTH) being the least favorable characterization of service considered. This applies to both Regular and Reserve personnel. (Example: Drilling reservists who test positive on urinalysis may be processed for OTH regardless of when the drugs were ingested.)

d. If member waives right to administrative board, under administrative board procedures, only General Court Martial Convening Authority (GCMCA) or higher serves as SA.

4. **Use of Urinalysis Results**

a. **Use this table to determine basis for separation and characterization of service**. **NOTE**: Only urinalysis results from a NAVDRUGLAB or other DoD certified lab will be used to refer a military member for appropriate disciplinary action and to establish the basis for separation and characterization of discharge.

Type	Usable in Disciplinary Proceedings	Usable as Basis for Separation	**Usable for OTH Characteri-zation**
Search or seizure			
Member's consent	Yes	Yes	Yes
Probable cause	Yes	Yes	Yes

Inspection Random sample Unit sweep	 Yes Yes	 Yes Yes	 Yes Yes
Medical – general diagnostic purposes (e.g., ER treatment, annual physicals, etc.) (See Rule 1)	Yes	Yes	Yes
Fitness for duty Command directed Competence for duty (See Rule 1) Mishap/safety investigation	 No No No	 Yes Yes Yes	 No No No
Service-directed Treatment facility staff (military) Alcohol rehab testing Naval brigs Entrance testing Accession training pipeline	 Yes No Yes No Yes	 Yes Yes Yes Yes Yes	 Yes No Yes No (See Rule 2) Yes

b. **Rules**

(1) The medical facility should immediately notify the member's command of a positive urinalysis or blood test. This notification should prompt the CO or acting CO to authorize an immediate probable cause urinalysis conducted by the command's designated urinalysis coordinator. If the CO or acting CO will not be available in excess of 24 hours, then the command duty officer or officer of the day should authorize an immediate command directed urinalysis. Immediate action is necessary to preclude further degradation of possible controlled substances in the system due to the passage of time. An exception to this policy is if the member is unconscious and unable to knowingly provide a urine sample.

(2) Yes for reservists recalled to active duty (AD) only (except Delayed Entry Program (DEP) participants).

5. **Characterization of Separation**. Further guidance on characterization of service provided in MILPERSMAN 1910-300. This table provides general information based on type of procedures used.

IF ...	**THEN least favorable characterization ...**
Notification Procedure is used,	is General (GEN) per MILPERSMAN 1910-308.
Administrative Board Procedure is used,	is OTH per MILPERSMAN 1910-300.

If AD member has less than 180 days of service, an Entry Level Separation may be appropriate. See MILPERSMAN 1910-308 for further guidance.

MILPERSMAN 1910-152

SEPARATION BY REASON OF ALCOHOL REHABILITATION FAILURE OR MULTIPLE DRIVING UNDER THE INFLUENCE (DUI)/DRIVING WHILE INTOXICATED (DWIs)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4432/2303 (901) 874-4432 882-2624
	NAVPERSCOM (PERS-913) Inactive Enlisted Mbrs.	Phone: DSN COM FAX	882-4470 (901) 874-4470 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 5350.4D (b) Uniform Code of Military Justice (UCMJ)

1. **Separation Authority (SA)**. Refer to MILPERSMAN 1910-704 to determine SA. When an administrative separation (ADSEP) board is held, refer to MILPERSMAN 1910-710 for guidance in determining SA.

2. **Policy**. Unless a written waiver is obtained, commands shall process for ADSEP all members considered to be treatment failures or who have incurred a second or greater Driving Under the Influence (DUI)/Driving While Intoxicated (DWI) after 4 June 09. Request for waiver will be submitted **to:**

Navy Personnel Command (NAVPERSCOM)
Enlisted Performance and Separations Branch (PERS-832)/
Reserve Enlisted Personnel Branch (PERS-913)

Via:

Office of Chief of Naval Operations (OPNAV)
Navy Alcohol and Drug Abuse Prevention Branch (OPNAV-N135F)

3. **Treatment Failure**. Per reference (a), the following are examples of treatment failures:

a. Any member who incurs an alcohol related incident at any time in their career after a period of treatment at Level 1 or above, that was precipitated by a prior incident.

b. Any member who has incurred an alcohol related incident, has been a command referral, or has self-referred, and has been screened by medical personnel and found to be in need of treatment, and who commences but subsequently fails to complete any prescribed treatment at Level I or above, or incurs an alcohol incident. (Conduct, which amounts to a refusal, failure to complete, or non-amenability shall be determined by the medical officer or licensed independent practitioner (LIP). Conduct which amounts to an alcohol incident shall be determined by the member's commanding officer (CO).)

c. Any member who fails to participate in, fails to follow, or fails to successfully complete any medically prescribed and command-approved aftercare plan. This determination must be made by the member's CO in consultation with the Drug and Alcohol Program Advisor (DAPA).

d. Any member who returns to alcohol abuse as defined in current Diagnostic and Statistical Manual (DSM) IV criteria at any time during their career following treatment, at Level I or above, and is determined to be a treatment failure by their CO in consultation with command DAPA, local Substance Abuse Rehabilitation Program (SARP), and appropriate medical officer or LIP.

4. **What is an Alcohol Incident**? An alcohol incident is an offense punishable under reference (b) or civilian authority committed by a member where, in the judgment of the member's CO, the consumption of alcohol was the primary contributing factor.

5. **Waiver Requests**. Submit waiver requests per enclosure (1) of reference (a).

6. **Procedures**. The Notice of Notification Procedure (MILPERSMAN 1910-402) shall be used to process for alcohol rehabilitation failure. Process multiple DUI/DWIs under misconduct per MILPERSMAN 1910-142 or 1910-144 accordingly.

7. **Characterization of Separation**

a. Alcohol Rehabilitation Failure: The characterization of separation should be General (Under Honorable Conditions), unless an Entry Level Separation (ELS) (MILPERSMAN 1910-308) or Honorable is warranted per MILPERSMAN 1910-304.

b. Multiple DUI/DWIs: The characterization of separation will be determined by the severity of incidents per MILPERSMAN 1910-142 or 1910-144 as appropriate.

MILPERSMAN 1910-154

SEPARATION BY REASON OF ENTRY LEVEL PERFORMANCE AND CONDUCT

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4432 (901) 874-4432 882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. Members may be separated for entry level performance and conduct when

a. **in an entry level status** (i.e., within first 180 days of continuous active duty (ACDU) on the date of notification of administrative separation (ADSEP) processing); and

b. **it is determined that members are unqualified for further Naval Service** by reason of unsatisfactory performance and conduct as evidenced by incapability, lack of reasonable effort, failure to adapt to the naval environment, or minor disciplinary infractions; and

c. **have violated a NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks counseling/warning** which specifically addresses individual's unsatisfactory performance/conduct (MILPERSMAN 1910-204). A member must have violated a NAVPERS 1070/613 warning prior to processing for separation under this category.

2. **Separation Procedures**. Notice of Notification Procedure (MILPERSMAN 1910-402) shall be used to process member for separation.

3. **Characterization of Separation**. Description of separation shall always be an Entry Level Separation (ELS). MILPERSMAN 1910-308 provides further guidance.

MILPERSMAN 1910-156

SEPARATION BY REASON OF UNSATISFACTORY PERFORMANCE

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4432/2303 (901) 874-4432 874-2624
	NAVPERSCOM (PERS-913) Enlisted Inactive Duty Reserve	Phone: DSN COM FAX	882-4510 (901) 874-4510 874-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) NAVADMIN 061/11 (b) 18 U.S.C. §922(g)(9)

1. **Separation Authority (SA)**. Refer to MILPERSMAN 1910-704 to determine SA. When an administrative board is held, refer to MILPERSMAN 1910-710 for guidance in determining SA.

2. **Policy**. Members may be separated when they are unqualified for further naval service as demonstrated by any of the following reasons:

a. Receipt of an enlisted performance evaluation with one or more 1.0 marks in any performance trait. Counseling, per Note 1, must be completed and subsequently violated. Physical fitness assessment failures must be processed under MILPERSMAN 1910-170;

b. An overall 2.49 cumulative performance mark average, or less for two consecutive evaluations. Per Note 1, counseling must be completed;

c. Promotion recommendation less than **promotable** with no improvement in the recommendation (i.e., significant problems to progressing) for 2 consecutive cycles (e.g., member receives two consecutive **progressing** evaluations). Per Note 1, counseling must be completed;

d. Denial or revocation of security clearance, thereby precluding ability to perform duties in assigned rating. For information regarding rate conversions see MILPERSMAN 1440-010. Member must sign the letter of intent provided by the Department of the Navy Central Adjudication Facility or be counseled, per Note 1, prior to processing;

e. Chief petty officers (E-7 through E-9) and petty officers detached for cause (DFC) due to substandard performance per MILPERSMAN 1616-010. Required counseling, per Note 1, must be completed prior to DFC action, except in cases involving a DFC action for significant event in which case required counseling must be completed prior to processing. Separation processing may only be directed by the Commander, Navy Personnel Command;

f. Failure to participate in or complete mandatory training or education for their rating (e.g., Legalman-Paralegal Education Program per reference (a)). Per Note 1, counseling must be completed prior to processing;

g. Failure to complete initial skills training pipeline as outlined in MILPERSMAN 1910-125. Per Note 1, counseling must be completed prior to processing;

h. Failure to complete the change of rating conversion process outlined in MILPERSMAN 1910-133. Per Note 1, counseling must be completed prior to processing; or

i. Reduced in rate due to disciplinary action, the expiration of active obligated service (EAOS) exceeds the reduced pay grade high year tenure (HYT) limit, and the basis for the reduction in rate does not meet any other basis for separation. If reduced in rate due to misconduct falls within a misconduct section of MILPERSMAN 1910 series, process under that section. Refer to MILPERSMAN 1160-120 for established HYT limits, separation processing timelines, and exceptions.

Note 1: Counseling and or warning that specifically addresses deficiencies (i.e., performance of assigned tasks and duties in a manner that is not contributory to unit readiness and or mission accomplishment, and or failure to maintain required proficiency in rate as evidenced by ....) must be documented per MILPERSMAN 1910-202. The member must have been afforded the opportunity to overcome those deficiencies prior to processing.

Note 2: Members who lose their ability to carry or handle weapons in the performance of their duties due to a qualifying conviction for domestic violence (DV), per reference (b), should be processed for separation under MILPERSMAN 1910-142 for the actual DV incident(s).

3. **Policy Exception**

a. If the member is in entry level status, as defined per MILPERSMAN 1900-010, process under entry level performance and conduct per MILPERSMAN 1910-154.

b. Do not process under this article if the member qualifies for misconduct processing.

c. At the SA's discretion, member may request separation under MILPERSMAN 1910-102, if member does not qualify for misconduct processing.

4. **Procedures**. The notice of notification procedure, per MILPERSMAN 1910-402, shall be used to process the member for separation.

5. **Characterization of Separation**. For members separated under paragraphs 2a through 2e of this article, the characterization of separation should be under honorable conditions (general), unless an entry level separation (ELS) or honorable is warranted per MILPERSMAN 1910-304. For members separated under paragraphs 2f through 2i of this article, the characterization of separation should be honorable, unless an ELS or under honorable conditions (general) is warranted per MILPERSMAN 1910-304. Selected Reserve personnel are not eligible for ELS.

MILPERSMAN 1910-158

SEPARATION BY REASON OF UNSATISFACTORY PARTICIPATION IN THE READY RESERVE

Responsible Office	NAVPERSCOM (PERS-913)	Phone: DSN COM FAX	882-4510 (901) 874-4510 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1215.13 of 11 June 2009. (b) BUPERSINST 1001.39F

1. **Separation Authority (SA)**

a. For personnel with a military service obligation (MSO) remaining, Navy Personnel Command (NAVPERSCOM), Reserve Enlisted Status Branch/FTS Recall and Conversions (PERS-913) is the SA.

b. For personnel with more than 8 years of active and inactive service calculated from their pay entry base date (no MSO remaining), a special court-martial convening authority is the SA.

2. **Policy**

a. Per references (a) and (b), members may be separated when they:

(1) Acquire at least nine unexcused absences from scheduled training in a 12-month period;

(2) Fail to satisfactorily complete required annual training;

(3) Fail to report for a physical examination;

(4) Fail to submit additional related information in connection with a physical examination;

(5) Fail to keep the commanding officer (CO) advised of pertinent mobilization information; or

(6) Fail to respond to official documentation.

b. Commands must provide supporting documentation for each unsatisfactory participation reason listed in paragraphs 2a(1) through 2a(6). Examples include:

(1) The Navy Standard Integrated Personnel System (NSIPS) Inactive Duty training History Review, or NAVRES 1570/2 Satisfactory Participation Requirements/Record of Excused Absences showing the member has received at least nine unexcused absences in a rolling 12 month period; and

(2) Copy of command's official correspondence documenting medical readiness compliance or other mobilization readiness compliance requirements. Correspondence that cannot be hand delivered should be sent to the member's most recent mailing address using certified mail (with return receipt requested) to verify that the documentation was mailed. Attach the receipt to a copy of the noncompliance documentation and file with the member's personnel file.

Note: This article shall not be used to administratively process members who do not report as ordered for mobilization. Process Reserve personnel who do not report as ordered for mobilization per MILPERSMAN 1610-030.

3. **Procedures**. The notification procedures in MILPERSMAN 1910-402 shall be used. When COs determine discharge is not warranted, he or she may recommend transfer to the Standby Reserve-Inactive (S-2). This recommendation should be included in the CO's letter of transmittal to NAVPERSCOM (PERS-913).

4. **Characterization of Separation**. Per MILPERSMAN 1910-304, the characterization of separation should be honorable or general (under honorable conditions).

MILPERSMAN 1910-160

SEPARATION BY REASON OF SUPREMACIST OR EXTREMIST CONDUCT

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4432/2303 (901) 874-4432 882-2624
	NAVPERSCOM (PERS-913) Inactive Enlisted Members	Phone: DSN COM FAX	882-4470 (901) 874-4470 882-2673

Reference	(a) Uniform Code of Military Justice (UCMJ)

1. **Policy**

a. Members must be processed following disciplinary or administrative action for any substantiated incident of serious misconduct resulting from participation in supremacist or extremist activities. The prescribed misconduct must relate to

(1) illegal discrimination based on race, creed, color, sex, religion, or national origin; or

(2) advocating the use of force or violence against any federal, state, or local government or agency thereof, in violation of federal, state, or local laws.

b. Most cases will involve one or more violations of reference (a), including but not limited to the following:

	Violation	Article
(1)	Insubordinate conduct, disobedience, and orders violations, including violations of lawful general orders established in Navy regulations or other authoritative Navy instructions.	90, 91, 92
(2)	Cruelty and maltreatment of subordinates.	93
(3)	Riot or breach of peace.	116
(4)	Provoking speech or gestures.	117
(5)	Various degrees of assault.	128
(6)	Disloyal statements; drunkenness and/or disorderly conduct; communicating a threat; carrying a concealed weapon; soliciting another to commit an offense; requesting commission of an offense; and wearing unauthorized insignias, decorations, badges, ribbons, devices, or lapel buttons on uniforms or civilian clothing.	134

c. An incident of misconduct is substantiated by one or more of the following:

(1) A conviction by a court-martial or civil criminal court system.

(2) Imposition of nonjudicial punishment (NJP) under article 15 of reference (a).

(3) A determination by the convening authority (CA), the preponderance of evidence standard that the member has engaged in supremacist or extremist conduct.

2. **Procedures**. Contact Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch (PERS-832) or Reserve Enlisted Personnel Branch (PERS-913) for processing guidance for cases involving supremacist or extremist conduct. Cases will normally be processed under Misconduct - Commission of a Serious Offense (MILPERSMAN 1910-142) or Best Interest of the Service (BIOTS) (MILPERSMAN 1910-164).

MILPERSMAN 1910-162

SEPARATION BY REASON OF FAMILY ADVOCACY PROGRAM (FAP) REHABILITATION FAILURE

Responsible Office	NAVPERSCOM (PERS-483CC)	Phone: DSN COM FAX	882-4432 (901) 874-4432 882-2624

1. **Policy**

a. Members may be processed under this category for separation when they

(1) are identified as perpetrators of child abuse, child sexual abuse, or spousal abuse; and fail to complete or are involuntarily disenrolled from a FAP rehabilitation, education, and counseling program (programs under the direction of either Commander, Navy Installations (CNI) or local installations); or

(2) subsequently engage in abusive behavior. (Dual process for misconduct as appropriate.)

b. The local FAP Case Review Committee will make the determination as to whether rehabilitation failure has occurred. Commanding officers (COs) shall normally process rehabilitation failures for administrative separation. In those cases where COs determine retention of the servicemember is warranted, they shall forward their recommendation to Navy Personnel Command (NAVPERSCOM), Conduct and Separation Branch (PERS-483), who will make the final determination.

c. All substantiated child sexual abuse cases must be processed for misconduct due to commission of a serious offense (MILPERSMAN 1910-142), using administrative board procedures (MILPERSMAN 1910-402), unless findings of **not guilty** are rendered at courts-martial or civil/criminal proceedings.

d. Processing under this category is for rehabilitation program failure only. Actual spousal abuse or child abuse should be processed under misconduct due to commission of a serious offense.

2. **Procedures**. Contact NAVPERSCOM (PERS-483) for processing guidance for cases involving FAP rehabilitation failure. Cases will normally be processed under Best Interest of the Service (BIOTS) pending establishment of a Separation Program Designator (SPD) by Department of Defense (DOD) for this reason.

3. **Characterization of Service**. The least favorable characterization of service is General (Under Honorable Conditions).

MILPERSMAN 1910-164

SEPARATION BY REASON OF BEST INTEREST OF THE SERVICE (BIOTS)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4432/2303 (901) 874-4432 882-2624
	NAVPERSCOM (PERS-913) Inactive Enlisted Members	Phone: DSN COM FAX	882-4470 (901) 874-4470 882-2673

1. **Policy and Guidance**

a. Only Secretary of the Navy (SECNAV) can approve a best interest of the service (BIOTS) separation. SECNAV may direct a BIOTS separation of any member prior to expiration of service (EOS) after determining such separation is in the BIOTS.

b. BIOTS processing is only appropriate when the member does not meet the minimum criteria for processing for any other reason.

c. Commands must contact Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch (PERS-832) or Reserve Enlisted Personnel Branch (PERS-913) prior to processing to ensure BIOTS is the most appropriate reason for separation processing.

2. **Procedures**. The notice of Notification Procedure (MILPERSMAN 1910-402), with the following modifications will be used:

a. Delete the option of electing an administrative board; and

b. Ensure reason for processing cited in the Notification Procedure clearly explains

(1) the specific circumstances, acts, or omissions alleged;

(2) why separation is in the best interest of Naval Service; and

(3) why no other reason for separation is considered appropriate.

3. **Characterization of Service**. The characterization of service is **General (Under Honorable Conditions) (GEN)** , unless an **Entry Level Separation (ELS)** is required in MILPERSMAN 1910-308, or **Honorable (HON)** per MILPERSMAN 1910-300 to 1910-306.

MILPERSMAN 1910-166

ADMINISTRATIVE ACTION FOR FLEET RESERVE/ RETIRED RESERVE ELIGIBLE PERSONNEL

Responsible Office	NAVPERSCOM (PERS-832) Active Enlisted Members	Phone:	DSN COM FAX	882-4432/2303 (901) 874-4432 882-2624
	NAVPERSCOM (PERS-913) Inactive Enlisted Members	Phone:	DSN COM FAX	882-4470 (901) 874-4470 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy for Active Duty Personnel**. Congress has granted the Secretary of the Navy (SECNAV) authority to approve requests to transfer those enlisted personnel who complete 20 years of active service to the Fleet Reserve. The discretion of SECNAV to approve such transfers is absolute. He may deny such requests or modify them so that the member is transferred in a reduced pay grade based on the member's service, conduct, performance, or for any other reason which is supported by sufficient evidence. Any enlisted member with sufficient service who is recommended for transfer in a reduced pay grade may request an administrative separation (ADSEP) board so that he or she may argue that transfer should be approved in the member's current pay grade. The recommendation of the ADSEP board is not binding on SECNAV. After completing NAVPERS 1910/32 Administrative Separation Processing Notification Procedure or NAVPERS 1910/31 Administrative Separation Processing Notice - Administrative Board Procedure, the Service member may waive appearance before such board by submitting a waiver request (use format in paragraph 6 of this article).

2. **Policy for Reservists**. Enlisted Navy Reserve members on Inactive duty may request transfer to the Retired Reserve when they have completed 20 years of qualifying service and have received a Notice of Eligibility for retirement from Navy Personnel Command (NAVPERSCOM), Reserve Enlisted Status Branch /FTS Recall and Conversions (PERS-913). The discretion of SECNAV to approve such transfers is absolute. SECNAV may

approve or modify such requests as described in paragraph 1 of this article.

3. **Characterization of Service**. When approving requests to transfer to the Fleet Reserve or to the Retired Reserve, SECNAV will assign an appropriate characterization of service per guidelines set forth in MILPERSMAN 1910-300 series. In cases of misconduct, an Under Other Than Honorable characterization of service may be assigned based on these guidelines and with due consideration to the member's service record in the current enlistment and the particular facts and circumstances of the basis for transfer.

4. **Waiver of Administrative Processing**:

a. Personnel in the following categories may request a waiver of ADSEP processing in order to be eligible to request transfer to the Fleet Reserve or Retired Reserve (use letter format provided in paragraph 6 of this article):

(1) Awaiting disciplinary action;

(2) Serving sentence of a court-martial (including time on probation);

(3) Awaiting civil action;

(4) Awaiting family advocacy action; or

(5) Awaiting administrative discharge action.

b. Such requests do not preclude or suspend disciplinary action at discretion of their commanding officers. In all cases, the Service members must be informed that they have the right to present their case before an ADSEP board which will make a recommendation to SECNAV on pay grade at retirement.

c. Regardless of any recommendation by member's chain of command, ADSEP board, or NAVPERSCOM; SECNAV may transfer the member in current or reduced pay grade, as deemed appropriate.

d. Reservists modify active duty procedures as follows:

(1) Send requests to NAVPERSCOM (PERS-913) for **enlisted**.

(2) Modify subject line: "Retired Reserve (with or without pay)."

(3) Add subparagraph 2f to First Endorsement (format in paragraph 7 of this article), reflecting total satisfactory service creditable towards retirement.

(4) Modify NAVPERS 1070/613 Administrative Remarks (format in paragraph 8 of this article): "Retired Reserve (with or without pay)" vice Fleet Reserve.

5. **When Member does not Request a Waiver of ADSEP Processing**. If members do not immediately request a waiver of ADSEP processing, continue with ADSEP processing. Requests received after initiation of separation processing do not have to be approved by command or NAVPERSCOM.

6. **Member's Request for Waiver of ADSEP Processing**. Member's request should be in the following format:

(Date)

From: (Rate/name/branch/SSN (xxx-xx-1234, last four digits))
To: Commander, Navy Personnel Command (PERS-832), or
PERS-913 for Inactive Duty Navy Reserve personnel)
Via: Commanding Officer/Commander

Subj: REQUEST FOR WAIVER OF ADMINISTRATIVE SEPARATION (ADSEP) PROCESSING IN ORDER TO TRANSFER TO FLEET RESERVE/RETIRED RESERVE

Ref: (a) MILPERSMAN 1910-166
(b) MILPERSMAN 1830-040

1. Per reference (a), I request that ADSEP processing be waived in order to transfer to the Fleet Reserve/Retired Reserve. I understand that my request to transfer in my current pay grade may be accepted, or that the Secretary of the Navy (SECNAV) may approve my transfer in a reduced pay grade. I further understand that this request does not preclude or suspend command disciplinary action. (**For active duty only.**) If my request is approved, I understand that I will be required to transfer to the Fleet Reserve/Retired Reserve, per reference (b), with an effective date directed by Navy Personnel Command.

2. I acknowledge that I have the right to present my case before an ADSEP board that has the prerogative of recommending to SECNAV that I retire in my current pay grade; however, SECNAV may accept or reject the board's recommendation, and that I expressly and knowingly waive that right.

3. If I am making this request following convening of an ADSEP board, I acknowledge that recommendation of the ADSEP board as to pay grade at retirement may be accepted or rejected at discretion of SECNAV.

4. With the foregoing knowledge of my rights and prerogative of SECNAV as to pay grade at retirement, I request transfer to Fleet Reserve/ Retired Reserve in pay grade of _____.

5. Additionally, I understand that approval of this request may result in an Under Other Than Honorable (OTH) characterization of service.

SIGNATURE OF MEMBER

7. **Command's First Endorsement.** Command's First Endorsement is to be prepared in the following format: (Use proper letter format.)

(Date)

FIRST ENDORSEMENT on (member's rate/name/branch/SSN (xxx-xx-1234, last four digits) request of (date of request))

From: Commanding Officer/ Commander
To: Commander, Navy Personnel Command (PERS-832, or PERS-913 for Inactive Duty Navy Reserve personnel)

Subj: REQUEST FOR WAIVER OF ADMINISTRATIVE SEPARATION PROCESSING IN ORDER TO TRANSFER TO FLEET RESERVE/RETIRED RESERVE

Ref: (a) Uniform Code of Military Justice (UCMJ)

1. Forwarded, recommending approval or disapproval. Reason for processing should this request not be approved is (list all reasons which meet minimum criteria).

2. Basic record data:

a. Date of current enlistment
b. Expiration of active obligated service (EAOS)/ expiration of service (EOS)
c. Active duty service date (ADSD)
d. Months onboard current command
e. Total active federal military service as of (date)
f. Total satisfactory service creditable towards Reserve retirement (inactive duty Navy Reserve personnel only)
g. Last 5 years of evaluations/fitness reports. (provided as enclosures)

3. Involvement with civilian authorities: (If none, so state; otherwise, provide details of events, circumstances, and facts surrounding offense(s); and action by civil authorities. Include citation of civil statute(s) violated, charge(s) on which arraigned and or plead guilty or tried and or convicted, and sentence of court (if any).)

4. Summary of military offense(s): (If none, so state; otherwise, list chronological date of nonjudicial punishment (NJP)/court-martial (CM), reason/offense, including the reference (a) article and specification; and in case of CM indicate date of convening authority final action (approved findings and sentences).)

5. Commanding officer's comments: (Provide a recommendation regarding whether member should be allowed to transfer in a current or reduced pay grade.)

6. Point of contact/location of command/telephone (DSN/COMM)/E-Mail:

SIGNATURE OF CO/ACTING
(NOT BY DIRECTION)

8. **If Waiver is Approved**. If authority is granted to allow member (in lieu of ADSEP processing) to transfer to Fleet Reserve/Retired Reserve, prepare the following NAVPERS 1070/613 entry for inclusion in member's record:

"I understand that I have been afforded opportunity to transfer to the Fleet Reserve/Retired Reserve effective (date provided by NAVPERSCOM). I further understand that I am not eligible to be recalled without express written permission of NAVPERSCOM and that I will be assigned a reenlistment code of RE-4. AUTHORITY: NAVPERSCOM (message date time group)."
MEMBER'S SIGNATURE WITNESS' SIGNATURE

MILPERSMAN 1910-168

SEPARATION BY REASON OF PHYSICAL DISABILITY

Responsible Office	NAVPERSCOM (PERS-4821)	Phone: DSN COM FAX	882-3229 (901) 874-3229 882-2622

References	(a) SECNAVINST 1850.4E (b) SECNAVINST 1770.3D (c) 10 U.S.C. 1214

1. **Policy - Members on Active Duty in Excess of 30 Days**. A member on active duty or active duty for training in excess of 30 days may be separated by reason of physical disability upon determination that member is physically unfit to perform the duties of member's rating in a reasonable manner. When separation from Naval Service is indicated by reason of physical disability, the member concerned will be reported upon by a medical board. The determination of a member's fitness for active Naval Service and/or entitlement to disability benefits, where found unfit, rests with Secretary of the Navy (SECNAV) as contained in reference (a).

2. **Policy - Members on Inactive Duty**. Members on inactive duty may be separated by reason of physical disability upon determination that they are not physically qualified to perform the duties of their rating on active duty in the Navy Reserve in a reasonable manner due to disease or injury.

3. **Policy - Members on Active Duty for 30 Days or Less**. When a member incurs a physical disability on

- active duty of 30 days or less,
- active duty for training, or
- inactive duty training (drill),

separation is authorized under this article following the guidelines established in reference (b).

4. **Policy - Members in the Navy Reserve**

a. Members not physically qualified for active duty or retention in the Navy Reserve shall not be involuntarily discharged upon expiration of their enlistment, or enlistment as extended, until the action pertaining to the resolution of their physical status is completed.

b. When the member's enlistment, or extension of enlistment, expires before their physical status is resolved, the member may be administratively retained in the service beyond the expiration date with their consent.

c. When such action is necessary, the retention and the expression of consent shall be set forth in writing on NAVPERS 1070/613 (7-06), Administrative Remarks and shall be signed by the member. If mental incompetency or other impairment precludes member indicating consent, tacit consent will be assumed. Retention for this purpose will be in training pay "Category H."

d. If members do not consent to the retention, their discharge shall be executed in the normal manner and an entry made on NAVPERS 1070/613 denoting their desire to be discharged in lieu of retention.

5. **Commander's Responsibility to Inform the Member**. This procedure is used when an inactive duty member incurs a physical disability on active duty of 30 days or less, active duty for training, or inactive duty training (drill), and is determined by Chief, Bureau of Medicine and Surgery (BUMED) to be not physically qualified for active duty or retention. The

- Navy Reserve Readiness Commander; or
- Commanding Officer of the Naval Air Station, Naval Air Reserve Unit, Naval Air Reserve Center, or Naval Air Facility under either

    - Commander, Naval Reserve Force, or
    - Commanding Officer, Naval Reserve Personnel Center (NAVRESPERSCEN)

to which the member is assigned shall inform the member by letter using the following format: (Use proper letter format.)

From: Commander/Commanding Officer, command
To: (rate, first, middle, last name; branch of service;
social security number (xxx-xxx-0000))
(street address)
(city, state, zip code)

Subj: FINDING OF PHYSICAL DISQUALIFICATION

Ref: (a) 10 U.S.C.
(b) MILPERSMAN 1001-010

1. I regret to inform you that Chief, Bureau of Medicine and Surgery, Department of the Navy, has found that you are not physically qualified for retention in the Navy Reserve by reason of (state defect) (example: diabetes mellitus).

2. Section 12644 of reference (a) provides for the Honorable Discharge, or transfer to the Retired Reserve (without pay) if otherwise eligible, of any member who is not physically qualified for assignment to active duty.

3. In view of the foregoing, it is requested that you take one of the following courses of action:

a. Request discharge by reason of being not physically qualified.

b. Request transfer to the Retired Reserve if eligible under provisions of reference (b).

c. Request a review by the Physical Evaluation Board (PEB) on the basis of available medical records. You will be notified of the Board’s recommended findings and given an opportunity to accept or rebut, or to demand a formal hearing before a hearing panel empowered to conduct formal hearings. Appearance before a hearing panel must be at your own expense. You are not eligible to receive retirement pay, severance pay, or any other benefits specified in chapter 61 of reference (a).

4. If a reply is not received from you within 30 days, it will be considered that you do not desire a review, and action will be taken to discharge you involuntarily by reason of being not physically qualified.

COMMANDER'S/COMMANDING OFFICER'S SIGNATURE

6. **Member's Response**. Members shall reply to the commander/commanding officer (CO), within 30 days of receipt of their letter, using the following format: (Use proper letter format.)

From: (rate, first, middle, last name; branch of service;
social security number (xxx-xx-0000))
(street address)
(city, state, zip code)
To: Commander/Commanding Officer, command

Subj: RESPONSE TO FINDING OF PHYSICAL DISQUALIFICATION

Ref: (a) CO, _____ ltr of _____

1. Having been informed in reference (a) that Chief, Bureau of Medicine and Surgery, Department of the Navy, has found that I am not physically qualified for retention in the Navy Reserve, I request (initial as appropriate)

( ) discharge by reason of being not physically qualified.

( ) transfer to the Retired Reserve (if eligible).

( ) a review by the Physical Evaluation Board on the basis of available medical records.

MEMBER'S SIGNATURE

7. **CO's Follow-up Responsibilities**. The CO shall follow up as indicated below, depending on the circumstances:

IF...	THEN...
discharge is requested, or if no reply to the letter informing reservist of their status is received within 30 days,	issue the appropriate discharge certificate citing as authority this article and the letter informing the member of their status. Make appropriate field service record (FSR) entries and forward the closed FSR to NAVRESPERSCEN.
transfer to the Retired Reserve is requested and the reservist is eligible,	reservist will be transferred.
a Physical Evaluation Board (PEB) review is desired,	authorization will be issued by the • Navy Reserve Readiness Commander, or • Commander, Naval Air Reserve Activity, as appropriate, citing this article as authority.
the member desires to rebut the findings of the PEB and a formal hearing with personal appearance before a hearing panel is demanded,	the Office of Naval Council of Personnel Boards will request the • Naval Reserve Readiness Commander, or • Commander, Naval Reserve Force, as appropriate, to issue authorization orders for the reservist to appear before the hearing panel located in Washington, DC. See "Requesting Authorization to Appear Before a Hearing Panel."

8. **Requesting Authorization to Appear before a Hearing Panel**. When the member requests a formal hearing panel the CO will prepare the following: (Use proper letter format.)

From: Commander/Commanding Officer
To: (rate, first, middle, last name; branch of service; social security number (xxx-xx-0000))
(street address)
(city, state, zip code)
Via: President, Physical Evaluation Board Hearing Panel,
720 Kennon Street SE, RM 309,
Washington Navy Yard, DC 20374-5023

Subj: AUTHORIZATION TO APPEAR BEFORE A HEARING PANEL

Ref: (a) SECNAVINST 1850.4D (Department of the Navy Disability Evaluation Manual)

1. Per reference (a), when notified by the via addressee that the necessary records are available for presentation of your case, you are authorized to report to that officer for an evaluation of your present physical condition.

2. In the evaluation of your physical condition, the Hearing Panel board will conduct the proceeding in all respects as provided for hearings in the case of active duty members, except that it will make only the recommended finding that you are or are not physically qualified for active service, and if not so qualified, will set forth the disqualifying defect or disability with the diagnostic nomenclature number (International Classification of Diseases (ICD) code) noted, and an opinion whether such disability is or is not due to intentional misconduct or willful neglect.

3. The above is authorized with the understanding that you will not be entitled to reimbursement for mileage or expense in connection therewith. In case you do not desire to bear this expense or, if for any reason, you fail to report to the Hearing Panel on the date specified, you will regard paragraph 1 of this authorization revoked.

4. You are advised that if, for any reason, you are unable to report in person to the Hearing Panel on the date specified, you may waive your right to appear in person. If you waive your right to appear in person, and elect not to have your counsel

appear on your behalf and represent you at the hearing, your case will be considered by the Hearing Panel on the record.

5. Whether you appear in person to waive your right to appear in person, a counsel will be appointed to represent you. You will be given the opportunity to consult with counsel, after which you may waive counsel if you so desire. You may, if you so desire, also employ civilian counsel at your own expense, and retain your designated counsel, or you may waive designated counsel. If you choose not to appear in person at the hearing, you may elect to have your counsel appear on your behalf and represent your interest during the hearing.

6. By endorsement hereon the via addressee is requested to notify you of the date and place you are to appear and of your designated counsel. You are requested to advise President, Hearing Panel, (address), whether you desire to appear in person.

COMMANDER'S/COMMANDING OFFICER'S SIGNATURE

Copy to:
BUMED (MED-3361)
NAVPERSCOM (PERS-4821 and PERS-4913)

9. **Advisability of Requesting a Hearing**. Do not include entitlement to travel allowances in the authorization to appear before the panel since such must be at the member’s expense. As explained in the letter to the member, the option of requesting a hearing before a hearing panel is offered solely to comply with the provision of reference (c), which states that no member of the Armed Forces may be retired or separated for physical disability without a full and fair hearing if member demands it. Since such hearing does not normally alter the findings of the board, particularly in cases of members who have never served on active duty and who are not qualified for retention in the Navy Reserve by reason of conditions arising in civilian life, members who inquire relative to the advisability of requesting a hearing should be so advised and discouraged from requesting a hearing due to the time and expense involved.

10. **If the Member has reported for Active Duty**. In any case where the member has reported for active duty, Navy Personnel Command (NAVPERSCOM), Disability/Retirement/LIMDU Section

(PERS-4821) shall be notified of this fact together with return of the BUMED recommendation or request.

11. **Separations for Members on Inactive Duty**

a. NAVPERSCOM, Reserve Enlisted Personnel Section (PERS-4913) shall authorize separations for those members listed in the “Policy - Members on Inactive Duty” paragraph of this article who are not separated locally by the CO.

b. Characterization of service or description of separation shall be Honorable, General (Under Honorable Conditions), or Entry Level Separation following guidance in MILPERSMAN 1910-300.

MILPERSMAN 1910-170

SEPARATION BY REASON OF PHYSICAL FITNESS ASSESSMENT (PFA) FAILURE

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4439 (901) 874-4439 882-2624
	NAVPERSCOM (PERS-913)	Phone: DSN COM FAX	882-4510 (901) 874-4510 882-2673

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 6110.1J. (b) 10 U.S.C. §12731. (c) BUPERSINST 1001.39F.

1. **Separation Authority (SA)**. Commanding officers (COs) with special court-martial convening authority or higher.

2. **Policy**

a. Administrative separation (ADSEP) processing is mandatory for members when they do not achieve prescribed physical readiness standards by failing to pass three physical fitness assessment (PFA) cycles in the most recent 4-year period. This period is calculated from the date of the current PFA failure and counted backwards 4 calendar years (e.g., a member with failures on 1 December 2008, 2 April 2011, and 2 Dec 2012 would have 2 failures in the most recent 4-year period). COs or officers-in-charge may request waivers from ADSEP processing per reference (a), enclosure (2), paragraph 2c.

b. Active duty (AD) personnel who have completed 18 or more years of active service are not exempt from ADSEP processing. Members with a third PFA failure prior to 30 June 2011 and an approved Fleet Reserve or retirement date will be allowed to retire (grandfathered in). Those with a third failure subsequent to 30 June 2011 will be processed for ADSEP. Forward complete case to Navy Personnel Command (NAVPERSCOM), Enlisted

Performance and Separation Branch (PERS 832) for ADSEP processing per MILPERSMAN 1910-704.

c. Members with greater than 20 years of service who incur a third PFA failure in the most recent 4-year period must submit a Fleet Reserve request, not to exceed 90 days from the date of failure. Members with greater than 20 years of service and an approved Fleet Reserve date must adjust their Fleet Reserve date not to exceed 90 days from the date of failure.

d. Selected Reserve (SELRES) and voluntary training unit (VTU) personnel who have completed 18 or more years of qualifying service, creditable towards a non-regular (Reserve) retirement, are also not exempt from ADSEP processing.

(1) Reserve personnel with 20 or more years of qualifying service are to be processed for ADSEP, unless they submit a request to transfer to the Retired Reserve (with or without pay), not to exceed 90 days from the date of failure.

(2) Reserve personnel who have completed 18 to 20 years of qualifying service will be processed for ADSEP. Such SELRES and VTU members may request retention in order to complete 20 qualifying years of service required for a Reserve retirement (with or without pay) to NAVPERSCOM, Reserve Enlisted Status Branch (PERS-913). Approval for retention does not necessarily guarantee that the Reserve member will be allowed to remain in a SELRES or VTU billet.

(3) Commands must use MILPERSMAN 1910-402 for all Reserve personnel, including those with more than 18 years of qualifying service, if the only basis for ADSEP processing is by reason of PFA failure.

(4) Per references (b) and (c), Reserve personnel must complete at least 20 qualifying years prior to requesting to be transferred to the Retired Reserve. Use the format in paragraph 6 of this article when submitting the request for retention in lieu of separation.

e. ADSEP packages for all personnel with more than 18 years of AD or 18 qualifying years of service will be forwarded to NAVPERSCOM, Enlisted Performance and Separations Branch (PERS-832) or NAVPERSCOM, Reserve Enlisted Status Branch (PERS-913)(as applicable) for final determination. Additionally, commands should ensure that evaluations or fitness reports

reflect that these personnel are not eligible for advancement or retention past 20 years of AD or 20 qualifying years of service towards a Reserve retirement.

3. **Procedures**

a. MILPERSMAN 1910-402 Notification Procedure will be used, unless MILPERSMAN 1910-404 Notice of Administrative Board Procedure should be used due to other basis for ADSEP processing. The following documents shall be submitted with the separation package:

(1) Copy of member's Physical Readiness Information Management System 4-year history or PFA results to include at least three official PFA failures;

(2) Copy of all NAVPERS 1070/613 Administrative Remarks issued per reference (a). A minimum of one NAVPERS 1070/613 is required and must be violated by failing a subsequent PFA.

(3) Enlisted SELRES or VTU PFA Failure Notification. COs will provide the enlisted personnel failing the PFA a written notification of the failure within 30 days following the completion of the command PFA cycle (personally or by certified mail) at the designated mailing address. Member must be notified with the appropriate NAVPERS 1070/613;

(4) Member's statement (if submitted); and

(5) For SELRES, member's request for retention in lieu of ADSEP to reach 20 qualifying years of service towards a Reserve retirement (if submitted). NAVPERSCOM (PERS-913) will make the final determination whether the member is retained in a pay or nonpay status.

b. The CO's endorsement shall include the following:

(1) Certification that member is militarily unsuitable for retention due to failure to achieve prescribed PFA standards; and

(2) A summary of action taken by the command, member's progress, and counseling offered.

4. **Characterization of Separation**. The characterization of separation should be "honorable", unless an "entry level

separation" or "general (under honorable conditions)" is warranted per MILPERSMAN 1910-300 due to documented misconduct and or poor performance related issues. ELS does not apply to SELRES.

5. **Re-entry Code**. Re-entry code should be RE-3F, unless RE-4 is warranted based on misconduct or poor performance issues not related to PFA failure.

6. **Reservist's Request for Retention to Attain 20 Qualifying Years**. Member's request should be in the following format: (Use proper letter format.)

From: (Rate/Name/Branch)
To: Commander, Navy Personnel Command (PERS-913)
Via: Commanding Officer/Commander Command Name

Subj: REQUEST FOR RETENTION TO OBTAIN 20 QUALIFYING YEARS FOR RESERVE RETIREMENT IN LIEU OF SEPARATION FOR PHYSICAL FITNESS ASSESSMENT (PFA) FAILURE

Ref: (a) MILPERSMAN 1910-170

1. Per reference (a), I request that I be retained in the Navy Reserve in lieu of administrative separation in order to attain 20 qualifying years of service towards Reserve retirement.

2. I understand that my request to be retained is dependent on maintaining satisfactory participation and that I must earn a qualifying year, each year, until I have completed 20 qualifying years of service. I acknowledge that I will not be allowed to continue in a pay or nonpay status beyond my 20th qualifying year and must request transfer to the Retired Reserve (with or without pay) as soon as I am eligible.

3. I further understand that if I fail to earn a qualifying year (each year) during this period of retention or fail a subsequent PFA, I will be subject to administrative separation processing. I understand that this request does not preclude or suspend administrative separation processing for any other valid or mandatory processing reason.

SIGNATURE OF MEMBER

MILPERSMAN 1910-182

DISPOSITION OF ENLISTED PERSONNEL DISENROLLED FROM A NAVY OFFICER CANDIDATE PROGRAM

Responsible Office	NSTC	Phone:	DSN COM FAX	792-3400 (847)688-3400 (847)688-4235

1. **Policy**. Members may be separated from a naval officer candidate program when

a. member requests disenrollment.

b. member is disenrolled or fails to satisfactorily meet any of the requirements for completion of the program in which enrolled, provided the member is not considered qualified for enlisted status.

2. **Separation Authority**

a. **Commander, Naval Service Training Command (CNSTC)**. Serves as separation authority for all students at Officer Candidate School (OCS) to include the following:

(1)	Aviation Officer Candidate
(2)	Naval Flight Officer Candidate
(3)	Surface Warfare Officer Candidate
(4)	Special Warfare Officer Candidate
(5)	Special Operations Officer Candidate
(6)	Special Duty Officer - Intel Candidate
(7)	Special Duty Officer - Information Warfare Candidate
(8)	Special Duty Officer - Public Affairs Candidate
(9)	Aerospace Maintenance Duty Officer
(10)	Supply Corps Officer Candidate
(11)	Civil Engineer Corps Candidate

b. **Chief of Naval Operations (CNO) (N133)**. Serves as separation authority for all Nuclear Propulsion Officer Candidate (NUPOC) students.

c. **Commander, Navy Recruiting Command (COMNAVCRUITCOM)**. Serves as separation authority for the following:

(1) Students in the Baccalaureate Degree Completion Program (BDCP) who are enrolled at OCS.

(2) Students in the Civil Engineer Corps (CEC) who are enrolled at OCS.

(3) Inactive members who no longer meet the eligibility criteria and are awaiting attendance at OCS.

d. **Commander, Navy Personnel Command (COMNAVPERSCOM) (PERS-4415)**. Serves as separation authority for all students in the Health Sciences Collegiate Program (HSCP).

MILPERSMAN 1910-184

DISPOSITION OF ENLISTED PERSONNEL ACCEPTED FOR APPOINTMENT TO THE MILITARY ACADEMY, THE AIR FORCE ACADEMY, OR THE COAST GUARD ACADEMY

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4431 (901) 874-4431 882-2754

Governing Directive	10 U.S.C. 516

1. **Scope**. Provisions of this article govern disposition of enlisted members of the regular Navy or Naval Reserve appointed to the Military Academy, the Air Force Academy, or the Coast Guard Academy.

2. **Designated Commander - Appointment to the Military Academy**. Commanding Officer, Naval Support Activity, Brooklyn, New York, is designated the administrative commander responsible for further disposition of enlisted members serving on active duty who receive notification from Department of the Army they have qualified for, and will be accepted for appointment to, the Military Academy.

3. **Designated Commander - Appointment to the Air Force Academy**. Commanding Officer, Naval Reserve Center, Colorado Springs, Colorado, is designated the administrative commander responsible for further disposition of enlisted members serving on active duty who receive notification from Department of the Air Force they have qualified for, and will be accepted for appointment to, the Air Force Academy.

4. **Designated Commander - Appointment to the Coast Guard Academy**. Commanding Officer, Naval Submarine Base, New London, Groton, Connecticut, is designated the administrative commander responsible for further disposition of enlisted members serving on active duty who receive notification from Commandant of the Coast Guard they have qualified for, and will be accepted for appointment to, the Coast Guard Academy.

5. **Transfer of Member - Military Academy**. Upon executing a signed statement of intent to accept the appointment on NAVPERS 1070/613 (10/81), Administrative Remarks of the service record, member shall be transferred to Naval Support Activity, Brooklyn, New York, in sufficient time for member to report to the Military Academy on the date and hour specified in the notification.

6. **Transfer of Member - Air Force Academy**. Upon executing a signed statement of intent to accept the appointment on NAVPERS 1070/613 of the service record, member shall be transferred to Naval Reserve Center, Lake and Logan Avenues, Colorado Springs, Colorado, in sufficient time for member to report to the Air Force Academy on the date and hour specified in the notification.

7. **Transfer of Member - Coast Guard Academy**. Upon executing a signed statement of intent to accept the appointment on NAVPERS 1070/613 of the service record, member shall be transferred to Naval Submarine Base, New London, Groton, Connecticut, in sufficient time for member to report to Superintendent, Coast Guard Academy on the date and hour specified in the notification.

8. **Administrative Command's Procedures Upon Appointment**. The administrative commands designated above shall comply with the following procedures for enlisted members appointed for active duty status to the service academy for which they have responsibility:

Step	Action
1	When member reports to the administrative command from active duty status, an agreement in the following format shall be executed by the member and witnessed by a commissioned officer: (date): "Upon acceptance of appointment as (cadet/midshipman) in the U.S. (Military, Air Force, Coast Guard) Academy effective (date), I understand according to provisions of 10 U.S.C. 516, should my appointment be terminated for reasons other than acceptance of a commission in a Regular or Reserve component of the Armed Forces, or the physical disability, I will be reverted to my former enlisted or inducted status in effect immediately prior to my entry into the (Military, Air Force, Coast Guard) Academy for the purpose of completing any remaining active and inactive service required under my enlistment contract or my service obligation under the Military Selective Service Act, or both, as appropriate. I further understand any time served as a (cadet/midshipman) shall be counted as time served under my enlistment contract or period of obligated service, or both, as appropriate." _____ (MEMBER'S SIGNATURE) Witnessed: _____
2	Orders shall be issued to member to report to the academy on the date and time specified in the official notification received from the military department concerned. The individual transfer directive and this article shall be shown as authority for this transfer.
3	Health, dental, and pay records only shall be transferred with member concerned. The enlisted field service record shall be retained and kept at the administrative command.
4	Appropriate loss entry shall be made in the personal diary.

9. **Administrative Command's Procedures Upon Acceptance of Appointment**. The commanding officer designated above shall comply with the following steps upon the member's acceptance of appointment:

Step	Action
1	Enlisted and inducted members of naval service who accept an appointment as cadet or midshipman at the service academy shall not be discharged from their enlisted contract and/or period of obligated service during the continuation of their cadet or midshipman status except for reasons which reflect a lack of potential for further military service, or for expiration of enlistment or obligated service as provided in 10 U.S.C. 516.
2	Upon receipt of notification from a service academy that member has executed the oath of acceptance as a cadet or midshipman, the following entry shall be made on a NAVPERS 1070/613 of the field service record, with a copy forwarded to Navy Personnel Command: "Accepted appointment as (cadet/midshipman) in the (Military, Air Force, Coast Guard) Academy effective (date). Enlisted status remains in effect until normal expiration of obligated service, acceptance of commission, or otherwise terminated by proper authority, whichever occurs first. AUTH: MILPERSMAN 1910-184."
3	A member shall be paid active duty pay and allowances through the date prior to acceptance of appointment as cadet or midshipman. Members may be paid lump-sum leave payments, if so authorized, but not mileage payment. Allotments of members concerned shall be canceled, since cadet or midshipman pay cannot be allotted.

MILPERSMAN 1910-186

DISPOSITION OF ENLISTED PERSONNEL DISENROLLED FROM THE MILITARY ACADEMY, THE AIR FORCE ACADEMY, OR THE COAST GUARD ACADEMY

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4431 (901) 874-4431 882-2754

1. **Scope**. The provisions of this article govern the disposition of enlisted members of the Regular Navy or Navy Reserve disenrolled from the Military Academy, the Air Force Academy, or the Coast Guard Academy. Policy and procedures governing the disposition of midshipmen disenrolled from the Naval Academy are contained in MILPERSMAN 1531-020.

2. **Member's Status**. Members disenrolled from a service academy, except for reasons of acceptance of commission, physical disability, or for reasons which reflect a lack of potential for further military service, shall revert to their former enlisted status. Members so reverted to enlisted status shall continue in such a status for the remainder of their enlistment, or for the remainder of their obligated service (OBLISERV), as applicable, unless sooner discharged.

3. **Computing Time Served**

a. In computing the unexpired portion of an enlistment contract or period of OBLISERV, time served as a cadet or midshipman shall be counted as time served under such contract or period of OBLISERV. Time served at the academy concerned is also counted as active duty for the purpose of completing the active duty obligation, if incurred, under the terms of the member's enlistment contract whether the member entered the academy from either active or inactive duty.

b. It is not counted toward completion of the active duty, which is required for exemption from induction under the Military Selective Service Act (MSSA). Selective Service regulations provide that individuals will not be inducted for active duty if they are either performing satisfactorily in the Ready Reserve or have completed 6 years of satisfactory service in a Reserve component and have been discharged.

4. **Disenrollment Processing**

a. Cadets and midshipmen reverted to former enlisted Navy status shall be processed per the following procedures:

Members appointed from	who have	shall be
active duty in the regular Navy or the Navy Reserve	12 months or more remaining on their enlisted or active duty obligation,	made available to the Navy Personnel Command (NAVPERSCOM), for assignment under the applicable provisions of MILPERSMAN 1306-1700. An appropriate gain entry shall be made in the personnel diary and, upon receipt of transfer directive from NAVPERSCOM, an appropriate loss entry shall be executed.
the regular Navy or Navy Reserve	less than 12 months active duty obligation remaining, and who have more than 3 months remaining on an enlistment contract or military selective service obligation,	released from active duty. A NAVPERS 1070/613 (10/81), Administrative Remarks service record entry shall be executed stating the circumstances, citing this article as authority, and a copy shall be forwarded to NAVPERSCOM. A DD 214 (Rev. 2/00), Certificate of Release or Discharge from Active Duty, shall be prepared and separation processing shall be completed.
the regular Navy	less than 12 months remaining on enlistment contract and more than 3 months remaining on military selective service obligation,	transferred to the Navy Reserve and released to inactive duty. A DD 214 shall be prepared and separation processing shall be completed.
active duty in the regular Navy or Navy Reserve	3 months or less remaining on an enlistment contract or military selective service obligation,	discharged. A DD 256 (5/50), Honorable Discharge Certificate, and DD 214 shall be issued. The DD 214 shall be completed to indicate fulfillment of service obligation or separation within 3 months of expiration of OBLISERV. Separation processing shall be completed.

b. Upon acceptance of commission, a cadet or midshipman who has enlisted status shall be discharged and the discharge dated the day prior to acceptance of commission. DD 256 and DD 214 shall be issued. The reason for discharge shall be entered on NAVPERS 1070/613 of the service record. The service record shall be closed and forwarded to Commanding Officer, Navy Reserve Personnel Center (NAVRESPERSCEN).

5. **Characterization of Separation**. The characterization of separation should be Honorable, unless an Entry Level Separation (ELS) or General (Under Honorable Conditions) is warranted per MILPERSMAN 1910-300 to 1910-308.

MILPERSMAN 1910-200

GUIDELINES ON SEPARATION AND SUSPENSION OF SEPARATION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Scope**. This guidance applies to all enlisted administrative separations (ADSEPs). Further guidance is provided under the specific reason for processing in MILPERSMAN 1910-100.

2. **In this Section**. This section covers the following:

Topic	See MILPERSMAN
Counseling and Rehabilitation	1910-202
Format of NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks, for Counseling/Warning	1910-204
Temporary Duty (TEMDU) Transfer for Separation Processing	1910-206
Administrative Separation (ADSEP) Processing for Members Beyond Expiration of Active Obligated Service (EAOS)	1910-208
Processing for All Reasons	1910-210
Factors Considered in Retention or Separation	1910-212
Adverse Matter from a Prior Enlistment	1910-214
Members Awaiting Medical Board Action	1910-216
Members Assigned to Limited Duty (LIMDU)	1910-218
Limitations on Separation Actions	1910-220
Suspension of Separation	1910-222
Action During the Period of Suspension	1910-224
Conditional Waivers	1910-226
Uniforms and Pay Upon Separation	1910-228
Discharge in Absentia	1910-230
Pre-Separation Treatment for Drug/Alcohol Dependent Personnel	1910-232
Mandatory Separation Processing	1910-233

MILPERSMAN 1910-202

COUNSELING AND REHABILITATION

Responsible Office	NAVPERSCOM (PERS-832)	Phone:	DSN COM FAX	882-4433 (901) 874-4433 882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Why and When Required**

a. There is substantial investment in the training of personnel in the Navy. All reasonable efforts at rehabilitation should be made prior to initiating any separation proceedings.

b. Counseling is intended to give a member the opportunity to improve by identifying specific, undesirable behavior, which the member must alter or cease.

c. Separation processing for the reasons listed below may not be initiated until the Service member has been formally counseled concerning deficiencies and has been afforded an opportunity to overcome those deficiencies, as reflected in appropriate counseling or personnel records. Many forms of counseling are available to commanding officers or representatives and may include, but are not limited to, the following:

- NAVPERS 1070/613 Administrative Remarks;
- Letter of Instruction;
- Letter of Reprimand;
- Letter of Caution (punitive or non-punitive);
- Evaluation or mid-term counseling;
- Letter of Intent to Revoke Security Clearance; or
- Any other written form of counseling.

Note: Any of the above examples of counseling or any other written counseling that specifically addresses the member's shortcomings meet the criteria for use in the administrative separation of a member, as follows:

(1)	Convenience of the Government (COG) – parenthood
(2)	COG - personality disorder
(3)	COG - physical or mental conditions
(4)	Entry level performance and conduct
(5)	Unsatisfactory performance
(6)	Misconduct - a pattern of misconduct
(7)	Misconduct - minor disciplinary infractions
(8)	COG – physical fitness assessment failure

2. **Violating Counseling**. Counseling may be considered violated based on further misconduct or deficiencies in performance/ behavior and does not require disciplinary or civil court action, though the violation must be substantiated.

MILPERSMAN 1910-204

Format of NAVPERS 1070/613 Administrative Remarks, for Counseling/Warning

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. Administrative counseling is a tool used to convey to a member his or her shortcomings. Counseling is a vital tool to allow members to improve performance, correct shortcomings, etc. Examples of counseling, including NAVPERS 1070/613 Administrative Remarks, are listed in MILPERSMAN 1910-202.

2. If NAVPERS 1070/613 is selected as the method used to document counseling, the following format is provided as an example. Failure to use this suggested format, in part or in its entirety, creates no substantive or procedural rights concerning the member counseled and is not a bar to administrative action or discharge.

(DATE) **ADMINISTRATIVE COUNSELING/WARNING**

1. The following deficiencies in your performance and/or conduct are identified: _____

2. The following are recommendations for corrective action: _____

3. Assistance is available through: _____

4. Any further deficiencies in your performance and/or conduct will terminate the reasonable period of time for rehabilitation that this counseling/warning entry provides and may result in disciplinary action and processing for administrative separation. All deficiencies or misconduct during your current enlistment, occurring before and after the date of this action will be considered. Subsequent violation of UCMJ, conduct resulting in civilian conviction, or deficient conduct or performance of duty could result in an administrative separation under Other Than Honorable Conditions.

5. This counseling/warning is made to afford you an opportunity to undertake the recommended corrective action.

6. This counseling/warning entry is based upon known deficiencies or misconduct. If any misconduct, unknown to the Navy, is discovered after this counseling/warning is executed, further counseling or administrative action may result.

U. R. COUNSELED
By Direction

(**DATE**): I hereby acknowledge the above NAVPERS 1070/613 entry and desire to (make a statement/not make a statement).

MEMBER'S SIGNATURE

Witnessed: (person who actually counseled member)

Notes:

1. If the member refuses to sign, a notation shall be made accordingly and signed by an officer.

2. Ensure electronic submission into the member’s permanent service record is completed.

3. Completed counseling is valid for the remainder of the member’s career, including any period of reenlistment.

MILPERSMAN 1910-206

TEMPORARY DUTY (TEMDU) TRANSFER FOR SEPARATION PROCESSING

Responsible Office	NAVPERSCOM (PERS-832)	Phone:	DSN COM FAX	882-4433 (901) 874-4433 882-2624

References	(a) OPNAVINST 5400.24D (b) COMNAVRESFORINST 1001.5E

1. **Policy**

a. Per reference (a), commanding officers (COs) may only process for separation those personnel who are permanently assigned to their command; therefore, when circumstances warrant, commands may transfer a member of their command temporary duty (TEMDU) (**not** temporary additional duty (TEMADD)) to be processed and/or separated at another command. Prior to transfer, the member must meet minimum criteria for processing, and transferring command must have full concurrence of the receiving command and immediate superior in command.

b. The transferring command shall ensure the separation physical is complete and forward a copy of the administrative separation package and all supporting documentation to the processing command. In cases where the separation physical cannot be completed due to operational commitments, advise the gaining command. The transferring command should provide the gaining command the member’s scheduled date/time of arrival.

c. When a member is in civilian confinement or required by civilian authorities to remain in a geographical area pending trial, the command may request authority from the area coordinator (see reference (a)) where the member is located to designate an activity to investigate, track, and process for administrative separation. Upon designation from the area coordinator, the command shall transfer the member TEMDU to that command.

2. **Policy for Inactive Duty Navy Reserve Enlisted Personnel**

a. This article does not apply to Inactive Duty Navy Reserve enlisted personnel in a drilling status.

b. Refer to reference (b) for policy concerning the transfer of Inactive Duty Navy Reserve enlisted personnel being processed for administrative separation.

MILPERSMAN 1910-208

ADMINISTRATIVE SEPARATION (ADSEP) PROCESSING FOR MEMBERS BEYOND EXPIRATION OF ACTIVE OBLIGATED SERVICE (EAOS) OR EXPIRATION OF OBLIGATED SERVICE (EOS)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624
	NAVPERSCOM (PERS-913) INACTIVE ENLISTED MEMBERS	Phone: DSN COM FAX	882-4510 (901) 874-4510 882-2673

1. **Policy**

a. Members may not be involuntarily extended beyond expiration of active obligated service (EAOS), or expiration of obligated service (EOS) for Selected Reserve (SELRES) members for the sole purpose of administrative separation (ADSEP) processing. This includes members who are held beyond EAOS/EOS for special court-martial or general court-martial and do not receive punitive discharges; however, voluntary extensions may be requested from Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch (PERS-832) or Reserve Enlisted Status Branch/FTS Recall and Conversions (PERS-913).

b. Members who have voluntarily extended service beyond their EAOS or EOS for the specific purpose of medical treatment and are being processed for ADSEP, must be advised that they may decline further medical treatment and request immediate separation without further ADSEP processing.

c. A member who has been processed for ADSEP due to misconduct and is subsequently determined to be not medically qualified for separation, shall not be retained on active duty for medical treatment without the written consent of NAVPERSCOM (PERS-832) or NAVPERSCOM (PERS-913) for SELRES members. (See MILPERSMAN 1910-218).

MILPERSMAN 1910-210

PROCESSING FOR ALL REASONS

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Policy**

a. The administrative separation (ADSEP) process encompasses a performance review of a service member's entire military record, especially the current enlistment; accordingly, commands are required to process members for all reasons for which minimum criteria are met. This enables the separation authority (SA) to approve separation for the most appropriate reason and prevents processing a member one offense at a time.

b. SAs may, if necessary to approve the most appropriate reason for separation, direct reprocessing when commands fail to process members for all reasons.

MILPERSMAN 1910-212

FACTORS CONSIDERED IN RETENTION OR SEPARATION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Factors**. The following factors should be considered on the issue of retention or separation:

a. The seriousness of the offense.

b. The likelihood of a recurrence.

c. Member’s potential for further service.

d. Member’s military record.

MILPERSMAN 1910-214

ADVERSE MATTER FROM A PRIOR ENLISTMENT

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Guidance on Adverse Matter from a Prior Enlistment**

a. Adverse matter from a prior enlistment should be used as a basis for separation if the adverse matter was unknown to competent authority at the time of reenlistment.

b. Adverse matter from a prior enlistment, such as records of nonjudicial punishment and convictions by court-martial, may be considered when such records would have a direct value in determining whether separation is appropriate.

c. Adverse matter from a prior enlistment may not be considered in recommending or authorizing characterization of service.

MILPERSMAN 1910-216

MEMBERS AWAITING MEDICAL BOARD ACTION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Policy**

a. A member who is pending medical board action for a possible disability discharge shall be separated when

(1) awarded an unsuspended punitive or administrative discharge for misconduct,

(2) separated in lieu of trial by court-martial, or

(3) being transferred to the Fleet Reserve/Retired List/Retired Reserve in lieu of administrative separation (ADSEP) processing.

b. Punitive or ADSEPs for misconduct take precedence over medical disability considerations. In such instances, completion of

(1) DD 2808 (Rev. 10/05), Report of Medical Examination, or

(2) DD 2807-1 (Rev.3/07), Report of Medical History,

with physical defects noted, shall be completed and made a permanent part of the member’s Health Record. If applicable, the member’s medical board report shall also be filed in the member’s Health Record. The member may then be separated with no further medical action or findings.

c. **Exception**: For members in immediate danger of death or where the medical condition is extremely severe, hold administrative discharge in abeyance and contact Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch (PERS-832) and medical facility where patient is located, for further guidance. The final decision on discharge or retention will be made solely by NAVPERSCOM.

MILPERSMAN 1910-218

MEMBERS ASSIGNED TO LIMITED DUTY (LIMDU)

Responsible Office	NAVPERSCOM (PERS-832)	Phone:	DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Policy**. A member assigned to limited duty (LIMDU) will be discharged when awarded an unsuspended punitive or administrative discharge for any reason. The medical condition of the member is not a bar to separation and does not provide the member the right to suspend separation actions. In unusual cases of hardship, the commanding officer (CO) may petition Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch (PERS-832) to retain the servicemember for further medical treatment.

2. **Exception**. For members on LIMDU while awaiting medical board action for disability consideration, refer to MILPERSMAN 1910-216.

MILPERSMAN 1910-220

LIMITATIONS ON SEPARATION ACTIONS

Responsible Office	NAVPERSCOM (PERS-832)	Phone:	DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Limitations**. A member may not be separated on the basis of:

CONDUCT that has been...	EXCEPT WHEN...
the subject of judicial proceedings resulting in an acquittal or action having the effect thereof,	• such action is based upon a judicial determination not addressing the guilt or innocence of the respondent (nolo contendere, deferred prosecution, etc.). • the judicial proceeding was conducted in a State or foreign court and the separation is approved by the Secretary of the Navy (SECNAV) in the Best Interest of the Service (BIOTS), or • the acquittal from the judicial proceedings was based on a finding of not guilty only by reason of lack of mental responsibility. Members in this category normally shall be separated under BIOTS (see MILPERSMAN 1910-164) unless separation for disability (see MILPERSMAN 1910-168) is appropriate.
the subject of an administrative separation (ADSEP) proceeding resulting in a final determination by a separation authority (SA) that the member should be retained,	• there is subsequent conduct or performance forming the basis, in whole or in part, for a new proceeding, or • there is newly discovered evidence that was not reasonably available at the time of the prior proceeding.
subject to a prior administrative board in which the board found that the evidence did not sustain the allegations (finding of no misconduct or other reason),	• the conduct is the subject of a rehearing ordered on the basis of fraud or collusion by the respondent.

MILPERSMAN 1910-222

SUSPENSION OF SEPARATION

Responsible Office	NAVPERSCOM (PERS-832)	Phone:	DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Rules on Suspension**. Follow this guidance on suspension of separation:

a. Unless prohibited by this manual (e.g., fraudulent enlistment), a separation may be suspended for a period of not more than 12 months, if the circumstances of the case indicate a reasonable likelihood of rehabilitation. Navy Personnel Command (NAVPERSCOM) will serve as the separation authority (SA) for all cases involving recommendations for suspension if separation processing is based on mandatory reason(s).

b. During the suspension, the member shall be afforded an opportunity to meet appropriate standards of conduct and performance.

c. Unless sooner vacated or remitted, execution of approved separation shall be remitted upon completion of the probationary period, upon termination of the member’s enlistment or period of obligated service (OBLISERV), or upon decision of the SA that the goal of rehabilitation has been achieved.

MILPERSMAN 1910-224

ACTION DURING THE PERIOD OF SUSPENSION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **What Can Happen During Suspension**? If there is misconduct, or further deficiencies in performance or behavior during the period of suspension, one or more of the following actions may be taken:

a. Disciplinary action (nonjudicial punishment or court-marital).

b. New administrative separation (ADSEP) processing action.

c. Vacation of the suspended discharge and execution of the separation.

2. **Vacating Suspension**. Prior to vacation of a suspension, the member shall be notified in writing of the basis for the action, be afforded the opportunity to consult with counsel, and given the opportunity to submit a statement in writing to the separation authority (SA). The respondent shall be provided a reasonable period of time, but not less than 2 working days, to act on the notice. If the respondent identifies specific legal issues for consideration by the SA, the matter shall be reviewed by a judge advocate or civilian lawyer employed by Navy prior to final action by the SA.

MILPERSMAN 1910-226

CONDITIONAL WAIVERS

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

References	(a) Uniform Code of Military Justice (UCMJ), Subchapter 10, Sections 894, 899, 900-902, 904, 906, 913, and 918

1. **What Is a Conditional Waiver**? A request initiated by a respondent waiving the right to an administrative board, contingent upon receiving a General (Under Honorable Conditions) (GEN) characterization of service, vice an Under Other Than Honorable (OTH).

2. **Restrictions**. Conditional waivers cannot be used in connection with any of the mandatory reasons for processing listed in MILPERSMAN 1910-233, nor may conditional waivers be used when processing for misconduct due to commission of a serious offense based on any of the following violations of reference (a):

UCMJ Article	Title
94	Mutiny and sedition
99	Misbehavior before enemy
100	Subordination compelling surrender
101	Improper use of countersign
102	Forcing safeguard
104	Aiding the enemy
106	Spying
106a	Espionage
113	Misbehavior of sentinel or lookout (in time of war only)
118	Murder

3. **Sample Request**. The following is a sample of a conditional waiver request: (Use proper letter format.)

(Date)

From: Servicemember
To: Convening Authority

Subj: CONDITIONAL WAIVER REQUEST

Ref: (a) Commanding Officer, (letter identifying notification of administrative separation processing)
(b) MILPERSMAN 1910-226

1. I understand that I am being considered for administrative separation from Naval Service by reason of _____, as stated in reference (a), and that such discharge could result in an Under Other Than Honorable characterization of service.

2. In lieu of electing an administrative board for which I am entitled, per reference (b), I request a General (Under Honorable Conditions) discharge from Naval Service for the reason(s) stated above, and if granted, I will waive my right to any administrative board action.

3. I have been given a reasonable opportunity to consult with counsel and (have/have not) consulted with legal counsel prior to making this decision. I understand that this characterization of service as General (Under Honorable Conditions), with the basis for my administrative separation, may deprive me of certain veteran's benefits based upon my current period of active service, and that I may expect to encounter substantial prejudice in civilian life in situations wherein the type of separation and service rendered in any branch of the Armed Forces, or the character of discharge received, may have a bearing.

4. I enter into this conditional waiver free of duress or other promises of any kind.

5. I understand that if this request is disapproved, administrative separation processing will continue, and I will have the right to elect an administrative board.

6. (I have no other statements to make/My personal statement is enclosed.)

SIGNATURE OF MEMBER

4. **Commanding Officer's (CO's) Action**. The CO has two options when the member requests a conditional waiver. These options are:

a. Favorably endorse the conditional waiver request and forward to General Court-Martial Convening Authority (GCMCA), or higher, who then serves as separation authority (SA). The SA may approve and direct the discharge of the member for the reason processed with a GEN characterization of service, or disapprove the conditional waiver request and direct the command to continue administrative separation (ADSEP) processing.

b. Return the request with an appropriate endorsement indicating why the conditional waiver will not be approved and continue with ADSEP processing.

NOTE: A copy of the conditional waiver request, whether favorably endorsed or not, shall be forwarded to the SA, and to Navy Personnel Command (NAVPERSCOM), with the complete ADSEP package for filing.

MILPERSMAN 1910-228

UNIFORMS AND PAY UPON SEPARATION

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

References	(a) DOD 7000.14-R, Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay, Chapter 35 (b) 10 U.S.C. 771a

1. **Pay**. Refer to reference (a) for entitlement to discharge gratuity.

2. **Uniforms**

a. Per reference (b), enlisted members who are discharged for reasons other than misconduct, or who are not discharged with a Dishonorable, Bad Conduct, or OTH discharge, are entitled to retain their uniforms per the following:

(1) Members may wear their uniform only from place of discharge to home.

(2) Only one complete uniform appropriate to the season may be retained by a member who has served less than 6 months active duty after last authorization to an initial clothing allowance (except when discharged to accept a direct commission).

b. Enlisted members who are separated for misconduct, or who are discharged for any reason with a Dishonorable, Bad Conduct, or OTH characterization or description of service, shall surrender all their outer garments and distinctive parts of their uniforms. The following rules apply:

(1) When the items of clothing retained by the member are insufficient to provide the member with one outfit of civilian clothing suitable for the season to wear home, a suit of civilian clothing and an overcoat when necessary, both to cost not more than $30, may be issued. These items of clothing

will be issued regardless of the state of member’s military pay account or amount of personal funds in the member’s possession.

(2) Spare clothing, luggage, umbrellas, etc., will not be issued.

(3) Members transferred to another activity for actual discharge shall take all their uniforms with them. Those items not retainable by the member will be collected by the separation activity.

(4) Clothing will not be issued to a member discharged from appellate leave.

MILPERSMAN 1910-230

DISCHARGE IN ABSENTIA

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

Reference	(a) DOD Directive 1332.14 of 21 Dec 93 (with Change 1) (b) DOD Directive 1325.2 of 2 Aug 04

1. **Policy**. Discharge in absentia may be effected by the separation authority (SA) provided the member has been properly given notice of the administrative separation (ADSEP) action. The SA must be a General Court Martial Convening Authority (GCMCA) or higher. At a minimum this requires

a. the member acknowledged receipt and signed the notification letter advising them of the reason for processing;

b. the letter of notification clearly indicated the least favorable characterization of service;

c. the letter of notification clearly indicated the individual's right to an administrative board (or GCMCA review), and to make a statement; and

d. an Under Other Than Honorable (OTH) discharge is authorized. To be awarded a discharge in "absentia" the member must be in an Unauthorized Absence (UA) status or in jail. To award a General (Under Honorable Conditions) or Honorable discharge while in a UA status is inappropriate. Processing for a General or Honorable discharge should be held in abeyance for members who go UA prior to separation. Upon a member's return from UA of less than 30 days, the SA may use discretion to either effect the previously authorized General/Honorable discharge or reprocess for an OTH; however, UA in excess of 30 days is a serious offense and reprocessing for an OTH is appropriate.

2. **Restriction**. Personnel incarcerated by foreign civilian or military authorities outside of the jurisdiction of the United States (U.S.), will not be discharged in absentia. **NOTE**: This does not preclude processing the member for separation to be effected upon return to U.S. jurisdiction.

3. **Discharge in Absentia for Alien Unauthorized Absentees**

a. As an exception to paragraph 1 and per reference (a), when a member who is an alien is absent without leave and appears to have gone to a foreign country where the U.S. has no authority to apprehend, the member may be separated without return to military control.

b. Prior to execution of the separation, the member will be notified of the imminent action by registered or certified mail, return receipt requested (or by an equivalent form of notice if such service by U.S. Mail is not available for delivery at an address outside the U.S.), to the member's last known address and/or to the next of kin. The notice shall specify that the action has been suspended until 45 days from the date of mailing in order to give the respondent the opportunity to return to military control. If the respondent does not return to military control or return the Notice of Administrative Separation by such date, the SA shall discharge the member in absentia.

c. Per paragraph 6.2 of reference (b), when alien deserters are discharged in absentia, Personnel Support Activities (PERSUPPACTs) and separation commands shall forward one copy of DD Form 214 (Rev. 2-00), Certificate of Release or Discharge from Active Duty, to

U.S. Department of State
Visa Office-CA/VO
State Annex No. 2
Washington, DC 20520

to deter the unwarranted issuance of visas.

MILPERSMAN 1910-232

PRE-SEPARATION TREATMENT FOR DRUG/ALCOHOL DEPENDENT PERSONNEL

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Policy**

a. Members separated for any reason who have demonstrated an ongoing, excessive involvement with drugs and/or alcohol must be medically screened for a drug or alcohol problem. If found dependent on drugs or alcohol by competent medical authority, appropriate treatment must be offered prior to separation. A medical screening will be required, even if the member has been previously diagnosed as dependent, to evaluate member's history of previous screening and treatment, elapsed time since prior treatment, and the member's amenability to treatment, in order to determine the intensity and extent of treatment to be offered.

b. Members previously screened for alcohol problems and diagnosed as not dependent or abusive need only be reevaluated if they have demonstrated an ongoing, excessive involvement with drugs and/or alcohol, or they have incurred a drug and/or alcohol incident within the last 6 months. Use the following guidelines and procedures:

(1) Make a NAVPERS 1070/613 (Rev. 07-06), Administrative Remarks entry advising member of the right to accept rehabilitation treatment, and have member sign, annotating whether they desire rehabilitation treatment;

(2) Treatment will be completed at an authorized Department of Defense (DoD) Military Treatment Facility (MTF). Department of Veterans Affairs (VA) treatment is not authorized;

(3) If separation is authorized prior to a dependent member's expiration of active obligated service (EAOS) and treatment is elected, then voluntary extension of member's EAOS for treatment is authorized;

(4) Transfer member for temporary duty (TEMDU) to a MTF within 3 days of the scheduled start date. The MTF and/or servicing Personnel Support Activity Detachment (PERSUPP DET) will effect discharge either upon completion of, or disenrollment from treatment;

(5) The member’s separation physical must be completed prior to transfer; and

(6) Copy of all separation documents and separation authority (SA) letters must be enclosed in member’s field service records upon transfer.

2. **Exception to this Policy**. Treatment will not be authorized if member

a. has previously received treatment, and is currently in a prescribed aftercare status; or

b. is incarcerated in a civilian facility; or

c. is discharged in absentia.

MILPERSMAN 1910-233

MANDATORY SEPARATION PROCESSING

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) 10 U.S.C. §920 (b) SECNAVINST 5300.28E (c) OPNAVINST 6110.1J

1. **Rationale**. Certain bases for administrative separation (ADSEP) are so detrimental to good order and discipline, mission readiness, and appropriate standards of performance and conduct, that processing for ADSEP is mandatory. Use administrative board procedures per MILPERSMAN 1910-404, except as noted in table below. Commanding officers (COs) must process individuals for separation who have committed the following, based on reliable evidence:

		MILPERSMAN
a.	Sexual Misconduct - rape, sexual assault, stalking, forcible sodomy, child sexual abuse, possession or distribution of child pornography, incestuous relationships, or any sexual misconduct that could be charged as a violation of or an attempt to violate reference (a) articles 120, 120a, 120b, or 120c; or equivalent criminal statute as a result of either misconduct due to commission of a serious offense or civilian conviction	1910-142 or 1910-144
b.	Sexual harassment under the following circumstances: (1) Threats or attempts to influence another's career or job in exchange for sexual favors; (2) Rewards (including bribes to influence favorably another's career) in exchange for sexual favors; or (3) Unwanted physical contact of a sexual nature which, if charged as a violation of reference (a), could result in a punitive discharge.	1910-142
c.	Violent misconduct which resulted in, or had potential to result in, death or serious bodily injury.	1910-142 or 1910-144

d.	Possession of drug paraphernalia as defined in MILPERSMAN 1910-142.	1910-142
e.	Misconduct - drug abuse	1910-146
f.	The unlawful use of controlled substance analogues (designer drugs), natural substances (e.g., fungi, excretions), chemicals (e.g., chemicals wrongfully used as inhalants), propellants and or a prescribed drug, over-the-counter drug, or pharmaceutical compound with the intent to induce intoxication, excitement, or stupefaction of the central nervous system as defined per reference (b).	1910-142
g.	Supremacist or extremist conduct. Processing will be for misconduct (serious offense), (civil conviction), (as appropriate) or best interest of the service.	1910-160 1910-142 1910-144 1910-164
h.	Family Advocacy Program (FAP) failure, unless a waiver is obtained from Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch (PERS-832). Processing will be for misconduct (serious offense), (sexual perversion) (if applicable), (civil conviction) or best interest of the service.	1910-162 1910-142 1910-144 1910-164
i.	Alcohol rehabilitation failure, multiple driving under the influence (DUI) or driving while intoxicated (DWI) counts (see Note 1), unless waiver is obtained from Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch (PERS-832).	1910-152 1910-402
j.	Physical fitness assessment failure. Per reference (c), use notice of notification procedures.	1910-170 1910-402
k.	Any offense or situation meeting criteria for mandatory administrative separation in this table from either a prior enlistment or prior to military service (see Note 2), use notice of notification procedures.	1910-130 1910-134

Note 1: Processing for multiple DUI or DWI counts will be accomplished per MILPERSMAN 1910-142 or 1910-144 accordingly. Use either notice of notification procedures per MILPERSMAN 1910-402 or notice of administrative board procedures per MILPERSMAN 1910-404, depending on severity of case.

Note 2: A member meeting the criteria for mandatory administrative separation that was not processed for separation, or was processed for separation and retained but no longer met the criteria for re-enlistment, must be processed for ADSEP under MILPERSMAN 1910-130 or 1910-134 (as appropriate). For example, a member processed for ADSEP due to three physical fitness assessment failures and retained, but is later

reenlisted while being ineligible for reenlistment, would meet the criteria for mandatory processing under MILPERSMAN 1910-130.

2. **Policy**. NAVPERSCOM retains authority to direct separation processing even for misconduct not listed above. Separation processing directed by NAVPERSCOM is mandatory. In mandatory processing cases in which an administrative board makes findings of no misconduct or recommends retention or suspended separation, forward case to NAVPERSCOM, Enlisted Performance and Separation Branch (PERS-832) for active duty or NAVPERSCOM, Reserve Enlisted Status Branch (PERS-913) for final action.

NOTE: **NAVPERS 1070/613 Administrative Remarks counseling and warning that states the member is being retained, and was issued after an incident which requires mandatory processing or for which processing is directed by NAVPERSCOM, is considered to be invalid and will not preclude ADSEP processing**.

MILPERSMAN 1910-300

GUIDELINES ON CHARACTERIZATION OF SERVICE

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Characterization**. The following types of separation are authorized:

a. Honorable (HON).

b. General (Under Honorable Conditions) (GEN).

c. Under Other Than Honorable (OTH).

d. Entry Level Separation (ELS).

e. Order of release from the custody and control of the Naval Service by reason of void enlistment or induction.

2. **This Section Covers**. This section covers the following:

Topic	See MILPERSMAN
General Considerations on Characterization of Service	1910-302
Description of Characterization of Service	1910-304
Limitations on Characterization of Service	1910-306
Entry Level and Uncharacterized Separations	1910-308

MILPERSMAN 1910-302

GENERAL CONSIDERATIONS ON CHARACTERIZATION OF SERVICE

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Policy**. Characterization of service upon separation shall be based on the following:

NOTE: For determining characterization of service for members separating at expiration of active obligated service (OBLISERV) refer to MILPERSMAN 1910-104.

a. The quality of the member's service, including the reason for separation, subject to the limitations set forth under the specific reason for separation. The quality of service shall be determined according to standards of acceptable personal conduct and performance of duty.

b. The reason for separation, the specific circumstances that form the basis for the separation, as well as the military record, shall be considered on the issue of characterization. Generally, characterization will be based upon the member's total performance of duty and conduct during the current enlistment; however, there are circumstances where the conduct or performance of duty reflected by a single incident may form the basis of characterization. A single adverse incident such as discreditable involvement with civil/military authorities that is prejudicial to good order and discipline may be used to characterize a Sailor's overall service. The incident does not have to result in punishment (nonjudicial punishment (NJP), court-martial, civil conviction).

c. Due consideration shall be given to the member's length of service (LOS), grade, aptitude, and physical and mental condition.

MILPERSMAN 1910-304

DESCRIPTION OF CHARACTERIZATION OF SERVICE

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Types of Characterization**. Use this table along with MILPERSMAN 1910-302 to determine a member's characterization of service upon separation, except for entry level separation (ELS) and uncharacterized separations (see MILPERSMAN 1910-308).

NOTE: For determining characterization of service for members separating at expiration of active obligated service (EAOS) refer to MILPERSMAN 1910-104.

ASSIGN	WHEN
Honorable (HON)	the quality of the member's service generally met the standard of acceptable conduct and performance for naval personnel, or is otherwise so meritorious that any other characterization of service would be clearly inappropriate.
General (Under Honorable Conditions) (GEN)	the quality of the member's service has been honest and faithful; however, significant negative aspects of the member's conduct or performance of duty outweighed positive aspects of the member's service record. In the absence of a specific finding from an administrative board, a characterization of service as GEN may be awarded based on a review of a Sailor's overall service record.

ASSIGN	WHEN
Under Other Than Honorable (OTH)	Conduct involving one or more acts of omissions that constitute a significant departure from the conduct expected of members of Naval Service. Examples of factors that may be considered include the use of force or violence to produce serious bodily injury or death, abuse of special position of trust, disregard by a superior of customary superior-subordinate relationships, acts or omissions that endanger the security of the United States (U.S.)or the health and welfare of other servicemembers of the military service, those punishable by punitive discharges, extended unauthorized absence (UA), drug abuse and drug distribution (trafficking). OTH can be awarded only if administrative board procedures were used, regardless of whether the board was held, when a member requests an OTH in lieu of trial by court-martial (see MILPERSMAN 1910-106), or when a member requests transfer to the Fleet Reserve in lieu of administrative processing (see MILPERSMAN 1910-166). The OTH must be approved by a General Court-Martial Convening Authority (GCMCA), Navy Personnel Command (NAVPERSCOM), or Secretary of the Navy (SECNAV) (see MILPERSMAN 1910-704).

MILPERSMAN 1910-306

LIMITATIONS ON CHARACTERIZATION OF SERVICE

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

Reference	(a) OPNAVINST 5350.4C

1. **Limitations**. Characterization will be determined solely on the member's service record during the current enlistment or period of service to which the separation pertains, plus extensions prescribed by law, regulations, or effected with the consent of the member. The following may not be used when characterizing service:

a. Records of activities from prior enlistments or periods of service, including court-martial convictions, unauthorized absences, and other offenses.

b. Voluntary submission to a Department of Defense (DoD) treatment and rehabilitation program and voluntary disclosed evidence of prior personal drug use by the member as part of a course of treatment in such a program except as provided in reference (a).

c. Preservice activities, except when separation proceedings concern Defective Enlistments and Inductions - Fraudulent Entry (MILPERSMAN 1910-134).

d. Conduct in the civilian community of a member of the Navy Reserve who is not on active duty (ACDU) or active duty for training (ADT), except when the conduct

(1) directly affects the performance of the member's military duties (i.e., member is incarcerated and prohibited from attending drills or being mobilized).

(2) has an adverse impact on the overall effectiveness of the Naval Service, including good order, discipline, morale, and unit efficiency.

MILPERSMAN 1910-308

ENTRY LEVEL AND UNCHARACTERIZED SEPARATIONS

Responsible Office	NAVPERSCOM (PERS-832)	Phone:	DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Entry Level Separation (ELS)**

a. A separation initiated while a member is in ELS (i.e., within first 180 days of continuous active duty, computation starts upon enlistment and terminates on the date notification of separation proceedings are initiated) will be described as **ELS** except when characterization of service as

(1) **Under Other Than Honorable (OTH)** is authorized under reasons for separation and is warranted by circumstances of the case.

(2) **Honorable (HON)** is clearly warranted by presence of unusual circumstances involving personal conduct and performance, and is approved on a case-by-case basis by Secretary of the Navy (SECNAV). An HON will be considered only for the following reasons:

Reason	MILPERSMAN
Selected changes in service obligation	1910-102
Convenience of the Government	1910-100
Disability	1910-168
Best Interest of the Service	1910-164

b. When a member of Navy Reserve is separated from the Delayed Entry Program (DEP) with an ELS, such separation is “Under Honorable Conditions.”

2. **Void Enlistments and Inductions**. Use this table to determine when an enlistment is void and when a constructive enlistment arises.

AN/A...	WHEN...
enlistment or induction is void	• it was effected without the voluntary consent of a person enlisting in Navy, including enlistment of a person who was intoxicated or insane at time of enlistment, or when one was coerced into enlisting by being presented with the option of either enlisting or being subjected to a sentence of confinement by a court; or • the person is under 17 years of age; or • the person is a deserter from another military service.
constructive enlistment arises	• member submitted voluntarily to military authority, • member performed military duties, • member received military pay or allowances, and • member met the mental competency and minimum age qualifications at the time of voluntary submission to military authority.

3. **Characterization of Separation**. Use the below table to determine characterization of service or description of separation.

IF the enlistment...	THEN...
is void and a constructive enlistment has not resulted,	member shall be separated by an order of release from custody and control of Naval Service.
is void at its inception and is followed by a constructive enlistment within the same term of service,	characterization of service per MILPERSMAN 1910-302 and 1910-304 is appropriate.
was void by reason of desertion from another service,	member shall be separated by an order of release from custody and control of Naval Service, regardless of any subsequent constructive enlistment.

NOTE: If the separation is described as "**an order of release from custody and control of the Naval Service**," member shall not receive

a. a discharge certificate,

b. characterization of service at separation, or

c. an ELS.

MILPERSMAN 1910-400

ADMINISTRATIVE SEPARATION (ADSEP) PROCESSING NOTIFICATION

Responsible Office	NAVPERSCOM (PERS-832)	Phone:	DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Two Types of Administrative Separation (ADSEP)**. A member may be processed for ADSEP by either Notification or Administrative Board Procedures. The primary difference between these two procedures is as follows:

a. **Notification Procedure** - The member is notified that the least favorable characterization of service possible is General (GEN); and that member has a right to elect an administrative board only if member has 6 or more years of total service and/or reserve military service. MILPERSMAN 1910-402 provides notification letter and statement of awareness formats for Notification Procedure.

b. **Administrative Board Procedure** - The member is notified that the least favorable characterization of service possible is Under Other Than Honorable (OTH); and that member has the right to elect an administrative board regardless of the number of years of active and/or Reserve military service. MILPERSMAN 1910-404 provides notification letter and statement of awareness formats for Administrative Board Procedure.

NOTES:

(1) Processing commands, separation authorities (SAs), and separation activities are urged to pursue adherence at every level to the established Navy ADSEP processing goals in MILPERSMAN 1910-010.

(2) Commanding officers (COs) may only process for separation those personnel who are permanently assigned to their command; therefore, when circumstances warrant, commands may transfer a member of their command temporary duty (TEMDU) (not temporary additional duty (TEMADD)) to be processed/separated at another command. MILPERSMAN 1910-206 refers.

2. **In this Section**. This section covers the following:

Topic	See MILPERSMAN
Notification Procedure	1910-402
Notice of Administrative Board Procedure	1910-404
Consultation with Counsel Prior to Electing Rights	1910-406
Response Time to Notice	1910-408
When a Member is Processed for Multiple Reasons	1910-410
How to Prepare a Sworn Affidavit of Service by Mail	1910-412
Actions of the Commanding Officer	1910-414

MILPERSMAN 1910-402

NOTIFICATION PROCEDURE

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

Reference	(a) Manual for Courts-Martial United States (2008 Edition), Part IV, Punitive Articles

1. **Notice**. The processing command will retain a signed copy pending receipt of member's response. When member responds, command will maintain original for administrative separation (ADSEP) package. Member will be given a completed, signed copy. If additional space is required, list reasons, etc., on a separate page and attach.

2. **Form**. NAVPERS 1910/32 (Rev. 01-07), Administrative Separation Processing Notification Procedure is the only authorized form to be used for making notification. The form may be accessed by clicking on the link above, then completed on screen and printed.

3. **Reason(s) for Administrative Processing**. List the basis of the proposed separation, including the circumstances upon which the action is based, and a reference to the applicable provisions of the Navy Department's implementing regulation (MILPERSMAN).

4. **Examples of Administrative Processing Reasons**. The following reasons (not all inclusive) are listed as examples to be recorded on the notice:

- Convenience of the Government – Physical or Mental Condition, not a disability.
- Convenience of the Government – Personality Disorder;
- Convenience of the Government – Parenthood.
- Misconduct – Commission of a Serious Offense as evidenced by violation per reference (a).
- Alcohol Abuse Rehabilitation Failure.

MILPERSMAN 1910-404

NOTICE OF ADMINISTRATIVE BOARD PROCEDURE

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Notice**. The processing command will retain a signed copy pending receipt of member's response. When the member responds, the command will maintain the original for the administrative separation (ADSEP) package. The member will be given a completed, signed copy. If additional space is required, list reasons, etc., on a separate page and attach.

2. **Form**. NAVPERS 1910/31 (Rev. 01-07), Administrative Separation Processing Notice - Administrative Board Procedure is the only authorized form to be used for making notification. The form may be accessed by clicking on the link above, then completed on screen and printed.

3. **Reason(s) for Administrative Processing**. List the basis of the proposed separation, including the circumstances upon which the action is based and a reference to the applicable provisions of the Navy Department's implementing regulation (MILPERSMAN).

4. **Examples of Administrative Processing Reasons**. The following reasons (not all inclusive) are listed as examples to be recorded on the notice:

- Misconduct – Commission of a Serious Offense/Civil Conviction as evidenced by indecent assault on a child/minor, possessing child pornography, physical abuse of a minor, larceny, assault and battery, etc.
- Misconduct – Drug Abuse as evidenced by positive urinalysis, admission of drug usage, possession of drugs/paraphernalia, trafficking drugs, etc.
- Pattern of Misconduct as evidenced by two or more nonjudicial/civil/courts-martial within current enlistment.

MILPERSMAN 1910-406

CONSULTATION WITH COUNSEL PRIOR TO ELECTING RIGHTS

Responsible Office	NAVPERSCOM (PERS-832)	Phone:	DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Qualified Counsel**. Use the following table to determine a member's right to consult with counsel:

The member...	Except WHEN...	THEN...
has the right to consult with qualified counsel prior to electing any rights,	member is away from or deployed outside the United States or away from an overseas home port, or deployed to a shore activity remote from Judge Advocate resources,	nonlawyer counsel shall be appointed. Any appointed nonlawyer counsel shall be a commissioned officer with no prior involvement in the circumstances leading to the basis of the proposed separation, and no involvement in the separation process itself. The nonlawyer counsel should seek advice from any judge advocate on legal issues relevant to the case whenever necessary.
	no qualified counsel is assigned or reasonably available in the activity's geographical area (normally within 50 miles),	
	the commanding officer (CO) does not anticipate having access to qualified counsel from another vessel, unit, or activity, for at least the next 10 calendar days,	
	the CO determines that needs of the Naval Service require processing before qualified counsel will be available,	
may consult with civilian counsel at the member's own expense, **NOTE**: The member's use of civilian counsel does not eliminate the requirement of the CO to furnish qualified counsel or nonlawyer counsel as appropriate.	consultation with civilian counsel will delay orderly processing,	

MILPERSMAN 1910-408

RESPONSE TIME TO NOTICE

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Response Timetable**. Use this table to determine a member's response time to a notice of processing.

IF the member is...	THEN the member has a minimum of...	AND a maximum...
on active duty and **not** in civilian confinement,	2 working days to respond to the notice,	number of working days to respond as determined by the commanding officer (CO).
in civilian confinement,	30 days from the date the notice is delivered personally or received by mail at the confinement address,	
an inactive duty reservist,	30 days from the date the notice is delivered personally or received by mail at the designated mailing address (suggest return receipt),	

RULE: Failure to respond to the notice constitutes a waiver of rights and an appropriate notation will be made on the command copy of the member's notice. If applicable, the individual who mailed the notice shall prepare a sworn affidavit of service by mail per MILPERSMAN 1910-412.

MILPERSMAN 1910-410

WHEN A MEMBER IS PROCESSED FOR MULTIPLE REASONS

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Guidance**. When members are processed for separation for multiple reasons, the following guidelines apply:

a. The requirements for each reason will be applied to the fullest extent practicable;

b. if a reason for separation set forth in the notice of proposed action requires processing under the Administrative Board Procedure, the entire matter shall be processed under the Administrative Board Procedure;

c. if more than one reason for separation is approved by an administrative board, the guidance on characterization that provides for the least favorable discharge should be applied;

d. if administrative board was waived or Notification Procedures were used, the guidance on characterization that provides for the least favorable discharge should be applied; and

e. if a conflict in procedures cannot be resolved on the basis of the foregoing principles, the procedure most favorable to the respondent shall be used.

NOTE: Separation for misconduct should normally take precedence over all other reasons for separation unless the misconduct is minor in nature and/or far removed in time.

MILPERSMAN 1910-412

HOW TO PREPARE A SWORN AFFIDAVIT OF SERVICE BY MAIL

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **When Member does not Respond**. If members do not respond to their notice of separation processing by the allotted time, the person who mailed the notice shall prepare the below affidavit and forward it to the separation authority (SA) along with PS 3800, Receipt for Certified Mail and PS 3811, Domestic Return Receipt.

SWORN AFFIDAVIT OF SERVICE BY MAIL	
STATE	**COUNTY**

I, _____, have been duly sworn,

declare that on the _____ day of _____, 20____, I mailed the original notice, a true copy of which is attached hereto, by Certified Mail (return receipt requested) (or by an equivalent form of notice if such service by U.S. Mail is not available outside of the United States) to:

_____

_____

_____

_____

in a securely wrapped and sealed official postal envelope with a PS 3811, Domestic Return Receipt attached. A PS 3800, Receipt for Certified Mail attesting to such action is attached to this affidavit.

SIGNATURE OF INDIVIDUAL MAILING NOTICE	**SWORN BEFORE ME THIS _____DAY OF _____ 20 _____.**
RANK AND JOB TITLE	**RANK/RATE AND JOB TITLE**

MILPERSMAN 1910-414

ACTIONS OF THE COMMANDING OFFICER (CO)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Commanding Officer's (CO) Action**. The CO will use this table to determine disposition of administrative separation (ADSEP) case.

IF the member	**AND the commanding officer**	**THEN**
elects an administrative board	does **not have** Special Court-Martial Convening Authority (SPCMCA)	forward the case to an officer having SPCMCA to convene an administrative board. Member may need to be transferred temporary duty (TEMDU) to the SPCMCA.
	has SPCMCA	go to MILPERSMAN 1910-500 to convene an administrative board.
waives or is not entitled to an administrative board	**has** SPCMCA	go to MILPERSMAN 1910-700 to determine separation authority (SA).
requests a conditional waiver	**has** SPCMCA	forward the case to an officer having General Court-Martial Convening Authority (GCMCA) (or higher) (see MILPERSMAN 1910-700).
elects GCMCA review	**has** SPCMCA	forward case to officer having GCMCA for review. GCMCA, after review, returns case to processing activity directing applicable actions.
elects GCMCA review	**has** GCMCA	forward case to another officer having GCMCA or Navy Personnel Command (NAVPERSCOM) for review.

MILPERSMAN 1910-500

GUIDELINES ON CONDUCTING AN ADMINISTRATIVE BOARD

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **In This Section**. This section covers the following:

Topic	**See MILPERSMAN**
Administrative Board Composition	1910-502
Right to Counsel	1910-504
Senior Member of the Board	1910-506
Witnesses at Administrative Board	1910-508
Presentation of Evidence	1910-510
Rights of the Respondent	1910-512
What is Binding on Administrative Boards?	1910-514
Record of Proceedings for Administrative Separation Boards	1910-516
Findings and Recommendations	1910-518

MILPERSMAN 1910-502

ADMINISTRATIVE BOARD COMPOSITION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1332.14 (b) OPNAVINST 1752.2B

1. **Composition**

a. Convening authority shall ensure women and minorities are given equal opportunity to serve on administrative boards. Mere appointment or failure to appoint a member of such a group to board, however, is not a basis to challenge proceeding.

b. Per reference (a), use this guidance to compose an administrative board:

APPOINT to board...	AND if...	THEN...
at least three experienced commissioned, warrant, or noncommissioned officers to serve as voting members, • Senior member must be in Navy and grade O-4 or higher. • Majority of board members must be commissioned and or warrant officers. • Enlisted personnel appointed to board shall be in grade E-7 or above and be senior in pay grade to respondent.	member is a reservist, to include any of the following categories, • USNR (active); • USNR-R (selected Reserves (SELRES)/ individual ready reserves (IRR)); • USNR-S1/S2 (Stand-by reserves); • USNR (FTS); • any reservist performing active duty (i.e., active duty for special work (ADSW), mobilization, annual training (AT));	at least one member must be a reserve officer and all members must be commissioned officers.
a non-voting recorder,	board is for child and or spouse abuse cases,	recorder should be judge advocate per reference (b).

a non-voting legal advisor to assist board (if desired).		

c. Respondent's commanding officer and executive officer may not act as recorder or sit as members.

2. **Appointment Letter**. Use this format when appointing an administrative board. Send this letter to all three members. (Use proper letter format.)

From: Convening Authority
To: (senior member (or member) of board - rank, name, component)

Subj: APPOINTMENT OF AN ADMINISTRATIVE BOARD FOR (RATE, NAME, COMPONENT, SSN (XXX-XX-1234, LAST FOUR DIGITS)) WHO IS BEING PROCESSED FOR ADMINISTRATIVE SEPARATION BY REASON(S) OF _____

Ref: (a) MILPERSMAN 1910-502
(b) MILPERSMAN 1910-516

1. Per reference (a), you are assigned as senior member (or member) of an administrative board to be convened at (time, date, location), or as soon as practicable thereafter. Other individuals assigned to board are:

_____ Member
_____ Member
_____ Recorder
_____ Counsel for Respondent
_____ Legal Advisor

2. General procedural instructions are contained in reference (b). You and other board members should become familiar with reference (b) prior to convening of board.

3. You are admonished not to discuss pending case with anyone and not to review any documents, including service record of respondent, prior to convening of board.

_____
(Signature of convening authority;
commanding officer,
acting commanding officer, or
By direction)

Copy to:
Respondent/Counsel
Board members
Recorder
Legal advisor

MILPERSMAN 1910-504

RIGHT TO COUNSEL

Responsible Office	NAVPERSCOM (PERS-832)	Phone:	DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Counsel for the Respondent**

a. The convening authority (CA) shall assign a qualified counsel, or may appoint qualified counsel of the member's own choice. If reasonably available, the member's choice of qualified counsel is assigned duties as defense counsel at the servicing command.

b. Unless otherwise directed, appointment of a qualified counsel of member's own choice relieves the previously assigned counsel. If the member so requests in writing and if the interest of fair procedure so requires, the CA may continue the previously assigned counsel in representing the member. Approval is within the sole discretion of the CA and that decision is final.

c. The CA may appoint nonlawyer counsel to represent the member at an administrative board if the member expressly declines appointment of qualified counsel and requests a specific nonlawyer counsel, or the CA assigns nonlawyer counsel as assistant counsel.

d. The CA shall allow the member to be represented by civilian counsel, all at the member's expense if such representation does not delay orderly processing.

NOTE: The member's use of civilian counsel does not eliminate the requirement to furnish qualified counsel or nonlawyer counsel as appropriate. Appointed military counsel is not relieved until expressly stated by respondent in writing.

MILPERSMAN 1910-506

SENIOR MEMBER OF BOARD

Responsible Office	NAVPERSCOM (PERS-832)	Phone:	DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Responsibilities**

a. Senior member shall

(1) be a U.S. Navy (Active or Reserve) officer in paygrade O-4 or above,

(2) preside over proceedings of board, and

(3) rule on all matters of procedure (to include granting of continuances) and evidence.

b. Rulings of senior member may be overruled by a majority of board.

NOTE: Convening authority (CA) or assigned legal advisor will rule on all challenges for cause.

MILPERSMAN 1910-508

WITNESSES AT ADMINISTRATIVE BOARD

Responsible Office	NAVPERSCOM (PERS-832)	Phone:	DSN	882-4433
			COM	(901) 874-4433
			FAX	882-2624

1. **Requesting Witnesses**

a. Respondents or their counsel may request the attendance of witnesses on their behalf at the hearing. Requests shall be submitted to the convening authority (CA) via the senior member of the board.

b. If witnesses require temporary additional duty (TEMADD) or invitational travel orders, requests shall contain

(1) a synopsis of the testimony that the witness is expected to give,

(2) an explanation of the relevance of such testimony, and

(3) an explanation as to why written or recorded testimony would not be sufficient to provide for a fair determination.

2. **Witness Availability**. Follow this table if respondent submits a request for witnesses.

IF ...	THEN the hearing ...
the senior member of the board determines that the personal testimony of the witness is not required,	shall be postponed to provide the respondent with a reasonable opportunity to obtain a written statement from the witness.
the commanding officer (CO) of a military witness determines that military necessity precludes the witness' attendance at the hearing,	
a civilian witness declines to attend the hearing, (This provision does not authorize a Federal employee to decline to appear as a witness if directed to do so per applicable procedures of the employing agency.)	
the CA determines the personal testimony of a witness is required,	will be postponed, if necessary for a reasonable time, to permit the attendance of the witness.

3. **Funding for Production of Witnesses**. The CA may authorize funding for production of witnesses only if the senior member of the board (after consultation with a judge advocate) or the legal advisor (if appointed) determines

a. the testimony of a witness is not cumulative;

b. the personal appearance of the witness is essential to a fair determination on the issues;

c. written or recorded testimony will not accomplish adequately the same objective;

d. the need for live testimony is substantial, material, and necessary for a proper disposition of the case; and

e. the significance of the personal appearance of the witness, when balanced against the practical difficulties in producing the witness, favors production of the witness. Factors to be considered in relation to the balancing test include, but are not limited to;

(1) the cost of producing the witnesses,

(2) the timing of the request for production of the witness,

(3) the potential delay that may be caused by producing the witness, or

(4) the likelihood of significant interference with military operations.

MILPERSMAN 1910-510

PRESENTATION OF EVIDENCE

Responsible Office	NAVPERSCOM (PERS-832)	Phone:	DSN	882-4433
			COM	(901) 874-4433
			FAX	882-2624

1. **Evidence**

a. The rules of evidence for court-martial and other judicial proceedings do not apply in an administrative board hearing.

b. Reasonable restrictions shall be observed, however, concerning authenticity, relevancy, and competency of evidence presented.

MILPERSMAN 1910-512

RIGHTS OF THE RESPONDENT

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

References	(a) Uniform Code of Military Justice (UCMJ), Article 31(b)

1. **Rights of the Respondent**

a. In addition to the respondent's right to testify on his or her own behalf, subject to the right against self-incrimination under reference (a), the respondent or respondent's counsel may

(1) challenge a voting member of the board or the legal advisor, if any, for cause only;

(2) at any time during the proceedings, submit written or recorded matter for consideration by the board;

(3) call witnesses on behalf of the respondent;

(4) question any witness who appears before the board; and

(5) present argument prior to the closing of the hearing for deliberation on findings and recommendations.

b. Inactive duty Navy reservists in Records Review (non-drilling) status may be issued permissive (no-cost) orders to attend the administrative board hearing.

MILPERSMAN 1910-514

WHAT IS BINDING ON ADMINISTRATIVE BOARDS

Responsible Office	NAVPERSCOM (PERS-832)	Phone:	DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Policy**

a. When processing includes

(1) any court-martial conviction;

(2) a civilian conviction, or finding tantamount to a finding of guilty by a civil court system; or

(3) an approved diagnosis of a medical officer;

the board may not render its own findings because these matters have already been judicially/medically determined to have occurred.

b. Unless there are additional reasons for separation, the board will proceed directly to the separation/retention recommendation phase of the hearing.

c. The only exception is civil conviction from a foreign nation, which is not binding on administrative boards.

MILPERSMAN 1910-516

RECORD OF PROCEEDINGS FOR ADMINISTRATIVE SEPARATION (ADSEP) BOARDS

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Uniform Code of Military Justice (UCMJ), Section 827, Article 27; and Section 831, Article 31 (b) Manual for Courts-Martial (MCM) (2008 Edition) (c) JAGINST 5800.7E, 0145 and 0146 (d) DoD Instruction 1332.14 of 28 Aug 08

1. **Preparation of the Records**. References (a) through (d) pertain.

a. The record of proceedings shall be kept in summarized form unless the convening authority (CA) or the separation authority (SA) directs that a verbatim record be kept.

EXCEPTION: When the case involves child sexual abuse, a verbatim record shall be kept. Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Section (PERS-832) will grant exceptions to this policy on a case-by-case basis. The failure to keep a verbatim record is not a basis to challenge the proceeding.

b. The following abbreviations will be used throughout the record of proceedings. A recording device should be used in order that an accurate summary may be prepared.

Abbreviations	**Titles**
SM	Senior Member
MEM	Member of Board
REC	Recorder
RESP	Respondent
CR	Counsel for the Respondent
WIT	Witness
LA	Legal Advisor

2. **The Script**. Follow this script when conducting and preparing the record of proceedings.

SCRIPT:

From: (Senior Member of the Board)
To: (Convening Authority)

Subj: RECORD OF PROCEEDINGS OF AN ADMINISTRATIVE BOARD IN CASE OF (respondent)

Ref: (a) MILPERSMAN 1910-500

Encl: (1) Appointment of an Administrative Board
(2) Respondent’s Notice of Notification/Administrative Board Procedure
(3) Other Government Exhibits
(4) Respondent's Exhibits (if any)
(5) Any supporting documents presented to the Board
(6) Privacy Act Statement (if applicable)
(7) Board Findings/Recommendations Sheet or Homosexual Conduct Board Findings/Recommendations Sheet (as appropriate)

1. Per reference (a), the following record of proceedings of an administrative board in case of (respondent) is submitted:

SM: The board will come to order. The recorder shall record the time, date, and place of hearing.

NOTE: The recorder should record the time and date of the opening and closing of each session of the board and the presence (or absence) of all parties (board members, recorder, respondent, and counsel for the respondent).

SM: The board is convened by an order of the convening authority (CA), _____, dated _____, a copy of which has been furnished to each member of the board, the recorder, the respondent and counsel for the respondent.

The following persons named in the appointing order are present:

Members	
	Senior Board Member
	Member
	Member
	Recorder
	Legal Advisor (if applicable)
	Respondent
	Reporter (if applicable)

The following person(s) named in the appointing order (is) (are) absent, having been excused by the CA: _____

NOTE: If a reporter has been made available for the purpose of making a verbatim record of testimony, the reporter's presence is also noted. The reporter need not be sworn.

SM: Will counsel for the respondent state his or her legal qualifications?

CR: Counsel for the respondent is (not) a lawyer within the meaning of reference (a). (If a civilian, include mailing address and phone number.)

SM: Will the recorder state his or her legal qualifications?

REC: The recorder is (not) a lawyer within the meaning of reference (a).

SM: This board has been convened for the purpose of considering the pertinent facts relating to the case of (**rate**, **name**, **component**, **SSN**), who is being processed for administrative separation (ADSEP) by reason(s) (state reason(s) from respondent's notice). The board will make findings of fact for each reason and will make a recommendation with respect to final action of retention, separation or suspension, and to characterization of service or description of separation. If

discharge is recommended, the reason(s) will be stated along with the type and characterization of discharge recommended.

(**RESP'S NAME**), I shall now review with you your rights in connection with this hearing. If you have any questions about any of these rights, do not hesitate to ask me, or if you wish, you may discuss your questions with your counsel.

NOTE: Respondents may waive reading of their rights and procedures.

a. You may appear in person before this board, with or without counsel. In your absence, you may be represented by counsel at all open proceedings of the board. You may have a military counsel of your own choice, provided proper authority determines the counsel requested is reasonably available. You may use civilian counsel at no expense to the Government.

b. You may challenge any voting member of the board for cause; that is, by showing that the member cannot render a fair and impartial decision. You or your counsel may question any voting member to determine whether a basis for challenging exists. The CA (or assigned legal advisor) will rule on the challenge. If any member is successfully challenged, this board proceeding will be suspended pending appointment of qualified substitute.

c. You may submit an oral or written statement in your own behalf; you may testify in your own behalf; or you may remain silent. If you choose to testify under oath, you may be cross-examined on your testimony. In the alternative, you may make an unsworn statement, personally or through counsel. You may not be cross-examined on such an unsworn statement unless you choose to answer questions about it; however, the recorder may introduce evidence to rebut anything contained in such a statement. If you decide not to testify under oath, or if you decide not to make any statement at all, that fact will not be considered against you in any way.

d. You may request the attendance of witnesses at the hearing. The request shall be in writing, dated, signed by you or your counsel, and submitted to the CA via the senior member of the board once the need for the witness is known to you or your counsel. Failure to submit a request for witnesses in a timely fashion shall not automatically result in denial of the

request, but it may be considered along with other factors in deciding whether or not to provide the witness. Further, the testimony of a witness may be excluded if the legal advisor or, in the absence of a legal advisor, the senior member of the board, determines that its value to determine the truth of the allegations against you is substantially outweighed by considerations or undue delay, waste of time, or needless presentation of cumulative evidence.

(1) If production of a witness requires funding by the CA, the written request shall contain the following:

(a) A synopsis of the testimony that the witness is expected to give;

(b) An explanation of the relevance of the testimony, and

(c) An explanation as to why written or recorded testimony would not be sufficient.

(2) The CA may authorize funding for production of witnesses only if the senior member of the board (after consultation with the legal advisor, or another judge advocate if reasonably available) determines that:

(a) The testimony of a witness is not cumulative;

(b) The personal appearance of the witness is essential to a fair determination on the issues;

(c) Written or recorded testimony will not adequately accomplish the same objective; and

(d) The significance of the personal appearance of the witness, when balanced against the practical difficulties in producing the witness, favors production of the witness. Factors to be considered in relation to the balancing test include, but are not limited to, the cost of producing the witness; the potential delay in the proceeding that may be caused by producing the witness; or the likelihood of significant interference with military operational deployment, mission accomplishment, or essential training.

(3) If the CA determines that the personal testimony of a witness is required, the hearing shall be postponed, if necessary, to permit the attendance of the witness. Military witnesses required shall be issued temporary additional duty (TEMADD) orders and civilian witnesses shall be issued invitational travel orders. Guidance for funding the travel of required witnesses may be found in reference (c).

(4) The hearing shall be postponed to provide you a reasonable opportunity to obtain a written statement from the witness if the witness requested by you is unavailable when:

(a) The senior member of the board or legal advisor determines that personal testimony of the witness is not required;

(b) The commanding officer (CO) of a military witness determines that military necessity precludes the witness' attendance at the hearing; or

(c) A civilian witness declines to attend the hearing.

e. You may, at any time before or during the proceedings, submit any answers, depositions, sworn or unsworn statements, affidavits, certificates, or stipulations. This includes, but is not limited to, depositions of witnesses not deemed to be reasonably available or witnesses unwilling to appear voluntarily.

f. The provisions of reference (a) apply to all proceedings of the board. You may submit to examination by the board if you desire. If you choose not to submit to examination by the board, the fact will not be considered against you in any way.

g. You and your counsel may question any witness who appears before the board.

h. Your failure to invoke any of these rights cannot be considered as a bar to the board proceedings, findings, or recommendations.

Now, (**respondent**), there are some procedural rules in connection with this board which I shall explain to you.

First, these proceedings are administrative in nature and the board is not bound by formal rules of evidence. Thus, the board may consider information which might not be admissible at a court-martial. Also, you should be aware that the board's decision will be based upon a preponderance of the evidence presented.

Second, if you or your counsel have any objection to any matters introduced or to any proceedings of the board, you or your counsel may state your objection and the reasons for it. I shall rule finally on all matters of procedure and evidence; however, a majority of the board may overturn any ruling that I make.

(**Respondent**), do you have any questions concerning your rights or procedures before this board?

RESP: (No, Sir/Ma'am.) (_____).

SM: Does the recorder, counsel for the respondent, or respondent wish to question any member of this board in relation to any matter which may constitute a ground for challenge for cause?

REC: (The recorder has no questions.) (_____).

RESP or CR: (The respondent has no questions.) (_____).

SM: Does either side have a challenge for cause against any voting member of this board?

REC: (The recorder does not.) (_____).

RESP or CR: (The respondent does not.) (_____).

NOTE: Grounds for challenge must show that the member cannot render a fair and impartial decision. The CA, upon being informed of the circumstances of the challenge and the recommendation of the other members, may appoint a substitute for the challenged member. At this point in the proceedings the senior member should ensure that all persons scheduled to testify as witnesses are excluded from the proceedings except when actually testifying before the board.

SM: Does either the recorder or respondent desire to make an opening statement?

REC: _____

RESP or CR: _____ (may be made now or before respondent's case).

SM: Is the recorder ready to present the Government's case in this matter?

REC: The recorder is ready to proceed. The recorder presents the following documents for the board's consideration in this case.

GOVERNMENT'S CASE

Exhibit 1: Appointment of an Administrative Board

Exhibit 2: Respondent's Notice

Exhibit 3: Copy of the most recent NAVPERS 1070/613 (Rev. 7/06), Administrative Remarks counseling/warning from respondent's service record (if such exists).

Exhibit 4: **NOTE**: Recorders must present, at a minimum, the information which caused the CA to convene the board.

SM: Does respondent have any objections to the board's consideration of any of these exhibits?

RESP or CR: (We have no objections.) (We object to Exhibit __ because _____).

SM: (Your objection and my ruling will be noted for the record. Do either of the other members wish to challenge my ruling or discuss it further? (If either member indicates an interest in discussing the ruling, the board will close for deliberations on the issue. All three board members will deliberate out of hearing of other participants. At the conclusion of the deliberations, the board will re-open, and state for the record the ruling.)) Exhibits 1 through ___ are accepted and will be made a part of the record.

REC: The recorder intends to call the following witnesses:

REC: The first witness is (**full name**, **grade**, **and duty station**).

REC: Do you swear (or affirm) that the evidence you shall give in the case now in hearing shall be the truth, the whole truth, and nothing but the truth?

WIT: I do.

REC: Would you state your name, rank, unit, and armed force? (If civilian, state name and mailing address.)

WIT: _____

REC: Do you know the respondent in this case?

WIT: _____

NOTE: The recorder, counsel for the respondent, and the board members will now be afforded a full opportunity to question the witness.

SM: You may be excused.

REC: (After all witnesses have testified.) I have nothing further to present.

SM: (Respondent), you have already indicated an understanding of your rights at these proceedings. Are you and your counsel ready to proceed?

RESP: Yes, Sir/Ma’am.

RESPONDENT'S CASE

CR: Yes, Sir/Ma'am (if he or she has not already done so, counsel for the respondent may now make an opening statement).

NOTE: At this point in the proceedings, counsel for the respondent may present documentary or real evidence, stipulations, affidavits, etc., and may call witnesses to testify. The recorder may object to any documentary evidence. If an objection is registered, the senior member should rule and review with the other members, as was done during the recorder's case above. This is also the time for respondent to testify, either by way of sworn or unsworn testimony, or to make any other statement, either personally or through counsel. If counsel for the respondent calls witnesses to testify, the recorder should administer the required oaths.

Counsel for the respondent should have the opportunity to conduct direct examination. Thereafter, the recorder and board members may question the witness. Should the respondent elect to provide information to the board, the board may wish to solicit personal information from the respondent. Before the respondent provides personal information in response to such a request, the respondent must be given a Privacy Act Statement. It is recommended that, if the Privacy Act Statement is provided to the respondent in writing, a copy signed by the respondent be included in the record. The Privacy Act Statement should be signed before the board convenes, if possible.

CR: We have nothing further to present.

NOTE: Rebuttal and surrebuttal witnesses may be called, or recalled, at this point. The recorder and counsel for the respondent will then be given an opportunity to make an argument.

REC: The recorder (has a) (waives) closing argument.

CR: Counsel for the respondent (has a) (waives) closing argument.

REC: The recorder (has a) (waives) rebuttal argument.

SM: Has the recorder anything further to offer?

REC: I (do) (do not).

SM: This board will close for deliberations.

NOTE: When the board deliberates, only the voting members will be present. Prior to deliberations, the board members should review the appropriate board findings worksheet. Upon completion of the deliberations, but before the findings are announced, the board must complete the appropriate findings worksheet.

SM: This board will come to order. This administrative board has concluded its deliberations and has completed the board findings sheet with all signatures affixed. (Read boards findings/recommendations for the record.)

_____
_____
_____
_____

SM: The board is adjourned (time and date).

(Signature of senior member)

BOARD FINDINGS/RECOMMENDATIONS SHEET

Findings:

By a vote of		The preponderance of evidence		Basis
		Supports	Does Not Support	
				(1)
				(2)

Specific evidence considered relating to acts, omissions, or circumstances alleged in the Letter of Notification (LON) includes:
(1)
(2)
(3)
(4)
(5)

Recommendations (separation or retention):

By a vote of		Recommendation for (retention, separation, or suspended separation for ( ) months)

Recommendation (only one (1) characterization if recommending separation):

By a vote of		The board recommends (Entry Level Separation (ELS)/Honorable (HON)/General (GEN)/Under Other Than Honorable (OTH)

Recommendation (regarding transfer to Individual Ready Reserve (IRR) (MILPERSMAN 1910-518 refers):

By a vote of		The board recommends/does not recommend transfer to the IRR

Transfer to Fleet Reserve (if applicable):

		The board recommends transfer to Fleet Reserve/Retired Reserve/Retired List (as applicable) in:	
By a vote of		**Current Pay Grade**	**Reduced Pay Grade (Specify Pay Grade)**

We certify that records of activities from prior enlistments, including courts-martial convictions, unauthorized absences, and commission of other offenses, were not considered on the issue of characterization.

Signatures:

_____	_____	_____
Senior Member of Board	**Member**	**Member**

Dissenting member comments and signature:

_____
_____
_____
_____

I do/do not intend to submit a Letter of Deficiency

_____
(Signature, Counsel for Respondent)

A letter of deficiency must be received by the CA no later than the end of the fifth working day (or more if approved by the CA in writing) from the end of the board, or 10 days prior to member's expiration of active obligated service (EAOS), whichever is sooner. If no letter of deficiency is received by the time designated, such will be deemed a waiver, and the record will be forwarded without it. CAs are not required to allow the counsel for the respondent (or member) to review the record of proceedings, summarized testimony of witnesses, or exhibits before sending the case to the SA. Counsel for the respondent will receive a copy of the record of proceedings when it is forwarded.

NOTE: ALL BOARD MEMBERS AND COUNSEL FOR THE RESPONDENT **MUST SIGN** THIS FORM PRIOR TO THE CONCLUSION OF THE BOARD.

MILPERSMAN 1910-518

FINDINGS AND RECOMMENDATIONS

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Board Guidelines**. The board will make its findings and recommendations in closed sessions with only voting members present.

a. **Findings**. The board must determine whether each basis set forth in the notice of proposed separation is supported by a preponderance of evidence under the guidance of MILPERSMAN 1910-212.

b. **Recommendations**. The board next will make a single recommendation to separate or retain the respondent in the Navy. If the board recommends separation, it may recommend that the separation be suspended per the guidance in MILPERSMAN 1910-222. A recommendation to suspend the separation is not binding on the separation authority (SA). If separation or suspended separation is recommended, the board will recommend a characterization of service or description of separation per the guidance in MILPERSMAN 1910-300. Except when the board has recommended characterization of service of under other than honorable (OTH) conditions, the board shall recommend whether respondent should be retained in the Ready Reserve (RR) as a mobilization asset to fulfill the total military obligation of respondent.

NOTE 1: When respondent has been convicted by summary, special, or general court-martial (GCM) or when convicted by civilian authorities (except foreign jurisdictions) including civil actions tantamount to a criminal conviction, the board must find that the preponderance of evidence supports the basis set forth in the notice of proposed separation. The board must accept that respondent is guilty.

NOTE 2: If the board finds that a **mandatory processing basis** is not supported by a preponderance of evidence (i.e. a board finding of no misconduct), or if the board finds misconduct, and recommends retention or suspended separation for a **mandatory processing basis,** then the findings and recommendations must be forwarded to Navy Personnel Command (NAVPERSCOM) for final action; respondent may not be retained without the expressed approval of NAVPERSCOM.

Step	**Action**			
1	Determine whether each reason in the notification letter is supported by a preponderance of evidence.			
		IF	**THEN**	
		a reason is supported by a preponderance of evidence	**go to Step 2**.	
		a reason is not supported	**stop**. No further action required for non-mandatory reason(s). Mandatory processing reason cases must be forwarded to NAVPERSCOM.	
	NOTE: When processing includes a court-martial conviction or a civilian conviction (or civil action tantamount to a civil conviction), the board may not render its own findings, because these matters have already been judicially determined to have occurred. The only exception is civil convictions from a foreign court, which are not binding on administrative boards.			
2	Recommend whether the findings warrant separation or retention.			
		IF	**THEN**	
		the findings warrant separation	recommend separation and **go to Step 3**.	
		the findings do not warrant separation	recommend retention. No further action required for non-mandatory reason(s). Mandatory processing reason cases must be forwarded to NAVPERSCOM.	

3	Recommend characterization of service or description of separation using the guidelines of MILPERSMAN 1910-300 and the reason for separation.
4	Recommend under the guidelines of MILPERSMAN 1910-010 whether the member should be retained in the Individual Ready Reserve (IRR) as a mobilization asset to fulfill the respondent's total military obligation. **NOTE**: This option applies to cases involving separation from active duty (ACDU) or from the Selected Reserve (SELRES). Personnel separated by reason of: • drug abuse, • defective enlistment, or • induction will not be transferred to the IRR. Personnel who receive an OTH characterization or are discharged with a medical condition that would make the member unavailable to meet mobilization requirements will not be transferred to the IRR.
5	If member has 20 years total active Federal military service (TAFMS), recommend whether member should be transferred to Fleet Reserve/Retired List in current or reduced pay grade.

MILPERSMAN 1910-600

FORWARDING CASES TO THE SEPARATION AUTHORITY (SA)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) SECNAVINST 5210.8D

NOTE: Prior to acting as the Separation Authority (SA) or forwarding cases to the SA, commands shall screen the personnel records of all members being administratively separated for service in an imminent danger pay area per MILPERSMAN 1910-702, para. 1a.

1. **Methods**. Processing activities may forward most cases to the SA by letter of transmittal or message. The following cases must be submitted by letter only:

a. Cases where an administrative board was held.

b. Cases involving United States Navy Reserves-Ready (USNR-R) members.

c. Cases where Secretary of the Navy (SECNAV) is SA.

NOTE: Processing commands, separation authorities, and separation activities are urged to pursue adherence at every level to the established Navy administrative separation (ADSEP) goals in MILPERSMAN 1910-010.

2. **Enclosures**. The following supporting documents should be enclosures to the letter unless already part of the record of proceedings:

a. Member’s Notice of Notification Procedure or Notice of Administrative Board Procedure (as appropriate).

b. Member’s written statement (if submitted).

c. Other pertinent documentation (examples below).

d. Applicable NAVPERS 1070/613 (Rev. 07/06), Administrative Remarks (if required under the reason for processing).

e. Drug laboratory message.

f. NAVPERS 1070/606 (08/07), Record of Unauthorized Absence.

g. NAVPERS 1070/607 (08/07), Court Memorandum.

h. Copies of any other relevant NAVPERS 1070/613s.

i. Copy of medical officer’s evaluation.

j. Copy of member’s DD 1966 (Rev. 03-07), Record of Military Processing-Armed Forces of the United States (for fraudulent enlistment).

k. For members processed for unsatisfactory participation in the Ready Reserve, copy of the drill muster record, NAVRES 1570/2 (Rev. 04-09), Satisfactory Participation Requirements/Record of Unexcused Absences; notices to report for physical examinations; and letters trying to locate the Reservist.

l. Record of proceedings of an administrative board (if applicable).

m. Appointing letter for board.

n. Sworn affidavit of service by mail (if applicable).

NOTE: Commands are required to retain a complete file copy of all ADSEP cases for 2 years, per reference (a).

3. **Letter of Transmittal Format**. Use the below format when submitting an ADSEP case to the SA via letter, or when forwarding the case to Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch (PERS-832) in cases where member was locally discharged. (Use proper letter format.)

From: Command
To: Separation Authority (or NAVPERSCOM (PERS-832))

Subj: (RATE/NAME/USN (R)(TAR)); RECOMMENDATION FOR/OR REPORT OF (AS APPLICABLE) ADMINISTRATIVE SEPARATION

Ref: (a) MILPERSMAN 1910-600

Encl: (1) As required

1. Per reference (a), the following information is submitted:

a. Reason for processing.

b. Basic record data. Active duty start date; date of current enlistment; EAOS/EOS; race/ethnicity; marital status and dependents; months on board; date and amount of most recent enlistment/ reenlistment bonus; deployment status: deployed/pending deployment (number of months)/not deployed; is member pending orders (YES/NO/NA); age; total service (active, inactive); participated in Montgomery GI Bill (YES/NO/NA); specialized training (i.e., nuclear power).

c. Involvement with civil authorities. (If none, annotate NA.)

d. Summary of military and civilian offenses.

e. Findings of the administrative board.

f. Recommendations of administrative board.

g. Type of discharge recommended by administrative board.

h. MILPERSMAN 1910-702 Screening requirements.

(1) Did member serve in an imminent danger zone in the 2-year period prior to notification of separation processing (Yes or No)? (If Yes, answer (2) and (3))

(2) Was member’s record screened for PTSD/TBI as a contributing factor per MILPERSMAN 1910-702 (Yes or No)?

(3) Was PTSD/TBI determined to be a contributing factor (Yes or No)?

i. Psychiatric, medical and/or PTSD/TBI evaluation complete or not applicable (as required).

j. Most recent NAVPERS 1070/613 (Rev. 07-06), Administrative Remarks warning (critical if required under reason for processing).

k. Comments of the commanding officer. (Ensure a clear picture of what/when/why is provided.)

l. If member was separated locally under authority granted by MILPERSMAN 1910-700, provide date, reason, and characterization (ensure a copy of DD 214 (Rev. 2-00), Certificate of Release or Discharge from Active Duty is attached as an enclosure).

m. Point of contact/location of command/telephone (DSN/COMM)/ E-Mail:

/s/ CO or ACTING CO
(**not by direction**)

Copy to:
(ISIC, TRANSITPERSU, PERSUPPDET where applicable)

4. **Message Format**. Use the below format when submitting an ADSEP case to the SA via message. Message format cannot be used if administrative board was held, SECNAV is SA, or cases involving USNR-R personnel. (Use proper message format.)

FM: (COMMAND)
TO: SEPARATION AUTHORITY (OR NAVPERSCOM)
INFO: ISIC, TRANSITPERSU, PERSUPPDET WHERE APPLICABLE
BT
UNCLAS //N01910//

SUBJ/(RATE, NAME, USN(R), (R-TAR)): RECOMMENDATION FOR/OR REPORT OF (AS APPLICABLE) ADMIN SEPARATION

MSGID/GENADMIN/_____//

REF/A/DOC/NAVPERSCOM/ //

AMPN/REF A IS MILPERSMAN 1910 ARTICLES WHICH PROVIDE POLICY AND GUIDANCE CONCERNING ADSEPS//

POC/NAME/RANK/PRIMARY PHONE NO/-/POC LOCATION/SECONDARY PHONE NO/-//

RMKS/1. PER REF A, FOLLOWING REQUEST FOR ADMIN DISCH SUBMITTED. CO HAS REVIEWED REF A AND CERTIFIES THAT THIS MESSAGE SUBMISSION SUPPORTS THE MOST APPLICABLE REASON(S) FOR PROCESSING. AN ADMIN BOARD HAS NOT BEEN CONVENED IN THIS CASE.

2. REASON FOR SEPARATION PROCESSING. (LIST VERBATIM FROM MBR'S NOTICE.)

3. BASIC RECORD DATA. ACTIVE DUTY START DATE; DATE OF CURRENT ENLISTMENT; EAOS/EOS; RACE/ETHNICITY; MARITAL STATUS AND DEPENDENTS; MONTHS ON BOARD; DATE AND AMOUNT OF MOST RECENT ENLISTMENT/REENLISTMENT BONUS; DEPLOYMENT STATUS: DEPLOYED/ PENDING DEPLOYMENT (NUMBER OF MONTHS)/NOT DEPLOYED; IS MEMBER PENDING ORDERS (YES/NO/NA); AGE; TOTAL SERVICE (ACTIVE, INACTIVE); PARTICIPATED IN MONTGOMERY GI BILL (YES/NO/NA); SPECIALIZED TRAINING (I.E., NUCLEAR POWER).

4. INVOLVEMENT WITH CIVIL AUTHORITIES: (IF NONE, ANNOTATE N/A.)

A. CIRCUMSTANCES OF OFFENSE(S). (INCLUDE FACTS AND CIRCUMSTANCES SURROUNDING OFFENSE(S) IN SUFFICIENT DETAIL TO INDICATE NATURE AND SERIOUSNESS OF OFFENSE(S).)

B. ACTION BY CIVIL AUTHORITIES. (CHARGE(S) ON WHICH ARRAIGNED; FINAL OUTCOME (I.E., PLEAD GUILTY, TRIED AND CONVICTED, OR ACQUITTED), AND SENTENCE OF COURT OR PENDING TRIAL.)

C. CIVIL CONVICTION APPEAL INFO. (MBR DOES/DOES NOT INTEND TO FILE AN APPEAL. IF MBR INTENDS TO FILE, ADVISE IF MBR REQUESTS SEPARATION PRIOR TO FINAL ACTION ON APPEAL.)

5. SUMMARY OF MILITARY OFFENSE(S): (LIST IN CHRONOLOGICAL ORDER BY SUBPARAGRAPH DATE OF NJP/CM; TYPE (NJP/CM); OFFENSE(S); DATE OF OFFENSE(S). NOTE: IDENTIFY OFFENSE(S) TO INCLUDE ALL SPECIFICATIONS WITH NARRATIVE REASONS (E.G., DATE/LENGTH OF UA, SLEEPING ON WATCH, ETC.). ICO COURT-MARTIAL, INDICATE DATE OF CONVENING AUTHORITY (CA) FINAL ACTION, APPROVED FINDINGS, AND SENTENCE.)

6. RECOMMENDATION REGARDING RETENTION/REENLISTMENT.

7. PROCEDURE USED. (NOTICE OF NOTIFICATION PROCEDURE (MILPERSMAN 1910-402) OR NOTICE OF ADMINISTRATIVE BOARD PROCEDURE (MILPERSMAN 1910-404) SIGNED BY MBR ON (FILL IN DATE), LIST THE FOLLOWING SPECIFIC VERBATIM REASON(S) FOR PROCESSING. (FILL IN - DO NOT USE ABBREVIATIONS.) (THIS PARAGRAPH SHOULD

MIRROR EXACTLY THE REASON AS CITED ON THE LETTER OF NOTIFICATION.))

8. DATE MBR ACKNOWLEDGED RECEIPT OF NOTICE.

9. DATE MBR RESPONDED: (IF LESS THAN 2 DAYS SINCE RECEIPT OF NOTICE, EXPLAIN WHETHER MEMBER KNEW HE/SHE HAD A MINIMUM OF 2 DAYS TO RESPOND.)

10. THAT IF SEPARATION IS APPROVED, CHARACTERIZATION OF SERVICE MAY BE (FILL-IN). MBR REQUESTED FOLLOWING RIGHTS. (LIST ALL RIGHTS ELECTED.) SNM WAIVED ALL OTHER RIGHTS.

11. MBR'S WRITTEN STATEMENT IS QUOTED VERBATIM AS FOLLOWS. (IF NONE, SO STATE.)

12. PSYCHIACTRIC, MEDICAL AND/OR PTSD/TBI EVALUATION COMPLETE OR NOT APPLICABLE (AS REQUIRED). (BRIEFLY LIST PERTINENT FINDINGS, DIAGNOSIS, RECOMMENDATION(S), AND ADVISE IF MEMBER CONSIDERED A DANGER TO SELF OR OTHERS.) MEDICAL OFFICER/ CLINICAL PSYCHOLOGIST SIGNED EVALUATION ON (DATE). (ANNOTATE IF MEMBER SCREENED FOR DRUG/ALCOHOL ABUSE, AND RECOMMENDATIONS OF EVALUATION AS APPLICABLE.)

13. MILPERSMAN 1910-702 SCREENING REQUIREMENTS.

A. DID MEMBER SERVE IN AN IMMINENT DANGER ZONE IN THE 2-YEAR PERIOD PRIOR TO NOTIFICATION OF SEPARATION PROCESSING (YES OR NO)? (IF YES, ANSWER B AND C.)

B. WAS MEMBER'S RECORD SCREENED FOR PTSD/TBI AS A CONTRIBUTING FACTOR AS PER MPM 1910-702 (YES OR NO)?

C. WAS PTSD/TBI DETERMINED TO BE A CONTRIBUTING FACTOR (YES OR NO)?

14. MOST RECENT NAVPERS 1070/613 ISSUED TO MBR. (MANDATORY IF REQUIRED UNDER REASON FOR PROCESSING. ALSO STATE HOW THE COUNSELING/WARNING ENTRY WAS VIOLATED. IF NO NAVPERS 1070/613 HAS BEEN ISSUED TO MBR - SO STATE.)

15. COMMENTS AND RECOMMENDATION OF CO: (ICO ALCOHOL OR DRUG ABUSE REHAB FAILURE, PROVIDE DATES OF TREATMENT OR DATE MBR SIGNED NAVPERS 1070/613 REFUSING TREATMENT. IF SEPARATION IS RECOMMENDED, CO SHALL MAKE SPECIFIC RECOMMENDATION AS TO CHARACTERIZATION OF SERVICE OR DESCRIPTION OF SEPARATION, AND TRF TO THE IRR (IF APPROPRIATE).)

16. STATE LOCATION OF SNM IF TRANSFERRED TEMADD/TEMDU SUBSEQUENT TO COMPLETION OF CASE PROCESSING. (INCLUDE AS INFO ADDEE.)

17. LOCATION/HOMEPORT OF COMMAND: (DEPLOYED OR (FILL IN)). UIC: (FILL IN.)

18. POC E-MAIL: (FILL IN.)

19. CO SENDS. (MSG MUST BE RELEASED BY CO OR ACTING CO.)// BT

NOTES:

(1) Forward a complete copy of the ADSEP package and SA action, with a copy of member's DD 214 (Rev. 2-00), Certificate of Release or Discharge from Active Duty, to the appropriate NAVPERSCOM code for review and filing in member's permanent personnel record for historical purposes.

(2) Commanding officers (COs) may only process for separation those personnel who are permanently assigned to their command; therefore, when circumstances warrant, commands may transfer a member of their command temporary duty (TEMDU) (not temporary additional duty (TEMADD)) to be processed/separated at another command. MILPERSMAN 1910-206 refers.

MILPERSMAN 1910-700

SEPARATION AUTHORITY

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **In This Section**. This section covers:

Topic	SEE MILPERSMAN
General Separation Authority Guidance	1910-702
Determining Separation Authority	1910-704
Separation Authority Action when Notification Procedures or Administrative Board is Waived	1910-708
Procedures when an Administrative Separation Board was Held	1910-710
GCMCA Letter and Message Formats for Directing Administrative Separation	1910-712

MILPERSMAN 1910-702

GENERAL GUIDANCE FOR SEPARATION AUTHORITIES (SA)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 5820.4G

1. **Separation Authority (SA)**

a. Prior to approving any involuntary administrative separation (ADSEP) the SA shall ensure the following:

(1) A review of the servicemember's record has been conducted to determine if, in the 2-year period prior to initiation of ADSEP processing, the servicemember served in an imminent danger pay area.

(2) If the servicemember served in an imminent danger pay area, that the member completed all post-deployment surveys and medical evaluations. Involuntary separations will be held in abeyance until any required evaluations and follow-on diagnoses are complete.

(3) If a servicemember has been diagnosed with post-traumatic stress disorder (PTSD) or traumatic brain injury (TBI), a determination must be made as to whether the PTSD/TBI may have been a contributing factor to the conduct forming one or more of the bases supporting the ADSEP action. This determination shall not be made by the SA, but by a mental health professional diagnosing the PTSD/TBI or a higher-level mental health professional consistent with Surgeon General guidance. For those individuals where the circumstances reveal that PTSD/TBI may be a contributing factor to one or more of the bases for separation, the Chief of Naval Personnel (CHNAVPERS), or higher authority, will act as SA. Contact Navy Personnel Command (NAVPERSCOM), Disability/Retirements/LIMDU Branch (PERS-821) for further guidance.

b. The SA is the individual who makes the final retention or separation decision. Depending on the reason for processing and the circumstances of the case, the SA will be:

(1) Commanding officer (CO) (Special Court-Martial Convening Authority (SPCMCA));

(2) General Court-Martial Convening Authority (GCMCA);

(3) NAVPERSCOM, Enlisted Performance and Separations Branch (PERS-832); or NAVPERSCOM, Reserve Enlisted Status Branch (PERS-913) as appropriate; or

(4) Secretary of the Navy (SECNAV) (via NAVPERSCOM (PERS-832 or PERS-913) as appropriate).

c. Any SA can refer a case to NAVPERSCOM for action. This can be useful if unique circumstances are present.

2. **Deliberating Final Action**. In deliberating final action, SAs should understand the following:

a. They may not approve findings and characterization recommendations less favorable to the respondent than those rendered by an administrative board.

b. If SAs find legal prejudice to a substantiated right of the respondent or that the board’s findings were obtained by fraud or collusion, the case may be referred to a new board made up of all new members. The new board may not make findings/ recommendations less favorable than the member’s previous board unless the SA finds that fraud or collusion in the previous board is attributable to the respondent or to individuals acting on the respondent’s behalf (witness, counsel, etc.).

c. Members confined in foreign jails may be processed for separation, but may not be discharged or separated from the service until the completion of imprisonment and return to the United States (U.S.). In unusual cases, (i.e., life sentence without possibility of parole) separations may be authorized by SECNAV. Reference (a) refers.

d. They will ensure maximum recoupment of bonuses and debts to the government prior to separation, where appropriate.

e. In every case in which characterization of service Under Other Than Honorable (OTH) is recommended, the record of the board's proceedings will be reviewed by a judge advocate or civilian attorney employed by the Navy prior to action by the SA. Such review is not required when another characterization (Honorable (HON), General (Under Honorable Conditions) (GEN), or Entry Level Separation (ELS)) is recommended unless the respondent identifies specific legal issues for consideration by the SA.

3. **When Conflicting Recommendation Exists**

a. If an administrative board finds that the member committed the offense that led to reason for processing and recommends retention, but the convening authority (CA) or GCMCA recommends separation, forward the case with written rationale to NAVPERSCOM for possible forwarding to SECNAV for final action.

b. If the board finds that the member committed the offense that led to the reason for processing, but votes to retain, and the SA concurs, direct the CA to issue a NAVPERS 1070/613 (07/06), Administrative Remarks counseling/warning per MILPERSMAN 1910-202, outlining the deficiency (i.e., the board's findings and recommendations).

c. If the board finds that the member did not commit the offense that led to the reason for processing, and votes to retain, and the SA finds no errors in the board, the SA should advise the CA in writing that:

"No further action on the case is considered appropriate because member's administrative board of (date) found member did not commit misconduct due to commission of a serious offense as evidenced by (nonjudicial punishment (NJP), NCIS report, etc.)."

d. Members may not be involuntarily held past their expiration of active obligated service (EAOS) for the purpose of administrative discharge processing; therefore, all review actions must be done, discharge authorized, and the member separated as of 2359 the day of EAOS. If this cannot be done, separate the member at EAOS with discharge as characterized by the service record review (see MILPERSMAN 1910-104). The CO may assign an RE-4 reenlistment code (not recommended for reenlistment) and document such action with NAVPERS 1070/613.

MILPERSMAN 1910-704

DETERMINING SEPARATION AUTHORITY

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. 12686 (b) OPNAVINST 1752.1B

1. **Separation Authority (SA)**. Use this table below to determine SA (exceptions to these rules are noted in the "rule" section that follows):

Note 1: COG refers to convenience of the Government.

Note 2: **Commands are advised that lowest SA should be used whenever practicable to reduce processing time and expenditure of Government funds**.

IF member is being separated by reason of...	THEN separation authority is...
• Selected changes in service obligation – Inactive Reserves • Selected changes in service obligations - immediate reenlistment • Selected changes in service obligations - within 90 days of expiration of active obligated service • Expiration of service obligation	Commanding officer (CO)

IF member is being separated by reason of...	THEN separation authority is...
• COG - dependency or hardship • COG - pregnancy or childbirth • COG - surviving family member • COG - reservist becomes a minister • COG - other designated physical or mental conditions • COG - personality disorder • COG – parenthood (if less than 1 year obligated service and not in critical rating) • COG - review action • COG - early release to further education • Entry level performance and conduct • Unsatisfactory performance • Drug abuse rehabilitation failure • Alcohol abuse rehabilitation failure • Family Advocacy Program Rehabilitation Failure (Best Interest of the Service (BIOTS) cases to Secretary of the Navy (SECNAV)) • Defective Enlistments and Inductions - erroneous • Defective Enlistments and Inductions - minority • Defective Enlistments and Inductions - defective enlistment agreements • Defective Enlistments and Inductions - separation from delayed entry program • Physical Fitness Assessment (PFA) Failure	Special court-martial convening authority (SPCMCA) or higher

IF member is being separated by reason of...	THEN separation authority is...
• Misconduct - a pattern of misconduct • Misconduct - commission of a serious offense • Misconduct - civilian conviction • Misconduct - drug abuse • Defective Enlistments and Inductions - fraudulent entry into naval service • Unsatisfactory participation in Ready Reserve	General court-martial convening authority (GCMCA) or higher when administrative board procedure was used and: • Board recommended other than honorable • Board recommended retention • Member waived a board • Member requested a conditional waiver if applicable SPCMCA or higher when • notification procedure was used • administrative board procedure was used and board recommended separation with Honorable, General or Entry Level Separation

IF member is being separated by reason of...	THEN separation authority is...
• Separation in lieu of trial by court-martial	GCMCA unless request is based solely on an absence without leave of more than 30 days, then SPCMCA is SA.
• Selected Changes in Service Obligations - general demobilization or reduction in authorized strength • Selected Changes in Service Obligations - acceptance of active duty commission or appointment • COG - Conscientious Objection • COG - Being an Alien • When member has Physical Evaluation Board (PEB) action completed or pending, and at same time being administratively processed for separation	Commander, Navy Personnel Command (COMNAVPERSCOM)
• Disability • BIOTS	Secretary of the Navy (SECNAV)

2. **Rules**

a. **COMNAVPERSCOM is SA** when a member is processed for a mandatory reason, and either a recommendation for suspended separation is made and the SA above supports the recommendation, or a recommendation for retention is made. In cases where the SA disagrees with a recommendation for a suspended separation, the SA retains authority to execute the separation.

b. To implement COMNAVPERSCOM review required by reference (b), **COMNAVPERSCOM is the SA** for involuntary separation of

active duty members who are the alleged victim of sexual assault.

c. **Chief of Naval Personnel (CHNAVPERS) or SECNAV is SA**:

(1) When an administrative board finds that a preponderance of the evidence supports one or more of the reasons for separation and recommends retention, but the SA above recommends separation. (SECNAV)

(2) For involuntary separation of active duty members with 18 or more years total active military service. (CHNAVPERS)

(3) When the GCMCA recommends disapproval of a conscientious objector case. (CHNAVPERS)

(4) For involuntary separation of active duty reservists within 2 years of retired or retainer pay (reference (a) refers). (SECNAV)

(5) When the sole basis for separation is a serious offense that resulted in a conviction by a special or general court-martial that did not impose a punitive discharge, and an other than honorable discharge is recommended by an administrative board (or CO when no board was held). (SECNAV)

(6) The SA above determines that an honorable discharge is clearly warranted by the presence of unusual circumstances involving personal conduct and performance of naval duty for a member in an entry level status who is being separated by reason of selected changes in service obligations, convenience of the Government, disability, or best interest of the service. (SECNAV)

(7) When a member is processed for misconduct - civilian conviction, the final action on the appeal has not been taken, and the member does not request separation before final action on the appeal is taken. (SECNAV)

NOTE: Review individual reason processing articles to determine correct NAVPERSCOM code where administrative separation should be mailed.

MILPERSMAN 1910-708

SEPARATION AUTHORITY ACTION WHEN USING NOTIFICATION PROCEDURES OR ADMINISTRATIVE BOARD IS WAIVED

Responsible Office	NAVPERSCOM (PERS-4832)	Phone:	DSN COM FAX	882-4433 (901) 874-4433 882-2624

References	(a) BUPERSINST 1900.8A (b) SECNAVINST 5212.5D

1. **Notification Procedures or Administrative Board Waived**. When member waives right to an administrative board, or when using notification procedures, command should

a. process for all reasons for separation per MILPERSMAN 1910-210.

b. assign characterization (see MILPERMAN 1910-300) for primary reason for separation. Characterization should normally be commensurate with least favorable reason for processing. Normally, misconduct takes precedence over other reasons for separation.

c. determine, under guidelines of MILPERSMAN 1910-010, whether member should be retained in Individual Ready Reserve (IRR) to fulfill his/her total military obligation. This applies in cases involving separation from active duty or from Selected Reserve.

d. if member (with less than 6 years of service) requests, forward case to General Court-Martial Convening Authority (GCMCA) for review. GCMCA then becomes separation authority (SA).

e. forward all cases where administrative board procedures were used, and administrative board was waived, to GCMCA or higher for action. Navy Personnel Command (NAVPERSCOM) will serve as SA for all cases involving recommendations for retention or suspended separation if separation processing is based on mandatory reason(s).

f. execute discharge, forward administrative separation (ADSEP) package and GCMCA action (if applicable), with a copy of DD 214 (Rev. 2-00), Certificate of Release or Discharge from Active Duty, to NAVPERSCOM, as appropriate. Ensure correct Separation Program Designator (SPD) code per reference (a) and correct reason for discharge is documented on DD 214.

NOTE: Commands are required to retain a complete file copy of all ADSEP cases for 2 years per reference (b).

MILPERSMAN 1910-710

PROCEDURES WHEN AN ADMINISTRATIVE SEPARATION BOARD WAS HELD

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Procedure**. Separation authority (SA) shall take following action upon receipt of an administrative separation (ADSEP) case where an administrative board was held:

IF administrative board...	**THEN SA...**	**BUT modify administrative board's recommendation by...**
a. finds a preponderance of evidence supports one or more of the reasons for separation and recommends **separation**,	may approve board's findings and recommendations.	
	may approve board's findings,	suspending execution of separation (non-mandatory processing reasons only) per MILPERSMAN 1910-222;
		suspending execution of separation pending member's agreement to transfer to Fleet Reserve/Retired List within 60 days in current or next inferior paygrade; **NOTE: Applies to Fleet Reserve/Retired List, Retired Reserve eligible members only.**
		changing recommended characterization of service or description to a more favorable characterization or description;
		changing board's recommendation concerning transfer to Individual Ready Reserve (IRR); or
		disapproving board's recommendation and forwarding case to Commander, Navy Personnel Command (COMNAVPERSCOM) to retain member.

IF administrative board...	**THEN SA...**	**BUT modify administrative board's recommendation by...**
b. finds a preponderance of evidence supports one or more of the reasons for separation and recommends **suspended separation**,	may approve board's findings and recommendations only for cases involving non-mandatory reasons for processing. **NOTE: Only Commander, Navy Personnel Command (COMNAVPERSCOM) can approve suspended separation in mandatory processing cases.**	
	may approve board's findings,	disapproving suspension of separation.
c. finds a preponderance of evidence supports one or more of the reasons for separation and recommends **retention**,	may approve board's findings and recommendations only for cases involving non-mandatory reasons for processing. **Mandatory processing cases must be forwarded to COMNAVPERSCOM.**	
	may approve board's findings,	submitting case to Secretary of the Navy (SECNAV), via COMNAVPERSCOM, recommending separation for one of the specific reasons supported by a preponderance of evidence.

IF administrative board...	**THEN SA...**	**BUT modify administrative board's recommendation by...**
d. finds a preponderance of evidence does **not** support one or more of the reasons for separation alleged and recommends **retention**, **NOTE: Board is required to find misconduct when processing includes any court-martial conviction, or a civilian conviction, or finding tantamount to a finding of guilty by a civil court-system.**	must approve board's findings and recommendations unless the overwhelming weight of evidence of record was not recognized by administrative board, in which case convening authority may reprocess case under Best Interest of the Service (BIOTS) for submission to SECNAV for final action. **NOTE 1: All mandatory processing cases must be forwarded to COMNAVPERSCOM.** **NOTE 2: If SA finds findings of board were obtained by fraud or collusion on part of respondent, case may be referred to a new board.**	

2. **What Next**. Based on procedures above, SA shall take following steps.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Choose most appropriate reason for separation.</td></tr>
<tr><td>2</td><td>Forward action taken to processing activity for appropriate action.</td></tr>
<tr><td>3</td><td>Processing activity will take following actions:
<table>
<tr><th>IF...</th><th>THEN...</th><th>AND...</th></tr>
<tr><td>separation is directed,</td><td>forward case and SA action to personnel office/Personnel Support Activity Detachment (PERSUPP DET) to effect discharge,</td><td>forward a complete copy of ADSEP package and SA action, with a copy of member’s DD 214 (Rev. 2-00), Certificate of Release or Discharge from Active Duty, to appropriate COMNAVPERSCOM code for review and filing in member’s permanent personnel record for historical purposes.</td></tr>
<tr><td>suspended separation is directed or retention is directed,</td><td>forward case and SA action to appropriate COMNAVPERSCOM code for review and/or filing in member’s permanent personnel record for historical purposes.</td><td></td></tr>
</table>

NOTE: Commands are required to retain a complete file copy of all ADSEP cases for 2 years.</td></tr>
</table>

MILPERSMAN 1910-712

GENERAL COURT-MARTIAL CONVENING AUTHORITY (GCMCA) LETTER AND MESSAGE FORMATS FOR DIRECTING ADMINISTRATIVE SEPARATION (ADSEP)

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **GCMCA Action (Message)**. Below is the recommended message format for directing the separation of a Sailor: (Use proper message format.)

```
FROM:  GCMCA
TO:    CONVENING AUTHORITY
INFO:  DON CAF WASHINGTON DC//29A//
       PERSUPP DET _______________ (if applicable)
       NAVPERSCOM MILLINGTON TN//PERS-4832 or 4913, as appropriate//
BT
UNCLAS //N01910//
SUBJ/ADMIN DISCHARGE ICO//
REF/A/-/-/-//
REF/B/DOC/CHNAVPERS/28JUN93//
NARR/REF A IS ADSEP REQ. REF B IS BUPERSINST 1900.8A.//
POC/-/-/-/PHONE//
RMKS/1.  PER REF A, DISCH MBR WITHIN 10 DAYS OF RECEIPT OF THIS MSG.
PREPARE DD 214 PER REF B, ENTER ON DD 214:
BLK 23:  DISCHARGED
BLK 24:  (CHARACTERIZATION OF DISCHARGE)
BLK 25:  (MILPERSMAN ARTICLE FOR WHICH SEPARATION IS AUTHORIZED)
BLK 26:  SPD CODE (PER BUPERSINST 1900.8A)
BLK 27:  REENLISTMENT CODE (PER BUPERSINST 1900.8A)
BLK 28:  (NARRATIVE REASON LISTED FOR MILPERSMAN ARTICLE CITED BLK 25)
2.  IF APPLICABLE, RECOUP ANY UNEARNED BONUS PAID AND COLLECT ALL
EXISTING INDEBTEDNESS PER DODFMR.
3.  ENSURE COMPLIANCE WITH OPNAVINST 1900.2A REGARDING TRANSITION
ASSISTANCE SERVICES.
4.  IF MEMBER IS DRUG/ALCOHOL DEPENDENT, OFFER APPROPRIATE TREATMENT
PRIOR TO SEPARATION (MILPERSMAN 1910-232 REFERS).
5.  FWD COMPLETE COPY OF ADSEP PKG WITH COPY OF MBR'S
DD 214 TO APPROPRIATE PERS CODE FOR REVIEW AND FILING IN MBR'S
PERMANENT SERVICE RECORD FOR HISTORICAL PURPOSES.//
BT
```

2. **GCMCA Action (Letter)**. Below is the recommended letter format for directing the separation of a Sailor: (Use proper letter format.)

From: Commander, (GCMCA)
To: Convening Authority

Subj: ADMIN DISCHARGE ICO (RATE/NAME/SSN)

Ref: (a) Your ADSEP package ...
(b) MILPERSMAN 1910- (appropriate article)
(c) BUPERSINST 1900.8A

1. In response to reference (a) which processed member for administrative separation per reference (b), authority is granted to discharge member within 10 working days after receipt of this letter. Prepare DD 214 per reference (c), entering the following:

BLK 23: “DISCHARGED”
BLK 24: (CHARACTERIZATION)
BLK 25: (MILPERSMAN ARTICLE FOR WHICH SEPARATION IS APPROVED)
BLK 26: (SPD CODE FOR REASON WHICH SEPARATION IS APPROVED)
BLK 27: (RE CODE PER REFERENCE (C))
BLK 28: (NARRATIVE REASON FOR WHICH SEPARATION IS APPROVED)

2. If applicable, recoup any unearned bonus paid and collect all existing indebtedness per DODFMR.

3. Ensure compliance with reference (c) regarding transition assistance services.

4. If member is drug/alcohol dependent, offer appropriate treatment prior to separation. MILPERSMAN 1910-232 refers.

5. Forward a complete copy of the ADSEP package and separation authority action, with a copy of member's DD 214, to the appropriate PERS code for review and filing in member's permanent service record for historical purposes.

s/Commander/Acting/By direction

Copy to:
DON CAF Washington DC (Code 29A)
PERSUPP DET (serving convening authority, if applicable)
NAVPERSCOM (PERS-4832 or 4913, as appropriate)

MILPERSMAN 1910-800

ACTIONS WHICH EFFECT THE SEPARATION

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Policy**. The obligation to Navy members does not cease when members elect to be separated. The following MILPERSMAN articles delineate actions that must be completed in connection with enlisted separations. This section covers the following topics.

Topic	**See MILPERSMAN**
Preseparation Interview of Enlisted Personnel	1910-802
Information to be Provided Upon Separation Regarding Claims for Compensation, Pension, or Hospitalization to be Filed with the Department of Veterans Affairs (DVA)	1910-804
Acknowledgment of Service upon Separation	1910-806
Physical Examination for Separation	1900-808
Issuance of Certificates, Buttons, and Pins upon Separation	1910-810
Place of Separation	1910-812

NOTE: Processing commands, separation authorities (SAs), and separation activities are urged to pursue adherence at every level to the established Navy administrative separation (ADSEP) processing goals in MILPERSMAN 1910-010.

MILPERSMAN 1910-802

PRESEPARATION INTERVIEW OF ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-4832)	Phone:	DSN COM FAX	882-4433 (901) 874-4433 882-2624

References	(a) OPNAVINST 1160.5C (b) 10 U.S.C. 651

1. **Policy**. Prior to separation, all enlisted personnel shall be interviewed and informed as to whether or not they are recommended for reenlistment, and afforded an opportunity to express their desires regarding reenlistment intentions. In the case of members who are transferred for separation, compliance with this article is the direct responsibility of the last permanent duty station - not the activity to which member was transferred. The reenlistment recommendation of the former commanding officer (CO) is the guide for effecting a separation.

2. **What to Do**

a. When member **is not** recommended for reenlistment, advise in writing using NAVPERS 1070/613 (10/81), Administrative Remarks the reason for non-recommendation. Reference (a) provides additional guidance.

b. When member **is** recommended for reenlistment,

(1) advise member of the Navy career advantages (i.e., training, promotions, pay and allowances, retirement benefits, etc.);

(2) brief the various deadlines for reenlistment bonus eligibility;

(3) if eligible, provide the opportunity to reenlist in the Naval Reserve for inactive duty. Provide the address and telephone number of Navy Reserve recruiter nearest to member’s home of record; and

(4) where there is no intent to immediately reenlist, advise the member that future reenlistments may require Navy

Personnel Command (NAVPERSCOM) approval and application via a Navy recruiter.

c. **In all cases**, prepare a NAVPERS 1070/613 entry, reflecting at a minimum, interview date, member's reenlistment intentions, and CO's recommendation regarding retention. Provide rationale for non-recommendations. Include DD 2648 (Rev. 11/99), Pre-Separation Counseling Checklist.

d. Per reference (b), instruct members on their obligation regarding service requirements. Advise 8-year military service obligators with reserve affiliation requirements, and after active duty release, Chief of Navy Reserve will notify them of their nearest Navy Reserve training activity and direct them to report for interviews were required.

MILPERSMAN 1910-804

INFORMATION TO BE PROVIDED UPON SEPARATION REGARDING CLAIMS FOR COMPENSATION, PENSION, OR HOSPITALIZATION TO BE FILED WITH THE DEPARTMENT OF VETERANS AFFAIRS (DVA)

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2754

References	(a) 10 U.S.C. 1218

1. **Policy**

a. Per reference (a), prior to discharge/release from active duty members with disabilities must

(1) file/refuse to file a claim with the Department of Veterans' Affairs (DVA) for compensation, pension, or hospitalization; or

(2) sign/refuse to sign a statement acknowledging that claim procedures were fully explained.

b. A right that members may assert after failing/refusing to sign a claim is not affected by that failure/refusal.

c. This section does not prevent the immediate transfer of a member to DVA facilities for needed hospital care.

2. **Rules**

a. Designated separation activities must ensure disabled members are not discharged, retired, or released from active duty until they are fully briefed on the right to file a claim for compensation, pension, or hospitalization.

b. Instruct members that any hospitalization or benefits from the DVA at a later date are generally contingent upon the

filing of a claim. Delay in filing may result in the eventual loss of monetary benefits or deprivation of hospitalization.

c. Advise member in some instances DVA benefit payments may exceed their retirement pay entitlement.

d. Commanders of separation activities are responsible for DVA claims submission. Where practicable use DVA counselors for assistance.

3. **Separation Activity Actions**

a. Within 5 days of separation, separation activity will submit a member's claim form VA-21-526 (02-04), Veterans Application for Compensation or Pension at Separation from Service, to the DVA regional office serving the locality where member intends to live (VA Bulletin I-IV refers). Use the following to complete the claim:

(1) VA 21-526

(2) DD 214 (Rev. 2-00), Certificate of Release or Discharge from Active Duty (copy 3)

(3) a certified and legible complete copy of member's military health records (medical) (less jacket cover), including enlistment and separation physical examination records

(4) one copy of the NAVMED 6100/1 (Rev. 09-04), Medical Board Report Cover Sheet, including all attachments if applicable

(5) a certified and legible copy of member's complete military dental treatment record (less jacket cover).

b. Omission of any document or record could cause undue delay in adjudicating the claim by the DVA resulting in undue hardship for the member.

4. **SF 600 (Rev. 6-97), Chronological Record of Medical Care**

a. When the member does not desire to file a claim, request them to sign the following statement on SF 600:

"I have been told that I am to be (discharged/retired/released) from active duty in the Naval Service by reason of disability and have been advised of my right to file a claim with the Department of Veterans Affairs for compensation, pension, or hospitalization. I have decided not to submit a claim for any of those benefits at this time. I understand that my failure to file a claim at this time does not prejudice any right to submit a claim in the future."

_____ _____
SIGNATURE OF MEMBER WITNESS' SIGNATURE

b. While the above statement is not a waiver of any rights, it should be forwarded to the Navy Personnel Command (NAVPERSCOM), Reserve Personnel Services (PERS-4912) with the member's closed health record. If the member later files a claim, this along with a copy of the health record, must be forwarded to the DVA.

5. **Others Filing for Compensation**. Members being separated for reasons other than disability may also file compensation claims with the DVA under this article. All claims are submitted per this article.

MILPERSMAN 1910-806

ACKNOWLEDGMENT OF SERVICE UPON SEPARATION

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Policy**

a. Commanding officers (COs) (or executive officers (XOs)) will personally convey to members detaching from their permanent duty station, expressions of appreciation for service on behalf of the President of the United States, Secretary of Defense (SECDEF), Secretary of the Navy (SECNAV), and Chief of Naval Operations (CNO). If undue delay/inconvenience to the separating member would be caused by CO/XO absence, another officer should render this honor.

b. Prior to detachment, commands are encouraged to present a personalized letter, summarizing the member's naval duties and expressing the Navy's appreciation for honorable and faithful service.

c. Accord members transferring to the Fleet Reserve or Retired List special recognition for their long and faithful service in a preseparation ceremony with an appropriate letter and certificate described in MILPERSMAN 1800-010. A formal letter of appreciation citing member's duty stations, assignments and awards will be delivered to those transferring to the Fleet Reserve or Retired List.

d. Formal ceremonies are encouraged, but the decision rests with the separating member.

2. **Exceptions**. Discretion shall be exercised in determining to whom letters shall be delivered. Members who are being separated for reasons of poor performance shall not be given letters of appreciation; under no circumstances shall members being separated Under Other Than Honorable conditions or as a result of the execution of a punitive discharge awarded by court-martial, be given a letter of appreciation under this article for their service.

MILPERSMAN 1910-810

ISSUANCE OF CERTIFICATES, BUTTONS, AND PINS UPON SEPARATION

Responsible Office	NAVPERSCOM (PERS-4832)	Phone:	DSN COM FAX	882-4433 (901) 874-4433 882-2754

References	(a) Uniform Code of Military Justice (UCMJ), Article 137 (b) 10 U.S.C. 651

1. **Policy**

a. Certificates of discharge, Honorable discharge buttons and pins, Navy Reserve membership buttons and pins, and appropriate identification cards (as applicable) will be delivered upon separation to all personnel entitled thereto, by the commanding officer (CO) or designated representative.

b. All certificates, buttons, and pins shall be safeguarded against access by unauthorized persons and against loss or misuse.

c. If a unit is placed out of commission, excess certificates, buttons, and pins will be transferred to the command's Immediate Superior in Command (ISIC) or returned to the place of issuance.

2. **Require Explanations**. Reference (a) shall be complied with for each enlistment, extension of enlistment (voluntary or involuntary), reenlistment, and entrance on active duty or within 6 days thereafter, and upon completion of 6 months of active duty. Personnel shall be advised of the various types of discharges (and certificates) and the basis for issuance and the possible effects of such discharge relative to reenlistment, civilian employment, veteran's benefits and related matters. Failure on the part of the member to receive or to understand such explanation is not considered a defense in an administrative discharge proceeding or a bar.

3. **Honorable Discharge Buttons**. The Honorable discharge button or pin (pin for women) (regular Navy or Navy Reserve design) is awarded to enlisted personnel who are entitled to a DD 256N (5-50), Honorable Discharge Certificate. Personnel who completed an enlistment in the regular Navy as part of their obligations under reference (b) and who were transferred to the Navy Reserve to fulfill the terms of their obligation, shall receive (if otherwise qualified) the Honorable discharge button or pin. It may be worn on civilian clothes only by eligible personnel, active or separated. Any entry will be made noting the award on NAVPERS 1070/613 (10/81), Administrative Remarks.

4. **Naval Reserve Membership Buttons or Pins**. Buttons (pins for women) indicating membership in the Navy Reserve may be issued by separating commands and enlisting activities, to members of the Navy Reserve on inactive duty. These buttons/pins will not be given to members of the Navy Reserve Officer Training Corps (NROTC) or to members already in possession of such button/pin. They may be worn with civilian clothing only.

5. **Discharge Certificates**. Entries on DD 256N will be in ink or typewritten, with the rate, full name, and branch of service entered after the words “This is to certify that...”. In the case of reserve personnel, type “U.S. Navy Reserve” following the member’s name. Duplicate certificates are not to be issued. Upon request to Navy Personnel Command (NAVPERSCOM), Records Support Branch (PERS-312D1), a certificate in lieu of a lost or destroyed certificate may be issued.

MILPERSMAN 1910-812

Place of Separation

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**

a. **Inside continental United States (CONUS)**: Members eligible for separation while serving in the 48 contiguous United States (U.S.) will normally be separated on board their current command.

b. **Outside continental United States (OCONUS)**: Members eligible for separation while serving on a permanent station OCONUS, except Hawaii, unless immediately reenlisted on board, shall be transferred to the appropriate separation activity listed in this article, nearest to the port of debarkation in CONUS. Members should have their separation physical completed prior to transfer.

c. **Hawaii**: Members eligible for separation while serving in Hawaii shall be separated at their duty station; otherwise, such members shall be transferred to Naval Station, Pearl Harbor for separation. Members being transferred to the Fleet Reserve or Retired List shall be transferred to the appropriate separation activity listed in this article nearest to the port of debarkation in CONUS, unless they desire separation in Hawaii.

NOTE: **Prior to effecting transfer to a separation activity, ensure members have their complete service record, a completed separation physical, and all separation processing documents.**

2. **Exceptions to the Policy**

a. Under special circumstances, type commanders may exempt ships or other mobile units from separating members on board.

b. Members eligible for separation may be transferred to a separation activity not listed in this article, provided the gaining activity has no objections to receiving personnel for separation processing, and the gaining command’s Personnel Support Activity Detachment (PERSUPP DET) has separation capability.

c. Members eligible to be separated or discharged while deployed from their homeport or permanent duty station (PDS), may be authorized travel via their homeport or PDS when it is determined that it is necessary for the member to travel via homeport or PDS to arrange shipment of household goods (HHG), pick-up personal possessions, or to arrange for movement of dependent(s) (hereafter referred to as family member(s)) and/or settle personal affairs.

d. At the member's request and with the approval of their commanding officer (CO), members eligible to be separated or discharged under honorable conditions, while serving at an overseas shore station, including Alaska, ships homeported overseas, or on board a ship with separation capabilities while in port OCONUS in other than belligerent countries, may be separated at their duty station subject to the following conditions:

(1) Member’s record does not reflect performance of duty which would bring discredit upon the U.S.;

(2) Member has made application for a passport and visa for the area in which member will reside or travel at a time substantially prior to the normal date of separation, which will be accompanied by a statement from the CO relative to the date the member will be eligible for separation (under honorable conditions);

(3) Member’s request to the CO contains a statement that application has been made for a passport, that such passport will be granted upon separation, and that permission to remain in the foreign area has been, or will be, obtained; and

(4) Enlisted members will have an entry to this effect made on a NAVPERS 1070/613 (7/06), Administrative Remarks, of the service record; or

(5) Officers will have their orders modified as follows:

"Your separation at (duty station) is as per your request. Active duty pay and allowances are authorized until actual separation; however, any travel necessary for physical examination or other procedures incident to your separation processing will be at your expense and you will not be entitled to per diem while on temporary duty in connection with separation processing. Your attention is directed to NAVSO P-6034, chapter 5, section U5125 for time limitations on entitlements for transoceanic travel."

3. **CONUS Rules Associated with Policy**. Members may request separation at an activity other than those listed in this article provided the request appears to be reasonably justified, is approved by the CO, transfer is authorized at no additional expense to the government than would be incurred if the member were separated at the separation activity nearest member's duty station, transfer is not effected earlier than 7 working days plus travel time prior to the date directed in an officer's basic orders or the date an enlisted member is eligible for separation, if member is authorized separation or retirement leave an appropriate NAVPERS 1070/613 entry is made, and the following statement is signed by the member and included in the endorsement on officers orders or under supplemental instructions on enlisted orders:

"(date): At your request you have been authorized to report to (activity and location) instead of (activity and location), your normal separation activity, for temporary duty in connection with separation processing, with the understanding that you are not entitled to reimbursement for additional mileage or expenses in connection with such transfer. Your entitlement to mileage allowance upon separation will be computed not to exceed that allowed for travel from your old duty station (to which you would have normally been transferred for separation) to your home of record, place from which ordered to active duty, or home of selection (if applicable). If you
do not desire to bear this expense, this authorization is canceled and you will carry out your basic orders."

_____
SIGNATURE OF MEMBER

WITNESSED: _____

4. **OCONUS/Hawaii Rules, Associated with Policy**

a. Naval aviators should be separated, when feasible, at the nearest naval aeronautical activity, provided no additional expense is involved.

b. Government transportation shall be directed when available.

c. Members separated in Hawaii may not receive a cash advance instead of government transportation or government procured transportation for the transoceanic travel to CONUS.

d. Transoceanic travel from Hawaii must be performed using government transportation within 180 days of separation or the member loses entitlement to transportation or reimbursement.

e. Members may request separation at one of the other separation activities listed in this article, instead of the separation activity nearest the port of debarkation or the permanent station of members required to be separated in Hawaii. Such authorization will be indicated by supplemental instructions and enlisted orders, or be an endorsement to modify officer separation orders. Entry must contain one of the following statements (whichever is applicable):

(1) “At your request, you are authorized to report to (activity and location) instead of the separation activity nearest the port of debarkation, for temporary duty in connection with separation processing, with the understanding that you are not entitled to reimbursement for mileage or expenses in excess of that allowed for travel to the separation activity nearest the port of debarkation to your home of record, place from which ordered to active duty, or home of selection (when applicable). In case you do not desire to bear this expense, you will regard this authorization canceled and carry out your basic orders.”
(2) “At your request you are authorized to report to (activity and location) instead of being separated at your duty station in Hawaii, for temporary duty in connection with separation processing, with the understanding that you are not entitled to reimbursement for mileage or expenses, nor to proceed or travel time in connection therewith. Your entitlement to mileage allowance upon separation shall be computed not to exceed that allowed for travel from your old duty station to your home of record, place from which ordered to active duty, or home of selection (when applicable). In case you do not desire to bear this expense, you will regard this authorization canceled and carry out your basic orders.”

f. One copy of an officer’s orders bearing either of the above endorsements shall be promptly forwarded to Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4).

g. Members who desire to be separated at a naval activity in CONUS other than one of the major naval activities listed in this article shall submit a request, with reason, to that activity for consideration. Commands are encouraged to accommodate such requests when separation facilities are available. When the activity has no objection, the member shall be authorized by endorsement on officer orders or under supplemental instructions on enlisted orders to report to that activity for separation processing using the applicable authorization statement above.

h. Members authorized travel via their homeport or PDS shall have supplemental instructions, or an endorsement to orders in case of officers, with one of the following statements signed by the CO (or by direction):

(1)"Travel authorized from (location from which member is to commence travel) to (ultimate activity transferred for separation processing nearest to member's homeport or permanent duty station) via (location of homeport or permanent duty station to which travel is authorized as outlined above) per NAVSO P-6034, chapter 5, section U5120."; or
(2) "Travel authorized from (location from which member is to commence travel) to (member's homeport or permanent duty station) from separation processing. Member's homeport or permanent duty station is the appropriate activity for separation processing per NAVSO P-6034, chapter 5, section U5120."

i. An enlisted member being separated by reason of pregnancy may be separated under the foregoing conditions provided the member, or the member's spouse, has an established residence in the area of the duty station.

j. Members on temporary additional duty (TAD), deployed OCONUS, with a PDS inside CONUS, must return to their PDS in CONUS, on the return portion of member's TAD orders.

NOTE: Additional travel time is computed by subtracting allowed travel time from actual travel time used. Additional travel time will be charged as leave. If leave charged to cover additional travel time will result in excess leave, normal checkage procedures will be followed. If otherwise entitled, travel time from the place of separation of a member's choice in CONUS, to his or her home of record, will be determined based on such travel time authorized by common carrier or privately owned vehicle (whichever member certifies intention to use), and computed from the place of separation nearest the port of debarkation in CONUS to the home of record.

5. **CONUS Separation Activities**. The following are naval activities in CONUS to which members may be transferred as provided above, for separation processing:

Separation Activity	Location
Transient Personnel Unit	San Diego, CA
Transient Personnel Unit	Puget Sound, Bangor, WA
Transient Personnel Unit	Norfolk, VA
Transient Personnel Unit	Great Lakes, IL
Naval Air Station	Pensacola, FL
Naval Air Station	Jacksonville, FL
Naval Air Station	Lemoore, CA
Naval Station	Anacostia, Washington, DC
Naval Base Ventura County	Port Hueneme, CA
Construction Battalion Center	Gulfport, MS

6. **OCONUS Separation Activities**

a. Members eligible for separation under honorable conditions, whose home of record or place from which ordered to active duty is one of the following may, at their request, elect transfer to the commands listed below for temporary duty pending separation.

Location	Separation Activity
Guam	Naval Station, Guam, MI
Hawaii	Naval Station, Pearl Harbor, HI

b. Such election will be executed on a NAVPERS 1070/613 of the enlisted service record, or for officers a letter approved by the CO and filed in the officer’s service record. Members transferred to the Fleet Reserve who elected transfer to their home of record or place from which ordered to active duty per above, shall be advised that once a home is selected and travel or transportation to such home provided, such election is irrevocable and further entitlement to select a home for travel purposes after transfer to the Fleet Reserve does not exist.

c. Member eligible to be separated under honorable conditions whose home of record is located in Panama shall be separated under normal procedures prescribed above. Entry into Panama requires the consent and permission of the Government of Panama.

7. **Citizens of the Republic of the Philippines**

a. Enlisted personnel who are citizens of the Republic of the Philippines, whose home of record or place from which called

to active duty is in the Philippines, and whose separation is authorized or directed, will be separated under the provisions contained in this article. Transfer to the Philippines for separation processing is not authorized.

b. Filipinos who have become naturalized citizens of the U.S. and elect to return to the Philippines upon separation, transfer to the Fleet Reserve, or retirement will be advised that a U.S. passport and an entrance visa are required for both permanent and temporary admission into the Philippines.

c. Filipinos who are not naturalized citizens, but remain Philippines citizens, shall have in their possession a valid passport from the Republic of the Philippines. Passports must be obtained at personal expense. The separating command will notify, via letter, the Immigration and Naturalization Service (INS) serving the area where member is being separated of the pending separation action, with the following information:

(1) name and social security number (SSN) of the member being separated;

(2) name of member’s family member(s) (if applicable);

(3) member’s nationality;

(4) status in the U.S.: “Recruited in the Philippines pursuant to 1947 Military Bases Agreement, as amended;”

(5) date military status will terminate (date of actual discharge);

(6) Philippine passport number;

(7) address where presently located as well as located after separation; and

(8) travel information (if known).

8. **Members Separated under Other Than Honorable Conditions**

a. No member will be separated OCONUS (including Hawaii) with an Other Than Honorable (OTH) Discharge without the specific written approval of NAVPERSCOM, Enlisted Performance and Separations Section (PERS-832).

Exception: Members of the insular force who are governed by separate instructions to the commands concerned and members with a home of record in Hawaii, Guam, or the Philippines whose discharge may be effected as authorized in this manual.

b. Members discharged under OTH conditions, attached to ships or overseas commands, will be transferred to a CONUS separation activity listed in this article. Members in this category who are stationed in the central or western Pacific area and whose home of record is Hawaii or Guam should be discharged at Naval Station, Pearl Harbor, Hawaii, or Naval Station, Guam, MI as applicable. The member is entitled to transportation in kind and subsistence from the place of separation to the member's home of record and may elect such transportation to a place other than their home of record under certain conditions.

c. Members requesting transportation to Panama must be informed that the Government of Panama may exclude members who have committed a felony or other offenses involving moral turpitude, persons of notoriously bad character, and those likely to become public charges.

d. Enlisted members may be separated while in the custody of U.S. civil authorities when specifically authorized by the separation authority. Such members shall be paid monies due per pay directives. Such separation shall be effected in absentia. Discharge certificates and other separation forms shall be sent via registered mail to the civil place of confinement under a letter of transmittal explaining the fact of discharge and requesting the forms enclosed be delivered to the person concerned. Entries in the service record, and discharge papers, normally signed by the member, will be labeled "Discharged in Absentia."

9. **Maximizing Efficiency and Economy**

a. Personnel transferred to another activity for separation processing shall be transferred no earlier than 7 working days, plus travel time, prior to actual date of separation.

b. Separations should be expedited once commenced to minimize on per diem payments and to stay within the 7-day window where possible.

c. Personnel authorized retirement or separation leave are prohibited from reporting to any activity for the purpose of terminating the leave status and remaining on board until the date of retirement/Fleet Reserve.

MILPERSMAN 1916-010

RELEASE FROM ACTIVE DUTY OF RESERVE AND RETIRED ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-4913)	Phone:	DSN COM FAX	882-3133 (901) 874-3133 882-2673

References	(a) 10 U.S.C. 12686 (b) 10 U.S.C. 6330 (c) 10 U.S.C. 12731 (d) 10 U.S.C. 12308

1. **Policy**

a. During war or national emergency enlisted Navy Reserve (including Fleet Reserve) and retired enlisted personnel serving on active duty will be released from active duty per instructions issued by Secretary of the Navy (SECNAV) or Navy Personnel Command (NAVPERSCOM).

b. During peacetime,

(1) enlisted personnel are released from active duty on the date of transfer to the Fleet Reserve.

(2) retired enlisted personnel are released on the date of retirement, unless otherwise directed by NAVPERSCOM.

(3) except as provided here, a member of the Navy Reserve may be released from active duty at any time by NAVPERSCOM.

(4) unless in a disciplinary status, members are not retained on active duty without their consent beyond the periods required or authorized by law, or by agreements executed by themselves and approved by competent authority.

(5) per reference (a), a member of the Navy Reserve who is on active duty and is within 2 years of becoming eligible for retired or retainer pay, under a purely military retirement

system, may not be involuntarily released from that duty until eligible for that pay, unless a release is approved by SECNAV.

2. **Full Time Support (FTS) of the Navy Reserve Program Personnel**

a. During peacetime, Navy Reservists on active duty in the FTS program, except as otherwise indicated here, may not be retained on active duty without the prior approval of NAVPERSCOM, Reserve Enlisted Personnel Section (PERS-4913) beyond the day they became eligible for immediate receipt of retired or retainer pay, whichever is earlier, under reference (b), or other provisions of the law.

b. Exceptions to this policy are

(1) those paygrade E-7 through E-9 personnel who elect retention on active duty for 26 years, and

(2) those paygrade E-6 personnel who elect retention on active duty for 20 years.

c. To preclude release to inactive duty without eligibility for retainer or retired pay benefits, members shall submit their requests for transfer to the Fleet Reserve or Retired List 12 months in advance of the desired dates.

d. FTS personnel who do not have an authorization for retention on active duty will be released from active duty or discharged on the day they become eligible for retainer or retired pay.

e. Navy Reserve personnel on active duty in the FTS program who accept advancement to paygrades E-7/8 will be required to complete active obligated service (OBLISERV) incurred through advancement without regard to the retention limitations noted above.

3. **Retirement Provisions**

a. Navy Reservists who qualify for retirement with pay under reference (c), and have reached age 60, normally do not receive retirement credit for active duty performed after attaining eligibility for retirement, unless retention in other than a retired status is specifically ordered by SECNAV as prescribed in reference (d).

b. NAVPERSCOM may supplement the Regular force with qualified reservists as needed to meet authorized strength in each grade and competitive category; however, no reservists, including active duty, active status, or retired reservists will be recalled to, or retained on, active duty solely for the purpose of increasing retired pay; or as a reward for long, distinguished service; or for a period extending beyond their 60th birthday.

c. A waiver of the age 60 restriction may be authorized by SECNAV, upon request by NAVPERSCOM,

(1) for a volunteer who is medically qualified for active duty,

(2) who has some special qualification or skill for which a military requirement exists, and

(3) which cannot be met by a Regular or Reserve member under age 60.

d. When service under these strict limitations is rendered after eligibility for retired pay has been achieved, such service will be credited to the member for retirement purposes.

MILPERSMAN 1920-010

TRANSFER OF AN OFFICER FOR ADMINISTRATIVE SEPARATION PROCESSING

Responsible Office	NAVPERSCOM (PERS-834)	Phone: DSN COM FAX E-Mail	882-2090 (901) 874-2090 874-2625 mill.pers-834@navy.mil

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

---

1. **Policy**

a. The general provisions of MILPERSMAN 1611-010 are applicable to all officer cases involving performance or misconduct. Performance or misconduct issues may arise requiring transfer of an officer while awaiting administrative separation processing. Commanding officers, or commanders, shall promptly notify Navy Personnel Command (NAVPERSCOM), Officers Performance and Separations Branch (PERS-834), via fax or e-mail, of the circumstances and provide recommended course of action with justification regarding detachment.

b. If temporary additional duty (TAD) orders are not practical, the commanding officer or commander shall request NAVPERSCOM, Career Management Department(PERS-4) to issue temporary duty or permanent change of station orders as appropriate.

2. **Exception**. Officers who have already been disciplined (i.e., nonjudicial punishment) and for whom judicial or nonjudicial action is complete, are not considered to be in a disciplinary status when transferred awaiting separation processing. If TAD orders are issued, the activity issuing TAD orders will bear all costs associated with the officer’s TAD assignment.

MILPERSMAN 1920-020

INVOLUNTARY SEPARATION PAY (NON-DISABILITY) – OVERVIEW

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3304 (703) 695-3304 225-3311
	NAVPERSCOM (PERS-483)	Phone:	DSN COM FAX	882-4427 (901) 874-4427 882-2624

References	(a) 10 U.S.C. 1174 (b) DOD 7000.14-R, DOD Financial Management Regulation (DODFMR), Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay (c) SECNAVINST 1900.7G

1. **Introduction**. Per references (a), (b), and (c) this article on non-disability involuntary separation pay is made up of four articles, with topics as listed below.

2. **Purpose**. The purpose of this article is to provide specific guidance for commanders, commanding officers (COs), and officers in charge (OICs) to administer separation pay policy for non-retirement eligible members.

3. **In this Article**. This article contains the following sub-titles related to important aspects of involuntary separation pay policy:

Topic	See MILPERSMAN
Definitions and Policy	1920-030
Eligibility Criteria and Restrictions	1920-040
Reserve Requirements and Obligations	1920-050
Pay Calculation and Payment Documentation	1920-060

MILPERSMAN 1920-030

INVOLUNTARY SEPARATION PAY (NON-DISABILITY) - DEFINITIONS AND POLICY

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3304 (703) 695-3304 225-3311
	NAVPERSCOM (PERS-483)	Phone:	DSN COM FAX	882-4427 (901) 874-4427 882-2624

References	(a) BUPERSINST 1900.8B (b) 10 U.S.C. 1174 (c) DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay (d) OPNAVINST 1900.4

1. **Introduction**. Per references (a) through (d) and MILPERSMAN 1160-030 and 1160-120, this article contains the definitions of the key terms/phrases and a broad statement of policy and its intent pertaining to involuntary, non-disability separation pay. The terms/phrases defined are as follows:

a. Retention eligible.

b. Involuntary separation.

c. Not accepted for an additional tour for which one volunteered.

d. Voluntary separation.

e. Advancement eligible.

2. **Definition: Retention Eligible**. Meeting all the minimum standards for military service. For the purpose of entitlement to separation pay, servicemembers separated through no fault of their own because of specific limitations are considered to be retention eligible.

a. **Example 1**: Force reduction in end-strength requirements.

b. **Example 2**: Legal restrictions on the number of officers in a particular paygrade.

3. **Definition: Involuntary Separation**

a. Discharge or release from active duty at the initiation of the Government and through no fault of the servicemember: Includes all forms of separation from an active duty status under conditions wherein the individual is released from active duty at any time prior to the completion of a stipulated period of active service or tour of active duty. Separation from active duty is considered involuntary when the servicemember is denied any opportunity to remain on active duty.

b. The following circumstances could cause a retention eligible servicemember to be involuntarily separated from active duty:

(1) An advancement eligible enlisted servicemember separated for high year tenure (HYT).

(2) Separations under a force reduction program.

(3) Officers separated because of failure of selection (FOS) for promotion.

4. **Definition: Not Accepted for an Additional Tour of Active Duty for which One Volunteered**. Refers to a member of the Navy Reserve who, prior to completing a tour of active duty or a stipulated period of active service or upon notification of the Navy's intent to separate from active duty, volunteers to remain on active duty for an additional period but is not accepted. See MILPERSMAN 1920-050.

5. **Definition: Voluntary Separation**

a. Discharge or release from active duty initiated or caused by the servicemember. The following are examples of voluntary separations:

(1) **Example 1**: Servicemember declines training to qualify for a new skill or rating as a precondition of reenlistment.

(2) **Example 2**: Servicemember requests a “convenience of the government” separation.

(3) **Example 3**: Servicemember declines or does not request reenlistment or extension and is subsequently separated.

(4) **Example 4**: Servicemember declines orders and is subsequently separated.

b. Note that servicemembers who initiate or cause their own voluntary separation are not entitled to any separation pay. If the separation was initiated by the member, commanding officers (COs) shall ensure that the DD Form 214 (Rev. 2/00), Certificate of Release or Discharge from Active Duty, separation code reflects a “voluntary” separation, per reference (a).

c. Servicemembers who have been reduced in rate (RIR) are entitled to remain on active duty until their normal expiration of active obligated service (EAOS). If they submit a request to Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Section (PERS-4832) via their CO to separate prior to their EAOS and subsequently receive approval, they still retain entitlement to involuntary separation pay, providing they exceed HYT limits for the new paygrade.

6. **Definition: Advancement Eligible**

a. Meeting the minimum qualifications for assuming the duties and responsibilities of the next higher paygrade, although neither advanced nor frocked. For the purpose of entitlement to full separation pay, an enlisted servicemember is advancement eligible if they meet the following criteria as of the separation date:

(1) **Criterion 1**: Must have CO’s recommendation for advancement and retention.

(2) **Criterion 2**: Must have taken and passed the most recent advancement examination before separation (see (a) and (b) below for exceptions):

(a) For example, if HYT is in August, servicemember must have taken and passed the March examination. Servicemember's CO may waive this requirement if circumstances beyond the servicemember's control prevented participation in the "most recent" examination. In this case, the prior advancement examination must have been taken and passed.

(b) If a servicemember's separation date will be prior to the publication of advancement examination results, the CO may use the immediate previous examination result for the purpose of determining entitlement to separation pay.

b. Note that servicemembers are no longer required to submit a request for waiver of HYT policy as a precondition to entitlement to full separation pay. A CO's recommendation for advancement and retention, and passing the most recent advancement examination before discharge, are sufficient indications of the servicemember's resolve to remain on active duty.

7. **Separation Pay Policy**

a. Separation pay is intended to assist members, who are involuntarily separated, in returning to civilian life. It was designed to encourage the pursuit of a military career through the assurance that those unable to remain on active duty until eligible for retired or retainer pay can count on compensation to ease their reentry into civilian life.

b. Separation pay will be paid to members "involuntarily separated" from active service and to those "not accepted for an additional tour of active duty for which they volunteered," as provided in this article. Although it is important to ensure that eligible members are paid, it is equally important to ensure that ineligible personnel are not paid in error: Erroneous payments result in debt and subsequent mandatory recoupment, and compound the trauma associated with separation from active duty. Therefore, personnel who are responsible for processing involuntary separations must be very familiar with this policy and apply it properly in each case.

MILPERSMAN 1920-040

INVOLUNTARY SEPARATION PAY (NON-DISABILITY) - ELIGIBILITY CRITERIA AND RESTRICTIONS

Responsible Office	OPNAV (N13)	Phone:	DSN COM FAX	225-3304 (703) 695-3304 225-3311
	NAVPERSCOM (PERS-83)	Phone:	DSN COM FAX	882-4427 (901) 874-4427 882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. 1174 (b) DoD 7000.14-R, DoD Financial Management Regulation (DODFMR), Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay (c) SECNAVINST 1900.7G

1. **Introduction**. Per references (a), (b), and (c) this article addresses three major aspects of the involuntary separation pay policy and process:

a. Eligibility criteria for full separation pay.

b. Eligibility criteria for half separation pay.

c. Restrictions on eligibility for separation pay.

2. **Full-Pay Policy**

a. "**Retention eligible**" Service members are entitled to full separation pay if they

(1) meet each of the full-pay criteria listed below.

(2) are not limited to half separation pay by half-pay criteria.

(3) are not precluded from entitlement by a restriction circumstance.

b. "**Advancement eligible**" Service members separated for high-year-tenure (HYT) are entitled to full separation pay, provided they meet the full-pay criteria listed below.

3. **Full-Pay Criteria**. Eligibility criteria for full separation pay is as follows:

a. Separation must be characterized as involuntary.

b. Separation must be characterized as honorable.

c. Service member is on active duty and has completed at least 6, but less than 20, years of active service immediately before separation.

(1) The qualifying years of active service do not have to be continuous, but the last phase of the qualifying term must end immediately before separation.

(2) Reserve Service members not on the active duty list when separated must have 6 years of continuous active duty immediately preceding separation.

(3) For the purpose of entitlement to separation pay, a period of active duty is continuous if it is not interrupted by a break in service of more than 30 days.

d. Service member has completed an initial term of enlistment or period of obligated active service. A Service member

(1) who reaches the end of their initial term of active obligated service (OBLISERV), and extends or reenlists, **has** fulfilled this requirement.

(2) who is not allowed to reenlist or extend beyond their initial term of active OBLISERV **has not** fulfilled this requirement.

(3) whose initial active OBLISERV consists of an enlistment and an extension required to qualify the Service member for training or assignment must complete the full period

of both the initial enlistment and extension, and subsequently reenlist or extend, to fulfill this requirement.

e. As a condition of eligibility for separation pay, Service members must enter into a written agreement to serve 3 years in the Ready Reserve.

(1) Failure to be accepted in the Ready Reserve does not affect a Service member's entitlement to separation pay.

(2) If the Service member has a service obligation remaining at the time of separation from active duty, the 3-year obligation will begin on the day after the date on which the Service member completes this obligation. See MILPERSMAN 1920-050.

4. **Half-Pay Policy and Policy Exception**

a. Service members "not retention eligible" are entitled to half separation pay, providing they otherwise meet the eligibility requirements of full-pay criteria above and are separated under one of the criteria below.

b. **Policy Exception**: The Secretary of the Navy (SECNAV) may award full separation pay to a Service member who would otherwise be eligible for half pay. Such payments will only be granted in extraordinary instances when the specific circumstances of the separation and overall quality of the Service member's service have been such that denial of full pay would be clearly unjust.

Example: A Service member with a congenital or hereditary disease who is involuntarily separated for convenience of the Government, but who is not eligible for disability severance pay, may be considered for full separation pay.

c. **Requests**: All requests for full separation pay in lieu of half pay will be initiated by the Service member's command and be forwarded to SECNAV (M&RA) via the chain of command and Navy Personnel Command (NAVPERSCOM), Officer Performance and Separations Section (PERS-834) for endorsement.

d. Requests referencing a specific medical condition must contain a local medical endorsement signed by the appropriate

medical field expert, or they will be returned to the command without action.

5. **Half-Pay Criteria**. The following are the criteria for half pay eligibility:

a. **Expiration of Service Obligation**: This category includes Service members “not retention eligible” separated at their expiration of active obligated service (EAOS) or HYT. Service members separated for HYT need not be “advancement eligible” for entitlement to half pay.

b. **Convenience of the Government**: This category encompasses involuntary separations for parenthood and for other designated physical and mental conditions, including somnambulism, enuresis, personality disorder, motion/air sickness, allergies, and excessive height.

c. **Physical Fitness Assessment Failure**.

d. **Alcohol Abuse Rehabilitation Failure**.

6. **Separation Pay Eligibility Restriction Policy**

a. Service members separated under any of the restrictions or circumstances listed below are not eligible for separation pay.

b. **Ineligibility Counseling**: Service members should be counseled as to the reason for their ineligibility, per this article. This action will help minimize the number of separation pay requests sent to the Board for Correction of Naval Records (BCNR) by ineligible personnel.

7. **Restrictions Leading to No-Pay**. The restrictions leading to no-separation-pay are grouped on the basis of whether the separation is due to normal Navy personnel force management, Navy quality force management, or member’s career management decisions:

a. **Normal Navy Personnel Force Management Decisions**:

(1) Members of the Navy Reserve discharged while on inactive duty.

(2) Service member released from active duty for training.

(3) Upon separation, Service member is immediately eligible for retired or retainer pay.

(4) Upon separation, Service member is retained on active duty in either an officer or enlisted status.

(5) Service members separated during an initial enlistment or period of OBLISERV.

b. **Navy Personnel Force Quality Management Decisions**:

(1) Separation is directed as part of the execution of a court-martial sentence, which includes discharge or dismissal.

(2) Separation is characterized as other than honorable.

(3) Enlisted Service members separated because of misconduct or unsatisfactory performance.

(4) Officers separated for cause by reason of substandard performance of duty, misconduct, or moral or professional dereliction.

(5) Officers who have been notified in writing to show cause for retention and subsequently request separation for such reasons, except when half-pay is allowed under the half-pay criteria above.

(6) Service members “not retention eligible,” except when half-pay is authorized under the half-pay criteria above.

c. **Service member’s Career Management Decisions**:

(1) Separation initiated by the Service member (voluntary separation).

(2) Service member refuses to enter into a written agreement to serve 3 years in the Ready Reserve as a precondition to entitlement to separation pay.

(3) Service member declines training to qualify for a new skill or rating as a precondition to reenlistment or continuation on active duty.

(4) A member of the Navy Reserve who did not “volunteer for an additional tour of active duty” under MILPERSMAN 1920-050.

NOTE: In extraordinary cases, SECNAV may determine that an otherwise eligible Service member does not warrant separation pay, based on consideration of recommendations and supporting documentation. This discretionary authority to deny payment is used sparingly.

MILPERSMAN 1920-050

OFFICER INVOLUNTARY SEPARATION PAY (NON-DISABILITY) RESERVE REQUIREMENTS AND OBLIGATIONS

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Point of Contact Table	**Overall separation processing including separation payments**	Supporting Personnel Support Detachment (PERSUPPDET) or personnel office COM	As applicable
	Ready Reserve Individual Ready Reserve (IRR) transition	Navy Personnel Command (NAVPERSCOM), IRR Mobilization and Force Management Division (PERS-93) COM DSN	901-874-3977 882-3977
	Ready Reserve Selected Reserve (SELRES) transition	NAVPERSCOM, Career Transition Office (PERS-9X) COM DSN	901-874-4192 882-4192
	Ready Reserve IRR gains	NAVPERSCOM, (PERS-9X) COM DSN	901-874-4192 882-4192
	Ready Reserve SELRES gains	NAVPERSCOM, (PERS-9X) COM DSN	901-874-4192 882-4192

References	(a) 10 U.S.C., 1174 (b) DoDI 1332.29 of 20 Jun 91 (c) DoD 7000.14-R, DoD Financial Management Regulation, (DoDFMR), Volume 7A (d) BUPERSINST 1001.39F (e) BUPERSINST 1900.8D

1. **Policy**

a. As a condition of eligibility for involuntary separation pay (ISP), officers must agree to serve for 3 years in the Ready Reserve in addition to any other remaining obligated service.

b. The Ready Reserve consists of both the Selected Reserve (SELRES) and the Individual Ready Reserve (IRR). The SELRES is composed of drilling reservists in a pay status and the IRR is composed of reservists in a non-drill and non-pay status. Officers desiring a direct affiliation with the Navy Ready Reserve must apply for affiliation at Navy Personnel Command (NAVPERSCOM), Career Transition Office (PERS-9X).

c. Affiliation with the SELRES or the IRR is at the choice of the member and either obligation will satisfy the reserve obligation required for ISP.

d. If an involuntarily separated officer is not offered a Reserve Oath of Office, then he or she may still be eligible for ISP as long as he or she signs an agreement to serve, on NAVPERS 1070/613 Administrative Remarks, on or before his or her separation date.

e. For a complete listing of eligibility criteria and restrictions for involuntary separation pay (non-disability), see MILPERSMAN 1920-040.

2. **Agreement to Serve**. Officers eligible for involuntary separation pay are required to sign a NAVPERS 1070/613 Administrative Remarks service record entry prior to separation from active duty as a condition of eligibility for involuntary separation pay. The below is an example entry for the NAVPERS 1070/613:

"Date": As a condition of eligibility for involuntary separation pay (ISP), I agree to serve in the Ready Reserve, Selected Reserve (SELRES), or Individual Ready Reserve (IRR) for a period of 3 years, in addition to any remaining military service obligation I have incurred under law, if I am offered a Reserve Oath of Office. I understand this agreement is made without regard to the reason for my separation or my eligibility for affiliation with the Ready Reserve. Furthermore, should I be accepted in the Ready Reserve, I must sign a Reserve Oath of Office as a condition of qualifying for involuntary separation pay.

In addition to any remaining service condition that I have incurred under law, I fully understand that if I do not agree to incur a 3 year obligation in the Ready Reserve, if approved, then I will become ineligible for any involuntary separation pay.

I understand that I may serve in the Navy SELRES or IRR by applying for affiliation at Navy Personnel Command (NAVPERSCOM), Career Transition Office (PERS-9X).

I further understand that if I am in the Individual Ready Reserve, I may request to become an officer of the SELRES any time afterwards by applying for affiliation at a Navy Reserve recruiting office or Navy operational support center (NOSC), if O-4 and below or via the Apply Board if O-5 and above.

If I am not offered a Reserve Oath of Office, I understand that I may still be eligible for involuntary separation pay.

I also agree that if accepted in the Navy Ready Reserve, I will keep Navy Personnel Command, IRR Mobilization and Force Management Division (PERS-93) informed of any changes in my address, physical status, or dependency status, per Title 10 U.S.C., 1174, DoDI 1332.29, DoD 7000.14-R, DoD Financial Management Regulation, Volume 7A, and BUPERSINST 1001.39F.

Member's contact information:
Home of Record:
Leave Address:
Mailing Address:
Home Phone:
Cell Phone:
E-mail address:
Prospective place of appointment:
Prospective date of appointment:
Name and Rank of Appointing Officer (If available):
Title of Appointing Officer (If available):

I certify that the information provided by me is true and complete to the best of my knowledge.

Witnessed by:_____ _____
Name, Rank Member's Signature
By direction

3. **Ready Reserve Processes**

a. Regular officers will be tendered a Navy Reserve appointment.

b. Prior to an officer's discharge or release from active duty and prior to a payment of involuntary separation pay, the officer's command will forward signed original of the above agreement to serve on NAVPERS 1070/613 to the supporting personnel office/PERSUPPDET for completion of DD 214 worksheet, Certificate of Release or Discharge of Active Duty, and inclusion of NAVPERS 1070/613 into the member's Official Military Personnel File (OMPF). The separating officer will forward a signed copy of the agreement to serve on NAVPERS 1070/613 to NAVPERSCOM (PERS-9X).

c. The supporting personnel office/PERSUPPDET will forward the completed DD 214 worksheet to the officer's command for verification and accuracy by the member.

d. NAVPERSCOM (PERS-9X) will forward Reserve Oath of Office request to PERS-8 for further disposition.

e. If the Reserve Oath of Office is not approved by Secretary of Defense (O-5 and below) or President of the United States (O-6 and above):

(1) PERS-8 will notify NAVPERSCOM (PERS-9X).

(2) NAVPERSCOM (PERS-9X) will notify the officer and the supporting personnel office/PERSUPPDET that the member is not eligible for Navy Reserve Oath of Office, but may be eligible for involuntary separation pay by virtue of agreeing to serve if qualified.

(3) For a complete listing of eligibility criteria and restrictions for involuntary separation pay (non-disability), see MILPERSMAN 1920-040.

f. If the Reserve Oath of Office is approved by Secretary of Defense (O-5 and below) or President of the United States (O-6 and above):

(1) NAVPERSCOM (PERS-8) will prepare the Reserve Oath of Office and forward to NAVPERSCOM (PERS-9X).

(2) NAVPERSCOM (PERS-9X) will forward the Reserve Oath of Office to the separating officer.

(3) Once the Reserve Oath of Office has been signed by the separating officer and officer administering the oath, the separating officer shall immediately forward a signed copy of the Reserve Oath of Office to the supporting personnel office/PERSUPPDET and to NAVPERSCOM (PERS-9X).

(4) NAVPERSCOM (PERS-9X) will forward a copy of the Reserve Oath of Office to NAVPERSCOM (PERS-911) for recording into IMAPMIS and inclusion of the document into the officer's OMPF.

g. If the Reserve Oath of Office has not yet been approved by Secretary of Defense (O-5 and below) or President of the United States (O-6 and above) before an officer separates from active duty:

(1) If approved after officer separation:

a. NAVPERSCOM (PERS-8) will prepare the Reserve Oath of Office and forward to NAVPERSCOM (PERS-9X).

b. NAVPERSCOM (PERS-9X) will forward Reserve Oath of Office to the separating officer.

c. Once the Reserve Oath of Office has been signed by the separating officer, and officer administering the oath, the separating officer shall immediately forward a signed copy of the Reserve Oath of Office to the supporting personnel office/PERSUPPDET and to NAVPERSCOM (PERS-9X).

d. NAVPERSCOM (PERS-9X) will forward a copy of the reserve Oath of Office to NAVPERSCOM (PERS-911) for recording into IMAPMIS and inclusion of the document into the officer's OMPF.

(2) If not approved after officer separation:

a. If the reserve Oath of Office is not approved, NAVPERSCOM (PERS-8) will notify NAVPERSCOM (PERS-9X).

b. NAVPERSCOM (PERS-9X) will notify the officer and the supporting personnel office/PERSUPPDET that the member is

not eligible for Navy Reserve Oath of Office, but may be eligible for involuntary separation pay by virtue of agreeing to serve if qualified. For a complete listing of eligibility criteria and restrictions for involuntary separation pay (non-disability), see MILPERSMAN 1920-040.

h. The supporting personnel office/PERSUPPDET will make the following DD 214 entry (if Reserve Oath of Office approval/disapproval is received prior to an officer's separation from active duty) or DD 215 entry (if Reserve Oath of Office approval/disapproval is received after an officer's separation from active duty):

(1) For personnel eligible to serve in the Ready Reserves:

"Member must accept oath in the Ready Reserve to qualify for involuntary separation pay."

(2) For personnel ineligible to be accepted in the Reserves, but agreed to serve, on NAVPERS 1070/613, if qualified:

"Although not accepted in the Ready Reserve, member has met a condition of eligibility for involuntary separation pay."

i. The supporting personnel office/PERSUPPDET will make the appropriate involuntary separation payment and DD 214 payment entry or DD 215 payment entry, block 18 (Remarks) separation payment section per reference (e).

(1) Payment of involuntary separation pay shall not be authorized until the Reserve Oath of Office, if approved, has been signed by the separating officer and officer administering the oath.

(2) Payment of involuntary separation pay shall not be authorized until such an agreement, NAVPERS 1070/613, has been signed by the separating officer

(3) The supporting personnel office/PERSUPPDET shall ensure eligibility criteria and restrictions for involuntary separation pay (non-disability), see MILPERSMAN 1920-040, are satisfied prior to making an involuntary separation payment.

j. Once the DD 214 is completed, the supporting personnel office/PERSUPPDET will coordinate arrangement for the Sailor's signature. If Sailor is unavailable to sign, the supporting personnel office/PERSUPPDET will annotate "member not available for signature" and forward respective copies per reference (e).

MILPERSMAN 1920-060

INVOLUNTARY SEPARATION PAY (NON-DISABILITY) - PAY CALCULATION AND PAYMENT DOCUMENTATION

Responsible Office	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	225-3311
	NAVPERSCOM (PERS-483)	Phone:	DSN	882-4427
			COM	(901) 874-4427
			FAX	882-2624

References	(a) BUPERSINST 1900.8B (b) 10 U.S.C. 1174 (c) DOD 7000.14R, DOD Financial Management Regulation (DODFMR), Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay (d) SECNAVINST 1900.7G

1. **Calculation of Full Pay**. References (a) through (d) refer. Full pay is defined as 10 percent (0.10) of the product of a servicemember's years of active military service, and 12 times the monthly basic pay to which the servicemember was entitled at the time of discharge or release from active duty (0.10 x years of active service x 12 months x monthly basic pay).

2. **Calculation of Half Pay**. Half pay is defined as one-half the rate in the calculation of full pay above (0.05 x years of active service x 12 months x monthly basic pay).

3. **Determining Years of Active Military Service**. To determine years of active military service for use in computing separation pay, count each full month of active service that is in addition to the number of full years of creditable active service as 1/12 of a year. Disregard any fraction of a month.

4. **Example**

a. An E-6 with 11 years and 5 months of active service is involuntarily separated for alcohol abuse rehabilitation failure.

b. For “years of active service,” whole months are counted as fractions of a year. Thus, in this case, 11 years and 5 months is 11 and 5/12 years or 11.42 years.

c. “Monthly basic pay” is basic pay at the time of separation. In this case, $1742.70.

d. Per half-pay criteria, see MILPERSMAN 1920-040, servicemember is entitled to half pay for alcohol abuse rehabilitation failure. Thus, 0.05 x 11.42 years x 12 months x $1742.70 = $11,940.98.

5. **Payment Documentation**. Per reference (a), when completing the separation documents, commanding officers shall ensure the DD 214 (Rev. 2/00), Certificate of Release or Discharge from Active Duty reflects

a. the amount of separation pay received by the servicemember.

b. accurate characterization of the separation through the use of separation and reentry codes.

MILPERSMAN 1920-070

SEPARATION OF OFFICER PERSONNEL BY REASON OF SUPREMACIST OR EXTREMIST CONDUCT

Responsible Office	NAVPERSCOM (PERS-834)	Phone: DSN COM FAX	882-2090 (901) 874-2090 882-2625

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Uniform Code of Military Justice (UCMJ) (b) United States Navy Regulations - 1990 (c) SECNAVINST 1920.6C

1. **Policy**

a. An officer shall be processed for separation following any disciplinary or administrative action if based upon any substantiated incident of serious misconduct resulting from the officer’s participation in extremist or supremacist activities. The proscribed misconduct must relate to

(1) illegal discrimination based on race, creed, color, sex, religion, or national origin; or

(2) advocating the use of force or violence against any federal, state, or local government or agency thereof, in violation of federal, state, or local laws.

b. Most cases will involve one or more violations of reference (a), including but not limited to

(1) disobedience and orders violations (Articles 90 and 92), including violations of lawful general regulations as set forth in reference (b) and punitive instructions;

(2) cruelty and maltreatment of subordinates (Article 93);

(3) riot or breach of peace (Article 116);

(4) provoking speech or gestures (Article 117);

(5) conduct unbecoming an officer and gentleman (Article 133);

(6) disloyal statements; drunkenness and/or disorderly conduct; communicating a threat; carrying a concealed weapon; soliciting another to commit an offense; requesting commission of an offense; and wearing unauthorized insignia, decoration, badge, ribbon, device, or lapel button on one's uniform or civilian clothing (Article 134).

c. An incident of misconduct is substantiated if it results in one or more of the following:

(1) A conviction by a court-martial or civil criminal court system.

(2) Imposition of non-judicial punishment under Article 15.

(3) A determination by the convening authority, using the preponderance of evidence standard that the member has engaged in supremacist or extremist conduct.

2. **Characterization of Service**. Characterization of service will be determined using the guidelines set forth in reference (c), enclosure (5).

3. **Separation Procedures**. As circumstances warrant, use either Notification Procedures or Board of Inquiry Procedures. Processing requirements are provided in reference (c), enclosures (7) and (8).

MILPERSMAN 1920-080

RELEASE OF OFFICERS FROM ACTIVE DUTY PRIOR TO COMPLETION OF MINIMUM REQUIRED SERVICE

Responsible Office	NAVPERSCOM (PERS-8331)	Phone: DSN COM FAX	882-2085 (901) 874-2085 882-2621

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll free	1-866-U ASK NPC

---

1. **Policy**

a. The Navy Personnel Command cannot always predict the exact day an officer will be detached by their commanding officer for release from active duty. Since the time required for separation processing may vary, release from active duty orders will provide the year and month for detachment sufficiently early to ensure necessary travel, processing time, and to ensure that officers are separated prior to the terminal date of minimum required service so that provisions of contracts and Public Law are met.

b. Frequently, this procedure may result in release from active duty several days or weeks prior to the expiration of minimum required service.

c. In cases where tuition assistance or a community managed bonus (aviation career continuation pay, surface warfare officer continuation pay, etc.)service obligation exists, the required specific completion date of service will be provided in the detaching orders.

d. Eligibility for recall to active duty is not affected by such actions.

MILPERSMAN 1920-090

RELEASE FROM ACTIVE DUTY (RAD) PROCEDURES

Responsible Office	NAVPERSCOM (PERS-8331)	Phone: DSN COM FAX	882-2085 (901) 874-2085 882-2621

References	SECNAVINST 1920.6C

1. **Procedures**. A Navy Reserve officer on active duty as a Full Time Support (FTS) with a designator of (XXX7) who desires release from active duty (RAD) and placement in the Ready Reserve shall notify Navy Personnel Command (NAVPERSCOM), Officer Performance and Separations Branch (PERS-8331) by letter at least 9 months but not more than 12 months prior to the month RAD is desired. A RAD request will be returned without action if the officer does not comply within the 9 to 12 month submission time requirement. An officer desiring to resign from the Navy Reserve should consult with SECNAVINST 1920.6C and MILPERSMAN articles 1920-190 and 1920-200.

2. **Requests for RAD**. If the RAD request is delayed in reaching NAVPERSCOM (PERS-8331) through no fault of the officer concerned, **the assigned date of receipt will be 21 days following the date of the officer's request**. The RAD month must be carefully selected and consideration should be given to any separation leave desired by the officer. Approval of a RAD request does not constitute approval of separation leave, which remains a command-level decision. Extensions of the RAD month will not be approved to accommodate separation leave. Should the officer require separation orders more than 3 months in advance of the desired detachment month, it should be annotated on the original request with the reason why.

3. **Contents of Letter Request**. The proper letter format for a RAD request is the same as an unqualified resignation request, see MILPERSMAN 1920-190. Change subject to “Request for Release from Active Duty (ACDU).”

4. **Commanding Officer's (CO’s) Endorsement**: Submit per MILPERSMAN 1920-200, para. 13.

5. **Approval Requirements**. Approval requirements are contained in MILPERSMAN 1920-200, para. 11.

4. **Commanding Officer's (CO's) Endorsement**

a. The following outlines minimum and mandatory inclusions required for a properly drafted command endorsement letter:

(1) COs must forward the RAD request by endorsement within 10 days and must certify information provided in the officer's RAD letter is correct.

(2) The CO's endorsement shall comment on circumstances of all RAD requests submitted by officers within his/her command.

(3) The CO's endorsement must contain an assessment of the need for a qualified relief, whether the billet can be gapped, and if so, the maximum acceptable duration.

(4) The CO's endorsement shall address any requirement for the officer to receive separation orders more than 3 months in advance of the desired detachment date (household goods (HHG) shipment, separation leave, deployment, etc.).

b. All information concerning an officer's RAD request must be provided to Chief of Naval Personnel (CHNAVPERS) and Secretary of the Navy (SECNAV) so appropriate recommendations and final action may be taken. This information is very useful to each level of the chain of command in formulating officer retention initiatives. The CO should summarize the officer's professional performance, perceptions of the reasons the officer cites for leaving the Navy, and a recommended disposition of the request.

5. **Approval Requirements**. Approval of RAD will normally be withheld until an officer has completed

a. two years upon arriving at a new duty station, except as set forth below:

(1) DOD area tour if assigned overseas (for this purpose, Alaska and Hawaii are considered to be outside the continental United States (OCONUS)).

(2) One year if reassigned to CONUS from overseas.

(3) One year for members assigned to CONUS sea duty who will not commit to extend or incur an active duty service obligation.

b. the applicable tour, as prescribed in para. 5a, at ultimate duty station in cases when a RAD request is received by NAVPERSCOM (PERS-4834) after the date of issuance or notification of permanent change of station (PCS) orders. Such issuance or notification must be within 6 months of the first day of the month of an officer's projected rotation date (PRD) and may be accomplished by official letter, postcard, message, E-Mail, or telephone; or

c. obligated service (OBLISERV) incurred as a result of lateral transfer between competitive categories or designators; entering an education or training program (i.e., postgraduate, tuition assistance, law, medical, flight); or receiving an incentive pay, continuation pay, or bonus.

MILPERSMAN 1920-100

EARLY RELEASE OF OFFICERS FROM ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-8331)	Phone:	DSN COM FAX	882-2085 (901) 874-2085 882-2621

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	SECNAVINST 1920.6C

1. **Policy**

a. Officers completing their minimum required service (or extension) may submit a resignation request for release from active duty in accordance with SECNAVINST 1920.6C.

b. Members on active duty who are precluded by reason of age from attaining eligibility for retirement with pay will, upon application, be given special consideration for early release from active naval service. Although approval of applications must take cognizance of the needs of the naval service, favorable action normally can be expected, with due regard being given to member’s ineligibility for retirement benefits, age, and the possibility that continued retention on active duty would be to the detriment of the officer’s standing in civilian pursuit or profession.

c. Commissioned officers of the Medical and Dental Corps shall be excluded from consideration for early release from active service under this policy until they have completed the full term of service required under applicable law or that they agreed to serve, whichever is longer.

2. **Procedures**. Officers desiring release from active duty shall submit their resignation request to PERS-8331, via their commanding officer/officer in charge, and a copy to their detailer. Deadlines or requirements for submission are established in MILPERSMAN 1920-200.

MILPERSMAN 1920-110

INVOLUNTARY RELEASE FROM ACTIVE DUTY OF RESERVE OFFICERS

Responsible Office	NAVPERSCOM (PERS-921)	Phone: DSN COM FAX	882-4512 (901) 874-4512 882-2910
	NAVPERSCOM (PERS-911)	DSN COMM FAX	882-4484 (901) 874-4484 882-2753

Governing Directives	10 U.S.C. 14508, 14705, 14706, 12683, 12684, 12685, 12686, 12731, and 12311 SECNAVINST 1920.6A

1. **Criteria for Release**. Naval Reserve officers shall be involuntarily released from active duty as follows:

a. **Failure to select**. Naval Reserve officers on the active duty list in the grades of O-5 and below, whose names are not on a promotion list and twice fail of selection for promotion to the next higher grade, shall be involuntarily released from active duty no later than the 1st day of the 7th calendar month beginning the month after the report of the selection board, which considered the officer for the second time, is approved. However, officers subject to separation under this paragraph may be selectively retained on active duty through the administrative Retention Board based on a need for that officer's specific skills and unique qualifications. Naval Reserve officers on the active duty list in the grade of O-6 whose names are not on a promotion list to the next higher grade shall

(1) request transfer to the Retired Reserve if qualified; or

(2) be released from active duty at the end of their current obligation/PRD unless retained through the administrative Retention Board; or

(3) be discharged on the 1st day of the month following in which the officer completed 30 years total commissioned service per 10 U.S.C. 6389 and 14706.

b. **Demobilization.** Reserve officers may be released from active duty as a part of general demobilization or reduction in authorized strength.

c. **Best Interest of the Naval Service.** When determined to be in the best interest of the naval service, Navy Personnel Command (NAVPERSCOM) may, in those cases where no other reason is set forth in SECNAVINST 1920.6 (series), release a Naval Reserve officer from active duty, without the requirement for the officer to be heard by a Board of Inquiry or any other formal board before release.

2. **Statutory Limitations**. The following statutory limitations exist regarding the release of Reserve officers from active duty:

a. **Sanctuary.** Under 10 U.S.C. 12683, 12684, 12685, and 12686, a Reserve officer who is on active duty and is within 2 years of becoming eligible for retired pay under a purely military retirement system will not be involuntarily released from that duty before they become eligible for that pay, unless their release is approved by the Secretary of the Navy upon recommendation, by a Board of Inquiry. Retirement under 10 U.S.C. 12731 has been held by the Comptroller General of the United States to be under a “purely military system.” SECNAVINST 1920.6A, or as amended in the future, addresses this issue further.

b. **Active Duty Agreement.** A Reserve officer serving pursuant to an active duty agreement executed per 10 U.S.C. 12311 may not be involuntarily released from active duty during the period of the agreement because of a reduction in authorized personnel strength or for any other reason unless such release is recommended by a Board of Inquiry, except when he or she is

(1) dismissed or discharged under the sentence of court-martial; or

(2) released because of a conviction and sentence to confinement in a Federal or State penitentiary or correctional institution and the sentence has become final; or

(3) released under “Criteria for Release,” above, for having twice failed of selection for promotion.

c. **Time of War.** A Reserve officer may be released from active duty (other than for training) in time of war or national

emergency declared by Congress or the President after **January 1, 1953**, only upon the recommendation of a Board of Inquiry approved by NAVPERSCOM, unless the officer waives the board or his or her release is otherwise authorized by law.

MILPERSMAN 1920-120

REVOCATION OF COMMISSIONS, TERMINATION OF APPOINTMENTS, AND DISCHARGE OF OFFICERS BY OTHER THAN SELECTION BOARD ACTION

Responsible Office	NAVPERSCOM (PERS-82)	Phone:	DSN COM FAX	882-3242 (901) 874-3242 882-2622

Governing Directive	SECNAVINST 1920.6A

1. **Policy Regarding Regular Navy Officers**. The commissions of Regular Navy officers holding permanent appointments above chief warrant officer (W-4), with less than 5 years continuous commissioned service, are subject to revocation by the Secretary of the Navy.

2. **Policy Regarding Naval Reserve Officers**. The commissions of the Naval Reserve officers on active or inactive duty and the warrants or the commissions of all Regular Navy or Naval Reserve warrant or chief warrant officers are subject to revocation at any time, regardless of length of service.

3. **Policy Regarding Temporary Officers**. The appointment of temporary officers may be terminated at any time, regardless of length of service.

4. **Termination for Unauthorized Absence or After Sentencing**. Any officer may be dropped from the rolls for unauthorized absence of at least 3 months, or who has been sentenced to confinement in a Federal or state penitentiary or correctional institution after having been found guilty of an offense by a court other than a court-martial or military court and whose sentence has become final.

5. **Termination for Dependency or Pregnancy Status**. In addition to the foregoing, the commission or warrant of a woman officer is subject to termination by reason of dependency or pregnancy status as prescribed in this Manual.

6. **Separation Process**. Utilizing fitness reports, recommendations from commanding officers, or other sources of information, the NAVPERSCOM will determine whether an officer will be processed for possible dropping from the rolls, revocation of commission, termination of appointment, or such separation from the naval service as may be appropriate. Detailed information and guidance for processing officers for separation because of misconduct, unsatisfactory or poor performance of duty, unsuitability, or other conditions which render the continuation of officers in their present status undesirable are contained in SECNAVINST 1920.6A.

7. **Procedure**. A commanding officer who has an officer attached to his command who he believes should not retain his status as an officer or who should be released from active duty should follow the steps listed below:

Step	Action	
1	Forward an appropriate recommendation with substantiating information to NAVPERSCOM (PERS-82) via the chain of command. (Do not submit a special fitness report solely to support the recommendation.)	
2	Thoroughly document the officer's performance in the recommendation itself.	
3	Prior to forwarding the recommendation that the officer be released from active duty or separated from the service for cause, determine whether the officer desires to submit an involuntary resignation, for an appropriate type of discharge, in lieu of administrative board proceedings.	
	IF…	**THEN…**
	the officer submits a resignation (whether or not it is considered an appropriate type),	forward the resignation for consideration, together with your recommendation concerning acceptance.
	the officer does not submit a resignation,	state the fact that the officer was afforded the opportunity and declined to do so.

MILPERSMAN 1920-130

OFFICER SEPARATIONS, GENERAL

Responsible Office	NAVPERSCOM (PERS-834)	Phone:	DSN 882-4424 COM (901) 874-4424 FAX (901) 874-2621
		E-mail:	p834@persnet.navy.mil

Governing Directive	SECNAVINST 1920.6B

1. **Background**

a. Once members have legally accepted a commission or warrant and have executed the oath of office, they have acquired a legal status. Termination of this status may be effected only through a specific legal process. The forms of termination presently authorized for officers include dismissal, revocation of commission, acceptance of resignation, dropping from rolls, termination of commission, and separation for cause.

b. Neither retirement nor release from active duty affects the status of commissioned or warrant officers of Naval Service if their commission or warrant has not been terminated in one of the forms listed above. Upon retirement or release from active duty an officer continues to be fully subject to naval jurisdiction and orders, except only to the extent that jurisdiction is specifically limited by statute.

c. Separations of officers from Naval Service must be approved by Secretary of the Navy.

2. **Special Fitness Report**. Recommendation for termination of commission and separation, which are initiated under SECNAVINST 1920.6B as a result of poor performance or unsatisfactory conduct, need not be accompanied by a special fitness report.

3. **Change of Address**. Commanding officers shall advise each member upon release to inactive duty in the Naval Reserve to submit their change of address to Naval Reserve Personnel Center. Members who will be affiliated with a Naval Reserve unit after release from active duty shall be advised to report their change of address directly to the unit.

4. **Official Records Envelope**

a. DD 473, Official Records Envelope shall be issued to all personnel at the time of their separation. The purpose of this envelope is to provide personnel with a container for their separation papers, certificates, buttons, etc. Under no circumstances shall it be used for mailing purposes.

b. Prior to delivery, the name and address of the separatee should be typed on the envelope in the space provided. The title and address of the activity effecting separation should be typed in the upper left-hand corner.

MILPERSMAN 1920-140

SEPARATION ORDERS FOR OFFICERS

Responsible Office	NAVPERSCOM (PERS-834)	Phone:	DSN COM FAX	882-3197 (901) 874-3197 882-2621

Governing Directive	OPNAVINST 4650.15

1. **Policy**. Separation orders for officers will be final orders and will be issued only by Chief of Naval Personnel (CHNAVPERS), or Secretary of the Navy (SECNAV), with certain exceptions and under certain conditions whereby a command may be specifically delegated such authority by CHNAVPERS or SECNAV.

2. **Procedures**. Special instructions on officer separation orders and their execution are as follows:

a. Officers in receipt of separation orders who have disciplinary action pending or contemplated, or who are subject to the unexecuted sentence of courts-martial, will not be separated nor transferred for separation without specific direction of CHNAVPERS.

b. Officers pending a mandatory separation or retirement will not be delayed unless the member is either hospitalized or a medical board report has been accepted by the physical evaluation board (PEB) for disability evaluation processing prior to the mandatory release/retirement date. If a medical board is referred to the PEB for review as a result of the member’s retirement or separation physical, the medical board summary should include a statement that the medical board is the result of the member’s separation or retirement physical. Commanding officers will comply with MILPERSMAN 1301-010. Navy Personnel Command (PERS-834) shall be an information addressee in all messages concerning hospitalization, medical re-evaluations, and follow-up progress reports.

c. Officers in receipt of separation orders authorized by SECNAV by reason of misconduct or disciplinary proceedings which resulted in involuntary separation will not be afforded medical board action as the former reasons for discharge take precedence over medical disability separations and limited duty considerations. In such instances, forms SF 88, Report of Medical Examinations; or SF 93, Report of Medical History; will be completed, with physical defects noted, and made a part of the member’s record. The officer may then be separated.

d. Officers in receipt of separation orders who are accountable for public funds or public property will not be separated nor transferred for separation until proper accounting and disposition of such funds or property has been made under Navy Regulations and pay directives.

e. In the absence of information to the contrary, the character of an officer’s service and separation therefrom may be considered to be honorable. In any case where doubts exist, information concerning the character of separation will be requested from NAVPERSCOM (PERS-834).

NOTE: Final endorsements for officer’s separation orders are required by MILPERSMAN 1920-150.

---

3. **Delay En Route**

a. Delay en route in execution of separation orders may be authorized for officers, irrespective of their locations, provided no excess leave is involved.

(1) Leave in foreign countries is covered in MILPERSMAN 1050-250.

(2) The month of detachment contained in the line of accounting is the month the member will be physically separated from active duty regardless of leave.

b. Commanding officers are authorized to detach officers early and to grant requests for delay to count as leave, with the understanding that a relief will not be given any earlier than would otherwise occur had the leave not been granted.

c. A modification of orders must be requested and approved by CHNAVPERS prior to the member's detachment in cases where the

month in the accounting data would be changed by an early release from active duty, if requested by the member.

d. Authority may be granted to officers to report at the expiration of leave to a separation activity of their choice per MILPERSMAN 1910-812. Members will be told that reporting at the separation activity more than 7 days prior to the effective date of separation is not authorized. The endorsement on the orders will contain the following statement:

"Not authorized to report to (separation activity) prior to (enter date 7 days prior to effective separation date), unless specifically approved by CHNAVPERS. The payment of per diem at a separation activity in excess of 7 days in advance of effective date of separation is prohibited."

---

4. **Excess Baggage**. Excess baggage is not authorized in orders for an officer's release from active duty **except for an officer returning from an isolated station**.

MILPERSMAN 1920-160

SEPARATION OF NAVY RESERVE OFFICERS ON INACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-4911)	Phone: DSN COM FAX	882-4485 (901) 874-4485 882-2753

References	(a) SECNAVINST 1920.6C

1. **Policy and Procedures**. Policy and procedures pertaining to this subject are contained in detail in reference (a).

MILPERSMAN 1920-170

CONTINGENT RESIGNATION FOR ACCEPTANCE TO ATTEND MEDICAL TRAINING UNDER THE ARMED FORCES HEALTH PROFESSIONS SCHOLARSHIP PROGRAM (AFHPSP) OR AT THE UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES (USUHS)

Responsible Office	NAVPERSCOM (PERS-4834)	Phone: DSN COM FAX	882-2085 (901) 874-2085 882-2621

References	(a) 10 U.S.C. Chapters 104 and 105 (beginning at Sections 2112 and 2120 respectively) (b) SECNAVINST 1920.6C (c) OPNAVINST 1210.5

1. **Introduction**

a. The President may, within authorized strengths, permit officers of the Regular Navy and Navy Reserve on active duty to resign their commissions contingent upon acceptance into medical training programs as Navy Reserve officers with reappointment, at the completion of the required medical training, into a specific Navy Staff Corps in a health profession (under reference (a)). Secretary of the Navy (SECNAV), by virtue of his authority to act for the President, prescribed criteria for the voluntary termination of an officer’s status.

b. The policy of SECNAV regarding the resignation of an officer of the Regular Navy or the Navy Reserve on active duty is set forth in reference (b).

c. Policies regarding admissions and acceptance to the AFHPSP and USUHS medical training programs are set forth in reference (c) and MILPERSMAN 1500-030, respectively.

d. Before submitting a contingent resignation, an officer must meet the criteria in reference (c) and MILPERSMAN 1500-030. Additionally, MILPERSMAN 1920-200 clarifies the conditions under which a resignation may or may not be submitted. Approval or disapproval of the contingent resignation will be governed by

the needs of the service as provided in that article. Submission of a contingent resignation must follow the format provided in MILPERSMAN 1920-190.

e. Resignation requests shall be addressed to SECNAV via the commanding officer (CO) and Navy Personnel Command (NAVPERSCOM), Officer Performance and Separations Section (PERS-4834F), with copy to (**not via**) each level of the administrative chain of command through fleet commander (PAC or LANT) of the unit to which the officer is assigned.

f. To prevent a break in military service, resignation requests must be sent to reach NAVPERSCOM (PERS-4834F) **between 1 August and 20 November of each year**. This time frame is **9 to 12 months in advance** of the class convening in **August of the following year**.

2. **Resignation Request**

a. All resignation requests must provide the original and one copy of the following documents as enclosures:

(1) DD 2808 (10-05), Report of Medical Examination

(2) DD 2807-1 (10-03), Report of Medical History

(3) SF 86 (9-95), Questionnaire for National Security Positions from the Office of Personnel Management (OMB 3206) or superseding form

(4) OPNAV 5520/20 (10/79), Certificate of Personnel Security Investigation, Clearance and Access,
or if a National Agency Check Request,
or superseding
SF 86C, Personnel Security Questionnaire
(National Agency Checklist)

b. Any additional documents needed should be available in the officer's official military personnel file (OMPF). All officers desiring a contingent resignation for acceptance to either medical training program should make sure their official record is complete prior to sending the request. The completeness of an officer's OMPF is the responsibility of the officer. Upon request, NAVPERSCOM, Records Management/Policy Section (PERS-312E) will provide a copy of the officer's OMPF on

compact disk (CD) for review and correction purposes per MILPERSMAN 1070-150.

c. The CO must send the contingent resignation request by endorsement within 10 days of receipt and must certify that the required information is correct. The endorsement must be thorough, shall summarize the officer's professional performance, and will provide a recommendation regarding the disposition of the request.

d. Separation leave desired by the officer will be determined at the command level. Any desire to receive separation orders more than 3 months in advance of the detachment month may be accommodated when the resignation request is sent as early as possible within the 9 to 12 month submission time frame. Notification of separation leave and/or early separation orders should be directed to the officer's current detailer. Detailers will provide "resignation or reappointment" order for those officers accepted to AFHPSP and USUHS. NAVPERSCOM (PERS-4834F) will send the Reserve Appointment to the detaching Personnel Support Activity Detachment (PERSUPP DET)/Personnel Administrative Support System (PASS) prior to separation.

e. Officers with approved contingent resignation to attend AFHPSP or USUHS will relinquish their current commission and be recommissioned Ensign, USNR effective on the day prior to the beginning of university in-processing and indoctrination. Officers will accept a new designator to indicate they are under instruction in a medical training program. Upon completion of the required training, such officers will receive superseding appointments with the proper ranks and designators for specific health professions. All obligated service (OBLISERV) must be completed before being released from active duty (RAD), resignation, or interservice transfer eligible.

f. A contingent resignation request has no effect until approved by SECNAV. Should an officer desire to remain on active duty, a withdrawal request must be sent to NAVPERSCOM (PERS-4834F) under guidelines of MILPERSMAN 1920-200. Upon approval of the withdrawal request, all correspondence will be expunged from the officer's official record. Those officers not notified of final acceptance to AFHPSP or USUHS by **30 July of each year** will have their contingent resignations withdrawn by NAVPERSCOM (PERS-4834F). Such officers will continue on active

duty and be made available to their detailer for assignment, as necessary.

MILPERSMAN 1920-180

SEPARATION OF OFFICERS AT THE CONVENIENCE OF THE GOVERNMENT ON THE BASIS OF PREGNANCY/CHILDBIRTH

Responsible Office	NAVPERSCOM (PERS-834)	Phone:	DSN	882-3197
			COM	(901) 874-3197
			FAX	882-2621

Governing Directive	SECNAVINST 1920.6B

1. **Policy**

a. An officer on active or inactive duty may be separated on the basis of pregnancy/childbirth upon her request unless retention is determined to be in the best interest of the service. A separation request based on pregnancy/childbirth may be denied when the officer

(1) has not completed all service prescribed in the officer program through which accessed and which was incurred by the officer in consideration for being tendered an initial appointment;

(2) is serving in a competitive category, designator, occupational field, or other authorized officer classification in which significant personnel shortages result in compelling military necessity for retention;

(3) has not completed obligated service incurred for funded education programs including Naval Academy, ROTC, Armed Forces Health Professions Scholarships, Uniformed Services University of Health Sciences, and equivalent funded education programs;

(4) has not completed obligated service for advanced education or technical training requiring additional obligated service school or college, law school, medical residency, flight training, naval flight officer training and equivalent programs;

(5) has been officially notified of orders or executed orders and has not served the required period of time at the new duty station; or,

(6) has not completed obligated service incurred as a result of augmentation into the regular Navy, lateral transfer between categories or designators, entering a program, or receiving an incentive pay, continuation pay, or bonus.

b. A separation request by an officer in one of the categories listed above may be approved on a case-by-case basis when, in the judgment of Navy Personnel Command, the officer demonstrates overriding and compelling factors of personal need which justify separation for pregnancy or childbirth.

---

2. **Separated Officers Who Have a Remaining Military Obligation**. Officers separated from the active force or Selected Reserve by reason of pregnancy or childbirth who have a remaining military obligation will be transferred to the Ready Reserve until completion of such service unless there are medical reasons why the officer would not be available to meet mobilization requirements.

---

3. **Regular Officers**

a. Regular officers desiring separation on the basis of pregnancy or childbirth shall submit a resignation request as prescribed in MILPERSMAN 1920-190 and 1920-200 at least 4 months in advance of the desired detachment month. The request shall include medical certification or pregnancy status.

b. Regular officers who have not completed their total military service obligation will normally be approved for separation only upon acceptance of a Reserve commission to be held until completion of such service. Officers who have completed their total military service obligation may request concurrent appointment in the Naval Reserve, if so desired. The commanding officer’s endorsement shall include a recommendation concerning appointment in the Naval Reserve.

---

4. **Reserve Officers on Active Duty**. Reserve officers on active duty who have not completed their total military service obligation or who desire to retain their commission on inactive

duty should request release from active duty (RAD). Requests for RAD shall be submitted at least 4 months in advance of the desired detachment month and shall include medical certification of pregnancy status. The format for requests for RAD is contained in MILPERSMAN 1920-090.

---

5. **Reserve Officers on Inactive Duty**. Reserve officers on inactive duty who acquire dependency or pregnancy status and who desire retention in the Naval Reserve shall be afforded consideration in the same manner as prescribed above and as specified elsewhere in this manual.

---

6. **Separation Date**. A separation date for pregnancy/childbirth should be selected with care, taking into consideration both the welfare of the officer and the time required (at least 4 months) to arrange for a relief. A separation date approximately 1 month prior to the estimated delivery date is encouraged, although the separation request may utilize any date up to the estimated delivery date. Should delivery occur prior to the approved separation date, an officer may still be separated for pregnancy. For the purpose of separation under this article, “childbirth” is defined as the event of delivery.

---

7. **Maternity Benefits**

a. Prior to separation, the officer shall be counseled concerning the following requirements for maternity care benefits after separation and she shall acknowledge this counseling by signing a NAVPERS 1070/613, Administrative Remarks service record entry as required in MILPERSMAN 1740-030. The requirements for maternity care benefits are:

(1) Care for the pregnancy can only be rendered at uniformed services facilities.

(2) The Navy cannot pay for any care rendered at civilian facilities to the separated officer or the newborn child, regardless of the circumstances necessitating the use of a civilian source of care.

(3) The Navy may provide care for the child in naval medical facilities, both inpatient and outpatient, only during the first 6 weeks (42 days) following delivery.

(4) The officer must contact the Uniformed Services Activity expected to provide maternity benefits as soon as possible following her release from active duty to verify that care will be available to the mother and newborn.

b. In making application for pregnancy care, the officer should present her DD 214, Certification of Release or Discharge from Active Duty, or Discharge Certificate, as proof of eligibility for requested care.

---

8. **If a Separation Date Was Not Previously Approved**. After childbirth without a previously approved separation date, the officer shall be considered as a Servicemember with a dependent child. If the officer continues to desire separation, the officer should request separation by reason of hardship.

MILPERSMAN 1920-190

TYPES OF RESIGNATIONS BY OFFICERS

Responsible Office	NAVPERSCOM (PERS-834)	Phone:	DSN	882-2085
			COM	901-874-2085
			FAX	882-2621

References	(a) SECNAVINST 1920.6C (b) OPNAVINST 1040.11B (c) 10 U.S.C. 651

1. **Unqualified Resignation from Active Duty (ACDU)**. This resignation is submitted by an active component officer who would be awarded an **Honorable (HON)** discharge upon separation, including Full Time Support (FTS) officers. The request shall be submitted in the letter format below: (Use proper letter format.)

Date

From: Rank Name, USN, SSN (XXX-XX-1234, last four digits)/Designator
To: Secretary of the Navy
Via: (1) Commanding Officer, [present duty station]
(2) Commander, Navy Personnel Command (PERS-834F)

Subj: UNQUALIFIED RESIGNATION REQUEST FROM ACTIVE DUTY (ACDU)

Ref: (a) SECNAVINST 1920.6C
(b) MILPERSMAN 1920-090
(c) OPNAV 1040.11B

Encl: (1) Reason for Submission of Request

1. Per references (a) and (b), I hereby submit my resignation from active duty (ACDU) service in the United States (U.S.) Navy and request that it be accepted. I have been informed and understand that if this resignation is accepted, I will subsequently receive an Honorable (HON) discharge from the Naval Service. I desire detachment in [month/year].

2. To my knowledge, I am (not) financially indebted to the Government of the U.S. I understand that if indebtedness does exist, I may be required to repay the amount as determined by the Navy.

3. The following information is provided and correct to the best of my knowledge:

a. Commissioning source: United States Naval Academy (USNA), Naval Reserve Officers Training Corps (NROTC), Officer Candidate School (OCS), etc.

b. Active commissioning base date (ACBD): DD MMM YYYY. (The date when all active commissioned service in any of the U.S. Armed Services and their Reserve components (RC) began, if service was continuous to present.) See ACBD, block 19, on Officer Data Card (ODC), which can be accessed by logging on to https://www.bol.navy.mil.

c. Completion date of Minimum Service Requirement – Initial (MSR-I) obligation: DD MMM YYYY. MSR-I obligation is specified in the directive describing the program through which the officer obtained a commission, or is specified in the service agreement executed by the officer.) See MSR-I, block 23, on Officer Data Card (ODC), which can be accessed by logging on to https://www.bol.navy.mil.

d. Completion date of any additional service obligations incurred. For advanced education or technical training including postgraduate education, service school or college, law school, medical residency, flight training, naval flight officer training, and equivalent programs; for transfer to the Regular Navy or lateral transfer between competitive categories or designators; and for incentive pay, continuation pay, or bonus.

4. Present Command:

a. Command name/unit identification code (UIC):

b. Daytime telephone number (DSN/Commercial):

c. Commanding officer (CO) E-Mail:

d. Date reported: DD MMM YYYY

e. Projected Rotation Date (PRD): DD MMM YYYY

f. Date of completion of 1 year on station or Department of Defense (DoD) prescribed area tour: DD MMM YYYY (For DoD prescribed area tour, indicate accompanied tour length as appropriate.)

5. Personal Information:

a. Place of entry: (The city and state where the NAVPERS 1000/4 was signed. For USNA and NROTC graduates, the place of entry is the city and state of the college or university attended.) See NAVPERS 1070/74 (9/75), Officer’s Report of Home of Record and Place from Which Ordered to a Tour of Active Duty.

b. Home of record: (The city and state recorded as the home of the officer when commissioned, reinstated, appointed, reappointed, inducted, or ordered to a relevant tour of ACDU.) See NAVPERS 1070/74.

c. Grade/date of rank: O-?/DD MMM YYYY. (Provide present grade and date of rank and frocked rank, if appropriate.) See NAVPERS 1421/7 (5/05), Delivery of Temporary/Permanent Appointment.

d. Personal mailing address (including zip code), telephone number after separation, and personal E-Mail address:

6. Navy Reserve Affiliation Statement:

(For regular officers who will have fulfilled the 8-year military service obligation (MSO) prescribed by reference (a) at the time of their requested detachment date, one of the following statements shall be included:)

I desire an appointment in the Navy Reserve. I have fulfilled the 8-year MSO as prescribed by reference (a). I understand appointment in the Navy Reserve offers me the opportunity for continued service in the future.

Or

I have fulfilled the 8-year MSO as prescribed by reference (a) and request resignation from ACDU and discharge from the Navy.

(For regular officers who have not fulfilled the 8-year MSO prescribed by reference (a), but have completed their initial ACDU service obligation as prescribed by their respective commissioning program, the following statement shall be included:)

I desire an appointment in the Navy Reserve. I have not fulfilled the 8-year MSO as prescribed by reference (a), and understand that any favorable action on my request for resignation from ACDU will be contingent upon my acceptance of an appointment in the Navy Reserve, if offered by the Navy. I understand appointment in the Navy Reserve offers me the opportunity for continued service in the future.

(For regular officers who have not fulfilled the 8-year MSO prescribed by reference (a) and have not completed their initial ACDU service obligation as prescribed by their respective commissioning program, the following statement shall be included:)

I desire an appointment in the Navy Reserve. I have not fulfilled the 8-year MSO as prescribed by reference (a), and have not completed the minimum ACDU service obligation as prescribed for my commissioning program. I understand that any favorable action on my request for resignation from ACDU will be contingent upon the Navy offering and my acceptance of an extended appointment in the Selected Reserve (SELRES).

(For Full Time Support (FTS) officers who will have fulfilled the 8-year MSO prescribed by reference (a) at the time of their requested detachment date, and do not desire to retain their appointment in the Ready Reserve (RR), the following statement shall be included:)

I have fulfilled the 8-year MSO as prescribed by reference (a) and request resignation from ACDU and discharge from the Navy.

NOTE (1): FTS Officers who desire release from ACDU, but want to retain their appointment in the RR should submit a Release from Active Duty (RAD) request as detailed in reference (b) to Navy Personnel Command (NAVPERSCOM), Officer Performance and Separations Branch (PERS-834).

NOTE (2): Resignations from FTS officers who have not fulfilled the 8-year MSO will normally not be accepted. Officers in this situation may submit a RAD request as detailed in reference (b).

7. I have/have not been given the opportunity to complete the Argus Career Survey. (Responses gathered by Argus Career Survey will be available to all Navy command leadership levels to assist in the development of Total Force personnel policies. Individual social security numbers (SSNs) will be used for authentication of the survey respondents to prevent unauthorized participation. SSNs will not be used to associate questionnaire responses with individual servicemembers. The results of the surveys will be used to support statistical analysis of career intentions by groups (zone, year groups, force/fleet, command, diversity, etc.) **The Argus questionnaire is located at the following website: https://argus.bol.navy.mil/.**

8. My reason(s) for resigning from ACDU (is/are) provided in enclosure (1). (In the enclosure to the basic letter, give precise reasons. Include preferences or considerations given to SELRES service or intentions/desire to return to full-time (ACDU) service in the future. While there is no desire to pry into the personal affairs of officers, the Navy is interested in learning, for its own information and for the Congress, why officers voluntarily leave the Navy. Although the requirement exists in reference(c) for a separation questionnaire, these automated results are no substitute for narrative comments such as can be written in a letter of resignation. When feasible, give specific examples to support each reason cited for resignation. Reasons should be temperate in tome, focusing on root causes, and not impugn the character or integrity of other persons. This information will assist the Navy by establishing a database upon which future decisions may be made on retention incentives.)

Signature

(See next page.)

2. **Unqualified Resignation from Inactive Duty**

a. This resignation is submitted by a Reserve commissioned officer who would be awarded an **HON** discharge upon separation. The request shall be submitted in the letter format below: (Use proper letter format.)

Date

From: Rank Name, USN, SSN (XXX-XX-1234, last four digits)/Designator
To: Commander, Navy Personnel Command (PERS-911)
Via: Commanding Officer, [present duty station]

Subj: UNQUALIFIED RESIGNATION FROM INACTIVE DUTY

Ref: (a) MILPERSMAN 1920-190
(b) MILPERSMAN 1920-200
(c) OPNAVINST 1040.11B

Encl: (1) Reason for submission of request

1. Per references (a) and (b), I hereby submit my resignation from the Naval Service of the United States (U.S.), and request that it be accepted. I have been informed and understand that if this resignation is accepted I will subsequently receive an Honorable (HON) discharge from the Naval Service. I desire detachment in (month/year).

2. To my knowledge, I am (not) financially indebted to the Government of the U.S. I understand that if indebtedness does exist, I may be required to repay the amount as determined by the Navy.

3. Current mailing address, telephone number, and personal E-Mail address:

4. Completion date of any additional service obligations incurred as a result of contracts signed with the Navy:

5. My reason(s) for resigning (is/are) provided at enclosure (1). (In the enclosure to the basic letter, give precise reasons. While there is no desire to pry into the personal affairs of officers, the Navy is interested in learning, for its own information and for the Congress, why officers voluntarily leave the Navy. Although the requirement exists in reference (c) for a separation questionnaire, these automated results are no substitute for narrative comments such as can be written in a letter of resignation. When feasible, give specific examples to support each reason cited for resignation. Reasons should be temperate in tone, focusing on root causes, and not impugn the character or integrity of other persons. This information will assist the Navy by establishing a database upon which future decisions may be made on retention incentives.)

(Signature)

b. For officers who have not completed their 8-year MSO as prescribed in reference (c), resignation will normally not be approved. Exceptions may be granted by Navy Personnel Command (NAVPERSCOM) per reference (a) to meet the needs of the Service. Members assigned to Navy Reserve units shall submit their requests via their local Reserve activity.

(See next page.)

3. **Qualified Resignation**

a. A qualified resignation is submitted by a commissioned officer in response to administrative separation (ADSEP) processing. The officer will be awarded an **HON** or **General (Under Honorable Conditions) (GEN)** discharge, either of which will be authorized in the ADSEP notification sent to the member by NAVPERSCOM. This is applicable to both ACDU and inactive duty members. The request shall be submitted in the appropriate letter format below:

(1) **Sample letter 1**: (Use proper letter format.)

Date

From: Rank Name, USN, SSN (XXX-XX-1234, last four digits)/Designator
To: Secretary of the Navy
Via: (1) Commanding Officer, [present duty station]
(2) Commander, Navy Personnel Command (PERS-834)

Subj: QUALIFIED RESIGNATION FROM NAVAL SERVICE FOR AN HONORABLE (HON) DISCHARGE

Ref: (a) MILPERSMAN 1920-190

Encl: (1) Officer’s Statement

1. Per reference (a), I hereby submit my resignation from the Naval Service of the United States (U.S.) and request that it be accepted. I have been informed and understand that if my resignation herein submitted is accepted, I shall subsequently receive an Honorable (HON) discharge from the Naval Service. While I shall be entitled to the major portion of veteran’s rights and benefits presently authorized for former officers whose service has been similar to my own, should any present or future Statute change a condition precedent to the granting of rights and benefits thereunder, my eligibility for such rights and benefits may at least be doubtful.

2. To my knowledge, I am (not) financially indebted to the Government of the U.S. I understand that if indebtedness exists, I may be required to repay the prorated amount and would be contacted by Defense Finance and Accounting Service (DFAS) following my separation to arrange payment. (Bonus will be recouped prior to separation if possible by member’s servicing Personnel Support Activity Detachment (PERSUPP DET).)

3. Current mailing address, telephone number, and personal E-Mail address:

4. Completion date of any service obligations incurred as a result of contracts signed with the Navy:

5. Statement the officer wishes to make on his/her own behalf. (Statement should be temperate in tone, focusing on root causes, and not impugn the

character or integrity of other persons. If statement cannot be completed in one paragraph, submit statement as enclosure (1). This information will be included in the information provided to Secretary of the Navy (SECNAV) for consideration in the final disposition of the officer's separation.)

(Signature)

(2) **Sample letter 2**: (Use proper letter format.)

Date

From: Rank Name, USN, SSN (XXX-XX-1234, last four digits)/Designator
To: Secretary of the Navy
Via: (1) Commanding Officer, [present duty station]
(2) Commander, Navy Personnel Command (PERS-834)

Subj: QUALIFIED RESIGNATION FROM NAVAL SERVICE FOR A GENERAL (UNDER HONORABLE CONDITIONS) (GEN) DISCHARGE

Ref: (a) MILPERSMAN 1920-190

Encl: (1) Officer's Statement

1. Per reference (a), I hereby submit my resignation from the Naval Service of the United States (U.S.), and request that it be accepted. I have been informed and understand that if my resignation herein submitted is accepted, I shall subsequently receive a General (Under Honorable Conditions) (GEN) discharge from the Naval Service, that such separation, although considered by the Navy Department to be under honorable conditions, is not the highest qualitative type of separation provided for officers of the Naval Service and that, while I shall be entitled to the major portion of veteran's rights and benefits presently authorized for former officers whose service has been similar to my own, should any present or future statute specifically require Honorable (HON) discharge as a condition precedent to the granting of rights and benefits thereunder, my eligibility for such rights and benefits may at least be doubtful.

2. To my knowledge, I am (not) financially indebted to the Government of the U.S. I understand that if indebtedness exists, I may be required to repay the prorated amount and would be contacted by Defense Finance and Accounting Service (DFAS) following my separation to arrange payment. (Bonus will be recouped prior to separation, if possible, by member's servicing Personnel Support Activity Detachment (PERSUPP DET).)

3. Current mailing address, telephone number, and personal E-Mail address:

4. Completion date of any service obligations incurred as a result of contracts signed with the Navy:

5. Statement the officer wishes to make on his/her own behalf. (Statement should be temperate in tone, focusing on root causes, and not impugn the character or integrity of other persons. If statement cannot be completed in one paragraph, submit statement as enclosure (1)). This information will be included in the information provided to Secretary of the Navy (SECNAV) for consideration in the final disposition of the officer's separation.)

(Signature)

b. A statement of nonindebtedness/indebtedness is required in a letter submitting qualified resignation. Commanding officers (COs) shall ensure that disbursing officers are notified of the pending separation of any member who might be indebted to the Government.

(See next page.)

4. **Resignation of an ACDU Duty or Inactive Duty Naval Officer for the Good of the Naval Service**. A qualified resignation for the good of the Naval Service may be accepted in some cases wherein trial before a general court-martial (GCM) may not be warranted or practical. Officers in this category will be notified by NAVPERSCOM (PERS-834) of the intent to initiate a Board of Inquiry. Officers who submit a resignation for the good of the Naval Service in lieu of a Board of Inquiry will subsequently be awarded a certificate of discharge (under conditions other than honorable). The request shall be submitted in the letter format below: (Use proper letter format.)

Date

From: Rank Name, USN, SSN (XXX-XX-1234, last four digits)/Designator
To: Secretary of the Navy
Via: (1) Commanding Officer, [present duty station]
(2) Convening Authority (if applicable)
(3) Commander, Navy Personnel Command (PERS-834F)

Subj: QUALIFIED RESIGNATION FOR THE GOOD OF THE NAVAL SERVICE

Ref: (a) MILPERSMAN 1920-190

Encl: (1) Officer’s Statement

1. Per reference (a), I hereby submit my resignation from the Naval Service of the United States (U.S.) for the good of the Service and I request that it be accepted. I have been informed and understand that if my resignation for the good of the service which is herein submitted is accepted, I shall subsequently receive a certificate of discharge from the Naval Service which will state upon its face that it is under conditions other than honorable; that I may be deprived of substantial rights, benefits, and bounties which Federal or State legislation confers, or may hereafter confer, upon persons with honorable service in, or honorably separated from, the Armed Forces of the U.S.; and that I may expect to encounter substantial prejudice in civil life in situations wherein the nature of service rendered in, or the character of separation from, the Armed Forces may have a bearing.
I understand detachment will be immediately after approval.

2. To my knowledge, I am (not) financially indebted to the Government of the U.S. I understand that if indebtedness exists, I may be required to repay the prorated amount and will be contacted by Defense Finance and Accounting Service (DFAS) following my separation to arrange payment. (Bonuses will be recouped prior to separation if possible by member’s servicing Personnel Support Activity Detachment (PERSUPP DET).)

3. Current mailing address, telephone number, and personal E-Mail address:

4. Completion date of any service obligations incurred as a result of contracts signed with the Navy:

5. Statement the officer wishes to make on his/her own behalf. (Should be temperate in tone, focusing on root causes, and not impugn the character or integrity of other persons. If statement cannot be completed in one paragraph, submit statement as enclosure (1). This information will be included in the information provided to Secretary of the Navy (SECNAV) for consideration in the final disposition of the officer's separation.)

(Signature)

(See next page.)

5. **Resignation of an ACDU or Inactive Duty Naval Officer to Escape Court-Martial**

a. This resignation is submitted by a commissioned officer who is resigning to escape court-martial. Officers in this category will be notified by NAVPERSCOM (PERS-834) of the intent to initiate a Board of Inquiry. Officers who submit a resignation to escape court-martial in lieu of a Board of Inquiry will subsequently be awarded a certificate of discharge (under conditions other than honorable). The request shall be submitted in the letter format below: (Use proper letter format.)

Date

From: Rank Name, USN, SSN (XXX-XX-1234, last four digits)/Designator
To: Secretary of the Navy
Via: (1) Commanding Officer, [present duty station]
(2) Convening Authority (if applicable)
(3) Commander, Navy Personnel Command (PERS-834)

Subj: QUALIFIED RESIGNATION TO ESCAPE COURT-MARTIAL

Ref: (a) MILPERSMAN 1920-190

Encl: (1) Sample charges and specifications
(2) Confession/statement to sample charges
(3) Psychological assessment

1. Per reference (a), I hereby submit my resignation from the Naval Service of the United States (U.S.) to escape trial before a general court-martial (GCM). I have been informed and understand that if my resignation to escape trial before a GCM is accepted, which is herein submitted, I shall subsequently receive a certificate of discharge from the Naval Service which will state upon its face that it is under conditions other than honorable; that I may be deprived of substantial rights, benefits, and bounties which Federal or State legislation confers, or may thereafter confer, upon persons with honorable service in or honorably separated from the Armed Forces of the U.S.; and that I may expect to encounter substantial prejudice in civil life in situations wherein the nature of service rendered in, or the character of separation from, the Armed Forces may have a bearing. I understand detachment will be immediately after approval.

2. To my knowledge, I am (not) financially indebted to the Government of the U.S. I understand that if indebtedness exists, I may be required to repay the prorated amount and would be contacted by Defense Finance and Accounting Service (DFAS) following my separation to arrange payment. (Bonuses will be recouped prior to separation, if possible, by member’s servicing Personnel Support Activity Detachment (PERSUPP DET).)

3. Current mailing address, telephone number, and personal E-Mail address:

4. Completion date of any service obligations incurred as a result of contracts signed with the Navy:

5. Enclosures (1) through (3) are submitted per reference (a).

(Signature)

b. As this form of resignation indicates, it is submitted by the officer as an alternative to facing trial before a GCM and to eliminate the possibility that such a trial may result in conviction with possible dismissal from the Naval Service and imprisonment.

c. Whenever practical, an officer desiring to submit such resignation should include a set of sample charges and specifications alleging offenses for which the officer might be brought to trial.

d. It usually will be required, prior to permitting an officer to resign in this manner, that the member submit with the resignation a complete, detailed statement in the nature of a confession of the offenses concerned and matters pertaining thereto.

e. It is desirable that a statement be provided by a naval psychiatrist (or by a naval medical officer if a psychiatrist is not conveniently available), setting forth their professional opinion concerning the mental and physical condition of the officer submitting the resignation.

f. An officer, whose resignation for the good of the Naval Service and to escape trial by court-martial is accepted, will subsequently be awarded an OTH discharge.

MILPERSMAN 1920-200

OFFICER RESIGNATION PROCEDURES

Responsible Office	NAVPERSCOM (PERS-834)	Phone:	DSN COM FAX	882-2085 (901) 874-2085 882-2621
	NAVPERSCOM (PERS-911)	Phone:	DSN COM FAX	882-4501/4482 (901) 874-4501/4482 882-2753

References	(a) SECNAVINST 1920.6C (b) OPNAVINST 1040.11B

1. **Policy**. Officers of the Regular Navy and Navy Reserve retain their commissions at the pleasure of the President and no terminal dates are established for their commissions. The Secretary of the Navy (SECNAV), by virtue of authority to act for the President, prescribes criteria for the voluntary termination of an officer's status.

2. **Policy Guidance**. The policy of SECNAV concerning resignation of an officer of the Regular Navy or in the Navy Reserve on active duty (ACDU), including Full Time Support (FTS) personnel, is set forth in reference (a). Examples of resignation submission types can be found in MILPERSMAN 1920-190.

3. **Navy Reserve Officers on ACDU**. Navy Reserve officers on ACDU, including FTS personnel, who have not completed their total military service obligation (MSO) or who desire to retain their commission on inactive duty should request release from active duty (RAD) as detailed in MILPERSMAN 1920-090.

4. **Resignation of a Navy Reserve Officer not on Active Duty**. The resignation of a Navy Reserve officer not on active duty may be accepted by SECNAV under this manual. Such requests shall be addressed to Navy Personnel Command (NAVPERSCOM), Reserve Personnel Management Division (PERS-9).

5. **Officer Submitting a Resignation Request in Lieu of Administrative Separation (ADSEP)**. Per reference (a), an officer being allowed to submit a resignation request in lieu of

processing for ADSEP shall address the resignation to SECNAV **via**

- the commanding officer (CO),
- the convening authority when applicable, and
- NAVPERSCOM, Officer Performance and Separations Branch (PERS-834).

6. **Requests for Unqualified Resignations from ACDU (Honorable (HON) Discharge)**.

a. Requests for unqualified resignation as detailed in MILPERSMAN 1920-190 shall be addressed

- **to** SECNAV,
- **via** the CO and NAVPERSCOM (PERS-834F),
- **with a copy to** (not via) each level of the administrative chain of command (COC) through the fleet commander (Pacific (PAC) or Atlantic (LANT)) of the unit to which the officer is assigned.

Letters of resignation shall be submitted to reach NAVPERSCOM at least 9 months but not more than 12 months in advance of the desired detachment month. A resignation request will be returned without action if the officer does not comply with the 9- to 12-months submission time frame specified above.

b. If the resignation is delayed in reaching NAVPERSCOM through no fault of the officer concerned, a constructive receipt date that is 21 days following the date of the officer’s resignation request will be assigned. The resignation month must be carefully selected and consideration should be given to any separation leave desired by the officer. Approval of a resignation does not constitute approval of separation leave, which remains a command level decision. Extensions of the resignation month will not be approved to accommodate separation leave and are further discussed elsewhere in this article. Should the officer require separation orders more than 6 months in advance of the desired detachment month, it should be annotated on the original request with the justification stated.

7. **Request for Unqualified Resignation from Inactive Duty (HON Discharge)**. Navy Reserve officers not on ACDU may submit resignation requests per MILPERSMAN 1920-190. Resignations will normally not be accepted if the member is currently on, or in receipt of, ACDU mobilization orders. If the member is assigned

to a Reserve Unit, the request should be submitted 6 months in advance of the requested discharge date

- via the unit, and
- Navy Operational Support Center (NOSC) COs.

Members of the Individual Ready Reserve (IRR) Active Status Pool should submit their request directly to NAVPERSCOM, Reserve Officer Status Branch (PERS-911) 2 months in advance of the requested discharge date.

8. **Requests for Qualified Resignation (General (Under Honorable Conditions) (GEN) Discharge) or Resignation for the Good of the Naval Service (Under Other than Honorable (OTH)) in Lieu of ADSEP**. An officer being allowed to submit a resignation request in lieu of processing for ADSEP shall submit their request as detailed in MILPERSMAN 1920-190.

9. **Requests for Resignation for the Good of the Naval Service and to Escape Court-Martial (OTH)**. An officer being allowed to submit a resignation request in lieu of court-martial shall submit their request as detailed in MILPERSMAN 1920-190.

10. **Resignation from ACDU Approval Considerations**. Action on any resignation submitted under the above provisions will be governed by the needs of the Service, including availability of a qualified relief. Favorable consideration normally will be given to an officer whose ACDU obligated service (OBLISERV) will not extend past the requested detachment date. Waivers of OBLISERV, tour lengths, incentive pay and bonus contracts, or other service obligations will not be approved unless a bona fide hardship exists or needs of the Navy dictate otherwise.

11. **Resignation from ACDU Approval Requirements**. Approval of resignation or RAD requests (if applicable) will normally be withheld until the officer has completed the following:

a. Two years upon arriving at a new duty station, with the following exceptions:

(1) Department of Defense (DoD) area tour if assigned overseas. (For this purpose, Alaska and Hawaii are considered to be outside the continental United States (OCONUS).)

(2) One year if reassigned to the continental United States (CONUS) from overseas.

(3) One year for members assigned to CONUS sea duty who will not commit to extend or incur an ACDU service obligation.

b. The applicable tour as prescribed above when a resignation is received by NAVPERSCOM following the date of issuance or notification of orders. Such issuance or notification of permanent change of station (PCS) orders must be within 6 months of the first day of the month of an officer’s projected rotation date (PRD) and may be accomplished by official letter, message, or telephone.

c. OBLISERV incurred as a result of lateral transfer between competitive categories or designators; entering an education or training program (i.e., postgraduate, tuition assistance, law, medical, flight); or receiving an incentive pay, continuation pay, or bonus.

12. **Officers Unable to Tender a Resignation Prior to Becoming Eligible for Reassignment**

a. In some instances, due to the notification time limits described above, officers desiring to resign may be prohibited from tendering a resignation prior to becoming eligible for reassignment. This situation may apply to

(1) officers serving their period of minimum ACDU service requirement; or

(2) officers who are beyond their minimum service requirement (MSR) and have incurred an additional ACDU service obligation through programs such as incentive or special pay and bonuses, transfer to the Regular Navy, or advanced training and education.

b. To prevent this situation from occurring, officers may notify NAVPERSCOM (PERS-834F)and their respective detailer (PERS-4XX) by official letter of the intent to resign at the expiration of the service obligation. This letter of intent must reach NAVPERSCOM (PERS-834F) no less than 6 months prior to the first day of the month of an officer's PRD. The actual resignation request must then be submitted within the specified timeframes.

13. **CO's Endorsement**

a. COs must forward the resignation or RAD request and endorsement within 10 days of receipt. The CO's endorsement letter shall:

(1) Certify that the information provided in the officer's resignation letter is correct and includes all information as set forth in MILPERSMAN 1920-190.

(2) Address the need for a qualified relief, and whether the billet can be gapped, including the maximum acceptable duration. (ACDU separations/discharges only.)

(3) Note any requirement for the officer to receive separation orders more than 6 months in advance of the desired detachment date (household goods (HHG) shipment, separation leave, deployment, etc.). (ACDU separations/discharges only.)

(4) Comment on the circumstances of all resignations submitted by officers within their command.

(5) Summarize the officer's professional performance and perceptions of the reasons the officer cites for leaving the Navy.

(6) Certify that the officer was counseled on Navy Reserve opportunities and benefits, and provide assessment for future active and/or reserve potential. (ACDU separations only.)

(7) Comment regarding whether an appointment in the Navy Reserve is recommended. If not recommended, the reasons must be stated. If not recommended for a Navy Reserve commission, and the officer has a MSO remaining, the CO understands his/her recommendation may result in retaining the officer on ACDU (unless it is a resignation for the good of the Naval Service).

(8) Submit an overall recommendation on the request.

b. All information concerning an officer's resignation must be provided to NAVPERSCOM and SECNAV so that appropriate recommendations and final action may be taken. This information is very useful to each level of the COC in formulating officer retention initiatives.

c. Per reference (b), COs are the career counselors for the officer corps. Every effort should be made to retain the best

officers for continued service in the Navy, whether on ACDU or in the Navy Reserve. Separating officers must be properly informed on Navy Reserve affiliation benefits to allow them to make an educated decision.

14. **Request for withdrawal of Resignation**. A request for resignation has no effect until approved by SECNAV. Once approved, any subsequent withdrawal request may be denied. Any actions (leave taken, job offers accepted, etc.) taken by the requesting officer prior to SECNAV approval is at the officer's own risk. COs shall forward the request with endorsement within 10 working days. All withdrawal requests will be considered on a case-by-case basis with needs of the Service as the determining factor.

15. **Requests for Extension**. Extension requests to remain on ACDU and change the detachment month will be governed by the needs of the Service. Such requests will not normally be approved for less than 3 months nor greater than 6 months unless a bona fide, documented, hardship exists, or operational commitments necessitate an extension. Any combination of extension requests resulting in a detachment month greater than 6 months from the original resignation month will normally be denied. Any requests for detachment earlier than originally requested in the resignation letter or earlier than approved in the NAVPERSCOM (PERS-834F) notification letter will not normally be approved. COs shall forward the request with endorsement within 10 days.

16. **Resignation Requests for Humanitarian Reasons or for Hardship from Officers on ACDU**. Resignation requests submitted for humanitarian reasons or hardship must be in compliance with MILPERSMAN 1920-190 and 1920-200. Requests must contain certain criteria and provide specific documentation as enclosures under MILPERSMAN 1300-500. RAD requests must be in compliance with MILPERSMAN 1920-090 and 1300-500 and forwarded to NAVPERSCOM (PERS-834).

17. **Officers Who Resigned Their Commissions and Returned to Extended ACDU**. Those officers who have voluntarily resigned their commissions from the Naval Service and who return to extended (recall) ACDU may request expungement of resignation related material that contains reasons for resignation which might prejudice success after return to ACDU or consideration for promotion. Applicable portions of the resignation letter or letter of intent to resign may be expunged at any time after the officer has returned to ACDU. The resignation letter will not be

removed in its entirety, as the request for voluntary resignation is considered relevant to an officer's record. Separation orders and fitness reports (FITREPs) will not be expunged.

MILPERSMAN 1920-210

TYPES OF DISCHARGE FOR OFFICERS

Responsible Office	NAVPERSCOM (PERS-834D)	Phone:	DSN COM FAX	882-3242 (901) 874-3242 882-2622

1. **Types of Discharge Certificates**. Officers who have been separated from the naval service (as distinguished from those merely released from an active duty status), with certain infrequent exceptions, are entitled to one of the following types of discharge certificates:

a. An honorable discharge certificate will generally be granted to officers under circumstances that would warrant such a discharge in the case of an enlisted member of the naval service. The following will govern the issuance of honorable discharge certificates:

(1) Acceptance of unqualified resignations, as described in this manual;

(2) Discharge of reserve officers on inactive duty for age, failure to maintain physical qualifications or physical standards, or for reasons which, by administrative determination, entitle them to honorable discharges;

(3) Discharge by reason of no future need for the services that an officer is qualified to perform;

(4) Discharge because of failure to pass professional examination for promotion or failure of selection for promotion; or

(5) Administrative separation for cause in cases wherein the cause of separation is not deemed to be of such nature as to preclude honorable discharge, for example:

(a) Academic failures despite honest effort.

(b) Personality defects or physical deficiencies despite, which the member concerned, is believed to have performed service to the best of their ability.

(c) Other conditions generally resulting in an honorable discharge for enlisted personnel.

b. A general discharge certificate shall be granted to officers administratively separated for causes wherein the cause for separation or the previous record of the officer concerned is of such a nature as to preclude honorable discharge but is not of such a nature as to require discharge under conditions other than honorable, for example:

(1) Acceptance of qualified resignations,

(2) Academic failures due at least in part to lack of effort,

(3) Personality defects or physical deficiencies unaccompanied by a record of performance deemed to represent the best of which the member is capable, or

(4) Separation for any cause wherein review of the record of service of the member concerned indicates performance of duty of a consistently below average or unsatisfactory character.

c. No certificate shall be awarded an officer separated wherever the circumstances prompting separation are not deemed consonant with traditional naval concepts of ‘honor”. Examples of situations in which this type of discharge shall be awarded are:

(1) Acceptance of a resignation to escape dismissal. Such resignations are typified for the good of the service and are submitted in the form described in this Manual;

(2) Acceptance of a resignation for the good of the service and to escape trial by general court-martial. This type of resignation must be submitted in the form described in this Manual;

(3) Acceptance of a resignation for the good of the service and to escape trial by general court-martial. This type of resignation must be submitted in the form described in this Manual;

(4) Acceptance of a resignation for the good of the service. This type of resignation must be submitted in the form described in this Manual.

(5) Separation of an officer by reason of record of civilian criminal conviction. (Note: Exception is for an officer dropped from the rolls under statutory provisions to whom no certificate of discharge is awarded.);

(6) Separation for drug addiction, habitual drunkenness and chronic default in the fulfillment of legal obligations; or

(7) Separations for other reasons generally resulting in the award of an other than honorable discharge were the member concerned an enlisted member.

d. Officers separated from the service by dismissal pursuant to sentence of general court-martial shall not be awarded a certificate of discharge of any of the characters set forth above. Their only separation document shall be a letter signed by the Secretary of the Navy, or by an authority to whom he has lawfully delegated the function, informing the officer concerned of their trial, conviction, sentence, departmental action upon and approval of the sentence and fact of dismissal. This is the lowest type of separation from the naval service. It is now officially in all respects equivalent to a dishonorable discharge.

---

2. **Administrative Separation**. The authority recommending the administrative separation of an officer shall also recommend the type of discharge per the above paragraphs.

---

3. **Determination of Name and Character of Total Separation**. Ultimate determination as to the type and character of separation of an officer shall be made by the Separation Authority. It is emphasized that

a. certificates of discharge shall be issued from the Navy Department alone (under no circumstances shall a ship or station issue any form of certificate of discharge to a member separated from the service as a warrant or commissioned officer).

b. certificates shall be issued only following separation from the service and not upon release to inactive duty.

MILPERSMAN 1920-230

SEPARATION OF OFFICERS UNDER VARIOUS STATUTORY PROVISIONS NOT INCLUDED IN OTHER ARTICLES

Responsible Office	NAVPERSCOM (PERS-834)	Phone: DSN COM FAX E-mail	882-2090 (901) 874-2090 882-2625 Mill_p834@navy.mil

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C., Section 1161 (b) 10 U.S.C., Section 12684 (c) 05 U.S.C., 8311-8322 (d) 05 U.S.C., Section 8319 (e) SECNAVINST 1920.6C (f) 10 U.S.C., Section 1207 (g) 10 U.S.C., Chapter 61

1. **Introduction**. Certain statutes make provisions for separation of officers under specific circumstances. Guidance concerning selected statutes and related general situations for reference is enumerated below.

2. **Limitations on Dismissal of Commissioned Officers**. Reference (a) provides for dismissal of a commissioned officer of the Armed Forces in time of war by order of the President. It further provides the President may at any time drop from the rolls of any Armed Forces a commissioned officer who meets one of the following criteria:

a. Has been absent without authority for at least 3 months; or

b. Sentenced to confinement in a federal or state penitentiary or correctional institution after having been found guilty of an offense by a civil or military court, and whose sentence has become final.

3. **Reserves: Separation for Absence without Authority or Sentence to Imprisonment**. Reference (b) provides that the President or the Secretary of a military department may drop from the rolls of the Armed Force concerned any reservist who has been absent without authority for at least 3 months or who is sentenced to confinement in a federal or state penitentiary or correctional institution after having been found guilty of an offense by a civil or military court and whose sentence has become final.

4. **Dropping from the Rolls for Conviction by a Civil Court**

a. It is the policy of the Department of Defense that members of the Armed Forces entitled to receive retired pay may be dropped from the rolls of the Armed Force concerned only for conviction by a civil court of offenses depriving them of retired pay under reference (c) for offenses involving the national security, perjury or subornation of perjury. Reference (d) specifically provides that the President may drop from the rolls any member of the Armed Forces who is deprived of retired pay under the provisions of reference (c).

b. Those sections provide, in general, for loss of retired pay upon conviction of offenses involving the national security, perjury or subornation of perjury, upon refusal to testify or produce records, or absence from the United States to avoid prosecution. Action to initiate dropping an officer from the rolls shall be undertaken by Navy Personnel Command, using guidelines contained in reference (e).

5. **Separation of a Member Who Incurs Disability Through Misconduct or Neglect**. Reference (f) provides that a member of the Armed Forces shall be separated from the Armed Force without entitlement to any benefits under reference (g)(Retirement or Separation for Physical Disability), if the member incurs disability as a result of his or her intentional misconduct, willful neglect, or during a period of unauthorized absence, and the Secretary of the military department concerned determines that the disability makes the member unfit to perform the duties of his or her office, grade, rank, or rating.

MILPERSMAN 1920-240

RELEASE OF OFFICERS FROM ACTIVE DUTY PRIOR TO COMPLETION OF MINIMUM SERVICE REQUIREMENT (MSR) TO PARTICIPATE IN ACTIVITIES WITH POTENTIAL RECRUITING OR PUBLIC AFFAIRS BENEFIT TO THE NAVY

Responsible Office	OPNAV (N13)/ OPNAV(N131)	Phone: DSN COM FAX	225-2301 (703) 693-2301 224-1189

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. 6959 (b) 10 U.S.C. 2005 (c) SECNAV Policy Memorandum dated 14 July 2011

1. **Policy**

a. Per references (a), (b), and (c), Navy officers may request early release from active duty (ACDU) prior to completion of minimum service requirement (MSR) to participate in activities with potential recruiting or public affairs benefit to the Navy. Given the Department of the Navy's (DONs) need to obtain the highest return on investment in recruiting, education, and training, there is a strong presumption that the vast majority of our military personnel will complete their MSR prior to release from ACDU; however, some exceptional personnel with unique talents may be released from ACDU when there is the strong expectation that they will provide the Navy with significant favorable media exposure likely to enhance national recruiting or public affairs efforts. Such personnel will be expected to use their talents in a manner that generates significant positive national media coverage within the United States.

b. Personnel who believe they may benefit the DON by using their unique talents outside the Navy, may submit a request for

release from ACDU to the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)), via the chain of command delineated in the procedures specified per MILPERSMAN 1920-240. The request must contain specific proposals describing how the individual's talents will be used to benefit the Navy's national recruiting or public affairs efforts. In evaluating such a request, the chain of command and ASN(M&RA) will consider the current needs of the Navy, the quality of the individual's professional performance to date, the strength of the individual's public affairs or recruiting proposal, and the likelihood that the individual's accomplishments will be sufficiently noteworthy to generate the desired benefit for the DON. Each decision will be made on a case-by-case basis.

c. Officers must have served on ACDU for at least 24 months of their current MSR before being eligible for release from ACDU. Personnel serving during a period of obligated service incurred for advanced education or technical training (including postgraduate education, law school, medical residency, flight training, and equivalent programs) may request early release; however, early release requests for personnel in advanced education or technical training programs will remain subject to the statutory MSRs of the applicable program. The presumption against approval of such requests will be particularly strong.

d. Officers may apply for early release from ACDU if they have secured a contract or similar binding commitment that guarantees an opportunity to pursue an activity providing potential public affairs or recruiting benefit. In all cases, the contract must reflect the intent of the parties to employ the individual in a way that brings credit to the DON and in a manner that would have potential positive recruiting or public affairs benefit to the DON. Early release from ACDU shall be conditioned on the execution of a written agreement as follows:

(1) To accept Selected Reserve status in the Navy serving in support of Navy public affairs or recruiting; and

(2) To serve in good standing in the Selected Reserve of the Navy for a period of not less than two times the length of the individual's remaining ACDU MSR.

2. **Procedures**. Pursuant to the policies contained per paragraph 1 of this article, a naval officer desiring release from ACDU United States Naval Reserve or discharge United States

Navy prior to completion of MSR to participate in activities with potential recruiting or public affairs benefit to the Navy, must request permission from ASN(M&RA) via the officer's:

a. Commanding officer (CO);

b. Commander, Navy Personnel Command (COMNAVPERSCOM);

C. Chief of Naval Personnel (CHNAVPERS)

d. Vice Chief of Naval Operations; and

e. Chief of Naval Operations (CNO).

3. **Contents of Letter of Request**. The proper format for the letter of request for release from ACDU Release from active duty (RAD) prior to completion of MSR to participate in activities with potential recruiting or public affairs benefit to the Navy is as follows:

```
                                                Date

From:    [Rank, Name, USN/USNR, SSN/Designator]
To:      Assistant Secretary of the Navy (Manpower and
         Reserve Affairs)
Via:     (1) Commanding Officer, [present duty station]
         (2) Commander, Navy Personnel Command (PERS-4)
         (3) Chief of Naval Personnel
         (4) Vice Chief of Naval Operations
         (5) Chief of Naval Operations

Subj:  REQUEST FOR RELEASE FROM ACTIVE DUTY PRIOR TO
       COMPLETION OF MININUM SERVICE REQUIREMENT TO
       PARTICIPATE IN [activity with potential recruiting
       or public affairs benefit to the Navy]

Ref:   (a) MILPERSMAN 1920-240

Encl:  (1) Reason for submission of request. [Specific proposals
           describing how the requesting officer's talents will
           be used to benefit the Navy's national public
           relations and recruiting efforts]
       (2) Copy of applicable contract [or similar binding
           commitment that guarantees the requesting officer an
           opportunity to pursue an activity providing potential
           positive public affairs or recruiting benefit]

1.  I hereby submit my request for a release from active duty (RAD) in the
Naval Service of the United States and request it be accepted.  My active
```

duty service obligation will expire in [month/year]. I desire to be released from active duty in [month/year].

2. To my knowledge, I am not indebted to the Government of the United States.

3. My reason(s) for requesting RAD are provided in enclosures (1) and (2).

4. I fully understand that approval of my request is contingent upon my commitment to accept Selected Reserve status in the Navy serving in support of Navy public affairs or recruiting.

a. To serve in the Selected Reserve of the Navy for a period of not less than two times the length of my remaining active duty minimum service requirement.

b. Acknowledgement that if I am serving during a period of obligated service incurred advanced education or technical training, including postgraduate education, law school, medical residency, flight training, and equivalent programs I may request early release; however, my early release request will remain subject to the statutory minimum service requirements of the applicable program.

5. Home of record (city and state recorded as home of record of the officer when commissioned, reinstated, appointed, inducted, or ordered to relevant tour of active duty) is _____.

6. Place of entry (city and state where the officer appointment acceptance and oath of office was signed; for Naval Academy graduates, the place of entry is Annapolis, MD; for Naval Reserve Officer Training Corps (NROTC)/STA-21 graduates, the place of entry is the city and state of the college or university attended) is _____.

[Signature]

4. **CO's Endorsement**

a. The following outlines minimum mandatory inclusions required for a properly drafted command endorsement letter:

(1) COs must forward RAD request by endorsement within 30 days and must certify information provided in the officer's RAD letter is correct; and

(2) The CO's endorsement shall comment on the individual's professional performance to date, the strength of the individual's public affairs or recruiting proposal, and the likelihood that the individual's accomplishments will be sufficiently noteworthy to generate the desired positive benefit

for the DON. The CO should also provide a recommended disposition of the request.

b. All information concerning an officer's RAD request must be provided to:

(1) NAVPERSCOM, Career Management Department (PERS-4);

(2) CHNAVPERS;

(3) Vice Chief of Naval Operations;

(4) CNO; and

(5) ASN (M&RA)

so that appropriate recommendations and final action may be taken. This information is very useful to each level in the chain of command in formulating a decision.

MILPERSMAN 1920-250

ADMINISTRATIVE SEPARATION OF NAVY CHAPLAIN CORPS OFFICERS UPON LOSS OF PROFESSIONAL QUALIFICATIONS

Responsible Office	CNO (N097)	Phone: DSN COM FAX	224-4437 (703) 614-4437 224-4725

References	(a) 10 U.S.C. 643 (b) DODD 1304.19 of 11 June 2004 (c) DODI 1304.28 of 11 June 2004 (d) SECNAV 1730.7B (e) SECNAVINST 1920.6C (f) OPNAVINST 1120.9 (g) COCINST 1110.1H (h) OPNAVINST 1210.5 (i) OPNAVINST 1811.3 (j) OPNAVINST 1820.1

1. **Purpose**. To implement the provisions of references (a), (b), and (c) and establish policy and procedures for the administrative separation of a chaplain upon loss of professional qualifications.

2. **Policy**. A Chaplain Corps (CHC) officer whose ecclesiastical endorsement is withdrawn or expires, must reestablish professional qualification to serve as a chaplain, seek redesignation in another competitive category, or be separated from the Department of the Navy (DON).

3. **Responsibilities**

a. **Chief of Naval Personnel (CHNAVPERS)** shall process for administrative separation any CHC officer who loses ecclesiastical endorsement under the procedures set forth in this article.

b. **Chief of Navy Chaplains** shall

(1) notify CHNAVPERS when an ecclesiastical endorsing agent withdraws endorsement of a CHC officer, or a CHC officer otherwise loses endorsement.

(2) upon receipt of a new ecclesiastical endorsement, consider the chaplain's record and needs of the DON to determine whether or not to recertify a chaplain's professional qualification and recommend continuance.

c. **The chaplain** shall

(1) notify the Chief of Navy Chaplains, in writing, of any loss of endorsement.

(2) in any and every absence of a valid and current ecclesiastical endorsement, refrain from functioning as a chaplain (see reference (d)).

4. **Procedures**

a. **Initiation of Processing**. CHNAVPERS shall initiate administrative separation processing under this article when notified in writing by the Chief of Navy Chaplains that an ecclesiastical endorsing agency has withdrawn its endorsement, or a chaplain has otherwise lost ecclesiastical endorsement. Processing under this article is authorized only when loss of ecclesiastical endorsement is the sole cause for consideration for separation. When separation is appropriate for reasons other than the loss of ecclesiastical endorsement, processing under this article is not authorized except under unusual circumstances when recommended by CHNAVPERS and authorized by the Secretary of the Navy (SECNAV). Separation for reasons other than removal of ecclesiastical endorsement will be processed under reference (e).

b. **Notification**. When administrative separation processing under this instruction is initiated, CHNAVPERS shall notify the individual chaplain in writing that

(1) the chaplain's ecclesiastical endorsement has been withdrawn.

(2) the chaplain has a right to consult with military counsel or with civilian counsel (obtained at no expense to the government), and authorization to submit statements in response to the notice.

(3) The chaplain may exercise one of the following options:

(a) Obtain another valid ecclesiastical endorsement within 60 days of notification of withdrawal per references (f) and (g). CHNAVPERS may grant an extension upon reasonable justification.

(b) Apply for reappointment in a competitive category other than the CHC under references (a), (b), (f), and (g) with the understanding that the officer shall be discharged voluntarily as a chaplain on one day and appointed in a non-chaplain capacity on the next day.

(c) Apply for voluntary retirement, if eligible, under references (h), (i), or (j).

(d) Tender a voluntary resignation under reference (c).

(4) If the chaplain takes no action or fails to obtain either a new ecclesiastical endorsement or reappointment as a non-chaplain officer, the chaplain shall be separated with an appropriate discharge per instructions issued by CHNAVPERS.

c. **Response**. The chaplain shall have 10 working days if on the Active Duty List, or 30 calendar days if in the Reserve Component, to respond, in writing, to the notification of the withdrawal of ecclesiastical endorsement. CHNAVPERS may grant an extension to the officer if a request is submitted in a timely manner and demonstrates reasonable justification. If the chaplain states intent to consult with military or civilian counsel, CHNAVPERS shall notify the chaplain promptly, in writing, of the date and manner by which such request must be submitted. Failure by the chaplain to respond to this notification is sufficient reason to complete processing for separation under the provisions of para. 4d, below.

d. **Action by SECNAV**. SECNAV may take action as provided in reference (b):

(1) Continue the CHC officer’s service upon receipt of a new ecclesiastical endorsement, certification of professional qualifications by the Chief of Navy Chaplains, and recommendation by CHNAVPERS.

(2) Approve the voluntary retirement of an eligible applicant.

(3) Accept a voluntary resignation, if tendered, and separate the officer.

(4) Reappoint an officer in a competitive category other than the CHC upon recommendation by CHNAVPERS.

(5) Involuntarily separate the officer with an appropriate discharge by reason of loss of professional qualifications if the actions in paras. 4d(1)-4d(4) are not requested or approved.

MILPERSMAN 4050-010

PRIVATELY OWNED VEHICLE (POV) SHIPMENT ENTITLEMENT POLICY

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3322 (703) 695-3322 225-3311

Governing Directive	Joint Federal Travel Regulations (JFTR), Volume 1, Chapter 5, Part E

1. **Using Designated Ports**.

a. Shipment of the POV is between the ports serving the old and new permanent duty stations (PDSs)/home ports when the servicemember is ordered PCS to, from, or between overseas PDSs.

b. Shipment is also authorized between home ports/PDS locations, both of which may be in CONUS, in connection with an official change in home port/PDS location of the unit to which assigned.

2. **Using Alternate Ports**.

a. Shipment may be made between ports other than the designated ports, alternate ports, provided the servicemember reimburses the Government for any excess cost involved.

b. POVs may be shipped from alternate ports located in the same country as the port serving the servicemember’s PDS.

3. **Alternate Ports Authorized for Navy Use**. The following alternate ports are authorized for Navy use:

a. **For personnel stationed in the European/Mediterranean area**:

City	Country
Felixstowe, Liverpool, and Grangemount	UK
Bremerhaven	Germany
Rotterdam	Netherlands
Livorno, Naples, and Sigonella	Italy
Rota/Cadiz and Barcelona	Spain
Piraeus	Greece
Lisbon	Portugal
Istanbul, Izmir, and Iskenderun	Turkey

b. **For personnel stationed in Japan (including Okinawa) and Singapore**:

City	Country
	Guam

NOTE: This alternate port is designated to mitigate the inability to ship POVs configured for U.S. use to/from Japan or Singapore.

c. Personnel, who are authorized transportation of family members to a designated place overseas according to JFTR, para. U5222-D, may use the alternate port(s) serving the designated place.

4. **Requesting Use of Alternate Ports**. Use of an alternate port in another country is only permitted when the alternate port has been authorized or approved by Secretary of the Navy. Requests for an alternate port in another country or use of alternate ports not listed above will be forwarded via the servicemember’s commanding officer to Chief of Naval Operations (N1) with complete justification. These requests will be forwarded for secretarial decision if approval appears warranted.

5. **Policy for Shipping Foreign-Made Privately Owned Vehicle (FPOV)**. Transportation at government expense of a FPOV is regulated in JFTR, para. U5415-B1.

a. In general, the FPOV must have been purchased more than 1 year before the date it was delivered for transportation from the overseas area.

b. If at the time a FPOV is purchased, delivery is scheduled in time for the servicemember to have 1 year remaining on station between delivery and the then scheduled prospective rotation date (PRD), PRD adjustment decreasing the period to less than 1 year will have no effect on the shipping entitlement.

MILPERSMAN 4050-020

HOUSEHOLD GOODS (HHG) SHIPMENT AND STORAGE ENTITLEMENT POLICY

Responsible Office	OPNAV (N130C1)	Phone: DSN COM Fax: DSN COM	225-3322 (703) 695-3322 225-3311 (703) 695-3311

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Joint Federal Travel Regulations (JFTR), Vol. 1 (b) Naval Supply Systems Command P490 Manual (c) 10 U.S. Code

1. **Household Goods (HHG) Shipment Policy**

a. **Incident to a Permanent Change of Station (PCS).** Per reference (a), chapter 5, part D, a member is authorized transportation of or non-temporary storage (NTS) when ordered to perform a PCS (see MILPERSMAN 1300-100).

b. Incident to **Temporary Duty (TEMDU)/Temporary Additional Duty (TEMADD).** A member on TEMDU/TEMADD (see MILPERSMAN 1320-200) may be authorized shipment of HHG within their TEMDU weight allowance, per reference (a), chapter 4, part H.

2. **Nontemporary Storage (NTS) Policy**

a. Per reference (a), chapter 5, part D, NTS may be authorized by the official designated by the Service concerned in facilities determined to provide best value to the Government. NTS, as an alternative to transportation of any or all of the member’s HHG, may be approved when such storage is in the Government’s best interest.

b. NTS must be in a storage facility near to the place where the HHG are located on the date the member's PCS order is issued. The location of HHG in NTS is an authorized origin point from which transportation may be made when a member is later authorized HHG transportation.

3. **Temporary Storage Policy in Connection with PCS**

a. Temporary storage (i.e., storage in transit (SIT)), is part of transportation of HHG. SIT may be authorized in connection with TEMDU/deployment per reference (a), chapter 4, para. U4770) and or PCS per reference (a), chapter 5, section D10). SIT is:

(1) Cumulative; (i.e., items may be stored at origin, in transit, at destination, or any combination thereof);

(2) Normally for a period not to exceed 90 days. A member is authorized 90 days' SIT for any authorized transportation. NOTE: SIT in connection with shipment of HHG released from NTS is generally not authorized.

b. If a longer storage period is required, the member must request authorization or approval as follows:

When storage time required is:	**And:**	**Then submit request to:**	**And…**
Ninety-one to 180 days		personal property shipping office (PPSO). **Note**: The request shall be in writing and state the reason (s) why an additional 90 day period is requested (e.g., serious illness of member, serious illness or death of dependent, impending assignment to Government/Government -controlled quarters or privatized housing, directed TEMDU after arrival at permanent duty station, non-availability of suitable civilian housing, awaiting	

		completion of residence under construction, acts of nature.	
After the first 180 days but not more than 270 days*	For members other than those deployed or on TEMDU for more than 90 days or for an indefinite period.	Personal Property Shipping Office (PPSO). Additional SIT beyond 180 days may not be authorized or approved when a member elects to have a residence built while other housing is available.	
	*Or member is deployed or on TEMDU for more than 90 days or for an indefinite period (and is authorized special storage per reference (a), par. U4770-B)	the commanding officer.	The commanding officer notifies the PPSO of such extensions beyond 180 days.
more than 270 days		Commander Fleet and Industrial Supply Centers (COMFISC). Note: this request is due to circumstances beyond member’s control such as pending assignment to Government quarters (reference (a), par. U5375-B).	

4. **Special Storage Policy Not in Connection with PCS**. Special storage of HHG not in connection with PCS is authorized when a member is ordered to TEMDU or deployment for more than 90 days. Reference (a), chapter 4, para. U4770-B and reference (b) P490, para. N4770-B apply.

a. Special storage is available for members who must vacate Government quarters ashore due to orders to TEMDU or deployment for 90 or more days or an indefinite period.

b. Members living off-base, i.e.:

(1) Members without dependents, assigned ashore, for whom Government quarters are not available or;

(2) Members without dependents, in pay grades above E6, assigned afloat, who are authorized to reside ashore;

may also receive this storage during deployment.

c. Special storage is generally limited to members who do not receive a housing allowance or who will lose entitlement to a housing allowance during TEMDU or deployment in excess of 90 days.

d. Members who reside separately from dependents and receive basic allowance for housing (BAH)-DIFF or single-member parents whose dependents were placed with friends or relatives, may be authorized special storage due to TEMDU or deployment.

5. **Policy for Single Members Pay Grade E-7 or Above**. Single members in pay grade E-7 or above who elect not to occupy Government quarters (including shipboard quarters) and who retain authorization to receive BAH without regard to length of TEMDU or deployment, may be authorized special storage. Members who move onboard ship prior to deployment and are not receiving BAH may be authorized special storage.

6. **Storage after TEMDU/Deployment Completion**. HHG storage is authorized for up to 90 days after TEMDU or deployment completion. Extensions to this 90-day period may be granted per reference (a), para. U5375-B.

7. **Loss or Damage to HHG not Covered by Carrier Liability**. Claims arising from loss or damage to HHG goods stored or transported at the expense of the Department of Defense (DoD)

may be paid on the basis of full replacement value in any of the following cases in which reimbursement for the full replacement value for the loss or damage is not available directly from a carrier.

a. A case in which:

(1) The lost or damaged goods were stored or transported under a contract, tender, or solicitation, per reference (c), Section 2636a, that requires the transportation service provider to settle claims on the basis of full replacement value; and

(2) The loss or damage occurred under circumstances that exclude the transportation service provider from liability.

b. A case in which:

(1) The loss or damage occurred while the lost or damaged goods were in the possession of an ocean carrier that was transporting, loading, or unloading the goods under a DoD contract for ocean carriage; and

(2) The land-based portions of the transportation were under contracts that require the land carriers to settle claims on the basis of full replacement value.

c. A case in which:

(1) The lost or damaged goods were transported or stored under a contract or solicitation that requires at least one of the transportation service providers or carriers that handled the shipment to settle claims on the basis of full replacement value pursuant to reference (c), Section 2636a;

(2) The lost or damaged goods have been in the custody of more than one independent contractor or transportation service provider; and

(3) A claim submitted to the delivering transportation service provider or carrier is denied in whole or in part because the loss or damage occurred while the lost or damaged goods were in the custody of a prior transportation service provider or carrier or Government entity.

MILPERSMAN 4650-010

ENTRY INTO AND DEPARTURE FROM THE UNITED STATES BY ALIEN MEMBERS OF THE NAVY AND THEIR FAMILIES

Responsible Office	NAVPERSCOM (PERS-00J)	Phone: DSN COM FAX	882-3166 (901) 874-3166 882-2615

References	(a) 8 U.S.C. 1354 (b) 8 U.S.C. 1151(b)(2) (c) 8 U.S.C. 1153(a)(2) (d) 8 U.S.C. 1101(a)(15)(B) (d) 8 U.S.C. 1182(a)(7)(B)

1. **Policy**

a. Alien members of the United States (U.S.) Armed Forces are permitted entry to and departure from the U.S. while in uniform, or bearing documents identifying them as a member of the Armed Forces and who are coming to or departing from the U.S. under official orders or permit of the Armed Forces under reference (a).

b. Reference (a) does not permit the alien family member(s) of the servicemember to accompany the servicemember without obtaining a designated immigration status first.

NOTE: The immigration status of the servicemember affects the eligibility of the family member(s) for either an immigrant or non-immigrant visa.

2. **Immigrant Visas**. There are two types of immigrant visas issued to aliens who desire to immigrate to the U.S.:

a. **Immediate Relative** - the spouse, child (under the age of 21), or parent of a **U.S. citizen** servicemember may be eligible under reference (b). There is no numerical limit on the number of visas available to immediate relatives.

b. **Second Preference** - the spouse and/or unmarried child of an alien servicemember who has been lawfully admitted for permanent residence may be eligible under reference (c). Family

preference categories are subject to yearly numerical limitations. Depending on the demand for a given preference category, the wait for an approved immigrant visa may be lengthy.

3. **Non-Immigrant Visas**

a. Under reference (d) non-immigrant visas are issued to aliens who intend to enter the U.S. for a temporary stay for pleasure or business and have permanent residence in a foreign country which they have no intention of abandoning.

b. Temporary visitor visas are available to alien family members seeking to visit the U.S. temporarily for pleasure. Possession of a valid unexpired passport is required under reference (e).

c. Family members of a servicemember who has acquired permanent resident alien status or applied for naturalization may be denied **non-immigrant visas** to enter the U.S. and its territories. The intent of the servicemember to become a U.S. citizen is attributed to the family members, and their names will be removed from the list of those permitted entry under this category.

4. **Where to Obtain Additional Assistance**. Advice and assistance concerning entry and visa requirements can be obtained from the local office of the

- **Immigration and Naturalization Service**, or the

- **Legal Assistance Law Division**, **Office of the Navy Judge Advocate General at (202) 685-4643**, **DSN 325-4643**.

MILPERSMAN 4650-020

COUNTRY CLEARANCE AND NO-FEE PASSPORT REQUIREMENTS

Responsible Office	OPNAV (N413B)	Phone: DSN COM	664-9955 (703)604-9955

References	(a) DoD Foreign Clearance Guide (b) DoD 1000.21-R, Passport and Passport Agent Services Regulation

1. Purpose. To prescribe procedures for Service members to request a passport (diplomatic, official or blue no-fee) during permanent change of station (PCS)/temporary additional duty (TEMADD) transfer process and identify responsibility for country clearance entry requirements.

2. Background. The State Department is responsible for the issuance of passports. The entry requirements for each country is listed in reference (a), this is available at https://www.fcg.pentagon.mil/fcg.cfm. Passports and other entry requirements can take several months and should be completed as early as possible during the transfer process. The Chief DoD Foreign Clearance Program Office requires the following procedures.

3. Action

a. To fulfill PCS orders/letter of intent (LOI), the servicing personnel support activity detachment (PERSUPPDET)/customer service desk (CSD) will:

(1) Identify the country clearance and passport requirements utilizing reference (a).

(2) Furnish the proper forms.

(3) Coordinate the route of travel required for the Service member and dependents.

b. In cases where there is no local PERSUPPDET/CSD, the member must comply with paragraphs C2.1.3.2, C2.3.3.1, and sub-paragraphs of reference (b). You can access this information at http://www.dtic.mil/whs/directives/corres/pdf/100021r.pdf.

c. DD 1056 (May 96), Authorization to Apply for a “No-Fee” Passport and or Request for Visa is primarily used to request a no-fee passport and or Visa, you can access this form at http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1056.pdf.

d. Application for an initial passport (i.e., not a renewal) must be made in person to one of the authorized acceptance agents listed in reference (b). There are no exceptions.

e. DD 1056 must be typed, except for the signature and date in block 16. The original signed form must accompany the member when appearing before the acceptance agent. Block 16 may not be signed by the member applying for the passport.

f. Special attention is required in cases where a non-U.S. citizen travels through a country other than the permanent duty station (PDS) en route to the PDS.

g. All Other Cases: The following procedures apply to cases in which the gaining command determines a passport is needed upon the Service member’s arrival to conduct business in countries other than the route of travel that do not accept other forms of identification (i.e., military ID and or TEMADD orders) in lieu of a passport. The gaining command will:

(1) Identify inbound personnel requiring a passport for official business.

(2) Complete DD 1056 per reference (b), paragraphs C2.3.3.1.3-19, indicating which countries require a passport that the member will travel to while overseas. A signed original and three copies will be provided to the member for processing before an acceptance agent, or

(3) E-mail the losing command’s PERSUPPDET/CSD transfer clerk indicating the countries the member will be required to travel to during their tour. The PERSUPPDET/CSD transfer clerk will prepare DD 1056 as required. Official no-fee passports are not authorized for countries that accept military orders and or ID.

Allow sufficient time for the passport to be processed (a minimum of 90 days). PCS orders are not required to accompany the request. The commanding officer’s (COs) signature will be sufficient justification that a passport is required for official business. This authority shall not be delegated except to the

acting CO or to the officer in charge (OIC) of isolated detachments. In cases of an email, the command's administrative staff will scan and email DD 1056 to the transfer clerk who will re-type the form and sign it. The scanned form has the same justification as PCS orders/LOI does in paragraph 3.a.

4. Tourist (regular-fee) passports. Tourist passports are recommended for all Service members and dependents. Service members and dependents will follow the directions found at http://travel.state.gov/passport/passport_1738.html and http://www.usps.com/passport/ as PERSUPPDET/CSDs no longer provide assistance for tourist passports.

MILPERSMAN 4650-030

NAVY PASSENGER TRANSPORTATION

Responsible Office	CNO (N413B)	Phone: DSN COM FAX	664-9949 (703) 604-9949 664-0033

Governing Directive	OPNAVINST 4650.15

1. **Policy**. Navy policy is to provide safe, reliable, responsive, and quality travel services that meet official travel requirements at the lowest overall cost.

2. **Guidance**. Use the procedures in OPNAVINST 4650.15 for all passenger transportation needs. The procedures are applicable to Navy members and their family members, Navy civilian employees and their family members, and all other personnel whose travel is funded by the Navy.

MILPERSMAN 5000-010

FORMS OF ADDRESSING MILITARY MEMBERS

Responsible Office	CNO (N00D)	Phone: DSN COM FAX	224-5465 (703) 614-5465 223-8471

Governing Directive	SECNAVINST 5216.5D DODD 5500.7 0f 30 Aug 93

1. **Oral Communication**. The following will be used in oral communications in formal and informal situations:

If...	**Then use... (may be used without last name)**
O-10 (Admiral)	Admiral (last name)
O-9 (Vice Admiral)	Admiral (last name)
O-7/O-8 (Rear Admiral)	Admiral (last name)
O-6	Captain (last name)
O-5	Commander (last name)
O-4 (Lieutenant Commander)	Commander (last name)
O-3	Lieutenant (last name)
O-2 (Lieutenant Junior Grade)	Lieutenant (last name)
O-1	Ensign (last name)
WO/1/2/3/4	Warrant Officer (last name)
Commanding Officer of ship or station	Captain
Executive Officer of ship or station	Commander
E-9	Master Chief (last name)
E-8	Senior Chief (last name)
E-7	Chief (last name)
E-4 through E-6	Petty Officer (last name)
E-1 through E-3	Formal Situations: Last name is preceded by the appropriate title “Seaman,” “Fireman,” “Airman,” etc.
	Informal Situations: Last name only

NOTE: In all cases it is also appropriate to communicate “Sir” or “Ma’am” when being addressed by naval officers or acknowledging orders.

2. **Written Communication**. Written forms of addressing members can be found in SECNAVINST 5216.5D, appendix A.

3. **In Connection with Commercial Enterprises**. Members, officer and enlisted, while on extended active duty, are prohibited from using their military titles in connection with any commercial enterprise. Refer to DODD 5500.7 for further information.

MILPERSMAN 5215-010

PROCEDURES FOR SUBMISSION OF CHANGES TO NAVPERS 15560D, NAVAL MILITARY PERSONNEL MANUAL (MILPERSMAN)

Responsible Office	NAVPERSCOM (PERS-532)	Phone: DSN COM FAX	882-3050 (901) 874-3050 882-2773

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAV M-5210.2, Standard Subject Identification (SSIC) Manual (b) SECNAV M-5216.5, Department of the Navy Correspondence Manual (c) United States Government Printing Office (GPO) Style Manual 2000 (d) Standard Naval Distribution List (SNDL)

1. **Purpose**. This article provides basic editorial policies and procedures to be used in preparation and submission of changes to the MILPERSMAN.

2. **Background**

a. The MILPERSMAN is the principal publication issued for military personnel administration in the Navy. It contains essential policy, procedures, and other material necessary for effective management of Navy military personnel. It contains almost 900 articles as of September 2007. The first four digits of article numbers are assigned per reference (a) guidance.

b. The MILPERSMAN is maintained by Navy Personnel Command (NAVPERSCOM), Directives, Printing, and Publications Branch (PERS-532). It is distributed quarterly on the BUPERS directives/publications/forms CD-ROM, and is available on the Bureau of Naval Personnel (BUPERS) CD Web Connection at http://www.npc.navy.mil/channels. MILPERSMAN updates are posted to the Web site shortly after they are approved, and will appear on the next CD issued.

3. **MILPERSMAN Article Ownership, Review, and Update Responsibilities**

a. **Ownership.** The owner of an article is termed the **responsible office (or owner),** and is responsible for reviews and updates. Assignments of responsibility/ownership are listed at the top of each MILPERSMAN article and on the MILPERSMAN Table of Contents.

b. **Review.** Responsible offices should review MILPERSMAN articles under their cognizance **annually** for the following:

(1) Accuracy of policy and/or procedures;

(2) Currency of forms, publications, and directives referenced within articles;

(3) Consolidation of articles whenever possible;

(4) Deletion of articles, or portions thereof, that are no longer applicable and have served their purpose; and

(5) Writing all articles in direct, simple language so that personnel at all levels of personnel administration can understand them.

c. **Update.** Responsible offices are responsible for the following:

(1) **Change Packages.** Preparing change packages per procedures in para. 4, editorial guidelines in para 8, and Exhibits 1 and 2.

(2) **Authorizations. Obtaining** D**epartmental Authorizations and Interested Party Clearances (see para 5**).

(a) **Joint Ownership.** On jointly owned articles, both offices/chain(s) of authority should coordinate/chop on reviews/updates.

(b) **Interested Parties.** Chops should be obtained from all interested parties/offices/organizations having a valid interest, as their operation may be impacted by a change to the article, or they may need to provide input concerning a change. Generally, **any other office code or outside agency** mentioned in

an article is considered an interested party and should chop all changes to the article.

4. **Procedures for MILPERSMAN Changes**:

a. **Complete NAVPERS 5602/7 MILPERSMAN Review and Change Request:** Complete a form for each article to include a general statement or reference explaining what brought about the required change in block 4. List specific changes that were made to the article in block 5 (e.g., para 5a removed, para 7e(2) inserted new policy for screening procedures etc). If many changes were made throughout the article, please state "Changes made throughout, please review in its entirety." In block 5. NAVPERS 5602/7 is available on the NPC Web site and the BUPERS CD under the forms menu. NPC Web site is located at http://www.npc.navy.mil/channels.

b. **Prepare Article**

(1) **Major/Minor Article Changes:**

(a) Request Word document of the article by sending a request to MIL MILPERSMANMGR@navy.mil.

(b) Make the necessary changes using Track Changes in Microsoft Word.

(2) **New Articles:** Set up new articles using **Word, Courier New, 12-pitch,** and **1-inch margins all around.**

c. **Assemble Change Package:**

(1) NAVPERS 5602/7;

(2) Electronic copy of article with **edits** showing (Track Changes), the new article, or **enclose the** article to be **deleted** (do not send numerous marked-up drafts); and

(3) Copies of pertinent documents pertaining to the change request.

d. **Route Package for Approval(s).** Route per para 5. Activities located away from NAVPERSCOM may submit NAVPERS 5602/7 via:

(1) E-Mail: MILL MILPERSMANMGR@navy.mil; or

(2) Taskers.

NOTE: If office initiating the change request is other than the responsible office, send the request to the responsible office.

5. **MILPERSMAN Changes and Routing/Chops Required**:

a. **Type of Change and Definition:**

(1) **Policy and/or procedure(s) Change** - Amends portion(s) of an article that effects a change to policy or procedures.

(2) **New Article** - New material added to MILPERSMAN.

(3) **Deleted Article** - Article removed from MILPERSMAN.

(4) **Responsible Office Change -** Changes ownership and functional responsibility from one organization code to another.

(a) **Approvals Required:** Responsible office obtains chops prior to submitting article to BUPERS 01:

1 Interested parties;

2 Unit/Section/Branch Head (e.g., PERS-4013);

3 Division Head (e.g., PERS-40); and

4 Department Head (e.g., NAVPERSCOM (PERS-4), BUPERS (BUPERS-3), OPNAV (N13)); or

5 Commander/Commanding Officer -- if article is owned by an activity other than CNO, BUPERS, or NAVPERSCOM.

NOTE: Change of ownership and functional responsibility requires chops from **both current and proposed responsible offices and their chain(s) of authority.** Articles with joint responsible offices should be coordinated and chopped by **both, and their chain(s) of authority.**

(b) **Approvals coordinated by BUPERS 01:**

1 NAVPERSCOM, Office of Legal Counsel (PERS-00J);

2 NAVPERSCOM, Secretariat Office (PERS-00S); and

3 Flag Secretary to DCNP (BUPERS-00FS) Assistant Deputy Chief of Naval Personnel (BUPERS-00BB)

(5) **Administrative Change** - Amends non-substantive portions of an article; e.g., update of references and forms, grammatical corrections,
minor wording changes for clarity, **correction** of telephone numbers and organization codes.

(a) **Approvals Required**: Responsible office obtains chops prior to submitting article to BUPERS-01:

1 Unit/Section/Branch Head as applicable;

2 Division Director; and

3 Department Head

(b) **Approvals coordinated by BUPERS-01:** None required after BUPERS-01 review/approval.

6. **MILPERSMAN Maintenance Responsibilities BUPERS-01**

a. **Receive MILPERSMAN change request package and prepare for final approval as follows**:

(1) Review article change package for compliance with established procedures and editorial practices.

(2) Coordinate/resolve any deficiencies or questions with responsible office.

(3) Prepare smooth article, change summary paragraph, and routing package including NAVPERS 5602/7 and change documentation.

(4) Route package for final approval per para 5 table.

b. **Process Change Package After Final Approval as Follows**:

(1) Enter approval date on article and change summary paragraph electronic documents.

(2) Publish article and change summary paragraph to the Navy Personnel Command Web site and distribution via next quarterly CD release.

(3) Compile a quarterly change summary listing for inclusion on the next CD release.

c. **Records**

(1) Maintain permanent hard-copy and electronic documentation for MILPERSMAN changes.

(2) Periodically ship hard-copy MILPERSMAN change documentation to National Archives.

(3) Maintain MILPERSMAN historical library and provide research services.

7. **Schedule for Issuing Changes**

a. MILPERSMAN changes will be issued shortly after approval via the BUPERS CD Web Connection, and on the next quarterly BUPERS CD release (January, April, July, or October).

b. If information needs to be issued prior to its incorporation into the MILPERSMAN, the responsible office to disseminate the information may initiate and forward a Notice or NAVADMIN through proper channels for concurrence and signature. To ensure timely inclusion in the MILPERSMAN via Web and CD, and to avoid duplication of effort, the Notice or NAVADMIN should be accompanied by the proposed MILPERSMAN change.

8. **Basic Editorial Policies**

a. Expressions of policy regarding personnel administration will not be included in other manuals or directives unless specifically authorized or directed by Chief of Naval Personnel (CHNAVPERS). Established policy may be quoted, interpreted, and implemented provided there are no conflicts with the MILPERSMAN or other regulations taking precedence.

b. References (b) and (c) provide writing standards and guidance, though MILPERSMAN formatting differs from instructions and other manuals per studies/decisions in the 1990s. Exhibits 1 and 2 provide some editorial guidelines specifically for MILPERSMAN articles. Writers should **strive for consistency** with current MILPERSMAN style, use of terms, etc.

EXHIBIT 1
(Page 1 of 8)

EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES

ACRONYMS	• Spell out the complete official title (per reference (d)) of an activity the first time it is used in an article. **Navy Personnel Command** • Write acronyms in capital letters **NAVPERSCOM** **BUMED** **SECNAV** • If the activity will be cited again in the article, follow the first usage with its acronym, enclosed in parentheses. For the remainder of the article, use only the acronym, without parentheses. **Navy Personnel Command (NAVPERSCOM)** **NAVPERSCOM** • List the division name the first time an organization code is used. Only use the acronym and code thereafter. **Navy Personnel Command (NAVPERSCOM), Military Personnel Records Management Division (PERS-31)** **NAVPERSCOM (PERS-31)**
ACTION WORDS	• Use these when action **is or is not recommended.** **should** **may** **need not** • Use these when action **is required or prohibited.** **will** **will not** • Use these when action **is mandatory.** **must** **shall**

EXHIBIT 1
(Page 2 of 8)

EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES

ADDRESSES	• When referring to the location of an installation or activity, use the official command name and location as stated in reference (d). Do not use its mailing address. **Naval Station, Guantanamo Bay, Cuba** **Naval Air Station, Pensacola, FL** • If a command's official name identifies its location as stated in reference (d), there is no need to repeat the location. **Naval Station Norfolk** **U.S. Naval Forces Iceland** • If an activity **is not** listed in reference (d), provide the **complete mailing address**, including correct Zip Code plus 4-digit extension. **U.S. Government Printing Office** **732 North Capitol Street, NW** **Washington, DC 20401-0003**
ASTERISKS	• Do **not** use asterisks in MILPERSMAN articles.
ATTACHMENTS TO ARTICLES	• **Avoid** inclusion of exhibits, charts, graphs, samples, examples, form letters, forms, and material that does not fit the format and style of the manual. • If contents of a letter or orders are included as an example in an article, preface the information with, **"Use the proper letter/order/message format containing the following:"** • When it is necessary for clarification of information to use any additional documents, they should be included as **exhibits** at the end of the specific article.
COMMAS	• Use a comma after each in a series of three or more words, phrases, letters, or figures used with "and" or "or." **red, white, and blue** **6, 7, and 10** **red, white, or blue** **6, 7, or 10**
CONJUNCTIVE ADVERBS	• **Avoid** the following words as their use often tends to join thoughts that can be better expressed in two or more sentences: **however** **furthermore** **otherwise** **therefore** **accordingly** **consequently** **moreover** **nevertheless**

EXHIBIT 1
(Page 3 of 8)

EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES

CONUS **OCONUS**	• Spell these out the first time used in an article, followed by the acronym in parenthesis, if it will be used again in the article. **continental United States (CONUS) (means the 48 contiguous States plus the District of Columbia)** **outside continental United States (OCONUS) (Alaska and Hawaii are OCONUS)** • If required for clarification, specify one of the following: **The "48 contiguous United States and District of Columbia."** **If Alaska or Hawaii is to be included, so specify (e.g., "CONUS and Alaska and Hawaii.")** **If the 50 States are intended, use "the United States and District of Columbia."**
EMPHASIZING	• Use **bold** letters for emphasis. • Do **not** use underscoring for emphasis. • Do **not** use capitalization for emphasis.
FOOTNOTES	• Do **not** use footnotes in MILPERSMAN articles.
FRACTIONS	• When measurements or similar combinations of numbers with fractions are written, the fractions will be separated from the preceding number by a hyphen. **1-5/8" x 5-1/2"** **6-1/2 inches x 3-3/4 inches**
GRADES AND RATES	• Begin grades and rates of personnel with a **lower case** letter except where they are at the beginning of a sentence or are to be followed by a name. **captain, yeoman** • Use **capital** letters for **abbreviation** of officer grades, enlisted ratings, and enlisted rates. **CAPT, YN**

EXHIBIT 1
(Page 4 of 8)

EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES

NAVY RESERVE	• Use "reservist," when referring to a member of the Navy Reserve.
NUMBERS	• Spell out numbers less than 10 except the following: **Where reference is made to such items as numbered paragraphs.** **Units of measurement and time (age, time, clock time, and dates).** • When 2 or more numbers appear in a sentence and 1 of them is 10 or larger, figures are used for each number. **The man has 3 suits, 2 pairs of shoes, and 12 pairs of socks.** • Spell out numbers beginning a sentence except when part of a titled document. **10 United States Code**
QUOTATION MARKS	• Limit use of quotation marks to essential quotes and other required usage.
SEPARATORS	• Use a hyphen for separation of words or phrases only when necessary. • A **comma** may be used for separation.
SERVICE RECORD PAGE	• Refer to a service record page by its identification number and title. **NAVPERS 1070/613 Administrative Remarks** • Do **not** use "Page 13" to refer to the above.
SOCIAL SECURITY NUMBER (SSN)	• It is recommended that that the social security number (SSN) not be requested in articles (e.g., letters and messages) when possible. If the SSN cannot be eliminated as part of your business process, then require the minimum SSN information necessary to identify a service member (i.e. truncated to last four or full SSN when absolutely necessary).

EXHIBIT 1
(Page 5 of 8)

EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES

SYMBOLS	• Do **not** use symbols for the following: **pound** **number** **cent** **percent** **degree** **plus or minus combined**
TERMINOLOGY	• Used to refer to other than members of the Naval Service, e.g., prior to swearing in: **individual** **person** • Synonymous in referring to those in the Navy: **personnel** **members** • Preferred for consistent use in an article rather than alternate use with "personnel:" **members** • Capitalize **Service member** • Always capitalized: **Sailor** • Used to refer to both male and female personnel: **member** **petty officer** **student** **personnel** **spouse** **applicant** **officer** **(or similar terms)** • The use of terms such as he or she, him or her may be necessary at times for word agreement. The use of he or she alone, however, will be used only when reference is made to a specific sex. • Used when referring to or speaking of military family members: **spouse** **family members** **parent** **wife** **child** **husband** • Used only to the extent necessary to satisfy explicit statutory requirements regarding entitlement to benefits and/or privileges: **dependent**

EXHIBIT 1
(Page 6 of 8)

EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES

REFERENCES	**FEDERAL STATUTE** • United States Code (U.S.C.), list references as follows in the MILPERSMAN: **38 U.S.C., Chapter 34, Vietnam Era GI Bill (VEGIB)** **10 U.S.C., Chapter 107, Educational Assistance Active Duty Test Program (EATP)** • Code of Federal Regulations (CFR) requires title number, "CFR," part or chapter number, and section number (optional). **41 CFR 201-45.000** • Federal Register (FR) requires volume number, "FR," and page number. **21 FR 623** • Executive Order (E.O.) requires "E.O." and order number. **E.O. 12564**
	FORMS • Refer to forms initially within the body of an article by the identification number and title. **NAVPERS 1070/622 Agreement to Recall or Extend Active Duty** **DD 369 Police Record Check** • Thereafter, use only the identification number. **NAVPERS 1070/622** **DD 369** • **Do not list a form in the reference block of an article.** • Do **not** use the word "form" in conjunction with any form identification. • Do **not** use a form as an Exhibit within an article. Use a hyperlink to take the reader to the form.

EXHIBIT 1
(Page 7 of 8)

EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES

REFERENCES	**INSTRUCTIONS, MANUALS, AND PUBLICATIONS** • List instructions in the reference block of the article, in the order they are used in the body of the article. If the instruction's subject is not clear from the article's title/text, the subject may be listed. List references throughout the body of the article as "reference (a)", etc. **BUPERSINST 5400.9K** **SECNAV 5216.5 M-5216.5, Department of the Navy Correspondence Manual** • Do **not** use terms such as "current edition," "pertinent," "applicable," or "series" when referring to instructions. • Do **not** use the word "series" to indicate successive changes to a basic document. • Refer to the number and name of manuals and publications in reference block of the article in the order they are used in the body of the article. List references throughout the body of the article as "reference (a)", etc. **NAVPERS 15555D, Navy Military Funerals** **NAVMED P-117, Manual of the Medical Department**
	DoD ISSUANCES • DoD directives require the number, date, and subject (if not clear from the article's title/text), and chapter/section/paragraph of a long directive if only that part applies: **DoD Directive 5500.7 of 6 May 97** **DoD Instruction 1995.1, Labor Unions and Management Agreements, of 4 Apr 94** • **DoD** publications **require the number, date, and subject** (if not clear from the article's title/text). **DoD 5200.28-M, ADP Security Manual (C31) of Jan 73** **DoD 4205.1H of 1990** • Refer to the number and name of DoD issuances in reference block of the article in the order they are used in the body of the article. List references throughout the body of the article as "reference (a)", etc.

EXHIBIT 1
(Page 8 of 8)

EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES

REFERENCES	**MILPERSMAN AND ARTICLE NUMBERS** • Within this manual, refer to it by its title. **MILPERSMAN** • Refer to articles in this manual by their 7- or 8-digit identification number consisting of the Standard Subject Identification Code (SSIC) and a 3- or 4-digit extension number. **1306-969** **1306-1100** • Use the following example for a combined reference to the MILPERSMAN and an article: **MILPERSMAN 5712-010** • Do **not** list a MILPERSMAN article in the references block of an article.
	PARTS OF PUBLICATIONS -- PARAGRAPHS, ARTICLES, CHAPTERS, SECTIONS, PAGES, FIGURES, VOLUME, PART, ETC. • In the reference block of an article, use **uppercase** letters when citing **parts** of directives such as article, chapter, figure, etc. **(a) Uniform Code of Military Justice, Article 38** **(b) NAVPERS 15665I, United States Uniform Regulations, Chapter 2, Section 2** • In the **body** of an article, use **lowercase** letters when citing parts of references **reference (a), article 38** **reference (b), chapter 2, section 2** • When citing a paragraph or subparagraph, use abbreviation and write numbers and letters without periods or spaces. **Para 2d(3)** (in reference block) **para 2d(3)** (in body of article)

EXHIBIT 2
(Page 1 of 3)

LIST -- COMPLETE INTRODUCTORY SENTENCE
LIST ITEMS ARE NOT COMPLETE SENTENCES

1. When a displayed list is introduced by a **complete sentence**, that sentence may end with a period or a colon. When the introductory sentence contains such anticipatory words or phrases as **these**, **as follows**, and **the following**, a colon may be more appropriate.

2. When the **list items** that follow a **complete introductory sentence** are **not complete sentences**, the items may begin with either uppercase or lowercase letters and end with either periods or no punctuation. Whatever style is chosen, it should be followed throughout the publication for the same type list. (**NOTE: For consistency, styles in the following examples are preferred for use in the MILPERSMAN.**)

Example: (List items are long phrases with a period at the end.)

1. The following personnel are not eligible

    a. members whose services are essential to the mission of the command.

    b. members who are ordered to active duty due to unsatisfactory participation in a Selected Reserve unit.

    c. aliens seeking to qualify for citizenship by completion of 3 years of active duty military service.

Example: (List items are words, titles, or short phrases with no period at end.)

1. The following designators comprise the FTS officer program:

    a. Human Resources (1207);

    b. Surface Warfare (1117); and

    c. Submarine Warfare (1127).

EXHIBIT 2
(Page 2 of 3)

LIST -- COMPLETE INTRODUCTORY SENTENCE
LIST ITEMS ARE COMPLETE SENTENCES

1. When the list items that follow **a complete introductory sentence** are **complete sentences**, each item should begin with an uppercase letter and end with a period.

2. The introductory sentence ends with a colon or a period, whichever is appropriate.

Example:

1. The following outlines the minimum and mandatory inclusions required for a properly drafted Command Endorsement Letter:

    a. Commanding officers must forward the resignation request by endorsement within 10 days and must certify the information provided in the officer's resignation letter is correct.

    b. The commanding officer's endorsement shall comment on the circumstances of all resignations submitted by officers within the command.

    c. The commanding officer's endorsement must contain an assessment of the need for a qualified relief.

Example:

1. The following are guidelines for submission of a member's request for transfer to the Fleet Reserve:

    a. Member should submit the request 6 to 18 months prior to the requested transfer date.

    b. Member submits a NAVPERS 1336/3, Special Request/Authorization, via the chain of command.

    c. Upon the commanding officer's approval, forward the member's request to the command career counselor.

EXHIBIT 2
(Page 3 of 3)

LIST -- INCOMPLETE INTRODUCTORY SENTENCE

1. When a displayed list is introduced by an **incomplete sentence**, the sentence fragment **should not end with a colon** because the colon interrupts the grammatical continuity of the sentence. In fact, when combined with the introductory phrase, each list item must form a grammatically correct sentence. Watch for problems in subject-verb agreement and tense.

2. If none of the items in the list has an internal comma, each item ends with a comma instead of a semicolon. Use care with the words "or" and "and" in the second-to-last sentence, as the way they are used can change the meaning of the sentence. When each item of the list completes the introductory sentence,

- the introductory sentence may end with a comma, semicolon, dash, or no punctuation at all, whichever is appropriate;
- the list items can begin with lowercase letters;
- all but the last item end with a comma or semicolon;
- the second-to-last item ends with "and" or "or"; and
- the last item ends with a period.

Example:

1. Required enclosures when processing for personality disorder include a

a. copy of the mental health evaluation by the MHP.

b. copy of the Notification Letter (MILPERSMAN 1910-401).

c. completed, legible, and signed copy of the MHE referral letter (if applicable).

d. copy of the NAVPERS 1070/613 counseling/warning, if applicable.

3. Use of **bullets** is acceptable in the MILPERSMAN to enhance the reading of long sentences and avoid spreading out the information in numbered paragraphs and subparagraphs. Para 2 above provides an example of a **bulleted list.**

MILPERSMAN 5216-010

CONGRESSIONAL CORRESPONDENCE

Responsible Office	NAVPERSCOM (PERS-00L)	Phone: DSN COM FAX	882-3036 (901) 874-3036 882-2604

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAV M-5216.5 (b) SECNAVINST 5730.5J

1. **Guidance**. Use the procedures in references (a) and (b) when handling congressional inquiries. Send a blind copy of any interim replies and the final reply to Office of Legislative Affairs, Department for Congressional Information Public Affairs.

MILPERSMAN 5219-010

PUBLICATIONS AND FORMS SPONSORED BY THE NAVY PERSONNEL COMMAND

Responsible Office	NAVPERSCOM (PERS-013)	Phone: DSN COM FAX	882-3053 (901) 874-3053 882-2773

Governing Directive	NAVSUP P-2002D, Unabridged Navy Index of Publications, Directives, and Forms available on CD ROM NLL - 600 only.

1. **Obtaining NAVPERS Publications and Forms (hard copy)**.

a. Publications and forms used Navy-wide are stocked in the Navy Supply System. They are assigned to inventory management cognizance symbol “I” material and can be requisitioned from Aviation Supply Office (ASO), Navy Publication and Forms Directorate, Philadelphia, PA.

b. All “I” cognizance material is listed on NAVSUP P-2002D. Information for requisitioning, stocking, revising, and excessing out-dated publications, directives and forms is provided.

c. Initial outfitting allowance of publications for newly commissioned ships and shore activities should submit a request through normal supply channels to ASO, Philadelphia.

2. **Obtaining NAVPERS Publications (CD-ROM)**

a. As of September 1995, Bureau of Naval Personnel started reproducing their NAVPERS publications on CD-ROM. As Navy converts more and more to CD-ROM technology, printed copies will no longer be issued. These publications are released quarterly on CD-ROM, and no stock number is needed. Distribution will be maintained by the following:

Space and Naval Warfare (SPAWAR)
Systems Center Charleston
Norfolk, VA

b. Request for automatic CD distribution should be submitted in a memorandum format that includes the following information:

(1) Command's name and address

(2) Command's Unit Identification Code (UIC)

(3) Command Acronym

(4) Command Standard Navy Distribution List number

(5) Point of contact with phone number

(6) Number of CD-ROMs required, with justification

c. Request for CDs should be mailed to the following:

Commander, Navy Personnel Command
PERS-013
5720 Integrity Drive
Millington, TN 38055-0130

d. SPAWAR is responsible for conversion to CD-ROM and can be contacted for technical support at the following numbers:

COM: (757) 445-9191/9192
DSN: 565-9191/9192

3. **NAVPERS Publications on CD-ROM**. The below listed NAVPERS publications are available on the BUPERS CD-ROM.

NAVPERS Publication Number	Title
15009	Register of Commissioned and Warrant Officers of the United States Naval Reserve
15018	Register of Commissioned and Warrant Officers of the Active Duty List
15555C	Navy Military Funerals
15559B	Officer Transfer Manual
15560C	Naval Military Personnel Manual
15607C	Casualty Assistance Calls Officer Handbook
15628	Casualty Assistance Calls Officer Course
15630B	Surviving Benefit Plan (SBP) Counselor’s Guide
15665I	U.S. Navy Uniform Regulations
15839I	Manual of Navy Officer Manpower Personnel Classifications Volume 1, Major Code Structures Volume 2, The Officer Datacard
15878H	Retention Team Manual
15909F	Enlisted Transfer Manual
15939	Register of Retired Commissioned and Warrant Officers, Regular & Reserve, of the USN
15956D	Navy Funerals at Arlington National Cemetery
16000	Total Force Manpower Management System (TFMMS) Coding Directory
18068F	Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards Volume I Navy Enlisted Occupational Standards Volume II, Navy Enlisted Classifications

MILPERSMAN 5312-010

UTILIZATION OF CIVILIAN AND MILITARY PERSONNEL IN NAVY MORALE, WELFARE, OR RECREATIONAL FUNCTIONS (MWR)

Responsible Office	CNI (N25)	Phone: DSN COM FAX	882-6615 (901) 874-6615 882-6803

References	(a) DODI 1000.15 of 23 Oct 97 (b) DODI 1401.1 of 15 Nov 85 (c) SECNAVINST 5401.2A (d) DODI 1015.10 of 3 Nov 95

1. **Definition**. MWR programs (exclusive of private organizations as defined in reference (a)) located on Department of Defense (DOD) installations or on property controlled (by lease or other means) by DOD or furnished by a DOD contractor, provide for the mission sustainment, community support, and other revenue generating programs for authorized DOD personnel.

2. **Civilian Personnel**. DOD components shall staff MWR programs primarily with civilians. Non-appropriated Fund (NAF) civilian personnel policies shall be per references (b) and (c). Although NAF employees provide the primary source of staffing, MWR programs are authorized Appropriated Fund (APF) staffing for Executive Control and Essential Command Supervision (ECECS).

3. **MWR Activities**. DOD components shall follow established categories of MWR programs for uniformity of funding and reporting per reference (d). MWR activities may be funded wholly, in part or in combination, by appropriated or nonappropriated funds. The following are included in MWR:

a. **Category A**: **Mission Sustaining Programs**. These programs are considered most essential in meeting the organizational objectives of the military services. The programs shall be supported almost entirely with APF, limiting the use of NAF to specific instances where APF are prohibited by law or where the use of NAF is essential for the operation of a facility or program. Programs in this category have virtually no capacity for the generation of non-appropriated revenues.

Programs within this category promote the physical and mental well-being of the military member, a requirement that supports accomplishment of the basic military mission. Some examples are physical fitness facilities, libraries, and unit level sports.

b. **Category B**: **Community Support Programs**. These programs are closely related, in terms of supporting the military mission, to those grouped in Category A. They satisfy the basic physiological and psychological needs of servicemembers and families, providing, to the extent possible, the community support systems that make DOD installations temporary hometowns for a mobile military population. These support programs should receive substantial amounts of APF support, but differ from those in Category A, in part, because of their ability to generate NAF revenues. That ability to generate revenues is limited and in no case could they be sustained without substantial AFP support. Some examples are automotive skill development, youth activities, child development programs, arts and crafts skill development, and outdoor recreation.

c. **Category C**: **Revenue Generating Programs**. Activities in this group have the business capability of generating enough income to cover most of their operating expenses, but they lack the ability to sustain themselves based purely on their business activity; consequently, they receive limited APF support. Some examples are as follows:

(1) Golf courses

(2) Clubs

(3) Bowling

(4) Boating activities

Revenue generating programs at remote and isolated locations may receive the same amount of APF support as Category B programs.

4. **<u>Military Personnel</u>**

a. **Permanent military personnel** may be assigned when filling

(1) a position in a Category A or B program, when the military service determines assignment of military personnel is

required to support wartime or contingency operations, is based on past practice, or is required for overseas rotation.

(2) an ECECS position based on the criteria above, or when the position cannot be filled effectively with civilians.

(3) a lifeguard position at Category A swimming pool.

b. **Temporary military personnel** may be placed on temporary assignment to MWR programs, to include detail and temporary duty, for a period not to exceed 90 days, unless a longer period is approved by the head of the DOD component concerned. Temporary assignments may be made only under the following conditions:

(1) Fleet Marine Force Personnel Assistance Program (FAP) personnel are not occupying table of organization billets and are required to carry out the provisions of the FAP. (No personnel shall be used to fill Category C program positions.)

(2) Mobility or deployment requirements occur.

(3) Training to upgrade or maintain essential military skills cannot be provided through other means.

(4) Military personnel volunteer.

NOTE: This article is not intended to discourage officer and enlisted volunteers or NAF part-time or off-duty employment of enlisted personnel.

MILPERSMAN 5352-010

NATURALIZATION OF MILITARY PERSONNEL

Responsible Office	CNIC (N911A)	Phone: DSN COM FAX	882-4387 (901) 874-4387 (901) 874-2690

References	(a) 8 U.S.C. 1439 (b) DOD Instruction 5500.14 of 4 Jan 06 (c) 8 U.S.C. 1440 (d) NAVADMIN 251/04 (e) SECNAV M-5510.30 of 30 Jun 06 (f) U.S. Navy Guide to Naturalization Applications Based upon Qualifying Military Service

1. **Naturalization of Members Lawfully Admitted to United States (U.S.) under 8 U.S.C. 1439 (Peacetime)**. Per references (a) and (b), members who have been lawfully admitted to the U.S. for permanent residency, and are lawful permanent residents, may meet residence requirements for naturalization by serving honorably in the Armed Forces of the U.S. for a total of **1 year**. Petition for naturalization must be filed while member is still in military service, or within 6 months of separation date, provided separation was under honorable conditions.

2. **Naturalization of Members under 8 U.S.C. 1440 (Wartime)**

a. Per references (b) and (c), members may qualify for naturalization whether or not they have been lawfully admitted to the U.S. for permanent residence, provided one of the following conditions is met, and member has served honorably as a member of the Selected Reserve of the Ready Reserve or in an active-duty status in the military, air, or naval forces of the U.S. during any of the following periods:

(1) Between 1 September 1939 and 31 December 1946.

(2) Between 25 June 1950 and 1 July 1955.

(3) Between 28 February 1961 and 15 October 1978.

(4) Between 2 August 1990 and 11 April 1991.

(5) Between 11 September 2001 and a date to be designated by future Executive Order (EO).

(6) Any future period of armed conflict with a hostile foreign force, as designated by EO of President.

b. Residence in U.S., or a specified period of physical presence in U.S., is not required.

c. Only **1 day** of service is required during these periods designated by EO.

d. At time of enlistment, reenlistment, extension of enlistment, or induction, such person shall have been in the U.S., Canal Zone, American Samoa, Swains Island, or on board a public vessel owned or operated by the U.S. for noncommercial service, whether or not member has been lawfully admitted to the U.S. for permanent residence.

3. **Petition for Citizenship**

a. Members who meet above criteria, and desire to obtain U.S. citizenship, should contact their command citizenship representative (CCR) for assistance. Per reference (d), all commands shall appoint a CCR.

b. With aid of a CCR, Personnel Support Activity Detachment (PERSUPP DET)/personnel offices, command/staff judge advocates, and/or Naval Legal Service Offices (NLSOs), applicant will complete application and their command will forward it to the following address:

U.S. Department of Homeland Security
Citizenship and Immigration Services
Nebraska Service Office
P.O. Box 87426
Lincoln, NE 68501-7426

c. Once processing is completed, applicant must appear before **U.S. Citizenship and Immigration Service (USCIS)** for interview and oath ceremony. Applicant must appear before USCIS on scheduled date for oath of citizenship. Processing petitions of alien members of Armed Forces requires a **minimum of 180 days**, but may take longer, depending upon caseload of office where petition is filed, and circumstances of individual case.

4. **Overseas Assignment**. Naturalization proceedings are available through U.S. embassies, consulates, and as practicable, U.S. military installations overseas.

5. **Expedited Application Finalization**

a. The Secretary of Defense has prescribed a policy that facilitates the opportunity for a member of the Armed Forces to finalize naturalization for which the member has applied. The policy shall include

(1) a high priority for granting emergency leave; and

(2) a high priority for transportation on aircraft of, or chartered by, the Armed Forces.

b. If members receive written notification from USCIS stating processing of their application has been completed, and requesting them to appear with two U.S. citizen witnesses before a representative of USCIS, at a designated location for purpose of completing naturalization process, **leave or rest and recuperation (R&R) leave may be granted**.

c. Members granted leave for such purposes should advise USCIS, if possible, when they expect to arrive in leave area, and contact that office immediately upon arrival. Every effort will be made by USCIS to complete naturalization within leave period.

6. **Security Clearance**. Security clearance and access to classified information for an immigrant alien or foreign national is limited as provided in reference (e).

7. **Required Forms**. The following forms required for naturalization purposes may be obtained from any USCIS office:

Form	How to Submit
N-400, Application for Naturalization	Submit original to USCIS.
G-325B, Biographic Information	Submit **original only** to: Office of Judge Advocate General Code 16 1322 Patterson Avenue, SE Suite 3000 Washington Navy Yard, DC 20374-5066 Submit a **copy** to USCIS with original Application for Naturalization package.
FD-258, Fingerprint Card	**Overseas only**. Submit two cards to USCIS. If applicant is overseas, military police may take applicant's fingerprints, or applicant may go to nearest U.S. consulate. Applicants in the U.S. may not submit FD-258 as part of the application. Instead, applicants in the U.S. **must** have fingerprints taken at the local USCIS Application Support Center, and that office will process the fingerprints separately.
N-426, Request for Certification of Military or Naval Service	Military members will fill out front of form, and submit entire form to their local PERSUPP DET/personnel office. Submit certification to USCIS in triplicate (one original and two copies).

8. **Further Assistance**

a. Advice and assistance concerning naturalization laws can be obtained from the following:

Legal Assistance Division
Office of Judge Advocate General (Code 16)
1322 Patterson Avenue, SE
Suite 3000
Washington Navy Yard, DC 20374-5066

Telephone: (202) 685-4643
DSN: 325-4643
E-Mail: michael.s.cole1@navy.mil

b. Copies of necessary forms can be obtained at http://uscis.gov/graphics/formsfee/forms/index.htm.

c. See also reference (f) or log onto Navy Knowledge Online (NKO) and type “Immigration.”

MILPERSMAN 5352-020

NATURALIZATION OF ALIEN SPOUSE AND/OR ALIEN ADOPTED CHILDREN OF MILITARY PERSONNEL ORDERED TO A FOREIGN COUNTRY

Responsible Office	CNIC (N911A)	Phone:	DSN	882-4387
			COM	(901) 874-4387
			FAX	(901) 874-2690

References	(a) 8 U.S.C. 1430(b) and 1433 (b) 8 U.S.C. 1430(e) (per P.L. 110-181 (Act of Jan. 28, 2008), Section 319, Immigration and Naturalization Act) (c) DOD Instruction 5500.14 of 4 Jan 06

1. **Background**. This article provides uniform procedures acceptable to United States Citizenship and Immigration Service (USCIS) for military certification of alien family members seeking naturalization under references (a) and (b), and is per reference (c).

2. **Eligible Spouses and Children**. Lawful permanent resident alien spouses and adopted children of United States (U.S.) citizen members may be naturalized without regard to prior residence or a specified period of physical presence within U.S., or within jurisdiction of a naturalization court, when member has been assigned to duty in a foreign country and alien spouse or adopted child has been authorized to accompany or join member. In addition, the alien spouse and children may be naturalized overseas per references (a) and (b).

3. **Installation Commanders**. Military installation commanders shall give maximum assistance to alien family members of personnel ordered overseas, to expedite naturalization of family members in order to permit them to accompany or join their sponsors, when such travel has been authorized by regulation and is approved by overseas commander.

4. **Naturalization Procedure**. The following procedure has been developed with USCIS to effect timely and orderly processing of alien family members eligible for naturalization under above cited statutes. Deviation from prescribed procedure, use of

nonstandard forms of certification, or failure to submit required documentation may result in delay in attainment of citizenship.

Step	Action
1	Application shall be made by alien member on **N-400**, **Application for Naturalization**. This form may be obtained from any USCIS office or any court having naturalization jurisdiction.
2	Application may be filed when it is established that sponsor is being assigned overseas, or may be deferred until appropriate military commander has certified scheduled date of family member's departure.
3	Submit application to nearest USCIS office with following documents: • Three identical photographs • Certification of family member's scheduled departure for overseas made by appropriate military commander
4	**DD 1278**, **Certificate of Overseas Assignment to Support Application to File Petition for Naturalization**, will be issued to alien family members by Navy Passenger Transportation Office at times indicated so that they may file the certificate with nearest USCIS office to initiate naturalization proceedings. Only DD 1278 will be accepted by USCIS office; memorandums or letters issued by military commanders will not be accepted.
5	When family members are authorized automatic concurrent travel, DD 1278 shall not be issued earlier than **180 days** prior to family members' scheduled date of travel.
6	When advance application for concurrent travel is required, DD 1278 shall be issued after approval is received, and not earlier than **180 days** prior to family members' scheduled date of departure.
7	When concurrent travel is not authorized, DD 1278 shall be issued after authorization for family members' movement is received, but not earlier than **90 days** prior to scheduled date of family members' travel.
8	Aliens will file DD 1278, and N-400 if not previously filed, with nearest USCIS office. Further processing of application for citizenship will be as prescribed by USCIS. Upon completion of naturalization process, application for a passport should be submitted immediately so that it can be issued prior to departure of family members for overseas.
9	If the alien spouse is already overseas then the family members may be naturalized overseas per references (a) and (b).
10	This provision may not be used if the individual will have less than 1 (one) year left on the orders when the spouse becomes a U.S. citizen. In addition this provision is not available once the military member has returned to the U.S. on permanent change of station (PCS) orders.

5. **Further Assistance**

a. Advice and assistance concerning naturalization laws and regulations can be obtained from following:

Legal Assistance Division
Office of Judge Advocate General (Code 16)
1322 Patterson Avenue, SE
Suite 3000
Washington Navy Yard, DC 20374-5066

Telephone: (202) 685-4643
DSN: 325-4643
E-Mail: michael.s.cole1@navy.mil

b. Copies of necessary forms can also be obtained from same source.

MILPERSMAN 5352-030

MARRIAGE OF NAVAL PERSONNEL TO FOREIGN NATIONALS

Responsible Office	CNIC (N911A)	Phone: DSN COM FAX	882-4387 (901) 874-4387 (901) 874-2690

1. **Authority**. Marriages outside the United States (U.S.) to foreign nationals shall be governed by the instructions of the local area commander.

2. **Local Regulations**

a. The senior naval commander in the area concerned will implement the regulations through local policies and procedures. The policies should include

(1) requirements for medical examinations of the member and the prospective spouse;

(2) marriage counseling;

(3) evidence of financial ability to prevent the spouse from becoming a public charge; and

(4) notarized written consent from parent(s) or legal guardian(s) of either party if under the legal age for marriage in the state, territory, or country in which the marriage is to take place.

b. See the area commander's instruction, 1752 series, for required forms and further requirements.

3. **Application**. All members contemplating marriage outside the U.S. to a foreign national will submit an application for permission to the area commander in the area where the alien lives.

4. **Background Investigation**. The most time-consuming element in premarital processing is the background investigation of the prospective spouse. Members are encouraged to contact the local U.S. Embassy or consulate to request a background investigation, including a criminal and subversive record check, be initiated

to determine the eligibility of their prospective spouses' entry into the U.S.

5. **Screening Process**. The screening of prospective spouses is substantially similar to the processing of requests for entry of alien spouses into the U.S. Inadmissibility to the U.S., or inability to complete the background investigation, of a prospective alien spouse does not necessarily require disapproval of a marriage request. Authorization to marry is not given in such cases until both parties to the proposed marriage signify, in writing, they have been counseled and advised the prospective alien spouse may be ineligible for admission to the U.S., but they desire the marriage take place.

6. **Application Approval**

a. Applications should be sent for approval to area commanders, or their designee, as indicated below:

Area Commanders	Countries
COMNAVREGEUR	Europe, Africa (except the Horn of Africa Region), Israel, Iceland
COMNAVAIRLANT	Bermuda, Azores
COMUSNAVSO	Caribbean, Central/South America
COMNAVFORJAPAN	Japan
COMNAVFORKOREA	Korea
COMNAVMARIANAS	Pacific, Philippines, Hong Kong, Macau, China, Singapore, Vietnam, Thailand, Cambodia, Australia, New Zealand, India
CO, NAVSUPPFAC, DIEGO GARCIA	Indian Ocean
COMNAVREGNW	Canada
COMNAVREGSW	Mexico
COMUSNAVCENT	Horn of Africa Region; South Asia; Arabian Peninsula, Iraq, and Northern Red Sea; Central Asia

b. Contact Commander, Navy Installations Command (CNIC) (N911A) for guidance in determining appropriate area commander for any areas not listed above.

MILPERSMAN 5360-010

NAVY MILITARY FUNERALS

Responsible Office	NAVPERSCOM (PERS-621)	Phone: DSN	882-2501
		COM	(901) 874-2501
		FAX	882-6654
		TOLL FREE WITHIN U.S.	(800) 368-3202
		FROM OVERSEAS	(901) 874-2501

1. **Types of Service**. Depending on the location where the funeral service will be held, see the designated publication for detailed information.

Type of Service	Publication
Burial at Sea	NAVPERS 15555D, Navy Military Funerals NAVMEDCOMINST 5360.1
Funerals at Arlington National Cemetery	NAVPERS 15956D, Navy Funerals at Arlington National Cemetery
Other Navy Military Funerals	NAVPERS 15555D, Navy Military Funerals NAVMEDCOMINST 5360.1

MILPERSMAN 5360-020

CHAPLAIN (RESERVE COMPONENT) SUPPORT OF MILITARY FUNERALS

Responsible Office	CNO (N097)	Phone: DSN COM FAX	224-4720 (703) 614-4720 224-4725

References	(a) DODD 1300.15 of 11 Jan 01 (b) 10 U.S.C. 1491 (c) SECNAVINST 1001.33C (d) BUPERSINST 1001.39D (e) Joint Federal Travel Regulations, Volume 1, Chapter 7, Part G

1. **Purpose**. To provide authorization and procedures for Reserve component chaplains to receive service credit, pay, allowances, and reimbursement for travel when conducting military funerals.

2. **Background**

a. Reference (a) establishes policy and responsibilities for members of the Ready Reserve including Reserve component chaplains who volunteer to participate in military funeral honors. Reference (b) specifies that members of the armed forces in military funeral honor details shall wear the uniform of the member’s military service while serving in the detail.

3. **Policy**

a. The services of a Navy chaplain should be provided, per request of the next of kin, at the funeral of Department of the Navy personnel whose death occurs while on active duty, who have been awarded the Medal of Honor, or who were military retirees. The services of a Navy chaplain may be provided, per request of the next of kin, at the funeral of veterans who were discharged under conditions other than dishonorable per reference (a).

b. Under references (a), (c), and (d), a Reserve component chaplain who is in the Selected Reserves (SELRES) or a member of a Voluntary Training Unit (VTU) is authorized one drill point,

pay, allowances, and travel for performing military funeral honors. The performance of funeral honors does not count towards the annual training requirement under reference (c).

4. **Responsibilities**

a. The Regional Funeral Honors Program Coordinator may authorize payment and reimbursement for travel.

b. In order to receive pay and service credit chaplains are responsible for reporting the performance of funeral honors to the Naval Reserve activity that holds their record.

5. **Action**

a. Next of kin, or their authorized representative, desiring chaplain support for military funeral honors should submit requests to the Regional Funeral Honors Program Coordinator. The request should specify the religion of the decedent.

b. The Regional Funeral Honors Program Coordinator will coordinate chaplain support through the Regional Chaplain.

c. Payment of travel, pay, and allowances will be made per references (b), (d), and (e). Reference (d) specifies that members of the Reserve component who perform funeral honors in a funeral honors duty status 50 or more miles from the member’s residence are entitled to travel and transportation allowances.

d. Participation by Reserve component chaplains in the military funeral support program is not mandatory, but is strongly encouraged.

MILPERSMAN 5370-010

OUTSIDE EMPLOYMENT OF MEMBERS ON ACTIVE DUTY

Responsible Office	CNO N13 (N131)	Phone: DSN COM FAX	225-6301 (703) 693-2301 224-1189

References	(a) DOD 5500.7-R of 30 Aug 93 (b) SECNAV Policy Memorandum dated 20 Nov 00

1. **Policy**

a. Reference (a), chapter 3, section 3, provides information regarding personal participation in non-Federal entities and in seeking outside employment. Chapter 8 provides information regarding seeking other post-government employment.

b. Members should be aware that commanding officers or other senior authorities may impose additional restrictions.

2. **Areas of Concern**. Areas of particular concern are employment

a. by a prohibited source (i.e., defense contractor).

b. that may detract from readiness or pose a security risk.

c. that prejudices good order and discipline or is service discrediting.

d. that has potential for regional, national, or international press or public relations coverage with regard to the member's outside employment and any potentially positive or negative impact that employment may have on the member's military position.

3. **Guidance**

a. Questionable situations should be discussed with supervisors and/or ethics counselors. In special cases where a member's outside employment activity has potential for regional, national, or international press or public relations coverage

and has potential recruiting or public affairs benefit to the Navy, members shall seek approval prior to participating in such activity as delineated below.

b. Personnel who believe they may benefit the Department of the Navy by using their unique talents in employment outside the Navy may submit a letter of request to Chief of Naval Operations (CNO) via the officer's

- Commanding Officer (CO);
- Commander, Navy Personnel Command (COMNAVPERSCOM);
- Commander, Navy Recruiting Command (COMNAVCRUITCOM);
- Chief of Naval Personnel (CHNAVPERS);
- Chief Information Officer; and
- Vice Chief of Naval Operations

requesting permission to participate in activities with potential recruiting or public affairs benefit to the Navy. The request must contain specific proposals describing how the individual's talents will be used to benefit the Navy's national recruiting or public affairs efforts. In evaluating such a request, the chain of command and ultimately CNO will consider the current needs of the Navy, the quality of the individual's professional performance to date, the strength of the individual's public affairs or recruiting proposal, and the likelihood that the individual's accomplishments will be sufficiently noteworthy to generate the desired benefit for the Department of the Navy. Each decision will be made on a case-by-case basis.

4. **Procedures**

a. Per reference (b) and pursuant to the policies contained in paras. 1-3 of this article, a naval officer desiring to participate in activities with potential recruiting or public affairs benefit to the Navy must request permission from CNO via the officer's CO, COMNAVPERSCOM, COMNAVCRUITCOM, CHNAVPERS, and Vice Chief of Naval Operations.

b. **Contents of Letter of Request**. The proper format for the letter of request to participate in activities with potential recruiting or public affairs benefit to the Navy is as follows:

Date

From: [Rank, Name, USN/USNR, SSN/Designator]
To: Chief of Naval Operations
Via: (1) Commanding Officer, [present duty station]
(2) Commander, Navy Personnel Command (PERS-4)
(3) Commander, Navy Recruiting Command
(4) Chief of Naval Personnel
(5) Vice Chief of Naval Operations

Subj: REQUEST TO PARTICIPATE IN [activity with potential recruiting or public affairs benefit to the Navy] WHILE SERVING ON ACTIVE DUTY IN THE UNITED STATES NAVY

Ref: (a) MILPERSMAN 5370-010

Encl: (1) Reason for submission of request. [Specific proposals describing how the requesting officer's talents will be used to benefit the Navy's national public relations and recruiting efforts]
(2) Copy of applicable contract [or similar binding commitment that guarantees the requesting officer an opportunity to pursue an activity providing potential positive public affairs or recruiting benefit]

1. I hereby submit my request to participate in activities with potential recruiting or public affairs benefit to the Navy while on active duty. My active duty service obligation will expire in [month/year].

2. My reason(s) for requesting to participate in activities with potential recruiting or public affairs benefit to the Navy are provided in enclosures (1) and (2).

3. I fully understand that approval of my request is contingent upon the credibility of my proposal to utilize my talents to benefit the Navy's national recruiting or public affairs efforts. I also realize that in evaluating such a request, the chain of command and ultimately Chief of Naval Operations consider the current needs of the Navy, the quality of my professional performance to date, the strength of my public affairs or recruiting proposal, and the likelihood that my

accomplishments will be sufficiently noteworthy to generate the desired benefit for the Department of the Navy. Furthermore, I acknowledge that the decision to approve or disapprove my request will be made on a case-by-case basis and that the United States Navy is under no legal or implied obligation to honor my request.

a. To serve in a capacity the Navy deems fit to utilize my service in order to support of Navy public affairs or recruiting.

b. Home of record (city and state recorded as home of record of the officer when commissioned, reinstated, appointed, inducted, or ordered to relevant tour of active duty) is _____.

4. Place of entry (city and state where the officer appointment acceptance and oath of office was signed; for Naval Academy graduates, the place of entry is Annapolis, MD; for Naval Reserve Officer Training Corps (NROTC)/STA-21 graduates, the place of entry is the city and state of the college or university attended) is _____.

[Signature]

5. **CO's Endorsement**. The following outlines minimum mandatory inclusions required for a properly drafted Command Endorsement Letter:

(1) COs must forward requests to participate in activities with potential recruiting or public affairs benefit to the Navy while on active duty by endorsement within 30 days and must certify information provided in the officer's letter is correct.

(2) The CO's endorsement shall comment on the individual's professional performance to date, the strength of the individual's public affairs or recruiting proposal, and the likelihood that the individual's accomplishments will be sufficiently noteworthy to generate the desired positive benefit for the Department of the Navy. The CO should also provide a recommended disposition of the request.

MILPERSMAN 5370-030

RESTRICTIONS ON CIVILIAN EMPLOYMENT OF RETIRED MEMBERS

Responsible Office	NAVPERSCOM (PERS-OOJ)	Phone:	DSN COM FAX	882-3164 (901) 874-3164 882-2615

References	(a) NAVSO P-1778 (Rev. 4-2000), Reference Guide to Post-Government Service Employment Activities of Department of the Navy Personnel (b) DODD 5500.7-R of 30 Aug 93 (Joint Ethics Regulation (JER))

1. **Guidance**

a. Various laws restrict the activities of retired Navy and Navy Reserve officers in accepting federal civilian employment, private employment, and employment by foreign governments or foreign businesses. Some of these restrictions also operate to limit the post-retirement activities of retired enlisted personnel.

b. Retired members have the responsibility to determine those activities that they may legally pursue without jeopardizing the rights and benefits of their retired status.

c. Before accepting employment, retiring personnel should review reference (a)

(http://www.defenselink.mil/dodgc/defense_ethics/ethics_issues/refguide_postgovDONapr00.doc)

and consult with their local ethics counselor (judge advocate or general counsel attorney) for further information on reference (b) provisions concerning restrictions on civilian employment of retired members.

MILPERSMAN 5510-010

SECURITY CLEARANCE REQUIREMENTS AND PROCEDURES FOR MEMBERS SCHEDULED TO ATTEND CLASSIFIED COURSES OF INSTRUCTION

Responsible Office	NAVPERSCOM (PERS-4831)	**Phone**:	DSN COM FAX	882-4878 (901) 874-4878 882-2627

References	(a) SECNAVINST 5510.30A (b) NAVEDTRA 10500, Naval Formal Schools Catalog (CANTRAC) (c) SECNAVINST 5510.35

1. **Policy**

a. It is a command responsibility to ensure that appropriate security clearances are obtained from Department of the Navy Central Adjudication Facility (DON CAF) for members prior to their transfer to attend courses of instruction requiring access to classified information. Students normally must be cleared for such access at the beginning of their training period. It is administratively inappropriate to place the responsibility for initiating personnel security investigations and obtaining personnel security clearances upon the command conducting the instruction.

b. Failure to issue appropriate clearances prior to the transfer of members to a school places an unacceptable and unnecessary workload on the training commanders and necessitates long, unproductive delays until the prospective students are properly cleared for the courses of instruction to which ordered. Provisions shall be made for the advance accomplishment of required investigations and issuance of clearances.

2. **Applicability of this Article**. This article is applicable for any member ordered to a course of instruction conducted by the Navy, other armed services, defense agencies, or a school or course conducted under an armed forces contract at the contractor’s facilities.

3. **Responsibilities of the Commanding Officer (CO) who is Transferring the Student**. The CO transferring the prospective student shall determine the degree of clearance required well in advance of the convening date of the course and examine the service record of the prospective student to determine whether any required investigation has been conducted, the clearance issued, and that such matters have been properly documented in the member's service record.

IF ...	**THEN ...**
the required investigation has **not** been conducted,	the CO shall immediately initiate the following procedure: For each member requiring an investigation, prepare and forward the appropriate forms per reference (a). Where members are eligible and accepted for assignment to CT training at the Center for Information Dominance Corry Station, Pensacola, FL, the required forms shall be forwarded to Commander, Naval Security Group Command (COMNAVSECGRU). When there is insufficient time remaining prior to the transfer of the member to effect a required final Secret or Top Secret clearance but an interim clearance will be sufficient for initial enrollment, an interim clearance may be granted provided the member is eligible per reference (a) and a request is immediately submitted for the investigation necessary to issue a final clearance.

4. **Service Record Requirements**

a. The service record should accompany enlisted members being transferred to a service school as otherwise provided in this manual. The standard transfer orders for enlisted members shall include a statement certifying the member's security clearance.

b. When officers or enlisted members are transferred for temporary additional duty under instruction (TEMDUINS), a statement concerning their security clearance shall be placed in

the orders per MILPERSMAN 1320-314 for officer personnel and reference (b) for enlisted personnel.

c. A certified copy of the orders shall be forwarded to reach the recipient command prior to the course convening date. Message certification of the security clearance shall be forwarded to the recipient command if a copy of the orders will not reach the command prior to the course convening date. Additionally, when preparing orders for members to report to a training command for instruction, the command will refer to reference (b) to ascertain and comply with any additional security requirements listed there for the training command concerned.

5. **Members Whose Schools Involve Preparation for Nuclear Weapons Billets**. Requests for background investigations shall be submitted as required by reference (c) for members being assigned to schools involving preparation for assignment to or critical nuclear weapons billets.

6. **Clearances for Reservists on Inactive Duty**. The appropriate security clearance authority shall take the following actions for reservists on inactive duty:

a. Comply with the above procedures when members are ordered to report for active duty directly to a school requiring access to classified material prior to proceeding to their permanent duty station.

b. When members are ordered to active duty for training to attend courses of instruction requiring access to classified information, the orders shall contain the following statement, as appropriate:

“(Final Secret/Top Secret or Interim Top Secret) clearance based on an (ENT-NAC/NAC/SSBI) completed (date) by (agency which conducted investigation)” or “Confidential clearance based on a check of records immediately available.”

c. An advance copy of the orders shall be forwarded to the recipient command. (Inactive duty reservists are not eligible for Interim Secret clearances. Assignment to Navy Reserve category USNR-S2 for a period in excess of 1 year automatically invalidates any previous security investigation and any clearance based on that investigation.)

7. **Responsibilities of the CO to Whom Members Report for Instruction**. COs of activities to which members report for courses of instruction shall take the following action. The provisions of this paragraph shall be completed by the Navy administrative unit in the case of students attending schools and courses of other services.

a. If a student reports for instruction without proper security clearance, communicate immediately with the command from which the student was received and request information on clearance eligibility. If contact with the member's parent command is impractical, submit a research/recertify/upgrade eligibility request via the Joint Personnel Adjudication System to DON CAF for adjudication. The following additional action shall be initiated as appropriate:

(1) Initiate procedures per reference (a) to establish eligibility for an interim clearance, if issuance of such clearance is permissible, in the case of students reporting with their service records but without initiation of the required investigation.

(2) In the case of members in the CT rating, forward the required forms to COMNAVSECGRU.

(3) A name check may be requested per reference (a).

b. When a crucial delay in training or assignment will result while awaiting completion of investigative requirements, access may be authorized as provided for under "Emergency Access" in reference (a).

c. When information is received which would preclude continuance or issuance of a security clearance for a student who is onboard for instruction, the CO of the school shall disenroll the student immediately and take the following action: (Disenrollment constitutes a denial or revocation of clearance and a report of revocation or denial per reference (a) is mandatory.)

(1) Students in TEMDUINS status shall be returned to the parent command.

(2) Students in temporary duty (TEMDU) or TEMDUINS status shall be made available to Chief of Naval Personnel (CHNAVPERS) for further assignment.

(3) Students shall not normally be returned to their parent commands solely because they arrived without proper security clearances.

8. **Acceptance of Clearance from Command to Command**. Personnel security clearances are normally issued by DON CAF to COs having jurisdiction over the member at the time investigations are completed. Once issued, the clearance may be accepted on a mutual and reciprocal basis from command to command unless, for cause or administrative reasons, it is necessary to cancel or change the clearance.

MILPERSMAN 5726-010

LIAISON WITH CIVIL AGENCIES

Responsible Office	CNI (N214)	Phone: DSN COM FAX	882-4325 (901) 874-4325 882-2785

1. **Liaison Activity**. Commander Navy Installations (CNI) is responsible for the maintenance of a liaison relationship with civil agencies both government and private, whose functions relate to services, other than medical, for or on behalf of personnel as a result of their Naval Service and to their family members.

2. **Navy-Marine Corps Relief Society**

a. The Navy-Marine Corps Relief Society, although closely affiliated with Navy and Marine Corps and working exclusively with Naval Service personnel and their families, is a private charitable organization. Commanding officers (COs) are requested to take such interest and provide such assistance to the society as may be feasible and to ensure members under their command are familiar with the nature and extent of the society's assistance. Members should be urged to inform their families of availability of these services. The society can assist when there is need by:

A gratuity
An interest-free loan or a combination gratuity/loan
Counseling and advice
Layettes
Thrift shops
Visiting nurse service

b. All society services are available in times of need to officer and enlisted personnel of Naval Service, active and retired, their family members, and the families of deceased personnel. An Educational Fund has been established to assist the eligible children of Navy and Marine Corps personnel who have a proven need for assistance with the costs of higher education. Society services are available through Navy-Marine Corps Relief Offices at Navy or Marine Corps installations, or

through the cooperative services of the **American Red Cross (AMCROSS)** if the member or his or her families do not reside in the vicinity of a Naval Relief Auxiliary or Branch.

3. **AMCROSS**

a. The AMCROSS is authorized by Navy regulations to be an authorized medium of communication between naval personnel and their families. In addition, AMCROSS provides a program of social services to Navy members which includes financial assistance for emergency travel and other specified emergency situations. These services are provided by the AMCROSS Manager or designated AMCROSS unit. The handling of AMCROSS messages is specifically addressed in the following paragraphs.

b. The AMCROSS is authorized to use Navy communications facilities to transmit emergency messages to personnel afloat and stations outside the 48 contiguous United States and District of Columbia.

c. "**AMCROSS, Washington, DC**" is the designation of the Emergency Communications (EMER COMM) division message switch AMCROSS headquarters.

d. Request for services and/or replies to AMCROSS inquiries should be addressed to "**AMCROSS, Washington DC**."

e. All messages received at AMCROSS with afloat or other mobile unit addresses will be routed directly to the unit involved.

f. Route the following messages to the AMCROSS Station Manager at the member's or family member's home port:

(1) Messages for naval families known to be residing overseas or on continental United States (CONUS) naval installations.

(2) Messages in which the service requested is of such a sensitive nature or requires special handling that, when possible, it be provided by an AMCROSS representative.

g. Commands of afloat and other mobile units shall include "**AMCROSS, Washington, DC**" as an information addressee on all replies to messages received from AMCROSS.

h. For preservation of the privacy of the member, commanders at all levels will respect the confidential nature of AMCROSS reports and will ensure that they do not fall into the hands of unauthorized persons. American Red Cross reports are provided as factual information to assist, without recommendation, and to permit the member concerned and their CO to make their own determination about any decision that may be indicated. American Red Cross communications are privileged, should be protected, and are the property of AMCROSS. American Red Cross reports shall not be filed with or become a part of an individual's service record.

4. **Emergency Leave**. It should be noted that AMCROSS verification is not mandated in cases of emergency leave. COs may, at their discretion, utilize any means available to verify an emergency situation which might require the presence of next of kin. For emergency leave or leave extension in emergency situations, where leave or leave extensions are required, COs, with the consent of the servicemember, may request AMCROSS Station Managers, if available, otherwise National Headquarters, AMCROSS, Washington, D.C. to obtain facts about the emergency situation. Such action should be taken only as a matter of expediency after carefully considering the member's availability and deployment of ship or unit, and amount of leave potential.

5. **American Red Cross Station Managers**

a. Every CONUS installation has either a resident AMCROSS Station Manager or a jurisdictional AMCROSS unit which provides social services to military personnel and their families.

b. Messages for members known to be aboard ships in port are sent from the originating AMCROSS unit direct to the responsible AMCROSS unit at the port of handling. The AMCROSS will coordinate handling with appropriate command.

c. If afloat and pulling into port, and member has been granted emergency leave and requires funds for emergency travel, contact should be made with the AMCROSS office responsible for the port. Members should have emergency travel authorization and a copy of AMCROSS message concerning the emergency when they request assistance.

6. **Family Welfare Reports**. Family welfare reports can be requested on behalf of naval personnel. Requests made of the

AMCROSS should include the member’s full name, rate, and social security number, address of family members, and names and addresses of persons to be contacted for supporting information.

MILPERSMAN 5760-010

NAVY SPOUSE ORGANIZATIONS AND ACTIVITIES

Responsible Office	CNI (N215)	Phone:	DSN	882-4370
			COM	(901) 874-4370
			FAX	882-2630

References	(a) OPNAVINST 1750.1E

1. **Background**

a. The sacrifices required of Navy families are substantial. In order to maintain readiness, the Navy must have high standards and retain well-trained people. In order to retain experienced and productive servicemembers, the family life associated with the service must be supported and enhanced as much as possible.

b. Navy spouses have made unselfish contributions to the spirit and well-being of their Sailors. They promote the general welfare of all persons within the Navy community. Many times they subordinate personal and professional plans to the greater benefit of our nation’s defense. All feasible support will be rendered to assist in the establishment and maintenance of strong and effective Spouse Clubs and support groups, and other organizations and activities dedicated to the enhancement of morale and improvement in the quality of life (QOL) for Navy members and their families. The Navy Family Ombudsman Program, Family Support Groups, Spouse Clubs, and other organizations work together to meet the needs of Navy families.

2. **Navy Family Ombudsman Program**

a. In 1970, Chief of Naval Operations, Admiral E. Zumwalt recognized the issues and concerns that are unique to Navy families. In response to those issues, he established the Navy Family Ombudsman Program. The Navy Family Ombudsman Program, staffed entirely by volunteers, is governed by reference (a).

b. The ombudsman is a vital resource to assist the command in discharging the commanding officer’s (CO’s) responsibilities for the morale and welfare of the families of the command.

c. The Command Family Ombudsman Program belongs to the command and is shaped to a great extent by the CO's perceptions of the needs of the command. The ombudsman is appointed by and works under the guidance of the CO, who determines the priorities of the program, the roles and relationships of those involved in it, and the type and level of support it will receive. The effectiveness of the Command Ombudsman Program in serving the needs of the command and its family is greatly influenced by these decisions.

d. The ombudsman is the link between the command and Navy families. This is especially true in deploying commands where the ombudsman is the primary point of contact between the families at home and the command during deployment.

3. **Family Support Groups**

a. Family Support Groups are vital in meeting the needs of the command families. Support groups range from informal to more formal organizations of spouses within the command. All command support groups, informal or formal, **must** be endorsed by the CO.

b. These groups can meet social needs for camaraderie, companionship, up-to-date information, and serve as a forum to relieve loneliness and stress during unit separations within an undemanding setting. Support groups are usually more active when the command deploys. Once the unit returns, the support group may diminish the number of get-togethers or activities.

4. **Spouse Clubs**

a. A Spouse Club is similar to a support group but functions under more structured guidelines.

b. A formal club must have the CO's approval for formation, membership requirements, election of officers, and a definite structure as specified in a constitution and bylaws. The constitution, bylaws, and membership requirements should have the CO's approval after scrutiny by the command legal officer.

5. **Naval Services FamilyLine (NSFL)**

a. The NSFL is an all-volunteer, non-profit, tax-exempt organization dedicated to improving the QOL for every sea service family. Established in 1965 by and for Navy spouses,

the NSFL has now expanded to include Marine Corps and Coast Guard families.

b. NSFL volunteers provide assistance, information, and referral in all matters pertaining to the military or its lifestyle. NSFL developed the Navy-wide Ombudsman Support Network and the ***Ombudsman Journal***. Its Chairman serves as the Chief of Naval Operations' Navy-wide Family Ombudsman-at-Large. NSFL volunteers research, compile, write, and edit all NSFL publications; coordinate educational seminars; and maintain a supplemental ***Lifeline*** mailing list to ensure that all sea service families in isolated locations can receive the newspaper. NSFL has established field representatives at bases around the world to serve as a local point of contact.

c. The policies and programs of NSFL are guided by a board of advisors which includes spouses of both senior officers and enlisted personnel, active duty personnel, and representatives of other service oriented organizations. Every Navy, Marine Corps, and Coast Guard spouse, family member, or active duty and reserve servicemember is automatically a member of the NSFL with no membership fee or registration requirement.

d. The NFSL writes, publishes, and provides free of charge, a variety of informational literature on topics from social customs and traditions to planning and managing financial and personal affairs.

Naval Services FamilyLine
1014 N Street S.E., Suite 120
Washington Navy Yard
Washington, D.C. 20374-5067

Telephone: 1-877-673-7773

Home Page: www.lifelines.navy.mil/Familyline

6. **Navy Wives Club of America**

a. The Navy Wives Club of America was chartered in 1936 with a Federal charter being granted in 1984. Chapters worldwide are open to spouses of enlisted personnel serving in the Navy, Marine Corps, Coast Guard, and the active reserve units of these services; spouses of enlisted personnel who have been honorably discharged, retired, or have been transferred to

the Fleet Reserve on completion of duty; and widows/widowers of enlisted personnel in these services.

b. The Navy Wives Club of America Scholarship Foundation awards 41 scholarships annually to children of enlisted personnel of Navy, Marine Corps, and Coast Guard.

Navy Wives Club of America, Inc.
PO Box 54022
NSA Mid-South
Millington, TN 38054

Telephone: 1-866-511-NWCA (6922)

Home Page: www.navywivesclubsofamerica.org

MILPERSMAN 5800-010

PATERNITY COMPLAINTS

Responsible Office	NAVPERSCOM (PERS-660)	Phone: DSN COM FAX	882-4387 (901) 874-4387 882-2630

1. **Introduction**. With respect to determination of paternity and support of illegitimate children, no complaint requires greater exercise of judgment and tact than the charge that a member serving under one's command is the father of a child born out of wedlock. While the member should not be left with the impression that either civil law or Navy Regulations require that he marry the mother of the child, if the member desires marriage, leave for this purpose is recommended whenever the absence of the member concerned will not be detrimental to the needs of the service. When the blood parents of an illegitimate child marry, and the member acknowledges paternity of the child, the child is considered to be legitimized by the marriage unless a court finds the child to be illegitimate. While legitimatized, the child is eligible for all allowances and benefits the same as any other legitimate child of the member.

2. **Foreign Complaints**. Complaints from various sources in foreign countries regarding alleged paternity, marriage, or related matters involving Navy personnel during their service at a foreign station can be detrimental to the prestige of the United States Navy and adversely affect international relationships if not promptly resolved. Commanding officers (COs) are expected to expeditiously dispose of such complaints. Commanding officers should feel free to seek advice of local United States consular officials. If, in the judgment of the CO, the situation cannot be disposed of satisfactorily or permanently before departure from the foreign area in question, a report setting forth all pertinent facts should be made to appropriate higher authority.

3. **Legal Obligations**. Normally any order or decree which specifies the obligation to render support of illegitimate children will include within it a determination of paternity of such children. Some jurisdictions provide for determinations of the legal obligation to support illegitimate children without determination of paternity. Either type of order or decree

falls within the scope of this paragraph. If a judicial order or decree of paternity or support is rendered by a United States or foreign court of competent jurisdiction against a member of the Navy on active duty, the member concerned shall be informed of his moral and legal obligations as well as his legal rights in the matter.

4. **Financial Obligation**. The member shall be advised that he is expected to render financial assistance to the child regardless of any doubt of paternity that the member may have. If the court order or decree specifies an amount of support to be provided, the member shall be expected to comply with the terms of such decree or court order. If no amount is specified, support should be rendered following such reasonable agreement as may be made with the mother or legal guardian of the child or in the absence of such an agreement under the support guide in this article. Basic allowance for quarters may be payable on behalf of the illegitimate children. Basic allowance for quarters will be included in determining the member's gross pay. If the member refuses to comply with the terms of the court order, administrative action will be taken as appropriate.

5. **Court Competency**. A court of competent jurisdiction is generally a court that has jurisdiction over the subject matter and the parties involved as well as being the proper judicial forum. As a general rule, the competency of the court to render the judicial order or decree may be tested by the enforceability of the order or decree. Normally, personal service of the court's process on the member is considered essential. With respect to a foreign judicial order or decree, the general rule is that where the defendant was a citizen or subject of the foreign country in which the order or decree was issued, the court may have acquired jurisdiction over him by any mode of service or notice recognized as sufficient by the laws of that country. An order or decree against a citizen or permanent resident of another country, without personal service on him or personal notice of the action to him, is null and void unless he has voluntarily submitted himself to the jurisdiction by appearing and contesting the action. If there is no doubt as to the competency of the court to enter the order or decree, the question shall be referred to the judge advocate general.

6. **Moral Obligation**. In the absence of an adjudication of paternity or of a legal obligation to furnish support by a court of competent jurisdiction, the member shall be privately consulted, advised of the legal or moral obligations of support

of any illegitimate children as well as the rights in the matter, and asked whether he admits either paternity of, or the legal obligation to support, the child or expected child. If the answer is affirmative, the member shall be informed that he is expected to furnish support as set forth above. Where paternity or legal obligation to support is admitted, members should be informed of their moral obligation to assist in the payment of parental expenses.

7. **Sample Reply**. Replies to individuals concerning paternity cases should be as kind and sympathetic as the circumstances permit. The following example may be appropriate in certain cases: (Use proper letter format.)

Dear Ms. Smith:

This letter is in response to your letter of 25 February in which you claim Seaman John P. Jones to be the father of your minor child.

Seaman Jones has been consulted regarding your claim, and he denies that he is the father of your child. Given this denial, the Navy can do nothing further to assist you without a court order finding Seaman Jones to be the father.

While I understand the difficulty of your situation, please understand that the Department of the Navy has neither the authority nor the facilities to adjudicate your paternity claim. If, however, Seaman Jones is adjudged by a civil court of competent jurisdiction to be the father of your child, he will be expected to contribute to the support of the child and to comply with the terms of the judicial decree. If he then refuses to take satisfactory action, he will be subject to administrative or disciplinary action which may jeopardize his Navy career. Such actions by the Navy are designed to encourage its members to voluntarily comply with court orders of support, but do not guarantee compliance. Any claim that you would have against Seaman Jones' military pay for the child support has to be pursued through a civilian court of competent jurisdiction.

If you have any questions regarding this, you should consult a private attorney.

8. **Court Summons**. Communications from a judge of a civilian court, including a court summons or a judicial order, concerning the availability of personnel to appear at an adoption hearing, where it is alleged that an active duty member is the father of the illegitimate child, shall receive a reply that indicates

a. due to military requirements, the member cannot be granted leave to attend court hearing until (date); or

b. a request by the member for leave to attend an adoption court hearing on (date), if made would be approved; or

c. the member has stated in a sworn written statement (forward a copy with response) that he is not the natural parent of the child; or

d. due to the member's unavailability caused by a specific reason, a completely responsive answer cannot be made.

9. **Inform the Member**. The member should be informed of the inquiry and the response and urged to obtain legal assistance for guidance (including an explanation of sections of the Soldier's and Sailor's Civil Relief Act), if appropriate.

10. **Members not on Active Duty**. Allegations of paternity against members of the Armed Forces who are not on active duty will be sent to the member concerned in such a manner as to ensure that the charges are delivered to the addressee only. Military channels will be used when practical. When requested by the complainant, the last known address of inactive duty members may be furnished under the same conditions as set forth below for former members.

11. **Former Members**

a. In all cases of allegations of paternity against former members of the Armed Forces who have been completely separated from the service and who hold no military status whatsoever, the claimant will be informed of the date of discharge, that the individual concerned is no longer a member of the Armed Forces in any capacity and that the Navy Department assumes no responsibility for the whereabouts of individuals no longer under its jurisdiction. The correspondence and all accompanying documentation will be returned to the claimant.

b. The last known address of the former member shall be furnished to the claimant if the complaint against the former member is supported by a certified copy of either a judicial order or decree of paternity or support duly rendered against the former member by a United States or foreign court of competent jurisdiction, or a document which establishes that the former member has made an official admission or statement acknowledging paternity or responsibility for support of a child before a court of competent jurisdiction, administrative or executive agency, or official authorized to receive it, and/or in cases where the complainant, with the corroboration of a physician's affidavit, alleges and explains an unusual medical situation which makes it essential to obtain information from the alleged father to protect the physical health of either the prospective mother or the unborn child.

12. **Legal Assistance Officer**. Members should be encouraged to discuss any personal problems within the scope of this article with their legal assistance officer. This is not intended to delay the measures indicated once a case has reached an aggravated stage.

MILPERSMAN 5812-010

SETTING ASIDE NONJUDICIAL PUNISHMENTS (NJP)

Responsible Office	NAVPERSCOM (PERS-00J)	Phone: DSN COM FAX	882-3166 (901) 874-3166 882-2615

References	(a) Uniform Code of Military Justice (UCMJ), Article 15(d) (b) Manual for Courts-Martial (MCM), Part V (c) JAGINST 5800.7D, Manual of the Judge Advocate General (JAGMAN), Section 0118(b)

1. **Policy**. This article applies to both officer and enlisted personnel. Per references (a), (b), and (c), the nonjudicial punishment (NJP) authority who imposed punishment, their successor in command, or a receiving NJP authority over the person punished may set aside punishment if the punishment resulted in a clear injustice and, absent unusual circumstances, was awarded within 4 months.

2. **Rationale**. The basis for any set aside action is a determination that, under all the circumstances of the case, the punishment has resulted in a “clear injustice.”

a. **Clear injustice**. “Clear injustice” means that there exists an unwaived legal or factual error that clearly and affirmatively injures the substantial rights of the servicemember. An example of clear injustice would be the discovery of new evidence unquestionably exculpating the servicemember. Clear injustice does not include the fact that the servicemember’s performance has been exemplary subsequent to the punishment or that the punishment may have a future adverse effect on the retention or promotion potential of the servicemember.

b. **Time Frame**. The power to set aside punishment, absent “unusual circumstances,” will be exercised within 4 months after the punishment has been executed. By way of example only, unusual circumstances comprise the discovery of new evidence clearly exculpating the servicemember or material mistake which by due diligence could not have been discovered within the 4-month window.

c. **Effects of improper set asides**. Commanders should be cognizant of the effects of improperly setting aside a NJP. Such effects can include

- disadvantaging Sailors who have not committed misconduct, especially in the area of advancement;
- denying detailers and gaining commands relevant information concerning the reliability of the affected Sailors;
- subjecting the Navy to financial reimbursement in the case of restored reductions of rate; and
- in officer cases, denying the chain of command relevant information regarding the officer's fitness for promotion.

3. **Action**

a. To process set aside of an NJP in whole or in part, the NJP authority shall prepare and personally sign (not "by direction") a Letter of Notification (LON) in the format below. If a set aside is directed by a command other than the command that imposed the NJP, the submitting NJP authority shall send an information copy to the command that initially imposed punishment.

b. The reasons for set aside shall be clearly explained and demonstrate a clear injustice in the LON per para. 2a above. A mere conclusory statement that an injustice has occurred is insufficient. A detailed explanation and analysis must be provided.

c. LONs directing set asides outside the 4-month window shall justify the unusual circumstances for the delay per para. 2b above.

d. The LON must be forwarded by the NJP authority via the first flag officer in the NJP authority's chain of command to Navy Personnel Command (NAVPERSCOM), Office of Legal Counsel (PERS-00J). LONs that do not comply with the procedural requirements of this article will be returned without further action.

e. LONs that do comply with the procedural requirements of this article will be forwarded for NAVPERSCOM flag review.

f. NAVPERSCOM, Enlisted Performance and Separations Section (PERS-832)/Officer Performance and Separations Section (PERS-834) will subsequently direct NAVPERSCOM, Records Management/Policy Section (PERS-312E) to expunge from the servicemember's permanent personnel record all documents pertaining to the NJP that have been set aside. If a reduction in rate is set aside, the date of restoration must revert to original date of advancement and time in rate, thereby entitling member to full reimbursement of back pay. NAVPERSCOM (PERS-832/PERS-834) will subsequently notify the NJP authority and member when NAVPERSCOM review has been completed and local action is appropriate.

g. The NJP authority will ensure all local records are purged of any notations of NJP hearing and/or punishments awarded which have been set aside, and their residual effects.

h. Correction of pay and allowances is to be accomplished by the command personnel office or servicing Personnel Support Activity Detachment (PERSUPP DET) immediately after NAVPERSCOM review is complete per MILPERSMAN 1070-310 and the Navy Standard Integrated Personnel System (NSIPS). NAVPERSCOM does not act as approval authority or have capability to correct or adjust pay and allowances. Correspondence regarding those matters should be addressed to the following:

NSIPS Help Desk
DSN: **647-5110**
Toll Free: **1-877-589-5991**
Fax DSN: **674-0342**
E-Mail: **nsipshelp@cnrf.navy.mil**

i. Performance evaluation documents and related correspondence may only be removed from record if a special report was issued as a result of NJP. For periodic or transfer reports, specific references to NJP, trait marks, and promotion recommendations may not be changed by NAVPERSCOM as a result of the set aside action. For records or documents which may not be corrected by set aside action, servicemember should be advised to petition Board for Correction of Naval Records (BCNR) for additional corrective action.

NOTE 1: **Mitigation of punishment** is a reduction in either the quantity or quality of a punishment, its general

nature remaining the same. To mitigate punishment per reference (b) (para. 6b), use,

- **if pay is involved**, NAVPERS 1070/607 (Rev. 10-00), Court Memorandum; or
- **if no pay is involved**, NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks;

to correct the original document. Reduction in paygrade may be mitigated to forfeiture of pay **only** within 4 months after date of execution and forfeitures may not exceed the total amount of forfeitures that could have been awarded at NJP. Both original and corrected NAVPERS 1070/607s will be filed as part of member's official record. Do not issue a LON in a modified format to NAVPERSCOM (PERS-4832) for mitigation.

NOTE 2: See MILPERSMAN 1430-020 for procedures regarding advancement after reduction in rate.

4. **Sample LON**. Use this LON for setting aside an NJP (use the proper letter format):

From: (Command setting aside punishment)
To: Commander, Navy Personnel Command (PERS-00J)

Subj: SET ASIDE OF NJP ICO (GRADE/RATE, NAME, SSN)

Ref: (a) Manual for Courts-Martial (MCM), Part V, Para. 6d

1. I hereby set aside the nonjudicial punishment (NJP) proceeding in case of (Grade/Rate, Name). All rights, privileges, and property affected by virtue of execution of this punishment shall be restored. Per reference (a), request you remove from (Grade/Rate, Name's) official record all reference to NJP hearing which has been set aside. Request copy-to addressees take appropriate restorative action in case of (Grade/Rate, Name) and notify me and member concerned when completed.

2. Following identifying information is provided:

a. Name: (Grade/Rate, Name, SSN)

b. Date of NJP: (Date)

c. Imposing Command: (If different from command setting aside, indicate by Standard Navy Distribution List (SNDL) long title and forward a copy of Letter of Notification (LON) to that command.)

d. Offenses of which member was found guilty:

e. Punishment awarded:

f. Rationale for set aside: (Describe the "clear injustice" requiring set aside.)

g. Unusual circumstance(s): (If set aside is to take place greater than 4 months since punishment was executed, explanation as to the unusual circumstance(s) present.)

3. This letter shall not be filed in (Grade/Rate, Name's) official record, but shall be destroyed after your action is complete.

4. POC: (Name, Telephone Number)

Signature of NJP Authority
(not "By direction")

Copy to:
(command which imposed punishment)
(cognizant personnel office)
(cognizant disbursing office if pay affected)
(member concerned)

For Official Use Only – Privacy Sensitive

MILPERSMAN 5815-010

EXECUTING A DISHONORABLE OR BAD CONDUCT DISCHARGE

Responsible Office	Navy and Marine Corps Appellate Leave Activity (NAMALA)	Phone: DSN COM FAX	325-0100 (202) 685-0100 325-0606

References	(a) Manual for Courts-Martial (MCM) (b) SECNAVINST 5815.3J (c) JAGINST 5800.7E, Manual of the Judge Advocate General (JAGMAN)

1. **Policy**

a. Punitive discharges from a court-martial will be effected only upon orders from

(1) Navy - Marine Corps Appellate Review Activity, per reference (a); and

(2) Naval Clemency and Parole Board, where applicable, per reference (b).

NOTE: A supplemental court-martial order (SCMO) is required in all cases prior to executing Dishonorable Discharge (DD) or Bad Conduct Discharge (BCD), even if the member has waived or withdrawn from appellate review.

b. In any action on the record to suspend a court-martial sentence (or any part thereof), which includes a punitive discharge, the convening authority (CA) will be guided by reference (a), Rule 1108.

c. A member sentenced to an unsuspended punitive discharge shall, at the convenience of the CA, be transferred to a separation activity (per MILPERSMAN 1050-310 through 1050-380) for confinement and/or retention, and/or appellate leave, pending completion of CA’s action.

2. **Vacating Suspended Discharges**

a. Where execution of a portion of a sentence which includes a punitive discharge is suspended subject to a probationary period, the suspension may be vacated under the procedure in reference (a), Rule 1109; and reference (c), section 0160. A CA may initiate proceedings to vacate suspension of a sentence where it is clearly established by the record that such action is appropriate and in the best interest of Navy.

b. For a new offense, imposition of nonjudicial punishment (NJP) or referral to a court-martial, along with vacation of suspension, may be appropriate.

c. Upon receipt of an order to vacate the suspension of a sentence which includes a punitive discharge, the member may be transferred for discharge, as appropriate.

3. **Procedures**. Follow the below procedures when executing a DD or BCD.

WHEN a DD/ BCD is affirmed...	**AND...**	**THEN...**	**THEN...**
execute the DD/BCD per the SCMO,	if the member **is not in confinement**,	discharge member and issue DD 214,	forward **service record** to Navy Personnel Command, PERS-312C, 5720 Integrity Drive, Millington, TN 38055-3120. forward **medical/dental records** to Department of Veteran's Affairs (DVA). forward **pay record** to Defense Finance and Accounting Center (DFAS), Cleveland, OH.
	if the member **is in confinement,** retain **service**, **medical/dental**, **and pay records**; **DD 214**, and **other documents** in the prisoner's personnel file,	retain until confinement is completed,	
		if member is **released to Parole or to Mandatory Supervised Release**,	forward **service**, **medical/ dental** records to Navy and Marine Corps Appellate Leave Activity 1325 10th Street SE Suite 303 Washington Navy Yard, DC 20374-5070 for retention until maximum release date.
		if member was **transferred** to the **Federal Bureau of Prisons (FBOP)**, the commander of the losing facility (United States Disciplinary Barracks (USDB)/Navy Liaison Detachment or Naval Consolidated Brig (NAVCONBRIG)) will act as the custodian of all records of the prisoner confined in the FBOP. The FBOP will be provided copies of any records they need,	upon completion of confinement, the original records shall be forwarded per the block above.

MILPERSMAN 5821-010

DELIVERY OF PERSONNEL TO CIVILIAN AUTHORITIES

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4427 (901) 874-4427 882-2624

References	(a) JAGINST 5800.7D, Manual of the Judge Advocate General (JAGMAN)

1. **Policy**. Chapter VI of reference (a) provides direction and guidance for various situations where a military commander is asked to provide, or at a minimum, permit the taking of personnel, property, or records from a military installation, to civilian authorities.

MILPERSMAN 6110-020

PHYSICAL RISK CLASSIFICATION FOR OFFICER AND ENLISTED PERSONNEL ON INACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-95)	Phone: DSN COM FAX	882-4503 (901) 874-4503 (901) 874-2689

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUPERSINST 1001.39F (b) NAVMED P-117, Manual of the Medical Department (MANMED) (c) RESPERSMAN 6000-010

1. **Policy**

a. Per references (a), (b), and (c), Navy Personnel Command (NAVPERSCOM), Line Of Duty/Medical Hold/Medical Retention Review Division (PERS-95) assigns physical risk classifications (PRCs) to officer and enlisted personnel based on the professional recommendation of Chief, Navy Bureau of Medicine and Surgery (BUMED). The PRC is recorded in the Inactive Manpower and Personnel Management Information System and the Medical Readiness Reporting System databases. When a member is not assigned a PRC, the individual is normally considered to be physically qualified for orders to active duty without restrictions.

b. NAVPERSCOM (PERS-95) will notify the member’s chain of command via official message of the assigned PRC. The member will be notified by his or her chain of command. Once assigned, PRCs will remain in effect unless changed by NAVPERSCOM (PERS-95). A member may request reconsideration of a PRC by submitting additional medical information to NAVPERSCOM (PERS-95) via member’s chain of command and BUMED.

2. **Classification Categories** NAVPERSCOM (PERS-95) assigns the following PRCs below:

a. **PRC A.** Assigned to a member who is generally considered physically qualified for assignment to all duties consistent with grade, designator, and rating; and for retention in the Navy Reserve. The member has a minor physical defect or condition that must be monitored, but a member classified as PRC A is generally considered to be physically qualified for orders to active duty.

b. **PRC B.** Assigned to a member who is generally considered physically qualified for assignment to all duties consistent with grade, designator, and rating; and for retention in the Navy Reserve; however, the member has a physical defect or condition that could restrict the member's active duty assignment. Personnel with this classification require an annual medical retention review (MRR) submission. Per MILPERSMAN 1910-158, members who have not complied with the annual update requirement will be subject to administrative separation from the Navy Reserve. A member assigned a PRC B has substantive restrictions placed on active duty eligibility. A member assigned a PRC B may complete required annual training and is eligible for active duty orders. However, a waiver is required for any active duty period greater than 30 days or duty outside the continental United States (OCONUS). The member's Reserve medical department representative is responsible for forwarding the waiver request to NAVPERSCOM (PERS-95) no later than 30 days prior to the requested order start date.

c. **PRC C.** Assigned to an Individual Ready Reserve member who has reported a physical defect or condition during annual screenings. This classification serves as an indicator for conditions that require further evaluation if active duty is considered. A waiver is required for any active duty period greater than 30 days or duty OCONUS. NAVPERSCOM, Individual Ready Reserve Mobilization and Force Management Division (PERS-93) will forward the waiver request to NAVPERSCOM (PERS-95) no later than 30 days prior to the requested order start date.

d. **PRC 4.** Assigned to a member who is not physically qualified at the current time for active duty or retention in the Ready Reserve. Members assigned a PRC 4 have evidence of physical defects or conditions which may or may not be physically disqualifying. NAVPERSCOM (PERS-95) will withhold its final determination of the physical qualification for a

maximum period of 1 year pending submission of additional medical information required by BUMED. Per MILPERSMAN 1910-158, members who have not complied with the requirement to submit additional information after 1 year may be subject to administrative separation from the Navy Reserve. While assigned as a PRC 4, the member is considered not physically qualified for mobilization, annual training, active duty for training, active duty for special work, funeral honors detail, overseas orders, or attendance at service schools.

e. **PRC 5.** Assigned to a member who is not physically qualified for retention in the Navy Reserve and not considered physically fit for active duty. NAVPERSCOM (PERS-95) will notify the member's command of the disqualification. The command will notify the member of the finding of physical disqualification by utilizing the letter format contained MILPERSMAN 1910-168. NAVPERSCOM (PERS-95) will direct involuntary discharge or retirement for eligible members who fail to elect one of the options contained within the physical disqualification notification letter.

3. **Waiver Request**

a. NAVPERSCOM (PERS-95) only grants waivers for existing PRC conditions. All waivers must be sent from the member’s medical department representative via encrypted e-mail no later than 30 days prior to the requested order start date and must include the following information:

(1) Name and rank;

(2) Last 4 of social security number;

(3) Date of birth;

(4) Ultimate duty station location;

(5) Number of days;

(6) Type of order;

(7) Start date of order;

(8) Type of work (i.e. administrative, shipboard);

(9) Condition(s), medication(s), prognosis;

(10) Physical readiness test results; and

(11) MRR resubmission date.

b. For mobilization to theater, combatant command requirements include:

(1) All personnel deploying to theater must be medically and psychologically fit for deployment. Fitness specifically includes the ability to accomplish the tasks and duties unique to a particular operation and ability to tolerate the environmental and operational conditions of the deployed location.

(2) Personnel who have existing medical conditions may deploy if all the following conditions are met:

(a) The conditions are not of such a nature that an unexpected worsening is likely to have a medically grave outcome.

(b) The conditions are stable (i.e., currently under medical care and reasonably anticipated by the predeployment medical evaluator not to worsen during the deployment under available care in theater, in light of the physical, physiological, psychological, and nutritional impacts and effects of the duties and location).

(c) Any required ongoing health care or medications must be immediately available in-theater within the military health system, and have no special handling, storage or other requirements (e.g., cold chain, electrical power required).

4. **Assignment in a MRR status.** Per references (a) and (c), members in a MRR status will be assigned per current Reserve force assignment policy.

MILPERSMAN 6120-010

ENLISTED PHYSICAL QUALIFICATIONS FOR CERTAIN DUTY ASSIGNMENT AND PHYSICAL EXAMINATION/MEDICAL SCREENING PRIOR TO TRANSFER OF DUTY

Responsible Office	NAVPERSCOM (PERS-40)	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1300.15A (b) OPNAVINST 6000.1B (c) NAVMED P-117, Manual of the Medical Department (MANMED) (d) BUMEDINST 1300.2A

1. **Policy**. Medical screening is required by references (a) and (b) for military personnel prior to transfer or assignment to certain duty.

2. **Examples of Screening Requirements**

a. Mandatory urinalysis for “A” School attendees.

b. Overseas screening requirements.

c. Human Immunodeficiency Virus (HIV) testing for overseas assignment.

Upon completion of the appropriate screening, health and dental records will be updated, certifying completion of the required screening. Additionally, personnel transferred for separation shall be physically examined as required in MILPERSMAN 1900-808. Personnel transferred for overseas assignment shall be physically examined as required in MILPERSMAN 1300-304.

3. **Special Requirements for Certain Duty Assignment**

a. In addition to the physical qualification requirements for enlistment and separations, there are special requirements for certain types of duty such as the following:

Aviation training and duty.
Submarine training and duty.
Nuclear power training and duty.
Diving training and duty.
Antarctic Expedition Program.
State Department duty.
Personnel applying for service schools.
Detachments to sea duty or duty outside the 48 contiguous United States and District of Columbia.
Applicants for food handler ratings.
All rates or specified duty in which special physical requirements apply.

b. Prior to forwarding requests, when applicable, to Navy Personnel Command (NAVPERSCOM) concerning duties listed above, applicants shall be examined physically per reference (c) and suitable notation shall be made of the results of the examination, giving the nature of defects, if any, in sufficient detail to permit proper departmental review.

c. Personnel suffering from active venereal disease, or other diseases requiring periodic treatment under supervision of a medical officer, shall not be assigned to a ship or station where there is no medical officer attached.

d. References (a) through (d) refer.

MILPERSMAN 6120-020

PHYSICAL EXAMINATION AND MEDICAL SCREENING OF OFFICER PERSONNEL PRIOR TO TRANSFER

Responsible Office	NAVPERSCOM (PERS-451C)	Phone: DSN COM FAX	882-4173 (901) 874-4173 882-2693

References	(a) BUMED 1300.2A (b) OPNAVINST 1300.15

1. **Policy**. Prior to transfer, officers are required to be medically screened under the references (a) and (b), and MILPERSMAN 1300-300 and 1300-800. Examples of screening requirements are Human Immunodeficiency Virus (HIV) testing and overseas screening requirements. Upon completion of the appropriate screening, health and dental records shall be updated, certifying completion of the required medical screening.

MILPERSMAN 6150-010

TRANSFER OF OUTPATIENT AND DENTAL TREATMENT RECORDS, OFFICER AND ENLISTED

Responsible Office	NAVPERSCOM (PERS-312E)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

1. **Purpose**. To publish policy and procedures for transfer of officer and enlisted NAVMED 6150/21 through NAVMED 6150/30, U.S. Navy Medical Outpatient and Dental Treatment Records (hereafter referred to as Health Record (HREC)/Dental Treatment Record).

2. **Policy**. The servicing Personnel Office or Personnel Support Detachment shall retrieve HREC/Dental Treatment Records from the Medical Treatment Facility (MTF), and transfer them as indicated below. DD 877 (Rev. 9-67), Request for Medical/Dental Records or Information will be used to order records from the local MTF. NAVPERS 5000/64 (Rev. 11-02), Records Transmittal will be used when transferring records; previous editions are obsolete and shall not be used.

3. **Where/When to Transfer HREC/Dental Treatment Records:**

Transfer to:	**When:**
next duty station	• a member detaches on permanent change of station (PCS) or temporary duty (TEMDU) orders; • a member is released from active duty, active duty for training (ADT), active duty for special work (ADSW), Presidential Reserve Call-Up (PRC), or mobilization (partial or full), **and** is affiliated or re-affiliated with a drilling reserve unit; • a member on inactive duty is recalled to active duty status over 29 consecutive days (i.e., ADT, ADSW, PRC, mobilization). **NOTE:** See para. 4a below.
Commander, Navy Personnel Command, Casualty Assistance Section (PERS-62), 5720 Integrity Drive, Millington, TN 38055-6200	• a member dies; • a member enters a missing status (including missing in action, interned or detained, and captured). **NOTE:** See para. 4b below.
Officer in Charge, Navy Absentee Collection and Information Center, 2834 Greenbay Rd., N. Chicago, IL 60064-3094	• a member is declared a deserter, and has been in an unauthorized absent status for 120 days. **NOTE:** See para. 4c below.
Department of Veterans Affairs (VA)	• a member is discharged, released from active duty and not affiliating or re-affiliating with a drilling reserve unit, transferred from inactive duty training status (selected reserve and volunteer training unit) to the Individual Ready Reserve or Standby Reserve (S1/S2), or retiring from Active or Reserve service. **NOTE**: See para. 4d below

4. **How to Transfer HREC/Dental Treatment Records**

a. **When transferring HREC/Dental Treatment Records to the next duty station**:

(1) **For officers**:

(a) Complete NAVPERS 5000/64. Seal the below records in an envelope and give it to the officer to hand-carry. (NOTE: If a temporary officer, include NAVPERS 1070/600 (Rev. 5-00), U.S. Navy Enlisted Service Record (hereafter referred to as enlisted Field Service Record (FSR)).

1. NAVPERS 5000/64

2. NAVPERS 1070/602 (Rev. 7-72), Dependency Application/Record of Emergency Data

3. SGLV 8286 (9-02), Servicemembers' Group Life Insurance Election and Certificate

4. SGLV 8285 (4-01), Request for Insurance (Servicemembers' Group Life Insurance) (if applicable)

5. HREC/Dental Treatment Record

(b) If the member was transferred without records, mail the records to the next duty station via first class mail. Every effort will be made to obtain and mail the records the day following the transfer.

(2) **For enlisted**: Combine with the FSR in an envelope and give to the member to hand-carry, or mail via first class mail no later than the day following the transfer. MILPERSMAN 1070-120 refers.

b. **When transferring HREC/Dental Treatment Records to Navy Personnel Command (NAVPERSCOM) (PERS-62)**, comply with MILPERSMAN 1770-030.

(1) **For officers**: Complete NAVPERS 5000/64. Seal the below records in an envelope and mail via first class mail. (NOTE: If a temporary officer, include the enlisted FSR.)

(a) NAVPERS 5000/64

(b) NAVPERS 1070/602

(c) SGLV 8286

(d) SGLV 8285 (if applicable)

(e) HREC/Dental Treatment Record

(2) **For enlisted**: Combine with the FSR in an envelope and mail via first class mail. MILPERSMAN 1070-120 refers.

c. **When transferring HREC/Dental Treatment Records to Officer in Charge, Navy Absentee Collection and Information Center**, comply with MILPERSMAN 1600-060.

(1) **For officers**: Complete NAVPERS 5000/64. Seal the below records in an envelope and mail via first class mail. (NOTE: If a temporary officer, include the enlisted FSR.)

(a) NAVPERS 5000/64

(b) DD 553 (11-02), Deserter/Absentee Wanted by the Armed Services

(c) NAVPERS 1070/602

(d) SGLV 8286

(e) SGLV 8285 (if applicable)

(f) HREC/Dental Treatment Record

(2) **For enlisted**: Combine with the FSR in an envelope and mail via first class mail. MILPERSMAN 1070-120 refers.

d. **When transferring HREC/Dental Treatment Records to Department of Veterans Affairs (VA).**

(1) File a photocopy of DD 214 (2-00), Certificate of Release or Discharge from Active Duty, or a copy of the separation order which documents the discharge of a reserve officer from inactive duty, or NAVPERS 1070/615 (8-01), Record of Discharge from the U.S. Naval Reserve, or a copy of the NAVPERS 1070/613, Administrative Remarks, which documents the discharge of an enlisted member from inactive duty (as applicable) in the member's HREC/Dental Treatment Record.

(2) Transfer the HREC/Dental Treatment Record to the appropriate VA office as follows:

(a) At the time of separation/retirement, member does not desire to apply for service-connected disability compensation from the VA. Mail the HREC/Dental Treatment Record with a complete NAVPERS 5000/64 via first class mail to:

Department of Veterans Affairs
Records Management Center
P.O. Box 150950
St. Louis, MO 63115-8950

(b) At the time of separation/retirement, member indicates a desire to apply for service-connected disability compensation from the VA:

1. Mail the HREC/Dental Treatment Record with the VA claim package and a completed NAVPERS 5000/64 via first class mail directly to the VA Regional Office of jurisdiction.

OR

2. If a Memorandum of Understanding has been entered into by the servicing Department of Defense MTF and the VA for completion of a combined pre-discharge separation physical examination which meets needs of the Navy and needs of the VA for compensation, pension, or hospitalization, the HREC/Dental Treatment Record will accompany the member to the place of examination with the VA claim package and a completed NAVPERS 5000/64.

(3) Prior to transferring the HREC/Dental Treatment Record, make a copy of the following documents to be filed in the member’s service record.

Item	Document Title
1	DD 2808 (1-03) or SF 88 (10-94), Report of Medical Examination (copy of separation physical).
2	DD 2807-1 (7-01) or SF 93 (Rev. 6-96), Report of Medical History (latest copy).
3	NAVPERS 1070/613 (10-81), Administrative Remarks with entry stating disposition of HREC/Dental Treatment Record. **NOTE**: For members discharged from the U.S. Naval Reserve, the entry stating disposition of HREC/Dental Treatment Record may be made in the remarks section of NAVPERS 1070/615, Record of Discharge from the U.S. Naval Reserve (Inactive), Part 2.

(a) **For officers**: Mail the above documents with copy 2 of DD 214 and required service record documents to NAVPERSCOM (PERS-312C) via first class mail.

(b) **For enlisted**: Combine the above documents with the FSR and mail via first class mail per MILPERSMAN 1070-120 or 1070-130.

(4) Outpatient Treatment Records accumulated after a member's HREC has been transferred to the VA will be forwarded under cover letter to the VA office the original HREC/Dental Treatment Record was transferred to. To ensure the VA can locate the member's HREC/Dental Treatment Record to combine these documents with, the cover letter should specify who receipted for the original HREC/Dental Treatment Record on the NAVPERS 5000/64.

MILPERSMAN 6320-010

IMMUNIZATION EXEMPTIONS

Responsible Office	BUMED(M3B25) (Public Health/Preventive Medicine)	Phone: DSN COM FAX	762-3500 (202) 762-3500 762-3490

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 1730.8B (b) BUMEDINST 6230.15A (c) SECNAVINST 1920.6C

1. **Policy**. Exemptions of immunization requirements are granted for administrative reasons and will ordinarily be granted only in the case of legitimate religious objection to immunization, as addressed in references (a) and (b).

2. **Authority**. Authority to grant permanent waiver of immunization requirements is vested in the Chief, Bureau of Medicine and Surgery (BUMED), Washington, DC.

3. **Application Procedure**. Members requesting a permanent exemption of immunization requirements will forward a request to BUMED, Public Health/Preventive Medicine (M3B25) via the member’s commanding officer (CO) and Deputy Chief of Naval Operations, Manpower Training and Education (N1), or Commandant of the Marine Corps, Deputy Chief of Staff (DCS) for Manpower and Reserve Affairs (M&RA), as appropriate.

4. **Contents of Request**. The request will include the following:

    a. Full name and grade;

    b. Description of the religious tenet or belief contrary to immunization;

c. Recommendation from a military chaplain who has counseled the applicant regarding the depth and sincerity of religious belief; and

d. The following acknowledgements. Enlisted members will use NAVPERS 1070/613 Administrative Remarks in the following format:

"I request a permanent waiver of immunization requirements. I hereby state that my request is based upon (religious objection to immunization, or other reasons specifically described). I acknowledge having received the following counseling:

1. Failure to obtain immunization poses additional risk to my health upon exposure to disease.

2. If I contract a disease for which an immunization is available and prescribed, any hospitalization resulting there from could constitute time lost from Active Duty which must be made up.

3. Any disability resulting from the aforementioned disease could deny me entitlement to any disability benefits that otherwise might accrue as a result of naval service.

4. In the event of foreign travel, I may be detained during travel across foreign borders due to international health regulations.

5. If granted, a waiver may be revoked by my commanding officer, if I am subsequently considered by competent authority to have imminent risk of disease.

MEMBER'S SIGNATURE

Witnessed:

5. **Applicant Counseling**. COs will ensure that applicants are counseled concerning the following:

a. The additional risk to health on exposure to disease against which the applicant will not be protected by a military physician who informs member of diseases concerned, and benefits and risks of vaccine;

b. The possibility that the applicant may be detained during travel across international borders due to international health regulations; and

c. The possibility that individuals granted such exemptions may have their waiver revoked if they are at imminent risk of disease (i.e., exposure to anthrax, measles, cholera, etc.) and or due to international health regulations.

6. **Revocation of Waiver by CO**. COs may, without prior approval by BUMED, revoke a member's authorized immunization waiver in the event of imminent risk of disease due to exposure or as a result of international health regulations incident to foreign travel. If a member's immunization waiver is revoked, such action is to be reported to BUMED (M3B25) by message as soon as possible.

7. **Administrative Actions**

a. Service members who have not requested a waiver or whose waiver has been disapproved, and who refuse to take immunizations may be subject to administrative and disciplinary actions as deemed appropriate by COs, for violation of a lawful order.

b. Actions include:

(1) Formal counseling and warning, recorded on NAVPERS 1070/613 Administrative Remarks;

(2) Nonjudicial Punishment;

(3) Courts-martial; and or

(4) Processing for administrative separation by reason of misconduct due to commission of a serious offense.

c. See MILPERSMAN 1910-142 and 1910-402 for guidance on enlisted separation. See reference (c) for officer separations.

MILPERSMAN 7000-010

WORTHLESS CHECKS BY MEMBERS AND/OR THEIR FAMILIES

Responsible Office	NAVPERSCOM (PERS-4832)	Phone:	DSN COM FAX	882-4427 (901) 874-4427 882-2624

1. **Policy**. The issuance of worthless checks by members of the Navy and/or their family is totally unacceptable. It is the responsibility of every member of the Navy to promptly pay one's debts. Upon receipt of a returned check, the activity providing the check cashing privilege shall inform the commanding officer (CO) of the drawer, or in the case of a family member, the CO of the sponsor. If the drawer is retired, on inactive duty as a member of the Naval Reserve, or in the Fleet Reserve, the member will be advised in writing, and if necessary, the area coordinator in which the drawer resides. Suspension of drawer check cashing privileges pending resolution of the worthless check is at the discretion of the check cashing facility.

2. **CO's Responsibility**

a. Upon notification of a returned check, the CO shall

(1) notify the member and, if appropriate, investigate the matter;

(2) inform the member of the need to resolve and report to the command when the worthless check issue has been resolved, and/or take action commensurate with the offense (nonjudicial punishment (NJP), counseling, etc.).

b. Administrative separation (ADSEP) may also be considered for enlisted personnel who demonstrate financial irresponsibility or a pattern of dishonorable failure to pay just debts. For officers, reports of NJP, and/or action in connection with a Detachment for Cause may apply.

MILPERSMAN 7000-020

INDEBTEDNESS AND FINANCIAL RESPONSIBILITY OF MEMBERS

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4427 (901) 874-4427 882-2624

References	(a) 42 U.S.C. 659 (b) 15 U.S.C. 1601 (c) 12 CFR 226, Federal Reserve Board Regulation Z (d) DOD 7000.14R, DOD Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay (e) JAGINST 5800.7, Manual of the Judge Advocate General (JAGMAN)

1. **Policy**. Members of the Naval Service are expected to pay their just debts and financial obligations in a proper and timely manner. The Navy is without legal authority to require a member to pay a private debt, or to deduct any part of their pay to reimburse the creditor even if the indebtedness has been reduced to judgment by a civil court, unless the member's pay is to be garnished to provide child support or alimony under reference (a).

2. **Enforcement of Private Obligations**

a. The enforcement of private obligations is a matter for civil authorities. A commanding officer (CO) is without authority to adjudicate claims or to arbitrate controversies concerning debts or private obligations of naval members, or to act as an agent or collector. Members of the Naval Service are not, by virtue of their military status, relieved from continuing obligations to obey pertinent civil laws or to comply with the terms of applicable civil court orders, decrees, or judgments; however, the ***Servicemembers Civil Relief Act***, as amended, provides for certain privileges and benefits for members of the Naval Service.

b. The extent to which COs may cooperate with creditors is limited to administrative referral of correspondence to the member. The CO shall ensure the member communicates their intentions regarding the creditor. Under the ***Fair Debt***

Collection Practices Act (reference (b)), contact by a debt collector with third parties, such as COs, for the purpose of aiding debt collection is prohibited without prior concurrence of the debtor, or without a court order. Claims for support of family members or claims by the Federal, State, or Municipal Governments are not limited by this section.

3. **Creditor's Obligations**

a. The following requirements should be met by creditors prior to assistance in collecting debts:

(1) Creditors subject to reference (c), and assignees claiming thereunder, shall submit, with their request for debt processing assistance, an executed copy of the Certificate of Compliance and a true copy of the general and specific disclosures provided the member as required by the ***Truth-in-Lending Act***. Reference (b) pertains.

(2) A creditor not subject to reference (c), such as a public utility company, shall submit a certification that no interest, finance charge, or other fee is in excess of that permitted by the law of the State from which the obligation was incurred under reference (c), section 226.3 of Regulation Z.

(3) A foreign-owned company having debt complaints shall submit with its request a true copy in English of the terms of the debt and shall certify that it has subscribed to the Standards of Fairness.

(4) Credit unions chartered to serve DOD personnel, but operating off military installations, banks and credit unions operating on military installations, and bank branches operating on military installations shall conform to the Standards of Fairness. Relative to this requirement, the ***Truth-in-Lending Act*** prescribes the general disclosure requirements which must be met by those offering or extending consumer credit, and reference (c) prescribes the specific disclosure requirements for open-end and installment credit transactions. In lieu of Federal requirements, State regulations apply to credit transactions when the Federal Reserve Board has determined that State regulations impose substantially similar requirements and provide adequate enforcement measures. Regulations of the Federal Reserve Board should be checked to determine whether Federal or State laws and regulations govern.

b. These requirements of certification do not extend to

(1) claims of companies furnishing services such as newspapers and similar services where credit is extended solely to facilitate the service, as distinguished from inducing the purchase of the product or service; or

(2) claims by accommodation endorsers, co-makers, or lenders against the party primarily liable on obligations not intended to benefit the accommodating party, through payment of interest or otherwise; contracts for the purchase, sale, or rental of real estate; claims in which the total unpaid amount does not exceed $50.00; claims for support of family members (guidance found in reference (d), chapter 50 (FMR)); claims based on a revolving or open-end credit account if the account shows the periodic rate and its annual rate equivalent and the balance to which it is applied to compute the charge; or purchase money liens on real property (does not include liens on real property and related obligations such as those which represent obligations for improvement or repair).

4. **Commanding Officer's (CO's) Obligations**. The CO shall ensure members of their command are instructed in financial responsibility, suggested via the command's General Military Training (GMT) program. Disinterested third party counseling (financial counselor) should be made available by each command to assist members with their financial concerns or problems. Training should help to emphasize the following:

a. Thrift is not only a virtue, but for most people, a necessity.

b. The way in which one handles their private financial affairs provides a reliable indication of their general character and truthworthiness.

c. Prior to acceptance of any credit plan, members should evaluate their financial capabilities and set up a budget, which will preclude hopeless entrapment in overburdening and ever increasing debts.

d. Consultation with a legal assistance officer, or command financial assistant, when contemplating large purchases on credit may assist members to avoid commitments which may be difficult or impossible to carry out.

e. Be wary of the “high pressure” salesperson. Think carefully and seek advice before signing an agreement or contract. Never sign a blank contract and always multiply the number of payments by the amount to determine the total payment. Note particularly the penalty clauses.

f. Failure to pay just debts or repeatedly incurring debts beyond one’s ability to pay is evidence of irresponsibility and may jeopardize their security clearance status, advancement status, duty assignment, qualification for reenlistment or extension of enlistment, retention, and in aggravated circumstances may become grounds for disciplinary and/or administrative separation action.

g. A savings may be realized by setting funds aside to provide for cash purchases.

h. Take advantage of the saving, counseling, and lending services provided by credit unions organized by and for Department of the Navy (DON) civilian and military personnel.

i. The use of the statement of Full Disclosure forms as set forth herein will be included in indoctrination and each member desiring to obtain or execute a loan will be encouraged and advised to require the creditor or lender to complete the Full Disclosure form to be signed by both parties to the transaction.

j. Members who did not seek or heed advice beforehand or who otherwise encounter difficulties in paying their debts should be encouraged to consult with a legal assistance officer per reference (e).

k. Bankruptcy is not an easy way out of indebtedness. The Navy neither encourages nor discourages the filing of a petition in bankruptcy. The circumstances prompting bankruptcy proceeding are considered carefully since they may reflect adversely on the military character of the petitioner. A discharge in bankruptcy does not give a member immunity from appropriate disciplinary or administrative action for failure to pay just debts committed prior to a petition of bankruptcy.

5. **Notice of Indebtedness**. Upon receipt of a notice of indebtedness, determine if the creditor is

a. a **debt collector** who is in violation of the ***Fair Debt Collection Practices Act*** or a State statute regulating debt collection practices;

b. a **nonjudgement creditor** who has complied with the Standards of Fairness, made a full disclosure of the terms of the obligation, and executed the Certificate of Compliance before consummating the loan or credit contract, and has submitted a copy of the statement of Full Disclosure and the Certificate of Compliance with the signatures of both parties and the date of its execution;

c. a **nonjudgement creditor** who has certified that the Standards of Fairness are complied with and that the unpaid balance is adjusted accordingly or needs no adjustment, including a statement of Full Disclosure reflecting compliance. This provision applies only to those cases in which the creditor has not executed a Certificate of Compliance prior to the consummation of the contract or is unable to produce it.

d. a **creditor** who has procured a judgment in a civil court of competent jurisdiction.

6. **Letters to Creditors**. In the event that a notice of indebtedness is received by a member's command, the appropriate form letter should be used.

IF...	THEN...
a debt collector is in violation of the ***Fair Debt Collection Practices Act*** or a State statute	return the correspondence to the sender with **Letter L-1**.
the creditor is not listed under Creditors Obligations block	send the creditor **Letter L-2**.
a creditor is not in violation of the ***Fair Debt Collection Practices Act*** or a State statute, and is one of the other types listed under the Creditors Obligation block	• send the correspondence to the member concerned. • have the member respond directly to the creditor in writing, or another documented manner regarding their intentions. • send the creditor **Letter L-3**.
after resubmitting **Letter L-2**, the creditor still has not satisfactorily met the requirements for Full Disclosure or signed the Certificate of Compliance	send **Letter L-4**.
a creditor's letter is received via a member of Congress	respond by **Letter L-5**.
reply concerns verification of a member's employment as status of pay,	respond by **Letter L-6**.

7. **Indebtedness to the Navy and Marine Corps Relief**

a. The Navy and Marine Corps Relief Society (NMCRS) maintains a close affiliation with the Navy and Marine Corps. Communications from the NMCRS to the CO concerning funds advanced to a member are made only after repeated unsuccessful attempts have been made to communicate with the member. The NMCRS requests COs to have the member interviewed, to ask the member to reply to the NMCRS correspondence, and to submit a recommendation regarding member's ability to repay the funds. Answers to these letters shall be answered in terms of action and information requested, not in terms of typical indebtedness letters. These letters are not appropriate when responding to NMCRS, or letters to other COs, which are neither indebtedness complaints, nor collection letters.

b. Claims in which compliance with these requirements is questionable, or in which the total cost of the loan or credit including all finance charges, although stated, appear excessive shall be referred to the officer designated by the command as responsible for such consideration and disposition as may be appropriate; however, before deciding on the proper course of action, the command shall give the creditor an opportunity to demonstrate that the finance charges conform to law and the extent to which the finance charge and rates conform to prevailing rates and charges for similar consumer credit transactions.

c. Expeditious action is encouraged in the best interest of the Navy, and to assist member where feasible in obtaining needed credit, or preventing adverse credit information from being entered on their account(s).

8. **Request for Information on Member's Pay**. Requests to furnish information concerning the personal credit rating of a member of the Naval Service should be courteously refused. Inquiries will be limited to a verification that the member is in the Naval Service, and a statement of the member's duty station, duty address, and basic pay information. The command may provide the member a ***Statement of Service*** (see **Letter L-7**), which includes a statement of pay and allowances that has been signed and released by the command.

9. **Actions in Aggravated Situations of Nonpayment**

a. Should an aggravated situation due to nonpayment occur, the member should be immediately counseled on the adverse effects of such notification of nonpayment of legal debts, and the need to take prompt action to resolve the nonpayment issue.

b. If considered necessary to assist the member in managing their financial affairs, require the member to submit a ***Statement of Monthly Finance (Income and Output)*** (see **Letter L-8**). Submit to DON, Central Adjudication Facility (DON CAF), if appropriate, a full report of the circumstances in connection with any petition in bankruptcy, discharge in bankruptcy, or approved ***Wage Earner's Plan***.

LETTER L-1
(Use proper letter format.)

Dear Sir/Madam:

This is in reply to your letter of (date) concerning the alleged indebtedness of (grade/rate/name).

The policy of the Department of the Navy is that members of the Naval Service shall honorably discharge their just and fair debts. We have, however, no authority to enforce settlement of any private claims made against members of the Naval Service, nor is adjudication of disputed claims a matter under the cognizance of the Department of the Navy.

The Navy will forward complaints of indebtedness to members advising them to communicate directly with the creditors regarding their intention in the matter, provided the letter of indebtedness complies with statutory and regulatory requirements.

A careful review of the contents of your correspondence suggest that it is in violation of (statute (Federal or State, or both)), in that (briefly describe the apparent violation, i.e., correspondent is a member of the class of persons prohibited from contacting third parties). Therefore, the correspondence is returned to you without action.

You are advised to communicate directly with (grade/rate/name) about this matter.

Sincerely,

(Attached enclosures.)

LETTER L-2
(Use proper letter format.)

Dear Mr./Miss/Mrs./Ms/(surname)

This is in reply to your letter of (date) concerning the alleged indebtedness of (grade/rate/name).

The policy of the Department of the Navy is that members of the Naval Service shall honorably discharge their just and fair debts. The Department of the Navy has no authority to enforce settlement of any private claims made against members in the Naval Service, nor is adjudication of disputed claims a matter under the cognizance of the Department of the Navy.

Department of Defense directives require that as a condition precedent to forwarding complaints of indebtedness to a member, the enclosed forms must be completed and the Standards of Fairness complied with. If, after review, it appears that provisions of the Department of Defense directives have been fully satisfied, the matter will be referred to the member for reply directly to you.

Sincerely,

Enclosures: (Standards of Fairness forms for a statement of Full Disclosure and a Certificate of Compliance.)

LETTER L-3
(Use proper letter format.)

Dear (fill-in):

This is in reply to your letter of (date) concerning the alleged indebtedness of (grade/rate/name).

In view of your letter, the member has been advised to communicate directly with you regarding their intentions in this matter. I hope that this action will result in the matter being satisfactorily resolved.

Sincerely,

LETTER L-4
(Use proper letter format.)

Dear Mr./Miss/Mrs./Ms. (surname):

This is in reply to your letter of (date) concerning the alleged indebtedness of (grade/rate/name).

After a careful review of the contents of your correspondence, it does not appear that the Full Disclosure test and the Standards of Fairness requirement have as yet been met. (Specify particulars to the extent appropriate). This command is not permitted to assist you until the Standards of Fairness have been complied with, or until such time as you have obtained a civil judgment in a court of competent jurisdiction which complies with the provisions of the ***Servicemembers Civil Relief Act***.

Sincerely,

Encl: (correspondence in this case.)

LETTER L-5
(Use proper letter format.)

My Dear Mr. (Congressman/Congresswoman):

This is in reply to your letter of (date) concerning the alleged indebtedness of (grade/rate/name), United States Navy.

Navy personnel are well indoctrinated in the Department of the Navy's policy of expecting all members to discharge their acknowledged debts and just obligations. We desire to cooperate and be of assistance to persons who are experiencing difficulty in collecting from naval personnel. There is no legal authority to exercise control or direction over federal pay in matters of personal indebtedness. Cooperation is restricted to bringing the matter to the attention of the member concerned, and requesting they communicate directly with the creditor regarding their intentions in the matter.

Department of Defense directives require that as a condition precedent to forwarding complaints, the enclosed form must be completed and the Standards of Fairness complied with. Your constituent should be advised to send the forms to: Commanding Officer, (fill-in). I have ensured the member is advised of our learning of this issue, and have recommended member take action to resolve the issue immediately.

Sincerely,

Encl: (Standards of Fairness forms for Full Disclosure/Certificate of Compliance.)

LETTER L-6
(Use proper letter format.)

Dear Sir/Madam:

This is in reply to your letter of (date) requesting certain information relative to the credit rating of (grade/rate/name), United States Navy.

(Grade/rate/name) is currently a member of the Naval Service on active duty. His/her official address is: (fill-in). Current policy of the Department of the Navy precludes furnishing further information in this regard. If more detailed data is required, we suggest it be requested directly from the member or from credit bureaus or other commercial rating agencies.

We hope that the foregoing information satisfactorily answers your inquiry.

Sincerely,

NOTE: When in receipt of letters from creditors desiring to contact a member about their indebtedness and the member has transferred, the command should advise the creditor of the member's new duty station address or that the member has been discharged from the Navy and the Navy is not authorized to provide creditors with member's forwarding civilian address. Home addresses are never to be released.

LETTER L-7 (STATEMENT OF SERVICE)

This memorandum certifies that (grade/rate/name) is currently on active duty in the United States Navy, assigned to (fill-in command and address). His/her expiration of current enlisted is (fill-in). He/she entered in the Navy on (fill-in). His/her current military pay is as follows:

BASE PAY:
SPECIAL PAY (SEA/SUB/FLIGHT/MEDICAL/PRO, ETC., PAY):
ALLOWANCE FOR QUARTERS (BAQ):
ALLOWANCE FOR MEALS (BAS):
VARIABLE HOUSING ALLOWANCE (VHA):

REQUIRED DEDUCTIONS INCLUDE:
FEDERAL INCOME TAX:
STATEMENT INCOME TAX:
FICA:
(ANY OTHER REQUIRED DEDUCTIONS - GARNISHMENTS, ETC).

I hereby authorize the above information for the purpose of (obtaining a home loan, etc).

MEMBER’S SIGNATURE

I certify that the above information is a true report of member’s current pay as of the date of this memorandum.

COMMAND REPRESENTATIVE

NOTE: Commands are advised to keep a copy of this memorandum for one year.

LETTER L-8
(Use proper letter format.)

From: (Grade/rate/name/component/SSN)
To: Commanding Officer, (fill-in)

Subj: STATEMENT OF MY FINANCIAL STATUS AND CURRENT INDEBTEDNESS

1. PRIVACY ACT STATEMENT: Under the authority of 5 U.S.C. 301 and department regulations, information concerning my financial status and current indebtedness has been requested so my command may evaluate my financial status and current indebtedness, and counsel me in regard to them. I also understand that such information may be used in administrative discharge proceedings. The information provided by me may become a permanent part of my personal record and will not be divulged without my written authorization to anyone other than officials and employees of the Department of the Navy, and other governmental departments or agencies engaged in their official duties. I understand that disclosure of this information may hamper effective counseling by my command. Further, I understand that if I fail to disclose the requested information, any administrative determination upon which my financial status and current indebtedness may have a bearing will be made on the basis of other available information, which may support a determination adverse to me. Lastly, I understand that disclosure of my social security number is also voluntary and that there is no adverse effect on me for not disclosing it; however, I understand that disclosure of my social security number will reduce the possibility of mistaken identity.

2. My current financial status is as follows:

Current monthly income:	Average monthly expenditures:
Pay:	Shelter:
Allowances:	Food:
Bonus:	Utilities:
Other:	Clothing:
TOTAL:	Entertainment:
	Other (includes taxes):
	TOTAL:
Down payment:	Amount paid to date:
	Amount owed:

3. My current indebtedness is as follows: (make a separate listing for each creditor with the following information)

Creditor: Nature of debt:
Date debt incurred: Monthly payment:
Date last payment: Original amount owed:

4. The following judgments have been rendered against me:

Court: Nature of judgment:
Date of judgment: Amount of judgment:
Terms of judgment: Amount paid to date:

5. Additional remarks concerning my intention to liquidate my obligations include/are as follows (if applicable):

6. I certify that the foregoing is correct and complete to the best of my knowledge.

SIGNATURE AND DATE

MILPERSMAN 7040-010

BUPERSINST 7040.6/7040.7, FINANCIAL MANAGEMENT GUIDE FOR PERMANENT CHANGE OF STATION TRAVEL

Responsible Office	CNO (N100)	Phone: DSN COM FAX	224-4520 (703) 614-4520 224-8687

References	(a) BUPERSINST 7040.6 (b) BUPERSINST 7040.7

1. **Guidelines**. Guidelines for the administration and accounting for costs incident to permanent change of station travel are established under references (a) and (b). The following are the appropriation codes to be used:

a. Appropriation (17*1453.225---) is used for Navy personnel.

b. Appropriation (17*1405.225---) is used for Reserve (TAR) personnel.

MILPERSMAN 7220-010

GENERAL INFORMATION CONCERNING PAY AND ALLOWANCES

Responsible Office	CNO (N13)	Phone: DSN COM FAX	224-5565 (703) 614-5565 225-3311

Governing Directives	DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A DFAS-DJMS, Procedures Training Guide (DJMS-PTG) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1 NAVSO P-1459, United States Navy Travel Instruction (NTI)

1. **Pay and Allowance Information Policy**. Commanding officers shall

a. inform personnel of the existence of additions or enhancements to pay policies in order that such additions or enhancements will properly serve as incentives;

b. inform personnel of any other changes or terminations to pay policies in order to promote responsible personal financial management by personnel;

c. issue pay orders to the disbursing officer concerning information on which to open a pay record on enlistment and every change in status of personnel which affects pay; and

d. bring to the attention of all members under their command the advisability of direct deposit/electronic funds transfer to their pay, or making such allotments as necessary for the support of their family members or to meet their personal financial responsibilities.

MILPERSMAN 7220-020

COMPUTATION OF SERVICE FOR BASIC PAY

Responsible Office	NAVPERSCOM (PERS-482)	Phone: DSN COM FAX	882-4207 (901) 874-4207 882-2622

References	(a) DOD 7000.14-R, Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay

1. **Policy**. The monthly longevity basic pay for naval personnel is determined by a member's pay entry base date (PEBD). The PEBD is a calculated date based on creditable service as defined in reference (a), chapter 1.

2. **Computation of Service for Personnel on the Active Duty List (ADL) and Full Time Support (FTS)**. The supporting Personnel Support Activity Detachment (PERSUPP DET) or Personnel Office will calculate and enter the PEBD when a member is gained to active duty. Within 6 months upon reporting to active duty Navy Personnel Command (NAVPERSCOM), Officer Retirements Section (PERS-4822) will complete a Statement of Service (SOS) for officer personnel to calculate service dates, to include verification or updating the existing PEBD. The SOS is forwarded to the officer's electronic service record maintained at NAVPERSCOM. The service dates are entered into the Officer Personnel Information System (OPINS) and downloaded in the Master Military Pay Account. Once OPINS is updated, the PEBD will reflect on the officer's Leave and Earnings Statement (LES) within two cycles. The SOS will not be issued solely for record purposes. If the officer has been on active duty for 6 months and the correct PEBD does not reflect on the LES, a request for correction of PEBD should be sent to NAVPERSCOM (PERS-4822).

3. **Computation of Service for Reserve Officers (not on the ADL)**. Computation of, or correction to, an reserve officer's PEBD is calculated by NAVPERSCOM, Reserve Officer Status Section (PERS-4911). Inquiries regarding establishment of, or correction to, a reserve officer's PEBD should be addressed to NAVPERSCOM (PERS-4911). Cumulative credit for qualifying years of reserve service is under the purview of Commanding Officer,

Naval Reserve Personnel Center (NAVRESPERSCEN) (N21). A SOS to show a reserve officer's anniversary date is provided by NAVPERSCOM (PERS-4911) when required.

4. **Broken Service for Active Duty Enlisted Personnel**. In case of broken service, the individual should provide the DD 214, Certificate of Release or Discharge from Active Duty, issued at the time of discharge so that cumulative service may be computed. If the DD 214 is not in the member’s possession, send a request for a SOS to NAVPERSCOM, Records Analysis Section (PERS-312D). Specify the SOS is required in the computation of service for base pay purposes. Retain a copy of DD 214, or NAVPERS 1070/878 (Rev. 3-99), Forwarding of Statement of Service in the Case of, for PEBD and active duty service date, in the new service record to substantiate cumulative service.

MILPERSMAN 7220-030

COMPUTATION OF PROFESSIONAL SERVICE DATES FOR SPECIAL PAY OF MEDICAL AND DENTAL CORPS OFFICERS

Responsible Office	NAVPERSCOM (PERS-4822)	Phone: DSN COM FAX	882-4207 (901) 874-4207 882-2622

References	(a) DOD 7000-14-R, Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay (b) Defense Joint Military Pay System (DJMS) Procedures Training Guide

1. **Guidance for Active Duty Pay**

a. Health Professional Service Dates (HPSD) for Medical and Dental Corps officers on active duty are established by Navy Personnel Command (NAVPERSCOM), Officer Retirements Section (PERS-4822). This date is used in establishing the Health Professional Pay Entry Date (HPPED).

b. The HPSD is reflected on the Statement of Service and entered into the Officer Personnel Information System (OPINS). Once OPINS is updated, Chief, Bureau of Medicine and Surgery (BUMED), Special Pays Office will establish the HPPED.

c. Regulations governing medical and dental special pays are contained in reference (a), chapters 5 and 6; and reference (b), chapter 5.

2. **Guidance for Reserve Pay**. Special pay for inactive reservists is computed in per reference (b) and eligibility is noted on the Statement of Service at the time of computation by NAVPERSCOM, Reserve Officer Status Section (PERS-4911).

MILPERSMAN 7220-050

COMPUTATION OF DISABILITY RETIRED PAY

Responsible Office	NAVPERSCOM (PERS-482)	Phone: DSN COM FAX	882-3229 (901) 874-3229 882-2622

References	(a) 10 U.S.C. 1201-1221 (b) 10 U.S.C. 1208

1. **Policy**. Members who are retired for physical reasons, either temporarily or permanently, under authority contained in reference (a), are entitled to retired pay computed at their election by one of the following methods:

a. Monthly basic pay of the grade in which retired, multiplied by the assigned percentage of disability, or

b. Two and one-half percent of the monthly basic pay of the grade in which retired, multiplied by total years of service computed as prescribed in reference (b). In arriving at total years of service, a part of a year that is 6 months or more counts as a whole year and a part of a year that is less than 6 months is disregarded.

2. **If Eligible for Greater Retired Pay**. Regardless of the method elected, if an officer at the time of retirement for physical reasons has completed the service or requirements for retirement under any other law that would provide greater retired pay, such pay will automatically be adjusted to the greater pay by Commanding Officer, Defense Finance and Accounting Service Cleveland Center (DFAS-CL), Cleveland, OH. Such action does not alter the fact that the officer concerned was retired for physical reasons. Retired pay shall not be less than 50 percent for as long (not to exceed 5 years) as the member’s name is carried on the Temporary Disability Retired List (TDRL).

MILPERSMAN 7220-070

SPECIAL PAY FOR HARDSHIP DUTY

Responsible Office	OPNAV (N130)	Phone: DSN COM FAX	225-3005 (703) 695-3005 225-3311

References	(a) DoD 7000.14-R, DOD Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures

1. **General Provisions**. The Secretary of Defense (SECDEF) has established that hardship duty pay (HDP) will be paid to members

   a. for performing specific missions (HDP-M), or

   b. when assigned to designated locations (HDP-L).

2. **Hardship Mission Entitlement**. The SECDEF has established that members assigned to, on temporary duty with, or otherwise under the operational control of the

   - Joint Task Force-Full Accounting (JTF-FA), or
   - Central Identification Lab-Hawaii (CIL-HI)

may qualify for HDP-M based on performance of a hardship mission. Members so assigned are entitled for each month in which they perform investigative or remains recovery duty in a remote, isolated area (including, but not limited to, areas in Laos, Cambodia, Vietnam, and North Korea) for recovery of United States (U.S.) servicemember remains.

3. **Hardship Location Entitlement**. An area outside the 48 contiguous U.S. and the District of Columbia (DC) may, upon specific approval of the SECDEF, qualify for designation as a hardship duty location.

4. **Restriction on Concurrent Receipt of Pays**. If a servicemember qualifies for both HDP-M and HDP-L, payment may not exceed the maximum total for HDP set by the SECDEf in reference (a), chapter 17.

5. **Criteria for Submitting Requests for Addition or Deletion of Hardship Location**. Office of Chief of Naval Operations (OPNAV), Military Compensation Branch (N130) will consolidate requests for additions or deletions to the list or areas authorized to receive HDP-L. Requests should

a. be endorsed by the major area commanders,

b. include number of personnel assigned, and

c. include the concurrence of other services having personnel assigned to the area.

MILPERSMAN 7220-075

GUIDELINES FOR HARDSHIP DUTY PAY – TEMPO (HDP-T)

Responsible Office	(N130)	Phone: DSN COM FAX	664-5474 (703) 604-5474 (703) 604-3916

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC UASKNPC@navy.mil

---

References	(a) 37 U.S.C. (b) PDUSD(P&R) Memo of Oct 1, 2008 (c) Acting ASD(R&FM) Memo of Sep 17, 2014 (d) ASN(M&RA) Memo of Sep 17, 2014 (e) ASN(M&RA) Memo of Oct 22, 2014 (f) USD(P&R) Memo of Nov 1, 2013 (g) 10 U.S.C. (h) DoDI 8260.03 (i) USD(P&R) Memo of May 15, 2008 (j) OPNAVINST 3000.13D (k) OPNAVINST 1754.6

1. **Policy**. Payment of Hardship Duty Pay – Tempo (HDP-T) is governed by section 305 of reference (a) and references (b) through (e), and is used to compensate enlisted Sailors and officers, both Active Component (AC) and Reserve Component (RC), for extended operational deployments.

2. **Eligibility**

a. Personnel who are deployed beyond 220 consecutive days on an operational deployment, as defined in reference (f), become eligible for HDP-T on the 221st day of consecutive deployment.

b. Days deployed inside the continental United States (CONUS) or non-foreign outside the continental United States (OCONUS) areas do not count towards determining HDP-T eligibility, except as noted in paragraph 5 of this article. Non-foreign OCONUS areas include the states of Hawaii and Alaska, the Commonwealths of Puerto Rico and Northern Marianas Islands, Guam, the U.S. Virgin Islands, and U.S. territories and

possessions (excluding the former Trust Territories of the Pacific Islands).

c. RC personnel will generally not accrue consecutive deployment days beyond 220 and will not be eligible for this pay, with one notable exception in the current operating environment: Those serving as individual augmentees (IA) in support of contingency operations on non-permanent change of station (non-PCS) active duty orders. This can occur in one of two ways, under the authority of reference (g): section 12302 (partial mobilization) or section 12301(d) (voluntary contingency recall). In the future, other types of support under the same or other reference (g) authorities may potentially cause the accrual of more than 220 consecutive deployment days in non-PCS status. Guidance for IAs, both AC and RC, is provided in paragraph 7 of this article.

3. **Payment Amount and Frequency**. HDP-T will be paid on a prorated daily basis not to exceed a monthly rate of $495. The proration does not apply to the 31st day of a month. The following examples for payment on the 31st are provided:

Example 1: A member eligible for HDP-T for the period March 31 through April 29 will receive HDP-T only for the period April 1-29.

Example 2: A member eligible for HDP-T for the period March 31 through May 15 will receive the full monthly amount of HDP-T of $495 for the month of April, and daily HDP-T for the period May 1-15.

Example 3: A member eligible for HDP-T for the period March 10 through May 10 will receive daily HDP-T for the period March 10-30, the full monthly amount of HDP-T of $495 for the month of April, and daily HDP-T for the period May 1-10.

Example 4: A member eligible for HDP-T for the period January 31 through March 10 will receive the full monthly amount of HDP-T of $495 for the month of February, and daily HDP-T for the period March 1-10.

4. **Operational Deployment Defined**

a. Operational deployment is defined in reference (f) as an event recorded in the Joint Capabilities Requirement Manager (JCRM) or Fourth Estate Manpower Tracking system (FMTS), and is

contained in the annual Global Force Management Data Initiative (GFM DI) compliant tool under the GFM DI reporting structure in reference (h). Forces deployed in support of executive orders, operational plans, or concept plans approved by the Secretary of Defense are also considered operationally deployed.

b. Operational deployments generally include:

(1) Scheduled deployments of carrier strike groups, amphibious readiness groups, independently deploying ships, submarines, expeditionary units, squadrons and detachments; both units and individuals.

(2) Units or individuals deployed in support of contingency operations, counterdrug operations, law enforcement operations, humanitarian operations, peacekeeping operations, surveillance operations, and forward presence.

c. Consecutive operational deployment days will be calculated using the Personnel Tempo (PERSTEMPO) system, except as outlined in paragraphs 5a(2)(b), 6e through 6h, and 7 below.

5. **Clarifications Regarding Operational Deployment**

a. Leave while deployed shall not count as deployed time. The following exceptions apply:

(1) Chargeable leave that is taken in order to be exempted from duty requirements or watch standing requirements while deployed will be counted as deployed time for the first 9 consecutive days. Chargeable leave in excess of 9 consecutive days, whether in a deployed area or not, shall not count as deployed time and shall stop the operational deployment event in the PERSTEMPO system effective the 10th day of leave.

(2) Emergency leave. For the purposes of this article, emergency leave is defined as chargeable leave that was not planned and for which the member was notified via an official American Red Cross (ARC) message indicating that a family emergency or crisis has occurred, and that the member shall be afforded the opportunity to return from deployment immediately.

(a) Emergency leave periods not exceeding 9 consecutive days will be treated the same as regular chargeable leave periods of 9 consecutive days or less (i.e., all leave

days will be considered deployed days for the purposes of HDP-T).

(b) Emergency leave periods exceeding 9 consecutive days will be treated the same as regular chargeable leave for the first 9 days of the emergency leave period. Effective the 10th day of emergency leave away from an operational deployment status, continued accrual of consecutively deployed days (i.e., "deployment counter"), and (if applicable) HDP-T payments will cease for the duration of the emergency leave period. HDP-T payments and continued accrual of consecutively deployed days will resume, from where it stopped on the 10th day of the leave period, upon return to the operational deployment.

(c) In the PERSTEMPO system, the operational deployment event shall be stopped on the 10th day of leave. A new operational deployment event shall be started effective the date of return to the operational deployment. This will automatically break the consecutive nature of the deployment days in the PERSTEMPO system.

(d) Units shall manually calculate (outside of the PERSTEMPO system) a member's consecutive deployment days to reflect the pause in the operational deployment (i.e., deployment counter is "frozen") beginning on the 10th day of emergency leave and ending the day member returns to an operational deployment status. If the member is eligible for HDP-T using this manual calculation, the commander, commanding officer (CO), or officer in charge (OIC) may authorize payment of HDP-T by attaching a signed letter (format provided in paragraph 6d of this article) to the monthly HDP-T list submitted to the supporting Personnel Support Detachment (PERSUPP DET)/personnel office.

b. When a member is deployed and requires hospitalization away from the permanent duty station/homeport, the member is still considered deployed. If a line of duty investigation determines injuries are due to member's misconduct, then deployment days do not accrue even when the hospitalization is away from the member's permanent duty station/homeport. Thus, in misconduct cases, HDP-T eligibility ends effective the first day of hospitalization and does not restart until the member returns to the operational deployment and resumes normal duties.

c. If a member is deployed and requires hospitalization at the permanent duty station/homeport, then the member is no

longer considered deployed. The operational deployment PERSTEMPO event is stopped effective the first day of hospitalization, ending HDP-T eligibility for the duration of the hospitalization.

d. Under the Pay and Allowances Continuation (PAC) Program, pay and allowances shall continue to be paid to a member (AC or RC), who, in the line of duty incurs a wound, injury, or illness while serving in a combat operation or combat zone, while serving in a hostile fire area, or while exposed to a hostile fire event, and is hospitalized for treatment of the wound, injury, or illness. If, while eligible for HDP-T, a member becomes eligible for the PAC Program, per reference (a), section 372 and reference (i), the member will continue to be paid HDP-T, per PAC guidelines, regardless of location of hospitalization (i.e., hospitalization either in area or away from area of permanent duty station or homeport).

e. Temporary Duty (TDY)

(1) Operationally deployed members who perform TDY in a foreign OCONUS location, away from their deployed unit, remain eligible for HDP-T for the duration of the TDY period.

(2) Operationally deployed members who perform TDY in CONUS or non-foreign OCONUS areas, or are otherwise directed back to their permanent duty station in support of the operationally deployed unit, are considered operationally deployed and the days spent TDY count towards HDP-T eligibility regardless of the TDY location, for a TDY period not to exceed 9 consecutive days. For example, a member who is on an operational deployment to Afghanistan travels to Tampa, Florida for a security assistance working group meeting lasting 10 days. Only the first nine days spent TDY in Tampa, Florida count toward HDP-T eligibility, even if Tampa, Florida is the member’s permanent duty station. The member’s operational deployment counter (in the PERSTEMPO system) will be reset to zero on the 10th day.

(3) HDP-T eligibility for members that do not resume their operational deployment following TDY terminates and resets on the date the member originally departed the deployed unit. For example, members who are part of the homecoming party that return to homeport ahead of the ship will no longer be considered deployed and HDP-T eligibility will terminate on the day the member departed the ship.

f. If a member is operationally deployed and conducts a port visit to a CONUS or non-foreign OCONUS location away from the member's homeport, the member is still considered operationally deployed (e.g., a member is deployed on a ship with a homeport in San Diego). If the ship is on an operational deployment and conducts a port visit to Hawaii, the days spent in Hawaii count toward HDP-T eligibility.

g. If a member is confined to a ship during an operational deployment, such that the member is restricted from performing normal duties, the member is not considered deployed during the confinement, and the operational deployment event in the PERSTEMPO system is stopped effective the first day of confinement. This does not include members who are restricted to the ship but still performing normal duties.

h. Any member who permanently resides on the ship to which he or she is assigned is considered deployed if engaged in an operational deployment, as defined in reference (f) and paragraph 4 of this article, making it impossible or infeasible for the member to spend off-duty time in the homeport of their ship.

i. For other scenarios not specifically described in paragraph 5 above, if a member is in an operational deployment status, and actions occur that qualify that time as a non-operational deployment, the operational deployment event in the PERSTEMPO system shall be stopped on the date the non-operational deployment event commences. A new operational deployment event may be started effective the date of return from the non-deployment event. This will break the consecutive deployment days in the PERSTEMPO system.

6. **HDP-T Eligibility Determination**. The PERSTEMPO system will be used to report deployment events and determine eligibility for HDP-T, exceptions are described in paragraphs 5a(2)(b), 6e through 6h, and 7.

a. Per reference (j), commanders, COs, and OICs of all Navy activities, including Navy elements of other services, joint, or jointly manned activities to which Navy personnel are assigned, are responsible for reporting PERSTEMPO events, including operational deployment, in the PERSTEMPO system.

b. Each month, units shall generate an "over 220-days" report out of the PERSTEMPO system for each of their unit identification codes (UICs). This roster will reflect personnel who are potentially eligible for HDP-T.

c. Commanders, COs, and OICs are responsible for verifying the monthly HDP-T eligibility certification report worksheet. Commands will then reconcile any inaccuracies within the PERSTEMPO system. Following verification of the worksheet and corrections to the PERSTEMPO system (as appropriate) commanders, COs, and OICs will run the HDP-T certification report for the month, digitally sign the report, and submit to the supporting PERSUPP DET/personnel office for processing and payment.

(1) For pay auditability, commanders, COs, and OICs are not permitted to verify and digitally sign their own HDP-T eligibility. Therefore, the unit shall first run an individual PERSTEMPO report on the commander, CO, or OIC, with verification and digital signature completed by a member designated in writing (such as executive officer, administrative officer, etc.).

(2) Subsequently, the command will then run a unit PERSTEMPO report for the command which the commander, CO, or OIC may verify and digitally sign. The unit report will be submitted to the supporting PERSUPP DET/personnel office with the individual report for the commander, CO, or OIC.

d. Eligibility determination for emergency leave. If a member is deemed eligible for HDP-T using the manual calculation described in paragraph 5a(2)(b) of this article, the command must submit a letter signed by the commander, CO, or OIC to the supporting PERSUPP DET/personnel office with the monthly list. The "Emergency Leave Start Date" should reflect the 10th day of the emergency leave period, to account for the 9 days of leave that can still be considered for HDP-T eligibility. The format for the letter will be:

From: Commanding Officer, Unit
To: Supporting PERSUPP DET

Subj: Additions to HDP-T Certification Report for Month of (Month, Year)

Ref: (a) MILPERSMAN 7220-075

Encl: (1) HDPT Certification Report # HDPT_UIC-YYYYMMDD-HHMMSS

(2) Emergency leave chit and travel claim ICO SVM A
(3) Emergency leave chit and travel claim ICO SVM B

1. Per reference (a), the following members are eligible for payment of Hardship Duty Pay – Tempo (HDP-T) for the month of (Month, Year). They are not listed on the 220-days report from the PERSTEMPO system because their consecutive operational deployment days were broken by emergency leave. This memo corresponds with the HDP-T Certification Report in enclosure (1).

Name	Emergency Leave Start Date	Emergency Leave Travel Stop Date	Manually Calculated Consecutive Deployment Days
SVM A			
SVM B			

//s//

e. Personnel listed on 220-days report who are ineligible for HDP-T. Units may occasionally find that a member has been deployed for over 220-days and is listed on the 220-days report, but is ineligible for HDP-T due to portions of the deployment taking place in a CONUS or non-foreign OCONUS location. To ensure such members are not erroneously paid HDP-T, the command must submit a letter signed by the commander, CO, or OIC to the supporting PERSUPP DET/personnel office with the monthly HDP-T list, indicating which members are ineligible for HDP-T due to deployment location. The format for the letter will be:

From: Commanding Officer, Unit
To: Supporting PERSUPP DET

Subj: Deletion to HDP-T Certification Report for Month of (Month, Year)

Ref: (a) MILPERSMAN 7220-075

Encl: (1) HDP-T Certification Report # HDPT_UIC-YYYYMMDD-HHMMSS

1. Per reference (a), the following members are ineligible for payment of Hardship Duty Pay – Tempo (HDP-T) for the month of (Month, Year) because they served all, or a portion of their deployment in a CONUS or non-foreign OCONUS location. This memo corresponds with the HDP-T Certification Report in enclosure (1).

Name	**SSN**	**Justification**
SVM A	Full SSN	CONUS IA
SVM B	Full SSN	CONUS Training for period (YYMMDD - YYMMDD)

//s//

f. Per reference (k), United States Fleet Forces, as Executive Agent for IAs, will standardize application and oversee execution of HDP-T implementation for IAs Navy-wide; including appropriate vertical (i.e. echelon I to unit level) and horizontal (i.e., across echelon II commands) alignment of HDP-T processes and procedures for IAs. Guidance for IAs, both AC and RC, is provided in paragraph 7 of this article.

g. Navy special warfare (NSW) activities will enter PERSTEMPO data in Navy Standard Integrated Personnel System (NSIPS). Each month, each NSW UIC will utilize NSIPS to access a roster of their personnel who are eligible for HDP-T. Commanders, COs, and OICs will verify the monthly HDP-T eligibility list (over 220-days report). Commands will then reconcile any inaccuracies of the PERSTEMPO data in NSIPS. Following verification of the report and corrections to PERSTEMPO data in NSIPS, (as appropriate) commanders, COs, and OICs will sign the report and submit to the servicing PERSUPPP DET for processing and payment.

h. Sailors assigned to, and operationally deployed with Marine units will have PERSTEMPO events entered into an official PERSTEMPO tracking system, such as Marine Corps Total Force System (MCTFS) or the PERSTEMPO system. Per local command standard operating procedures, a validated and signed PERSTEMPO list of personnel eligible for HDP-T will be provided to the servicing PERSUPP DET for monthly HDP-T processing and payment. Validation must include a review of the Sailors leave and TDY to ensure there is no break in eligibility.

i. The process for correcting PERSTEMPO data discrepancies discovered **after** certification and payment of members on the original HDP-T list is as follows: Commands are responsible for correcting PERSTEMPO data in their respective systems (PERSTEMPO, NSIPS, and MCTFS), running the "HDP-T Corrections Report" (in the PERSTEMPO system) for the effected UIC, and submitting the appropriate transmittal official correspondence with the corrections report attached. Commands will submit their certified correction information to the servicing PERSUPP DET/personnel office for members to be paid or for recoupment of payment.

7. **Guidance for Individual Augmentees (IAs).** Due to the unique nature of individual augmentation requirements, special considerations and guidance are provided:

a. IAs with an ultimate duty station in a CONUS or non-foreign OCONUS area (as defined in paragraph 2b), although on an operational deployment event, are wholly ineligible for HDP-T per references (d) and (e), unless further deployed to a foreign OCONUS location for a period of 221 or more days and they meet the eligibility requirements in paragraph 2.

b. Even when the ultimate duty station is in a foreign OCONUS location, days deployed in the following locations (e.g., to complete training or in- or out-processing) will not count towards HDP-T eligibility:

(1) CONUS.

(2) Non-foreign OCONUS areas, including the states of Hawaii and Alaska, the Commonwealths of Puerto Rico and Northern Marianas Islands, Guam, the U.S. Virgin Islands, and U.S. territories and possessions (excluding the former Trust Territories of the Pacific Islands).

Note: The day of travel from CONUS or non-foreign OCONUS area to foreign OCONUS location shall count as an operationally deployed day; the day of return to CONUS or non-foreign OCONUS area does not.

c. Guidelines for TDY are outlined in paragraph 5e of this article.

d. Depending on the location of the foreign OCONUS operational deployment, IAs may be eligible to take various forms of leave or administrative absence. Like unit deployments, some forms pause or stop the operational deployment event, and some do not. If the operational deployment event is stopped, this break in consecutive deployment days will likely impact eligibility for HDP-T. The below clarifications are in addition to those in paragraph 5 of this article:

(1) The following events are not counted as deployed time and will stop an operational deployment event:

(a) Chargeable leave for any period greater than 9 days will reset the member's operational deployment counter to zero on the 10th day.

(b) Chargeable R&R leave for any period greater than 9 days will reset the member's operational deployment counter to zero on the 10th day.

(c) Post deployment/mobilization respite absence of any length.

(2) Non-Chargeable R&R is counted as deployed time and does **not** stop the operational deployment event.

e. Procedures for paying HDP-T to IAs. Eligible IAs will be paid HDP-T post-deployment vice monthly. This is not a lump-sum type payment. As such, payments will be posted/processed as delayed monthly payments by PERSUPP DETs and Defense Finance and Accounting Services (DFAS) to ensure appropriate taxation, including the application of any combat zone tax exclusion benefit. PERSUPP DETs may accept HDP-T verification for IAs from a Navy mobilization processing site (NMPS) OIC/CO or a parent command OIC/CO of an active duty IA.

(1) CO Verification Process: The PERSTEMPO system shall not be utilized as the authoritative source for consecutive deployment days of IAs. Instead, as part of the verification process, the OIC/CO shall compute overall HDP-T eligibility and number of days eligible by referencing official documents and sources. The screening and eligibility/non-eligibility of an IA who was on orders for over 220 days in a foreign OCONUS location shall be documented on NAVPERS 1070/613 Administrative Remarks (page 13). NAVPERS 1070/613 shall be retained by commands (with any supporting documentation) and are auditable documents. To complete HDP-T verification, COs shall reference:

(a) Endorsed orders (vice the PERSTEMPO system) for dates member was operationally deployed in eligible geographic location;

(b) Master military pay account for any leave taken and how long;

(c) Defense Travel System for any disqualifying TDY performed and duration/location;

and shall address these items in detail on the NAVPERS 1070/613. Paragraph 5 of this article includes other circumstances that need to be screened for and potentially addressed on NAVPERS 1070/613. NAVPERS 1070/613 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS%201070-613%20(Rev.%2008-2012) RE.pdf. An HDP-T NAVPERS 1070/613 template is provided:

Subject: HARDSHIP DUTY PAY-TEMPO (HDP-T) ELIGIBILITY DETERMINATION

Member served on active duty on an operational deployment in support of contingency operations in non-PCS status per BUPERS order _____.

Member served in the following foreign OCONUS location (name of location) from (date member departed CONUS) to (date member returned CONUS). Location is/is not a combat zone tax exclusion area.

*****For HDP-T, date of departure from CONUS counts as a day deployed; date of return to CONUS does **NOT).**

Member reached 221 days in this location on: _____.

Member did/did not take leave. List leave type and inclusive dates and explain impact on eligibility: _____.

Member did/did not perform TDY. List location/s of TDY and inclusive dates and explain impact on eligibility _____.

List any other events, with inclusive dates, that impact member's HDP-T eligibility; as per paragraph 5 of MILPERSMAN 7220-075 _____.

Per this review and per MILPERSMAN 7220-075, member has/has not earned HDP-T for the following time period/s:

HDP-T Start Date: _____
HDP-T Stop Date: _____
Tax Free Zone Start Date: _____
Tax Free Zone End Date: _____

Notes: _____

Member – Sign & Date

(2) Certification for payment shall be provided by the applicable command to the supporting PERSUPP DET in the following format:

From: Commanding Officer/Officer in Charge
To: Supporting PERSUPP DET or Personnel Office

Subj: INDIVIDUAL AUGMENTEE (IA) HDP-T CERTIFICATION REPORT

Ref: (a) MILPERSMAN 7220-075

Encl: (1) COMMAND IA HDP-T Eligibility List

1. Per references (a), the following member(s) in enclosure (1) are eligible for payment of Hardship Duty Pay – Tempo (HDP-T).

2. I certify that member(s) in enclosure (1) have been on an operational deployment for greater than 220 consecutive days with no breakage in days (i.e., leave).

//s//

Notional enclosure:

'COMMAND NAME'
INDIVIDUAL AUGMENTEE HARDSHIP DUTY PAY -TEMPO CERTIFICATION LIST

SSN	Name	Consecutive Days	Eff HDPT Start Date	Eff HDPT Stop Date	Tax Free Zone Start Date	Tax Free Zone End Date
999999999	DOE MARY JANE	264	140917	141030	140925	141030
999999999	KILROW JAKE DAVE	264	140917	141030	140917	141030
999999999	JONES TOM JACK	264	140917	141030	140917	141030

f. For a reservist who is no longer on active duty, the CO of the reservist's Navy operational support center (NOSC) shall provide verification as described above by completing the following steps:

(1) If the reservist was in a foreign OCONUS location for over 220 days, screen for eligibility/non-eligibility and document on NAVPERS 1070/613 as described in paragraph 7.e.(1) of this article.

(2) If eligible, complete a certification report memo as described in paragraph 7e(2) of this article, but addressed to DFAS vice the supporting PERSUPP DET or personnel office.

(3) Assist the reservist in completing DD Form 827 Application for Arrears in Pay and submit this form, along with the certification report memo, to DFAS at the following address:

Defense Finance and Accounting Center-CL Attention: Department JFLA 1240 East 9th St. Cleveland, OH 44130

DD Form 827 may be accessed by using the following link provided: http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms0500-0999.htm.

g. **IAs That Comprise or Are Attached to Commissioned Navy Units.** CO/OIC of commissioned units shall submit eligible personnel for HDP-T IAW paragraph 7e through servicing PERSUPP DET as part of member's transfer or demobilization. NMPS CO/OIC (for those processed through NMPS for demobilization) or commissioned unit ISIC shall validate complete.

h. **IAs Transferring Between HDP-T Qualifying Deployments.** In the event that an IA remains operationally deployed between HDP-T qualifying deployments without an HDP-T reset event as defined in para 5 and paragraph 7c or 7d, the HDP-T counter and eligibility continues. In these rare cases, either the gaining or losing CO/OIC may submit via supporting PERSUPP DET for the completed orders set per paragraph 7e above.

MILPERSMAN 7220-080

INCENTIVE PAY FOR HAZARDOUS DUTY

Responsible Office	CNO (N13)	Phone: DSN COM FAX	224-5636 (703) 614-5636 225-3311

Governing Directives	DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A OPNAVINST 7220.4H OPNAVINST 1000.16J NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II

1. **Hazardous Duty Incentive Pay Policy**. Naval personnel entitled to receive basic pay are also entitled to receive incentive pay per DOD 7000.14-R, volume 7A, part 2, chapter 24, for the performance of hazardous duty:

a. The hazardous duty required must be specifically authorized by written orders issued or approved by Chief of Naval Personnel or by commands authorized by Chief of Naval Personnel to issue such orders in accordance with MILPERSMAN 1320-030.

b. The commanding officer is responsible for members within the command and ensuring the disbursing officer is informed when a member fails to meet performance requirements to qualify for Hazardous Duty Incentive Pay (HDIP).

2. **Hazardous Duty List**. The following shall constitute hazardous duty for the purpose of determining entitlement to HDIP, in accordance with DOD 7000.14-R, volume 7A, part 2, chapter 24:

Parachute Duty
Flight Deck Duty
Demolition Duty
Experimental Stress Duty • Duty inside a high or low-pressure chamber • Duty as a human acceleration or deceleration experimental subject • Duty as a test subject in thermal stress experiments
Toxic Fuels (or Propellants) Duty
Toxic Pesticide Duty
Dangerous Viruses (or Bacteria) Lab Duty
Chemical Munitions

3. **Flight Deck Pay**. Quotas for Flight Deck Hazardous Duty Incentive Pay are authorized per OPNAVINST 7220.4H.

4. **Low Pressure Chamber Operations**. Quotas for hazardous duty incentive pay for inside instructor/observers in support of low pressure chamber operations for Bureau of Medicine and Surgery (BUMED) activities conducting training under the Naval Aviation Physiology Training Program are authorized by BUMED. Requests for changes in the authorized quotas should be forwarded with justification to BUMED (MED-231).

5. **Thermal Stress**. Thermal stress definition and policy:

a. **Definition**: The term "**duty as human test subject in thermal stress experiments**" means duty performed by members exposed as human thermal experimental subjects in thermal stress experiments conducted under the supervision of any laboratory designated by Secretary of the Navy.

b. **Policy:** In order to be entitled to receive thermal stress incentive pay, personnel shall be required to act as a test subject in one or more thermal stress experiments during the month, or in the case of a fractional month, during the period involved. The experiment must be one which competent medical authority has determined involves the risk of thermal hazard.

6. **Hazardous Duty Incentive Pay Manpower Policy**. Except as discussed in the preceding paragraphs, requests for initial/additional HDIP billets/quotas require changing the command's Activity Manpower Document (AMD).

a. Specific officer/enlisted billets have to be identified so that orders authorizing the required hazardous duty can be issued by a "competent authority" in accordance with MILPERSMAN 1320-030.

b. Navy Officer Billet Classification (NOBC) codes and Navy Enlisted Classification (NEC) codes for the applicable billets have to be identified and incorporated in the command AMD.

c. The source instructions to be used in affecting changes to a command's AMD are

(1) OPNAVINST 1000.16J, Manual of Navy Total Force Manpower Policies and Procedures, for NOBC changes; and

(2) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards, volume 2, for NEC changes.

MILPERSMAN 7220-090

DIVING PAY

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 225-3311

Governing Directives	DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A

1. **Diving Pay Entitlement Criteria**. Navy personnel entitled to receive basic pay are entitled to receive special pay for diving under pay directives when the following criteria are met:

a. Member is a designated diver or under training for a specific diver designation;

b. Member's diving qualifications are current; and

c. Member is under competent orders to diving duty, issued by an order writing authority defined below.

2. **Situations or Conditions of Entitlement**. When a member is entitled to diving duty pay the following conditions apply:

a.	Entitlement to special pay for diving duty shall continue during periods of • authorized leave, • temporary additional duty, and • hospitalization as set forth in pay directives.
b.	Entitlements to special pay for diving duty will accrue during periods as outlined in DOD 7000.14-R, volume 7A.
c.	Upon requalification, payments may not be made for the period of lapsed qualification.
d.	Officer and enlisted divers under competent orders to diving duty and in excess of total diving billets at a given command may be utilized and paid by pay directives.

3. **Definition: Competent Authority**. Orders to diving duty shall be under the following:

a. Competent authority for issuing orders to diving duty for officers and enlisted personnel is defined as

(1)	**Commandant of the Marine Corps, and/or**
(2)	**Chief of Naval Personnel.**

b. In addition, activities with authorized **SCUBA diver billets**, competent authority includes

(1)	**commanding officers, and**
(2)	**officers in charge.**

4. **Definition: Competent Orders**

a. Competent orders to duty involving diving in the case of officers and enlisted personnel are those orders issued by competent authority which specify that "**performance of diving duty"** is authorized.

b. In addition, commanding officers and officers in charge of **SCUBA diving** activities are authorized to issue "**additional duty involving diving"** orders to any combination of officer and/or enlisted qualified SCUBA divers assigned to that activity.

RULE: The number of SCUBA divers under "additional duty involving diving" orders will not exceed the number of authorized SCUBA diver billets at the activity.

5. **Minimum Performance Requirement**. Members entitled to receive special pay for diving duty must perform, as a minimum, the qualification dives required for their class.

6. **Condition for Canceling Orders**. Orders to diving duty shall be canceled under any of the following conditions:

a.	In the opinion of the issuing authority or the cognizant commanding officer, the diver is no longer considered professionally qualified. In this instance, the revocation of diving designation is mandatory and shall be effected per the procedures contained in this manual.
b.	Diver qualifications have lapsed. • Upon requalification, payments may not be made for the period of lapsed qualification. • Commanding officers are responsible for ensuring that divers are afforded an opportunity to maintain their qualifications without lapse.
c.	The assigned diver designation had been removed.
d.	The member has been assigned permanent duty other than that involving the performance of diving duty.

7. **Restriction on Receipt of More than One HDIP**. A member may receive special pay for the performance of diving duty and no more than one incentive pay for the performance of hazardous duty listed in MILPERSMAN 7220-080 "Incentive Pay for Hazardous Duty."

EXAMPLE: A member may receive Pay for Diving Duty, Submarine Duty Incentive Pay and no more than one Hazardous Duty Incentive Pay if qualified separately for each pay.

MILPERSMAN 7220-100

COMMAND RESPONSIBILITY PAY

Responsible Office	OPNAV (N130)	Phone: DSN COM FAX	664-5478 (703) 604-5478 (703) 604-6957

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD 7000.14R, DoD Financial Management Regulations (DoD FMR), July 2014 (b) OPNAVNOTE 5450 Ser N131/14U114074 of 28 Jul 14 (Canc: Jul 15)

1. **Background**. Per guidance established in reference (a), volume 7A, chapter 3, command responsibility pay (CRP) was established to provide tangible recognition to enhance the status of the operational commander (OPCDR) by providing additional pay for positions of unusual responsibility. This special pay is only authorized for officers in pay grades **O-3 through O-6**.

2. **Qualifications**. The primary consideration for the pay is "**command at sea.**"

a. Although many naval officers hold difficult and challenging positions of unique responsibility, entitlement to CRP is limited to commanding officers (COs) in direct control of deploying units.

b. Generally, only officers commanding activities which entitle them to wear the command at sea insignia are entitled to the pay. Exceptions to this general rule are identified in paragraph 3. Paragraph 5 includes procedures for requesting exceptions to CRP policy.

c. Entitlement to the pay begins when the member assumes command, and ceases when the member leaves that command position.

d. Entitlement will be based on the nature of the assignment rather than the personal qualifications of the CO.

e. Provided the mission of the command remains unchanged, succeeding COs of authorized commands need not seek approval at each change of command.

3. **Command Responsibility Qualifying Units**. COs and OPCDRs in pay grades O-3 through O-6 of the following type units are entitled to CRP:

a. Command at sea insignia qualifying units listed in MILPERSMAN 1210-170 or as identified as sea commands in reference (b) (COs of pre-commissioning units (PCUs) are not authorized CRP).

b. Other type or specific named units:

Underwater Construction Teams
Naval Mobile Construction Battalions
Navy Flight Demonstration Squadron
Naval Construction Force Support Units
Naval Construction Regiments, except 20th, 21st, and 31st
Provisional Reconstruction Teams
Joint Crew Composite Squadrons
Naval Airborne Weapons Maintenance Units
Navy Cargo Handling Battalions

4. **Officers Not Authorized CRP**. CRP is not authorized for the following:

a. Officers temporarily succeeding to command, without Chief of Naval Personnel orders directing relief, during temporary absence of the CO.

b. Officers assigned in a billet designated "officer in charge," other than those specifically listed above.

c. Inactive duty OPCDRs or COs, except during periods of special active duty for training (ADT) and annual ADT.

d. Officers assigned as COs of PCUs. Surface ships or submarines must be commissioned (including commission special status) for the CO to draw CRP.

5. **Requests for Additions to Eligible Commands and Exceptions to Policy**

a. COs of newly established operational commands may request eligibility for CRP by submitting a written request to Office of Chief of Naval Operations (OPNAV), Military Compensation Branch (N130).

b. Any previous letters granting exceptions to policy expire upon the next issuance of reference (b) following the date of this article.

MILPERSMAN 7220-110

SPECIAL PAY FOR DUTY SUBJECT TO IMMINENT DANGER/HOSTILE FIRE

Responsible Office	CNO (N130)	Phone:	DSN	225-3005
			COM	(703) 695-3005
			FAX	225-3311

Governing Directive	DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A

1. **Entitlement Policy**

a. Regulations concerning entitlement to and payment of special pay for duty subject to imminent danger/hostile fire are contained in DOD 7000.14-R, volume 7A, chapter 10.

b. Entitlement to imminent danger/hostile fire pay is limited to members serving in such places or situations as may be designated by the Secretary of Defense or the Secretary's designee.

MILPERSMAN 7220-112

PAY AND ALLOWANCE CONTINUATION (PAC) PROGRAM

Responsible Office	OPNAV (N130)	Phone: DSN COM FAX	225-3005 (703) 695-3005 225-3311

References	(a) 37 U.S.C. 372 (b) USD(P&R) memo of 15 May 2008 (c) 26 U.S.C. 112 (d) 37 U.S.C., Chapter 5 (e) 10 U.S.C. (f) 37 U.S.C, Chapter 7

1. **Purpose**. Pay and Allowance Continuation (PAC) Program is effective as of 15 May 2008 per references (a) and (b) and terminates the Combat-Related Injury Rehabilitation Pay (CIP) established in 2006. PAC mandates that pay and allowances shall continue to be paid to a member of a regular or reserve component who, in the line of duty, incurs a wound, injury, or illness

- while serving in a combat operation or a combat zone,
- while serving in a hostile fire area, or
- while exposed to a hostile fire event (regardless of location);

and is hospitalized for treatment of the wound, injury, or illness. This entitlement is payable for up to 12 months if a member remains eligible.

2. **Definitions**

a. **Hostile Fire**. An event including hostile fire, an explosion of a hostile explosive device, or any other hostile action that involves an attack or other use of force perpetrated by a foreign individual(s) or entity against the United States (U.S.) or a member of its uniformed services, or other designated persons or property. It also includes force used directly to impede the mission and/or duties of the uniformed services, such as the recovery of U.S. personnel or vital U.S. Government property.

b. **Combat Operation.** A military action that may involve carrying out a strategic, operational, or tactical mission against a hostile or unfriendly force, to include carrying on combat and any related movement, supply, attack, defense, and maneuvers needed to gain the objectives of a battle or campaign. Operation Enduring Freedom (OEF) and Operation Iraqi Freedom (OIF) are examples of combat operations.

c. **Combat Zone.** An area designated by Executive Order under reference (c) as an area in which U.S. Armed Forces are or have engaged in combat. Combat zone also includes direct-support areas certified by the Secretary of Defense (SECDEF).

d. **Line of Duty.** A member will be considered as serving in the line of duty unless the wound, injury, or illness is the result of the member's intentional misconduct or willful negligence, or is incurred during a period of unauthorized absence.

e. **Hospitalized.** A member who is admitted as an inpatient to a qualifying Medical Treatment Facility (MTF). Additionally, a member who may be initially admitted as an inpatient and later receives outpatient rehabilitation meets the definition of "hospitalized." In cases where adequate medical treatment (e.g., field medical unit or fleet hospital) is not available in a theater for injuries, illnesses, or wounds incurred in a combat operation, combat zone, hostile fire area, or hostile fire event, the member would be considered "hospitalized" if evacuated. The hospitalization related to a wound, injury, or illness that is the result of service in a combat operation or combat zone, service in a hostile fire area, or exposure to a hostile fire event, may occur immediately following such wound, injury or illness, or at a later time if the need for hospitalization is not initially evident.

f. **Medical or Patient Unit.** An organizational entity or functional division or facility associated with providing medical care to qualifying wounded, injured, or ill members. A member assigned in an "other" category to a command or installation in a limited duty (LIMDU) status may be eligible for the PAC entitlement if determined by Office of Chief of Naval Operations, Navy Casualty (OPNAV (N135C)).

3. **Entitlement**

a. Members of the Regular or Reserve Components who, in the line of duty, incurred a wound, injury, or illness while serving in a combat operation or a combat zone; while serving in a hostile fire area, or while exposed to a hostile fire event (regardless of location); and are hospitalized for treatment of the wound, injury, or illness shall continue to receive the pay and allowances the member received at the time of hospitalization. These pay and allowances include those authorized in references (d) and (e) and the incidental expense (IE) portion of per diem for members deployed in a combat operation or combat zone. These pay and allowances include, but are not limited to:

(1)	Hardship Duty Pay-Location
(2)	Hostile Fire/Imminent Danger Pay
(3)	Per Diem (Incidental Expense Portion Only)
(4)	Hazardous Duty Incentive Pay (e.g., Demolition, Jump, Flight Deck)
(5)	Diving Duty Pay
(6)	Special Duty Assignment Pay
(7)	Assignment Incentive Pay
(8)	Sea Pay
(9)	Selective Reenlistment Bonus

Basic Pay, Basic Allowance for Subsistence (BAS) , Cost of Living Allowance (COLA), Family Separation Allowance (FSA), and Basic Allowance for Housing (BAH); or any other allowance (except as indicated above) found in reference (f) are not included in the calculation of PAC.

b. Members meeting the qualification for this entitlement in paragraph 3(a) above and serving on temporary, deployed, or attached duty for over 30 days duration in a designated hardship duty location for purposes of Hardship Duty Pay (HDP-L); and who are wounded, injured, or become ill within the first 30 days of serving in the designated area; will be considered eligible for HDP-L at the time the wound, injury or illness is incurred.

4. **Termination of Entitlement**

a. Members meeting the qualifications for PAC will have the pay and allowances continued until the end of the first month beginning after the earliest of the following dates:

(1) **The date on which the member is returned for assignment to other than a medical or patient unit for duty as determined by OPNAV (N135C).**

(2) **The date on which the member is discharged, separated, or retired (including temporary disability retirement) from the Uniformed Services**; or

(3) **One year after the date on which the member is first hospitalized for the treatment of the wound, injury, or illness.** The Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)) may extend the termination date in 6-month increments, but only under extraordinary circumstances (e.g., member remains in a comatose state for the duration of the 12-month eligibility period). Requests for this extension should be sent through the member's chain of command and endorsed by competent medical authority before being forwarded first through OPNAV (N135C); and then Pay and Compensation Branch (OPNAV (N130)). When possible, the request for extension should be sent to OPNAV (N135C) 60 days prior to entitlement expiration.

b. In order to ease the transition from CIP to PAC, an automatic 6-month extension was granted **until 31 October 2008,** for members who were eligible in all other respects for the PAC entitlement. A second extension was granted for all members receiving PAC whose eligibility would have expired due to length of hospitalization **before 31 October 2008.** This second extension allows members to continue to receive PAC, if eligible in all other respects, **until 30 April 2009.** Additionally, any member whose PAC entitlement would have expired or will expire due to length of hospitalization at any point from November 2008 until October 2009 shall have a 6-month extension authorized from the date after the entitlement would expire.

5. **Examples**:

(See next page.)

a. **Servicemember injured in Iraq on 1 June 2008.**

- Member is seen in field hospital on 1 June 2008 and flown to Landstuhl, Germany on 3 June 2008.
- Member is inpatient in Germany from 3 June 2008 until 6 June 2008 and then flown to Bethesda on 7 June 2008.
- Member is inpatient in Bethesda from 7 June 7 2008 until 29 June 2008.
- Member is then released to a medical/patient unit for outpatient care from 29 June 2008 until 20 August 2008.
- On 20 August 2008, member is returned to member's unit in a LIMDU status.
- On 20 June 2008 member received payment under the Traumatic Injury Servicemembers' Group Life Insurance (TSGLI).

Member would be qualified for PAC payments for June, July, and August 2008. PAC eligibility is not stopped when a member receives a payment under TSGLI.

b. **Servicemember is injured in Afghanistan on 21 April 2008.**

- Member is seen in field hospital on 21 April 2008 and flown to Landstuhl, Germany on 25 April 2008.
- Member is inpatient in Germany from 25 April 2008 until 3 May 2008 and then flown to Brook Army Medical Center (BMAC) on 3 May 2008.
- Member is inpatient in Brooke Army Medical Center from 3 May 2008 until 30 May 2008.
- On 30 May 2008, member is returned to member's unit in a LIMDU status.
- On 15 August 2008, member is admitted back to BAMC for surgery to correct the above mentioned injury and is inpatient from 15 August 2008 until 18 August 2008.
- On 18 August 2008, member is returned to member's unit.

Member would be qualified for PAC payments for May and August 2008.

c. **Servicemember is injured in Iraq on 7 June 2007.**

- Member is seen in field hospital on 7 June 2007 and flown to Landstuhl, Germany on 9 June 2007.
- Member is inpatient in Germany from 9 June 2007 until 17 June 2007 and then flown to Walter Reed Medical Center on 18 June 2007.
- Member is inpatient at Walter Reed Medical Center from 18 June 2007 until 28 September 2007.
- On 28 September 2008, member is released from the hospital and is assigned to a medical/patient unit and is being seen on a regular outpatient basis from 28 September 2007 through 20 January 2008.
- On 20 January 2008, member is returned to member's unit.
- On 2 May 2008, member is admitted back to Walter Reed for surgery to correct the above mentioned injury and is inpatient from 2 May 2008 until 20 May 2008.
- On 20 May 2008, member assigned to a medical/patient unit on 10 November 2008.
- On 10 November 2008 member is returned to member's unit.

Member would be qualified for PAC payments for June, July, August, September, and October 2008 (due to extended PAC eligibility through 31 October 2008).

6. **Tracking, Reporting, and Payment**

a. **Tracking and Reporting Requirements**

(1) Bureau of Medicine and Surgery (BUMED) will ensure each MTF transmits **via encrypted E-Mail** the NAVPERS 7220/11 Pay and Continuation Program Report which can be accessed by the following link http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx to OPNAV (N135C), via the appropriate cognizant Navy Medical Region, utilizing a format provided by OPNAV (N135C). The report will contain information on all Navy personnel undergoing treatment, whether inpatient or outpatient, for a wound, illness, or injury incurred in theater. Injured, ill, or wounded Sailors will remain on the report until one week after they are no longer hospitalized as defined in this MILPERSMAN article. Information provided to OPNAV (N135C) will include the

- Cognizant Medical Region;
- Medical Treatment Facility;
- Sailor's name;
- Last Four of Sailor's Social Security Number (SSN);
- Theater of Operations (OEF/OIF);
- Date of Evacuation/Initial Hospitalization;
- Battle Injury (BI) or Non-Battle Injury/Illness (NBI);
- Current Status (Inpatient, Outpatient, Care/Rehab);
- Inpatient Admission Date;
- Inpatient Discharge Date;
- Inpatient Facility Name, Location, and Type (MTF/VA/Civilian); and
- Date of Completion for Outpatient Care or Separation/Retirement from Service.

This report will be transmitted to OPNAV (N135C) on a weekly basis.

(2) OPNAV (N135C) will determine PAC eligibility utilizing data submitted by BUMED for evacuated Sailors and maintain data on those Sailors who have been notified of eligibility to receive the PAC benefit. OPNAV (N135C) will transmit the completed PAC Program Report to Defense Finance and Accounting Center, Cleveland Center (DFAS-CL) weekly. Additionally, OPNAV (N135C) will generate a quarterly report that includes the Sailors who are currently receiving PAC and

will forward to Principal Deputy Undersecretary of Defense (USD(P&R)).

(3) OPNAV (N135C) will track each Sailor's PAC eligibility and ensure that the Sailor is aware and counseled regarding expiration date of the entitlement.

b. **Payment Procedures**

(1) Continuation of pay and allowances under the PAC program shall occur from 15 May 2008, or the member’s eligibility, whichever occurs later.

(2) Members who were already authorized payment of CIP and were determined to be eligible for PAC had their CIP payment terminated on 31 May 2008 with the PAC authorization effective 1 June 2008.

(3) OPNAV (N135C) will provide Defense Finance and Accounting Service-Cleveland Center (DFAS-CL) with a monthly list of members who are eligible for PAC, and the date members previously eligible for PAC become ineligible so that the pay may be terminated.

MILPERSMAN 7220-113

SPECIAL COMPENSATION FOR ASSISTANCE WITH ACTIVITIES OF DAILY LIVING (SCAADL)

Responsible Office	CNIC (Safe Harbor Program Management)	Phone: DSN COM FAX	664-5440 (703)604-5440 (703)604-3883
	BUMED (M9)	Phone: DSN COM FAX	761-9080 (703)681-9080 TBD

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1341.12 of 31 Aug 2011 (b) 37 U.S.C., Chapter 7, Allowances Other Than Travel and Transportation Allowances (c) DON CIO 031648Z Oct 11 (d) Caregivers and Veterans Omnibus Health Services Act of 2010. (e) SECNAVINST 5420.193, Board for Correction of Naval Records

1. **Purpose**. Reference (a) implements the statutory authority provided by reference (b) for payment of special compensation for assistance with activities of daily living (SCAADL) to eligible members of the Active component (AC) or Reserve component (RC) of the military services. SCAADL is a special monthly compensation for Service members who incur a permanent catastrophic injury or illness. SCAADL helps offset the economic burden borne by requiring a caregiver to provide nonmedical care, support, and assistance for eligible military members. In order to qualify for SCAADL, a Service member must have a catastrophic injury or illness incurred or aggravated in the line of duty and need assistance from another person to perform the personal functions required in everyday living or require constant supervision.

2. **Definitions**. See reference (a).

3. **Eligibility**. Service members are eligible for SCAADL per reference (a).

4. **Application Process**

a. Requests for SCAADL and questions regarding eligibility should be directed to the non-medical care manager (NMCM) at the nearest military treatment facility (MTF) or a veterans administration (VA) polytrauma center. If all criteria are met, Navy Safe Harbor will work with the Service member's medical care case manager, MTF staff, and Department of Defense (DoD) VA physician to ensure DD 2948 Special Compensation for Assistance with Activities of Daily Living (SCAAL) Eligibility (application) is properly completed. DD 2948 is the official application that must be submitted and can be found at the following location: http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm.

b. Requests for SCAADL must include the completed DD 2948 with the "Activities of Daily Living (ADL)" and "Supervision" sections signed and certified by a DoD VA physician. Once DD 2948 is signed and certified by a DoD VA physician, reviewed and signed by the Service member, and the Service member has been properly counseled on SCAADL, per reference (a), the completed application can be hand-delivered, faxed, or e-mailed by the Service member or family member to Navy Safe Harbor NMCMs for processing. Failure to include all required information and supporting documentation may delay processing or result in the inability to process an application. Applicants will be notified if additional documentation is required, and the application will be held pending submission of supporting information.

c. Service members or family members of eligible service members may call Navy Safe Harbor at (703) 604-5440 or e-mail to www.safeharbor.navy.mil for assistance regarding SCAADL and the application process.

d. The monthly compensation amount will be calculated by Navy Safe Harbor using the United States Department of Labor's Bureau of Labor Statistics wage rate for a home health aide.

e. Per reference (a), the amount of compensation will be based on a three-tier system recognizing the variation in complexity of care required and provided by the caregiver. The compensation matrix consists of three tiers based upon a clinical determination of the number of ADL needs of the Service member and the hours required by a caregiver to perform each ADL

or significant mental health or behavior impairment requiring continuous supervision. The Service member's DoD VA physician will utilize DD 2948 to determine the level of dependency based on the degree to which the member is unable to perform one or more ADL, or the degree to which the member is in need of supervision or protection based on the symptoms or residuals of neurological or other impairment or injury. Per reference (a), the member will be rated as follows:

(1) **High Tier**: Member who scores 21 or higher will be presumed to need a full-time caregiver, one who provides 40-hours of personal care services per week.

(2) **Medium Tier**: Member who scores 13-20 will be presumed to require 25-hours per week of caregiver assistance.

(3) **Low Tier**: Member who scores 1-12 will be presumed to require 10-hours per week of caregiver assistance.

5. **Appeals and Reconsideration**. If the Service member is not satisfied with the initial scoring made by the DoD VA physician, he or she must acknowledge this decision on DD 2948 and appeal at the MTF level. During the appeals process, the original score will remain in effect until a new DD 2948 is signed and certified with a new score and effective date. Bureau of Medicine and Surgery (BUMED) and Navy Safe Harbor will ensure that the appeal is handled at the MTF level according to their process based on the guidelines below. However, the basic parameters below are to be followed to ensure members have an opportunity to have their initial score re-evaluated. Members who petition the initial DoD VA physician to reconsider their score and succeed in obtaining an adjustment do not need to follow the formal appeals process. They simply can have the DoD VA physician fill out a new DD 2948 and submit it to a Navy Safe Harbor NMCM for payment processing. For appeal process purposes, the DoD VA physician may only leave the score(s) the same or increase it.

a. The appeals process consists of two opportunities - informal and formal:

b. **Informal Appeal**. This is an informal reconsideration of DD 2948 by the same DoD VA physician who completed it previously.

(1) **Timeline.** Member must indicate on the original DD 2948 his or her intent to appeal score(s). The DD 2948 and appeals package must be provided to a Navy Safe Harbor NMCM **within 5 business days** from the date the member acknowledges desire to appeal original decision. Navy Safe Harbor and BUMED MTF leadership will make every effort to ensure medical appointments for appeals processing are made to conform to timeline requirements.

(2) The original DoD VA physician may be asked by the member to review his or her initial scoring and modify it. This informal process may only maintain or increase the overall score. If asked to informally reconsider the initial scoring, the DoD VA physician has two options:

(a) **No Change in Score.** Initial score stands unless formal appeal is submitted which changes it.

(b) **Modified Score.** Modified score will be indicated on new DD 2948 with a new date.

(3) Upon completion of the informal appeal, the member will review the new DD 2948. If he or she agrees with the new score, he or she will sign and date the revised form and submit it to a Navy Safe Harbor NMCM for processing. If he or she does not agree with the revised DD 2948, he or she will request a final formal appeal.

(4) Informal Appeal must be initiated within 5 **business days** of original SCAADL evaluation and completed within 10 calendar days.

c. **Formal Appeal.** This is a formal reconsideration of the original DoD VA physician evaluation by a new and independent DoD VA physician. SCAADL is only meant as a temporary stop-gap prior to being enrolled in and becoming eligible for the VA system, with its version of entitlement to assist with the costs of ADL. Therefore, to streamline acquisition into the VA system, there will only be one formal appeal of the original DoD VA physician's decision.

(1) The formal appeal process occurs:

(a) When a Service member acknowledges desire to appeal original decision and does not wish to request an informal appeal by the original DoD VA physician; or

(b) When a Service member acknowledges desire to appeal original decision and after an attempt to obtain an informal appeal change by the original DoD VA physician.

(2) In both cases, Navy Safe Harbor and BUMED MTF leadership will make every effort to ensure medical appointments for appeals processing are made to conform to timeline requirements.

(3) A new DD 2948 will be completed and signed and certified by the new and independent DoD VA physician.

(4) Upon completion of the formal appeal, the Service member will review, sign, date, and submit the new DD 2948 to a Navy Safe Harbor NMCM for processing. For the formal appeal, the new score may remain the same. However, since this appeal is conducted by a different physician, it may also either increase or **decrease** from the original score.

(5) **Timeline**. Appeal package with all supporting documentation and evaluations must be received by a Navy Safe Harbor NMCM **no later than 25 days** from the date of the last SCAADL rating. Packages received after that date, without prior approval by Navy Safe Harbor, will not be processed.

(6) **Appeal Package**. An appeal package must contain the following:

(a) Copy of original DD 2948;

(b) **Service Member's Personal Statement**. This statement must specify each area score contested and provide an explanation why the element score should be different. Statement must be signed and dated.

(c) **Supporting Medical Documentation**. Package must include medical documentation that addresses the area(s) contested. Any documentation provided must be dated within 35 days of the date the DoD VA physician signed and certified the DD 2948. Evaluations older than 35 days may be used if documentation (e.g., letter or memorandum) is provided from the evaluating physician citing which area(s) in the prior evaluation are unchanged. The Service member's medical or nurse case manager and NMCM should assist the Service member in obtaining requisite documentation.

6. **Tracking, Reporting, and Payment**

a. In all cases, the following reporting requirements involving personally identifiable information will be properly protected and encrypted for transmission per reference (c).

b. BUMED will ensure MTFs collaborate with Navy Safe Harbor and a VA Federal recovery coordinator to identify Service members qualified for SCAADL.

c. Navy Safe Harbor will review SCAADL eligibility and maintain data on those Sailors who have been notified of eligibility to receive SCAADL.

d. Navy Safe Harbor will determine the monthly SCAADL stipend from the DoD provided calculator and will provide calculation information to include effective start and stop dates to Defense Finance and Accounting Service, Cleveland (DFAS-CL). In addition to notifying members of their approval, Navy Safe Harbor will transmit the list of those qualified for payment to DFAS-CL (as they are eligible) in order to ensure proper stipend payments.

e. DFAS-CL will pay stipend via electronic funds transfer into the member's Active or Reserve component military master pay account on scheduled paydays.

f. Continuation of SCAADL stipend shall occur from 15 September 2011, or the member's eligibility effective date (whichever occurs later) until they meet one of the conditions for termination of such payment listed in paragraph 7 of this article.

g. Even though the compensation is for payment to a caregiver, SCAADL will be considered taxable income for the member.

h. Re-evaluation will occur in the following circumstances:

(1) 180 days from the effective date of eligibility.

(2) If the Service member's condition changes, the member is required to undergo a re-evaluation to determine the level of dependency and the degree to which the member is in need of supervision or protection. Compensation may increase or decrease based on the re-evaluation.

7. **Termination of Payment**. Members who qualify for SCAADL shall have the qualifying payments continue until the earliest date of one of the following conditions:

(1) The last day of the month, during which a 90-day period ends, that begins on the date of separation or retirement of the member (e.g., 1 June 2011 (separation date) + 90 days = 1 September 2011). Last day of entitlement is 30 September 2011.

(2) The last day of the month during which a member dies.

(3) The last day of the month during which the member is determined to be no longer afflicted with the catastrophic injury or illness. A member is not entitled to SCAADL if the member is no longer afflicted with a catastrophic illness or injury, but has not met with a DOD VA physician.

(4) The last day of the month preceding the month during which the member begins receiving compensation per reference (d).

8. **Board for Correction of Naval Records (BCNR)**. Members who dispute administrative issues on their DD 2948 may petition the BCNR to seek correction of his or her naval record per reference (e). All BCNR applications must clearly identify the error or injustice and the remedial action the petitioner desires BCNR to take. Examples of administrative issues include, but are not limited to the following:

a. Request to apply different zip code to stipend amount.

b. Start or stop date of stipend, due to no fault of member.

9. **Cancellation**. Payment authorization of SCAADL will terminate upon cancellation of reference (a).

MILPERSMAN 7220-120

FAMILY SEPARATION ALLOWANCE (FSA)

Responsible Office	OPNAV (N130)	Phone: DSN COM FAX	225-5565 (703) 614-5565 225-3311

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD 7000.14-R, DOD Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay (b) 37 U.S.C. 427 (c) NAVSO P-6034, Joint Federal Travel Regulations, Volume 1, Uniformed Service Members

1. **Conditions of Entitlement**. The conditions, types, and purpose of entitlement to Family Separation Allowance (FSA) are contained in reference (a), chapter 27; however, this article addresses guidance specific to the Navy concerning entitlement to FSA incident to overhaul and/or unaccompanied tours. Additionally, specific guidance on dual payment for dual military couples, per reference (b), is offered. Finally, information regarding waiver submission for unusual family or operational circumstances is provided.

2. **Authorization of FSA Incident to Overhaul**. Members serving in any paygrade as a member with dependents are authorized payment of FSA-R (Restricted) in situations where the home port of a vessel has changed incident to overhaul and member elects to leave dependents at the present location when member's separation exceeds 30 days beyond the effective date of home port change.

3. **Definition of "Present Location"**. The “actual location” of dependents, which may be a previously elected “designated location,” other than ship’s home port as authorized for personnel assigned to units designated “unusually arduous” sea duty.

4. **Policy Intent for FSA Incident to Overhaul**. The intent of this policy is to provide an equitable allowance to members when

overriding circumstances cause members to leave their dependents at present location.

5. **Denial of Change of Home Port Certificate**. A member who has dependents, and is otherwise eligible for a change of home port certificate, will not be issued a change of home port certificate if the member elects to maintain his/her household at the present location rather than relocate it to the new home port.

6. **Counseling by Commanding Officer (CO)**. Before this action is taken, the CO will counsel the member to explain the impact of the member's decision.

7. **Recording Member's Decision**. If the member elects to maintain the member's household at the present location, it will be entered in the member's service record, NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks, for enlisted personnel; and by memorandum for officers. The entry used for the service record is as follows:

"In consideration of all factors involved, I hereby elect to maintain my household at its present location and decline a change of home port certificate which would allow me to relocate my household incident to home port change for overhaul of (enter name of ship) from (enter previous home port) to (enter new home port) announced by Chief of Naval Operations (CNO) (enter date-time-group of CNO message which issued home port change). I understand that this election is irrevocable and that I will not be entitled to relocate my household at Government expense until my next permanent change of station (PCS) or until post-overhaul home port of (USS) is issued by CNO."

8. **FSA-R Accrual Effective Date**. FSA-R will accrue from the date members elect not to move their dependents at Government expense or begin a separation from their family (whichever is later) and cannot be authorized retroactively.

9. **Authorization of FSA Incident to Members Assigned to Unaccompanied Tours**

a. Members who elect to serve unaccompanied tours in areas to which the movement of their dependents is authorized at

government expense, are not entitled to FSA-R. Entitlement to

- Family Separation Housing (FSH-O) (Overseas Housing Allowance), **or**
- Family Separation Housing (FSH-B) (Basic Allowance for Housing),

remains unaffected, per reference (c), para. U10408.

b. Secretary of the Navy (SECNAV) has authorized continuing entitlement to FSA-R for members with dependents who are serving unaccompanied tours and

(1) are permanently assigned to designated hostile fire or imminent danger areas;

(2) are permanently assigned to forward deployed prepositioning unit;

(3) whose dependent(s) have documented medical conditions preventing their assignment overseas with the member;

(4) who are permanently assigned to overseas locations, and are required to accept an unaccompanied tour based on number of dependents; or

(5) who are married to other servicemembers and who are separated by military orders either in continental United States (CONUS) or outside continental United States (OCONUS).

10. **Allowance for Married Couples with Dependents**

a. Per reference (b), effective 1 October 08, a married couple, both of whom are members of the uniformed services with dependents, may each receive a full FSA monthly allowance if the following conditions are met:

(1) They are simultaneously assigned to duties that would warrant the payment of FSA-R, FSA-S (Ship), or FSA-T (Temporary), per reference (a), chapter 27.

(2) The members resided together with their dependents immediately before their assignments.

b. Both shall continue to receive FSA until one of the members is no longer assigned to duties described in

paragraph 10a(1). Upon expiration of the additional allowance, the remaining member will continue to receive FSA while assigned to qualifying duty.

11. **Waivers in Unusual Family or Operational Circumstances**. Requests for waivers due to unusual family or operational circumstances not covered above may be forwarded to Chief of Naval Operations (OPNAV (N130)) for consideration. Waivers will not be authorized for essentially personal reasons (spousal employment, school, stability, etc.).

MILPERSMAN 7220-130

METHODS OF COMPUTING RETAINER PAY FOR A MEMBER OF THE FLEET RESERVE

Responsible Office	NAVPERSCOM (PERS-823)	Phone: DSN COM FAX	882-3246 (901) 874-3246 882-2622

Governing Directive	DODD 1340.12-M

1. **Rate for Retainer Pay**

a. Enlisted personnel transferred to the Fleet Reserve are entitled to receive retainer pay computed at the rate of 2-1/2 percent of the basic pay being received at the time of transfer, multiplied by the total number of years of active service (including constructive service earned prior to 31 December 1977).

b. Effective 1 October 1983, a part of a year of the member's total service for transfer to the Fleet Reserve will be prorated for multiplier purposes as 1/12 of 2-1/2 percent for each full month served. Any fractional part of a month will be disregarded.

2. **Creditable Service for Percentage Multiplier**. The following service is creditable as constructive service for percentage multiplier but not for basic pay purposes:

a. Any enlistment, or enlistment as extended, terminated within 3 months of the normal expiration date prior to 31 December 1977 is considered a completed enlistment and the full term is counted.

b. A completed minority enlistment (served to within 3 months of the expiration of enlistment) is computed as a completed 4-year enlistment. Minority enlistments were terminated in March 1969.

3. **Creditable Service for Basic Pay**. All periods of active duty and inactive duty service as specified in pay directives are creditable for computing basic pay at time of transfer to the Fleet Reserve.

4. **Retainer Pay**. Retainer pay may be increased by 10 percent if member has been credited with extraordinary heroism as determined by Secretary of the Navy. Retainer pay shall not exceed 75 percent of active duty basic pay being received at time of transfer to the Fleet Reserve.

5. **Date of Transfer**. Enlisted personnel applying for transfer to the Fleet Reserve should be advised to take into consideration the date which would provide the greater percentage multiple and/or additional increment for basic pay after all other requirements have been met under DODD 1340.12-M.

6. **Retired Pay**. Upon transfer to the Retired List from the Fleet Reserve, the retired pay of all members will be the same as the retainer pay they were receiving, except that members who held a temporary officer grade or who transferred to the Fleet Reserve subsequent to 4 December 1987 and held a higher grade are entitled to advancement on the Retired List and to receive retired pay based on the highest grade in which they served satisfactorily as determined by Secretary of the Navy.

7. **Recomputing Retainer Pay**. Members of the Fleet Reserve entitled to receive retainer pay who serve on active duty may upon release from such duty have their retainer pay recomputed so as to obtain credit for such additional service. The new rate of retainer pay shall be computed by adding the number of years of service creditable to the member at the time of transfer and the number of years of subsequent active duty and multiplying the sum by 2-1/2 percent of the basic pay of the pay grade in which they would be eligible at the time of release from active duty. Members of the Fleet Reserve so recalled must serve, day for day, a minimum of 24 months continuous active duty subsequent to the last pay raise in order to have their retainer pay recomputed at a higher rate of base pay than that used at the time of recall to active duty.

MILPERSMAN 7220-140

BASIC ALLOWANCE FOR SUBSISTENCE (BAS) – GENERAL

Responsible Office	OPNAV (N130C)	Phone: DSN COM FAX	225-3005 (703) 695-3005 225-3311

References	(a) DoD 7000.14-R, Department of Defense Financial Management Regulation; Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay, Chapter 25 (b) 37 U.S.C. 402

1. **Entitlement**. Naval personnel entitled to receive basic pay are either

a. furnished meals in a government mess (subsisted in kind), and are entitled to partial basic allowance for subsistence (BAS); or

b. are entitled to a BAS if not subsisted in kind.

2. **Enlisted Full BAS Types**. Enlisted members may be authorized one of the following types of full BAS on a daily basis:

a. When subsistence in kind is not available, or utilization of a government mess is determined to be impracticable.

b. When permission to mess separately is granted.

c. When assigned to duty under emergency conditions where no messing facilities of the United States (U.S.) are available.

3. **Officer BAS**. Officers entitled to basic pay are entitled to BAS at all times on a monthly basis.

4. **Prorated Subsistence Allowances**. Military members may not be provided meals or rations at no charge by or on behalf of the government while entitled to BAS for the same period of service, except when a patient is in the hospital.

5. **Basic Allowance for Subsistence Rates, Procedures, and Criteria**. Applicable payment rates, procedures, and detailed entitlement criteria are contained in reference (a).

6. **Scope of this Article**. This article addresses specific Navy procedures and policies within the constraints of references (a) and (b).

MILPERSMAN 7220-150

BASIC ALLOWANCE FOR SUBSISTENCE (BAS) - SPECIALIZED TERMS

Responsible Office	CNO (N130C)	Phone: DSN COM FAX	225-3005 (703) 695-3005 225-3311

Governing Directives	37 U.S.C. 402 DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A

1. **Definition: Impracticable**. The term is defined in two ways:

a. **Definition 1:** Not practical or reasonable due to time, distance, or other external circumstances.

b. **Definition 2:** Not practical or reasonable due to adverse impact on member's mission:

(1) Applies only to those personnel whose duties are of a unique nature, which makes use of a government mess unreasonable or undesirable; e.g., investigative personnel, certain EOD personnel, etc.

(2) It does not mean adverse impact on a command's mission due to lost work hours, etc.

2. **Definition: Responsible Commanding Officer (RCO)**. The commanding officer of a shore activity operating one general mess or more.

a. The RCO is the sole authority for granting authorizations to mess separately for members of his or her command as well as members of commands serviced by that mess.

b. This authority cannot be delegated to other tenant commands.

3. **Definition: Sea Duty**. Service performed by a permanent party crewmember in a self-propelled vessel that is in an active status, in commission or in service, and is equipped with berthing and messing facilities.

MILPERSMAN 7220-160

BASIC ALLOWANCE FOR SUBSISTENCE (BAS) - GENERAL POLICIES

Responsible Office	OPNAV (N130C)	Phone: DSN COM FAX	225-3005 (703) 695-3005 225-3311

References	(a) 37 U.S.C. 402 (b) DoD 7000.14-R, Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay

1. **Basic Policy**. Normally, enlisted members are subsisted-in-kind. For uniformity in making determinations, government messes available in the geographical area must be used to the fullest extent compatible with economy and efficiency, per references (a) and (b).

2. **Responsible Commanding Officer (RCO) Responsibilities**

a. **Authorizing basic allowance for subsistence (BAS)**:

(1) The RCO is charged with ensuring that commands serviced by his or her mess(es) are authorized BAS per consistently applied policies as set forth in this article, commensurate with efficient operation of mess(es) involved.

(2) When more than one installation having a government mess is located within the same geographical area, the RCOs shall confer to ensure uniform determinations on the authorization of BAS.

b. **Determining Availability of Government Mess**: The commanding officer (CO) of the installation at which the member is performing duty shall make the determination of when a government mess is in fact not available per guidance contained in this article and reference (b).

c. **Auditing and Reverifying BAS Authorizations**: Annual audits and reverification of all BAS authorizations are

required. COs and RCOs shall incorporate BAS audits into local management control programs.

3. **Basic Allowance for Subsistence Continuation Policy**. Basic allowance for subsistence authorizations continue in effect so long as circumstances leading to the approval of BAS remain unchanged, and the member is still assigned to the command which approved or endorsed the request. If the member is transferred to another command, even when the new command is under the cognizance of the same RCO, the request must be resubmitted.

4. **Unit CO/Officer in Charge (OIC) Responsibilities**

a. **Determining when use of government mess is impracticable due to location:** The unit CO or OIC, with the concurrence of the RCO, shall make the determination of when the use of an available government mess is impracticable due to location of the mess in relation to the member's place of duty per guidance contained in this article and reference (b).

b. **Determining when use of government mess is impracticable due to duties or unusual work hours:** The unit CO or OIC, with the concurrence of the RCO, shall determine if the member's duties or unusual work hours prevent the member from eating all or certain meals in a government mess.

5. **Office of Chief of Naval Operations (OPNAV), Military Personnel Plans and Policy Division (N13) Responsibility**. OPNAV (N13) has been designated by Secretary of the Navy (SECNAV) as the only authority that may make a determination of impracticability due to adverse effects on a member's assigned mission.

a. Requests for BAS in these cases shall be forwarded to OPNAV (N13) via the member's CO and the RCO.

b. The entitlement shall be at the "government messing not available" rate.

6. **Limitation on Authority of Naval Vessel COs to Grant BAS**. COs of naval vessels, normally equipped with messing facilities which become inoperable due to decommissioning, overhaul, or other maintenance availability, are not authorized to automatically grant BAS. Refer to MILPERSMAN 7220-180 for specific procedures.

7. **Prorated Subsistence Allowances**. Military members may not be provided meals or rations at no charge by or on behalf of the government while entitled to BAS for the same period of service, except when a patient is in the hospital.

8. **BAS During Contingency Operations**. Refer to reference (b) for procedures for BAS during contingency operations.

MILPERSMAN 7220-170

BASIC ALLOWANCE FOR SUBSISTENCE (BAS) - EMERGENCY CONDITIONS

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 225-3311

Governing Directive	DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A

1. **Definition of Emergency Conditions**. Enlisted members may be paid a cash allowance at the emergency rations rate specified in DOD 7000.14-R, volume 7A and duty is as follows:

In the 48 contiguous United States.
Under unusual or emergency conditions.
Of limited duration (not to exceed 180 days).
In an out-of-the-way place.
Where government messing facilities are not available.
Where conditions require extraordinary expense in obtaining meals.

2. **Requests for Authority to Approve Emergency Rations**. Requests for authority to approve emergency rations must be forwarded with a full statement of facts to Chief of Naval Operations (N13).

3. **Requesting Authority Responsibilities**. The requesting authority must review, audit, and certify all emergency basic allowance for subsistence twice a year.

MILPERSMAN 7220-180

BASIC ALLOWANCE FOR SUBSISTENCE (BAS) - PROCEDURES FOR MEMBERS ON SEA DUTY

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 225-3311

Governing Directives	NAVSO P-3050.2-M, DFAS Pay/Personnel Procedures Manual, Volume 2 NAVSO P-3069, Department of the Navy Source Data System Procedures Manual

1. **Subsistence of Enlisted Members in Sea Duty Status**. Members assigned to sea duty, as defined in MILPERSMAN 7220-150, are not normally eligible to receive a subsistence allowance. Refer to MILPERSMAN 1746-020 for procedures when members are performing temporary duty ashore.

2. **Mess Membership of Chief Petty Officers**. Every chief petty officer (CPO), which includes members in pay grades E-7 through E-9, attached to or embarked in a ship having a separate CPO mess established, must belong to that mess unless the CPO is assigned duty in another mess and subsists there.

3. **Messing for Ships in Overhaul**

a. Commanding officers (COs) of ships undergoing overhaul or other maintenance should use decision criteria in the table below to help in selecting appropriate messing option:

IF the ship galley or messing facility is...	AND the ship is located...	THEN COs may...
inoperable due to repair work,	where no government mess is available,	grant BAS at the “messing not available” rate.
	where government mess is available,	request to mess separately (**RATSSEP**).

b. **Submitting Requests for RATSSEP:** Requests must be submitted to the responsible commanding officer (RCO) via the immediate superior in command (ISIC).

c. **Criteria for granting RATSSEP:** The criteria for granting RATSSEP in these instances are the same as listed in MILPERSMAN 1746-020.

d. **Analysis of factors prior to authorizing RATSSEP:** Due to the potential impact on Military Personnel, Navy (MPN) budgeting caused by large unprogrammed expenditures, the CO, RCO, and ISIC should make every attempt to ensure available government messing is utilized, and resort to RATSSEP only after other alternatives have been thoroughly investigated. The following factors should be considered prior to authorizing RATSSEP:

(1)	Availability and location of any general mess in the vicinity;
(2)	Impact use of that mess would have on the ship's work;
(3)	Number of personnel to be authorized to mess separately;
(4)	Availability and cost of government transportation which could be used to transport member to a government mess ashore; and
(5)	Anticipated duration of ship's galley closure.

4. **Messing for Ships Being Decommissioned**. Enlisted crewmembers of ships being decommissioned may request RATSSEP upon the permanent closure of that ship's general mess:

a. Requests must be submitted via the chain of command to the RCO.

b. Commanding officers of ships being decommissioned are encouraged to coordinate these requests with the RCO prior to closure of the ship's general mess.

5. **Subsistence in Private Messes Afloat**

a. Enlisted members subsisting in private messes afloat, e.g., cabin and wardroom messes, are authorized to subsist in the mess to which assigned without charge, or subsist in the general mess at the discretion of the CO.

b. When subsisting in the private mess, since food is purchased by these messes, daily rations, that would have been credited to the activities general mess to feed these members,

are “commuted” to the private mess in an amount equal to the daily RATSSEP rate.

c. **Crediting Rations:** Rations are credited by submitting appropriate pay documents prepared according to the DJMS PTG and the SDSPROMAN, stating that rations of the members listed are to be commuted to a specific mess, and that the value of the rations will be paid to the treasurer of that mess.

d. **Mess Treasurer Action:** The mess treasurer submits to the disbursing officer a locally prepared form with the following information:

(1)	Members names,
(2)	Social security numbers,
(3)	Number of rations,
(4)	Applicable dates for each member whose rations are commuted, and
(5)	Total number of rations being commuted.

e. **Disbursing Officer Action:** The disbursing officer prepares NAVCOMPT 2277, Voucher for Disbursement and/or Collection, to reimburse the mess treasurer.

MILPERSMAN 7220-182

BASIC ALLOWANCE FOR SUBSISTENCE (BAS) II

Responsible Office	CNO (N130)	Phone: DSN COM FAX	225-3005 (703) 695-3005 225-3311

References	(a) 37 U.S.C. 402 (b) DODD 1418.5 of 10 Jun 2003 (c) DOD 7000.14-R, Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay

1. **Purpose**. Basic Allowance for Subsistence (BAS) II is designed to provide a special rate of subsistence for enlisted members permanently assigned to single (unaccompanied) government quarters without adequate facilities for food storage or food preparation, and where a government mess is not available and the government cannot otherwise make meals available per references (a) through (c).

2. **Definitions**

a. **Adequate Food Storage and Preparation Facilities**: Generally, suggested guidelines for adequate food storage and preparation facilitates are those facilities

(1) that are near, but separate from the bedroom and bathroom; and

(2) comprised of a refrigerator with freezer, a conventional oven or microwave, a kitchen sink, and a dry food pantry or storage cabinets.

b. **Government Mess**: A dining facility supported with appropriated funds that provides meals or rations to military members subsisted in kind or sold at food cost. The term includes the following activities: general mess, wardroom mess, officer’s mess, chief petty officer’s mess, field mess, dining hall, dining activity, dining facility, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded totally by appropriated funds. It does not include activities operated with non-appropriated funds such

as officers' club, enlisted club, squadron mess, organized mess, or similar terms, except when those activities provide meals or rations under contract or agreement with the applicable operating and food costs borne by appropriated funds.

3. **General Eligibility Criteria**. BAS II may be paid to enlisted members assigned to vessels in a pre-commissioning status, and enlisted members approved due to unique or unusual circumstances. To be eligible for BAS II, a servicemember must meet all of the following criteria:

a. Enlisted servicemember entitled to BAS.

b. Permanently assigned to single (unaccompanied) government quarters without adequate food storage or preparation facilities.

c. There is no available government messing facility.

d. Government cannot otherwise make meals available.

4. **Requests**. Requests for BAS II shall be forwarded to Chief of Naval Operations (CNO), Military Compensation Policy Branch (CNO (N130)) for approval/disapproval. Requests should include at a minimum:

a. Number of Sailors impacted.

b. Characteristics of quarters – available food storage or preparation facility.

c. Statement that a government messing facility is not available. (The installation commander will determine availability of government messing facility for enlisted members performing duty at that installation.) Government messing includes facilities ashore and those located on a vessel.

d. Estimated duration of the requirement for BAS II.

NOTE: Commander, Navy Installations (CNI) Command is the designated authority responsible for determining whether the facilities are sufficient to allow for sanitary food storage and preparation of nutritious meals.

5. **Rate**. The rate for BAS II is fixed at twice the rate of standard enlisted BAS.

6. **Restrictions**. The following restrictions apply to BAS II entitlement:

a. Enlisted BAS II is not authorized when a government mess is temporarily closed for less than 14 days.

b. Enlisted members receiving BAS II at their permanent station who are hospitalized or performing regular permissive temporary additional duty (TAD) (including field duty, sea duty, essential unit messing, or group travel) under orders away from the permanent station will revert to standard enlisted BAS for the period of absence from the permanent station.

c. Payment of BAS II shall be applied uniformly for all enlisted members permanently assigned to single government quarters under similar circumstances at the same installation.

MILPERSMAN 7220-190

SUPPLEMENTAL AND PRORATED SUBSISTENCE ALLOWANCES

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 225-3311

Governing Directives	DoD 7000.14-R, DoD Financial Management Regulation, Volume 7A NAVSO P-3050.2-M, DFAS Pay/Personnel Procedures Manual, Volume 2 NAVSO P-3069, Department of the Navy Source Data System Procedures Manual

1. **Who is Authorized to Approve Payments**. Commanders, commanding officers, and officers in charge are authorized to approve payment of prorated or supplemental subsistence allowances only for the exact number of meals members miss when duty prevents them from obtaining those meals at a government mess, or when a government mess is not available for certain meals. Use the table below to determine which subsistence allowance applies:

IF members are...	AND whose duties...	THEN...
not receiving any subsistence allowance,	prevent them from obtaining certain meals in a government mess,	prorated subsistence allowance applies.
receiving mess separately allowance (RATSSEP),	preclude them from utilizing a government mess for certain meals,	supplemental subsistence allowance applies.

2. **How is Payment Authorized**

a. Payment must be

(1) authorized by the commanding officer's certification of the dates and specific meals missed, and

(2) verified by the officer exercising close daily supervision of the member.

b. This certification must be made on the appropriate pay document prepared according to NAVSO P-3050.2-M, volume 2 or NAVSO P-3069. Refer to the DOD 7000.14-R, volume 7A for applicable rates and requirements.

MILPERSMAN 7220-210

DISLOCATION ALLOWANCE AND SECNAVFIND

Responsible Office	NAVPERSCOM (PERS-451H)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR)

1. **Dislocation Allowance Policy**. A dislocation allowance is payable

a. to members when their dependents perform an authorized move in connection with permanent change of station (PCS), or

b. to a member without dependents that occupies private quarters when not assigned adequate government quarters upon reporting at a new permanent duty station.

Details governing the conditions of entitlement and amounts payable are contained in reference (a).

2. **SECNAVFIND Policy**

a. A member is not entitled to more than one dislocation allowance during any fiscal year unless Secretary of the Navy (SECNAV) finds that the exigencies of the service require more than one PCS during the same fiscal year. As used in this article, **this finding is referred to as SECNAVFIND**.

b. Exceptions to the requirement for a SECNAVFIND are as follows:

(1)	Change in home port, including the initial home port assignment;
(2)	Change of a ship or afloat staff;
(3)	Deactivation of a ship or activity;
(4)	Transfer of a member from outside the United States (U.S.) to a hospital in the U.S. for observation and treatment, provided the commanding officer (CO) of the receiving hospital issues a statement the treatment will be of a prolonged duration and/or the member's CO requests a permanent replacement for the hospitalized member as an operational necessity;
(5)	Member is assigned on PCS duty under instruction to, from, or between courses conducted at a U.S. installation, or conducted, controlled, and managed by one or more of the services at a civilian educational institution, or elsewhere;
(6)	When the PCS transfer order states "SECNAVFIND NOT REQUIRED" as determined by the order issuing command; or
(7)	Emergency evacuation of dependents as provided in reference (a).

c. Constant effort will be exerted by all order issuing authorities to reduce the frequency of PCS.

d. If required, a request for a SECNAVFIND must be initiated when entitlement to a second or subsequent dislocation allowance in the same fiscal year exists. Requests for a SECNAVFIND for officer and enlisted personnel are completed by the member's detailer at the time PCS orders are being initiated.

MILPERSMAN 7220-220

DISLOCATION ALLOWANCE (DLA) ENTITLEMENT POLICY

Responsible Office	OPNAV (N130E)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

References	(a) NAVSO-P 6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members

1. **Dislocation Allowance Policy for Military Couples**

a. Dislocation allowance entitlement for a servicemember married to another servicemember is described in reference (a), Chapter 5, Part G.

(1) Additionally, children of that marriage may travel under either, but not both, parent's permanent change of station (PCS) orders.

(2) The **parent claiming dependent travel** of the children would be entitled to DLA at the **with-dependent rate** regardless of which parent claims the children for basic allowance for housing (BAH).

(3) The **other parent's** DLA entitlement would be per reference (a), Chapter 5, Part G.

b. See MILPERSMAN:

(1)	7220-240	Overseas Station Allowances Policy
(2)	1300-090 - 1300-140	Permanent Change of Station (PCS) Entitlement Policy
(3)	1300-150 - 1300-200	Command Sponsorship of Dependents at Overseas Duty Stations

2. **Dislocation Allowance Policy when Dependents do not Relocate**. A servicemember who has dependents, but does not relocate them incident to a PCS, is entitled to DLA at the **without-dependent rate** if government quarters are not occupied at the new permanent duty station (PDS).

3. **Fiscal Year (FY) DLA Limitation and Exceptions**. Only one DLA entitlement is authorized during a FY.

a. **Secretary of the Navy Finds (SECNAVFIND) Exception**: SECNAVFIND that more than one PCS requiring a DLA payment is required during the current FY.

b. **Course of Instruction Exception**: This limitation on second DLAs does not apply to servicemembers ordered to, from, or between courses of instruction conducted, controlled, or managed by one or more of the uniformed services.

4. **Dislocation Allowance Policy for Proximity Moves**. Entitlement to DLA payment in the case of proximity moves, per reference (a), para. U5355, occurs only when the new commanding officer (CO) certifies that the relocation of the servicemember’s household is in the best interest of the Government. This authority will not be delegated. See MILPERSMAN 1300-090 through 1300-140.

5. **Dislocation Allowance Policy if Dependent Travel is Denied**. Servicemembers who are denied concurrent travel with dependents, or dependent travel for 20 weeks or more, and elect a continental United States (CONUS) designated place move; and subsequently relocate their dependents to their overseas PDS, may receive only one DLA entitlement to cover both moves.

6. **Advance Payment of DLA**. Dislocation allowance may be paid in advance.

MILPERSMAN 7220-230

CIVILIAN CLOTHING ALLOWANCE (CCA) FOR OFFICERS AND ENLISTED PERSONNEL

Responsible Office	OPNAV (N131U)	Phone:	DSN	664-4713/4955
			COM	(703) 604-4713/4955
		Fax:	DSN	664-6957
			COM	(703) 604-6957

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	DOD Authorization Act 1988-89, Public Law 100-180, 101 Stat 1093, Section 611 37 U.S.C. 419 DODI 1338.18 of 7 Jan 98 DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A

1. **General Description**:

a. Navy Service members, required to wear civilian clothing in the actual performance of their official military duties, may be eligible for a **Civilian Clothing Allowance (CCA)** to defray the cost of purchasing of such clothing.

b. **Officers** are precluded by law from receiving a CCA while assigned to a permanent duty station within the United States (including Hawaii and Alaska).

c. **Enlisted** personnel may be eligible to receive a CCA while permanently assigned to a duty station within, or outside, the United States; however, there are very few duties within the United States that would require enlisted Service members to wear civilian clothing in the actual performance of their official military duties, thereby justifying the payment of CCA.

d. **There are two types of CCA as follows:**

(1) **Permanent Duty Civilian Clothing Allowances**

(a) Initial Civilian Clothing Allowance

(b) Replacement Civilian Clothing Allowance

(2) **Temporary Duty Civilian Clothing Allowances**

(a) Temporary Duty of at least 15 days

(b) Temporary Duty of At least 30 days

e. **Deputy Chief of Naval Operations (DCNO) (N131U) is the final approving authority** for these allowances, when area commanders have required personnel under their jurisdiction to wear civilian clothing in the performance of their official duties. The determination will be based on detailed information or justification submitted by the command requesting the authorization.

f. **Requests for CCA** that are not submitted per this article will be returned to the originating command without DCNO (N131U) approval.

g. **Payment of CCA** shall not exceed the rates in DOD 7000.14-R; these are the maximum authorized:

(1) A command may request a lesser amount than that which is stated in DOD 7000.14-R.

(2) DCNO (N131U) may authorize all or part of the amount requested on the basis of the circumstances surrounding the request.

(3) Concurrent payment of different types of CCA is not authorized.

2. **Specifying the Requirement**:

a. All Navy personnel on duty in the United States and overseas are required to wear the prescribed uniform; however, when the wearing of a Navy uniform would preclude members from effectively performing duties in support of their command's assigned mission, civilian clothing may be authorized.

b. Examples of a mandatory requirement to wear civilian clothing include the following:

(1) Certain overseas locations where the political climate precludes the wearing of uniforms.

(2) Assignment to duties where the wearing of uniforms would compromise lives or security.

(3) Duties where the military identity of the Service member must be protected.

(4) The physical safety of others in close contact with such members might or would be compromised; e.g., Secret Service.

c. The Service member must be required to wear civilian clothing a substantial portion of the time (in excess of 50 percent of their time on duty), not merely during isolated instances. The necessity to wear civilian clothing while commuting to and from work, command desirability, or personal preference do not constitute eligibility for entitlement to CCA.

d. CCA will not be authorized for casual clothing; the circumstances must require the Service member to wear civilian "coat and tie" (or female equivalent) apparel, or the accepted cultural equivalent, in the actual performance of their official military duties.

e. CCA is not intended to defray the cost of purchasing organizational or unique non-military clothing.

(1) Special-purpose individual clothing required for support of personnel to accomplish their assigned duties shall be carried as organizational issue by the cognizant command, and be issued to Service members on an "as needed" basis.

(2) Organizational clothing includes special/distinctive non-military apparel such as that required to be worn by Navy band members, flag mess members, and aircraft maintenance crews performing duties at foreign airports.

(3) No monetary credits or payments are provided to Service members for obtaining or replacing organizational clothing.

3. **Request Content**. Requests for CCA must be signed by the cognizant commander, or commanding officer (CO). Please refer to the request content table below for information required.

a.	**Member's:** • Name • Rate/pay grade • Social security number • Permanent duty station • Unit identification code • Projected rotation date • Expiration of active obligated service
b.	**Type of CCA required:** • Permanent Duty Civilian Clothing Allowance • Temporary Duty Civilian Clothing Allowance
c.	**Date, type and amount of any previous CCA payment, if available:**
d.	**If requesting permanent duty CCA, identify the percentage of the time during the work week:** • Uniform is worn in the performance of official duties • Civilian clothing is worn in the performance of official duties
e.	**If requesting TEMDU CCA, identify the:** • Temporary Duty Station • Expected duration of assignment • Include a copy of the Temporary Additional Duty/Temporary Duty orders with the request
f.	**Justification as to why the member's duties cannot be performed in uniform:**
g.	**Clothing prescribed for duty:** • Type of uniforms • Type of civilian clothing
h.	**Point of contact, telephone number, and e-mail address:**

MILPERSMAN 7220-240

OVERSEAS STATION ALLOWANCES POLICY

Responsible Office	CNO (N13)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

Governing Directive	NAVSO P-6034, Joint Federal Travel Regulations, Volume 1, Chapter 9. OPNAVINST 3111.14V

1. **Definition: Overseas Station Allowances**. Servicemembers, with or without dependents (as defined in NAVSO P-6034, para. U9000), are entitled to overseas station allowances including Cost-of-Living Allowance, Overseas Housing Allowance, and Temporary Lodging Allowance under NAVSO P-6034, volume. 1, chapter 9.

2. **Reporting to Overseas Duty Station**. A servicemember, assigned to a unit with an overseas home port (as opposed to an overseas permanent duty station location - see OPNAVINST 3111.14V), who reports to the unit while away from the home port has reported to the overseas duty station for the purpose of overseas station allowance payment under NAVSO P-6034, para. U9300-A.

3. **Dependent Status Policies**

a. **Dependents in Vicinity:** For the purpose of payment of overseas station allowances, dependents are in the vicinity of the overseas duty station if the conditions in NAVSO P-6034, para. U9000-E have been met.

b. **Non-BAQ Dependency:** Dependent (as defined in NAVSO P-6034, para. U9000) is not based on basic allowance for quarters (BAQ) dependency.

c. **Authority for PCS Travel of Children of a Military Couple:** In servicemember married to another servicemember situations, children of that marriage may travel under either but not both parent’s permanent change of station (PCS) orders.

d. **Station Allowances Rate for Travel of Children:** The parent claiming dependent travel of the children would be entitled to overseas station allowances at the with-dependent rate.

e. Also see MILPERSMAN 1300-xxx, 7220-220, and 1300-150 through 1300-210.

4. **Overseas Station Allowances Continuation Policy.** When dependents depart an overseas station after the servicemember sponsor has departed, station allowances may continue for as long as 60 days following the servicemember's effective date (as defined in NAVSO P-6034, volume 1, appendix A) of PCS orders.

a. Continuation may be granted only if delayed departure resulted from circumstances in NAVSO P-6034, para. U9101-B. Personal convenience of servicemember or dependents shall not be considered.

b. Requests for extensions beyond 60 days after effective date of orders should be forwarded to Chief of Naval Personnel (PERS-454C), citing NAVSO P-6034, para. U9101-C:

(1) Providing appropriate justification based on NAVSO P-6034, para. U9101-B.

(2) The estimated effective date of orders should be noted on the request.

(3) Requests should be submitted to enable determinations to be made before the date required.

NOTE: VHA cannot be continued after a servicemember departs Hawaii or Alaska.

MILPERSMAN 7220-250

OVERSEAS COST-OF-LIVING ALLOWANCE (COLA) POLICY

Responsible Office	CNO (N13)	Phone: DSN COM FAX	224-5635 (703) 614-5635 223-3311

Governing Directive	NAVSO P-6034, Joint Federal Travel Regulations, Volume 1, Chapter 9

1. **Purpose**. The overseas COLA is prescribed to maintain the purchasing power of basic military compensation in an overseas area.

2. **Description**. Cost-of-Living Allowance is based on comparison of costs between an overseas area and the continental United States (CONUS). COLA computation compares the cost of over 100 different goods and services between CONUS and an overseas area. Cost changes at the overseas location do not necessarily cause COLA changes. The overseas change must be compared to the CONUS change.

a. **Example 1**: If an overseas cost increase is greater than a corresponding CONUS increase for the same time, a COLA increase could occur depending on how large of a difference.

b. **Example 2**: If the overseas item cost increase is the same as the CONUS item increase, no COLA change should occur.

c. **Example 3**: If an overseas item cost increase is less than a corresponding CONUS item increase, a COLA decrease could occur despite the increase in item cost at the overseas site.

3. **Computation of Overseas COLA**. See NAVSO P-6034, volume 1, appendix L for the computation of COLA.

4. **Entitlement Policy**. Entitlement to COLA generally begins on the day a member reports to a new permanent duty station and terminates the day before the day the member departs permanent change of station (PCS):

a. When dependents depart an overseas station after the servicemember sponsor has departed, COLA may continue for as long as 60 days following the servicemember's effective date (see NAVSO P-6034, volume 1, appendix A) of PCS orders.

b. Continuation may be granted only if delayed departure resulted from circumstances in NAVSO P-6034, para. U9101-B. See MILPERSMAN 7220-240.

5. **Advance COLA**. There is no legal authority to pay advance COLA.

MILPERSMAN 7220-260

OVERSEAS HOUSING ALLOWANCE (OHA) POLICY

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

References	(a) Joint Federal Travel Regulations (JFTR)

1. **Description**. The overseas housing allowance (OHA) system provides a housing allowance to uniformed members assigned to overseas locations. OHA is described in detail per reference (a), Chapter 10. This allowance is intended to defray a significant amount of housing costs. Overseas housing allowance is based on the difference between basic allowance for housing (BAH), or family separation housing allowance (FSH) and total housing costs not to exceed a maximum amount set for a Service member's pay grade, see reference (a), Appendix K. Effective 1 October 2005 command sponsorship of dependents present outside of the continental United States at their permanent duty station is not required in order to be paid a housing allowance (OHA or BAH) at the with dependent rate.

2. **Type BAQ to Use in OHA Computation**. Service members who have dependents and:

a. Are serving unaccompanied tours; and

b. Are drawing BAQ at the with dependents rate; and

c. Have no dependents residing in the vicinity of the overseas permanent duty station, will have FSH at the **without dependents** rate used for any housing allowance computation, see reference (a), Chapter 10.

3. **Criteria for Residing in Vicinity of Duty Station**. For the purpose of OHA, dependents are residing in the vicinity of the duty station if they meet the criteria set forth in reference (a), Chapter 10.

4. **Overseas Housing Allowance/BAQ Advance Payment Policy**. Instructions for advance payment of OHA/BAH are in reference (a), Chapter 10. No cost associated with purchase of a residence will be considered when determining whether an advance payment of OHA/BAH should be made, or the amount of the advance.

5. **Overseas Housing Allowance Continuation Policy**. When dependents depart an overseas station after the Service member sponsor has departed:

a. OHA may continue for the period specified by Navy Personnel Command, Distribution Management and Procedures Branch (PERS-451H) when approving delayed dependent departure.

b. Continuation may be granted only if delayed departure resulted from circumstances in reference (a), Chapter 10. See MILPERSMAN 7220-240, Overseas Station Allowances Policy.

MILPERSMAN 7220-270

OVERSEAS TEMPORARY LODGING ALLOWANCE (TLA) POLICY

Responsible Office	OPNAV (N130E)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members, Chapter 9 (b) DoD Directive 5154.29 of 9 Mar 93

1. **Definition**

a. Temporary lodging allowance (TLA) is a permanent change of station (PCS) allowance payable incident to

(1) initially reporting to an overseas permanent duty station (PDS),

(2) detaching from an overseas PDS, or

(3) certain other circumstances.

b. It is authorized to partially reimburse a servicemember for more than normal expenses incident to use of temporary lodgings outside the contiguous 48 states and the District of Columbia (DC).

2. **Restrictions on Payment of TLA**. TLA cannot be paid

a. at the same time as overseas housing allowance (OHA) or overseas cost-of-living allowance (COLA) except under conditions in reference (a).

b. for a member or on behalf of a dependent acquired subsequent to the effective date of PCS orders while they are initially seeking a residence.

3. **TLA Entitlement Period**. The period of entitlement to TLA upon departure will not normally exceed the last 10 days preceding the day of departure:

a. Exceptions to the 10-day rule are listed in reference (a).

b. The overseas commander must determine that a servicemember meets one of the listed exceptions for TLA to be approved for a longer period.

c. Shorter periods may be prescribed as long as procedures enable additional TLA payments if conditions warrant.

4. **Vacating Quarters as Condition for TLA Payment**. TLA is payable under reference (a), after the servicemember has vacated quarters.

a. **Vacate**, for the purposes of this article, is defined as

when the personal property of the occupant has been either moved or prepared to be moved so that normal use of the quarters is prevented. As a result, dependents cannot occupy quarters. The mere departure from quarters does not constitute a basis for payment of TLA.

b. When computing TLA under reference (a), basic allowance for housing (BAH) and basic allowance for subsistence (BAS) will only be deducted when being paid to the servicemember.

5. **Usability of Facilities for Preparing and Eating Meals**. When temporary lodgings have

a. facilities and space for preparing and eating meals, as determined by the overseas commander or designated representative, the daily rate of TLA is modified under reference (a).

b. meal preparation and eating facilities, but which are not usable, the servicemember must notify the overseas commander or designated representative as soon as the condition is known.

6. **Usability Determination**. The determination as to whether or not the meal preparation/eating facilities are usable rests with the overseas commander or designated representative. The determination must be submitted when making a claim for TLA in order for the proper deduction to be made.

7. **TLA Impact of Staying with Friends or Relatives**. When the servicemember and/or dependents stay with friends or relatives,

a. no lodging portion of TLA is payable, and

b. computation of meal portion of TLA shall be based on the applicable per diem rate. See reference (a).

8. **Declaring Apartments or Houses as Temporary Lodging**. Overseas commanders may declare furnished or unfurnished apartments or houses to be temporary lodgings for TLA purposes.

9. **Conversion from Temporary to Permanent Lodging**. Acceptance of household goods (HHG) by the servicemember and/or dependents converts temporary lodgings to permanent lodgings.

10. **Issuing Supplemental Administrative Instructions**. Overseas commanders are to issue supplemental administrative instructions to provide local guidance under reference (a). A copy of the instruction will be sent to both the Chairman, Per Diem, Travel and Transportation Allowance Committee; and Navy addressee in this office per reference (b).

11. **Advanced Payment**. See reference (a).

MILPERSMAN 7220-280

CONTINENTAL UNITED STATES (CONUS) TEMPORARY LODGING EXPENSE (TLE) POLICY

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Joint Federal Travel Regulations, (JFTR)

1. **Purpose**. Temporary lodging expense (TLE) is intended to partially offset the cost of occupying temporary lodgings incident to a permanent change of station (PCS) move.

2. **Lodging Types Eligible for TLE**. Both temporary lodging facilities (defined per reference (a), appendix A) and private or commercial lodgings, in the vicinity of either the old or new permanent duty station (PDS) within the continental United States (CONUS), may be occupied by the Service member or dependents in order to be eligible for TLE.

3. **Maximum TLE Entitlement Authorized**

a. Maximum TLE entitlement is determined as a function of the CONUS or outside the continental United States (OCONUS) locations of the two PCS PDSs involved using the table below:

IF a PCS is...	THEN maximum TLE entitlement authorized in CONUS incident to a PCS is...
between two PDSs in CONUS or to a PDS within CONUS,	10 days.
from a PDS within CONUS to a PDS OCONUS,	5 days.
to a secretarial designated major disaster area, or PDS experiencing a sudden increase in number of members assigned.	60 days.

b. The total TLE reimbursement to the Service member together with documentation required is outlined per reference (a), Chapter 5, Part H.

4. **Temporary Lodging Expense Policy Relating to Permanent Type Lodging**. Temporary lodging expense must be paid for only temporary lodgings. Lodgings occupied after reporting to a new PDS which are permanent-type resident quarters into which a Service member or dependents move household goods and occupy indefinitely, do not qualify for TLE reimbursement.

5. **Permanent Change of Station Order Types for Which TLE cannot be Paid**. The types of PCS orders for which TLE cannot be paid are described per reference (a), Chapter 5, Part H.

6. **Temporary Lodging Expense not Payable if Per Diem is Payable**. Temporary lodging expense is not payable to the Service member when per diem is payable.

7. **Temporary Lodging Expense Policy Relating to Reporting for Duty at New PDS Activity**. Temporary lodging expense is payable to cover designated place expense of dependents per reference (a), Chapter 5, Part H., even though member has not reported.

8. **Temporary Lodging Expense Policy Relating to Advanced and Delayed Travel of Dependents**. Temporary lodging expense is payable to cover temporary lodgings associated with approved, advanced, or delayed permanent change of station dependent travel.

MILPERSMAN 7220-300

ADVANCE PAY ON PERMANENT CHANGE OF STATION

Responsible Office	CNO (N13)	Phone: DSN COM FAX	695-3304 (703) 695-3304 225-3311

Governing Directive	NAVSO P-6034, Joint Federal Travel Regulations, Volume 1, Chapter 5 DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A

1. **Purpose**. Advance pay is intended to enable a member to have sufficient money in hand to execute a move without visiting disbursing officers en route or submitting claims at the member's new duty station until the member has settled in the new residence and reported for duty.

2. **Basic Policy**. A member may be paid an advance in pay upon permanent change of station (PCS), **except** PCS incident to

a. separation from the service, or

b. trial by court-martial.

3. **Other Types of PCS**. The following are also considered PCS for purposes of this article:

a. A call to extended active duty of a

(1) reservist,

(2) retired member, or

(3) member of the Fleet Reserve.

b. A duly authorized change of home yard or home port.

c. Orders to a duty station upon reenlistment of a member with a break in service.

4. **Advance Pay within Same Geographic Area**

a. Advance payments on PCS within the same geographical area are only authorized when the member is entitled to ship household goods (personal property) at Government expense under NAVSO P-6034, volume 1, chapter 5.

b. Generally such shipments are prohibited under NAVSO P-6034, volume 1, paragraph U5317 for PCS in the same geographical area.

c. **Definition: the same geographical area** – as being within the corporate limits, such as the member's prior duty station, home port, or place from which ordered to active duty.

d. The restriction does not apply to no-cost PCS orders outside the geographical area.

5. **Advance Pay Request Windows**. The table below specifies the conditions for and the width of windows in days for submitting advance pay requests during PCS:

WHEN member requires advanced pay under circumstances that are...	**THEN submittal of advance pay request is limited up to...**	**AND not to exceed...**
normal,	30 days prior to scheduled date of departure,	60 days after reporting to the new permanent duty station.
special, i.e., • extenuating, • causing severe hardship, or • having unusually large expenses, when clearly justified,	90 days prior to scheduled date of departure,	180 days after reporting to the new permanent duty station.

6. **Limitations and Requirements for Requesting Advanced Pay**

a. **Advance Pay Amount and Liquidation Period Limits**: The member may request advance pay up to 3 months and liquidation up to 24 months.

b. **Advance Pay Certificate/Authorization**: All members requesting advance pay must sign an Advance Pay Certificate/Authorization.

c. **Conditions Requiring Commanding Officer (or Representative) Written Approval and/or Member Justification**: See table below.

WHEN...	THEN....
• member is E-3 or below, or • advance pay request is for more than 1 month, or • repayment schedule is greater than 12 months, or • request for advance pay is prior to 30 days before departure or 60 days after arrival,	commanding officer or representative must provide written approval.
• request is for more than 1 month of advance pay, less deductions; or • request shows more than a 12-month repayment schedule; or • advance request is outside the window of 30 days before departure or 60 days after arrival to the new PCS station;	justification by the member is required.

7. **Financial Status Review**. Prior to approval of a request for advance pay, commanding officers will make sure the financial status of the member is thoroughly reviewed to determine that the member has not shown a pattern of financial irresponsibility. Commanding officers should use their discretion in limiting advances of pay in those cases of demonstrated fiscal immaturity.

8. **Advance Pay Liquidation**. A member requesting advance pay under this article will be advised

a. the advance may be liquidated in one lump sum at any time within the authorized repayment period; and

b. the total pay due after a move, including

(1)	dislocation allowances,
(2)	travel allowances,
(3)	rations,
(4)	basic allowances for quarters (BAQ),
(5)	and basic pay,

may be used provided it equals or exceeds the advance pay;

c. the repayment period will be scheduled to liquidate the advance before the member’s expected date of separation; or

d. liquidation will be scheduled for completion before the start of a subsequent PCS move.

9. **Advance Pay of BAQ and Variable Housing Allowance (VHA)**. NAVSO P-6034, para. U8014, provides guidance for advance payment of BAQ and VHA.

MILPERSMAN 7220-310

ADVANCE PAY AND ALLOWANCES

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 225-3311

Governing Directive	DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A

1. **General Policy**. Naval personnel,

   a. when on duty at a distant station,

   b. mobilized, or

   c. deployed aboard ships for more than 30 days, and

   d. where pay and allowances cannot be disbursed regularly,

may be paid in advance of basic pay and allowances per regulations contained in DOD 7000.14-R, volume 7A.

MILPERSMAN 7220-320

PAY AND ALLOWANCES WHILE ON LEAVE

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 225-3311

Governing Directive	DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A

1. **Policy**. Members on authorized leave or liberty, while in an active duty status, are entitled to full pay and allowances **except** for periods set forth below:

a.	Excess Leave will be computed from the first day of excess leave, unless it is anticipated that member will not return to duty; for example, appellate leave. **Exception**: Members with dependents in pay grade E-4 or below and 4 years or less of service, who are entitled to continued payment of Basic Allowance for Quarters (BAQ) for a period not to exceed 2 months during which an excess leave period accrued.
b.	Leave Without Pay when authorized under pertinent departmental instructions.
c.	Periods of absence over leave or liberty, unless excused.

2. **Convalescent and Graduation Leave**. Members on convalescent leave and graduation leave are entitled to full pay and allowances including leave rations. The application procedures are found in DOD 7000.14-R, volume 7A.

MILPERSMAN 7220-330

CHECKAGE OF PAY FOR EXCESS LEAVE

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 225-3311

Governing Directive	DoD 7000.14-R, DoD Financial Management Regulations, Volume 7A

1. **Checkage of Pay Rules for Excess Leave**. Use the table below to identify excess leave conditions and actions required to effect checkage of pay:

WHEN...	THEN...	AND...
member returns from excess leave,	make checkage of pay immediately.	
member takes additional excess leave prior to completion of obligated active service,	checkage of pay shall be made for the total excess leave, including the one-half day.	
excess leave is taken as a result of an administrative error,	checkage shall be made immediately upon discovery that such leave has been taken,	shall be based on the pay and allowances received by the member at the time the excess leave was taken.
it is discovered that a member was granted excess leave,	the disbursing officer shall be notified,	the disbursing officer shall effect checkage of pay and allowances. **NOTE:** See pay directives for required support documents.
in the checkage of pay and allowances for excess leave upon separation, release, or retirement, a fractional part of a day of excess leave is found,	the fractional part of a day shall be checked as a whole day.	**NOTE:** Members shall not be retained in service, since the checkage of pay for excess leave produces an overpayment at the time of separation from active duty.

2. **Rules for Minus Leave Balance**. Use the table below to deal with minus leave balances:

WHEN...	AND...	THEN...	AND...
the leave record accounting at the time a first extension of enlistment, regardless of duration, becomes operative,	separation from active service, desertion, or death produces a minus leave balance,	such minus leave balance shall be considered excess leave,	proper checkage for such excess leave shall be made at the time of closing the pay record, except in the situations listed below. **Caution:** This policy is based on public law and cannot be waived.

WHEN...	AND...	THEN...	AND...
a minus leave credit exists at the time of separation under any of the following circumstances: • discharge from an enlistment for the purpose of accepting a permanent or temporary commission or warrant appointment in the Regular Navy or the Naval Reserve and continuing on active duty, or • termination of a temporary commission or warrant appointment, reverting to an enlisted status and continuing on active duty, or • discharge from an enlistment prior to the expiration for the purpose of continuing on active duty in the same or other status, **NOTE:** This does not apply to discharge within 3 months of expiration of enlistment for the purpose of reenlistment.	the minus leave balance does not exceed 30 days,	checkage of pay and allowances shall not be made,	the minus leave balance shall be carried forward into the new leave record.
	the minus leave balance exceeds 30 days,	checkage of pay and allowances shall be made for the portion of minus leave balance exceeding 30 days,	the first 30 days of minus leave balance shall be carried forward into the new leave record.

WHEN...	AND...	THEN...	AND...
an enlisted member, who accepts an appointment to one of the service academies or as a Naval Reserve midshipman, shall be considered discharged for the purpose of this article,		checkage shall be made for any minus leave balance that exists at the time of such appointment.	
member, who has been checked for excess leave as the result of being declared a deserter, is returned to a duty status after completion of disciplinary action which resulted in conviction of the lesser charge of unauthorized absence or acquittal,	the mark of desertion is removed,	the minus leave balance shall be reentered on the leave record,	the amount of pay and allowances for which checked shall be recredited on member's pay record.

MILPERSMAN 7220-340

LUMP-SUM PAYMENT FOR ACCRUED LEAVE

Responsible Office	OPNAV (N130)	Phone: DSN COM FAX	225-3304 (703) 695-3304 225-3311

References	(a) DoD 7000.14-R, DOD Financial Management Regulations, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay

1. **Policy**

a. Each member of the Navy on active duty (ACDU), except as listed below, is entitled to a lump-sum payment of accrued leave standing to the member's credit on the date of

(1) death,

(2) discharge,

(3) release from ACDU, or

(4) on the date preceding the effective date of a first extension of enlistment.

b. **The 60-Day Limit**: No member may sell back more than 60 days of accrued leave during a military career.

c. **Modification for Enlisted Members**: Enlisted members may sell a portion of accrued leave and carry forward the remainder to a new enlistment or first extension. The combination of elections may exceed 60 days. Additionally, an enlisted member of the Armed Forces who would lose accumulated leave in excess of 120 days earned per MILPERSMAN 1050-070, may elect to be paid in cash or check on the Treasurer of the United States for any leave in excess of up to 30 days of such leave. This election may be made at any time during the year when the member's leave accrued is in excess of 120 days. A member may elect to execute this addition only once.

d. Detailed instructions concerning the lump-sum payment for accrued leave are contained in reference (a).

2. **Payment to Survivors**. Payment may be made to survivors of deceased members in the order of precedence of designated or non-designated beneficiaries per reference (a), with one exception identified in the list below.

3. **Exceptions to Accrued Leave Entitlement**. There is no entitlement to payment for accrued leave under the following situations, involving:

OFFICERS OR ENLISTED MEMBERS	
(1)	Members of the Navy Reserve released to inactive duty for the purpose of reporting for ACDU the following day in the same or in another status.
(2)	Members discharged Under Other Than Honorable conditions.
(3)	Members on training duty with pay for periods of less than 30 consecutive days.
(4)	Members on training duty without pay.
OFFICERS ONLY	
(1)	An officer retires, immediately reenters on ACDU or separated, on a day other than the end of the specified period of ACDU, for the purpose of reentering on ACDU in any status within any Uniformed Service.
(2)	Officers of the Regular Navy or Navy Reserve transferring to another branch of service, or the Reserve components thereof.
ENLISTED MEMBERS ONLY	
(1)	When discharged for fraudulent enlistment.
(2)	When released from duty because of void enlistment or void induction.
(3)	When discharged before completing 6 months ACDU and separation is for unsatisfactory performance or misconduct.
(4)	Members discharged for the purpose of accepting a commission or warrant.
(5)	Members discharged more than 3 months prior to the normal date of expiration of their enlistment, for the purpose of enlistment or reenlistment.
(6)	Enlisted member retired and continued on ACDU after retirement, or is recalled to ACDU service.
(7)	Enlisted members transferred to the Fleet Reserve and continued on ACDU after transfer without a break in ACDU service.
MIDSHIPMEN/STUDENTS	
(1)	Midshipmen discharged from the Naval Academy or elsewhere.
(2)	Students of the Navy Reserve Officers Training Corps.
SURVIVORS OF MEMBERS WHO WERE PUT TO DEATH AS LAWFUL PUNISHMENT FOR A CRIME OR MILITARY OFFENSE	

MILPERSMAN 7220-350

PAY AND ALLOWANCE WHILE AWAITING ON LEAVE ORDERS OR WHILE SICK OR WOUNDED

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 225-3311

Governing Directive	DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A

1. **Rules on Entitlements During Special Absences**. Use the table below to determine entitlements associated with special absences from duty caused by sickness, wounds, or awaiting orders status:

WHEN...	AND...	THEN...	AND...
an officer or an enlisted member, while on active duty,	absent on account of sickness or wounds, except sick misconduct because of intemperate use of alcoholic liquor, or habit forming drugs or directed to be absent from duty to await orders pending final action by Secretary of the Navy upon the recommended findings of a Physical Evaluation Board,	is entitled to proper credit of pay and allowances for the entire period of such absence,	any travel performed by a member, pursuant to competent orders while the member is in an awaiting orders status, will be reimbursable on a mileage basis.
A member is absent from regular duties for a continuous period of more than 1 day because of disease that is directly caused by and immediately follows intemperate use of alcoholic liquor or habit forming drugs,		the member is not entitled to basic, special, or incentive pay,	is entitled to allowances, as prescribed in DOD 7000.14-R, volume 7A, for the period of that absence. Comment: Each member whose pay is so forfeited for more than 1 month is entitled to $5 for personal expenses for each full month that pay is forfeited.

2. **Determination of Absence Periods and Causes**. Determination of periods and causes of absence under this article shall be made as prescribed by Secretary of the Navy and are final and conclusive.

MILPERSMAN 7220-360

ENTITLEMENT TO PAY AND ALLOWANCES WHILE UNDER INVESTIGATION FOR FRAUDULENT ENLISTMENT OTHER THAN UNDERAGE

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 225-3311

Governing Directive	DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A

1. **Entitlement Process Relating to Fraudulent Enlistment**. Use the following table to determine what pay and allowance entitlement actions must be taken during and after a fraudulent enlistment investigation:

WHEN...	AND...	THEN...	AND...
information is received indicating that a member of the command may have enlisted fraudulently,		the commanding officer (CO) shall inquire into the matter with a view to processing the case per this manual,	except in aggravated cases, such as • repetitious fraudulent enlistment in the military establishment, or • fraudulent enlistment coupled with serious military offenses, administrative action is deemed appropriate. **COMMENT:** Trial by court-martial is not precluded when such action is believed to be in the best interest of the service.

WHEN...	AND...	THEN...	AND...
an enlisted member is under investigation for fraudulent enlistment,		as provided in pay directives, pay and allowances accrue and payments shall continue to be made.	
the CO receives notice that Chief of Naval Personnel, or other authority specifically designated by him, has determined the enlistment to be fraudulent,		the CO shall immediately direct the disbursing officer to suspend pay and allowances pursuant to detailed instructions contained in pay directives.	
pay and allowances have been suspended,	Chief of Naval Personnel directs the enlistment be terminated on account of fraud,	no further payments shall be made regardless of the character of the discharge directed.	
or if the fraud is waived,	pay and allowances will have accrued,	pay and allowances shall be paid as if the member's account had not been suspended,	in this connection, entitlement to pay and allowances, once withheld by pay directives and this article, may not be reinstated unless the member's retention in the naval service is authorized by administrative action or affirmed pursuant to action by court-martial.

2. **Payment of Health and Comfort Money**. Nothing in this article shall prevent payments of health and comfort money.

MILPERSMAN 7220-370

PAY ACCOUNTS OF RETIRING PERSONNEL

Responsible Office	**NAVPERSCOM (PERS-835)**	**Phone:**	**DSN 882-3246 COM (901) 874-3246 FAX 882-2762**

NAVPERSCOM CUSTOMER SERVICE CENTER	**Phone:**	**Toll Free 1-866-U ASK NPC**

1. **Policy**. Pay accounts of retiring personnel are closed upon final detachment and forwarded to Defense Finance and Accounting Service Cleveland Center (DFAS-CL). All requests for information concerning retired pay matters arising after retirement should be addressed to the commanding officer of that activity. Further information may be found by clicking on the following link: http://www.dfas.mil/retiredmilitary/about/aboutus/customer-service.html. All other correspondence and communication should be directed to the following:

Mail		
For retirees:	For annuitants, beneficiaries and survivors:	For claims for non-receipt of payment:
Defense Finance and Accounting Service U.S. Military Retired Pay P.O. Box 7130 London, KY 40742-7130.	Defense Finance and Accounting Service U.S. Military Annuitant Pay P.O. Box 7131 London, KY 40742-7131.	Defense Finance and Accounting Service Cleveland Center P.O. Box 998005 Cleveland, OH 44199-1126.
Fax		
Retired Pay:	Annuitant/Survivor Pay:	Claims for non-receipt of payment:
1-800-469-6559	1-800-982-8459	(216)-522-5898

Phone: Toll-Free: 1-800-321-1080
Local: (216) 522-5955
DSN: 580-5955

MILPERSMAN 7220-380

DUAL COMPENSATION REGULATION APPLICABLE TO THE NAVAL RESERVE

Responsible Office	CNO (N13)	Phone: DSN COM FAX	224-5565 (703) 614-5565 225-3311

Governing Directives	DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A, Chapter 2 DFAS-DJMS Procedures Training Guide (DFAS PTG)

1. **Dual Compensation Constraint and Options**.

a. A member of the Naval Reserve component who, because of earlier military service, is entitled to

a pension,
retired or retainer pay, or
disability compensation from the United States Government by virtue of prior military service; and

who performs active duty for which he/she is entitled to compensation for that active duty may elect to receive either

the payments for the prior military service, or
pay and allowances authorized for present duty performed.

b. If the Naval Reserve component member is ordered to active duty for 30 days or more in time of war or national emergency, he/she may not receive any of the above payments based on earlier military service unless those payment(s) are greater than the compensation prescribed for the present duty performed

2. **Using Affidavit or Waiver to Elect**. The election is made by an affidavit or a waiver for pension or active duty pay. The format for the affidavit or waiver is located in the DFAS PTG.

MILPERSMAN 7220-390

SELL BACK OF LEAVE

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 225-3311

Governing Directives	DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A DFAS-DJMS Procedures Training Guide (DFAS PTG)

1. **Sell Back of Leave**. Sell back of accrued leave is discussed in MILPERSMAN 7220-340.

2. **Checkage of Pay**. Checkage of pay for excess leave is discussed in MILPERSMAN 7220-330.

MILPERSMAN 7220-410

RETROACTIVE STOP LOSS SPECIAL PAY COMPENSATION

Responsible Office	OPNAV (N130)	Phone: DSN COM FAX	664-5474 (703) 604-5474 604-6957

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) P.L. 112-74, Consolidated Appropriations Act of 2012, Section 8105. Section 310(b) of the Supplemental Appropriations Act, 2009 (Public Law 111-32; 124 Stat. 1871). (b) 10 U.S.C., §2771. (c) Department of Defense Appropriations Act, 2010, Section 8108, Continuation of Stop Loss. Special Pay (effective December 19, 2009). (d) CNO WASHINGTON DC 282013Z SEP 01 (NAVOP 012/01). (e) CNO WASHINGTON DC 110015Z OCT 01 (NAVADMIN 265/01). (f) CNO WASHINGTON DC 011844Z Mar 02 (NAVOP 003/02). (g) CNO WASHINGTON DC 051608Z Aug 02 (NAVADMIN 239/02). (h) CNO WASHINGTON DC 072247Z Apr 03 (NAVOP 005/03). (i) CNO WASHINGTON DC 112045Z Apr 03 (NAVADMIN 083/03). (j) CNO WASHINGTON DC 151530Z MAY 03 (NAVADMIN 121/03). (k) 5 U.S.C., §552a

1. **Purpose**. Retroactive stop loss special pay (SLSP) compensates members, who, at any time during the period beginning on 11 September 2001 and ending on 30 September 2009, served on ACDU while the member’s enlistment or period of obligated service was involuntarily extended due to the provision of law commonly referred to as “stop loss authority,” or similarly, whose eligibility for retirement and or transfer to the Fleet Reserve was suspended due to application of “stop loss authority.” Consistent with references (a) through (c), this MILPERSMAN article restates policy, defines eligibility

criteria, and sets forth the application process for retroactive SLSP. The amount of compensation shall be $500 per month for each month or any portion of a month during a period that the member was retained on ACDU as a result of application of stop loss authority. Members will not receive a payment for the same month or portion of a month during which the member was retained on ACDU under stop loss authority.

2. **Eligibility**. Eligible members include members of the Active and Reserve components, officer or enlisted, former members, and retired and or Fleet Reserve members, who, at any time during the period on or after 11 September 2001 and ending before or on 30 September 2009, served on ACDU and had their enlistments or periods of obligated service involuntarily extended due to the provision of law commonly referred to as "stop loss authority." In the event that an eligible member is deceased, payment shall be made as **unpaid pay and allowances** per reference (b).

a. The Secretary of the Navy (SECNAV) exercised the stop loss authority during two separate periods between 11 September 2001 and 30 September 2009. During each period, only specific personnel with specific critical skills were identified as required to remain on ACDU (i.e., involuntarily extended) beyond the expiration of their enlistment and or obligated service, or eligibility for retirement and or transfer to the Fleet Reserve. Personnel with those skills may have been notified that their critical skill may lead to stop loss action. That notification does not, in and of itself, mean that an individual was involuntarily retained on ACDU.

b. Only an individual with a critical skill, Navy enlisted classification (NEC), designator, or additional qualification designator (AQD) identified in paragraphs 2c(1) or 2c(2) below, is eligible to apply, if the individual:

(1) Had an approved separation or retirement and or Fleet Reserve date that was suspended or cancelled during the periods identified due to application of stop loss authority;

(2) Requested separation or retirement and or transfer to the Fleet Reserve for a date within the stop loss periods identified, and was denied separation or retirement and or transfer to the Fleet Reserve due to stop loss authority; or

(3) Served on ACDU and a period of obligated service was otherwise involuntarily extended due to stop loss authority during the periods identified.

c. Periods in which SECNAV exercised stop loss authority and the critical skills associated with each period are as follows:

(1) **10 October 2001 to 31 December 2002,** as outlined in reference (d) through reference (g).

(a)	**Enlisted**: • All personnel in the master at arms (MA) rating, excluding non-MA personnel who held the 9545 NEC. • All enlisted sea, air, and land personnel (NEC 532X, 8491, or 8492). • All enlisted special warfare combatant-craft crewmen (NEC 5351 or 5352). • All enlisted explosive ordnance disposal personnel (NEC 533X). • Cryptologic technicians (interpretive) CTI (NEC 9193, 9208, 9215, 9216).
(b)	**Officer**: • All O3 and O4 special operations officers (114X). • All security limited duty officers (LDOs) (6490). • All security technician warrant officers (7491). • All cryptologic officers (161X, 644X, 744X). • All physicians (210X) with subspecialty codes 15C0 and or 15C1 (All AQDs), 15H0 and or 15H1 (All AQDs), 16R1 (AQD 6RR, 62C), 15B0 and or 15B1 (All AQDs), 16P0 and or 16P1 (All AQDs), and 16X0. • All Nurse Corps officers (290X) with subspecialty codes 1930, 1945, 1950, 1960, 1972, or 1976.
(c)	**Any member who possesses one or more of the following Department of Defense (DoD) language codes or NECs**: • AB, AD, AE, AK, AL, AM, AN, AP, AQ, AU, AV, AX, AZ, BT, DG, HE, HJ, JN, JV, PF, PG, PJ, PV, PW, RU (officer only), SC (officer only), TB, TC, UB, UK, UR, UX, 9208, 9209, 9215, or 9216.

(2) **3 April 2003 to 15 September 2003**, as outlined in reference (h) through reference (j).

(a)	**Enlisted**: • All personnel in the MA rating. • E-3 through E-6 Navy law enforcement specialists (NEC 9545) • Enlisted afloat planning system maintenance technicians (NEC 1676). • Enlisted mission distribution system operators (NEC 2778). • Cryptologic technicians (interpretive) CTI (NEC 8295 or 8296). • Hospital corpsmen (HM) (NEC 84038125, 8427, or 8541). • E-1 through E-6 field medical service technicians (HM NEC 8404).
(b)	**Officer**: • All security LDOs (649X). • Security technician warrant officers (749X).

NOTE: **Personnel not possessing one of the specific critical skills, NECs, designators, or AQDs identified above do not meet eligibility requirements for retroactive SLSP and should not submit an application. Further, individuals possessing one of the specific skills listed, but who were not actually involuntarily extended beyond the expiration of their obligated service, period of enlistment, or date of retirement and or Fleet Reserve eligibility, are not eligible for this special pay and should not apply.**

d. Members who were discharged or released from the Armed Forces under **other than honorable** conditions are not eligible to receive retroactive SLSP and should not submit an application.

e. Members who reenlisted following a cancellation, denial of separation, or retirement and or transfer to the Fleet Reserve would be eligible for retroactive SLSP within the stop loss periods identified above only up to the day before the date of reenlistment, due to the fact that the reenlistment was a voluntary election to remain on ACDU. Similarly, members who entered into an agreement to receive a bonus, special and or incentive pay, or other benefit in exchange for an obligation of

additional service while under stop loss would only be eligible for retroactive SLSP within the stop loss periods identified above up to the day before the date of the agreement, regardless of the date of payment and or receipt of the benefit.

f. By law, Reserve component members retained under stop loss authority will receive retroactive SLSP only for service on ACDU. As such, Reserve component members may have periods before and after mobilization while under stop loss authority during which no retroactive SLSP can be paid.

(1) An enlisted member of the Reserve component is eligible for SLSP if the member is serving on ACDU and the period of ACDU involuntarily extends the member beyond their Reserve end of current contract (RECC).

(2) The member's RECC is the termination of the member's obligation to the Ready Reserve. For example, a Sailor assigned to a Ready Reserve and or Selected Reserve unit is obligated to perform with that duty, including involuntary orders to ACDU, provided the period of duty is not beyond the member's RECC.

(3) An officer is eligible for SLSP if the officer is serving on ACDU and the period of ACDU involuntarily extends the officer beyond an approved date of resignation or retirement, or for an officer fulfilling an initial contractual period of ACDU if involuntarily extended on beyond the officer's end of active service.

g. Per reference (c), Service members who were retained on ACDU under the stop loss provision and who subsequently voluntarily reenlisted or extended their service or suspended their retirement and received a bonus for such reenlistment or extension of service, are not eligible to receive retroactive SLSP.

3. **Application Process**

a. Individuals who meet the criteria above may submit an application between 21 October 2009 and 21 October 2012. By law, there is no authorization to make payments on claims that are submitted after 21 October 2012. **DD 2944 Claim for Retroactive Stop Loss Payment** is the official application form that must be submitted and can be found by using the following link:
http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-

2999.htm. Failure to include all required information and supporting documentation may delay processing or result in the inability to process an application. Claimants will be notified that additional documentation is required and the application will be held pending submission of supporting information.

b. Completed applications may be forwarded to Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch (PERS-832) by using one of the following methods:

(1) Via standard mail service:

Commander Navy Personnel Command
PERS 832
5720 Integrity Drive
Millington, TN 38055-8320

(2) Via e-mail: MILL_NAVYSTOPLOSS@NAVY.MIL

c. Applicants or family members of eligible deceased Service members may call NAVPERSCOM (PERS-832) at (901) 874-4433 for assistance in completing the application, if required.

d. Applications that are approved will be forwarded to Defense Finance and Accounting Service (DFAS) for payment via electronic funds transfer into the bank account provided in the application and applicants will be notified of approval.

e. Applications that are disapproved will be returned to the claimant with an explanation for the disapproval. Claimants who believe the determination to be in error may appeal to the Board for Correction of Naval Records (BCNR). Additional details related to the BCNR process may be found at: http://www.donhq.navy.mil/bcnr/bcnr.htm

4. **Authorized Supporting Documents**. Source documents that substantiate claims must be submitted with all applications. **No applications will be considered without supporting documentation.** Examples of source documentation include, but are not limited to:

a. DD 214 Certificate of Release or Discharge from Active Duty and or DD 215 Correction to DD 214, Certificate of Release or Discharge from ACDU;

b. Personnel record, enlistment document, or reenlistment document recording original expiration of service date;

c. Approved retirement and or transfer to the Fleet Reserve memorandum or orders establishing retirement prior to actual date of retirement as stipulated in DD 214 or DD 215;

d. Approved resignation memorandum or transition orders establishing a separation date prior to actual date of separation as stipulated on DD 214 or DD 215;

e. Revocation of orders;

f. Letter or naval message that denies a request for retirement and or transfer to the Fleet Reserve or separation;

g. Copy of initial retirement and or transfer to the Fleet Reserve or separation order with subsequent final order enacting final retirement and or transfer to the Fleet Reserve or separation (demonstrates change in orders);

h. Copy of request to reestablish retirement and or transfer to the Fleet Reserve date;

i. Signed documentation or affidavit from knowledgeable officials from the individual's chain of command; and or

j. Other documentation that the claimant feels may support their claim.

If source documents cannot be located, individuals must obtain copies from the National Archives at: http://www.public.navy.mil/bupers-npc/career/recordsmanagement/Pages/default.aspx

5. **Reporting Requirements**

a. In all cases, the following reporting requirements involving personally identifiable information will be properly protected and encrypted for transmission per reference (k).

b. NAVPERSCOM (PERS-832) will submit a spreadsheet of approved submissions for payment to DFAS on a weekly basis containing the following information: last name, first name, middle initial, grade, social security account number, service, component, date stop loss pay entitlement began, date stop loss pay entitlement ended, street and or apartment #, city, state,

zip code, beneficiary last name (if applicable), beneficiary first name (if applicable), bank account routing number, bank account type, claimant e-mail, claimant phone number, and location and or country.

c. NAVPERSCOM (PERS-832) will maintain a spreadsheet that includes the following information:

(1) Number of claims filed;

(2) Number of claims approved;

(3) Number of claims denied and reasons why, including those claims denied because the claimant was discharged or released under other than honorable conditions;

(4) Number claims pending and why;

(5) Amount of the payment approved for each claim, to include mean and median payments provided per claimant;

(6) Number of claims and payments made per reference (b) for deceased claimants;

(7) Date of receipt of claim; and

(8) Date of claim approval.

d. Office of Chief of Naval Operations (OPNAV), Pay and Compensation Branch (N130) in conjunction with NAVPERSCOM (PERS-832), DFAS, BCNR, and OPNAV, Manpower, Personnel, Training, and Education Resource Management Division (N10) will submit a quarterly report (submission date to be determined) to the DoD that includes the following information:

(1) Number of claims filed;

(2) Number of claims approved;

(3) Number of claims denied and reasons why (including those claims denied because the claimant was discharged or released under other than honorable conditions);

(4) Number of claims pending and why;

(5) Total amount of funding that has been obligated, to include mean and median payments provided per claimant;

(6) Number of claims and payments made, per reference (b), for deceased claimants; and

(7) Mean and median processing times from receipt of claim to payment.

6. **Cancellation**. Unless extended under separate correspondence, the retroactive SLSP Compensation Program ends on 21 October 2012. No applications postmarked after this date will be accepted and this article will be cancelled.