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 BUPERS CD-ROM web site listed below:

http://buperscd.technology.navy.mil/

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

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5215
PERS-332
6 Oct 2005

Changes to the Naval Military Personnel Manual included in **Change 12** are **effective the date written at the top of each article and below the article number on this change summary.**

D. A. GOVE
Rear Admiral, U.S. Navy
Commander,
Navy Personnel Command

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**
1001-030 CH-12 16 Sep 2005	**CIVILIAN EMPLOYMENT OF INACTIVE DUTY NAVY RESERVISTS** -- Administrative review/update; no policy/procedures changes. (COG: NAVPERSCOM (PERS-491))
1001-040 CH-12 13 Sep 2005	**FOREIGN TRAVEL AND RESIDENCE OF INACTIVE DUTY NAVY RESERVISTS** –- Administrative review/update; no policy/procedures changes. (COG: NAVPERSCOM (PERS-491))
1001-050 CH-12 28 Jul 2005	**RESERVE PERSONNEL MANAGEMENT ASSISTANCE TEAM (RPMAT)** -- Administrative review/update. No policy/procedures changes. (COG: NAVPERSCOM (PERS-491))

1001-070 CH-12 15 Sep 2005 **INACTIVE DUTY RESERVISTS WHO ARE STUDENTS OR GRADUATES OF MEDICAL SCHOOLS OR THEOLOGICAL STUDIES --**

- Minor administrative changes including updating responsible office code and references.
- Para. 2c, revised throughout and should be reviewed in its entirety.
- Para 4a, revised first sentence to read, "... 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)."

(COG: NAVPERSCOM (PERS-491))

1070-350 CH-12 30 Aug 2005 **NAVPERS 1070/125 (05-78), LIMITED DUTY/WARRANT OFFICER HISTORY CARD -- Deleted.** LDO/CWO detailers have access to Enlisted Assignment Information System (EAIS) to obtain information from enlisted records.

(COG: NAVPERSCOM (PERS-451))

1100-020 **APPOINTMENT IN THE NURSE CORPS OF THE NAVY ON ACTIVE**
CH-12 **DUTY** --
21 Sep 2005

- Changed responsible office **from** CNO (N13) **to** NAVPERSCOM (PERS-4415).
- Updated telephone numbers and references.
- Changed "Navy Reserve" to "Navy" in title and para. 1.
- Para. 1, Eligibility, subpara. 1c, revised to read, "Able to complete 20 years of active service prior to reaching age 62."
- Para.2, Professional Requirements, subpara. 2a, revised second sentence to read, "Program must have been approved by a state board of nursing or accredited by the National League for Nursing Accrediting Commission or Collegiate Commission on Nursing Education at the time of graduation."
- Para. 3, Application, changed forms to use:
  Item a – **from** SF 88 **to** DD 2808.
  Item b – **from** SF 93 **to** DD 2807/1.
  Item g – **from** NAVCRUIT 1100/11 **to** NAVCRUIT 1131/2
  Item h – **from** DD 398-2 **to** SF 86
- Para. 4, Application Address, changed Navy Recruiting Command code **from** CNRC–315 **to** N3.

(COG: NAVPERSCOM (PERS-4415))

1100-050 **ELIGIBILITY REQUIREMENTS FOR MEMBERSHIP IN THE**
CH-12 **READY RESERVE** –- Administrative review/update.
28 Jul 2005 No policy/procedures changes.

(COG: NAVPERSCOM (PERS-491))

1131-030 **MEDICAL SERVICE CORPS** -- Administrative
CH-12 review/update; no policy/procedures changes.
12 Sep 2005 Updated responsible office from CNO (N13) to NAVPERSCOM (PERS-4415). Updated telephone numbers.

(COG: NAVPERSCOM (PERS-4415))

1131-040
CH-12
13 Sep 2005

APPOINTMENT OF OFFICERS IN THE NAVY RESERVE -- Administrative review/update; no policy/procedures changes.

(COG: NAVPERSCOM (PERS-491))

1131-050
CH-12
21 Sep 2005

MEDICAL ENLISTED COMMISSIONING PROGRAM --

- Changed responsible office **from** CNO (N13) **to** NAVPERSCOM (PERS-4415).
- Updated telephone numbers and references.

(COG: NAVPERSCOM (PERS-4415))

1214-010
CH-12
30 Aug 2005

OFFICER SUBSPECIALTY SYSTEM --

- Updated responsible office code.
- Para. 6, Officer Subspecialty Codes, deleted NAVPERS 1301/51, Officer Data Card (ODC) from first sentence.
- Minor administrative changes.

(COG: NAVPERSCOM (PERS-45E))

1220-010
CH-12
23 Aug 2005

AIRCREW PROGRAM -- Changed responsible office code **from** CNO (N132D) **to** NAVPERSCOM (PERS-4011D2) throughout article. Para. 10, Apprenticeship and Paygrade, deleted subpara. 10f regarding waiving of courses for those earning accelerated advancement to E-4. Made revisions to the following paragraphs which should be reviewed in their entirety:

- 2b, Age
- 2d, Physical Conditioning
- 9, Terms of Enlistment
- 13, Contents of NAVPERS 1070/621 or NAVPERS 1070/622
- 14, Application Submission, subparas. 14a, 14b, and new subparas. 14c(8) and 14c(9)

(COG: NAVPERSCOM (PERS-4011D2))

1300-010
CH-12
29 Aug 2005

FLAG LEVEL REVIEW CONCERNING PERSONNEL ASSIGNMENT -- Administrative review/update. Updated responsible office telephone numbers. Deleted outdated reference.

(COG: NAPVERSCOM (PERS-451))

1300-020
CH-12
26 Sep 2005

DECLINING ORDERS TO COMMAND -- Administrative review/update; no policy/procedures changes. Updated responsible office telephone numbers.

(COG: (NAVPERSCOM (PERS-451O))

1300-025
CH-12
15 Sep 2005

DECLINING ORDERS TO 1630 COMMANDER SEA DUTY -- Administrative review/update; no policy/procedures changes. Updated responsible office facsimile number.

(COG: NAVPERSCOM (PERS-4411))

1300-060
CH-12
29 Aug 2005

ADMINISTRATION OF NAVAL MEMBERS PERFORMING DUTY WITH THE ARMY, AIR FORCE, OR COAST GUARD -- Administrative review/update; no policy/procedure changes. Updated responsible office contact numbers. Minor administrative changes.

(COG: NAVPERSCOM (PERS-451))

1300-1000
CH-12
6 Sep 2005

MILITARY COUPLE AND SINGLE PARENT ASSIGNMENT POLICY -- Para. 3e, Simultaneous Sea Duty, deleted separate NAVPERS 1070/613, Administrative Remarks entry for collocated military couples without dependents on simultaneous sea duty. Since E-5 and below military-to-military couples with no dependents and both serving on sea duty are now paid at the without-dependents BAH rate as are E-6 and above, a separate NAVPERS 1070/613 is no longer required.

(COG: NAVPERSCOM (PERS-451))

1300-1200
CH-12
27 Sep 2005

SAFETY TRANSFERS –- **New** article. When concerns for the safety and well-being of servicemembers and/or their dependents dictate a permanent change of station (PCS) transfer prior to normal projected rotation date (PRD), a safety move may be authorized. Commands may request a PCS transfer for reasons of personal safety for non-rated enlisted personnel from Enlisted Placement Management Center (EPMAC). For all others contact Navy Personnel Command (NAVPERSCOM) (PERS-4832).

(COG: NAVPERSCOM (PERS-451/4832)/EPMAC)

1301-900
CH-12
12 Sep 2005

SUBSPECIALTY MANAGEMENT, GRADUATE EDUCATION, AND SERVICE COLLEGES –- Changed responsible office **from** NAVPERSCOM (PERS-440/45J) **to** NAVPERSCOM (PERS-45E/45J). Deleted subpara. 7c, College Degree Program for Officers, and renumbered remaining subparas.

(COG: NAVPERSCOM (PERS-45E))

1306-300
CH-12
29 Sep 2005

OVERSEAS TOUR EXTENSION INCENTIVES PROGRAM (OTEIP) --

- Minor administrative changes for clarity and continuity purposes.
- Para. 2, Eligible Members, subpara. 2c, changed days **from** 150 **to** 179. Statement now reads, "Members serving outside these areas on TAD in excess of 179 days during any 12 months period **will not** be eligible for OTEIP."
- Para. 6, Approval by NAVPERSCOM, subpara. 6c, revised second sentence **from** "For members who elect to change from Option B to Option C..." **to** "For members who elect change to Option C...."
- Updated reference list and use in the following:
  - Para. 2, Eligible Members, subpara. 2f.
  - Para. 6, Approval by NAVPERSCOM, subparas. 6a and sample entry; 6b and sample entry; 6c(1) and sample entry; 6c(2); 6c(3); 6c(6); and 6d and sample entry.

(COG: NAVPERSCOM (PERS-40CC))

1306-600
CH-12
22 Sep 2005

SERVICE SCHOOLS –- Administrative review/update; no policy/procedures changes. Updated responsible office phone numbers.

(COG: NAVPERSCOM (PERS-4010))

1306-602
CH-12
27 Sep 2005

SERVICE SCHOOL ELIGIBILITY REQUIREMENTS –-

- Changed responsible office telephone numbers.
- Para. 1, Eligibility Requirements, subpara. 1b, Physical, revised to read, "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."

(COG: NAVPERSCOM (PERS-4010))

1306-608
CH-12
26 Sep 2005

CLASS "A" SCHOOL OPPORTUNITIES –-

- Updated responsible office telephone numbers.
- Revised para. 2, Procedures/Information Requirements, to read, "Requests for Class "A" Schools should be forwarded to Navy Personnel Command (NAVPERSCOM), Shore Special Programs Assignment Branch (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:"

(COG: (NAVPERSCOM (PERS-4010))

1306-610
CH-12
19 Sep 2005

GENERAL DETAIL (GENDET) TARGETED ENLISTMENT PROGRAM (GTEP) -- Administrative review/update; no policy/procedure changes. Updated responsible office contact numbers. Minor administrative changes.

(COG: NAVPERSCOM (PERS-4010))

1306-612
CH-12
20 Sep 2005

FOREIGN NATIONALS AND IMMIGRANT ALIENS -- Administrative review/update; no policy/procedure changes. Updated responsible office contact numbers. Minor administrative changes.

(COG: NAVPERSCOM (PERS-4010))

1306-616
CH-12
19 Sep 2005

INELIGIBLE STUDENTS RECEIVED BY TRAINING ACTIVITY -- Administrative review/update; no policy/procedure changes. Updated responsible office contact numbers. Minor administrative changes.

(COG: NAVPERSCOM (PERS-4010))

1306-964
CH-12
29 Aug 2005

RECRUITING DUTY --

- The following paragraphs were revised and should be reviewed in their entirety: 1c; 1f(1); and 1i(1).
- The following paragraphs were deleted: 1f(2) (renumbered remaining subparagraph); 1i(4) and its subparagraphs and table; 1j; and the note under para. 2d.
- Revised the E-Mail address for NAVPERSCOM (PERS-4010) in paragraph 2b(1).

(COG: NAVPERSCOM (PERS-4010))

1320-040
CH-12
26 Aug 2005

REQUIRED SIGNATURES ON PCS ORDERS WRITTEN IN THE FIELD –- Administrative review/update; no policy/procedure changes. Article revised to reflect new organization code.

(COG: NAVPERSCOM (PERS-451H))

1320-050
CH-12
30 Aug 2005

FACSIMILE SIGNATURE FOR SIGNING ORDERS –- **Deleted** article. Facsimile signature is no longer used.

(COG: NAVPERSCOM (PERS-451H))

1320-100
CH-12
22 Aug 2005

TRAVEL TIME IN EXECUTION OF PERMANENT CHANGE OF STATION (PCS) ORDERS AND TEMPORARY ADDITIONAL DUTY (TAD) ORDERS –- Administrative review/update. Corrected responsible office code **from** NAVPERSCOM (PERS-454C) **to** NAVPERSCOM (PERS-451H). No policy/ procedures changes.

(COG: NAVPERSCOM (PERS-451H))

1320-130
CH-12
19 Sep 2005

INTERSERVICE ORDERS –- Article is **deleted**. Information is included in MILPERSMAN 1300-060, Administration of Naval Members Performing Duty with the Army, Air Force, or Coast Guard.

(COG: NAVPERSCOM (PERS-44))

1326-010
CH-12
6 Sep 2005

TRANSFER OF ENLISTED PERSONNEL ON BUREAU OF NAVAL PERSONNEL ORDERS –-

- Updated responsible office telephone numbers.
- Para. 2, Awaiting Relief, deleted last two sentences.
- Minor administrative changes.

(COG: NAVPERSCOM (PERS-451))

1440-010
CH-12
22 Sep 2005

CHANGE IN RATING, AUTHORIZATION –- Servicemembers being force converted due to loss of security clearance or not qualified for other rates may be separated if manning does not support conversion into other ratings. Made the following changes:

- Updated references used throughout.
- Changed the term used throughout **from** "rate or rating" **to** "rating."
- Deleted para. 2, **Definitions**, and renumbered remaining paragraphs.
- Made revisions to the following paragraphs which should be reviewed in their entirety:

1. **Policy**, subparas. 1b and 1c.

Newly renumbered paragraphs:

2. **Service Requirements**, subpara. 2a(4)
3. **Other Eligibility Requirements**, subpara. 3a(1).
8. **Forced Conversion**, subparas. revised throughout.
9. **Special Cases**, subparas. revised throughout.
10. **Religious Program (RP) Specialist Eligibility Requirements**, subpara. 10a(2).
11. **Procedures for RP Rating**, subpara. 11a.
13. **Conversion to Group VII Construction Rating (Seabees)**, subpara. 13b.
14. **Equipment Operator (EO) Rating Additional Eligibility Requiriements**, subpara. 14b(2).
15. **Conversion to the Master-at-Arms (MA) Rating**, subparas. 15b(6) and 15b(9).

(COG: NAVPERSCOM (PERS-4811))

1570-010
CH-12
13 Sep 2005

TRAINING AND PARTICIPATION OF NAVY RESERVE FLAG OFFICERS ON INACTIVE DUTY –- Administrative review/update; no policy/procedures changes.

(COG: NAVPERSCOM (PERS-491))

1610-030
CH-12
29 Sep 2005

PROCEDURES FOR COMMANDS TO WHICH INACTIVE RESERVE PERSONNEL (OFFICER AND ENLISTED) FAIL TO REPORT FOR INVOLUNTARY ACTIVE DUTY –- Article was changed to include officers. Policy and procedures paragraphs were revised and should be reviewed in their entirety.

(COG: NAVPERSCOM (PERS-461))

1770-050
CH-12
2 Aug 2005

DEATH OF MEMBERS OF THE FLEET RESERVE AND RETIRED MEMBERS OF THE NAVY WHO ARE RECEIVING RETIRED PAY -- Article has been revised to include Navy Reserve Personnel Center (NAVRESPERSCEN) in the notification process.

(COG: NAVPERSCOM (PERS-62))

1770-250
CH-12
17 Aug 2005

DEATH OF NAVAL DEPENDENTS AND CIVILIAN NAVAL EMPLOYEES –- Inserted a new paragraph 4 showing an example message format for a naval dependent death Personnel Casualty Report (PCR). Renumbered remaining paragraphs.

(COG: NAVPERSCOM (PERS-62))

1800-010
CH-12
12 Sep 2005

GENERAL GUIDELINES FOR CONDUCTING CEREMONY FOR RETIREMENT OR TRANSFER TO THE FLEET RESERVE –-

- Updated responsible office code and references.
- Para. 6, Letters of Appreciation, clarified process time frame when to request certificates by adding sentence that states, “Certificates must be requested 6 months prior to the member’s retirement date.”
- Subpara. 6a, revised to read, “Naval personnel retiring with at least 30 years of active military service.
- Para. 7, NAVPERSCOM (PERS-482) Responsibility, revised sentence to read, “NAVPERSCOM (PERS-482) will be responsible for mailing the Certificate of Retirement for officer retirements and 30-year enlisted retirements.”

(COG: NAVPERSCOM (PERS-482)).

1810-020
CH-12
15 Sep 2005

SUBMISSION OF APPLICATION FOR VOLUNTARY RETIREMENT FROM ACTIVE DUTY –- Article has been revised throughout and should be viewed in its entirety. Submission requirements for officer retirement requests changed due to new personnel input system (Navy Standard Integrated Personnel System (NSIPS)). Changes were also made to clarify wording of text.

(COG: NAVPERSCOM (PERS-482))

1830-020
CH-12
23 Aug 2005

OFFICERS APPOINTED FROM THE FLEET RESERVE –- Administrative review/update; no policy/procedure changes.

(COG: NAVPERSCOM (PERS-482))

1910-144
CH-12
28 Jul 2005

SEPARATION BY REASON OF MISCONDUCT – CIVILIAN CONVICTION –- Under para. 1, Policy, changed subpara. 1b to read, "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."

(COG: NAVPERSCOM (PERS-4832/4913))

1910-156
CH-12
23 Sep 2005

SEPARATION BY REASON OF UNSATISFACTORY PERFORMANCE –- Changed to allow for, when necessary, involuntary separation of personnel who lose their security clearance.

- Para. 1, Policy, subparas. were revised.
- Added a new para. 5 that gives Separation Program Designator (SPD) codes to use.

(COG: NAVPERSCOM (PERS-4832/4913))

1910-158
CH-12
5 Aug 2005

SEPARATION BY REASON OF UNSATISFACTORY PARTICIPATION IN THE READY RESERVE –- Revised to coincide with the recent changes to BUPERSINST 1001.39E.

- Added a new para. 1, Separation Authority.
- Deleted "comply with involuntary recall to active duty" from para. 2, Policy.
- Added a new para. 5, Separation Program Designator (SPD).
- Administrative changes.

(COG: NAVPERSCOM (PERS-4913))

1910-170
CH-12
3 Aug 2005

SEPARATION BY REASON OF PHYSICAL FITNESS ASSESSMENT FAILURE –- **Renewal** of article deleted 6 Dec 2001. NAVADMIN 180/05 outlines new separation policy. This article will allow the Navy to separate personnel for physical fitness assessment (PFA) failure.

(COG: NAVPERSCOM (PERS-4832/4913))

5760-010
CH-12
17 Aug 2005

NAVY SPOUSE ORGANIZATIONS AND ACTIVITIES --

- Changed the responsible office code **from** NAVPERSCOM (PERS-66) **to** CNI (N215) reflecting the CHNAVPERS transfer of MWR **to** CNI.
- Para. 5, changed "Navy Wifeline Association" to "Naval Services FamilyLine (NSFL)" and updated the mailing address, telephone number, and Web site.
- Para. 6b, updated the number of scholarships Navy Wives Club gives out annually **from 24 to 41**. Updated address and added telephone number and Web site for Navy Wives Club of America.

(COG: CNI (N215))

5815-010
CH-12
19 Sep 2005

EXECUTING A DISHONORABLE OR BAD CONDUCT DISCHARGE -- Made the following changes in the para. 3, Procedures, matrix:

- Third column, second row was changed to read, "Retain DD 214 until confinement (to include supervised release or parole) is completed."
- Third column, third row was changed to read, "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 Federal Bureau of Prisons (FBOP). The FBOP will be provided copies of any records they need."
- Fourth column, second row was changed to read, "Upon completion of confinement, the original records shall be forwarded per the block above."

(COG: NAMALA)

6110-010
CH-12
3 Aug 2005

HEALTH AND PHYSICAL READINESS PROGRAM -- **Deleted** to reduce redundancy since the subject is covered under NAVADMIN 180/05.

(COG: NAVPERSCOM (PERS-67))

6110-020
CH-12
29 Aug 2005

PHYSICAL RISK CLASSIFICATION FOR OFFICER AND ENLISTED PERSONNEL ON INACTIVE DUTY --

- Article has been revised to align with current policy delineated in BUPERSINST 1001.39E.
- Title was revised to include enlisted personnel.
- Para. 1a, first sentence, was revised to include enlisted personnel.
- Responsible office block was updated **from** NAVPERSCOM (PERS-9) **to** NAVPERSCOM (PERS-49l).
- NAVPERSCOM (PERS-9) was updated and changed throughout article **to** NAVPERSCOM (PERS-4911/4913).

(COG: NAVPERSCOM (PERS-491))

6120-020 **CH-12** **26 Sep 2005**	**PHYSICAL EXAMINATION AND MEDICAL SCREENING OF OFFICER PERSONNEL PRIOR TO TRANSFER** -- Administrative review/update; no policy/procedures changes. Updated references. (COG: NAVPERSCOM (PERS-451C))
7220-210 **CH-12** **29 Aug 2005**	**DISLOCATION ALLOWANCE AND SECNAVFIND** -- Administrative review/update. Updated responsible office from NAVPERSCOM (PERS-454C) to NAVPERSCOM (PERS-451H). Updated references. (COG: NAVPERSCOM (PERS-451H))

OFFICER TRANSFER MANUAL CONVERSION CHART

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1.6	Deleted
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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

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NEW PERS CODE	OLD PERS CODE	NEW TITLE	OLD TITLE	PHONE NUMBER
PERS-00	PERS-00	COMMANDER NAVY PERSONNEL COMMAND	COMMANDER NAVY PERSONNEL COMMAND	874-3000
PERS-00B	PERS-00B	DEPUTY COMMANDER NAVY PERSONNEL COMMAND	DEPUTY CDR, NAVY PERSONNEL COMMAND	874-3000
PERS-00B1	PERS-00B1	ASSISTANT COMMANDER NAVY PERSONNEL COMMAND	ASSISTANT COMMANDER, NAVY PERSONNEL COMMAND	874-3000
PERS-00EA	PERS-00EA	EXECUTIVE ASSISTANT	EXECUTIVE ASSISTANT	874-3000
PERS-00FA	PERS-00FA	FLAG AIDE	FLAG AIDE	874-3115
PERS-00FA1	PERS-00FA1	ENLISTED AIDE	ENLISTED AIDE	874-3008
PERS-00FS	PERS-00FS	FLAG SECRETARY	FLAG SECRETARY	874-3000
PERS-00FW	PERS-00FW	FLAG WRITER	FLAG WRITER	874-3000
PERS-00FW1	PERS-00FW1	ASSISTANT FLAG WRITER	ASSISTANT FLAG WRITER	874-3000
PERS-00D	PERS-1	NAVY PERSONNEL RESEARCH, STUDIES & TECHNOLOGY OFFICE	NAVY PERSONNEL RESEARCH, STUDIES & TECHNOLOGY DEI	874-4633
PERS-00D1	PERS-11	PERSONNEL PLANS & POLICY ANALYSIS DIVISION	INSTITUTE FOR PERSONNEL PLANS & POLICY ANALYSIS	874-2285
PERS-00D2	PERS-12	DISTRIBUTION & ASSIGNMENT SYSTEMS DIVISION	INSTITUTE FOR DISTRIBUTION & ASSIGNMENT	874-2491
PERS-00D3	PERS-13	SELECTION & CLASSIFICATION DIVISION	INSTITUTE FOR SELECTION & CLASSIFICATION	874-4660
PERS-00D4	PERS-14	PERSONNEL SURVEYS & PROGRAMS EVALUATION DIVISION	INSTITUTE FOR ORGANIZATIONAL ASSESSMENT	874-2153
PERS-00DC	PERS-1C	ADMINISTRATIVE SUPPORT OFFICE	ADMINISTRATIVE SUPPORT OFFICE	874-2109
PERS-00DD	PERS-1D	TECHNICAL PROGRAM SUPPORT OFFICE	TECHNICAL PROGRAM SUPPORT OFFICE	874-3086
PERS-00DE	PERS-1E	RESOURCE MANAGEMENT OFFICE	RESOURCE MANAGEMENT OFFICE	874-4505
PERS-00DF	PERS-1F	RESEARCH INFORMATION TECHNOLOGY	RESEARCH COMPUTING FACILITY	874-2188
PERS-00J	PERS-06	OFFICE OF LEGAL COUNSEL	OFFICE OF LEGAL COUNSEL	874-3166
PERS-00M	PERS-00M	COMMAND MASTER CHIEF	COMMAND MASTER CHIEF	874-3024
PERS-3	PERS-3	ACNPC FOR BUSINESS OPERATIONS DEPARTMENT	ACNPC FOR BUSINESS OPERATIONS	874-3283
PERS-3C		SPECIAL ASSISTANT FOR ORGANIZATIONAL PERFORMANCE MANAGEMENT		874-4654
PERS-3L	PERS-00Z	SPECIAL ASSISTANT FOR LEGISLATIVE/CONRESSIONAL MATTERS	LEGISLATIVE MATTERS/CONGRESSIONAL	874-3048
PERS-31	PERS-31	MILITARY PERSONNEL RECORDS MGMT DIVISION	MILITARY PERSONNEL RECORDS MGMT DIV	874-3469
PERS-311	PERS-311	PERFORMANCE EVALUATION BRANCH	PERFORMANCE EVALUATION BRANCH	874-3317
PERS-311C		EXAMINING SECTION		874-3330
PERS-311D		CORRESPONDENCE SECTION		874-3344
PERS-312	PERS-312	RECORDS SUPPORT BRANCH	MILITARY RECORDS SUPPORT BRANCH	874-4550
PERS-312C	PERS-312C	RECEIPTS CONTROL SECTION	RECEIPTS CONTROL SECTION	874-3352
PERS-312D	PERS-312D	RECORDS ANALYSIS SECTION	CORRESPONDENCE ANALYSIS	874-3363
PERS-312D1		NAVPERSCOM RECORDS UNIT		874-3364
PERS-312E	PERS-313C	RECORDS MANAGEMENT/POLICY SECTION	SYSTEMS OPERATIONS BRANCH	874-3406
PERS-312E1	PERS-31	RECORDS MANAGEMENT UNIT	HEAD, REC CONT/QUAL ASSUR SECTION	874-4194
PERS-312E2	PERS-312F	NAVY LOCATOR UNIT	NAVY LOCATOR/CORRESPONDENCE PREP	874-3383
PERS-313	PERS-32	SELECTION BOARD SUPPORT BRANCH	SELECTION BOARD SUPPORT DIV	874-3131
PERS-313C	PERS-321	EXECUTIVE SERVICES SECTION	ADMIN & OPS BRANCH	874-3429

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NEW PERS CODE	OLD PERS CODE	NEW TITLE	OLD TITLE	PHONE NUMBER
PERS-313D	PERS-324	DIRECT SUPPORT BRANCH	DIRECT SUPPORT BRANCH	874-4996
PERS-32	PERS-32	FINANCIAL MANAGEMENT DIVISION		874-3121
PERS-321		CONTRACT MANAGEMENT & PURCHASE CARD PROGRAM SUPPORT BRANCH		874-4892
PERS-322	PERS-021	FINANCIAL CONTROL & ACCOUNTING BRANCH	HEADQUARTERS FINANCIAL CONTROL DIV	874-3121
PERS-322C	PERS-0211	BUDGET EXECUTION & ANALYSIS SECTION	FINANCIAL CONTROL BRANCH	874-3131
PERS-322D	PERS-322D	ACCOUNTING OPERATIONS AND ANALYSIS SECTION	FINANCIAL CONTROL BRANCH	874-3110
PERS-323	PERS-3C	PROGRAM, BUDGET EXECUTION - BOD/FORMULATION BRANCH	RESOUCE MANAGER	874-3132
PERS-324	PERS-454	PROGRAM, BUDGET EXECUTION - CM BRANCH	OFF/ENL PCS/TEMDUINS/TAD FISCAL MGMT BR	874-4183
PERS-325	PERS-652C	PROGRAM, BUDGET EXECUTION - FS BRANCH		874-6606
PERS-33	PERS-01	ADMIN/HUMAN RESOURCES SVCS DIV	ADMINISTRATIVE OFFICE	874-3057
PERS-331	PERS-331	HUMAN RESOURCES MANAGEMENT BRANCH		874-3078
PERS-331C		PERSONNEL SUPPORT SERVICES SECTION		874-3078
PERS-331D		HUMAN RESOURCES REQUIREMENTS AND ORGANIZATIONAL ANALYSIS SECTION		874-4487
PERS-331E	PERS-015	TRAINING SECTION	TRAINING AND EDUCATION DIV	874-4546
PERS-332		ADMINISTRATIVE SERVICES BRANCH		874-3059
PERS-332C		BUSINESS OPERATIONS ADMIN SECTION		874-2947
PERS-332D		CAREER MANAGEMENT ADMIN SECTION		874-3532
PERS-332E		FLEET SUPPORT ADMIN SECTION		874-4232
PERS-332F	PERS-013	DIRECTIVES, PUBLICATIONS & PRINTING SECTION	DIRECTIVES, PUBLICATIONS & PRINTING DIVISION	874-3059
PERS-333	PERS-016	INTEGRATED LOGISTICS BRANCH	SUPPORT SERVICES DIVISION	874-4002
PERS-333C	PERS-0161	TELECOMM/SUPPLY MANAGEMENT SECTION	SUPPLY MANAGEMENT BRANCH	874-4005
PERS-333D	PERS-0164	INVENTORY MANAGEMENT SECTION	MAINT/INVENT MANAGEMENT BRANCH	874-4007
PERS-333E	PERS-0163	FACILITIES/SPACE MANAGEMENT SECTION	FACILITIES MANAGEMENT BRANCH	874-4026
PERS-334	PERS-014	SECURITY BRANCH	SECURITY /MAIL DIVISION	874-3091
PERS-34	PERS-34	IT/IM DIVISION	PERSNET OPERATIONS DIVISION	874-3481
PERS-341	PERS-333	REQUIREMENTS MANAGEMENT BR	DATA QUALITY MANAGEMENT BR	874-4734
PERS-341C	PERS-333	DATA MANAGEMENT AND REQUIREMENTS SECTION		874-4734
PERS-341C1	PERS-312G	DATA ANALYSIS UNIT	CORP DATA MAINT/ERROR CORRECTIONS	874-4194
PERS-341C2	PERS-312G	SYSTEM SUPPORT UNIT	CORP DATA MAINT/ERROR CORRECTIONS	874-4211
PERS-341D	PERS-341D	FUNCTIONAL CAPABILITIES SECTION	NETWORK OPERATIONS BRANCH	874-3478
PERS-342	PERS-3H	PROJECT PLANNING/CONTROL BRANCH	DPRIS-EMPRS PROJECT DIVISION	874-3305
PERS-343		INFORMATION TECHNOLOGY OPERATIONS BRANCH		874-2187
PERS-343C		WEB SERVICES SECTION	CONFIG/INVENTORY SUPPORT BR	874-3494
PERS-343D		EMPRS OPERATIONS SECTION		874-6952
PERS-343E		CUSTOMER SYSTEMS SUPPORT SECTION		874-6952
PERS-341E1		NMCI SUPPORT UNIT		874-3478

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NEW PERS CODE	OLD PERS CODE	NEW TITLE	OLD TITLE	PHONE NUMBER
PERS-341E2		CORPORATE SYSTEMS SUPPORT UNIT		874-3478
PERS-4	PERS-4	ACNPC FOR CAREER MANAGEMENT DEPARTMENT	DISTRIBUTION DEPARTMENT	874-3538
PERS-40	PERS-40	ENLISTED DISTRIBUTION DIVISION	ENLISTED ASSIGNMENT DIVISION	874-2347
PERS-401	PERS-401	SEABEE/SEAL/SWCC/EOD/DIVER ASSIGNMENT BRANCH	SEABEE/UDT/EOD/SEAL ASSIGNMENT BR	874-3569
PERS-401C	PERS-401CC	SEABEE ASSIGNMENT SECTION		874-3575
PERS-401D	PERS-401D	SEAL/SWCC/EOD/DIVER ASSIGNMENT SECTION		874-3622
PERS-402		SURFACE ASSIGNMENTS BRANCH		974-3882
PERS-402C	PERS-402C	TECHNICAL FC/GM/OS/ET/RM/STG/TM/MN SECTION	SURFACE ENLISTED, COMBAT SYSTEMS BRANCH	874-3090
PERS-402D	PERS-402D	SEA SPECIAL PROGRAMS SURFACT NEW CONSTRUCTION/SEA PLACEM	SEA SPECIAL PROGRAM ASSIGN BR	874-3852
PERS-402E	PERS-402A	ENGINEERING/ HULL MM/BT/EN//EM/HT/MR/IC/GS SECTION	ENGINEERING/HULL ASSIGNMENT BR	874-3609
PERS-402F	PERS-402B	ADMIN/DECK/SUPPLY YN/PN/JO/RP/NIC/LN/DM/SK/AK/BM/MA/SM/QM/MS/SH/PC/LI/DK SECTION	ADMIN/DECK/SUPPLY ASSIGNMENT BR	874-3711
PERS-403	PERS-403	NUC POWER/SUBMARINE ASSIGN BRANCH	NUC POWER/SUBMARINE ASSIGN BR	874-3633
PERS-403C	PERS-403C	SUBMARINE/SURFACE NUCLEAR POWER ASSIGNMENT BRANCH	RAO ENL SUB ENG/NUC PWR ASSIGN SEC	874-4696
PERS-403D	PERS-403D	SUBMARINE WEAPONS ASSIGNMENT SECTION	ASSISTANT PLACEMENT/FLEET MANNING	874-3623
PERS-403E	PERS-403E	SECTION	ASSISTANT PLACEMENT/FLEET MANNING	874-4933
PERS-404	PERS-404	AVIATION ASSIGNMENT BRANCH	AVIATION ASSIGNMENT BRANCH	874-3617
PERS-404C	PERS-404C	AVIONICS ASSIGNMENT SECTION	AVIONICS RATING ASSIGNMENT OFFICER	874-3663
PERS-404D	PERS-404D	AD/AZ/AB/AC/AG/AS/PR/PH ASSIGNMENT SECTION	RATING ASSIGNMENT OFFICER	874-3686
PERS-404E	PERS-404E	AW/AMS/AMH/AME/AIRCREW ASSIGNMENT SECTION	RAO AW/AM/AMH/AIRCREW	874-3707
PERS-407	PERS-407	MEDICAL/DENTAL ASSIGNMENT BRANCH	MEDICAL/DENTAL ASSIGNMENT BR	874-3819
PERS-408	PERS-408	BRANCH	CT/EW/IS ASSIGNMENT BRANCH	874-3829
PERS-4010	PERS-4010	SHORE SPECIAL PROGRAMS ASSIGN BRANCH	SHORE SPECIAL PROGRAMS ASSIGN BR	874-3860
PERS-4010C	PERS-4010C	CAREER RECRUITER ASSIGNMENT SECTION	CAREER RECRUITER FORCE DETAILER	874-3868
PERS-4010S	PERS-4010S	"A" SCHOOL MANAGEMENT SECTION	HEAD FLEET "A" SCHOOL	874-2373
PERS-41	PERS-41	SURFACE OFFICER DISTRIBUTION DIVISION	SURFACE OFFICER DISTRIBUTION DIV	874-2843
PERS-410	PERS-410	SURFACE OFFICER ASSIGNMENT BRANCH	SURFACE COMMANDER ASSIGNMENT BR	874-3900
PERS-413	PERS-413	SURFACE SHIP PLACEMENT BRANCH	SURFACE SHIP PLACEMENT BRANCH	874-4699
PERS-42	PERS-42	SUBMARINE OFFICER DISTRIBUTION DIVISION	SUBMARINE/NUCLEAR DISTRIBUTION DIV	874-3930
PERS-421	PERS-421	NUCLEAR SUBMARINE ASSIGNMENT BRANCH	NUCLEAR SUBMARINE ASSIGNMENT BR	874-3944
PERS-422	PERS-422	NUCLEAR SUBMARINE LDO/CWO ASSIGN BRANCH	NUCLEAR SUBMARINE LDO/CWO ASSIGN BR	874-3935
PERS-43	PERS-43	AVIATION OFFICER DISTRIBUTION DIVISION	AVIATION OFFICER DISTRIBUTION DIV	874-3958
PERS-431	PERS-431	AVIATION COMMANDER ASSIGNMENT BRANCH	AVIATION COMMANDER ASSIGNMENT BR	874-3975
PERS-432	PERS-432	AVIATION LCDR/JO ASSIGNMENT BRANCH	AVIATION LCDR/JO ASSIGNMENT BR	874-3973
PERS-433	PERS-433	AVIATION OFFICER PLACEMENT BRANCH	AIR COMBAT UNITS PLACEMENT BR	874-4944
PERS-44	PERS-44	STAFF/RL OFFICER DISTRIBUTION DIVISION	RL/STAFF CORPS OFF DISTR/SPEC DIV	874-4055

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PERS-440	PERS-440	EDUCATION PLACEMENT BRANCH	PROF DEV EDUC/SUBSPECIALITY BR	874-4061
PERS-441	PERS-441	WASHINGTON PLACEMENT BRANCH	WASHINGTON PLACEMENT BRANCH	874-4075
PERS-442	PERS-442	MAJOR STAFF PLACEMENT BRANCH	MAJ STAFF/MAAG MISSION/MILGRP BR	874-4066
PERS-444	PERS-444	SHORE PLACEMENT BRANCH	EDUC AND TRAINING STAFF PLACEMENT BR	874-4040
PERS-445	PERS-445	ENGINEERING DUTY OFFICERS BRANCH	ENGINEERING DUTY ASSIGN/PLACEMENT BR	874-3294
PERS-446	PERS-446	AED/AMD OFFICERS BRANCH	AERO ENG & AVIA MAINT DUTY PLCMNT BR	874-4108
PERS-447	PERS-447	ACQUISITION PROFESSIONAL WORKFORCE BRANCH	PROF ACQUISITION WORKFORCE MGMT BR	874-3837
PERS-448	PERS-448	PUBLIC AFFAIRS OFFICERS BRANCH	PUBLIC AFFAIRS ASSIGN/PLACEMENT BR	874-4023
PERS-449	PERS-449	OCEANOGRAPHY OFFICERS BRANCH	METEOR/OCEANOGRAPHY PLCMNT BR	874-4110
PERS-4410	PERS-4410	CRYPTOLOGY OFFICERS BRANCH	CRYPTOLOGY ASSIGNMENT/PLACEMENT BR	874-4080
PERS-4411	PERS-4411	INTELLIGENCE OFFICERS BRANCH	INTEL ASSIGNMENT/PLACEMENT BR	874-3993
PERS-4412	PERS-4412	SUPPLY CORPS OFFICERS BRANCH	SUPPLY ASSIGNMENT/PLACEMENT BR	874-4613
PERS-4413	PERS-4413	CIVIL ENGINEER CORPS OFFICERS BRANCH	CEC ASSIGNMENT/PLACEMENT BR	874-4032
PERS-4414	PERS-4414	CHAPLAIN CORPS OFFICERS BRANCH	CHAPLAIN ASSIGNMENT/PLACEMENT BR	874-3996
PERS-4415	PERS-4415	MEDICAL CORPS OFFICERS BRANCH	MEDICAL ASSIGNMENT/PLACEMENT BR	874-4893
PERS-4416	PERS-4416	JUDGE ADVOCATE GENERAL CORPS BRANCH	JAG ASSIGNMENT/PLACEMENT BR	874-4086
PERS-4420	PERS-4420	INFORMATION PROFESSIONALS BRANCH	NFORMATION PROFESSIONAL ASSIGNMENT BR	874-3512
PERS-4421	PERS-4421	HUMAN RESOURCE OFFICERS BRANCH	HUMAN RESOURCES ASSIGNMENT BRANCH	874-4054
PERS-45	PERS-45	DISTRIBUTION MANAGEMENT DIVISION	DIST MGMT/ALLOCATION/RES & PROC DIV	874-4219
PERS-451	PERS-451	DISTRIBUTION MANAGEMENT & PROCEDURES BRANCH	DISTRIBUTION MANAGEMENT & PROCEDURES BRANCH	874-4187
PERS-452	PERS-452	ALLOCATION AND STATISTICS BRANCH	ALLOCATION AND STATISTICS BRANCH	874-4129
PERS-453	PERS-453	MANNING CONTROL AUTHORITY BUPERS BRANCH	MANNING CONTROL AUTHORITY BUPERS BRANCH	874-4219
PERS-455	PERS-455	DISTRIBUTION OPERATIONS MANAGEMENT BRANCH	MANAGEMENT INFORMATION SYSTEMS BR	874-4869
PERS-46		RESERVE DISTRIBUTION DIVISION		874-4102
PERS-461		RESERVE ORDERS BRANCH		874-4474
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PERS-463	PERS-44M	INDIVIDUAL AUGMENTATION BRANCH	RESERVE AUGMENTATION/NOBLE EAGLE TEAM	874-2881
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MILPERSMAN 1000-010

PAY/PERSONNEL ADMINISTRATIVE SUPPORT SYSTEM (PASS)

Responsible Office	NAVPERSCOM (PERS-331)	Phone: DSN COM FAX	882-3460 (901) 874-3460 882-2722

Governing Directive	OPNAVINST 1000.23B

1. **Definition**

a. The **Pay/Personnel Administrative Support System (PASS)** consolidates pay, personnel, and Navy-sponsored passenger transportation functions into a central location, which provides all of these services.

b. The **Reserve Personnel Management Assistance Team (RPMAT),** a component of the Naval Reserve Personnel Center, provides advice to and performs assistance visits at Personnel Support Activities (PERSUPPACTs) and Personnel Support Detachments (PERSUPPDETs) responsible for providing Reserve personnel administration support services. MILPERSMAN 1001-050 applies.

2. **Guidelines**. Use the procedures and guidance in OPNAVINST 1000.23B for the administration of military pay, personnel, and Navy-sponsored passenger transportation functions for Navy activities supported by PASS.

3. **Service and Pay Record Entries**. When an activity is supported by PASS, service and pay record entries shall be accomplished by the PERSUPPDET maintaining the records. PERSUPPDET officer in charge will use guidance in MILPERSMAN 1070-190 in granting "By direction" authority. PERSUPPDET customer commands are not required to give the PERSUPPDET "By direction" authority. The determination of what is to be entered in the service record (e.g., recommendations,

advancement and achievement notations, administrative remarks, etc.) and the notification of the PERSUPPDET of the required change is the responsibility of the individual's commanding officer. In general, the command will make decisions concerning personnel actions, and the PERSUPPDET will accomplish the paperwork portion of the action.

MILPERSMAN 1000-020

PAY AND PERSONNEL RECORD MAINTENANCE RESPONSIBILITIES

Responsible Office	NAVPERSCOM (PERS-331)	Phone:	DSN COM FAX	882-3460 (901) 874-3460 882-2722

Governing Directive	OPNAVINST 1000.23B

1. **Policy**. The customer and Personnel Support Detachment (PERSUPPDET) relationship is established under OPNAVINST 1000.23B.

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. PERSUPPDETs maintain

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

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

c. Naval Reserve activities maintain all pay records for assigned Selected Reserves and the personnel records for Selected Reserves not collocated with a PERSUPPDET.

d. Naval Reserve Personnel Center maintains personnel records for Pre-trained Individual Manpower (PIM) not in a drill status; i.e., Individual Ready Reserve, Retired and Retired Reserve personnel.

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

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4. **Recall/ Mobilization Responsibilities**

a. Upon recall or mobilization, pay and personnel records of naval 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 PERSUPPDET has not been designated, the active duty command or activated unit shall submit a request to the Navy Personnel Command (NAVPERSCOM) (PERS-331), copy to Enlisted Personnel Management Center (Code 31), requesting an activity be designated responsibility for pay and personnel support.

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5. **Assignment Responsibility**. NAVPERSCOM (PERS-331) is responsible for assignment of pay and personnel responsibilities. Requests for deviations from the above will be submitted to NAVPERSCOM (PERS-331) for review and approval.

MILPERSMAN 1000-030

ACTIVE DUTY SERVICE DATE (ADSD) FOR ENLISTED PERSONNEL

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

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

Governing Directives	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.

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

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.

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.

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 IDENTIFICATION NUMBER

Responsible Office	NAVPERSCOM (PERS-312G)	Phone:	DSN	882-4846
			COM	(901) 874-4846
			FAX	882-2660

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1. **Policy**

a. The social security number (SSN) shown on a member's OA-702, Social Security Account Number card will be the sole military personnel identification number for naval personnel.

b. Since the SSN is essential for personnel identification in the Navy, an applicant must have a SSN prior to being accepted for enlistment or commission in the Navy or Naval Reserve.

c. To facilitate pay and personnel record maintenance, the SSN recorded on

(1) DD 4, Enlistment/Reenlistment Document-Armed Forces of the United States; or

(2) 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.

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2. **SSN Change or Correction to Service Record**

a. Submit a written request to Navy Personnel Command (PERS-312F) with a copy of the "correct" OA-702.

b. For Navy record purposes, the change is effective on the date shown in Block 14 on DD 1343, Notification of Change in Service Member's Official Records.

MILPERSMAN 1000-070

IDENTIFICATION TAGS FOR MEMBERS

Responsible Office	NAVPERSCOM (PERS-332)	Phone:	DSN COM FAX	882-3466/3467 (901) 874-3466/3467 882-2766

Governing Directive	NAVMEDCOMINST 5360.1

1. **Purpose**. Identification (ID) tags are used to assist in identification of service members 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**. Identification tags may be obtained from any activity possessing graphotype machines suitable for embossing the tags. Commands not possessing facilities for embossing identification 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 the Chief of Naval Reserve.

6. **ID Tag Specifications**

a. Identification 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, nontoxic, 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 1st line is insufficient, the 1st line shall contain the last name only. The first and middle initial is placed on the 2nd line.

b. Third line: Record the military personnel identification 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: 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

d. 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 NAVMEDCOMINST 5360.1, Chapter 4.

MILPERSMAN 1000-080

IDENTIFICATION CARDS AND ISSUING ACTIVITIES

Responsible Office	NAVPERSCOM (PERS-332)	Phone:	DSN COM FAX	882-3466/3467 (901) 874-3466/3467 882-2766

Governing Directive	BUPERSINST 1750.10A

1. **Policy**. Department of Defense policy provides identification cards for

a. members of the Uniformed Services for use in identifying their status as active duty, reserve, or retired members and as an authorization card for Uniformed Services' benefits.

b. eligible dependents and other eligible individuals to be used as an authorization card for benefits and privileges administered by the Uniformed Services.

c. eligible dependents of Ready Reserve members and of Retired Reserve members who have qualified for retired pay at age 60 but have not yet attained age 60.

d. former members (members who have been discharged after qualifying for retired pay at age 60 under the provisions of 10 U.S.C. 67) and their eligible dependents.

2. **Guidance**. Use the procedures in BUPERSINST 1750.10A when issuing ID cards.

MILPERSMAN 1000-090

RACE ENTRIES ON FORMS, RECORDS, AND REPORTS

Responsible Office	NAVPERSCOM (PERS-00H)	Phone:	DSN	882-4283
			COM	(901) 874-4283
			FAX	882-2617

References	62 FR 58782 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 (62 FR 58782 and OPNAVINST 5354.1E 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), and who maintains tribal affiliation or community attachment.
Asian	B	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, 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 black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
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, the Middle East, or North Africa.
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

Race Category	Standard Data Item Code
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
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

Race Category	Standard Data Item Code
A, E American Indian or Alaska Native (A), and White (E)	X
B, C Asian (B), and Black or African American (C)	Y
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

Race Category	Standard Data Item Code
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 Detachment (PSD), they must locate an alternate location for access to www.bol.navy.mil, such as libraries, Internet cafes, and Single Sailor Centers. PSDs 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 MAILING ADDRESS

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

Governing Directive	NAVSO P-6034, Joint Federal Travel Regulation (JFTR), Volume 1

1. **Policy**

a. To establish member's home of record and place from which ordered to tour of active duty for purposes of entitlement for travel and transportation allowances or other compensations provided by law.

b. The home of record does not in itself establish legal domicile or legal residence which can be determined only under civil laws for specific situations.

2. **Definitions**

a. **Home of Record**. The place recorded as the permanent home of the member when commissioned, appointed, enlisted, inducted, or ordered into a relevant tour of active duty, or the place recorded as the home of the individual when reinstated, reappointed, or reenlisted only when such reinstatement, reappointment or reenlistment follows a break in service of at least 1 full day (24 hours).

b. **Mailing Address**. The address at which a member of the naval service can be reached at any time by ordinary mail. The mailing address of a member serving on extended active duty is normally the address of the duty station to which assigned.

3. **Home of Record for Officers**. Use the following table to determine an officer's home of record and place from which ordered to tour of active duty.

If an officer is appointed	then the home of record is	and the place from which ordered to tour of active duty is
directly from civilian status, inactive Naval Reserve Officer Training Corps (NROTC) Contract Student, enlisted status, or is a commissioned officer recalled to active duty status,	the permanent home address declared at time of appointment or recalled to relevant tour of active duty,	the place to which the active duty orders were addressed.
from active enlisted status,	the permanent home address at time of enlistment/ reenlistment as reflected on DD 4, Enlistment/ Reenlistment Document-Armed Forces of the United States (Rev. 5-88),	the place from which travel commenced for current continuous tour of active duty.
from any of the four service academies or regular NROTC midshipmen status, who had NO prior enlisted status,	the home address to which the permit/authorization to report as a midshipman was addressed,	the place at which a military status is attained (e.g., the service academy or NROTC educational institution).

4. **Where to Record Home of Record for Officers**. The home of record is recorded on NAVPERS 1070/74, Officer's Report of Home of Record and Place From Which Ordered to a Tour of Active Duty (Rev. 9-75).

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

a. **For newly commissioned officers**:

(1) Original - Attach to the NAVCRUIT 1000/20, Officer Appointment Acceptance and Oath of Office (Rev. 7-83), and forward to the Commander, Navy Recruiting Command (Code 13).

(2) Duplicate - File in the officer field service record.

b. **For all other officers**:

(1) Original - Forward to Navy Personnel Command (NAVPERSCOM) (PERS-313C).

(2) Duplicate - File in the officer field service record.

6. **Home of Record for Enlisted**. Use the following table to determine an enlisted member's home of record and place from which ordered to tour of active duty.

If an enlisted member is	then the home of record is	and the place from which ordered to tour of active duty is
immediately placed on active duty upon enlistment,	the permanent home of address at the time of enlistment as reflected on DD 4,	the place from which travel commenced for initial active duty as stated on DD 4.
not immediately placed on active duty upon enlistment,	the permanent home address at the time of enlistment as reflected on DD 4 UNLESS change in home of record has been recorded prior to the member's actual receipt of orders to the tour of active duty,	the place from which travel commenced for initial active duty as stated on DD 4.
reenlisted after a break in active service of one full day (24 hours),	the permanent home address at the time of enlistment as reflected on the current DD 4,	the place from which called to active duty as stated on DD 4.
immediately reenlisted with no break in active service,	the permanent home address at the time of initial enlistment as reflected on DD 4,	the initial enlistment location from which called to active duty as stated on DD 4.

NOTE: For a home address, if an enlisted member is residing at an address different from the home of record at the time of enlistment or during the enlistment, and the member wishes for personal reasons to have that address recorded in official naval records, the commanding officer may make an entry on the NAVPERS 1070/613, Administrative Remarks of the field service record to reflect that address.

7. Changes in Home of Record or Home Address

a. The home of record remains unchanged 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 home of record may be changed upon reenlistment or reentry into the service provided there is no overlap in reenlistment contracts and a break in service of at least 1 calendar 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.)

b. For enlisted members, if there is a break in service of at least 1 calendar day, and the home address the enlisted member recorded as home of record upon reenlistment is different from the place recorded on the previous enlistment, the new address becomes the home of record for the current enlistment. When a member is separated from the service for the purpose of continuing on active duty in the same or another status (e.g., reenlistment occurs prior to the expiration of the current enlistment), the reenlistment is considered a continuation of the incomplete enlistment for the purpose of travel allowances, and the home of record remains the place recorded for the incomplete enlistment. The home of record cannot be changed during the relevant tour of active duty or enlistment even though the home address is changed and the change is recorded.

8. Corrections

a. A request for correction to the home of record (for officer and enlisted) and/or place from which ordered to active duty (for officers only) must be authorized or approved by the NAVPERSCOM (PERS-324). The request shall be submitted by the individual to include

(1) full name,

(2) social security number,

(3) mailing address, and

(4) complete documentation and justification that the home of record or place from which ordered to tour of active duty was erroneous.

b. Active duty members will forward the request via their chain of command.

(1) **Officer** – NAVPERSCOM (PERS-324) will request the member's command to execute a new NAVPERS 1070/74.

(2) **Enlisted** – NAVPERSCOM (PERS-324) will correct the enlisted member's permanent personnel record and give commands authority to correct the field service record.

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1000-110

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

Responsible Office	NAVPERSCOM (PERS-06)	Phone:	DSN	882-3165
			COM	(901) 874-3165
			FAX	882-2615

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 the Freedom of Information Act, Privacy Act, and 10 U.S.C. 130b are followed. Specifically, the **duty station address** pertaining to **active duty or Reserve personnel** who are

(1) **stationed overseas,**

(2) **on deployable units, or**

(3) **at sensitive units**

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 the Privacy Act or Freedom of Information Act.

MILPERSMAN 1000-120

CORRECTION OF DATE OF BIRTH

Responsible Office	NAVPERSCOM (PERS-312G)	Phone: DSN COM FAX	882-4846 (901) 874-4846 882-2660

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

2. **Command's Responsibility**. Prior to submission of the request for change in the date of birth, the command shall advise the servicemember of the Privacy Act statement as follows:

"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**. The member must forward a request for correction of date of birth to NAVPERSCOM (PERS-312) via the commanding officer. b. The request must include the following:

a. Social Security Number (SSN) and complete mailing address.

b. A statement of the reason for the erroneous recording.

c. 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.

d. An affidavit that the applicant is the person referred to in the documentary evidence submitted.

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4. **Acceptable Evidence.** Acceptable documentary evidence for establishing the correct date of birth is listed below in order of preference.

a. Records made at the time of birth or baptism are considered conclusive evidence. Any one of the following documents in the form specified is acceptable:

(1) A copy of the birth certificate provided it is officially certified by competent civilian authority.

(2) A copy of the baptismal certificate by an ecclesiastical official, provided the baptism date is prior to first entry into the naval service.

(3) A copy of the hospital record of birth certified by the official having custody of the records.

(4) A certified statement of the attending physician as to the date and place of birth shown in the records.

b. 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 the documents below in the form specified is acceptable:

(1) 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.

(2) Corrected birth certificate bearing the raised seal of the clerk having custody of the records together with supporting evidence showing the basis for correction.

(3) 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.

(4) Certified extract from the census enumeration's of any two of the following periods: 1920, 1930, 1940, 1950, or 1960.

(5) Certified copy of a school document or record.

c. 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:

(1) Full identification of the affiants and their respective ages.

(2) Name, date, and place of birth of the applicant.

(3) Source of knowledge of the above information.

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5. **After Correction of Date of Birth is Authorized**

a. The NAVPERSCOM (PERS-312) will authorize a correction of birth date by issuing a DD 1343, Notification of Change in Servicemember's Official Records (Rev 5-80).

b. For officers, copies will be sent to the officer concerned, his or her commanding officer, and all offices having custody of the officer's various personnel records.

c. For enlisted, a copy will be sent to the member's commanding officer and Personnel Support Activity Detachment or activity maintaining the personnel record.

MILPERSMAN 1000-130

NAME CHANGE OF MEMBER

Responsible Office	NAVPERSCOM (PERS-312G)	Phone:	DSN	882-4846
			COM	(901) 874-4846
			FAX	882-2660

1. **Policy**. Change of name in the official record is made only after an administrative examination of the evidence and approval by Navy Personnel Command (NAVPERSCOM). A change of surname due to marriage or divorce shall be reported immediately. 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 servicemember of the Privacy Act statement 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 request for name change to NAVPERSCOM (PERS-312) 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 appropriate documentary evidence verifying the change in name. Examples of such suitable evidence are as follows:

a. Marriage certificate.

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

c. Court order authorizing name change.

d. Birth certificate.

e. Naturalization certificate.

4. **Effective Date**. For Navy record purposes, a name change is effective from the date of NAVPERSCOM authorization as indicated in Block 1 on DD 1343 (Rev. 5-80), Notification of Change in Servicemember's Official Records.

5. **Additional Name Change Requirement**. Member shall complete and submit SSA 7008 (Rev. 5-88), Request for Correction of Earning Record to the Social Security Administration to ensure proper recording of Federal Insurance Contribution Act (FICA) wage credit deductions. SSA 7008 is available at local Social Security Administration offices.

MILPERSMAN 1000-140

MAILING ADDRESS OF MEMBERS ON INACTIVE DUTY

Responsible Office	NAVRESPERSCEN (N3)	Phone: DSN COM FAX	678-6936 (504) 678-6936 678-1533

1. **Who this Applies To**. This applies to all members not on active duty of the Naval Reserve, and all retired members of the Navy or Naval 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. Officers will notify the service record custodian of the new mailing address. If the officer fails to do so, the Naval Reserve activity will terminate the officer's orders and forward the individual's service record to the Naval Reserve Personnel Center (NAVRESPERSCEN) for appropriate action.

b. Enlisted members will notify the unit and service record custodian of the new mailing address. If address is a temporary change of residence (6 months or less), the service record custodian shall be informed of the temporary change of address

at the beginning of temporary residence and again at the end of such residence.

c. Selected Reservists or Voluntary Training Unit (VTU) members will change a current address via the Reserve Standard Training Administrative and Readiness Support System (RSTARS). Changes will be made by the activity responsible for RSTARS and service record maintenance.

d. Individual Ready Reservists, Fleet Reservist, Standby Reservists, and Retired Reservists shall submit a change of address directly to the Commanding Officer, Naval Reserve Personnel Center (Code 401), New Orleans, LA 70149.

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5. **Mail Classified as "Undeliverable."** When an enlisted member's mail is classified as "undeliverable", the commanding officer of the Naval Reserve activity and the Commanding Officer, NRPC shall attempt to locate the member by inquiries to

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

b. the postmaster of the last known address regarding a forwarding address;

c. next of kin or other relatives;

d. employer; and

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

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6. **Listed as "Unlocatable."** When unable to obtain a new address, the member shall be reported as "unlocatable" and the following procedures will be followed:

IF	AND	THEN
an enlisted member is in a drilling unit,	a local search fails to obtain the new address or it is outside the area of jurisdiction,	the records of the enlisted member shall be transferred to NAVRESPERSCEN and the member will not be recommended for reaffiliation or reenlistment without the approval of Navy Personnel Command (NAVPERSCOM) (PERS-913).
an enlisted member has a mandatory drilling obligation (e.g., SAM or SAM II),	a local search fails to obtain the new address or it is outside the area of jurisdiction,	the Naval Reserve activity will initiate discharge procedures by reason of "unsatisfactory participation in the Ready Reserve" (MILPERSMAN 1910-158).
a Reserve officer has been listed as "unlocatable" for 9 months,	all reasonable efforts to locate the officer are unsuccessful,	NAVRESPERSCEN shall submit the name to NAVPERSCOM for referral to the Naval Reserve Officer Mobilization Disposition Board for appropriate action.

NOTE: Service records of officers who are reported through IMAPMIS as "unlocatable" will be examined periodically by NAVRESPERSCEN.

MILPERSMAN 1000-150

BOARD OF CORRECTION OF NAVAL RECORDS (BCNR)

Responsible Office	NAVPERSCOM (PERS-00ZCB)	Phone:	DSN	882-3043
			COM	(901) 874-3043
			FAX	882-2604
	For information concerning BCNR matters:		DSN	224-1316
			COMM	(703) 614-1316
			FAX	224-9857

Governing Directive	10 U.S.C. 1552

1. **Purpose**. The Board of Corrections of Naval Records (BCNR) was established 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 for Manpower and Reserve Affairs. Upon presentation of satisfactory evidence by the member concerned, the BCNR may recommend to the Secretary of the Navy 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 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 the 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 the BCNR at least 4 months before the selection board convenes.

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4. **Where to obtain an application**

a. Applications must be submitted on DD 149, Application for Correction of Military Record Under the Provisions of 10 U.S.C. 1552 (Rev 8-93).

b. Applications and general information can be obtained from

(1) Naval Legal Service Offices,

(2) Personnel Support Activity Detachments,

(3) Department of Veterans Affairs, 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

Governing Directive	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 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, 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:

Naval Discharge Review Board
720 Kennon Street SE RM 309
Washington Navy Yard DC 20374-5023

b. or visit our web site at:

www.hq.navy.mil/ncpb/

MILPERSMAN 1001-020

TRAINING AND ADMINISTRATION OF THE RESERVE (TAR) OFFICER PROGRAM

Responsible Office	NAVPERSCOM (PERS-921)	Phone:	DSN	882-4512
			COM	(901) 874-4512
			FAX	882-2910

Governing Directives	10 U.S.C. 12310 SECNAVINST 1920.6B

1. **Background**. The TAR officer program was authorized by section 234 of Armed Forces Reserve Act of 1952 (Public Law 82-476) in order to have Reserve officers on active duty "... to perform duties in connection with organizing, administering, recruiting, instructing, or training Reserve components."

2. **Mission**

a. The mission of the TAR officer program is to

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

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

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

(4) facilitate Navy access to Naval Reserve assets.

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

3. **Career Path**. The TAR officer program offers a full active duty career for Reserve officers through captain, with limited opportunity to compete for flag rank. The typical TAR officer career path includes a balance of operational and Reserve management assignments. Operational proficiency enhances the TAR officer's effectiveness in training and management of the Naval Reserve. Reserve management tours may be at field activities throughout the United States, as well as on major staffs afloat and ashore. Retention and attrition criteria for TAR officers is defined in SECNAVINST 1920.6B.

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

Designator Codes	Titles
1107	Fleet Support Officer
1117	Surface Warfare
1127	Submarine Warfare
1137	Special Warfare
1147	Special Operations
1317	Naval Aviator
1327	Naval Flight Officer
1527	Aerospace Maintenance Duty Officer
1637	Intelligence
3107	Supply Corps

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

6. **Program Eligibility**. Officers are accessed into the TAR officer program through either redesignation from the Active-Duty List, or recall to active duty from the Ready Reserve. Boards are conducted semi-annually with specific eligibility requirements, application deadlines and board convening dates announced by NAVADMIN message. In general, and unless specified otherwise in NAVADMIN message, officers must be junior to a lieutenant commander (LCDR) with 3 years in grade. Officers applying for recall to active duty must have less than a 3-year break in extended active duty service, and must not have been

released from active duty as a result of failure of selection for promotion.

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7. **Application Procedures**. Active-Duty List officers may apply for TAR by letter to Navy Personnel Command (NAVPERSCOM) (PERS-4417), via their commanding officer. Applications must reference this article and should include a brief active duty resume including qualifications attained, advanced education, aircraft flown, flight hours, etc. Ready Reserve officers may apply for recall to NAVPERSCOM (PERS-4417) through their local Naval Reserve recruiter using NAVPERS 1331/5, Application for Recall to Extended Active Duty. All applicants should include a home address, E-Mail address, phone number, and FAX number.

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8. **Service Obligation**. Active-Duty List officers accepting TAR redesignation must agree to serve a minimum of 2 years as a TAR officer. Redesignation officers can expect to be reassigned by their new TAR detailer within 1 year of their selection to TAR, or at their projected rotation date, whichever occurs earlier. Ready Reserve officers accepting TAR recall must agree to serve on active duty for a minimum of 3 years.

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

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

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).

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1001-050

RESERVE PERSONNEL MANAGEMENT ASSISTANCE TEAM (RPMAT)

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

1. **Background**

a. RPMAT was established by Navy Personnel Command (NAVPERSCOM) as a component of Enlisted Placement Management Center (EPMAC).

b. RPMAT provides advice and assistance to Navy Reserve Pay/Personnel Administrative Support System (PASS) and other field activities. RPMAT audits service and other records of Selected Reservists and other Reserve personnel, and reports findings and recommendations to the cognizant commanding officer (CO) or officer in charge (OIC).

2. **Functions of RPMAT**. Functions of RPMAT are to

a. provide advice and assistance in the efficient reporting and processing of Reserve personnel information or data.

b. provide proper verification of personnel accounting source documents.

c. plan, schedule, and perform assist visits at activities responsible for the administration of Reserve personnel. Report findings or recommendations to the cognizant CO or OIC.

d. audit activity accounting source documents for Reserve personnel against Reserve information systems databases and initiate or recommend corrective action.

e. recommend policy and procedure improvements in the administration of Reserve personnel.

MILPERSMAN 1001-060

ASSIGNMENT OF ENLISTED NAVAL RESERVISTS TO ACTIVE DUTY

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

Governing Directive	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, 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, Agreement to Recall or Extend Active Duty, sections 1 and 2, for the entire period of obligated service indicated on the recall authorization. DFASPPM, 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

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

Governing Directive	50 U.S.C., App. 456(d)(1)

1. **Policy**. A member commissioned in a reserve component upon completion of an officer training program specified in the Military Selective Service Act of 1967 (50 U.S.C., App. 456(d)(1)) 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	223-2325
			COM	(703) 693-2325
			FAX	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

DEFINITION OF LEAVE

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. **Definition**. Leave, as defined in Navy Regulations, is the authorized absence of a member from a place of duty, chargeable against such member according to the Armed Forces Leave Act of 1946, as amended.

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

a. Earned (accrued) leave

b. Chargeable leave:

(1) Annual (ordinary) leave

(2) Emergency leave

(3) Advance leave

c. Leave subject to checkage:

Excess leave

d. Non-chargeable leave:

(1) Convalescent leave

(2) Graduation leave

3. **Definition 1: Earned Leave.** Earned leave is the term used to describe leave accrued to a member's credit as of any given date.

a. **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.

b. **Excess Leave:** A minus leave credit on date of discharge, effective date of first extension of an enlistment, or separation from active duty is excess leave and is subject to checkage.

c. **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, except in the case of Special Accrual.

d. **Special Accrual Limit:** For personnel authorized special leave accrual up to 90 days, while assigned to duty under special circumstances, as defined in MILPERSMAN 1050-070.

4. **Definition 2: Annual Leave.** Annual leave is the term used to describe leave granted in execution of a command's leave program, chargeable to the member's leave account, and is also called ordinary leave, as distinguished from the emergency leave.

5. **Definition 3: Emergency Leave.** Emergency leave is the term used to describe leave granted for a personal or family emergency requiring the member's presence. It is chargeable to the member's leave account.

6. **Definition 4: Advance Leave.** Advance leave is the term used to describe leave granted prior to its accrual to the member's leave account, based on a reasonable expectation that it will be earned by the member during the remaining period of obligated active duty.

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7. **Definition 5: Excess Leave.** Excess leave is the term to describe leave granted in excess of earned leave and advance leave and during which the member is not entitled to pay and allowances.

a. A minus leave balance at the time of

discharge,
first extension of an enlistment,
separation from active duty,
desertion, or
death

shall be considered as excess leave without regard to the authority under which the leave resulting in a minus leave balance was granted.

b. The pay and allowances received while on excess leave shall be checked upon the member's return from such leave.

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8. **Definition 6: Convalescent Leave.** Convalescent leave is the term used to describe a period of authorized absence granted to persons while under medical care which is part of the care and treatment prescribed for a member's recuperation or convalescence. Convalescent leave is not chargeable to member's leave account.

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9. **Definition 7: Graduation Leave.** Graduation leave is the term used to describe a period of authorized absence granted as a delay in reporting to the first duty station in the case of graduates of the Naval Academy who are appointed commissioned officers in the Armed Forces. Graduation leave is not chargeable to member's leave account.

MILPERSMAN 1050-020

ENTITLEMENT TO LEAVE

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. **Entitlement**. Each member serving in the Navy on active duty shall be entitled to accrue leave at the rate of 2 ½ calendar days for each month of active duty except for periods listed in the block below.

2. **Exceptions**. Periods of

a. active duty of less than 30 consecutive days,

b. active duty for training with pay of less than 30 consecutive days,

c. lost time, and

d. excess leave or other periods in a non-pay status.

MILPERSMAN 1050-030

POLICY CONCERNING GRANTING OF LEAVE

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**. Subject to such supplementary regulations as may be issued by higher authority:

a. Commanding officers 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 members on duty in their respective bureau, command, or office, pursuant to regulations.

2. **General Objective**

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 workloads,

(2) the maintenance of the required degree of operational readiness, and

(3) the desires of the individual members.

b. All personnel shall be provided the time to take leave annually in these programs.

3. **Specific Objective and Rationale.** Officers in command shall encourage and assist all members to use, on the average, their entire 30 days leave each year.

a. The Congress has provided compensation for members who were not able to use their leave because military requirements have prevented it, and personnel should not be required to expend leave immediately prior to separation simply for the purpose of reducing leave balances.

b. On the other hand, use of the leave system as an extra money program, either as a method of compensation or as a career continuation incentive, defeats the intent of the Congress to provide for the health and welfare of service personnel.

c. It is, therefore, specifically intended that large leave balances shall not be accrued expressly for settlement upon separation or release from active duty.

4. **Aggressive Leave Program Rationale**

a. Experience has shown that vacations and short periods of rest from duty provide benefits to morale and motivation which are essential to maintaining maximum effectiveness.

(1) The lack of such respite from the work environment adversely affects health and, therefore, availability and performance.

(2) It also intensifies the separation from home and family that is a normal result of military duties, and of training and operational deployment from home station or homeport.

(3) Thus, it adversely affects attitudes of the family, influencing career motivation and the morale and performance of the member. These are particularly important for those in career service.

(4) They are major considerations in efforts to achieve an all-volunteer force, to increase efficiency while reducing manpower, and to reduce dollar costs.

b. An aggressive leave program is, therefore, an essential military requirement.

c. Persuasive pursuit of these policies at all levels will make a positive contribution to cost savings, to morale, level of performance, and career motivation.

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5. **Annual Leave Program**

a. Commanding officers must establish annual leave programs for their units to provide opportunity for all personnel to take leave, within the constraints of

(1) operational military requirements, and

(2) the degree of support for leave provided in the unit manning document.

b. They must include positive programs to encourage the use of the opportunity to take leave as it is earned as respite from the work environment.

c. Commanding officers shall ensure that the member does 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.

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6. **Frequency and Length**. To obtain maximum benefit from the objectives of annual leave programs, to both the member and unit, they should provide opportunity to take frequent periods of leave, including the opportunity to take at least one leave period each year, about 14 consecutive days in length, and longer when possible.

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7. **Refusal to Take Leave**

a. Personnel who refuse to take leave, when the opportunity is afforded them on command annual leave programs, shall be counseled regarding their obligation to execute military programs and policies.

b. They should further be cautioned that such refusal may result in the loss of earned leave at a later date.

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8. **Persistent Refusal**

a. Personnel who persistently refuse to take leave, despite counseling, adversely affect the objectives of leave programs.

b. Persistent noncompliance with any military policy must be actively dealt with as a matter of military performance.

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9. **Successive Leave**

a. 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, except under emergency or unusual circumstances.

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

b. This policy is applicable to both regular and holiday weekends.

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10. **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 permanent change of station (PCS).

b. After periods of particularly arduous duty and protracted periods of deployment from home station or home port, or when there is evidence of deteriorating health or morale.

c. Where members or their families have been personally affected by floods, hurricanes, and similar disasters. Depending on the circumstances and the combat readiness requirements of the unit, emergency leave may be appropriate.

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 active reserve to regular status.

g. During the preprocessing period incident to release from active duty, to the extent of unused leave.

h. Upon retirement, when requested, to the extent of unused leave.

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11. **Using Advance Leave**. Advance leave is a means whereby members with limited leave accrued may be granted leave to resolve emergency and urgent personal or morale problems. As such, it will reduce the need to accumulate large leave balances as a hedge against future emergencies. Use the table below in determining how advance leave should be granted:

WHEN	THEN	AND
advance leave is authorized,	such advance leave shall normally be limited to the lesser of • 45 days, • the amount of leave that will be earned during the remaining period of active duty (current enlistment, not including extensions, for enlisted members), or • while serving an extension, to the extent that leave will be accrued prior to date of separation.	

WHEN	THEN	AND
considered necessary, commanding officers may grant advance leave in excess of 45 days,	officers granting advance leave should caution members that advance leave resulting in a minus leave balance on date of discharge, or release from active duty, becomes excess leave,	and is subject to checkage of pay and allowances.
a member is separated more than 3 months before expiration of the current term of service for the purpose of immediate reenlistment,	the unaccrued portion of advance leave previously granted shall be carried forward to the new period of service for charge against leave to be accrued.	
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 members in • professional degree, • officer procurement, • punitive discharge, • administrative discharge, or • disability discharge programs.

12. **Granting Leave in Emergency**. Use the table below to determine how leave is to be granted during emergencies:

WHEN	THEN	AND
the aggregate of all leave granted (earned plus advance plus excess) does not exceed 60 days,	commanding officers may normally grant excess leave in emergencies.	
in those instances, where in the commanding officer's judgment, emergency leave which exceeds 60 days, is warranted,	emergency leave in excess of 60 days may be authorized at the command level,	advance leave shall be expended prior to excess leave.
in emergencies requiring absence from duty well in excess of 60 days,	the member will be considered for humanitarian reassignment of a permanent or temporary nature.	
considered appropriate by the commanding officer • officers serving their initial term of obligated service, and • enlisted personnel with less than 8 years of service,	members may be considered for hardship discharges.	

13. **Proceed and Travel Time Concurrent with Leave**. Proceed and travel time are not authorized in conjunction with leave except in cases where prevailing instructions grant leave as delay in reporting in connection with a transfer.

MILPERSMAN 1050-040

LEAVE FOR MILITARY PERSONNEL

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 DJMS, Procedures Training Guide (PTG)

1. **Granting Annual or Emergency Leave**. When dealing with annual or emergency leave requests, commanding officers

a. are encouraged to grant annual leave to personnel when, service requirements permit, to the extent of earned leave plus 30 days advance leave, total not to exceed 60 days at one time, except as regards to reenlistment leave discussed in "Reenlistment Leave" block below.

b. may judiciously authorize any combination of regular, advance, or excess leave for the purpose of granting emergency leave.

2. **Granting PCS Leave**. See table below for granting permanent change of station (PCS) related leave and exceptions thereto:

WHEN ...	THEN ...
a 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 authorized. Definition of Excess Leave: Excess leave is defined as leave that cannot be earned prior to expiration of active obligated service.
the following situations occur: • immediate availabilities from hospitals, 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, and • such unusual circumstances as death, illness or detachment for cause.	Exceptions to the 30 day delay may be made.
personnel are returning from overseas isolated duty stations or, in certain instances, upon a member's request,	leave up to 60 days may be granted.

3. **Granting Graduation Leave**. Use the rules in the table below when granting graduation leave to midshipmen:

WHEN ...	THEN ...	AND ...
upon graduation from the Naval Academy, the midshipmen are appointed commissioned officers in the Armed Forces,	graduation leave may be granted not to exceed 60 days, to the extent consistent with service requirements and other exigencies.	
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.	
in certain cases midshipmen are assigned to temporary duty at the Naval Academy immediately upon graduation,	the graduation leave may be granted by the Superintendent, Naval Academy, commencing on various dates to be determined by the Superintendent.	
as a rule, the Navy Department limits graduation leave to approximately 30 days,	such leave must be completed within 3 months of the date of graduation,	no such leave will be carried forward as credit beyond the date of reporting to the first permanent duty station or to a port of embarkation for permanent duty outside the 48 contiguous United States or in Alaska or Hawaii.

4. **Granting Officer Candidate Leave**. Upon completion of officer candidate training, newly commissioned officers will normally be authorized 30 days leave, advance, if necessary, upon graduation en route to their first permanent duty station.

5. **Granting Reenlistment Leave.** Reenlistment leave, as used in this paragraph, applies to enlistment or reenlistment within 24 hours after discharge. Reenlistment leave will be for one period only and shall not exceed either of the following:

- Earned leave plus 45 days advance leave.
- Maximum of 90 days.

Use the rules in the table below when granting reenlistment leave:

WHEN ...	AND ...	THEN ...
• Regular Navy personnel reenlist, • naval reservists on active duty enlist in the Regular Navy, • naval reservists on active duty reenlist in the Naval Reserve, or • Regular Navy personnel enlist in the Naval Reserve, immediately following date of discharge,	are retained on active duty upon enlistment or reenlistment,	leave may be granted as re-enlist-ment leave.
Reenlistment leave commences immediately upon reenlistment,	it yields the maximum benefit as an influence on • both the member and family, and • the other members in the command.	
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.	
service requirements do not permit,	reenlistment leave may be delayed to commence at the earliest practical date thereafter.	
the first leave is taken after reenlistment,	that leave is reenlistment leave, except if it is an emergency leave.	

6. **Granting Additional Advance Leave**. When advance leave has been taken previously and not fully earned, additional advance leave may be granted only in such an amount as will ensure that the total leave advanced, but not yet earned, does not exceed 45 days.

7. **Leave Program Administration**. NAVCOMPT 3065, Leave Request Authorization (officer and enlisted), will

a. **be used for**

(1) granting leave, and

(2) recording the necessary data required for entries in service records and pay records.

b. **not be used for**

(1) granting leave in connection with transfer orders, or

(2) granting liberty.

c. When leave has been requested and approved, the procedures outlined in DJMS PTG shall be followed.

MILPERSMAN 1050-050

HOSPITALIZATION WHILE ON LEAVE

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. **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 as soon as practical and request instructions.
personnel are admitted to naval medical facilities,	the commanding officer of that facility shall notify the member's commanding officer of the member's hospitalization, ensuring that such notification will arrive prior to the expiration of leave, if practical.
member is hospitalized or sick in quarters,	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 1050-060

LIMITATIONS ON EARNED LEAVE

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. **Earned Leave Limits**

a. Earned leave may exceed 60 days during a fiscal year, but shall be reduced to 60 days as of the first day of the new fiscal year.

b. Leave not to exceed 90 days may be accumulated as defined in MILPERSMAN 1050-070. Leave so accumulated in excess of 60 days shall be lost unless it is used before the end of the third fiscal year after the fiscal year in which the service in that area is terminated.

c. Leave accumulated in excess of the above stipulated limitations, and not used, is irrevocably lost and may not be compensated for in cash. As this policy is based on public law, no waiver authority exists.

2. **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:

WHEN ...	AND ...	THEN ...	AND ...
any person is discharged under other than honorable conditions,		that person shall forfeit all earned leave at time of discharge.	
commands desire to maintain the highest standards of conduct and performance,		they may authorize member, who have earned leave to their credit and are in a pay status, leave with pay and allowances, not to exceed the amount of leave accumulated to date plus the leave member will earn while in a full pay and allowance leave status.	
Enlisted members on active duty, who signify their intention to enlist or reenlist in the Regular Navy or Naval Reserve on a date immediately following date of discharge and remain on active duty,	member, 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,	carry forward the remainder to the new or extended enlist-ment.

WHEN ...	AND ...	THEN ...	AND ...
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.	

MILPERSMAN 1050-070

SPECIAL LEAVE ACCRUAL

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

Governing Directives	SECNAVINST 1050.5C DOD Directive 1327.5 of 24 Sept 85 10 U.S.C. 701 37 U.S.C. 501 DFAS-DJMS, Procedures Training Guide (DFAS-PTG)

1. **Applicability**. The provisions of this article are applicable to all active duty Navy members on and after 1 Oct 1994, per SECNAVINST 1050.5C.

2. **Policy**. It is Navy policy to authorize members to accrue up to 90 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:

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 90 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, • 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 inport 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 fiscal year, • personnel have been assigned to a ship or unit for less than 6 months of the fiscal year,	members are eligible for special leave accrual. members are not eligible for special leave accrual.

WHEN members are ...	AND ...	THEN ...
serving on other prescribed duty, normally for a continuous period of 60 days or more during the fiscal year,	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 fiscal year,	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 DOD Directive 1327.5.
not losing leave at the end of the fiscal year 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/officer in charge.

b. **Commanding Officer/Officer in Charge 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 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 fiscal year, 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 ...	**THEN ...**
special leave accrual is under "Hostile Fire/Imminent Danger," "Deployable Ship/Mobile Unit," or "Other Duty" criterion,	accrual is creditable in the fiscal year in which the required continuous period of duty is reached, but the qualifying duty need not have commenced in that fiscal year.
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 fiscal year during which the member was assigned for at least 6 months.
leave is accrued in excess of 60 days,	it is lost if not used before the end of the third fiscal year following the fiscal year in which the qualifying duty, i.e., deployment, is terminated.
personnel are assigned to a deployable ship or mobile unit,	they may qualify for special leave accrual in the fiscal year prior to the fiscal year the ship or mobile unit returns to home port or home base. In this case, the carry-over period terminates at the end of the third fiscal year after the fiscal year 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 fiscal year 1995 special leave accrual.

(2) member's ship or mobile unit returns to home port or home base prior to 1 Oct 1995,

(3) leave accrued in excess of 60 days at the end of fiscal year 1995 must be used by 30 Sep 1998, or

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

d. **Example 2:**

(1) Member qualifies for fiscal year 1995 special leave accrual,

(2) member's ship or mobile unit returns to home port or home base on or after 1 Oct 1995,

(3) leave accrued in excess of 60 days at the end of fiscal year 1995 must be used by 30 Sep 1999, or

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

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6. **Other Special Limits**

a. 10 U.S.C. 701 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 order modifications.

b. Separation payments for unused accrued leave are limited to 60 days during a military career by 37 U.S.C. 501.

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7. **Administration**

a. Disbursing and administrative procedures are contained in the DFAS-CL (DJMS), Procedures Training Guide.

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

Example: A request for fiscal year 1995 special leave accrual should be submitted after 30 Sep 1995 but not later than 31 Dec 1995.

8. **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.

b. Deployments:

(1) Dates, including any deployment period which started in the previous fiscal year and ended in the fiscal year 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 fiscal year end.

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

f. Commanding officer endorsement.

9. **Approving Authority**

a. Commanding officers 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, and
Deployable Ship/Mobile Unit Overseas.

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

CINCLANTFLT,
CINCPACFLT,
CINCUSNAVEUR, and
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	224-5636
			COM	(703) 614-5636
			FAX	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 COM FAX	225-3304 (703) 695-3304 (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 COM FAX	225-3304 (703) 695-3304 (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 COM FAX	225-3322 (703) 695-3322 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

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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 COM FAX	225-3304 (703) 695-3304 (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.

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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.

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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.

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5. **Address Changes**. Keep old and new duty stations advised of address.

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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.

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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.

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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 COM FAX	225-3304 (703) 695-3304 (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 ON LEAVE

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. **What Is R&R?**

a. R&R is granted in conjunction with rest and recuperation program established:

(1) in areas designated for imminent danger or hostile fire pay, and

(2) when operational military considerations preclude the full execution of ordinary annual leave programs.

b. Leave granted in connection with authorized R&R programs is chargeable to the member's leave account.

2. **How R&R Is Established**. R&R leave program must be established with the approval of the Office of the Secretary of Defense (OSD) to aid in meeting the aims of the leave and liberty programs in combat areas.

3. **What Criteria and Restraints Apply**. When establishing R&R programs, the following criteria and restraints must be included:

a. The area must be an area designated for imminent danger of hostile fire pay.

b. Tours of duty in the area must be unaccompanied tours.

c. Ordinary annual leave programs must have been restricted for reasons of military necessity.

d. The area must be an area in which entry of personnel on official or unofficial travel is controlled.

e. Transportation to and from R&R areas is to be provided on a space-required basis, and travel time shall not be charged to the member's leave account.

f. R&R periods must be limited to one per 12 month period.

g. The program must include provisions to prevent the combination of R&R leave with

(1) liberty,

(2) administrative absences, and

(3) temporary duty or travel for other purposes.

MILPERSMAN 1050-210

ENVIRONMENTAL AND MORALE LEAVE (EML)

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

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

1. **What Is the Recruiting Assistance Leave Program?**

a. Members on regular leave between "A" or "C" school or apprenticeship training and 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-RTC 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 activity detachments to credit member with up to 5 days of non-chargeable leave.

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-454C)	Phone: DSN COM FAX	882-4200 (901) 874-4200 882-2693

Governing Directives	BUPERSINST 1050.11G NAVPERS 15559B, Officer Transfer Manual, Chapter 2 NAVPERS 15909F, Enlisted Transfer Manual, Chapter 23 OPNAVINSTINST 4650.15 NAVMEDCOMINST 6230.3

1. **Policy**. Navy personnel may visit any place outside the United States without obtaining permission from Navy Personnel Command (NAVPERSCOM) except those countries and places specified in BUPERSINST 1050.11G. 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 may, under this article, authorize foreign leave travel to those countries and places not requiring prior approval by NAVPERSCOM. Policy pertaining to the granting of foreign leave travel in connection with temporary additional duty orders is contained in NAVPERS 15559, Chapter 2 and NAVPERS 15909F, Chapter 23. Policy for members wishing foreign leave travel authorization in connection with permanent change of station (PCS) orders is contained in OPNAVINST 4650.15.

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. **Special Request**. Personnel desiring to visit countries and/or places specified in BUPERSINST 1050.11G requiring prior approval by NAVPERSCOM, may submit a request in triplicate to NAVPERSCOM (PERS-454), via their commanding officer or reporting senior. The endorsement shall include a recommendation for approval or disapproval. Requests shall state the time period in

which leave travel will take place and whether the travel will be undertaken during regular leave or during delay authorized in PCS orders. For members with PCS orders in hand, a copy of the orders shall be enclosed with the request. Requests should be forwarded in time to allow a minimum of 3 weeks processing time but not more than 3 months prior to the planned commencement of travel. Message replies will be made only in extreme cases fully documented on the incoming request. Background information is required in requests for travel to countries specified in BUPERSINST 1050.11G as follows:

a. Border crossing points and dates, complete itinerary within each country to be visited, and method of travel in each country.

b. Full name, with date and place of birth, of each family member who would accompany the member.

c. Name, relationship, and address of any relatives residing in each country to be visited, if applicable.

d. Name, relationship, and address of any person to be visited in each country, if applicable.

e. Security clearance held.

f. Sensitivity of recent past and present assignments

g. Passport number, date, and place of issue (including that information for family members who will accompany the member).

h. Specify reasons why travel is desired.

NOTE: Personnel visiting or traveling through Communist controlled countries should not deviate from approved planned leave/travel itineraries.

4. **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 United States to parents at least one of whom is a citizen of another country.

(3) Member born with one parent who is a United States 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) 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 Office of the Judge Advocate General (International Law Division), Navy Department, Washington, D.C. 20350.

5. **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. The DD 2, Armed Forces Identification Card (ACT), is the minimum requirement. Temporary ID 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 United States are listed in the Congressional Directory which is readily available in naval general libraries and most public libraries in the United States.

6. **NATO Countries**. Military personnel performing leave travel in or through NATO countries shall carry in addition to PCS orders or leave authorization, an executed copy of their NAVEURGEN 1320/2, Armed Forces Leave Orders, in compliance with the Status of Forces Agreement. A supply of NAVEURGEN 1320/2 may be reproduced locally utilizing BUPERSINST 1050.11G. The NATO countries normally accept the NAVEURGEN 1320/2, exempting the bearer from the passport and visa. 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:

Belgium	Luxembourg
Canada	Norway
Denmark	Portugal
Germany	Spain
France	The Netherlands
Greece	Turkey
Iceland	United Kingdom
Italy	United States

7. **Immunization Requirements**. Navy personnel and their family members shall follow the immunization requirements for foreign leave travel per NAVMEDCOMINST 6230.3.

8. **MAC Transportation**

a. The member who is performing the travel is responsible for making transportation arrangements. "Space available" accommodations for leave travel via the Military Airlift Command (MAC) 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 MAC is unobtainable.

b. 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 the Foreign Clearance Guide. This policy applies to personnel traveling on military and MAC-contracted (Category B) civil aircraft departing from military airfields and commercial gateways. Refer to the current issue of the Foreign Clearance Guide regarding individual country's uniform and civilian clothing restrictions. In compliance with regulations governing MAC transportation, all countries through which travel is or 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)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	(703) 695-3311

Governing Directives	DOD Directive 1327.5 of 24 Sept 85 NAVPERS 15559B, Officer Transfer Manual NAVPERS 15909G, Enlisted Transfer Manual

1. **Definition**. 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 days must be authorized by the 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 the Navy.

b. Attendance at meetings related to the DOD Credit Union Program.

c. Participation in and support of competitive sports events.

d. Attendance as a witness at criminal proceedings involving public interest.

e. 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. **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.

8. **Participation in Other Navy Programs**. Participation in other official or semi-official programs of the Navy, for which temporary additional duty or temporary duty 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.

9. **Issuance of TAD Orders**. Policy pertaining to the issuance of temporary additional duty authorization orders, for administrative absences, is contained in

a. NAVPERS 15559B, and

b. NAVPERS 15909G.

MILPERSMAN 1050-280

DEFINITION OF LIBERTY

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. **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	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. **General Policy**. Commanding officers may grant liberty for any period of 4 days or less. An instrument of command management, liberty is normally granted to persons not required to

a. be physically present to complete unfinished work assignments,

b. for additional essential work, or

c. to maintain a level of operational readiness.

2. **Liberty for In-Port Duty on Holidays**. When possible, grant members liberty following in-port duty on national holidays, using the rules in table below:

WHEN ...	AND ...	THEN ...
this liberty is granted,		it should fall on the 1st work day 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.

3. **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 officer in command should first consult with the member's physician to determine the safety to the public of allowing a member to go on liberty.

b. Restrictions on Combining Periods of Liberty and/or Leave:

(1) Do not grant liberty periods in succession or use liberty in series by immediately recommencing after return to duty.

(2) Do not combine periods of Special Liberty with Regular Liberty in order to exceed restrictions regarding 3 and 4 day Special Liberty.

(3) Do not combine liberty periods with leave when leaving the immediate geographic area, as defined by the local command, of the duty station.

(4) Do not combine Special Liberty with leave, at any time, per DOD Directive 1327.5.

c. 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 in order to extend the period of TDY/TAD, per DOD Directive 1327.5.

(2) This prohibition does not include normal liberty periods which do not result in an extension of the period of TDY/TAD.

4. **Extending Liberty Period**. When a member requests an extension of an authorized liberty period and the time, liberty

and extension, exceeds 3 days, that portion exceeding the regular liberty shall be charged to the members leave account.

5. **When Public Holiday Falls on Weekend**. Use the following 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 on ...	THEN ...
Saturday,	the preceding Friday also will be considered a holiday.
Sunday,	the proceeding Monday also will be considered a holiday.
or within authorized dates of leave,	the holidays are charged as leave.

NOTE: Personnel not on duty are in a regular liberty status on holidays.

6. **Public Holidays and Dates**. Public holidays are set up 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
Washington's Birthday	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 the Manual for Courts-Martial, restriction awarded by courts-martial or at Captains Mast (nonjudicial punishment) can result in deprivation of liberty.

b. Do not construe assignment of extra duties to include deprivation of liberty on shore except during the hours when extra duties are performed. Upon completing the assigned daily extra duty, grant liberty if the member is normally entitled to it.

MILPERSMAN 1050-300

ARMED FORCES LIBERTY PASS

Responsible Office	NAVPERSCOM (PERS-332)	Phone: DSN COM FAX	882-3466/3467 (901) 874-3466/3467 882-2766

Governing Directive	NAVSUP P-2002D, Navy Stock List of Publications, Forms, and Directives

1. **Policy**

a. The DD 345, Armed Forces Liberty Pass, shall be used to control the authorized absence (other than leave) of enlisted members in pay grades E-1 through E-3. E-4 through E-6 may be issued DD 345 when, in the judgment of the commanding officer or senior officer in the chain of command, it is deemed necessary for security, operational, or other special circumstances.

b. A valid DD 2 (ACT), Armed Forces Identification Card, issued according to this Manual, will be used with the Armed Forces Liberty Pass to identify an enlisted member on authorized absence not classified as leave.

2. **Liberty Pass Not Required**. An Armed Forces Liberty Pass is not required for E-1 through E-3 assigned to shore stations within the continental United States.

3. **Instructions for Issuing the Liberty Pass.** When a liberty pass is required, the DD 345 shall be issued per the following:

a. Complete blocks on the DD 345 as follows (self-explanatory items omitted):

Block Name	Required Information
Service	U.S. Navy
Card No.	(For local control)
Organization	(Enter title of issuing activity)
Time Limits	(May be used to indicate limitations or additional information prescribed by the local commander. Any entry must be self-explanatory.)
Signature and Grade of Issuing Officer	(Type name and grade of the issuing officer under the signature.) An officer, a master chief, senior chief, or chief petty officer, or a civilian (GS-5 or above) specifically designated by the commanding officer, shall sign the DD 345.

b. DD 345 is printed in five colors (red, blue, green, salmon, and yellow) to aid in maintaining local control.

c. Supplies of this form may be requisitioned from cognizance "I" Stock, Naval Supply Systems, as specified in NAVSUP P-2002D, Navy Stock List of Publications, Forms, and Directives. Local reproduction is not authorized.

MILPERSMAN 1050-310

APPELLATE LEAVE

Responsible Office	NAMALA	Phone:	DSN	325-0100
			COM	(202) 685-0100
			FAX	325-0606

1. **Policy**

a. A member who has been sentenced by court-martial to be dismissed or to receive 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, 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

References	Joint Federal Travel Regulations (JFTR) SECNAVINST 5510.30A DFAS DJMS Procedures Training Guide (DJMS PTG)

1. **Scope**. Members sentenced by court-martial to dismissal or to receive 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 authority, if in the commander's opinion the best interest of the Naval Service would be served by granting the member's request.

2. **Checklist**. Follow the steps below if the member's appellate leave request is approved.

Step	Action
1	Ensure member understands that transportation to selected leave address will be at member's own expense.
2	Arrange for separation physical (including Human Immunodeficiency Virus (HIV) test) to be completed within 90 days prior to commencement of appellate leave.
3	Offer member formal inpatient treatment prior to separation if diagnosed as drug/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/non-acceptance 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 (Rev. 5-81), Waiver of Clemency Review, or • NAVSO 5815/2 (Rev. 8-80), Request for Restoration/ Clemency. **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/ household goods (HHG). **Eligible members must submit a written request to the General Court Martial Convening Authority/Special Court Martial Convening Authority for approval per JFTR.** 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 (JFTR, para. 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 (see JFTR, para. U5370-J1). 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) authority determines such to be in the best interest of the Government (see JFTR, paras. U5370-D8 and U5240-2).
6	Assure that member's security clearance has been revoked per SECNAVINST 5510.30A.
7	Revoke member's private vehicle base decal.
8	Confiscate identification (ID) card of member and family members.

Step	Action
9	Issue new ID cards with an expiration date of 6 months from date of issue. Successive cards may be reissued for up to 3 months until discharge is effected.
10	Have member read, initial, and sign Appellate Leave Statement of Understanding (see MILPERSMAN 1050-370). File original in service record and provide a copy to the member.
11	Verify service record pages for completeness and accuracy. Enter appropriate entry to document action.
12	Provide member with copy of NAVCOMPT 3065 (Rev. 2-83), Leave Request Authorization. File a copy in the service record.
13	Submit Navy Standard Integrated Personnel System (NSIPS) leave transaction, type R, with days granted 300, per DJMS PTG, para. 10255. **Officers:** **SDS** activities use **M03** event **DMRS** activities use **H3** TAC **Enlisted:** **SDS** activities use **M25** event **DMRS** activities use **376** TAC
14	Change ACC in the Transient Tracking section of NSIPS to 393 and update DSC to 136. (Updates can be verified on the personal data screen.)
15	Go to MILPERSMAN 1050-030 **NOTE**: If CA action is not received within 60 days of court-martial, initiate tracer action via message to the CA, with follow-up tracer every 30 days thereafter. Include immediate superior in command (ISIC) and Office of the Judge Advocate General 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 United States (2002 Edition)

1. **What to do when the Convening Authority (CA) acts**. Take the following actions once the CA acts:

IF the convening authority ...	**and ...**	**then ...**
disapproves/ remits/suspends the punitive discharge/ dismissal,	the member's expiration of active obligated service (EAOS) has expired,	separate the member by reason of EAOS (see MILPERSMAN 1910-104).
	the member's EAOS has **NOT** expired,	recall the member (if on request appellate leave) to active duty and/or process for administrative separation per MILPERSMAN 1910-100.

IF the convening authority ...	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,	submit the following Source Data System/Diary Message Reporting System **(SDS/DMRS)** transactions to effect reduction, forfeiture, confinement, etc., and file copies in the service record. Officers: **N/A** Enlisted: **SDS** activities use **D10** event **DMRS** activities use **NAVPERS 1070/607** (Rev. 12-75), Court Memorandum.
		drop member from active strength. Officers: **N/A** Enlisted: **UMIDS E503** transaction **DMRS** activities use **950 TAC**.
		submit an Activity Loss Code to NAMALA UIC: 47353. **Officers:** **UMIDS L01/E503** transaction activities use **L9** TAC **Enlisted:** **UMIDS L20/E503** transaction activities use **680** TAC
		file a copy of Court-Martial Promulgating Order and CA's action in the service record.
		send letter to member for Change of Status to Mandatory Appellate Leave (see MILPERSMAN 1050-380).

IF the convening authority ...	and ...	then ...
approves the punitive discharge/ dismissal,	the member is on request appellate leave,	send **Personal Financial Record** via certified mail to: **Director** **Defense Finance and Accounting Service** **Cleveland Center** **1240 E. 9th St** **Cleveland OH 44199-2055**
		send **service/medical/dental records** via certified mail to: **Commanding Officer** **Navy and Marine Corps Appellate Leave Activity (NAMALA)** **Bldg 111 Washington Navy Yard** **901 M St SE** **Washington, DC 20374-5083** **NOTE**: Member may waive Appellate Review by filing a waiver within 10 days of the CA's action. Waiver can be verified with the CA or Naval Legal Service Office. **If a waiver is filed, execute the punitive discharge per MILPERSMAN 5815-010; do not transfer records to NAMALA or place member on mandatory appellate leave.** If the member has waived or withdrawn from appellate review under reference (a), R.C.M. 1110, provide the member, by certified mail, a copy of the judge advocate's review and action by the officer exercising General Court Martial jurisdiction under reference (a), R.C.M. 1112.

MILPERSMAN 1050-340

MANDATORY APPELLATE LEAVE

Responsible Office	NAMALA	Phone: DSN COM FAX	325-0100 (202) 685-0100 325-0606

References	Joint Federal Travel Regulations (JFTR) SECNAVINST 5510.30A DFAS DJMS Procedures Training Guide (DJMS PTG) Manual for Courts-Martial (MCM), 2002

1. **Considering Factors**. 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. The following factors require consideration prior to approving mandatory appellate leave:

a. The member's service record.

b. The offense(s) of which convicted and sentence adjudged.

c. The commanding officer's recommendation, if applicable.

d. The staff judge advocate/legal officer's recommendation.

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 member considers appropriate.

h. Best interest of the service.

2. **Checklist**. Follow the step below if the member's appellate leave request is approved.

Step	Action
1	Arrange for separation physical (including Human Immunodeficiency Virus (HIV) test) to be completed within 90 days prior to commencement of appellate leave.
2	Offer member formal inpatient treatment prior to separation if diagnosed as drug/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/non-acceptance is documented in the service record.
3	Counsel member on right to petition the Naval Clemency and Parole Board using • NAVSO 5815/4 (Rev. 5-81), Waiver of Clemency Review, or • NAVSO 5815/2 (Rev. 8-80), Request for Restoration/ Clemency. **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.
4	Counsel member regarding shipment of personal property/ household goods (HHG). **Eligible members must submit a written request to the General Court Martial Convening Authority/Special Court Martial Convening Authority for approval per JFTR.** 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 (JFTR, para. 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 member's family and the United States (see JFTR, para. U5370-J1). 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) authority determines such to be in the best interest of the Government (see JFTR, paras. U5370-D8 and U5240-2).
5	Assure that member's security clearance has been revoked per SECNAVINST 5510.30A.

Step	Action
6	Revoke member's private vehicle base decal.
7	Confiscate identification (ID) card of member and family members.
8	Issue new ID cards with an expiration date of 6 months from date of issue. Successive cards may be reissued for up to 3 months until discharge is effected.
9	Have member read, initial, and sign Appellate Leave Statement of Understanding (see MILPERSMAN 1050-370). File original in service record and provide a copy to the member.
10	Verify service record pages for completeness and accuracy. Enter appropriate entry to document action.
11	Provide member with copy of NAVCOMPT 3065 (Rev. 2-83), Leave Request Authorization. File a copy in the service record.
12	Submit Navy Standard Integrated Personnel System (NSIPS) leave transaction, type R, with days granted 300, per DJMS PTG, para. 10255. **Officers:** **SDS** activities use **M03** event **DMRS** activities use **H3** TAC **Enlisted:** **SDS** activities use **M25** event **DMRS** activities use **376** TAC
13	Change ACC in the transient tracking section of NSIPS to 393 and update DSC to 136. (Updates can be verified on the personal data screen.)
14	Send personal financial record via certified mail to: **Director** **Defense Finance and Accounting Service** **Cleveland Center** **1240 E. 9th St** **Cleveland OH 44199-2055**

Step	Action
15	Send service/medical/dental records via certified mail to: **Commanding Officer** **Navy and Marine Corps Appellate Leave Activity (NAMALA)** **Bldg. 111 Washington Navy Yard** **901 M St SE** **Washington DC 20374-5083** **NOTE:** Member may waive Appellate Review by filing waiver within 10 days of the CA's action. Waiver can be verified with the CA or Naval Legal Service Office. **If a waiver is filed, execute the punitive discharge per MILPERSMAN 5815-010; do not transfer records to NAMALA or place member on mandatory appellate leave.** If the member has waived or withdrawn from appellate review under MCM, R.C.M. 1110, provide the member, by certified mail, a copy of the judge advocate's review and action by the officer exercising GCM jurisdiction under MCM, R.C.M. 1112.

MILPERSMAN 1050-350

COMPLETION OF APPELLATE REVIEW

Responsible Office	NAMALA	Phone: DSN COM FAX	325-0100 (202) 685-0100 325-0606

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 Naval Reserve Personnel Center (NAVRESPERSCEN), New Orleans, LA.
	Forward health/dental records to Department of Veterans' Affairs.
	Pay member (if pay record 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,	Judge Advocate General (JAG) will notify the proper authority to determine whether or not a rehearing is practicable and will be conducted, or whether the charges will be dismissed.
a rehearing is ordered,	coordinate with Navy and Marine Corps Appellate Leave Activity (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.

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 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 1050-070. Coordinate with Chief of Naval Personnel (CHNAVPERS) for orders. Pay the member (if pay record is held locally) by check, 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).
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 pay record is held locally) by check, 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).

IF ...	THEN ...
the findings and sentence incuding 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 pay record is held locally) by check, the amount found standing to his/her credit, including compensation for any leave credit unused at the time of the discharge and mileage allowance to which entitled (transportation in kind).
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 pay record is held locally) by check, 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).

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 issue recall orders in letter format to the member's last known address via certified mail.
2	Request service/health/dental records be forwarded to your command from NAMALA Washington DC or other activity.
3	Submit the following event upon arrival of member on board: • **DJMS** • **DMRS** activities use **200** TAC
4	Ensure member is placed in the appropriate Accounting Category Code (**ACC**).
5	Submit the following Source Data System (**SDS**) Diary Message Reporting System **(DMRS)** event to administratively return member to active strength: • **SDS** activities use **G29** event • **DMRS** activities use **192** TAC
6	If the punishment previously reported has been reduced or set aside by higher authority, and the reduction in punishment affects the members pay (i.e. pay grade restored, fines or forfeitures returned, etc.): • **SDS** activities use **D10** event • **DMRS** activities use **NAVPERS 1070/607** (Court Memorandum)
7	If pay and allowances are not affected, make an appropriate NAVPERS 1070/613 entry.
8	Request the member's personal financial record (PFR) by message from the appropriate DFAS Code indicating the date member returned to duty (see Source Data System Procedures Manual (SDSPROMAN) VOL II arts B10205 and B10365).

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 for recall orders.
2	Upon arrival of officer, submit: • **UMIDS** activities use **SG03** event • **DMRS** activities use **G8 TAC**
3	Ensure officer is placed in appropriate **ACC**.
4	Request the officer's PFR by message from the appropriate DFAS Code indicating the date officer returned to duty (see SDSPROMAN VOL II arts B10205 and B10365).

MILPERSMAN 1050-370

APPELLATE LEAVE STATEMENT OF UNDERSTANDING

Responsible Office	NAMALA	Phone:	DSN	325-0100
			COM	(202) 685-0100
			FAX	325-0606

1. **Statement**. Provide the below statement of understanding to all members placed on appellate leave.

APPELLATE LEAVE STATEMENT OF UNDERSTANDING (1)	
Name:	**SSN:**

PRIVACY ACT STATEMENT "Under the authority of 5 U.S.C. 301, DOD Directive 1327.5 and MILPERSMAN 1050-100, information regarding your current and future leave address is requested in order to grant you leave pending appellate review. The information provided by you will become a permanent part of your service record. The information will be used to maintain an accurate record of your location to allow future communications."

Request Appellate Leave: I understand that I will be charged ordinary leave until all accrued leave (if any) is exhausted.

Mandatory Appellate Leave:	My address while on appellate leave will be:
I request to: _____ take accrued leave until exhausted. _____ be paid all accrued leave. _____ take part of accrued leave and be paid for part of accrued leave.	_____ My Permanent home address is: _____

Forward all official correspondence to my appellate leave address/permanent home address (circle choice).

POINTS OF CONTACT

Administrative Matters: Once on Mandatory Appellate Leave, administrative control will shift to Commanding Officer, Navy and Marine Corps Appellate Leave Activity (NAMALA), Washington Navy Yard, Bldg 111, 901 M St SE, Washington, DC 20374-5083, phone (202) 685-0100. NAMALA will notified you of any change in your appellate leave status.

Pay Matters: Your pay account will be frozen until final resolution of your case and your pay record will be held by DFAS-Cleveland, Cleveland Center, Anthony J. Celebreeze Federal Building, 1240 E 9th St, Cleveland OH 44199-2055, phone (216) 522-5637. All pay inquiries will be addressed to DFAS Cleveland.

Court Matters: Your court-martial record of trial will be forwarded to Navy and Marine Corps Appellate Review Activity, Office of the Judge Advocate General, Washington Navy Yard, Bldg 111, Washington DC 20374-1111 for review and final determination in your case. Your appellate defense attorney may be reached at (202) 433-4161.

APPELLATE LEAVE STATEMENT OF UNDERSTANDING (2)	
INT	**UNDERSTANDING**
	I understand that I must advise my commanding officer of any change of my leave address, permanent home address, and the address for which all official correspondence may be sent.
	I understand that I am required to keep my Page 2, (NAVPERS 1070/602), Dependency Application and Record of Emergency Data current.
	I understand that while on appellate leave I am still on active duty and subject to orders of competent naval authority.
	I understand that the appellate review can take several months and I will remain on appellate leave until I am discharged, unless I am ordered to return for duty by proper authority to complete my service obligation, for administrative separation, or for a rehearing.
	I understand that if the convening authority approves an unsuspended punitive discharge/dismissal, I may be placed on mandatory appellate leave at the discretion of the convening authority.
	I understand that if the punitive discharge/dismissal is set aside, I may be processed for administrative separation, separated, or recalled for a hearing.
	I have been counseled on my rights concerning appellate review and have been informed that I may waive appellate review within 10 days of receipt of convening authority's action or withdraw from appellate review at a future date.
	I understand that I am not eligible to utilize Air Mobility Command for space available travel, or travel to a foreign country outside the United States and its territories.
	I understand that my dependents and I are eligible for medical treatment through the Uniformed Service Medical Treatment Facilities. All civilian medical care claims are processed by Officer in Charge, Naval Office of Medical/Dental Affairs, Great Lakes, IL 60088-5200. Telephone number is 1 (800) 876-1131.

I certify that I have read and understand this statement of understanding regarding appellate leave, and have been provided a copy.

MEMBER'S SIGNATURE	WITNESS SIGNATURE	APPROVING OFFICER SIGNATURE

MILPERSMAN 1050-380

LETTER FORMAT FOR CHANGE OF STATUS TO MANDATORY APPELLATE LEAVE

Responsible Office	NAMALA	Phone:	DSN	325-0100
			COM	(202) 685-0100
			FAX	325-0606

1. **The Letter**. Send the member the following letter when his or her status is changed from request appellate leave to mandatory appellate leave:

5800
Code/Serial No.
Date

From: Commanding Officer/Officer In Charge
To: Rate/Rank, Name, SSN (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) SECNAVINST 1050.1A
(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 pay-grade E-1 as ordered executed in accordance with 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, Washington Navy Yard, Bldg 111, 901 M St. SE, Washington, DC 20374.

4. You remain subject to orders of competent naval authority until discharge.

MILPERSMAN 1050-390

ADMINISTRATIVE LEAVE

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4427 (901) 874-4427 882-2624

References	(a) SECNAVINST 1050.1A (b) SECNAVINST 5510.30A (c) Naval Supply Systems Command (NAVSUP) Manual, Volume II, Supply Ashore

1. **Policy**. Per reference (a), members who have completed administrative separation may voluntarily request administrative leave pending final disposition by the separation authority.

2. **Description of Types of Administrative Leave**. There are three types of administrative leave, which a service member may request. Clarification of the three types are as follows:

Type	Description
Leave	If members have earned leave to their credit and are in a pay status, they may be granted leave with pay and allowances not to exceed the amount of leave accumulated to date, plus the leave they will earn while in a full pay and allowance leave status. If members are serving a sentence, which includes unsuspended, partial forfeiture of pay, they can be paid only that part of their pay and allowances, which is not forfeited.
Leave without pay and allowances	If members have no leave to their credit as of the current date or are in a non-pay status (e.g., member is serving a sentence which includes unsuspended forfeiture of all pay and allowances), they may be granted leave without pay and allowances.

Type	Description
Leave including leave without pay and allowances	Leave with full (or partial) pay and allowances, when exhausted, may continue as leave without pay and allowances. The leave authorization shall reflect the kind of leave granted and shall contain no indication that members are to report to their station upon expiration of leave. Member shall be paid accrued pay and allowances, but no mileage or transportation in kind is authorized by law for members granted leave for this purpose.

3. **Procedures to Place a Member on Administrative Leave**. Follow the below steps if the member indicates a desire to take administrative leave.

Step	Action
1	Ensure member understands in writing that transportation to the leave address selected will be at member's own expense.
2	Have member read, initial, and sign Administrative Leave Request (see Exhibit 1).
3	Obtain approval from the commanding officer (CO) for administrative leave. Provide copy of approval request to the member and file original in the service record.
4	Arrange for separation physical (including HIV test) to be completed within 90 days prior to commencement of administrative leave.
5	Offer member, in writing, formal Level III inpatient treatment prior to separation if diagnosed as drug/alcohol dependent. **NOTE**: If member accepts treatment, member may not commence administrative leave until treatment is completed or terminated. Ensure acceptance/ non-acceptance is documented on NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, which becomes a permanent part of the member's service record to preclude future disputes as to whether or not treatment was offered.
6	Counsel member regarding shipment of personal property/ household goods (HHG), if eligible.
7	Revoke member's security clearance per reference (b).
8	Revoke member's private vehicle base decal if applicable.

Step	Action
9	Confiscate all government-issued clothing, uniform or civilian, and all property of the government, except one overcoat and one uniform, if needed, as provided in reference (c).
10	Confiscate identification (ID) card of member and dependent(s).
11	Issue new ID cards with an expiration date of 2 months from date of issue. Successive cards may be reissued for up to 2 months until discharge is effected. The cards shall be overstamped (or labeled) “ADMINISTRATIVE LEAVE.”
12	Verify service record pages for completeness and accuracy. Enter appropriate entry to document action.
13	Provide member with copy of NAVCOMPT 3065 (Rev. 2-83), Leave Request/Authorization. File a copy in the service record.
14	Submit documentation to change accounting category code (ACC) to 382 and file copy in the service record.
15	Submit documents for leave accounting and terminate pay and allowances, including Selective Reenlistment Bonus (SRB) payments, as outlined in current directives.

UPON APPROVAL OF SEPARATION	
16	Prepare all separation paperwork per MILPERSMAN 1910-800.
17	Send applicable separation paperwork to the member via registered mail.

EXHIBIT 1

4. **Administrative Leave Request**. Once a member has been fully processed for administrative separation, and final disposition is pending from the separation authority, member may request administrative leave using the following form.

ADMINISTRATIVE LEAVE REQUEST	
NAME:	**SSN:**
PRIVACY ACT STATEMENT: "Under the authority of 5 U.S.C. 301, DOD Directive 1327.5 and MILPERSMAN 1050-390, information regarding your current and future leave address is requested in order to grant you leave which you have requested pending review of your administrative separation case. The information provided by you will become a permanent part of your service record. The information will be used to maintain an accurate record of your location to allow future communications."	
Pending completion of my administrative separation, I hereby request that I be granted: _____ Leave without pay and allowances; or_____ Leave until exhausted, then leave without pay and allowances	My address while on administrative leave will be: _____ _____ _____ _____

INITIAL	**UNDERSTANDING**
	I understand that while on such leave I am still on active duty and subject to orders of competent naval authority.
	I understand that I will remain on administrative leave until I am discharged, unless I am ordered to return for duty by proper authority.
	I understand that if I am ordered to return to naval custody, I am responsible for returning at my own expense.
	I understand that if I fail to return to naval custody after being so ordered, I will be declared a deserter and may be court-martialed and/or reprocessed for administrative separation upon my return to military jurisdiction.
	I understand that I must advise my command of any change(s) of my address and the current address provided will be the one to which all official correspondence will be addressed.

Member's signature and date		
Commanding Officer's signature ("By direction" authorized) and date	**APPROVED**	
	DISAPPROVED	

MILPERSMAN 1050-400

ACCRUED LEAVE CREDITABLE UPON RETIREMENT

Responsible Office	NAVPERSCOM (PERS-823)	Phone:	DSN	882-3246
			COM	(901) 874-3246
			FAX	882-2622

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

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. MILPERSMAN 7220-340 states 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 the 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. Absence on leave at the time of retirement or transfer to the Fleet Reserve, without the necessity of return to the separation site, if this is 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.

c. Administrative and disbursing office procedures are contained in DFAS-PTG.

3. **Retirement Leave**. Members desiring retirement leave must submit a notification to Navy Personnel Command (NAVPERSCOM) (PERS-82) coincident to the request for retirement. This notification is for the purpose of ensuring that retirement orders are issued prior to leave commencement. The approval of retirement leave rests solely with the member's commanding officer or reporting senior.

MILPERSMAN 1050-410

CONSECUTIVE OVERSEAS TOURS LEAVE TRAVEL ENTITLEMENT POLICY

Responsible Office	CNO (N130E)	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 Overseas Tour Extension Incentive Program for 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 continental United States (OCONUS),	a COT at 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,	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,

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 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 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 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 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 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 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 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 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 same PDS, with or without a change of activity or unit identification code (UIC),		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 (CNO), Travel and Transportation Branch Chief (N130E), for action.

b. Authorization by CNO (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 1070

PERSONNEL RECORDS

Responsible Office	NAVPERSCOM (PERS-312E)	Phone:	DSN COM	882-3407 (901) 874-3407

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 the 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	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

References	SECNAVINST 5211.5D 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 SECNAVINSTs 5211.5D and 5720.42E. In any area where these directives conflict, SECNAVINST 5211.5D 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 PERMANENT PERSONNEL RECORD

Responsible Office	NAVPERSCOM (PERS-313C)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

Governing Directives	BUPERSINST 1070.27

1. **Policy**

a. The permanent personnel record is maintained by Navy Personnel Command (NAVPERSCOM) in Electronic Military Personnel Records System (EMPRS).

b. Documents that reflect an officer's character, professional qualifications, fitness for service, performance of duties, entitlements, and affect or influence a member's career and benefits, will be filed therein in accordance with BUPERSINST 1070.27.

2. **Record Format**

a. Documents filed in the officer permanent personnel record are placed in 1 of 18 categories based on type of information in document. Each category is assigned a unique field code to allow grouping, or control of access to, documents by type. When printed to microfiche, documents are printed on one of six microfiche. The following outlines categories of documents filed on each microfiche.

(1) **Fiche No. 1 (Exhibit 1)**

Field Codes	Categories
01	Assignment Officer Code (AOC) (currently not used)
02	photograph, most recent one
03	fitness reports
04	decorations, medals, and awards

(2) **Fiche No. 2 (Exhibit 2)**

Field Codes	Categories
05	educational data/transcripts
06	qualifications
07	letters of appointments and promotions
08	reserve status
09	service determination, separation, and retirement
10	miscellaneous professional history

(3) **Fiche No. 3 (Exhibit 3)**

Field Codes	Categories
11	security investigations and clearances
12	emergency data
13	record changes
14	personal background data
15	miscellaneous personal data

(4) **Fiche No. 4 (Exhibit 4)**

Field Codes	Categories
16	orders

(5) **Fiche No. 5 (Exhibit 5)**

Field Codes	Categories
17	privileged information, adverse material, family advocacy program, medical boards, physical evaluation boards, prisoner of war (POW) data, etc.

(6) **Fiche No. 6 (Exhibit 6)**

Field Codes	Categories
18	enlisted record for officer with prior enlisted service

b. When allotted space for any given field on any fiche is filled, a trailer fiche in same format as basic fiche is created. Trailer fiche is identified as 1T01, 1T02, etc., which indicates it is first, second, or subsequent trailer to officer Fiche 1.

3. **Updating Permanent Personnel Record**

a. Documents shall be submitted to Navy Personnel Command (PERS-313C) for filing in permanent personnel record in accordance with BUPERSINST 1070.27.

b. Do not submit "nice to have" or "nonessential supporting documentation." Documents submitted which do not meet retention guidelines of BUPERSINST 1070.27 will be destroyed.

4. **Record Corrections/Changes**

a. An official document submitted to NAVPERSCOM for filing in permanent personnel record becomes property of Department of Navy (DON). Except for administrative or clerical errors, documents filed in permanent personnel record may not be removed or changed except by authorization of Secretary of Navy.

(1) Administrative or clerical errors may be corrected in accordance with MILPERSMAN 1070-210, or in accordance with regulation governing original document.

(2) Documents found in permanent personnel record that are not legible may be replaced by submitting clean readable documents, under a cover letter, to NAVPERSCOM (PERS-313D).

(3) Other requests for correction or removal of documents should be submitted to Board for Correction of Naval Records in accordance with MILPERSMAN 1000-150.

b. A document may be amended or supplemented by correspondence forwarded via official channels.

5. **Record Access/Review**

a. Access to record is normally limited to

(1) officer concerned,

(2) an agent or representative authorized in writing by officer,

(3) 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

(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 CHNAVPERS, NAVPERSCOM, or Assistant Commander, Navy Personnel Command (ACNPC) for Distribution NAVPERSCOM (PERS-4).

6. **Documents for Selection Board Review**

a. Documents in following categories are provided to selection boards:

(1) **For active duty officers** - Field Codes 01 through 10, and, if it exists, 17 (Fiche 1, 2, and, if it exists, 5)

(2) **For United States Naval Reserve (USNR) (inactive) and Training and Administration of the Reserves (TAR) officers** - Field Codes 01 through 10, 16, and, if it exists, 17 (Fiche 1, 2, 4, and, if it exists, 5)

b. If requested, Field Codes 11 through 14 (Fiche 3) may be provided to boards for determination of medical status.

OFFICER FICHE FORMATS
FICHE 1
PHOTOGRAPH, FITNESS REPORTS, AND AWARDS

INDIVIDUAL SSN FICHETYPE NUMBER BAR CODE
INDIVIDUAL'S NAME

	121 33 4444 SMITH, JOHN Q						1							
A	*1	2	3				FITNESS REPORT FORMS, CONTINUATIONS							
B		PHOTO					AND ATTACHED MATERIAL							
C														
D														
E														
F	71	MEDALS / AWARDS / CITATIONS												
G														

*NOT USED

PHOTOGRAPH

FITNESS REPORTS, including approved administrative change requests, supplementary materials, letters of exception, and officer statements.

MEDALS/AWARDS - personal awards, unit awards.

FICHE 2
PROFESSIONAL HISTORY

INDIVIDUAL SSN INDIVIDUAL'S NAME	FICHE TYPE NUMBER	BARCODE
121 33 4444 **SMITH, JOHN Q**	**2**	[][][][][][][][][][][][][][][][][][][]

A	**1**	**EDUCATIONAL DATA**
B	**15**	**QUALIFICATIONS DATA**
C	**29**	**APPOINTMENTS / PROMOTIONS**
D		
E	**57**	**RESERVE STATUS**
F	**71**	**SERVICE DETERMINATION / SEPARATION / RETIREMENT**
G	**85**	**MISCELLANEOUS PROFESSIONAL HISTORY DATA**

EDUCATIONAL DATA - college transcripts, diplomas, military correspondence courses.

QUALIFICATIONS - initial designator or designator change.

APPOINTMENTS/PROMOTIONS - acceptance and oath of office, appointment to Navy or Naval Reserve, correction of appointment, appointment/commission.

RESERVE STATUS - USNR appointment, reserve officer performance record.

SERVICE DETERMINATION/SEAPRATION/RETIREMENT - statement of service, separation documents, certificate of release or discharge from active duty (DD214).

MISCELLANEOUS PROFESSIONAL HISTORY DATA - service agreements, NROTC disenrollment/termination, drug and alcohol abuse statement of understanding, humanitarian asignment.

FICHE 3
PERSONAL DATA

INDIVIDUAL SSN INDIVIDUAL'S NAME	FICHE TYPE NUMBER	BAR CODE
121 33 4444 SMITH, JOHN Q	3	[][][][][][][][][][][][][][][][][][][]

A	1	SECURITY INVESTIGATIONS, CLEARANCES
B		PERSONAL HISTORIC STATEMENTS
C	29	EMERGENCY DATA
D	43	RECORD CHANGES
E	57	PERSONAL BACKGROUND DATA
F		
G	85	MISCELLANEOUS PERSONAL DATA

SECURITY/PERSONAL HISTORY - security investigations, clearances, personal history statements, classified information nondisclosure agreement, personnel reliability screen program.

EMERGENCY DATA - record of emergency data.

RECORD CHANGES - social security number and name changes.

PERSONAL BACKGROUND DATA - report of home of record, casualty or death documents.

MISCELLANEOUS PERSONAL DATA - medical reports, physical examination, servicemen's group life insurance election.

FICHE 4
ORDERS

INDIVIDUAL SSN
INDIVIDUAL'S NAME

FICHE TYPE NUMBER

BAR CODE

	121 33 4444 **SMITH, JOHN Q**					**4**								
A	**1**		**ORDERS**											
B														
C														
D														
E														
F														
G														

ORDERS - new appointment, first duty, inactive duty, active duty for training, recall to active duty, and separation orders.

FICHE 5
PRIVILEGED INFORMATION

INDIVIDUAL SSN
INDIVIDUAL'S NAME

FICHE TYPE NUMBER

BAR CODE

121 33 4444
SMITH, JOHN Q

5

[][][][][][][][][][][][][][][]

A	**1**		**PRIVILEGED INFORMATION / POW DATA / MEDICAL BOARD**											
B														
C														
D														
E														
F														
G														

Fiche 5 is used only if there is correspondence, which is derogatory in nature, or correspondence reflecting various board decisions, including medical boards which become a matter of official record.

PRIVILEGED INFORMATION - non-judicial punishment letters, administrative/punitive letters, detachment for cause, medical board cover sheet and case file.

FICHE 6
ENLISTED RECORD

INDIVIDUAL SSN
INDIVIDUAL'S NAME

FICHE TYPE NUMBER

BAR CODE

	121 33 4444 **SMITH, JOHN Q**						**6**						**[][][][][][][][][][][][][][][]**	
A	**1**		**ENLISTED RECORD**											
B														
C														
D														
E														
F														
G														

Fiche 6 was prepared only for those officers who served as enlisted members for two or more years and whose officer record was established during the initial conversion process from paper records from 1974 to 1977. Enlisted documents for officers who completed less than two years of enlisted service are distributed in the appropriate subject matter area of the officer fiche.

MILPERSMAN 1070-030

CREATING THE OFFICER PERMANENT PERSONNEL RECORD

Responsible Office	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

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, 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 PERMANENT PERSONNEL RECORD

Responsible Office	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

1. **Policy**. The enlisted permanent personnel record contains documents which reflect on the character, performance, professional qualifications, and fitness of the member. The permanent personnel record is maintained in the Electronic Military Personnel Records System (EMPRS) at Navy Personnel Command (NAVPERSCOM).

2. **Record Format**

a. Documents filed in the enlisted permanent personnel record are placed in one 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. When printed to microfiche, documents are printed on one of six microfiche. The following outlines the categories of documents filed on each microfiche.

(1) **Fiche 1E (Exhibit 1)**

Field Codes	Categories
30	procurement, enlistment/reenlistment data
31	classification and assignment
32	administrative remarks
33	separation and retirement
34	miscellaneous professional service history

(2) **Fiche 2E (Exhibit 2)**

Field Codes	Categories
35	enlisted performance data
36	training and education
37	decorations, medals, and awards
38	adverse information

(3) **Fiche 3E (Exhibit 3)**

Field Codes	Categories
39	emergency data/beneficiary slips
40	record changes
41	security clearances and investigations
42	security miscellaneous
43	medical data
44	out of service inquiries/response
45	miscellaneous personal data

b. When the allotted space for any given field on any fiche is filled, a trailer fiche, in the same format as the basic fiche, is created. The trailer fiche is identified as 1ET01, 1ET02, etc., which indicates it is the first, second, or subsequent trailer to enlisted fiche 1.

3. **Record Update**. The enlisted permanent personnel record is updated when a member reenlists or is separated in accordance with MILPERSMAN 1070-120 and 1070-130. Do not submit new or updated service record documents during a member's current enlistment unless immediate submission is directed by the requiring instruction, i.e., MILPERSMAN 1070-270, 1070-300, 1070-310, 1070-320, or SECNAVINST 1650.1, etc.

4. **Record Corrections/Changes**

a. An official document submitted to NAVPERSCOM for filing in the permanent personnel record becomes the property of the Department of Navy (DON). Except for administrative or clerical errors, documents filed in the permanent personnel record may not be removed or changed except by authorization of the Secretary of the Navy.

(1) Administrative or clerical errors may be corrected when correcting the Field Service Record in accordance with MILPERSMAN 1070-210, or in accordance with the regulation requiring the original document.

(2) Documents found in the permanent personnel record that are not legible may be replaced by submitting clean readable documents, under a cover letter, to NAVPERSCOM (PERS-313D).

(3) Other requests for correction or removal of documents should be submitted to the Board for Correction of Naval Records (BCNR) in accordance with 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 DON, courts-martial, and as directed by a court order signed by a judge.

b. Official actions do not include the review of records of those members nominated for assignments in the detailing process unless specifically approved by Chief of Naval Personnel, NAVPERSCOM, or the Assistant Commander, Navy Personnel Command for Distribution, NAVPERSCOM (PERS-4).

6. **Documents for Selection Board Review**. Documents in field codes 30 through 38 (Fiche 1E and 2E) 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						**2E**							
	JONES, FRANK K													
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

Governing Directive	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 1070-100

ENLISTED FIELD SERVICE RECORD

Responsible Office	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

1. **Policy**. The NAVPERS 1070/600, U.S. Navy Enlisted (Field) Service Record (FSR) is maintained for each current enlisted member of the Navy or Naval Reserve. The FSR is available to assist the commanding officer in making daily personnel decisions.

2. **General Filing Information**

a. The documents listed in the "Filing Order" below are authorized to be filed in the FSR. Not all of the documents listed apply to all members.

b. Additional documents deemed necessary by the command may also be filed on the left side of the FSR above the separator, latest date on top.

Rule: Birth certificates, marriage licenses, divorce decrees, wills, or other documents of a personal nature are not filed in the FSR.

3. **Record Entries**. Entries are made only by those expressly authorized by the commanding officer and on the date of the event.

4. **Enlisted FSR for Member With Temporary Appointment as an Officer**. When an enlisted member is serving under a temporary appointment in warrant or commissioned grade, i.e., "dual status," they have both an enlisted and an officer record. Both records will be maintained and updated as required. Advancements, change in ratings, change of duty stations, etc., will be reported in the enlisted FSR on the NAVPERS 1070/604, Enlisted Qualifications History; NAVPERS 1070/605, History of Assignments; or NAVPERS 1070/613, Administrative Remarks, as appropriate.

5. **Filing Order**. Documents are filed on the side and in the sequence with item "1" on top as follows:

RIGHT SIDE		
1	NAVPERS 1070/613	Administrative Remarks
2	NAVPERS 1070/609	Enlisted Performance Record (current for periods through December 1995), if present in FSR
3	NAVPERS 1070/607	Court Memorandum
4	NAVPERS 1070/606	Record of Unauthorized Absence
5	NAVPERS 1070/605	History of Assignments
6	NAVPERS 1070/604	Enlisted Qualifications History
7	NAVPERS 1070/602	Dependency Application/Record of Emergency Data and/or DD 93, Record of Emergency Data
8	SGLV 8286	Servicemen's Group Life Insurance Election and Certification
9	DD 2746	Ready Reserve Mobilization Income Insurance Certificate
10	NAVCOMPT 3072	Dependency Status Action
11	OPNAV 1740/1	Navy Dependent Care Certificate
12	NAVPERS 1070/622	Agreement to Recall or Extend Active Duty
13	NAVPERS 1070/621	Agreement to Extend Enlistment
14	NAVPERS 1070/601	Immediate Reenlistment Contract
15	DD 4	Enlistment/Reenlistment Document - Armed Forces of the United States, with Annex(es), when applicable

LEFT SIDE		
1	OPNAV 5510/415	Record Identifier for Personal Reliability Program (supersedes NAVPERS 5510/1)
2	NAVPERS 5510/1	Record Identifier for Personal 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
7		Current permanent change of station orders and endorsements
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
12	SF 86	Questionnaire for National Security Positions
13	DD 398-2	Personnel Security Questionnaire (National Agency Checklist) (Canceled 2-96)
14	DD 1879	Request for Personal Security Investigation (PSI) (if PSI is pending)
15	DD 398	Personnel Security Questionnaire (BI/SBI) (Canceled)
16	NAVPERS 1070/877	Statement of Service
17	DD 1966	Record of Military Processing - Armed Forces of the United States (canceled 9-96)
18	NAVCRUIT 1133/7	USN Alcohol and Drug Abuse Screening Certificate, (canceled 4-91) Annex “A” to DD 1966 (if present in FSR)
19	NAVCRUIT 1133/53	Enlistment Statement of Understanding

SEPARATOR		
20	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 1610/2	Fitness Report and Counseling Record (E-7 - 0-6) (supersedes NAVPERS 1616/24)
c.	NAVPERS 1616/26	Evaluation Report and Counseling Record (E-1 - E-6) (supersedes NAVPERS 1616/24)
d.	NAVPERS 1616/24	Enlisted Performance Evaluation Report (if present in FSR)
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) (current for periods through December 1995)
h.	NAVPERS 1070/605	History of Assignments (copy)
i.		Individual Accomplishments Report

6. **Adverse Material**

a. Adverse material shall not be filed in the FSR without first affording the member an opportunity to review the material 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 15 working days after having been advised of such, the adverse material will be filed directly into the FSR with a notation to that effect.

b. The following types of adverse material may be filed without a written statement or declination from the member:

Imposition of nonjudicial punishment,
Conviction by court-martial,
Civil conviction,
Allegations of unauthorized absence, or
Any other matters to which the member concerned has previously had an opportunity to respond by submitting a statement in rebuttal.

7. **Record Maintenance Responsibility**. The FSR is maintained by the administration office that supports the member's duty station per MILPERSMAN 1000-010. The commanding officer and the individual member are jointly responsible for ensuring that the FSR is complete and contains information pertinent to the member's career.

8. **Record Review/Access**. The review or release of these records is limited to personnel who require access to the records in the performance of their official duties.

MILPERSMAN 1070-110

CREATING THE ENLISTED FIELD SERVICE RECORD

Responsible Office	NAVPERSCOM (PERS-312E)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

References	NAVCRUITCOMINST 1130.8F

1. **Records Creation**. The recruiting activity will create (open) the field service record when an individual enlists, reenlists, or is inducted in the Navy or Naval Reserve following NAVCRUITCOMINST 1130.8F.

MILPERSMAN 1070-120

TRANSFER AND DISPOSITION OF ENLISTED FIELD SERVICE RECORD - OPEN

Responsible Office	NAVPERSCOM (PERS-312E)	Phone:	DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

1. **Definition of Open FSR**. The NAVPERS 1070/600, U.S. Navy Enlisted (Field) Service Record (FSR), is open when a member maintains status in the Navy or Naval Reserve.

2. **Where/When to Transfer Open FSR**. Transfer an open FSR as follows:

Transfer an open FSR to the...	**for...**
next duty station	• a member who has completed recruit training or Navy veteran/other service veteran (NAVET/OSVET) indoctrination processing; • a member with permanent change of station (PCS) or temporary duty (TEMDU) orders; • a member who has not completed an enlistment or military obligation; • a reserve member who is discharged from the Naval Reserve for immediate enlistment in the Navy; • Retired List, or the Retired List and retained on active duty; or • a member recalled to active duty or assigned to active duty for special work (ADSW).
unit assigned	a member released from active duty, ADSW, or active duty for training (ADT), and affiliated or re-affiliated with a drill unit.

Transfer an open FSR to the...	for...
Naval Reserve Personnel Center (N31)	• a member of the Navy released from active duty and transferred to the Naval Reserve to complete the military obligation and not affiliated with a drill unit; • a reserve member terminated from drilling status with a further military obligation; • a member transferred to the Temporary Disability Retired List (TDRL); or • a member transferred from inactive duty training status to the Individual Ready Reserve (IRR) or Standby Reserve.
Navy Personnel Command (NAVPERSCOM) (PERS-621)	a member in a missing status (including missing in action, interned or detained, and captured). **NOTE:** Refer to MILPERSMAN 1770-030
Officer in Charge, Navy Absentee Collection and Information Center	a deserter from the Naval service. **NOTE:** Refer to MILPERSMAN 1600-060.

3. **Process for Transferring Open FSR**. To transfer an open FSR:

	Action
a.	Order the NAVMED 6150/10-19, Health Treatment Record (Medical/Dental) (HTR). Refer to MILPERSMAN 6150-010.
b.	Verify the FSR per MILPERSMAN 1070-200.
c.	Give the member the following documents: (1) NAVPERS 1070/613, Administrative Remarks, following the guidance in MILPERSMAN 1070-320. "Disposition" (2) Temporary documents applicable to the local command.
d.	For a member released from active duty, active duty for special work (ADSW), or active duty for training (ADT), and affiliated or re-affiliated with a drill unit, send the following documents to the NAVPERSCOM (PERS-312C), to update the permanent personnel record: (1) Separation orders with Detaching (Departing) Endorsement to Orders - (Officers - Enlisted). Copy. (2) DD 214, Certificate of Release or Discharge from Active Duty. Copy No. 2.
e.	Combine the FSR, the HTR if directed by MILPERSMAN 6150-010, and the personal financial record (PFR), if applicable, as one record packet.
f.	Prepare NAVPERS 5000/64, Records Transmittal. If the command wants acknowledgment is requested from the receiving activity, prepare a self-addressed return envelope and an additional copy of NAVPERS 5000/64.
g.	Put NAVPERS 5000/64 and the record packet in an envelope and seal.
h.	Give the envelope to the member to hand-carry, or mail the envelope via first class mail no later than the day following the transfer. See "Transfer of Member Without Records" below.

4. **Transfer of Member Without Records**

a. Transfer of a member shall not be delayed pending receipt of the FSR, the HTR, or the PFR, if applicable, except at time of transfer for discharge.

b. When a member is transferred without the FSR, HTR, or PFR, if applicable, copies of action taken to obtain the record(s) shall be attached to the transfer orders. Sufficient information shall be provided to enable the receiving activity to initiate prompt action to obtain the records.

MILPERSMAN 1070-130

TRANSFER AND DISPOSITION OF U.S. NAVY ENLISTED SERVICE RECORD (ESR) (JACKET) – CLOSED

Responsible Office	NAVPERSCOM (PERS-312E	Phone:	DSN COM FAX	882-3406/3407 (901)-874-3406/3407 882-2664/2743

1. **Definition of Closed ESR**. NAVPERS 1070/600, U.S. Navy Enlisted Service Record (ESR) (Jacket), is closed when a member

   a. is transferred to Fleet Reserve,

   b. is discharged,

   c. retires, or

   d. dies.

2. **Where/When to Transfer Closed ESR**. Transfer a closed ESR as follows:

Transfer a closed ESR to	For
Navy Personnel Command (NAVPERSCOM) (PERS-312C)	• a member who is discharged from recruit training or Navy veteran/other service veteran indoctrination. (Refer to MILPERSMAN 1070-090.) • a member discharged from a voided enlistment. • a member discharged to accept a permanent warrant or commission in Navy or Naval Reserve.
Naval Reserve Personnel Center (N31)	• a member discharged without immediate reenlistment. • a member transferred to Fleet Reserve, Retired List, or Permanent Disability Retired List (PDRL), and concurrently released from active duty. • a reserve member transferred to Retired Reserve or Naval Reserve Retired List.
NAVPERSCOM (PERS-621)	a deceased member. **NOTE:** Refer to MILPERSMAN 1770-030.

3. **Process for Transferring Closed ESR**. To transfer a closed ESR:

a. Order Health Treatment Record (HTR). Place a copy of the separation physical in the closed ESR, process the HTR per MILPERSMAN 6150-010, and make required entry on NAVPERS 1070/613, Administrative Remarks.

b. Verify the ESR per MILPERSMAN 1070-200.

c. Give member the following documents:

(1) NAVPERS 1070/604, Enlisted Qualifications History. **Copy**.

(2) NAVPERS 1070/605, History of Assignments. **Copy.**

(3) NAVPERS 1070/606, Record of Unauthorized Absence. **Copy.**

(4) NAVPERS 1070/607, Court Memorandum. **Copy.**

(5) NAVPERS 1070/613, Administrative Remarks. Those not required for retention per MILPERSMAN 1070-320.

(6) Documents previously forwarded to NAVPERSCOM for inclusion in the permanent personnel record; e.g., DD 4, Enlistment/Reenlistment Document - Armed Forces of the United States (Annexes), NAVPERS 1070/607.

(7) Temporary documents applicable to local command.

d. Forward only the following documents from current enlistment in the closed ESR:

(1) NAVPERS 1070/605. **Original.**

(2) DD 214, Certificate of Release or Discharge from Active Duty. **Copy No. 7.**

(3) Separation orders with Detaching (Departing) Endorsement to Orders - (Officers - Enlisted) Separation Orders. **Copy.**

(4) NAVPERS 1070/615, Record of Discharge from U.S. Naval Reserve (Inactive). **Part 2.**

(5) NAVPERS 1070/609, Enlisted Performance Record. Original (if present in ESR, form was canceled August 1996).

(6) NAVPERS 1070/604. **Original.**

(7) NAVPERS 1616/26, Evaluation Report and Counseling Record (E-1 - E-6). (**Original**, E-4 and below reports only)

(8) Department of the Navy Central Adjudication Facility (DONCAF) Security Determinations.

(9) OPNAV 5511/14, Security Termination Statement. **Original.**

(10) DD 2648, Preseparation Counseling Checklist. **Original**.

(11) SF 88 or DD 2808, Report of Medical Examination. Separation physical examination. **Copy**. Refer to MILPERSMAN 6150-010.

(12) SF 93 or DD 2807-1, Report of Medical History. **Latest copy**. Refer to MILPERSMAN 6150-010.

Mail the closed ESR via first class mail no later than the following day.

4. **Final Disposition of ESR**. Documents forwarded with the closed ESR will be used to update member's permanent personnel record.

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

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

References	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 SECNAVINST 5211.5D. 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 1070-160

FIELD SERVICE RECORDS NOT RECEIVED

Responsible Office	NAVPERSCOM (PERS-312E)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

1. **Member Reports Without Records**. When a member reports on board without a field service record (FSR), health treatment record (HTR), or personal financial record (PFR), if applicable, every effort shall be made to locate the record(s). If the record(s) is not located:

Record	Refer to
FSR	MILPERSMAN 1070-150
HTR	NAVMED P-117, Manual of the Medical Department

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

Governing Directive	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.

Article Deleted. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1070-180

OFFICER PHOTOGRAPHS

Responsible Office	NAVPERSCOM (PERS-312E)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

References	SECNAVINST 5211.5D SECNAVINST 5720.42F OPNAVINST 5290.1A

1. **Policy**. Photographs are required for all officers of the Navy and the Naval Reserve, regardless of status

   a. upon initial commissioning.

   b. within 3 months after acceptance of each promotion.

2. **Privacy Act/ Freedom of Information Act**. Photographs submitted become the property of the United States Navy Department. Photographs released to other agencies outside the Department of Defense must have the written consent of the officer concerned. Officers wishing to grant general release authorization must sign NAVPERS 1070/10, Officer Photograph Submission Sheet, in the appropriate space provided, per SECNAVINSTs 5211.5D and 5720.42F.

3. **Uniform Requirements**. The uniform shall be Summer Khaki, uncovered, to provide maximum photographic clarity. Summer Whites may be used where Khakis are not authorized for summer wear; however, a significant loss of detail may occur in finished photograph.

4. **Photograph Requirements**. The photograph shall

   a. display a full-length, three-quarter view of the member, left shoulder forward.

   b. have a plain, flat background to provide sufficient contrast to highlight details of the uniform.

   c. be 4 inches in width and 5 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 and middle initial(s).

b. Rank and Designator.

c. Social Security Number.

d. Date photograph was taken (day, month, year).

Example: JONES-ALEXANDER R M
LCDR 1100
123 45 6789
22 MAR 96

6. **Photo Services**. Naval activities with an established photographic laboratory are authorized to produce photographs for this purpose per OPNAVINST 5290.1A. When an authorized Navy photographic laboratory or an alternate support facility is unavailable, any photograph which complies with the requirements will be accepted.

7. **Distribution**. Complete, and attach photograph to NAVPERS 1070/10. Carefully secure against damage in the mail and mark "PHOTOGRAPH" in the upper left hand corner of the envelope. Forward to Navy Personnel Command (PERS-312C) for inclusion in the permanent personnel record.

MILPERSMAN 1070-190

SIGNATURES IN SERVICE RECORDS

Responsible Office	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

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, 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, Enlisted Qualification History and accumulative entries on the NAVPERS 1070/613, 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

Governing Directives	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

Governing Directives	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, U.S. Navy Enlisted (Field) Service Record (Rev. 5-81) (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, Enlisted Qualifications History (Rev. 7-91) and NAVPERS 1070/605, History of Assignments (Rev. 10-89)):

(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, Administrative Remarks (Rev. 10-81)):

(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	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

Governing Directives	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, Record of Military Processing - Armed Forces of the United States; or

(2) NAVPERS 1070/601, 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 the SDSPROMAN or DMRSMAN.

b. Make NAVPERS 1070/613, 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

Governing Directive	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

Governing Directives	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 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	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

Governing Directives	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 1070/621 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 the NAVSO P-3069 or the DFAS-CL (NAVSO P) 3050-2 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 SDSPROMAN, DMRSMAN, or Reserve Standard Training Administration Readiness Support 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

Governing Directives	NAVSO P-3069, Source Data System Procedures Manual (SDSPROMAN) Diary Message Reporting System Users' Manual (DMRSMAN) DFAS-CL (NAVSO P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy), Volume II

1. **Policy**

a. NAVPERS 1070/622 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 NAVSO P-3069 or DFAS-CL (NAVSO P) 3050-2 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 the SDSPROMAN, DMRSMAN, or Reserve Standard Training Administration Readiness Support System.

MILPERSMAN 1070-270

NAVPERS 1070/602, DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA AND DD 93, RECORD OF EMERGENCY DATA

Responsible Office	NAVPERSCOM (PERS-312E)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

References	Defense Joint Military Pay System (DJMS) Procedures Training Guide (PTG)

1. **Policy**. NAVPERS 1070/602 is used for both officer and enlisted members.

a. **Part I** serves as an application for dependency allowances and is used to capture military spouse data.

b. **Part II** provides an immediately accessible, up-to-date record of emergency data and 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 when no spouse or child exists.
(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 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)	National Service Life Insurance, Servicemen's Group Life Insurance, and Veterans Group Life Insurance in effect.

Rule. DD 93, prepared at the Military Entrance Processing Stations for enlisted members required to undergo recruit training, serves the same purpose as NAVPERS 1070/602, Part II.

2. **When to Prepare**. Prepare NAVPERS 1070/602 as follows:

Prepare...	when...
Parts I and II (complete set)	a member with dependents enters or reenters the Navy or Naval Reserve.
	there is a change in dependent status or number of dependents for a member on active duty.
	a reservist is on active duty, active duty for training, or temporary active duty for more than 30 days. (See Verification below.)
Part II (partial set)	a member without dependents enters or reenters the Navy or Naval Reserve.
	a reservist is on active duty for training or temporary active duty less than 30 days. (See Verification below).
	there is a change in • name or address of a dependent; • next of kin other than a dependent; • name or address of a beneficiary, allottee, or insurer; • citizenship of spouse; • religion; or • any remarks on reverse side of the form.

3. **When Not Required to Prepare**. Do not prepare NAVPERS 1070/602 (complete or partial sets) when there is a change in the member's

(1)	status;
(2)	grade;
(3)	rate;
(4)	beneficiary designation on SGLV-8286, Servicemen's Group Life Insurance and Certificate (Nov 1992);
(5)	duty station; or
(6)	military spouse data.

4. **Preparation and Distribution**. Prepare and distribute per DJMS PTG.

Rule. Do not send copies of birth, death, divorce, or marriage certificates to Navy Personnel Command (PERS-312C).

5. **Verification**

a. **Active Duty.** NAVPERS 1070/602 is verified when a

(1)	member reports, permanent change of station.
(2)	member detaches, permanent change of station.
(3)	member's unit deploys.
(4)	member applies for a dependent's DD 1173, Uniformed Services Identification and Privilege Card (Mar 1961) (except when that dependent can be verified as enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) with a valid future expiration date).
(5)	member applies for Government housing.
(6)	member claims reimbursement for dependents' travel.

b. **Inactive Duty.** NAVPERS 1070/602 is verified when feasible, but in any event, upon each occasion that the member comes on active duty including active duty for training.

c. If correct, the member will so indicate by signing and dating NAVPERS 1070/602 under "Certification of Designator."

d. If incorrect, prepare a new NAVPERS 1070/602.

6. **Other Change Reporting Requirements**. Update DEERS whenever there is a change of address of a dependent.

MILPERSMAN 1070-280

NAVPERS 1070/604, ENLISTED QUALIFICATIONS HISTORY

Responsible Office	NAVPERSCOM (PERS-313C)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

Governing Directive	SECNAVINST 1650.1F

1. **Policy**. NAVPERS 1070/604 for USN and USNR enlisted members is a chronological history of their occupational and training related qualifications and their awards and commendations.

2. **Preparation**

a. Enter and verify the following information on the bottom of the form:

(1) Members name

(2) Social security number

(3) Branch and class

b. Make entries as events occur. Entries will be initialed by an authorized individual per MILPERSMAN 1070-190.

c. Personnel Qualifications Standards (PQS) section has been approved for automation. The electronic and preprinted pages are interchanged and integrated into the form.

d. A new page shall be prepared whenever one section becomes filled with entries and additional entries are required in that section, except for Section 1, Educational Experience Level.

e. When a member immediately reenlists, prepare a new NAVPERS 1070/604 for the reenlistment U.S. Navy Enlisted (Field) Service Records (FSR).

3. **How to Make Entries**. Make entries as follows:

Section	Title	Description
1	Educational Experience Level (Exhibit 1)	Enter in the date issued block the date the member passed the completed General Educational Development (GED) tests or all parts of the College Level Examination Program-General Examinations (CLEP-GE). In the case of partial completion of the CLEP-GE, record in section 3 the date the last test was taken and the numbers of all the test parts satisfactorily completed. Entries for partially completed GED batteries will not be recorded. Enter the state that issued diploma or certificate. Present Level of Education is the number of years of education. Enter the highest grade completed, not the one being attended.
2	Classification/ ASVAB Testing Qualifications (Exhibit 1)	Enter test form identification, date the test was administered, and computed AFQT. Record the individual Navy Standard scores for each ASVAB subtest. Enter the activity name and geographical location of the activity that administered the ASVAB test/retest. Complete the special test scores section as necessary to record data related to one or more of the tests shown on Exhibit 1. No other test score data will be recorded in this section. • This section is to be completed by enlisted classifiers only. • Record test score data on the original NAVPERS 1070/604 only, never on the reproduced copies.

Section	Title	Description
3	Record of Off-Duty Education/ VOC/Tech Training and Non-required Correspondence (Exhibit 1)	Record the completion of Navy correspondence courses, other than those required for advancement. Record the completion of educational testing, i.e., CLEP, DANTES, SAT, LSAT, DSST, ACT, ACT PRP, GRE, GMAT, and NTE. Record formal education achieved after entry into naval service, including courses that are non-degree/diploma. Enter the abbreviated course or exam title, school completion date, and grade.
4	Other Training Courses/ Instructions Completed (Exhibit 1)	Record courses qualifying the member to operate or maintain specific types of equipment, driver improvement training and refresher courses, and short term instruction received at fleet and naval shore (field) activities which are not included in section 6. Enter the completion date, the type of equipment qualified to operate or maintain (AN/SAS-10, AN/USQ-6, etc.) and/or course title, duration of course, and name and location of activity were the course was conducted.
5	Navy Service Schools/Military Training Courses (Exhibit 2)	For each Navy school the member attends, enter the complete course title (do not abbreviate) and location of the school (abbreviated), Navy Enlisted Classification Code (NEC) earned when applicable, the date enrolled and completed, the course length, and grade. In MANNER OF COMPLETION, check: • "GRADUATED" if member successfully completes the course. • "DROPPED" if member did not successfully complete the course.

Section	Title	Description
6	Correspondence Courses Required for Advancement (Exhibit 2)	Record data of only those Navy courses for which completion is mandatory prior to taking the Navy-wide examination. Other Navy courses are to be entered in sections 3 and 4, as appropriate. For each required Navy training course or enlisted correspondence course, enter the name of the course, rate if applicable, NAVEDTRA number if any, and the course completion date.
7	Navy Enlisted Classifications (Exhibit 2)	Enter the NEC codes and the effective date of assignment or removal in chronological order. **RULE:** Precede the date of entry with "R" to indicate code removal, revocation, or disqualification.
8	Personnel Advancement Requirements (Exhibit 2)	Record completion of mandatory training requirements to establish enlisted advancement eligibility, e.g., Military/Leadership Examination, Personnel Advancement Requirement (PAR) and Performance Test. Enter the training reference by abbreviated title, number, and completion date.
9	Enlisted Rate/Rating (Exhibit 2)	Enter the standard rate abbreviation for advancements, reductions, corrections, or changes in rate/rating in chronological order. Enter the effective date of the advancement, reduction, or change in rate/rating and the computation date for time in rate (TIR) eligibility for advancement to the next higher pay grade.
10	Designator Record (Exhibit 2)	Enter the effective date of assignment or removal in chronological order and the designation code for enlisted special qualifications. Enter abbreviation for qualification or revocation of qualification.

Section	Title	Description
11	Awards (Exhibit 3)	Record awards and commendations including personal military decorations, unit awards, campaign and service awards, marksmanship awards, good conduct awards, and military-related letters of commendation. Enter award name, award date or meritorious period, awarding authority and reference correspondence, and, if applicable, the number of points credited toward advancement. Record Good Conduct Medal or Naval Reserve reeligibility start date as a result of disciplinary action or substandard performance per SECNAVINST 1650.1F. Enter "Eligibility restarts for (award name), date eligibility restarts (e.g., day after date of offense), "conduct/performance," "N/A" for advancement points.
12	Personnel Qualification Standards (PQS) (Exhibit 4)	Enter the training reference by abbreviated title and number. Record the completion of watchstation or workstation qualifications required under the PQS Program and completion date.

4. **Where to File**. NAVPERS 1070/604 shall be maintained and filed in the field service record per MILPERSMAN 1070-100.

5. **Active Duty Member Retested With ASVAB.** The enlisted classifier must complete section 2 of the current original NAVPERS 1070/604 in the member's field service record. For a special test not administered in conjunction with an ASVAB, record the special test score on the current original NAVPERS 1070/604 only.

ENLISTED QUALIFICATIONS HISTORY

1. EDUCATIONAL EXPERIENCE LEVEL

GED (HS) EQUIVALENT TEST			COLLEGE LEVEL GENERAL EXAMS		PRESENT LEVEL OF EDUCATION
DATE ISSUED	ISSUING STATE	INIT	DATE PASSED	INIT	12 13 14 15 16 17
92JAN17	KENTUCKY	FJT			

2. CLASSIFICATION/ASVAB TESTING QUALIFICATIONS

TEST FORM ID	DATE ADMIN.	AFQT	GS	AR	WK	PC	NO	CS	AS	MK	MC	EI	VE
A15	92APR25	35	47	45	38	54	45	49	52	52	50	59	45

ASVAB ADMINISTERED BY: MEPS, SEATTLE, WA

SPECIAL TEST SCORES

NAME	FORM	DATE	SCORE
NFQT	F	92APR27	46
DLAB		92MAY22	96

CLASSIFIER'S SIGNATURE: J. Q. Classifier
J. Q. CLASSIFIER, PN1, USN

3. RECORD OF OFF-DUTY EDUCATION/VOC/TECH TRAINING AND NON-REQUIRED CORRESPONDENCE COURSES

NUMBER/TITLE OF COURSE OR TEST	SCHOOL	DATE COMPLETED	GRADE	INIT	NUMBER/TITLE OF COURSE OR TEST	SCHOOL	DATE COMPLETED	GRADE	INIT
Spanish 1	Univ. of Maryland	92Feb16	B	JSR					
English 101	VA State University	92Jul13	A	KKL					

4. OTHER TRAINING COURSES/INSTRUCTIONS COMPLETED

DATE COMPLETED	TYPE OF COURSE AND/OR INSTRUCTION	DURATION	LOCATION	INIT
92SEP30	General Shipboard Firefighting	2 days	Firefighting School, NORVA	VM

NAME (Last, First, Middle)	SOCIAL SECURITY NUMBER	BRANCH AND CLASS
DOE, JAMES JOHN	000-00-0000	USN

NAVPERS 1070/604 (Rev. 7/91)
S/N 0106-LF-012-2500

5. NAVY SERVICE SCHOOLS/MILITARY TRAINING COURSES

COURSE TITLE/SCHOOL	NEC	DATE ENROLLED/COMPLETED	COURSE LENGTH	GRADE	MANNER OF COMPLETION	INIT
Management and Supervision CRS SSC, NTC, Great Lakes, IL	7107	93May07 / 93May18	2 WKS	SAT	☒ GRADUATED ☐ DROPPED	ABS
Central Air Data Computers NAS, North Island	7106	94Jan07 / 94Feb15	6 WKS	85.00	☒ GRADUATED ☐ DROPPED	EGH
SH "A" School FTC, Norfolk, VA	3112	93Oct10 / 93Nov10	4 WKS	79.00	☒ GRADUATED ☐ DROPPED	WTD
AMFU "A" School		94May02 / 94Jun20	26 WKS	--	☐ GRADUATED ☒ DROPPED	ABK

6. CORRESPONDENCE COURSES REQUIRED FOR ADVANCEMENT

DESCRIPTION OF COURSE, RATE OR NAVPERS NUMBER	DATE COMPLETED	INIT	DESCRIPTION OF COURSE, RATE OR NAVPERS NUMBER	DATE COMPLETED	INIT
NTC AN	92JUN30	EFK			
AE3	92OCT25	WWB			
GTC PO	92NOV02	RES			
NTC AE2	92DEC20	HAH			

7. NAVY ENLISTED CLASSIFICATIONS

PRIMARY CODE	SECONDARY CODE	DATE	INIT
0000	0000	92JUN30	HAH
ETR-1510	0000	93NOV30	PSS
ST-0431	ST-0455	94MAR23	LRW

8. PERSONNEL ADVANCEMENT REQUIREMENTS

DESCRIPTION	DATE COMPLETED	INIT
PO3, M/L	93JAN15	MAK
PAR YN3	93APR30	NAJ
PAR YN2	94MAY30	JKL

9. ENLISTED RATE/RATING

RATE	DATE	TIME IN RATE	INIT
MSSA-MSSN	92OCT16	92OCT16	KB
MSSN-MS3	93JUL16	93JUL01	CN

10. DESIGNATOR RECORD

DATE	DESIGNATOR	QUAL/REVOCATION	INIT
92MAR04	SS	QUAL	RAS
93SEP15	SS	REV	HAS

NAME (Last, First, Middle)	SOCIAL SECURITY NUMBER	BRANCH AND CLASS
DOE, JAMES JOHN	000-00-0000	USN

11. AWARDS

AWARD NAME	DATE OF AWARD	AUTHORITY	ADV PNTS	INIT
NAVY COMMENDATION MEDAL	90FEB20	NAVSTA, NORFOLK, VA	3.00	KGH
SEA SERVICE DEPLOYMENT RIBBON	90APR03	USS GLORY (CV-00)	N/A	BGB
NAVY ACHIEVEMENT MEDAL	91JUL07	ATKRON 115	3.00	KGH KGH
LETTER OF COMMENDATION	93 NOV - 94 MAY	SECNAVINST 1650	1.00	BBH
ELIGIBILITY RESTARTS FOR GOOD CONDUCT MEDAL	97SEP01	CONDUCT/PERFORMANCE	N/A	iel IEL

NAME (Last, First, Middle)	SOCIAL SECURITY NUMBER	BRANCH AND CLASS
DOE, JAMES JOHN	000-00-0000	USN

12. PERSONNEL QUALIFICATION STANDARDS (PQS)

PQS TITLE	PQS STATION #	DATE	INIT	PQS TITLE	PQS STATION #	DATE	INIT
P3 Aircraft Wing/Walker Brake Rider	43433-1AQ1	94NOV25	AEG				
PQS Qualifier NAMP "O" Lev Logs & Rec Mngr.	4347B-8	94DEC02	BLK				
PQS Qualifier NAMP "O" Lev Main Control	43247B-7	95JAN10	HKL				

NAME (Last, First, Middle)	SOCIAL SECURITY NUMBER	BRANCH AND CLASS
DOE, JAMES JOHN	000-00-0000	USN

MILPERSMAN 1070-290

NAVPERS 1070/605, HISTORY OF ASSIGNMENTS

Responsible Office	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

Governing Directive	NAVPERS 15909G, Enlisted Transfer Manual

1. **Policy**. NAVPERS 1070/605 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

HISTORY OF ASSIGNMENTS

10 | 31

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	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

References	Defense Joint Military Pay Systems (DJMS) Procedures Training Guide (PTG)

1. **Policy**. NAVPERS 1070/606 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, 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	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

References	Defense Joint Military Pay System (DJMS) Procedures Training Guide (PTG)

1. **Policy**. NAVPERS 1070/607 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, Administrative Remarks.

2. **Preparation and Distribution**. Prepare and distribute NAVPERS 1070/607 per DJMS PTG.

MILPERSMAN 1070-320

NAVPERS 1070/613, ADMINISTRATIVE REMARKS

Responsible Office	NAVPERSCOM (PERS-313C)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

1. **Policy**. NAVPERS 1070/613 services as a chronological record of significant miscellaneous entries which are not provided for elsewhere or where more detailed information may be required to clarify entries on other pages of the U.S. Navy Enlisted (Field) Service Record (FSR).

2. **Preparing the Form**. NAVPERS 1070/613 is prepared as follows:

Block	Entry
SHIP OR STATION	Enter the complete name and designation of the ship or station at which the member is serving.
Remarks area	• One entry per page. • Use single spacing.
NAME, SSN, BRANCH AND CLASS	Enter the member's full name, social security number, and branch and class of service.
Block in lower right corner	Enter the consecutive page number.

3. **Making Entries**

a. Entries shall be dated and signed by an authorized official per MILPERSMAN 1070-190.

b. Entries shall be dated and signed by the member as required by the governing directive.

c. Entries which require a copy to be forwarded immediately to Navy Personnel Command Personnel (NAVPERSCOM) must:

(1) cite the authority at the end, e.g., MILPERSMAN 0000-000, BUPERSINST 0000.00. Copies received without authority cited will not be filed in the permanent personnel record.

(2) contain only the entry concerned.

4. **Civil Conviction and Nonjudicial Punishment**.

a. The following entries are required, even if an appeal has been filed:

Entry for...	shall include...
civil conviction (or action taken by civil authorities which is equal 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.
nonjudicial punishment (NJP) where pay is not affected	• date of offense. • nature of offense (cite Uniform Code of Military Justice article). • date of NJP. • punishment awarded.

b. All entries must be dated and signed by the authorized official per MILPERSMAN 1070-190.

c. A copy of the entry shall be sent to NAVPERSCOM (PERS-313C1) for inclusion into the permanent personnel record.

d. In the event the civil conviction is overturned or the NJP appeal is granted, remove the original entry from FSR. Notify NAVPERSCOM (PERS-83) by official naval letter with copies of supporting documentation.

5. **Adverse Material**. Adverse material must be acknowledged in writing by the member, except under MILPERSMAN 1070-100.

6. **Disposition**. NAVPERS 1070/613 will be retained in the FSR until either of the following events occur:

a. **When a member transfers**, entries of a transitory nature or applicable to the local command shall be removed and given to the member. Examples of these entries are as follows:

(1)	Volunteered for special duty.
(2)	Member has read and understands regulations.
(3)	Member has attended or briefed on Navy's policies, e.g., sexual harassment, security, hazing, indoctrination, liberty.

b. **When a member immediately reenlists or when closing an FSR**, the following types of entries shall be forwarded for inclusion in the permanent personnel record following MILPERSMAN 1070-070 for officers and MILPERSMAN 1070-130 for enlisted:

(1)	Disciplinary • Captain's mast • Civil conviction • Nonjudicial punishment • Unauthorized absence
(2)	Enlisted performance evaluation report/adverse report
(3)	Exposure to chemicals/potential health hazard
(4)	Medals/unit commendation/Battle E/ribbons, not listed on NAVPERS 1070/604, Enlisted Qualifications History
(5)	Physical readiness standards • Completed weight reduction program • Failure to meet
(6)	Retain in service • Performance/conduct deficiencies
(7)	Sea duty counter/credit
(8)	Time-in-Rate date change

MILPERSMAN 1070-330

NAVPERS 1070/615, RECORD OF DISCHARGE FROM THE U.S. NAVAL RESERVE (INACTIVE)

Responsible Office	NAVPERSCOM (PERS-312E)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

1. **Policy**

a. NAVPERS 1070/615 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, 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	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

References	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 BUPERSINST 1900.8A.

MILPERSMAN 1080-010

NAVPERS 18068F, MANUAL OF NAVY ENLISTED MANPOWER AND PERSONNEL CLASSIFICATIONS AND OCCUPATIONAL STANDARDS

Responsible Office	NAVMAC (Code 10)	Phone:	DSN	882-6484
			COM	(901) 874-6484
			FAX	882-6475

1. **Contents - Volume I**

a. NAVPERS 18068F, Volume I, Navy Enlisted Occupational Standards, 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. 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. NAVPERS 18068F, Volume I also provides special physical requirements for specified ratings, the normal path of progression to Warrant and Limited Duty Officer and to Senior and Master Chief Petty Officer, 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**. NAVPERS 18068F, Volume II, Navy Enlisted Classifications (NEC Manual), contains each authorized Navy Enlisted Classification (NEC). 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 formulates and implements the Navy Enlisted Classification 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	882-6484
			COM	(901) 874-6484
			FAX	882-6475

1. **Definition**

a. NAVPERS 15839I provides a single source document which contains officer occupational classifications codes, other structures, and abbreviations required for interpreting the coded entries in such personnel reports and manpower documents as OPNAV 1000/2, Manpower Authorization; NAVPERS 1301/51, Officer Data Card; Officer Distribution Control Report; and NRPC Report 4080-1050-3, 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 identifies qualitative requirements of billets in Manpower Authorizations by officer occupational classification codes and other codes. Secretary of Defense utilizes these officer occupational classification codes for manpower management and policy studies and for relating manpower resources in the Armed Forces.

MILPERSMAN 1100-010

APPOINTMENT IN THE MEDICAL SERVICE CORPS OF THE NAVAL RESERVE

Responsible Office	COMNAVCRUITCOM (Code 30C)	Phone: DSN COM FAX	882-9336 (901) 874-9336 882-9336

Governing Directives	NAVMED P-117, Manual of the Medical Department for the Staff Corps of the Naval Reserve SECNAVINST 1120.8B

1. **Policy**

a. Qualified officers and enlisted members on either active or inactive duty may apply for appointment in the Medical Service Corps on active duty. Reservists not on active duty may apply for appointment in the Medical Service Corps on inactive duty. Inactive duty applications are submitted via a Naval reserve recruiter.

b. Both men and women are eligible to apply for appointment. The availability of openings in the program for which one is applying must be confirmed prior to submission of an application. Applicants must meet the following qualifications:

(1) Must be citizens of the United States.

(2) Must meet the age requirements for appointment in the Medical Service Corps, Naval Reserve, according to MILPERSMAN 1131-010.

(3) Must be physically qualified by standards set forth in the NAVMED P-117, Manual of the Medical Department for the Staff Corps of the Naval Reserve.

(4) Must meet the professional requirements described in the following blocks.

2. **Professional Requirements**. The minimum professional requirements for appointment in each discipline of the Health Care and Sciences Section of the Medical Service Corps are listed in the following blocks.

Aerospace Experimental Psychology	Ph.D. degree in psychology with primary emphasis in areas of industrial, experimental, engineering, learning, cognitive, personnel, training, or measurement psychology. Applicants may have completed a Ph.D. in human factors or in an interdisciplinary program emphasizing human factors, systems and information technology. Applicants who have completed a Master's degree in one of these areas, and 4 years commissioned service, will be considered.
Aerospace Physiology	Master's degree in the Biological Sciences with an emphasis in Human and Mammalian Anatomy, Physiology, and related life science programs. Inorganic and organic chemistry, physics, and college mathematics (calculus preferred) are required courses. Related degrees such as Biomedical Engineering, Exercise Physiology, Biomechanics, Kinesiology, and Ergonomics will be considered if course requirements outlined in parts (a) and (b) of the basic requirements have been completed.
Audiology	Master's degree in Audiology. "Certificate of Clinical Competence in Audiology (CCC-A)" from the America Speech-Language-and-Hearing Association or State Licensure.
Biochemistry	Candidates should have either a Doctorate (Ph.D.) or a Master's degree, from a program of 2 years duration that includes some research experience, in one of the following fields: Biochemistry Chemistry (with strong life sciences background) Toxicology (Forensic or Industrial) Pharmacology Molecular Biology

Clinical Psychology	Applicants must have completed all academic requirements for a doctoral degree in clinical psychology or counseling psychology. Completion of doctoral dissertation is preferred, however, applicants who have completed all other requirements, including doctoral committee approval of dissertation topic, may apply.
Dietetics and Food Management	Baccalaureate degree in dietetics, foods and nutrition, home economics, food service management, or public health nutrition. Completed a dietetic internship or Pre-Professional Practice Program (AP-4), or a Coordinated Undergraduate Program (CUP), or qualifying professional experience approved by the American Dietetic Association's (ADA) requirements for ADA membership. Possess the credential of "Registered Dietitian" according to the ADA.
Entomology	Master's degree or Doctoral degree in Entomology or closely related degree in which the course work taken had an emphasis in Entomology. GPA 3.2/4.0 scale in graduate study and a 3.5 or better in Entomology course work. Course work taken should include 30 or more hours (graduate and undergraduate) in Entomology including courses in the areas of Medical Entomology, Pest Management, Insect Taxonomy, Insect Morphology, Immature Insects, Mosquito Biology, Medical-Veterinary Entomology, Insect Ecology, Insect Toxicology, and Insect Physiology.
Environmental Health	Applicants must have either a Master of Public Health or Master of Science Degree in environmental health from an academic institution accredited by Council on Education for Public Health (CEPH) or the National Environmental Health Association (NEHA).

Health Care Administration	Applicants must have a Master's Degree with a major in Healthcare, Hospital or Health Service Administration or a Master's in Business Administration with a concentration in Health Care Administration. Programs must be accredited by the Accrediting Commission on Education for Health Service Administration (ACEHSA) or American Assembly of Collegiate Schools of Business (AACSB). Residency completion and employment experience in Healthcare Administration (PPO, HMO, Managed Care) is highly desired.
Industrial Hygiene	Baccalaureate degree with a major in Industrial Hygiene or a related biomedical science field such as toxicology. Baccalaureate degree in public health, environmental sciences, chemistry, industrial engineering, or industrial safety are acceptable.
Medical Technology	Baccalaureate degree from an accredited college or university and certification of completion of a 1-year course of study in medical technology conducted by a school or program accredited by the Committee on Allied Health Education Association (CAHEA). Certified as a medical technologist by a national certifying agency such as the American Society of Clinical Pathologists (ASCP) and the National Certification Agency for Medical Laboratory Personnel (NCA). Supervisory experience in a hospital-based clinical laboratory is desired.
Microbiology	Master of Science in microbiology or closely related field, i.e., bacteriology, mycology, immunology, parasitology or virology. Ph.D. degrees in microbiology or related fields, as above; in addition, candidates with appropriate backgrounds or fields of study in molecular biology are eligible.

Occupational Therapy	Baccalaureate or Master's degree from an accredited college or university. (Credit towards rank and time in service is given, depending on the level of degree and work experience.) Certification of completion of a course in occupational therapy accredited by the Council on Medical Education of the American Medical Association, in collaboration with the American Occupational Therapy Association. National license from the American Occupational Therapy Association.
Optometry	Doctor of Optometry degree from a college or university accredited by the Council on Optometric Education of the American Optometric Association. Licensed to practice optometry by one of the 50 states or the District of Columbia or eligible to be licensed by a state or the District of Columbia by passing Parts I & II. An active state license is required within 1 year after coming on active duty.
Pharmacy	Baccalaureate or Doctor of Pharmacy degree from an accredited college or university. Registration as a Pharmacist in one of the 50 states or the District of Columbia.
Physical Therapy	Baccalaureate degree or Master's degree in Physical Therapy (entry level) from an accredited institution.
Physiology	Master's Degree level of training in physiology. The majority of positions require applicants who have a doctoral degree in physiology with a strong background in research.
Physician Assistant	Bachelor's degree from an accredited college or university. Completion of a physician assistant education program approved by the Committee on Allied Health Education and Accreditation (CAHEA). Certified by the National Commission on Certification of Physician Assistants (NCCPA).

Podiatry	D.P.M. degree from a College of Podiatric Medicine accredited by the Council on Education of the American Podiatric Medical Association. Current licensure in one of the 50 states or the District of Columbia.
Radiation Health	Baccalaureate degree with a major in radiation health, radiobiology, physics, medical physicals, engineering, chemistry, mathematics, or biology (which must include acceptable course work in mathematics, physics, or chemistry).
Research Psychology	At a minimum, applicants must have completed all course requirements for a Ph.D. degree in psychology. Such applicants will be considered in an all but dissertation (ABD) status. The majority of the positions require applicants who have completed requirements for a Ph.D. in psychology, with emphasis on research in social, organizational, experimental engineering, or physiological psychology. Demonstrated competence in research design and execution, as well as multivariate statistics, is required. Applicants who have completed a Master's degree in one of the areas, and 4 years commissioned service, will be considered.
Social Worker	Must have a Master's degree in social work (MSW) from a graduate school of social work accredited by the Council on Social Work Education (CSWE). Must have a minimum of 2 years' full-time, post-masters-degree, supervised clinical social work experience. Must have current licensure/certification as a clinical social worker by the jurisdiction where practicing, or, if the jurisdiction does not provide for licensure or certification of clinical social workers, must be certified by a national professional organization offering certification of clinical social workers (Academy of Certified Social Workers).

3. **Applications**

a. Commanding officers shall forward completed applications to the Commander, Navy Recruiting Command (Code 313). Each application shall include an endorsement containing a definite recommendation as to the applicant's appointment, and providing specific, brief, reasons.

b. The application must contain the following documents and information:

(1) Documents required from **all applicants:**

SF 88, Report of Medical Examination
SF 93, Report of Medical History
Education transcripts - one official transcript from each institution attended, and evidence of any degree awarded (not issued to student).
Evidence of registration, certification, licensure, or completion of internship, if applicable.
NAVCRUIT 1100/11, Application for commission or Warrant Rank, U.S. Navy or Naval Reserve
FD 258, Fingerprint Card
SF 86
NAVCRUIT 1100/13, Interviewer's Appraisal Sheet (A minimum of one by an officer, at rank of lieutenant or above, in the Medical Service Corps, and preferably in the same specialty.)
Supporting documents or letters of recommendation.
Any additional required items as described in SECNAVINST 1120.8B.

(2) Documents required from **all officer applicants** also include letters of resignation, contingent upon appointment in the Medical Service Corps.

4. **Constructive Service Credit for Education and Experience**. Selected applicants shall be tendered an original appointment in the grades of ensign, lieutenant junior grade, or lieutenant, dependent upon the years of educational and professional experience in the specialty for which selected, after receipt of degree. In determining the grade and date of rank, selected applicants shall be credited with the following periods of constructive service credit for education and experience specified.

a. The following service shall be credited for education or professional training directly related to the appropriate specialty beyond the normal 4-year college level:

Months	For...
48	completing all requirements for a Doctor of Optometry or Podiatric Medicine degree.
24	completing all requirements for a doctoral (Ph.D.) degree.
24	completing all requirements for a master's degree, Doctor of Pharmacy, or other 2-year graduate degree program.
12	completing 30 semester hours, or equivalent quarter hours, of graduate education form an accredited college or university.
12	completing a full-time professional training program of duration equal to a normal academic year (internship, residency, clinical affiliation, etc.).

b. A maximum of 12 months of constructive service credit may be awarded based on 1 day of credit for each 3 days of professional experience performed subsequent to receipt of the degree for which selected. Periods of professional experience of less than 6 months shall not be counted in the computation. Credit granted for professional experience is in addition to service credit granted for professional education or training. Credited professional experience includes the following:

(1) Full-time employment in an occupation directly related to the Medical Service Corps specialty in which appointment is tendered.

(2) Full-time employment in a training or research program directly related to the Medical Service Corps specialty in which appointment is issued, when such programs do not meet the criteria for professional education.

5. **Appointment**

a. Applicants selected for active duty will be tendered an appointment and ordered to active duty as Medical Service Corps Officers.

b. Enlisted applicants selected for inactive duty may, subject to the desires of the individual concerned, remain attached in drill pay status to a Selected Reserve Unit, excluding combat component units, in excess of authorized allowance for a period of 1-year from date of appointment, if an appropriate billet is not immediately available.

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) 875-2818 882-2682

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 approved by a state board of nursing or accredited by the National League for Nursing Accrediting Commission or Collegiate Commission on Nursing Education 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, 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 (1-03), Report of Medical Examination.
b.	DD 2807/1 (10-03), 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 licensed 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 1131/2 (Rev. 8-05), 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	226-4085
			COM	(703) 696-4085
			FAX	226-6938

1. **Introduction**. Commanding officers, officers in charge, 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 or United States Naval Reserve.

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 may be made upon receipt of authority from Commander, Navy Recruiting Command. Appointment papers will be reissued by Commander, Navy Recruiting Command (Code 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, Report of Medical Examination, and SF 93, Report of Medical History, shall be forwarded to Chief, Bureau of Medicine and Surgery. 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 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.

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, Bureau of Medicine and Surgery. In such cases, the appointment shall be withheld pending receipt of further instructions from Commander, Navy Recruiting Command.

5. **Withholding of Appointment for Other Reasons**

a. If the appointment is withheld for any reason other that those enumerated in the preceding paragraph, Commander, Navy Recruiting Command (Code 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 Commander, Navy Recruiting Command.

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 Naval 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, commanding officers shall report to Commander, Navy Recruiting Command, 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 Commander, Navy Recruiting Command, via their commanding officer.

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 according to 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. A DD 214, Certificate of Release or Discharge From Active Duty (Page 15), shall be prepared and the enlisted service record closed for members discharged while on active duty. An appropriate entry on NAVPERS 1070/613, 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 commanding officer 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

Governing Directive	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.

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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

References	(a) BUPERSINST 1001.39E

1. **Policy**. Eligibility requirements are defined in chapter 1 of reference (a).

MILPERSMAN 1100-060

VOLUNTARY TERMINATION OF TEMPORARY APPOINTMENT OF LIMITED DUTY OFFICERS (LDOS) AND CHIEF WARRANT OFFICERS (CWOS)

Responsible Office	NAVPERSCOM (PERS-822)	Phone: DSN COM FAX	882-4206 (901) 874-4206 882-2622

Governing Directives	10 U.S.C. 564, 1263, 1293, 1305, 1371, 5596, and 6323 SECNAVINST 5370.2J NAVSO P-3069, Source Date System Procedures Manual NAVPERS 15909F, Enlisted Transfer Manual SECNAVINST 1811.3M

1. **Policy**. A request for voluntary termination of a temporary officer's appointment has no effect until it has been approved by the Secretary of the Navy (SECNAV). Requests for termination of a temporary officer's appointment will normally receive favorable consideration provided the requirements described below have been fulfilled.

2. **Application Process**

a. An officer appointed for temporary service under 10 U.S.C. 5596, whose permanent status is CWO or enlisted, desiring termination of his or her temporary officer appointment for one of the reasons listed below, shall submit a letter of application to SECNAV via the Navy Personnel Command (NAVPERSCOM) (PERS-822) and their commanding officer (or immediate superior in command as appropriate), with a copy to the appropriate Personnel Support Activity Detachment (PERSUPPDET).

b. In the case of a staff corps officer, the letter of application should be submitted to SECNAV via the NAVPERSCOM (PERS-822) and their cognizant bureau, command, or office, with

a copy to appropriate Personnel Support Activity Detachment (PERSUPP DET).

IF ...	THEN ...
the request for termination of temporary appointment is at the projected rotation date (PRD),	the request shall be submitted in time to reach NAVPERSCOM (PERS-822) between 6 and 9 months in advance of the desired termination date.
the request for termination of temporary appointment is prior to a PRD,	the request shall be submitted 9 to 12 months in advance of the requested termination date.
a relief for an officer requesting termination of a temporary appointment is required,	the forwarding endorsement must state that this is the case.
a contact relief is required, or gapping the billet must be minimized,	the effective date of an officer's termination of temporary appointment may be delayed as much as 6 months from the first day of the month the request is received in NAVPERSCOM (PERS-822).

c. Commanding officers may favorably endorse a termination of temporary appointment request for less than 6 months advance notice if they are willing to accept a gap of up to the individual's PRD. When, through no fault of the officer concerned, the request is delayed in reaching NAVPERSCOM (PERS-822), a constructive receipt date will be assigned that is 21 days following the date of the officer's request.

d. If an officer is notified by any means of impending orders (official letter, message, postcard, telephone, or personal visit) more than 6 months prior to PRD, that officer may decline the assignment and request termination of temporary appointment to be effective any time up to and including the normal PRD. An officer who has not been notified of impending orders may request termination of temporary appointment to be effective not later than the PRD.

3. **Request for Termination of Temporary Appointment and Retirement**. Members requesting termination of their temporary appointment under this article and retirement under the article in this Manual governing application for voluntary retirement from active duty may submit their requests in one letter. In additions, the following rules apply:

a. Temporary LDOs retired under 10 U.S.C. 6323 and CWOs retired under 10 U.S.C. 564, 1263, 1293, or 1305, shall comply with Standards of Conduct and Government Ethics as defined in SECNAVINST 5370.2J. They are subject to Federal employment restrictions and dual compensation discussed elsewhere in this Manual.

b. Under 10 U.S.C. 1371, a CWO retiring under the provisions of either 10 U.S.C. 564, 1263, 1293, or 1305, will be retired in the permanent CWO grade held on the day before the date of retirement, or in any higher CWO grade in which that officer served on active duty satisfactorily, as determined by NAVPERSCOM, for at least 31 days.

c. A temporary officer designated for limited duty whose permanent status is CWO and who has been promoted to the next higher temporary CWO grade is considered to be serving concurrently in the CWO grade. This officer is required to actually serve a minimum 2 years concurrently in the CWO grade before becoming eligible for retired pay of that grade.

4. **Requests for Termination of Temporary Appointment and Retention on Active Duty**

a. Provided that eligibility criteria described below are met, temporary LDOs whose permanent status is CWO may, under this article, request termination of temporary appointment and retention on active duty in their CWO status. Since this change of status may effect the manning posture or senior-subordinate relationships within the command, commanding officers, in their endorsement, shall provide an assessment of this issue. Upon approval of the member’s request by SECNAV, an administrative reversion order will be issued by NAVPERSCOM (PERS-822) directing

(1) termination of member’s temporary officer appointment.

(2) that the member

(a) comply with MILPERSMAN 1070-180.

(b) submit a new NAVPERS 1301/1, Officer Preference and Personal Information Card.

(c) complete a new DD 1173, Uniformed Services Identification and Privilege Card.

(d) send NAVPERSCOM (PERS-822) and NAVPERSCOM (PERS-80) a message indicating member's reversion date, new grade, and date of rank (DOR).

b. As the officer is not lost to end-strength, preparation of the DD 214, Certificate of Release or Discharge from Active Duty; NAVCOMPT 3067, Detaching (Departing) Endorsement to Orders (Officer - Enlisted) (OCR); and a Diary Message Reporting System (DMRS) loss entry is not required. Adjustment to Officer Master Files, Promotion History Files, will be coordinated by NAVPERSCOM (PERS-822) and NAVPERSCOM (PERS-80).

c. Temporary officers requesting termination of their temporary officer appointment and retention on active duty in their permanent enlisted grade shall submit their request following the procedure described in "Application Process," above. Upon approval of the member's request by SECNAV, an administrative reversion order will be issued by NAVPERSCOM (PERS-822) which will direct the following to occur on or after the effective date:

(1) Submit DMRS entry using officer loss TAC 99 (per DMRSMAN) and then an Exception Gain (per NAVSO P-3069, Source Data System Procedures Manual (SDSPROMAN) B10206) event on or after the effective date. SDS activities use event No. G26 to show reversion from LDO to enlisted on or after the effective date.

(2) Preparation of the DD 214 is required when reverting from officer status to enlisted status. If member's enlisted contract has expired, send copy of NAVPERS 1070/601, Immediate Reenlistment Contract to NAVPERSCOM (PERS-312).

(3) Submit Class FV Accession Availability Report to NAVPERSCOM (PERS-40G1) per NAVPERS 15909F, Enlisted Transfer Manual, Chapter 20 (holding member in a temporary duty status).

(4) Close out local officer service record per MILPERSMAN 1070-070. Preparation of NAVCOMPT 3067 is not required.

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5. **Requests for Termination of Temporary Appointment and Transfer to Fleet Reserve**

a. Provided that the member has completed 20 years creditable active service (active day-for-day service including constructive service credit earned through 31 December 1977), as defined elsewhere in this Manual, and meets eligibility criteria described below, temporary officers whose permanent status is enlisted may request termination of their temporary appointment and transfer to Fleet Reserve.

b. In some cases it would be of greater financial advantage for a temporary officer to make application for voluntary retirement in the member's temporary grade, provided that the member has completed the required periods of service prescribed in SECNAVINST 1811.3M, rather than request termination of temporary appointment and transfer to Fleet Reserve. Fleet reservists who are former officers are not eligible to apply for recall to active duty.

(1) Temporary officers requesting termination of their temporary appointment and transfer to Fleet Reserve shall submit their request following the procedure described in "Application Process," above and must include as an enclosure to their request a completed NAVPERS 1830/1, Application for Transfer to Fleet Reserve.

(2) Upon approval of the member's request by SECNAV, an administrative reversion and transfer to the Fleet Reserve order will be issued by NAVPERSCOM (PERS-822) with the Authorization to Transfer to the Fleet Reserve and NAVPERS 1070/877, Statement of Service forwarded under separate cover. The administrative reversion and transfer to the Fleet Reserve order will direct the following to occur. Before the effective Fleet Reserve date

(a) submit DMRS entry using officer loss TAC 99 (per DMRSMAN) and then an Exception Gain (per SDSPROMAN B10206) event.

(b) SDS activities use event No. G26 to show reversion from temporary LDO to enlisted.

c. Preparation of the DD 214 is required when reverting from officer status to Enlisted status. If member's enlisted contract has expired, send copy of NAVPERS 1070/601 to NAVPERSCOM (PERS-312). Close out local officer Service record per MILPERSMAN 1070-070. Preparation of NAVCOMPT 3067 is not required.

d. On the effective date, transfer member to the Fleet Reserve per MILPERSMAN 1830-040.

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6. **Requests for Termination of Temporary Appointment and Discharge**. Temporary officers whose permanent status is enlisted and who meet the eligibility criteria described below shall request termination of their temporary appointment and discharge by reason of expiration of enlistment. Requests shall be submitted following the procedure described in "Application Process," above.

a. Upon approval of the member's request by SECNAV, NAVPERSCOM (PERS-822) will issue an administrative reversion order.

b. Separation will be effected in member's permanent enlisted grade, as described in MILPERSMAN 1910-104.

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7. **Requests for Termination of Temporary Appointment and Resignation**. Temporary LDOs whose permanent status is enlisted cannot resign. Temporary LDOs whose permanent status is CWO shall request termination of temporary appointment under this article with request for resignation per MILPERSMAN 1920-200 combined into one letter. This request shall be submitted at least 9, but not more than 12, months in advance of the member's desired detachment month.

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8. **Conditions of Approval - Temporary LDO Appointments**. Approval of a member's request for voluntary termination of

their temporary LDO appointment will normally be withheld (unless submitted for reasons of hardship) until the member

a. has completed 3 years of active service as a temporary LDO computed from the date of initial appointment as a temporary LDO; and

b. has satisfied the obligated service requirements described below.

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9. **Obligated Service Requirements**

a. A temporary officer who is requesting voluntary termination of their temporary appointment shall also satisfy the retainability (obligated service) requirements incurred as the result of a cost permanent-change-of-station move as described in MILPERSMAN 1321-010.

b. For the purpose of this article, a temporary officer's current duty station is that officer's present, permanently assigned duty station.

c. If an officer has been issued permanent-change-of-station orders or has been notified (either verbally or in writing) that permanent-change-of-station orders are being issued, and the notification is within 6 months of the officer's projected rotation date, the duty station to which the member is being transferred under permanent-change-of-station orders is considered to be the officer's current duty station.

NOTE: The 1st day of the 6th month prior to an officer's projected rotation date is considered to be the commencement date of the 6-month period.

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10. **Hardship**. Requests for termination of temporary appointments by reasons of hardship will be considered from temporary officers who do not meet the criteria described in the preceding paragraphs. Requests of this nature shall include full documentation and meet the general requirements found elsewhere in this Manual for the separation of enlisted personnel on the basis of hardship.

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11. **Withdrawal**

a. Prior to approval of the member's request by SECNAV, a temporary officer may withdraw his or her request for termination of temporary appointment. A letter of withdrawal will be forwarded by endorsement within 10 days of receipt by the parent command. Such a request must be sent to NAVPERSCOM (PERS-822) using the same chain of command as the original request for termination of temporary appointment.

b. Should the member desire to withdraw his or her request after final approval by SECNAV, but before the officer appointment is terminated, the member's commanding officer shall notify NAVPERSCOM (PERS-822) by message; this will allow the termination of temporary appointment processing to be held in abeyance pending a letter submission to SECNAV via NAVPERSCOM using the same chain of command as the original request.

12. **Expungement**. An officer whose request for withdrawal of request for termination of temporary appointment has been approved by SECNAV, may, upon written request to NAVPERSCOM (PERS-822), have termination of temporary appointment related material expunged from their record. Termination of temporary appointment orders and 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 COM FAX	223-2321 (703) 693-2321 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 1131-030

MEDICAL SERVICE CORPS

Responsible Office	CNO (N13)	Phone: DSN COM FAX	882-2370 (901) 874-2370 882-2682

References	(a) OPNAVINST 1420.1A (Enlisted to Officer Commissioning Programs Application Administrative Manual)

1. **Policy**. This program provides a continuous path of advancement to a commission for outstanding career motivated Navy E-5 through E-9 in all ratings. Applications are considered for Health Care Administration, Physician Assistant, Radiation Health, Environmental Health, Industrial Hygiene, Entomology, and Pharmacy.

2. **Application and Eligibility**

a. Candidates shall submit formal applications via their commanding officer (CO) to the following:

Commander
Naval Medical Education and Training Command
Officer Graduate Programs (Code OG3)
Bethesda, MD 20889-5611

b. Eligibility requirements and application procedures are published in reference (a), chapter 13, for appointment in the Active Duty Medical Service Corps.

MILPERSMAN 1131-040

APPOINTMENT OF OFFICERS IN THE NAVY RESERVE

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

1. **Policy**. Regular Navy officers separating from active duty, and former Regular Navy or Navy Reserve officers considered qualified by Navy Personnel Command (NAVPERSCOM), may be appointed in the Navy Reserve as specified below.

2. **Regular Navy Officers being Processed for Honorable Separation**

a. Regular Navy officers who request separation from the Navy and who have satisfied their military service obligation (MSO) may request appointment in the Navy Reserve before separation. Regular Navy 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 Reserve appointment, if tendered.

c. Separation orders will specify whether the member has or has not been approved for a Reserve appointment, and whether separation is contingent upon acceptance of a Reserve appointment.

d. The appointment will be forwarded to the member by NAVPERSCOM, Officer Accession Eligibility and Promotion Section (PERS-4802) and is to be effected the day after separation.

e. The Reserve appointment shall be in the same grade, with the same date of rank, and normally in the same general category of designator, as that held in the Regular Navy.

3. **Former Officers Requesting Reappointment within 3 Years**

a. Former Regular Navy and Navy Reserve officers who were honorably separated and did not retain an appointment may request a Reserve appointment from NAVPERSCOM, Reserve Personnel

Administrative Branch (PERS-491) within 3 years following the date of their separation.

b. The Reserve appointment will normally be in the same grade and designator category as previously held. NAVPERSCOM (PERS-491) will adjust the member's pay entry base date. If the period of separation is in excess of 6 months, NAVPERSCOM (PERS-4802) will adjust the member's date of rank.

c. Member must request a Reserve appointment in writing to NAVPERSCOM (PERS-491), via a Navy Reserve officer recruiter. Request must be endorsed by the recruiter and must include

(1) name, social security number (SSN), designator at time of separation, address, and phone number;

(2) a statement of the reason for not requesting, receiving, or retaining a Reserve commission at the time of separation;

(3) a copy of the member's DD-214, Certificate of Release or Discharge from Active Duty;

(4) a copy of the member's separation orders if separated from active duty;

(5) a copy of an updated SF 86 (9-95), Questionnaire for National Security Positions if period of separation is more than 1 year; and

(6) a copy of SF 93 (6-96), Report of Medical History completed within last 90 days.

4. **Former Officers Requesting Reappointment after 3 Years**. After 3 years from the date of separation, former naval officers may only request appointment in the Navy Reserve via an authorized direct appointment program. Applicants must meet all of the eligibility requirements of the direct appointment program.

MILPERSMAN 1131-050

MEDICAL ENLISTED COMMISSIONING PROGRAM

Responsible Office	NAVPERSCOM (PERS-4415)	Phone: DSN COM FAX	882-2818 (901) 874-2818 882-2682

References	(a) OPNAVINST 1420.1A (b) OPNAVINST 1120.7 (c) SECNAVINST 1920.6B

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**. Medical Enlisted Commissioning Program 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

NAVAL RESERVE 3-YEAR RECALL PROGRAM

Responsible Office	NAVPERSCOM (PERS-921)	Phone:	DSN	882-4512
			COM	(901) 874-4512
			FAX	882-2910

Governing Directive	10 U.S.C. 12301 (d)

1. **Policy**

a. Officers of the Naval Reserve may volunteer for recall to fill specific advertised Reserve program billets in full-time support of the Naval 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 Naval Reserve officers to serve on active duty shall be maximized by limiting additional tours by officers previously recalled under this article. Additional recall tours will 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 Naval Reserve program billets to be filled under this article shall notify Navy Personnel Command (NAVPERSCOM) (PERS-92) 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 a period of 3 years.

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 the NAVPERSCOM (PERS-92) via their Reserve unit commanding officer. 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 the Assistant Chief of Naval Personnel for Naval Reserve Personnel Management (PERS-9) or a designated representative. Additional board membership will be provided from NAVPERSCOM (PERS-92), NAVPERSCOM (PERS-4), Chief of Naval Operations (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 1133-050

NAVAL RESERVE ENLISTED PROGRAMS – THE TRAINING AND ADMINISTRATION OF THE RESERVE (TAR) ENLISTMENT PROGRAM

Responsible Office	NAVPERSCOM (PERS-91)	Phone:	DSN	882-4482
			COM	(901) 874-4482
			FAX	882-2753

Governing Directives	10 U.S.C. 12102 and 12103 NAVPERS 15909G, Enlisted Transfer Manual

1. **Purpose**. This program provides for the 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. **Policy**. Applicants may enlist with a 4 or 5-year school guarantee or in 6-Year OBLIGOR programs such as

a. Advanced Electronics Field.

b. Advanced Technical Field Programs.

3. **Obligated Service**. All applicants have a continuous active duty obligation of at least 48 months followed by the Ready Reserve to complete the remainder of their military service obligation (MSO).

4. **TAR Recall**

a. Veterans recalled under the provisions of the TAR Recall program incur a minimum active duty obligation of 48 months.

b. Program guidance is outlined in NAVPERS 15909G, chapter 22.

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 1133-070

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 1133-080

NATIONAL CALL TO SERVICE (NCS) PROGRAM

Responsible Office	CNO (N13)	Phone:	DSN	225-3128
			COM	(703) 695-3128
			FAX	(703) 614-6502

References	(a) DOD NCS Implementation Plan (b) NAVADMIN 090/03 (Minimum ASVAB Qualification Scores) (c) 10 U.S.C. 510(L)(2) (d) 38 U.S.C. 3015(a)(1) (e) 38 U.S.C. 3015(b)(1) (f) DODD 1315.7 of 9 Jan 87 (g) DODD 1322.16 of 11 May 94 (h) BUPERSINST 1780.1 (i) 10 U.S.C., Chapter 31 (j) DODI 1215.18 of 17 Jul 02 (k) 10 U.S.C., Chapter 1606 (l) DODI 7000.14-R, Volume 12, Chapter 15 (m) DODI 7730.56 of 15 Sep 75

1. **Purpose.** This article provides guidance for the implementation and execution of the National Call to Service (NCS) Program.

2. **Background.** NCS is a short-term enlistment program designed to promote and facilitate military enlistment in support of national service. This program will remain in effect as outlined in this article until superceded/modified by a NAVADMIN, instruction, or updated MILPERSMAN article.

3. **Policy**. Reference (a) is the Department of Defense (DOD) implementation directive for NCS. Navy will integrate NCS into current enlisted recruiting programs for the purposes of supporting near-term active duty manning requirements and future Drilling Reserve (DRILRES) manning shortfalls. The NCS program will be funded under Military Personnel, Navy (MPN). NCS candidates will be accessed as United States Naval Reserve (USNR) recruits, (Branch and Class of Service Code 32) and count against active duty strength while serving on active duty. Once affiliated with the Naval Reserve, they will count against Reserve strength. Whether serving on active duty or in the Reserves, NCS participants will be managed the same as other Navy members, with the exception of specific NCS guidelines as promulgated in this article, in future NCS NAVADMINS, articles/instructions associated with this program, and in guidance associated with other programs that specifically exclude NCS participants.

4. **Eligibility**. In order to be NCS eligible, recruits must meet the following criteria:

a. Non-Prior Service (NPS).

b. High School Diploma Graduate (Tier 1).

c. Armed Forces Qualification Test (AFQT) Categories I-IIIA (AFQT > or = 50).

d. Minimum Armed Services Vocational Aptitude Battery Test (ASVAB) requirements for specific ratings of enlistment per reference (b) or its successors.

5. **Service Obligation**. Enlistments under the NCS program will incur an 8-year military service obligation (MSO). This MSO will consist of

a. 15 months active duty after completion of initial training (to include Boot Camp, Apprenticeship Training, and "A"/"C" School (as applicable)), **followed by**

b. **either** reenlistment/extension on active duty for at least 24 months, **or** 24 months as a Drilling Reservist, **followed by**

c. remainder of MSO in one of the following:

(1) Active Duty.

(2) DRILRES.

(3) Individual Ready Reserve (IRR).

(4) Other national service programs as designated by Secretary of Defense (SECDEF) (if qualified and accepted).

(a) AmeriCorps

(b) Peace Corps

(5) Any Combination of the above.

6. **Enlistment Contract (Expiration of Active Obligated Service (EAOS) Determination).** Commander, Naval Recruiting Command (COMNAVCRUITCOM) will be responsible for developing appropriate language on the initial recruit contract to reflect the unique requirements of the NCS program (15 months active duty service following initial training). The initial recruit enlistment contract will be written with an adjustable 18-month EAOS. Recruits will sign a statement within the contract acknowledging their initial 18 months EAOS will be adjusted upon

completion of initial training to reflect 15 total months of active duty service following initial training.

a. **General Detail (GENDETs)**

(1) **Personnel Support Detachment (PERSUPP DET) Naval Training Center (NTC) Great Lakes IL** will be the designated authority to adjust **NCS GENDET Seaman (SN) and Fireman (FN)** EAOSs to reflect 15 total months of active duty service following completion of Apprenticeship Training.

(2) **PERSUPP DET Naval Air Station (NAS) Pensacola FL** will be the designated authority to adjust **NCS GENDET Airman (AN)** EAOSs to reflect 15 total months of active duty service following completion of AN Apprenticeship Training.

b. **School Guarantee (SG) NCS Recruits**. The PERSUPP DET supporting the specific schoolhouse will be the designated authority to adjust NCS EAOSs to reflect 15 total months active duty service from the completion date of the final school in the pipeline (some NCS participants will attend "A" and follow-on "C" School(s)). NCS participants guaranteed an "A" School who subsequently fail to complete the training will be sent to the fleet as a GENDET. In these cases, the PERSUPP DET supporting the specific schoolhouse will adjust the member's EAOS to reflect 15 total months active duty service from the day member departs the "A" School. NCS participants who successfully complete "A" School but fail to complete any follow-on "C" School will be sent to the fleet as a rated Sailor (based on the completed "A" School), without the associated "C" School Navy Enlisted Classification (NEC). In these cases, the PERSUPP DET supporting the specific schoolhouse will adjust the member's EAOS to reflect 15 total months active duty service from the day member departs the "C" School.

c. **Enlisted Placement Management Center (EPMAC) (for GENDETS)** and **Navy Personnel Command (NAVPERSCOM), Distribution Department (PERS-4) (detailers for rated NCS participants)** should coordinate with

(1) PERSUPP DET NTC Great Lakes IL (SN/FN GENDETS),

(2) PERSUPP DET NAS Pensacola FL (AN GENDETS), or

(3) appropriate schoolhouse PERSUPP DET (rated Sailors) to confirm accurate EAOS adjustments have been made when writing orders.

7. **Incentives**

a. **Incentive Selection**. NCS participants will be given the opportunity to select one of four incentives upon enlistment. Initial incentive selection is **irrevocable**. DD Form 2863 (10-03), National Call to Service (NCS) Election of Options can be found at

http://www.dior.whs.mil/forms/dd2863.pdf and will be used to document the incentive election and become an addendum to the individual's DD Form 4 (Rev 01-01), Enlistment/Reenlistment Document, Armed Forces of the United States. Alternatively, incentive election may be accomplished through overprinting of all information on the DD Form 2863 on current enlistment forms. The incentive options are as follows:

(1) **Cash Bonus of $5,000** – payable upon completion of initial active duty obligation.

(2) **Repayment of qualifying student loans (principal and interest),** as defined in reference (c), **up to $18,000** – payable upon completion of initial active duty obligation.

(3) **Education allowance for up to 12 months**, payable at the monthly rate for basic educational assistance allowances under reference (d). Servicemember may begin to use the benefit at any time after completion of initial active duty obligation.

(4) **Education allowance for up to 36 months**, payable at one-half the monthly rate for basic educational assistance allowances under reference (e). Servicemember may begin to use the benefit at any time after completion of initial active duty obligation.

b. **Incentive Entitlement**

(1) Initial entitlement to any of the above incentives is predicated on completion of the total initial active duty commitment (15 months following initial training).

(2) Any NCS participant who completes initial training (Boot Camp, Apprenticeship Training, and follow-on schools (where applicable)), and is discharged or released from active duty **prior to completion** of the initial active duty commitment for one of the following reasons will receive a reduced benefit:

(a) Navy-connected disability.

(b) Preexisting medical condition that Secretary of the Navy (SECNAV) determines is not Navy-connected.

(c) Hardship.

(d) Physical or mental condition that did not result from the individual's own willful misconduct, but did interfere with duty performance.

(3) Discharges eligible under this provision will be the same as those discharges eligible for reduced Montgomery GI Bill (MGIB) benefits (reference (g), para. A(1)(c), encl. (3)).

(4) The reduced benefit will be determined by multiplying the incentive value by the ratio of the number of months served to the 96-month (8-year) MSO.

(5) Discharges or release from active duty prior to completion of the initial active duty commitment for all other reasons will result in **no** benefit.

(6) Monthly educational allowance payments (if selected as the incentive option) being distributed during the initial 24-month DRILRES commitment will be halted if member fails to meet drilling requirements for reasons not listed above in this Incentive Entitlement paragraph.

c. **Incentive Repayments**. NCS participants who fail to complete the contracted MSO shall refund to the United States (U.S.) Government the amount that bears the same ratio to the amount of the incentive as the uncompleted part of such service bears to the total period of the MSO. Waivers, in whole or in part, for such payment require 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 U.S..

d. **Forced Conversions**. Forced conversions (due to loss of Security Clearance, medical conditions, non-judicial punishment (NJP), etc.) do not in and of themselves constitute failure to meet contracted commitments. Completion of the initial active duty time commitment is the determining factor for purposes of incentive qualification.

e. **Counseling on Taxable Income**. Recruiters should counsel NCS participants during the incentive selection process that cash and college loan payoff options are considered **taxable income in the year they are received**. Educational benefits will **not** be considered as taxable income.

f. **Other Program Ineligibility**. NCS participants are not eligible to participate in the Navy College Fund (NCF), Loan Repayment Program (LRP), Enlistment Bonus (EB) program, or receive the Enlistment Bonus for College Credit (EBCC).

8. **Montgomery GI Bill Benefits (MGIB)**

a. **Initial Ineligibility**. NCS candidates are not initially eligible for MGIB and will be automatically disenrolled from the program when accessed onto active duty. COMNAVCRUITCOM shall include

wording and a space for initials/signature of the recruit in the initial enlistment contract to ensure members are aware of their ineligibility. RTC Great Lakes IL should ensure NCS participants do not sign a DD Form 2366 (Rev 06-02), Montgomery GI Bill Act of 1984 (MGIB).

b. **Later Eligibility Requirements/Benefits**. NCS participants may become eligible for MGIB benefits if reenlisting/extending on active duty (for at least 2 years) prior to completion of their NCS initial active duty commitment. Commands/PERSUPP DETs administering reenlistments/extensions of NCS participants must advise the member of eligibility for enrollment in and benefits of the MGIB Program. The member's election to enroll or election to decline enrollment must be documented using DD Form 2366 and distributed per reference (h). An appropriate entry must be made in the Navy Standard Integrated Personnel System (NSIPS). MGIB point of contact (POC) is as follows:

NAVPERSCOM
Federal Education Programs Branch (PERS-604)
COM: 1-800-962-1425
DSN: 882-4258

c. **MGIB Selected Reserve Program Eligibility**. NCS participants who contract for 6 years in the Reserves may be eligible for the MGIB Selected Reserve Program.

9. **Reenlistment/Extension on Active Duty**. NCS participants are eligible to reenlist/extend on active duty prior to completion of their active duty commitment, provided they meet all reenlistment/extension criteria (to include reenlistment authorization via Perform to Serve (PTS), if required under existing PTS guidance). Such reenlistment/extension must be for at least 2 years and will fulfill the DRILRES commitment portion of the MSO.

a. **Selective Reenlistment Bonus (SRB).** NCS participants who reenlist following initial active duty commitment will not be SRB eligible for this first reenlistment. NCS participants who reenlist or extend for at least 2 years following initial active duty commitment become SRB eligible for any future reenlistment, provided they meet all existing SRB eligibility criteria.

b. **Perform to Serve (PTS)**. NCS participants desiring to reenlist following initial active duty commitment must obtain reenlistment authorization via PTS (if applicable with respect to existing PTS criteria regarding enlistment term, Career Reenlistment Eligibility Opportunity (CREO) group, etc.). Due to the short-term nature of the initial NCS active duty enlistment contract, it may be necessary for commanding officers (COs) to furnish a special evaluation with the PTS reenlistment request if a periodic evaluation has not been written at the time of such request.

c. **Early Identification of Reenlistment Desires/Option of Extending**. It should also be noted that NCS participants desiring to reenlist following initial active duty commitment who are required to obtain reenlistment authorization via PTS may be limited in the number of reviews their request receives, again, due to the short active duty commitment. Commands should make every attempt at early identification of NCS participants desiring to reenlist in order to maximize the member's reenlistment opportunity. Commands should also communicate to NCS participants desiring to reenlist at the end of the 15-month active duty commitment, the option of extending for 24 months prior to reenlisting. This will more align NCS enlistees with their peers with respect to the PTS stacking algorithm.

d. **Disposition of NCS incentives** upon reenlistment/ extension on active duty:

(1) **$5000 Bonus**. If $5,000 bonus was selected, the entire bonus will be paid upon completion of initial active duty obligation. Servicemembers will be allowed to enroll in MGIB by completing DD Form 2366 and having their pay reduced by $100 for the next 12 months.

(2) **Loan Repayment**. If loan repayment was selected, the loan will be repaid upon successful completion of initial active duty obligation. Servicemembers will be allowed to enroll in MGIB by completing DD Form 2366 and having their pay reduced by $100 for the next 12 months.

(3) **Education Allowance**. If either of the education allowances was selected, NCS participants will retain that incentive and be allowed to enroll in MGIB by completing DD Form 2366 and having their pay reduced by $100 for the next 12 months; however, reference (i) requires that the total amount of the allowance paid as an NCS educational incentive must be deducted from their MGIB benefits.

e. **"Stop-Loss" Status**. NCS participants may be included in "Stop-Loss" if serving on active duty in a rating or NEC that is placed in a "Stop-Loss" status due to operational necessity. The length of "Stop-Loss" will be minimized for NCS participants such that the total active duty commitment is no more than 24 months. Time served in a "Stop-Loss" status will count toward the 24 months DRILRES commitment.

10. **Drilling Reserve (DRILRES) Service**

a. **Length**. DRILRES duty associated with an NCS contract shall be 24 months in length. This 24-month commitment will be waived for NCS participants who reenlist/extend following the active duty commitment.

Additionally, the 24-month DRILRES commitment will be reduced on a day-for-day basis for each day extended on active duty in a "Stop-Loss" status.

b. **Policy/Procedures for Naval Reserve Affiliation**. Commander, Naval Reserve Force (COMNAVRESFOR) will develop and implement policy and procedures to facilitate Naval Reserve affiliation for NCS participants, with a goal of establishing affiliation prior to release from active duty.

c. **Distance**. The maximum distance an NCS participant may be required to travel involuntarily between residence and inactive duty training (IDT) site is governed by reference (j). Exceptions to the required DRILRES service may be granted by SECNAV only in cases where unit positions are not available.

11. **Follow-on Service**

a. **Options**. NCS participants who reenlist/extend on active duty, or who complete the 24-month DRILRES commitment will have the following options to complete their MSO:

(1) Continue in a DRILRES status.

(2) Transfer to the IRR for the remainder of the MSO.

(3) Serve all or a portion of the remainder of the MSO in a National Service Program (if qualified and accepted into the program). Current eligible National Service Programs are AmeriCorps and the Peace Corps.

(4) Continue on active duty.

b. **Serving in a National Service Program**. NCS participants who qualify, are accepted, and subsequently choose to serve all or a portion of their remaining MSO time following the DRILRES commitment in one of the National Service Programs will be transferred to the Standby Reserve-Active (USNR-S1) for that period. Transfer to the Standby Reserve-Active will be accomplished upon NCS participants furnishing an acceptance document to their Reserve unit from the appropriate National Service Program. This acceptance document must include the start date for the service and the period of service. If the service is for more than 1 year, an annual verification of service must be furnished to the member's Reserve activity. Members who complete service in a National Service Program with time remaining in their MSO will be automatically transferred to the IRR for the remainder of the MSO, unless they request to return to a DRILRES or active duty status.

c. **Remaining Time after Serving in a National Service Program**. NCS participants who serve a portion of their MSO in a National Service Program with remaining time on their MSO and who wish to return to the DRILRES or return to active duty must do so through a Navy Recruiting District (NRD).

12. **Educational Allowance**

a. **Administration**. The Department of Veterans' Affairs (DVA) will administer the two educational allowance incentives. The existing MGIB data system operated by the Defense Manpower Data Center will be used, providing all DOD data and information interface with DVA. Utilization of the allowance will be governed by the existing rules of MGIB for the Selected Reserve as stated in reference (j) and DVA regulations with the following exceptions:

(1) Benefit rates, which are tied to the rates in references (d) and (e).

(2) Delimiting date – benefits may be used for up to 14 years after completion of the initial active duty phase of the program.

(3) Benefit may continue to be used after the 24-month DRILRES phase of the program, regardless of continued DRILRES participation.

b. **Funding**. Navy will fund these allowances through actuary payments into the DOD Education Fund, per reference (l). Actuary payments will be due at time of enlistment and will be paid from the Navy College Fund budget. NAVPERSCOM, Personnel Readiness and Community Support Department (PERS-6) will oversee execution of this benefit option.

13. **Loan Repayment**. Qualifying student loans, as defined in reference (c), of **up to $18,000 (principal and interest)** will be paid upon completion of initial active duty commitment. NCS participants selecting this incentive will be required at time of enlistment to obtain a loan repayment statement from their lending institution detailing the amount due on the projected date of completion of the initial active duty commitment. Navy will fund this option from the Enlistment Bonus budget until the Loan Repayment Program (LRP) budget is adequately resourced for this NCS incentive. COMNAVCRUITCOM Enlistment Incentives Group will oversee execution of this benefit option.

14. **Accession Planning**. Chief of Naval Operations (CNO), Enlisted Plans and Career Management Branch (N132), in conjunction with COMNAVRESFOR (N1), will determine annual accession skill mix requirements based on near-term active duty manning requirements and future DRILRES manning shortfalls.

15. **Reclassification/Administration at RTC Great Lakes IL**. NCS participants enlisting in a school pipeline program who are disqualified from their assigned rating at RTC may be reclassified. This reclassification may only be into another available NCS rating (for the specific fiscal year of accession) or into an NCS GENDET category if there are no NCS ratings available that the individual qualifies for.

a. NCS participants enlisting in a school pipeline program who are disqualified from their assigned rating at RTC for reasons beyond their control may be separated under erroneous entry if they do not accept any of the reclassification options, or if no NCS ratings (or NCS GENDET) quotas are available for which they qualify.

b. NCS participants who are disqualified from the entire NCS program at RTC will not have the option of being placed into another USN or USNR program. These members shall be separated under the erroneous entry category.

c. NCS participants separated at RTC for any reason will be issued a travel certificate for funding transportation of the return to Home of Record.

d. NCS recruits enlisting as an NCS GENDET will be excluded as "A" School pickup candidates at RTC.

16. **Active Duty Assignments**. NCS enlistees will be worldwide assignable. Per reference (a), reference (f) minimum tour length requirements are waived for NCS participants. NAVPERSCOM will retain authority to detail NCS members to 15-month tours in locations governed by reference (f) minimum tour lengths, when gapped billet impacts outweigh increased permanent change of station (PCS) costs associated with short, overseas tours. In addition, NAVPERSCOM maintains the authority to retain an NCS participant who reenlists/extends following initial active duty commitment at participant's current command, in an effort to control PCS costs. NCS participants who reenlist/extend following initial active duty commitment and remain at their current command shall be administered (with respect to projected rotation date (PRD)) per existing sea/shore rotation guidance for their respective rate.

17. **Record/Data Base Coding**

a. **Systems impacted by NCS coding are as follows**:

Systems Short Title	Systems Long Title
NES	Navy Enlisted System
NSIPS	Navy Standard Integrated Personnel System
CETARS/RTM	Corporate Enterprise and Training Activity Resource System/Requirements Traceability Management Tool
MIRS (MEPCOM)	Military Entrance Processing Command Integrated Resource System
IMAPMIS	Inactive Manpower and Personnel Management Information System
RHS	Reserve Headquarters System
ACCPDS	Active Component Common Personnel Data System
RCCPDS	Reserve Component Common Personnel Data System
NMPDS	Navy Military Personnel Distribution System
PRIDE/NRAMS	Personalized Recruiting for Immediate and Delayed Enlistment/Navy Recruiting and Accession Management System

b. **Data Element Values**

Special Program Occupation/Group Code =	**either** – **A3**9** (where ** indicates rating code of the guaranteed "A" School)- **or** – **A3XX9** (where XX indicates GENDET)
Branch and Class of Service =	**32**
Type Enlistment Code =	**02**
Type Acquisition Code =	**20** (Male)/**51** (Female)
Special Program Indicator (SPI) =	**Q** - This is a new value. All programs that edit and categorize SPI codes must be modified to accept "Q" as a value. These programs must also be modified to capture this value as an MPN asset. The personnel pay interface must be modified to generate a Service Component of "V" to indicate a Reserve under MPN funding line. This value must be generated as indicated in the program requirements section.
Reserve Active Duty Obligation (RADO) Months =	**18** - This value covers 9 weeks RTC (Boot Camp) and either 3 weeks of Apprenticeship Training, or a portion of the "A"/"C" School training, plus the initial 15 months active duty obligation incurred by accessing into the NCS program. PERSUPP DET NTC Great Lakes IL (for SN/FN GENDETS), PERSUPP DET Pensacola FL (for AN GENDETS), and PERSUPP DETs supporting specific schoolhouses (for School Guarantee NCS recruits) will be required to add an additional extension number of months to reflect the length of any "A" and "C" Schools.
MGIB Enrollment Code =	**N** - Member is not eligible for MGIB on the first enlistment under this program.
PRIDE/NRAM Codes	**NCSA = NCS** (Active Duty) **NCST = NCS** (TAR)

c. **System Modifications**

(1) Enlisted accession transactions need to be modified to accept and pass the above new values for the Special Program Occupation/Group Code and Type Acquisition Code.

(2) During NES processing of the enlisted transaction, if the

(a) Special Program Occupation/Group Code = A3**9 or A3XX9 (where ** indicates the rating code of the guaranteed "A" School or XX indicates GENDET),

(b) BRCL = 32,

(c) Type Enlistment = 02, and

(d) Type Acquisition Code = 20 (male)/51 (female),

the accession program should generate a SPI code of "Q" and 18 months RADO Months. An "N" should be placed into the MGIB Enrollment Code field to indicate the member is not eligible for MGIB.

(3) Continue to perform normal relational edits currently being conducted in the enlisted accession processes.

(4) Enlisted Daily Status Reports must be modified to account for members with SPI "Q" codes.

(5) The enlisted pay interface must not generate an MGIB transaction to Defense Joint Military Pay System (DJMS) that will initiate pay deductions from the member's Master Military Pay Account (MMPA).

18. **Tracking and Reporting Requirements**

a. **Monthly Tracking and Reporting Requirements**

(1) **COMNAVCRUITCOM** will track and maintain all pertinent data on NCS accessions, to include incentive selection, Delayed Entry Program (DEP) attrition, etc. This data will be incorporated in the report of monthly statistics provided to Office of the Under Secretary of Defense for Personnel and Readiness (OUSD (P&R))/Accession Policy Directorate per reference (m).

(2) **RTC Great Lakes IL** will maintain data on Boot Camp attrition rates for NCS recruits.

(3) **Individual school houses and associated Naval Personnel Development Command (NPDC) Learning Centers** will maintain data on "A" and "C" School attrition rates/attrition reasons for NCS recruits.

(4) **The Center for Career Development (CCD**) will track and maintain data on NCS behavior during initial active duty commitment (reenlistment rate, attrition rate, attrition reasons, etc.).

(5) **COMNAVRESFOR** will track and maintain all pertinent data on NCS Reserve behavior (retention, attrition, drilling status, etc.). To facilitate this, COMNAVRESFOR will develop business rules on coding of NCS participants (Mandatory Drilling Code (MDC)) in order that Naval Reserve activities make appropriate input when processing a Reserve gain.

b. **Annual Reporting Requirements**. CNO (N132), in coordination with COMNAVRESFOR (N1), will provide SECNAV an annual report containing the following:

(1) List of ratings open to NCS participants for the upcoming fiscal year.

(2) Number of recruit quotas for each open rating.

(3) Limitation, if any, to the $18,000 cap on the student loan repayment incentive option (not to fall below $10,000).

19. **Adjudication Authority**. This article provides policy for the Navy NCS Program. In addition, this article assigns adjudication authority to make determinations on matters as follows:

Overall policy	CNO (N130)
Recruiting issues and enlistment contracts	COMNAVCRUITCOM
Active Duty Assignments	Rated Sailors - NAVPERSCOM (PERS-4) GENDETS - EPMAC
Budgeting	COMNAVCRUITCOM
Educational Benefits/MGIB	NAVPERSCOM (PERS-6)
Loan Repayment	COMNAVCRUITCOM
Selected Reserve issues/procedures	N095/COMNAVRESFOR
Database coding	NAVPERSCOM (PERS-3)
SRB eligibility	CNO (N130)
Reenlistments/PTS/extensions	NAVPERSCOM (PERS-8)
Accession planning	CNO (N132) (in coordination w/COMNAVRESFOR (N1))
Transfer to other National Service programs	COMNAVRESFOR (N1)

MILPERSMAN 1160-010

AGE LIMITATION OF ENLISTED PERSONNEL FOR CONTINUATION ON ACTIVE DUTY

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3853 (703) 695-3853 224-6502

Governing Directives	NAVPERS 15909G, Enlisted Transfer Manual (ENLTRANSMAN) NAVMED P-117, Manual of the Medical Department

1. **Policy**. Enlisted personnel on active duty or inactive duty being considered for recall (excluding temporary active duty - see "Age Requirements," below)

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 of Navy Personnel Command (NAVPERSCOM), except as indicated below.

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 be enlisted, reenlisted, extended and/or agree to remain on active duty without prior approval of the NAVPERSCOM, except:

a. Members approaching, attaining, or exceeding 55 years of age who have 16 or more years of service creditable for transfer to the Fleet Reserve upon the expiration of present enlistment, extension of enlistment, or active duty agreement, 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 65th birthday unless they will not be eligible for transfer to the Fleet Reserve until after that date. Commanding officers (COs) will limit their 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 request via the Officer Personnel Information System (OPINS) or by the Diary Message Reporting System (DMRS) requesting the earliest date eligible per applicable directives and articles in this manual.

3. **Members with Insufficient Service for 30-Year Retirement Prior to 60th 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 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 service for retirement upon the expiration of their present enlistment, extension of enlistment, or active duty agreement to allow them to be reenlisted, extended and/or agree to remain on active duty for that period of time required to complete 30 years service.

c. Requests for continuation on active duty beyond that date will not be entertained. Such members will be advised of the provisions of NAVPERS 15909G 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 applicable directives.

4. **Commanding Officer’s Responsibility for Requests for Continuation on Active Duty**.

a. Requests for continuation on active duty of personnel in the above categories will be submitted to NAVPERSCOM on NAVPERS 1306/7, Enlisted Personnel Action Request and will specify the term of service desired. Commanding officers will take the following action:

(1) Order the member to be examined per NAVMED P-117 to determine physical fitness for assignment to sea duty.

(2) Complete Individual's Official Data section of NAVPERS 1306/7 and include in the Commanding Officer'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. Commanding officers 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 for final determination.

5. **Processing Requests**. Members in the above categories who request continuation on active duty will have their requests acted on by a board of officers convened by NAVPERSCOM. Selection will be dependent upon the member's performance, qualifications, and the needs and best interests of the Navy. Members will be notified of the action taken on their request.

6. **Age Requirements**

a. For Reserve personnel to be eligible to volunteer for recall to fill Temporary Active Duty (TEMACDU) or Naval Reserve Canvasser Recruiter Billets, they must be able to complete 20 qualifying years, as defined in BUPERSINST 1001.39D, by age 60 for reserve retirement eligibility. Theses age requirements are necessary in view of the temporary nature and the non-career orientation of the TEMACDU and the Naval Reserve Canvasser Recruiter Programs.

b. Waivers may be authorized on an individual basis.

MILPERSMAN 1160-020

REENLISTMENT CEREMONY

Responsible Office	NAVPERSCOM (PERS-811)	Phone:	DSN COM FAX	 (901) 	882-3205 874-3205 882-2623

1. **Policy**

a. Reenlistment is a major 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.

b. The commanding officer or, if that officer is absent, the executive officer should preside.

c. The member can select a commissioned officer of any branch of service, retired, or on active duty, to administer the oath.

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2. **Command's Responsibility**. The commanding officer should follow the 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 reelinstment leave as soon as possible following the reenlistment.
6	Personalize the occasion with other recognition, as appropriate.
7	Present the reenlistment bonus check at the ceremony, if one is due.

MILPERSMAN 1160-030

CERTAIN ENLISTMENTS AND REENLISTMENT UNDER CONTINUOUS SERVICE CONDITIONS

Responsible Office	NAVPERSCOM (PERS-811)	Phone:	DSN	882-2499
			COM	(901) 874-2499
			FAX	882-2623

Governing Directives	10 U.S.C. 651 NAVMED P-117, Manual of the Medical Department NAVPERS 15909F, Enlisted Transfer Manual DOD 7000.14-R, Department of Defense Financial Management Regulation (DODFMR), Volume 7A COMNAVCRUITCOMINST 1130.8 BUPERSINST 1610.10 OPNAV/BUPERS Directives in the 1160 and 1430 series should be consulted for special information relating to the Open Rates/Skills List and/or conditions affecting reenlistment.

1. **Definitions**. "Continuous service" is defined as service in the Regular Navy or Naval 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 release from active duty is reenlisted "within 3 months." For 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 and holds a rating listed on the existing Open Rates/Skills List. 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 DODFMR.

c. If a member has previously served an enlistment in the Regular Navy (not including service as an inductee), member's enlistment therein will be a "reenlistment." If a member has previously served an enlistment in the Naval 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 Naval Reserve or a member of the Naval Reserve who enlists in the Regular Navy within the time frame defined above for "continuous service," after expiration of obligated service, or at any time prior to the expiration of obligated service.

e. Enlistment or reenlistment in the Naval 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 reenlisting in the Naval Reserve may reenlist on board for a term of 2, 3, 4, 5, or 6 years. The term of the enlistment contract must equal or exceed the period of service for which already obligated. **In all cases**, members reenlisting 4 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., 10 years for E-4 United States (U.S.) Navy personnel). Training and Administration of the Reserve (TAR) 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/reenlistment in the Naval Reserve for personnel on inactive duty shall be for 2, 3, 4, 5, or 6 years. Members initially enlisted regular Navy who are completing their statutory military service obligation in a Naval Reserve capacity may enlist in the Naval Reserve for a

term of 2, 3, 4, 5, or 6 years, provided such enlistment is effected under continuous service conditions.

3. **Policy/ Eligibility Requirements**

a. This article contains the general provisions governing certain enlistments and reenlistments in the Regular Navy or Naval Reserve under continuous service conditions. Members reenlisting in the Regular Navy or Naval Reserve must be U.S. citizens, non-citizen nationals, or immigrant alien members who have been lawfully admitted into the United States 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 Naval Reserve service by reason of expiration of enlistment or active obligated service, fulfillment of service obligation, or Convenience of the Government. Additionally, the member must be medically qualified; meet the eligibility standards prescribed, including HYT as set forth in MILPERSMAN 1160-120; have been recommended by the member's commanding officer (CO) for reenlistment; and meet quality control standards as outlined in this article.

c. Naval Reservists on active duty (General Assignment/Recall) may not reenlist U.S. Navy (USN) or continue on active duty without authority from Navy Personnel Command (NAVPERSCOM) (PERS-812).

d. 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

(3) Formerly been a petty officer in current enlistment and be currently recommended for advancement to pay grade E-4.

e. Additionally, the member must be promotable and recommended for advancement as outlined in BUPERSINST 1610.10, Navy Performance Evaluation and Counseling System, on the last two graded evaluations (not observed evaluations are not considered graded).

f. 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 military service obligation in the case of members who incurred such obligation under the provisions of the Military Selective Service Act, as amended.

h. Members who have failed three Physical Readiness Tests in the most recent 4-year period are ineligible for reenlistment. Exceptions:

(1) Members with 18 or more years of service.

(2) Pregnant members who did not meet reenlistment criteria prior to diagnosis of pregnancy may be considered during the pregnancy.

(3) Navy Personnel Command (NAVPERSCOM) determines that member with obligated service will be retained.

(4) Member passes three consecutive PRTs prior to their end of active obligated service (EAOS). Commanding officers may extend enlistment in 6-month increments to allow member to participate in an upcoming PRT. Failure of a PRT during the extension shall result in discharge at EAOS, or end of approved extension.

(5) Commanding officer requests and NAVPERSCOM approves removal of member’s most recent PRT failure. Removal of this failure shall not be cause to reverse any administrative actions that occurred prior to the date of the approval.

i. The physical standards for reenlistment are prescribed in NAVMED P-117. Waivers of physical defects may be recommended in accordance with NAVMED P-117. 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 via the Chief, Bureau of Medicine and Surgery (BUMED), in sufficient time to permit a final determination prior to normal separation date. Physical examinations for the purpose of reenlistment shall be conducted by Navy medical and dental officers if available; otherwise, by

medical and dental officers of the Department of the Army or Air Force, if available. When medical and dental officers of the Department of the Defense are not available, a waiver of physical examination for reenlistment within 24 hours following discharge is authorized provided there is no evidence in the member's health record of recent illness or injury and that such reenlistment is in the same Regular or Reserve status. Physical examination by a DOD medical officer shall be obtained at the earliest available opportunity at no cost to the government. Appropriate notation shall be made in the member's service record by NAVPERS 1070/613, Administrative Remarks, to ensure that the requirement for a physical examination is not overlooked.

j. The Commanding Officer 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 unlikely 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.

4. **Criteria for Preferred Reenlistment (RE-R1)**.

a. Use the table below for criteria for preferred reenlistment (RE-R1):

Reenlistment Point	Paygrades	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 of Professional knowledge Quality of work Equal opportunity Military bearing/character Personal job accomplish-ment/initiative Teamwork Leadership
8 to 20 years of service	E-4 and below	RE-R1 not authorized
	E-5 and E-6	Overall trait average of 3.0 or above No performance mark below 2.0 in any trait of Professional knowledge Quality of work Equal opportunity Military bearing/character Personal job accomplish-ment/initiative Teamwork Leadership
8 to 20 years	E-7 and above	Overall trait average of 3.0 or above No performance below 2.0 in any trait of Professional expertise Equal opportunity Military bearing/character Teamwork Mission accomplish-ment/initiative Leadership
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 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 less 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; USNR (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 commanding officer.
E1 and E2	All receive RE-4 for failure to meet professional growth criteria (except in special 2-Year Obligation (2YO) 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.

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 (PERS-832).

b. Members who are recalled to active duty as United States Naval Reserve (USNR) (Active) through General Assignment/Recall may not be continued on active duty on 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 enlisted or reenlisted at the following time:

a. The Defense Joint Military Pay System (DJMS) recommends personnel to reenlist at least 30 days prior to EAOS or risk possible pay discrepancies.

b. Reenlistment is authorized when within one year of EAOS without prior approval of NAVPERSCOM (PERS-811).

c. It should be noted that entitlement to Selective Reenlistment Bonus (SRB) or Lump Sum Leave (LSL) payment may be affected. Consult DODFMR and this article for additional guidance.

d. 120-130 days prior to fulfillment of statutory military service obligation.

8. **Early Reenlistments**

a. Request for early reenlistment must be forwarded to NAVPERSCOM (PERS-811) for consideration.

b. Early reenlistment is to reenlist outside the 1-year window: VIP reenlistment

9. **Conditional Reenlistments**. Conditional reenlistments require NAVPERSCOM approval (if member has an aggregate total of 48 months operative extensions completed, member must request a "Conditional Reenlistment" from NAVPERSCOM (PERS-811). Examples:

a. Members who have been recalled to active duty as USNR (Active) or United States Naval Fleet Reserve (USNFR) (Active)

through the General Assignment/Recall Program may not continue on active duty or reenlist USN without further approval from NAVPERSCOM (PERS-812). NAVPERS 15909F, Chapter 21, refers;

b. Members who require additional active obligated service to enable transfer to the Fleet Reserve on a specific date shall reenlist or extend an enlistment prior to submission of the application for such transfer (in order to reach HYT or Fleet Reserve date);

c. When a member has an approved application for transfer to special duty;

d. To attend a service school or to complete a tour of duty for which additional active obligated service is required; or

e. Consideration will be given for a member's early discharge for the purpose of immediate reenlistment when

(1) a member is ineligible for early discharge and reenlistment per the above, or

(2) is not eligible to extend enlistment, or

(3) the eligible period to reenlist would not fulfill the required active obligated service.

f. Member's official application for discharge, together with all pertinent facts, and the recommendation of the member's CO, should be forwarded to NAVPERSCOM (PERS-811) for consideration. If such early discharge is authorized, recoupment of unearned SRB will be required. See DODFMR for specific guidance.

10. **Time Frames for Reenlistment for Naval Reservists or Inductees**

a. If otherwise qualified, Naval Reservists on inactive duty may be discharged at any time for the purpose of enlisting in the Regular Navy.

b. Naval Reservists on inactive duty may be discharged 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 NAVPERS 1070/613 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 Reenlistment Bonus (SRB).

c. Inductees and Naval Reservists on active duty, except annual training, Additional Duty for Special Work (ADSW)/One-Year Recall (OYR), recruiter-canvassers on active duty, USNR (Active) and USNFR (Active) under the General Assignment/Recall Program, or TAR personnel, may enlist in the Regular Navy at any time provided total active obligated service is for a minimum of 4 years. For 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 be serving in a rate of the Open Rates/Skills List, or 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. TAR personnel must request General Assignment Recall and be released from the TAR community prior to reenlisting USNR (Active), approved through NAVPERSCOM (PERS-812). See NAVPERS 15909F, Chapter 22, for procedures.

d. A Reservist accepted for voluntary recall to active duty, including the TAR program, who requires obligated service in excess of the time remaining in their enlistment, enlistment as extended by an operative extension, or service obligation under the military statutory service obligation, may be discharged and reenlisted in the Naval 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. Naval 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 and shall be processed per COMNAVCRUITCOMINST 1130.8.

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 COMNAVCRUITCOMINST 1130.8.

g. Members on inactive duty who are participating in a Naval 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/reenlistment in the Regular Navy provided the following criteria are met and NAVPERSCOM authority is obtained:

(1) Such enlistment/reenlistment is restricted to critical ratings (normally Career Reenlistment Objectives (CREO) Group 1), or non-critical ratings with critical Navy Enlisted Classifications (NECs), 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/reenlistment and that such benefits become those applicable to Regular Navy personnel. This acknowledgment is to be included in the member’s service record.

(5) Member is approved for recall through NAVPERSCON (PERS-812), through the General Assignment/Recall Program. NAVPERS 15909F, Chapter 21, sets the standards.

b. Individuals who are discharged from the Naval 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 Naval Reserve provided they are physically and otherwise qualified, not to exceed quality control standards set forth in OPNAVINST 1160.7.

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 under the provision above:

a. Members in transit following PCS 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. (CO's 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 Temporary Duty (TEMDU), Temporary Duty Under Instruction (TEMDUINS), or Temporary Additional Duty Under Instruction (TEMADDINS) status.

b. Members who have submitted an application for, or who are in receipt of authorization for, transfer to the Fleet Reserve.

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 Chief of Naval Education and Training (CNET).

e. Members temporarily assigned to a ship or station for humanitarian reasons must be approved by NAVPERSCOM (PERS-40HH).

f. Members undergoing investigation for alleged offenses, awaiting nonjudicial punishment or trial by courts-martial, undergoing nonjudicial punishment, or serving sentence by courts-martial, including probation with respect to a suspended punitive discharge.

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 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 in accordance with 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 obligated service requirements for SRB and recoupment procedures.

15. **Procedures for Ready Reserve**. Members of the Ready Reserve on inactive duty whose records are held by the Naval Reserve Personnel Center (NRPC) 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. Regular Navy personnel discharged within 3 months or less prior to normal expiration of enlistment or enlistment as extended are entitled to lump-sum payment for unused leave (not to exceed 60 days per career) upon discharge, and reenlistment bonus if eligible under current directives within 30 days after reenlistment. Personnel discharged more than 3 months prior to the expiration of enlistment or enlistment as extended are entitled to a reenlistment bonus upon reenlistment in the Regular Navy but are not entitled to receive pay for unused leave or mileage. Recoupment of reenlistment bonus is not required in the case of early discharges not more than 3 months prior to expiration of enlistment.

b. Members serving on a U.S. Navy enlistment contract desiring discharge and reenlistment more than 3 months early to their normal expiration of enlistment date shall be required to acknowledge in writing on the NAVPERS 1070/613 of their service record that they understand they will not be entitled to lump-sum payment for unused leave and that early retirement will result in recoupment of any unearned reenlistment bonuses.

c. A member serving on a Naval Reserve enlistment contract, serving on active duty (including TAR/Canvasser Recuriter (CANREC), desiring discharge and reenlistment may be entitled to lump sum leave payment and recoupment of reenlistment bonus (if paid) for the unexpired portion of an enlistment or reenlistment contract. See DODFMR for specific guidance.

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 facilities for effecting payments incident to separation and for conducting separation physical and dental examinations are available. A member transferred to an activity for discharge purposes may be reenlisted 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 assigned per NAVPERS 15909F.

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 3 months after date of discharge/release from active duty or within 6 months to receive benefits of continuous service. 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.

19. **New Service Record upon Reenlistment**. Upon reenlistment, a new service record shall be prepared. The Separation and Reenlistment Guide, Addendum A, NAVPERS 15909F, should be consulted for instruction regarding procedures, forms, and orders required in the reenlistment processing.

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1160-031

REQUIRED COUNSELING UPON ENLISTMENT AND REENLISTMENT

Responsible Office	NAVPERSCOM (PERS-811)	Phone:	DSN	882-3205
			COM	(901) 874-3205
			FAX	882-2623

Governing Directives	10 U.S.C. 654 10 U.S.C. 937 NAVADMIN 094/00

1. **Required Explanations**

a. The Uniform Code of Military Justice (UCMJ) requires 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.

c. The federal statute concerning homosexuality in the Armed Forces requires that a detailed explanation of the applicable laws and regulations governing sexual conduct by members of the Armed Forces be included in the periodic explanations of the code.

2. **NAVPERS 1070/613, Administrative Remarks Entry**

a. At reenlistment, and following compliance with the provisions of 10 U.S.C. 654 and 937, each service member will have the following NAVPERS 1070/613 entry made in the permanent service record:

"On (date), in accordance with UCMJ, article 137 and 10 U.S.C. 654, member advised of the provisions of the UCMJ, types of discharges, and the rules governing sexual conduct of members of the armed services, including homosexual conduct policy. Copies of UCMJ and General Military Training (GMT) on sexual conduct policy, including a detailed explanation of the homosexual conduct policy, were made available to member for personal examination."

MILPERSMAN 1160-040

EXTENSION OF ENLISTMENTS

Responsible Office	NAVPERSCOM (PERS-4811)	Phone: DSN COM FAX	882-2499 (901) 874-2499 882-2623

References	10 U.S.C. 509 OPNAVINST 1160.6A OPNAVINST 1160.5C OPNAVINST 6110.1G DJMS Procedures Training Guide (PTG)

1. **Definitions**

a. "**Agreement to Extend Enlistment**" refers to the official form of agreement, NAVPERS 1070/621 (Rev. 1-00), Agreement to Extend Enlistment. Service record copy should be filed as page 1A. 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 DJMS PTG.

b. "**Execution of the Agreement to Extend Enlistment**" or "**execution of extension**" refer to the signature of an agreement by the member concerned and an official authorization in this manual to accept agreement on behalf of the Navy.

c. "**Extension becomes operative**" or "**operative date**" refers to the date the extension begins to run, that is, the date of expiration of enlistment, or as extended, or as adjusted for the purpose of making up time not served. Extension agreements may not be canceled after the operative date.

d. "**Conditional**" extensions are executed as prescribed below and are for periods of **23 months or less**.

e. "**Unconditional**" extensions are executed as prescribed below and are for periods of **24 months or more**.

2. **Ineligibility for Extension**

a. Members who are not eligible for reenlistment for any reason may not extend their enlistments without prior approval of Navy Personnel Command (NAVPERSCOM) (PERS-4811 or PERS-4832).

b. At no time may an extension of enlistment be executed for the purpose of extending an enlistment, or enlistment as extended, which has already expired. (For conditional reenlistments see MILPERSMAN 1160-030.)

c. Members in receipt of an authorization for transfer to the Fleet Reserve may **not** extend their enlistment **more than 30 days beyond** their high year tenure (HYT) or approved Fleet Reserve date (whichever is less), without specific approval of NAVPERSCOM (PERS-4823). Extension or enlistment subsequent to transfer to the Fleet Reserve is not appropriate since members in the Fleet Reserve do not serve under an enlistment contract.

3. **Extension Increments**. Extensions shall be executed in increments of 1 or more months not to exceed an aggregate of 48 months on any single enlistment. The 48-month limitation on extension of enlistment is statutory (10 U.S.C. 509) and cannot be waived.

4. **Conditional Extensions**. Conditional extensions may be executed regardless of remaining obligated service (OBLISERV) for the following reasons only, or as directed by NAVPERSCOM:

a. **To obtain maternity care benefits for a member's wife**. A member whose normal expiration of active obligated service (EAOS) falls within the wife's pregnancy may execute an extension in order to receive maternity benefits, provided the member's services can be used effectively during the period of extension. The executed extension shall not exceed the spouse's estimated delivery date plus 2 months. An agreement for this reason shall not be executed after transfer to a separation activity.

b. **To obtain maternity care benefits for a pregnant servicewoman whose normal EAOS falls within her pregnancy or postnatal period**. An extension of up to 1 year may be granted in order to receive maternity benefits, provided the member's performance has been satisfactory. An agreement for this reason

shall not be executed after transfer to a separation activity. For the purpose of this extension, the postnatal period covers the 2 months following the birth. Extensions authorized for this reason may be in addition to other extensions, provided the maximum 48 months allowed on one enlistment is not exceeded. Unusual cases may be referred to NAVPERSCOM.

c. **To complete a scheduled cruise or deployment**, provided the member's relief is not on board or en route and a projected rotation date (PRD) adjustment has been authorized by the appropriate assignment control authority (ACA) (EPMAC, New Orleans, LA, for non-rated/non-designated personnel; NAVPERSCOM for designated/rated personnel).

d. **To change the EAOS date of a member serving on any tour of duty to coincide with the established PRD**.

e. **Members serving in paygrade E-3, E-4, or E-5, who have participated in a Navy-wide advancement examination and who will be separated or discharged prior to receipt of examination results**, may extend their enlistment up to a maximum of 4 months from the date of examination to await results. The following will be entered on the agreement:

"To await examination results from the (month/year Series) Navy-wide advancement examination. I understand that this extension becomes binding upon execution and may not thereafter be canceled except as provided in MILPERSMAN 1160-040."

f. **To obtain OBLISERV required to execute permanent change of station (PCS) orders**. Two extensions are authorized if obtainment of OBLISERV by reenlistment or one single extension of enlistment will result in possible loss of selective reenlistment bonus (SRB)/enlistment bonus (EB) entitlement. For example, if a servicemember is in receipt of orders with a SRB qualifying Navy Enlisted Classification (NEC) school in route to the final destination, and does not qualify under the OBLISERV to Train (OTT) program (see most recent SRB NAVADMIN message), member may execute one extension to complete the school and a second extension to meet the total required OBLISERV on member's orders. See MILPERSMAN 1306-106 for information about OBLISERV in connection with a PCS transfer.

g. **To acquire necessary OBLISERV as authorized in certain Navy directives and this manual**. Agreements to extend an enlistment to qualify or apply for a specific program are not authorized.

h. Perform to Serve (PTS) candidates may be extended for up to 2 months to await PTS results or as published in latest PTS NAVADMIN.

5. **Unconditional Extensions**. Unconditional extensions may be executed to extend enlistment up to a **maximum of 48 months**. Unconditional extensions for **less than 24 months are not authorized**.

6. **Procedure for Executing Extension**

a. To execute an extension, NAVPERS 1070/621 shall be completed and signed on, or prior to, the date of expiration of enlistment **by the member** and **an official authorized in this manual** 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.

(1) **Conditional** agreements to extend may be executed at any time during the enlistment. The narrative reason for the extension will be entered on NAVPERS 1070/621.

(2) **Unconditional** agreements to extend enlistment may be executed at any time during an enlistment. The following reason for extension and statement of understanding shall be entered on NAVPERS 1070/621:

"To continue career. I understand that this extension becomes binding upon execution and may not be thereafter canceled, except as provided in MILPERSMAN 1160-040."

b. Before the execution of an unconditional or conditional extension of enlistment, the member shall be made aware of potential loss of monetary benefits and the provisions of the SRB program per OPNAVINST 1160.6A. The following entry shall be included on NAVPERS 1070/621 under the reason for extension:

"I have been informed of the provisions of the SRB program and the execution of this extension of enlistment may affect my entitlement to monetary benefits for a subsequent reenlistment."

7. **Required Physical Examination**

a. A physical examination is required prior to the operative date of an extension of enlistment, or combination of extensions, **totaling 24 months or more**, unless the member has received a complete physical examination within the preceding 12 months.

b. A physical examination is **not** required for an extension of enlistment or extensions **totaling less than 24 months** if the member is currently serving on full duty without physical limitations, unless such an examination is considered warranted by the medical officer and/or member's commanding officer (CO).

c. Physical examinations shall be conducted just prior to and as near the operative date of the extension as practical by Navy medical and dental officers. When such officers are not available, and provided there is no evidence in the member's health record of recent illness or injury, waiver of the physical examination is authorized pending examination at the earliest opportunity at no travel cost to the government. Appropriate entry shall be made on NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks of the member's record to ensure the required physical examination is completed at the earliest opportunity.

8. **Canceling an Extension Agreement**

a. An extension agreement is canceled by completing the appropriate portion of the agreement. A valid extension of enlistment that has become operative is normally not canceled. When an extension becomes operative, but it appears that an extension should have been canceled, complete the remaining portion of the agreement to extend enlistment and refer the case to NAVPERSCOM.

b. COs shall cancel agreements to extend enlistment, prior to operative date, for reasons listed below. A request or recommendation for cancellation of an agreement to extend enlistment that appears meritorious, but is not authorized below, shall be forwarded to NAVPERSCOM (PERS-4811) for determination provided that the extension has not become operative. Copies of appropriate NAVPERS 1070/604 (Rev. 7-91), Enlisted Qualifications History; NAVPERS 1070/613; NAVPERS 1070/621; and NAVCRUIT 1133/52 (Rev. 10-94), Enlistment Guarantees (if applicable) must be forwarded where cancellation consideration is requested.

(1) When member **is on unauthorized absence, whose EAOS would otherwise expire** (unless the CO considers their intention to absent themselves was for the purpose of abrogating the agreement).

(2) When closing a member's record because of **desertion**.

(3) Except as provided below, when members, through no fault of their own, **have not received any of the benefits** (i.e., schools, accelerated advancement, PCS move, or EB) **for which the extension was executed** by the day preceding the operative date of the extension. Members whose extensions are canceled by the above who desire to continue on active duty may simultaneously execute a new extension or reenlist per appropriate articles in this manual, notwithstanding the time limits specified.

(4) When appropriate, when a member is **disenrolled** from a specialized course of instruction listed in MILPERSMAN 1160-080, prior to the class convening date, cite this article as cancellation or re-execution authority.

(5) When a member **reenlists**. The extension(s) shall be canceled as of the date of reenlistment, **provided term of enlistment exceeds the total aggregate months of extension(s) to be cancelled**.

(6) When the member is **no longer recommended for reenlistment** either because of failure to meet the minimum reenlistment standards set forth in this manual and OPNAVINST 1160.5C, or unsatisfactory performance of duty or conduct, and in the opinion of the CO, the member lacks career potential. A full statement of the facts shall be included in NAVPERS

1070/613 service record entry with notation that member is not recommended for reenlistment. The CO will cancel extensions under this paragraph only when the extension required resulted in no significant benefits to the member.

(7) When **cancellation of an agreement to extend is recommended, and a significant benefit resulted from the extension** (e.g., 6-year obligator program, accompanied overseas tour, or advancement), the case shall be forwarded to NAVPERSCOM (PERS-4811) for determination in time, if possible, to permit a decision prior to the operative date.

(8) When a member fails their third consecutive Physical Fitness Assessment (PFA) test or fails a third PFA within a 4-year period (see OPNAVINST 6110.1G), any inoperative extensions shall be cancelled. Member may request extensions in 6-month increments to successfully pass three consecutive PFAs. Only those personnel who have the capability of passing the next PFA shall be considered for this type of extension.

c. A request or recommendation for cancellation of an agreement to extend enlistment that appears meritorious, but is not authorized above shall be forwarded to NAVPERSCOM (PERS-4811) for determination provided that the extension has not become operative.

9. **Criteria for not Canceling Agreements to Extension**

a. COs will **not** cancel an agreement to extend enlistment under the following conditions:

(1) Member is found to be **not physically qualified and/or limited duty is anticipated**.

(2) A member is currently on **limited duty (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** and benefits resulted from the extension.

(4) Benefits have been received under the EB program or accelerated advancement has occurred.

b. When a member is currently **on limited duty or is found not physically qualified for duty** at the expiration of enlistment, an extension agreement **cannot** be executed. In these circumstances, members will be retained in the Naval Service beyond the expiration of enlistment via an involuntary extension or conditional reenlistment. Suitability and all other eligibility must be maintained. Documentation will be made on NAVPERS 1070/613 in either case.

c. Agreements to extend enlistment will normally not be canceled for members found to be disqualified due to obesity that is not due to a medical disorder under purview of MILPERSMAN 6110-010 and OPNAVINST 6110.1G. Obesity in itself is an administrative rather than a physical disqualifying factor and should not be used as the basis for cancellation of an extension agreement per this article.

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-811)	Phone: DSN COM FAX	882-3205 (901) 874-3205 882-2623

Governing Directives	10 U.S.C. 61, 506, 671(a)(b), 5540, and 12103 NAVSO P-3050-2, DFAS Pay/Personnel Procedures Manual SECNAVINST 5820.4G Uniform Code of Military Justice

1. **Policy**. Under certain conditions members may legally be retained beyond the date of expiration of enlistment or other period of obligated service, either voluntarily or involuntarily until discharged, released to inactive duty, or transferred to the Naval Reserve and released to inactive duty. When a member is retained in service beyond expiration of enlistment, or other period of obligated service, entry as to reason and authority for retention shall be made on the appropriate page of member's service record and signed according to 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 obligated service.

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 or until transfer of member concerned to the separation activity nearest port of debarkation.

Retention for return to the United States 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 United States. In order to be entitled to the increase of 25 percent in basic pay for the period of retention, per 10 U.S.C. 5540, 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 United States, or on ships on duty in ports or waters within the sovereign jurisdiction of the United States. Also excluded are members of the Naval 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, 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. Refer to Part I, Section 10221 of PAYPERSMAN.

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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 Chief of Naval Personnel in order to expedite separation.

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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.

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6. **Extension for Medical Care**. Members in the Regular Navy, Naval 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 obligated service. 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. 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 SF 88, 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 Veterans Administration.

(Signature of member)

(Signature of witnessing officer)
(Grade, name, title)"

8. **Extension to Accommodate Physical Evaluation Board Proceeding**

a. Members being processed before a physical evaluation board shall not be released from active duty or discharged until final action on their cases has been completed by Secretary of the Navy and instructions received from CHNAVPERS. Untimely separation of a member who is the subject of a physical evaluation board proceeding may prejudice their case since the law requires the Secretary 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 a 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 CHNAVPERS by message with information copy to Physical Review Council and convening authority of physical evaluation board. 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 his or her 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 according to 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 CHNAVPERS 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 according to law and regulations the member is not physically fit for service or reenlistment, and recommendation for discharge is approved by proper authority, 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, commanding officer of the medical facility concerned shall forward all known facts concerning member's injuries or disease to the Judge Advocate General for

final determination of member's status and a copy to CHNAVPERS. 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.

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11. **Extension for War or National Emergency**. Enlistments and periods of obligated service of enlisted personnel in naval service are extended, or may be extended, in time of war or national emergency according to 10 U.S.C. 506, 12103, 671, and 671b.

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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 the UCMJ committed by a member prior to their official discharge or separation, even though the term of enlistment or obligated service may have expired, they may be retained in service for trial and punishment after their period of service would otherwise have expired.

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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 the 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 the UCMJ and may be subject to processing for administrative discharge. In some situations, advice of Article 27b, UCMJ, 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 member's 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, Navy Personnel Command (NAVPERSCOM) (PERS-83), 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 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 paragraph 3-7 of SECNAVINST 5820.4G would continue to apply, and, except under extraordinary circumstances approved by Secretary of the Navy, member would not be discharged while in custody or confinement of the foreign authorities.

15. **Extension for Completion of U.S. Civilian Criminal Proceedings**. Members of naval service who are not in confinement and those in confinement as a result of delivery by military officials, and 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 United States, its territories, commonwealths, and possessions without NAVPERSCOM (PERS-83) 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.

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16. **Extension to Await Appellate Review of Court-Martial**. Except as otherwise provided in this subparagraph, 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 obligated service 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 his or her services are utilized while being so retained. Nothing stated in this subparagraph is to be construed as precluding administrative separation of member when directed by CHNAVPERS or granting of leave to member awaiting completion of appellate review of his or her case.

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17. **Mandatorily Making up Lost Time**. Instructions concerning mandatorily making up lost time due to sickness misconduct, not in the line of duty occurring before, on, or after 24 July 1956 and unauthorized absence, confinement, and nonperformance of duty (civil arrest) occurring on or after 24 July 1956 are contained elsewhere in the manual.

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18. **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	882-4024/3208
			COM	(901) 874-4024/3208
			FAX	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).

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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).

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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.

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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).

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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”.

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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

EXTENSION OF ENLISTMENT IN THE NAVAL RESERVE WHILE ON INACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-913)	Phone: DSN COM FAX	882-4502 (901) 874-4502 882-2673

Governing Directives	10 U.S.C. 651 DFAS-DJMS, Procedures Training Guide COMNAVRESFORINST 1780.1A

1. **Policy**. Naval Reserve personnel on inactive duty who meet qualifications for reenlistment may extend their enlistment in increments of one 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. Members of the Ready Reserve on inactive duty, whose records are held by the Naval Reserve Personnel Center (NAVRESPERCEN), who are disqualified for reenlistment by body fat requirements, may extend their enlistment one time for 6 months to conform to standards. Personnel not eligible for reenlistment may not extend their enlistment without prior approval of Navy Personnel Command (NAVPERSCOM) (PERS-913). Commanding officers must provide pertinent facts and recommendation on the forwarding endorsement to the request.

2. **Definitions**

a. "**Agreement to Extend Enlistment**," or "**enlistment as extended**," refers to the legal document, **NAVPERS 1070/621**, **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-913).

d. "**Extension becomes binding**" refers to the date on which the extension is executed (signed), after which it may not be canceled except according to the provisions of this manual in effect at the time the agreement is signed.

3. **General Requirements for Reenlistment**

a. Members of the Ready Reserve on inactive duty whose records are held by NAVRESPERSCEN 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 Naval Reserve activity,

(2) evidence of a satisfactory body fat assessment completed within the preceding 3 months by an Authorized Medical Department Representative (AMDR), 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. In lieu of a body fat assessment completed by an AMDR, the member may submit written evidence of a satisfactory body fat assessment completed within the preceding 3 months by a licensed physician. Such evidence must

(1) identify the member by name, address, and social security number;

(2) identify the physician by name, address, and telephone number;

(3) certify the member's height and weight, percent body fat, type of measurement, and date of examination; and

(4) bear the physician's original signature.

c. 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.

d. SF 86, Questionnaire for National Security Positions (National Agency checklist), will be required only for members executing extension agreements who have not previously satisfactorily completed SF 86.

4. **Not Eligible for Reenlistment**. Personnel not eligible for reenlistment may not extend their enlistment without prior approval of NAVPERSCOM (PERS-913). Commanding officers must provide all pertinent facts and recommendation on the forwarding endorsement to the request.

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 Naval Reserve to complete their military service obligation under 10 U.S.C. 651, are not required to reenlist at expiration of obligated service to continue service in the Naval Reserve. Such members may extend their Ready Reserve obligation by using the "Agreement to Extend Enlistment" with the following modifications:

a. Block 10. Include the following statement: "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. Naval 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, except as noted in Block 10 above, have been made to me."

b. Disregard the preprinted Statement of Agreement/Understanding currently found in Block 10.

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 according to 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 for recall to active duty, or eligibility for Montgomery GI Bill (see COMNAVRESFORINST 1780.1A). In all cases, enter appropriate reason on NAVPERS 1070/621 (page 1A), citing the directive, as appropriate, for the obligated service; otherwise, enter reason as "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 DFAS PTG 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**. Commanding officers will cancel NAVPERS 1070/621s of reservists not on active duty, 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 DFAS PTG. A statement concerning whether the member is recommended for reenlistment will be made on NAVPERS 1070/613, Administrative Remarks of the service record. If the member is not recommended for reenlistment, a full statement of the reasons shall be entered.

MILPERSMAN 1160-080

AGREEMENT TO EXTEND ENLISTMENT AND/OR ACTIVE DUTY AGREEMENT EXECUTED TO OBTAIN A COURSE OF INSTRUCTION

Responsible Office	NAVPERSCOM (PERS-811)	Phone: DSN COM FAX	882-3205 (901) 874-3205 882-2623

Governing Directives	NAVPERS 15909F, Enlisted Transfer Manual DFAS-CL (DJMS), Procedures Training Guide BUPERSINST 1306.78

1. **Guidelines**. Specific selection requirements for various schools are published by the Navy Personnel Command (NAVPERSCOM) in manuals and directives issued to responsible commands. Members selected for assignment to schools must be qualified under these selection requirements.

2. **Qualifications**

a. Candidates selected must be enlisted members on active duty and must have obligated service as required under applicable provisions of NAVPERS 15909F or directives pertaining to the school for which the member is applying.

b. Members having less than the required obligated service, but who are in all other respects qualified, who desire and are selected for training in a course of instruction, shall execute NAVPERS 1070/621 and/or NAVPERS 1070/622.

3. **Payback for Disenrolled Members**

a. Members who are disenrolled from Service Schools A, C, and F; Special Programs (NF/AEF/ATF 6-Year Obligor Programs); or 5-Year Obligor Programs, for which obligated service was acquired in the form of a NAVPERS 1070/621 and/or a NAVPERS 1070/622 entry, shall have their obligated service adjusted

under this article, provided they have not accepted accelerated advancement. Such adjustment hereafter will be referred to as payback. See below for details of payback for specific courses of instruction.

b. EXEMPTION: Members who entered into extension agreements that do not contain one of the following clauses, continue to be eligible for payback under this article:

(1) "In particular I understand that when I accept accelerated advancement to E-4 this agreement may not be cancelled whether or not I accept nuclear power or advanced training."

(2) "I understand this extension becomes binding upon execution and thereafter may not be cancelled whether or not I complete nuclear power or advanced training."

(3) "In particular I understand that when I accept accelerated advancement to E-4 this agreement may not be cancelled whether or not I complete advanced training."

(4) "In particular I understand that when I accept accelerated advancement to E-4 this agreement may not be cancelled whether or not I complete nuclear power training."

c. EXEMPTION: Members in the NF/AEF/ATF 6-Year Obligor Program, who accepted accelerated advancement on or after 1 September 1974 and who did not complete advanced training, will be eligible for payback under this article for 1 year of their 2-year extension.

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4. **Payback for Service Schools A, C, & F**. Payback should be computed according to the table contained in article 7.03 of NAVPERS 15909F, if an active duty or extension agreement was required by NAVPERS 15909F to qualify for any of the above training.

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5. **Payback for Special Programs (NF/AEF/ATF 6-Year Obligor Programs) Prior to Advanced Training**

a. If a member is disenrolled from a 6-Year Obligor Program for any reason prior to entry into the advanced training phase as defined below, the member may send a request to the

NAVPERSCOM for cancellation of an Agreement to Extend Enlistment and/or active duty agreement. To facilitate the prompt and efficient processing and classification of personnel in recruit training, commanding officer (COs) of recruit training centers are authorized to disenroll and cancel NAVPERS 1070/621 and/or NAVPERS 1070/622 for personnel enlisted NF/AEF/ATF under certain circumstances without gaining prior approval of NAVPERSCOM. Disenrollment or cancellation of Extension Agreement for any reason other than those listed below must be approved by NAVPERSCOM:

(1) Failure to meet program qualifying test scores.

(2) Failure to pass the Farnsworth Lantern Examination for color perception, failure to meet psychiatric standards, or suicide attempts or gestures; other potentially disqualifying physical defects will be processed according to program instructions.

(3) Identification as a drug abuser.

(4) Inability to qualify for a security clearance without extended observation of the member's performance and behavior.

b. To facilitate the prompt and efficient processing of personnel attending service schools, CO's of service school commands are authorized to cancel NAVPERS 1070/621 and/or active duty agreement for personnel disenrolled from NF/AEF/ATF when all the following circumstances exist:

(1) Disenrollment has been approved by NAVPERSCOM when required.

(2) Member has not accepted accelerated advancement.

(3) Member has not entered advanced training.

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6. **Payback for 6-Year Obligor Programs during Advanced Training**. If a member is disenrolled for any reason from the advanced training phase of a 6-Year Obligor Program after executing an extension of enlistment or active duty agreement to qualify for the course but has not accepted an accelerated advancement, payback for instruction received will be computed according to the table in this article. The obligated service requirement for a member disenrolled from the advanced training

phase subsequent to accepting an accelerated advancement will not be adjusted except as provided in the EXEMPTION above. A member will not be discontinued at the member's own request after enrollment in the advanced phase of a 6-Year Obligor Program.

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7. **Payback for Incomplete Advanced Training in 6-Year Obligor Programs**

a. A member in the NF/AEF/ATF 6-Year Obligor Program, who accepted accelerated advancement on or after 1 September 1974, and who did not complete advanced training may be eligible for a reduction in their 2-year extension of up to a year. The revision to the accelerated advancement program in August 1974 requires a 5-year obligation for personnel not in the NF/AEF/ATF Programs who accept accelerated advancement. Consistent with this revision, personnel in the NF/AEF/ATF Programs who accepted accelerated advancement on or after 1 September 1974 are obligated for 1 year of their 2-year extension as a result of this accelerated advancement. The remaining year of the 2-year extension is payback for the advanced training and if the advanced training is not completed, members may be eligible for a reduction in this 1-year extension. Members in the NF/AEF/ATF Programs who accepted accelerated advancement prior to 1 September 1974 are obligated for the full 2-year extension period regardless of the amount of advanced training received.

b. To facilitate the prompt and efficient processing of personnel attending service schools, CO s of service school commands are authorized to cancel Agreement to Extend Enlistment and/or active duty agreement for personnel disenrolled after commencing advanced training from NF/AEF/ATF under the following circumstances:

(1) Disenrollement has been approved by NAVPERSCOM when required.

(2) Member has executed an extension agreement for accelerated advancement, if received, and required payback computed under this article.

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8. **6-Year Obligor Program Advanced Training Phases**

a. Nuclear Field Program (NF): Enrollment in Nuclear Power School.

b. Advanced Electronics Field Program (AEF):

AT/AQ/AX	Enrollment in the AFTA course of the avionics training pipeline
CTM	Enrollment in a CTM "C" School
DS	Enrollment in a DS "C" School
ET	Enrollment in an ET "C" School
EW	Enrollment in an EW "C" School
FTG/FTM	Enrollment in an FT "C" School
Submarine FTG	Enrollment in an FTG(SS) "C" School
SWS Program ET/FTB/MT	Enrollment in an SWS "C" School
STG/STS	Enrollment in an ST "C" School

c. Advanced Technical Field Program (ATF): Phase II training is defined in MILPERSMAN 1510-030.

9. **Payback for 5-Year Obligor Program**

a. The following ratings are included in the 5-Year Obligor Program:

Air Controlman (AC)
Builder (BU)
Construction Electrician (CE)
Construction Mechanic (CM)
Dental Technician (DT)
Electronics Technician Submarines (ETS)
Engineering Aid (EA)
Equipment Operator (EO)
Journalist (JO)
Photographer (PH)
Steelworker (SW)
Utilitiesman (UT)

b. Obligated service requirements are set forth in NAVPERS 15909F, Chapter 7.

c. When NAVPERS 1070/621 or NAVPERS 1070/622 is executed for the purpose of obtaining the required obligated service for this program, the following entry will be made on that page as the reason for extension:

"Training (5-Year Obligor Program for rating under MILPERSMAN 1160-080), I understand this agreement becomes binding upon execution and may not be cancelled except as set forth in MILPERSMAN 1160-040."

d. A member will not be discontinued at the member's own request after enrollment in the basic training phase of the 5-Year Obligor Program.

e. If a member is disenrolled from the 5-Year Obligor Program for any reason prior to entry into the basic training phase, a request may be sent to NAVPERSCOM for cancellation of a NAVPERS 1070/621 or NAVPERS 1070/622. Personnel failing to complete the class "A" school may have their extension agreements renegotiated as set forth in Chapter 7 of NAVPERS 15909F. Personnel acquiring the requisite obligated service through enlistment or reenlistment are not eligible for renegotiation of their contract if disenrolled from the school for any reason.

f. Personnel enlisted under this program who are later eligible and desire to accept accelerated advancement to petty officer third class must agree to obligate for an additional year beyond that required for entry into this program.

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10. **Disenrollments**

a. CO's will make sure that prospective enrollees in the advanced training phases of the NF/AEF/ATF programs understand the additional service requirements incurred and the required payback, if disenrolled. In those cases in which payback is required, the member will be permitted, upon approval of NAVPERSCOM, to execute a new Agreement to Extend Enlistment for a period that will provide the payback required for the number of weeks of training received according to the table in this article. For those members who accepted accelerated advancement on or after 1 September 1974, this payback will be in addition to the 1-year extension incurred for accelerated advancement. The payback for instruction received (when combined with the 1-year extension for accelerated advancement, if appropriate)

cannot exceed the number of months of the original extension agreement.

b. If a member is disenrolled from the 5-Year Obligor Program for any reason prior to entry into the basic training phase, a request may be sent to NAVPERSCOM for cancellation of an Agreement to Extend Enlistment. A member failing to complete the Class "A" school will be permitted, upon approval of NAVPERSCOM to execute a new NAVPERS 1070/621, for a period that will provide the payback required for the number of weeks of training received according to the table in this article. Upon execution of such an extension, the previously executed extension agreement for the course of instruction will be cancelled. The payback for instruction received cannot exceed the number of months of the original extension agreement.

c. Personnel attending "A" or "C" schools who were required to incur additional obligated service in the form of either an Agreement to Extend Enlistment or an Extension of Active Duty Agreement to attend these schools under NAVPERS 15909F, Chapter 7, will have their required payback computed according to the table contained in Article 7.03 of NAVPERS 15909F, if disenrolled.

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11. **Definition of Instruction Received**

a. For regular students, it is a number of weeks of training actually completed.

b. For accelerated students, it is the number of weeks of classroom seat time actually used at the time of disenrollment.

c. For repeat, held-over, or temporarily disenrolled students, it is the number of syllabus weeks actually completed in the course, exclusive of the number of weeks repeated, held over or temporarily disenrolled.

d. Partial weeks are not counted as weeks of instruction received.

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12. **Payback Computation Table**. For members in the NF/AEF/ATF Program disenrolled from advanced training, the months of service obligation to be incurred in return for cancellation of a previous extension executed for training (payback) is computed

in the table below. If the table shows a requirement to serve a greater number of months than the original extension or if the number of months from the table when combined with extension incurred as the result of accepting accelerated advancement (6-YO Programs only) is greater than the original extension, then the original extension remains in effect.

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		

13. **Administrative Procedures**. Upon receipt of approval from NAVPERSCOM, CO's or officers in charge will make sure that the new extension agreement is executed, the old extension agreement cancelled, NAVPERS 1070/621 and/or NAVPERS 1070/622 page submitted according to DFAS-CL (DJMS), and the following NAVPERS 1070/613 entry filed in the member's service record:

"My active duty obligation remaining upon disenrollment from (school) has been explained to me per MILPERSMAN 1160-080. I understand that my active duty obligation has been set up as (EAOS date).

(Member's signature)

(Witnessing officer's signature)"

14. **Disenrollment**. Disenrollment from the NF, AEF, or other training programs after accepting an accelerated advancement to petty officer third class will not cancel the extension of enlistment or active duty agreement executed under BUPERSINST 1306.78 (NF) or this article except as provided in the EXEMPTION above.

MILPERSMAN 1160-090

SELECTIVE CONVERSION AND REENLISTMENT (SCORE) PROGRAM

Responsible Office	NAVPERSCOM (PERS-811)	Phone:	DSN	882-3205
			COM	(901) 874-3205
			FAX	882-2623

Governing Directives	OPNAVINST 1160.5C OPNAVINST 1160.6A OPNAVINST 5510.30A BUPERSINST 1430.16D NAVPERS 15909F, Enlisted Transfer Manual

1. **Background**

a. The Selective Conversion and Reenlistment (SCORE) program offers special career incentives to enlisted members who reenlist for conversion to ratings that are undermanned (in Career Reenlistment Objectives (CREO) 1) as listed in the most current CREO NAVADMIN. The program is reserved for personnel who exhibit sustained superior performance.

b. The program objective is conversion to undermanned ratings (e.g., CREO category "2" to "1" or "3" to "1"). Conversion to ratings within the same or better-manned CREO categories will not normally be authorized.

2. **Definitions**

a. A SCORE reenlistment is defined as the reenlistment of a member currently on active duty.

b. For personnel reenlisting after a 24-hour break in service, refer to MILPERSMAN 1133-060.

3. **SCORE Career Incentives**. Career incentives offered by SCORE are:

a. assignment to a Class "A" school, with rating conversion upon satisfactory completion of that school. Commander, Navy Personnel Command (NAVPERSCOM) (PERS-811) may waive the Class "A" school requirement if prior training or experience meets or exceeds Class "A" school skill level. (See "Procedure for Members Waived Through Class "A" School" below.)

b. assignment to an appropriate Class "C" school, Class "C" school package, or Advanced First Term Avionics (AFTA) training for the AT rating.

c. possible advancement to petty officer third class (paygrade E-4) or petty officer second class (paygrade E-5). (See "Automatic Advancement Through Advanced Training" below.)

d. entitlement to Selective Reenlistment Bonus (SRB) if otherwise eligible, per OPNAVINST 1160.6A. Payment of a reenlistment bonus under this article is not guaranteed.

4. **General Eligibility Requirements**

a. Members must be presently assigned in a rating listed in the most current CREO NAVADMIN in Category 2 or 3. Members who are qualified for and presently assigned to a CREO Category 1 rating, or assigned a Navy Enlisted Classification (NEC) code in the Critical Skills NEC's listing, are not eligible for rating conversion under the SCORE program.

b. Candidates must be a petty officer first, second, or third class, or designated E-3 personnel. Personnel reenlisting under SCORE must comply with the high year tenure requirements of OPNAVINST 1160.5C.

c. Candidates must have demonstrated a potential for conversion through sustained superior performance in their present rating and be recommended by their commanding officer (CO) for reenlistment.

d. Members with nonjudicial punishment and/or record of conviction by court-martial or civil convictions (other than

minor traffic violations) on the current enlistment (or within 48 months preceding the date of the application) are not eligible for the program.

e. Candidates must not have derived any previous benefits from the Selective Training and Reenlistment (STAR), SCORE, or Prior Service (PRISE) III programs, and have completed the obligated service requirements for other programs (e.g., Advanced Electronics Field (AEF), Advanced Technical Field (ATF), Nuclear Field (NF), or other reenlistment/enlistment incentives).

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5. **Physical Eligibility Requirements**

a. Candidates must be fit for full duty and meet the minimum physical and mental requirements for entrance into the appropriate Class "A" and "C" schools. Members must ensure compliance with physical readiness standards.

b. Armed Services Vocational Aptitude Battery (ASVAB) test scores criteria for each school is prescribed in NAVPERS 15909F, Chapter 7. When fully supported by the CO's endorsement, a waiver of the minimum test score criteria may be considered on case-by-case basis by rating detailers and enlisted community managers.

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6. **Service Record Eligibility Requirements**

a. Candidates must be within 1 year of Expiration of Active Obligated Service (EAOS), as extended. If a member is presently serving on an enlistment for which Selective Reenlistment Bonus (SRB) was received, the member must be within 9 months of EAOS prior to requesting the SCORE program.

b. Training and Administration of the Reserves (TAR) personnel shall begin processing applications within 120 days prior to the date of expiration of active service.

c. For those requesting initial entry into the Special Warfare Community, the requirement to be within 1 year of EAOS is waived.

d. Members must meet minimum activity tour and DOD tour completion within 1 year as defined in NAVPERS 15909F, prior to submitting request.

e. Candidates must have at least 21 months continuous active naval service, but not more than 12 years total active military service, and have served a minimum of 24 months in their present rating.

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7. **Request Procedure**

a. Members desiring conversion under the SCORE program shall submit a NAVPERS 1306/7, Enlisted Personnel Action Request.

b. The individual may list 1 to 3 rating choices on the request. Manning conditions and the applicant's overall record may preclude approval of the primary choice. If the primary choice is conversion to one of the ratings requiring a security clearance, alternative ratings should be included, since the applicant may not be eligible because of security considerations. As a minimum, applicants desiring to SCORE to one of the ratings requiring a security clearance should be U.S. citizens and have excellent military/civilian records. Applicants requesting conversion to a rating annotated in most current CREO NAVADMIN as having "A" school capacity constraints must list alternate choices.

c. CO's endorsement on the request should include

(1) recommendations concerning the applicant's preparation for conversion as evidenced by

(a) training undertaken, correspondence courses, and schools completed;

(b) quality of overall performance since the last formal evaluation; and

(c) demonstrated aptitude for the desired rating.

(2) a statement that supporting documents have been forwarded to NAVPERSCOM (PERS-811) (i.e., Cryptologic Technician (CT) requires SF-86, Questionnaire for Non-Sensitive, Public Trust, and National Security Positions (per OPNAVINST 5510.30A),

Special Security Officer (SSO) interview, and last three evaluations; HM requires copies of all evaluations, a drug statement, and a medical officer's endorsement).

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8. **Request Procedure Involving SBI**

a. For applicants requesting ratings requiring a Special Background Investigation (SBI) for a security clearance (i.e., Intelligence Specialist (IS), CT) submit a certified copy of SF-86 (per OPNAVINST 5510.30A), Special Security Officer (SSO) interview, and certified copies of the last three evaluations.

b. Indicate in CO's remarks block of request that paperwork has been forwarded separately.

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9. **Procedure for Enlistment Extension Following Approval**

a. Upon NAVPERSCOM approval of the SCORE application, the member must agree to extend enlistment to have sufficient obligated service for completion of Class "A" school. Those attending Cryptological Technician Interpreter (CTI) training will not be required to reenlist until completion of Phase II training. Assignment to Class "A" school will be issued by NAVPERSCOM (PERS-4010S).

b. Upon completion of Class "A" school and conversion to new rating, the member must immediately reenlist for 4, 5, or 6-years, as required. The duration of required reenlistment is contingent on requirements of MILPERSMAN 1160-080 (5-year obligation) and MILPERSMAN 1510-030 (6-year obligation) (AEF/ATF/NF).

c. Reenlistment in a rating not requiring 5 or 6-years obligated service (OBLISERV) must be for a minimum of 4 years. For example: Machinist Mate (MM) (NUC) rating requires a 6-year reenlistment, Builder (BU) a 5-year reenlistment, and Mess Management Specialist (MS) a 4-year reenlistment. The following NAVPERS 1070/613, Administrative Remarks entry shall be executed:

"I certify that I have read and understand the provisions of MILPERSMAN 1160-090 (SCORE program). Upon completion of Class "A" school and conversion to the (fill in) rating, I will immediately reenlist for 4, 5, or 6-years (as applicable) per

MILPERSMAN 1160-090 and will be entitled to the benefits authorized therein. I further understand that I will not be eligible to reenlist for SRB until I have successfully graduated from my Class "A" school if the rating is SRB eligible; and that I will be eligible for the SRB award level in effect, if any, on the date of my SCORE authorization or the date of reenlistment, whichever is higher only if not passing through zones, if otherwise eligible per current SRB directives. The zone shall be determined by the actual reenlistment date."

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10. **Procedure for Members Waived Through Class "A" School**. Upon NAVPERSCOM approval of the SCORE application, members for whom Class "A" school has been waived shall be converted and immediately reenlisted for 4, 5, or 6-years (as applicable) within 30 days of receipt of SCORE authorization and shall execute the following NAVPERS 1070/613 entry:

"Converted from (fill in) to (fill in) under MILPERSMAN 1160-090 (SCORE program) and entitled to benefits therein. I certify that I have read and understand the provisions of MILPERSMAN 1160-090 (SCORE program)."

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11. **Administrative Procedures Following Approval**

a. Upon NAVPERSCOM approval of the SCORE application, the following actions shall be taken:

(1) Unserved portions of active obligated service on the present enlistment or extensions of enlistment (including extensions executed to complete conversion) may be deducted from SRB computation upon reenlistment per OPNAVINST 1160.6A. If member must extend, but it will exceed the 48 months extension limit, or if on an expired EAOS, member will be required to reenlist for 2 years to meet OBLISERV to graduation date. Upon graduation, member will then be required to reenlist 4, 5, or 6 years as required.

(2) To avoid excess leave situations, transferring activities are required to verify leave balance prior to transfer (MILPERSMAN 1050-060).

b. Members approved for SCORE conversion must obtain NAVPERSCOM (PERS-811 approval for continuation in program if there is any decline in performance, nonjudicial punishment

(NJP), court-martial action, or adverse involvement with civilian authority. The CO's recommendation is required before a SCORE continuation will be made by NAVPERSCOM (PERS-811.

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12. **Advanced Training**

a. Specific advanced training is not guaranteed under SCORE. Member must submit a NAVPERS 1306/7 to NAVPERSCOM (responsible detailer) requesting desired advanced training. NAVPERS 1306/7 must reference this article and include name, rate, SSN, EAOS, training requested, number of months on-the-job training (OJT), and the CO's recommendation with regard to performance and potential for completing advanced training.

b. No paygrade waivers will be granted for those Class "C" schools, Class "C" school packages, or Advanced Avionics Integrated Weapons System Maintenance Technician (AVIC-7) training which require personnel to be in paygrade E-5 prior to starting class.

c. If the requested advanced training has been disestablished, assignment to an equivalent training (if available) will be determined by NAVPERSCOM.

d. Orders to advanced training will normally be issued at PRD provided

(1) the minimum activity tour, as defined in NAVPERS 15909F, is completed

(2) performance during on-the-job training has been satisfactory

(3) member is a petty officer third class or above

(4) member is recommended by the commanding officer to attend advanced training.

e. Members reenlisting under SCORE, who desire/require Class "C" school training, must either submit their "C" school requests with their SCORE application package or, at a minimum, within the first 24 months of the enlistment period or prior to executing orders to an overseas DOD area tour. If "C" school applications are submitted after these time frames, members will be required to incur additional obligated service upon

graduation, commensurate with the training received. The following NAVPERS 1070/613 entry must be executed prior to attending Class "C" school:

"I understand that if any requested school has been disestablished, assignment to another school as determined by NAVPERSCOM is guaranteed."

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13. **Automatic Advancement Through Advanced Training.** Advanced training that provides automatic advancement is not guaranteed. Assignment to advanced training is based solely on the needs of the Navy. The regulations governing automatic advancement of SCORE selectees are as follows:

a. Members may be automatically advanced only once under the program. Members may not be automatically advanced to E-5 based on completion of the same "C" school for which they received automatic advancement to E-4.

b. Members who have previously been reduced in rate as a result of disciplinary action are not eligible for automatic advancement through this program.

c. Designated E-3 members may be advanced to petty officer third class, if eligible per BUPERSINST 1430.16D, upon successful completion of a Class "A" school, provided they were ordered to training in a valid AEF/ATF "A" school quota (specified on transfer orders). See MILPERSMAN 1510-030 and 1430-010.

d. Eligibility for advancement will be based on the SCORE approval date or the graduation date of specific advanced training. On the date of SCORE approval or graduation, the training must be listed in the current Career Schools Listing (CSL) (latest NAVADMIN). Members may be advanced to petty officer second class (paygrade E-5), if eligible per BUPERSINST 1430.16D, upon completion of Class "C" school, "C" school package, when they have served 1-year service as E-4. Members eligible for advancement in all respects except having served 1 year in paygrade shall have the following NAVPERS 1070/613 entry executed:

"When eligible in all respects, (name) maybe advanced to (rate) on (date). AUTO: MILPERSMAN 1160-090."

e. COs are authorized to advance members having the above entry in their service records on the date indicated. Appropriate service record entries shall be made at the time of advancement.

f. The effective date of advancement shall be the date advancement is effected by the CO. Members automatically advanced under SCORE between 1 January and 30 June shall have a time-in-rate (TIR) date of 1 January; and between 1 July and 31 December shall have a TIR date of 1 July.

g. Retroactive advancements are not authorized.

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14. **Navy-wide Examinations**

a. Petty officers first class will not be eligible for further advancement except by Navy-wide competitive examination in the new rating after conversion is completed. In this regard, petty officers first class receiving official notification of advancement must voluntarily disenroll from the SCORE program or decline advancement.

b. Personnel under instruction in a Class "A" school intended to prepare them for rating change are prohibited from participating in a Navy-wide examination for change in rating or advancement. All personnel ordered to Class "A" school for rating conversion may participate in the advancement program for their present rating, if otherwise qualified, until the class convening date. An authorized advancement based on a Navy-wide advancement examination successfully completed prior to school convening date may be effected.

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15. **Cancellation or Disenrollment from SCORE**

a. Should the SCORE selectee fail to maintain program eligibility or no longer desire the SCORE program, the CO shall immediately request, from NAVPERSCOM (PERS-811/812), cancellation of the SCORE program authorization and Class "A" school orders (if applicable).

b. If a SCORE selectee is disenrolled from the "training" for any reason, the CO shall immediately advise NAVPERSCOM (PERS-811/812) via message. A careerist disenrolled voluntarily or by reason of academic failure or misconduct shall execute an

extension corresponding to the actual period spent under instruction as outlined in NAVPERS 15909F, Chapter 7.03. Upon disenrollment, the careerist shall execute the following NAVPERS 1070/613 entry:

"I hereby acknowledge (voluntary/involuntary) disenrollment (by reason of misconduct/academic failure) from the SCORE program. I understand that I am no longer eligible for any SCORE program benefits. I further understand that I am not eligible for reduction of obligated service incurred and that I am required to obligate myself for that portion of Class "A" school training actually received and that failure to incur obligated service will result in the assignment of an RE-4 reenlistment code."

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1160-100

SELECTIVE TRAINING AND REENLISTMENT (STAR) PROGRAM

Responsible Office	NAVPERSCOM (PERS-811)	Phone: DSN COM FAX	882-3215 (901) 874-3215 882-2623

Governing Directives	NAVPERS 15909F, Enlisted Transfer Manual (ENLTRANSMAN) OPNAVINST 1160.5 NAVEDTRA 10500, Navy Formal Schools Catalog (CANTRAC) BUPERSINST 1430.16D

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 to petty officer second class 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 petty officer third class 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 petty officer second or third class on a first enlistment or designated E-3, and be eligible in all respects for reenlistment per OPNAVINST 1160.5. E-4 personnel, for whom the required reenlistment obligation will continue them past high year tenure, must execute a NAVPERS 1070/613, Administrative Remarks, per OPNAVINST 1160.5. Non-AEF E-3 personnel at time of STAR reenlistment will not be eligible for automatic advancement benefits of the 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) (PERS-811). The duration of required reenlistment is contingent on the requirements of MILPERSMAN 1160-080 (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, Machinist Mate (MM) rating requires a 6-year reenlistment, Builder (BU) rating a 5-year reenlistment, and Mess Specialist (MS) rating a 4-year reenlistment.

(4) meet the minimum test score requirements for entrance into the proper Class "A" or "C" school prescribed in NAVEDTRA 10500 or NAVPERS 15909F. When fully documented by the CO, a waiver of minimum test scores may be requested from NAVPERSCOM (PERS-811).

(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 grade average of not less than 2.5 with no grade below 2.0 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 21 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 the NAVPERS 1070/613 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."

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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."

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4. **Guidelines for Submitting Applications**

a. STAR program applications will be sent to NAVPERSCOM (PERS-811). 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-811). "CO STAR" is no longer authorized.

5. **Administrative Procedures Following Approval**. Members approved for STAR reenlistment must obtain NAVPERSCOM (PERS-811) 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-811).

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 may 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 the

NAVPERS 1070/601, 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."

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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 NAVEDTRA 10500. 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, 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 (NAVPERS 15909F, chapter 7, payback table) 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. Petty officers third and second class 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 petty officers second and third class 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 pay grade E-3 who have been approved for reenlistment under STAR and who will be advanced to petty officer third class 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 petty officer third class. Class "C" school entrance time in pay grade requirements may be waived for petty officers third class who request reenlistment under the STAR program.

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8. **Automatic Advancement**

a. Automatic advancement to E-5 may only be authorized when the eligibility requirements contained in BUPERSINST 1430.16D 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 petty officer third class may be advanced to petty officer second class by the CO of the Service School Command, provided otherwise eligible. Personnel must be eligible for advancement according to BUPERSINST 1430.16D, 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 petty officer third class who holds a valid Nuclear Power 33XX NEC, or a petty officer third class who has completed a Class "C" school or Class "C" school package that is listed in the current CSL, may be advanced to petty officer second class, if eligible for advancement under BUPERSINST 1430.16D and having completed 1 year in paygrade E-4.

e. A petty officer third class previously advanced to petty officer second class or designated E-5, but subsequently reduced in rate as a result of disciplinary action, is not eligible for automatic advancement to petty officer second class or petty officer third class, 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 and MILPERSMAN article) in effect on STAR reenlistment date.

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9. **TIR Waivers**

a. To reduce the number of requests for time-in-rate (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.

b. 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.

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1160-120

HIGH YEAR TENURE

Responsible Office	CNO (N132)	Phone:	DSN COM FAX	227-3800 (703) 697-3800 225-9937

Governing Directive	BUPERSINST 1610.10

1. **Purpose**

a. The High Year Tenure Program

(1) provides a personnel management program to control rating manning, reduce advancement stagnation, and to meet end strength requirements;

(2) establishes standardized and High Year Tenure (HYT) by pay grade; and

(3) establishes procedures by which personnel may request consideration for retention on active duty beyond established professional growth criteria.

b. This applies to members of the United States Navy (USN), United States Naval Reserve (Training and Administration of Reserves) (USNR(TAR)), and United States Naval Reserve (USNR) personnel serving on active duty or extended active duty (2 years minimum for USNR); however, this does not apply to the Sea and Air Mariners (SAM) program personnel who are performing initial active duty for training or personnel assigned to Canvasser Recruiter (CANREC) program.

2. **Definitions**

a. **Active Military Service**: All active duty in the Army, Navy, Air Force, Marine Corps and Coast Guard or any component.

b. **Active Naval Service**: All active duty in the Navy.

3. **Maximum Years of Active Service**. Mandated maximum years by paygrade are as follows:

Grade	Years	Remarks
E1-E2	6	Cannot reenlist unless involved in special program (2 years) and approval is granted through ENCORE.
E3	8	Must (PNA) E4 exam and be approved through ENCORE.
E4	10	
E5/6	20	
E7	24	
E8	26	
E9	30	

4. **Special Considerations**

a. Commanding officers may authorize HYT waivers for up to 4 months for paygrades E3 through E5. Members must have over 6 years active duty and have already taken advancement exams. Waivers are authorized to await examination results only for determination of eligibility to reenlist or to extend for terms of prospective vice current rate. MILPERSMAN 1160-040 provides guidance on extending EAOS.

b. Personnel authorized HYT waiver forfeit twilight tour eligibility (this applies to E9 personnel only).

c. E-3 and E-4 applicants approved for rating conversion into critically manned ratings, via appropriate class "A" and/or "C" schools, may be authorized HYT waiver under certain conditions.

(1) First, the applicant must be approved for conversion into rating(s) specified in the current Rating Entry for General Apprentices (REGA) and Career Reenlistment Objective (CREO) NAVADMIN. Amplifying guidance is generally contained in the "notes" section of this NAVADMIN.

(2) Secondly, the HYT approval will normally be authorized for up to 2 years beyond current limitations. Enlisted Transfer Manual Chapter 7 refers. Upon approval of rating conversion, Navy Personnel Command (NAVPERSCOM) (PERS-4010S) will direct NAVPERSCOM (PERS-814) to effect the appropriate HYT waiver.

d. Personnel reduced in rate (RIR) may complete an enlistment properly entered into prior to reduction. Subsequent

reenlistments or extension will require RIR personnel to meet professional growth criteria.

e. Regular 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 less than 20 years of service may not be separated or denied reenlistment under the provisions of this article.

5. **Procedures**. Personnel should apply by NAVPERS 1306/7, Personnel Action Request via appropriate chain of command to NAVPERSCOM (PERS-814) in the case of Regular Navy, and NAVPERSCOM (PERS-913) for TAR personnel.

6. **Reenlistment Eligibility Classifications**. Members assigned a reenlistment eligibility classification RE-4 shall be informed of the reasons and appropriate service record entries made per MILPERSMAN 1910-802.

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	227-2040
			COM	(703) 697-2040
			FAX	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 (N761)	Phone:	DSN	222-4610
			COM	(703) 692-4610
			FAX	222-4640

Reference	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**

a. 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 are authorized by CNO to wear the Small Craft Insignia:

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

b. 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 NAVPERS 15665I.

MILPERSMAN 1200-040

CRAFTMASTER INSIGNIA

Responsible Office	CNO (N761)	Phone:	DSN	222-4610
			COM	(703) 692-4610
			FAX	222-4640

References	NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Eligibility for Craftmaster**

a. 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.

b. Personnel criteria for authorization for this award is defined below.

2. **Qualifications for Active Duty Personnel**

a. Enlisted personnel who qualified for, hold one of the following Navy Enlisted Classifications (NECs), and received a Navy Personnel Command (NAVPERSCOM) endorsed NAVPERS 1221/1 (Rev. 6-92), Navy Enlisted Classification (NEC) Change Recommendation are authorized the Craftmaster Insignia:

BM-0161
BM-0167
QM-0215

b. All officers who have served as OIC of 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 have 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 (CNO) 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 NAVPERS 15665I.

MILPERSMAN 1200-050

ORGANIZATION OF THE ENLISTED CLASSIFICATION PROGRAM

Responsible Office	CNO (N13)	Phone:	DSN	223-0192
			COM	(703) 693-0192
			FAX	224-6502

References	COMNAVCRUITCOMINST 1130.8F COMNAVCRUITCOMINST 5400.2D

1. **Administration and Technical Control**. Chief of Naval Operations (CNO) (N13) administers the enlisted classification program and exercises technical control over this program by means of enlisted classification units in the field and by providing technical aids, directives, and guidelines to all ships and stations. CNO (N13) is responsible for development, evaluation, and improvement of methods, techniques, and procedures for administration of the enlisted personnel classification system.

2. **Enlisted Classification Units**

a. Enlisted classification units have been established within shore-based commands where the volume of personnel transactions justifies such services. COMNAVCRUITCOMINSTS 1130.8F and 5400.2D set forth guidance for all matters pertaining to operation of enlisted classification units.

b. Enlisted classification units at Recruit Training Command (RTC) 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 according to established selection criteria. NAVPERS 1070/604 (Ref. 07-91), Enlisted Qualifications History is then prepared.

c. After NAVPERS 1070/604 has been initiated, it is an official record and may not be altered without specific approval of CNO (N13).

d. Enlisted classification units review classification data and, when necessary, test, interview, and counsel all transient personnel and correct their NAVPERS 1070/604 prior to their being reported as available for assignment.

(1) All transients available for further assignment are screened for eligibility for Class "A" and "C" service schools and, if qualified (and the individual requests school assignment), are so recommended by the enlisted classification unit.

(2) Classification data of individuals to be separated from Navy are reviewed and corrected, as necessary, prior to separation.

3. **Assignment**. Enlisted Placement Management Center (EPMAC), manning control authorities, and type/area commanders are responsible for utilization of classification data in distributing and assigning personnel under their cognizance. Trained enlisted classifiers are assigned to

a. assist in distribution and assignment of personnel,

b. monitor Navy Enlisted Classification (NEC) codes assigned personnel,

c. provide technical assistance to administrative inspection boards,

d. aid in coding of requirements in allowances and complements, and

e. retest qualified candidates with the Armed Forces Classification Test (AFCT).

4. **Training Commands**

a. Training commands are responsible for

(1) continuing counseling efforts initiated at enlisted classification units,

(2) analyzing the cause of failure in relation to established selection criteria,

(3) quality of input and subject matter taught, and

(4) reporting results of this and other classification research to CNO (N13) for coordination and integration.

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 assignment of appropriate NECs in the Manpower, Personnel, and Training Information System (MAPTIS).

5. **Commanding Officer's (CO's) Responsibility**. COs are responsible for, and shall recommend NEC identification of, billets in their activity manning documents, recording all verified NECs assigned to members on NAVPERS 1070/604, and recommending assignment or cancellation of NECs to CNO (N13). COs shall utilize all classification data available on NAVPERS 1070/603, Enlisted Classification Record, and NAVPERS 1070/604 of the enlisted service record when

a. assigning personnel to specific duties,

b. recommending personnel for formal training, or

c. counseling personnel relative to reenlistment.

6. **Services**. Services of enlisted classification units listed below are available, upon request, to ships and stations within their respective areas:

a. Testing/retesting with the Armed Services Vocational Aptitude Battery and Armed Forces Classification Test.

b. Preparation of corrected NAVPERS 1070/604.

c. Review of activity manning documents to assist commands in precise identification of billets.

d. Analysis of enlisted service records.

7. **Authorized Activities**. The following activities are authorized to provide classification services:

Activity Name	Location
PERSUPPDET	RTC Great Lakes, IL
PERSUPPDET	Washington, DC
PERSUPPDET	Naval Station Norfolk, VA
PERSUPPDET	Seattle, WA
PERSUPPDET	Pearl Harbor, HI
PERSUPPDET	Rota, SP
PERSUPPDET	Memphis, TN
PERSUPPDET	Roosevelt Roads, PR
PERSUPPDET	Keflavik, IC
PERSUPPDET	Yokosuka, JA
PERSUPPDET	Jacksonville, FL
PERSUPPDET	New London, CT
PERSUPPDET	Naples, IT
PERSUPPDET	Port Hueneme, CA
PERSUPPDET	Gulfport, MS
PERSUPPDET	Pensacola, FL
PERSUPPDET	Brunswick, ME
PERSUPPDET	Naval Station San Diego, CA
PERSUPPDET	Naval Station, Guam
PERSUPPDET	London, UK
PERSUPPDET	Meridian, MS
PERSUPPDET	Diego Garcia
PERSUPPDET	Sigonella, IT
PERSUPPDET	Okinawa, JA
NAS	Atlanta, GA
PERSUPPDET	Bangor, WA
PERSUPPDET	Lemoore, CA
PERSUPPDET/NAVSUPPACT	La Maddalena, IT
PERSUPPDET	Sasebo, JA
PERSUPPDET	Willow Grove, PA
PERSUPPDET	Whidbey Island, WA
PERSUPPDET	Shape, BE
PERSUPPDET	Misawa, JA
PERSUPPDET	Seoul, KR
NSA	Bahrain
NAVSTA	Guantanamo Bay, CU
COMNAVRESREDCOMREG ONE	Newport, RI
COMNAVRESREDCOMREG ELEVEN	Dallas, TX
COMNAVRESREDCOMREG SIXTEEN	Minneapolis, MN

8. **Administering the AFCT while Embarked**. Embarked CRUDESGRU/CARGRU/PHIBRON commanders are authorized to administer the AFCT to members of their respective CVBG/ARG while in a deployed status. See MILPERSMAN 1236-010 for information on retesting with the AFCT.

MILPERSMAN 1200-060

CERTIFICATION AND REQUALIFICATION OF CRYPTOGRAPHIC MAINTENANCE TECHNICIANS

Responsible Office	NAVPERSCOM (PERS-408)	Phone:	DSN COM FAX	882-3826 (901) 874-3826 882-2650

Governing Directives	OPNAVINST 2221.3C NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications

1. **Certification Requirements**. A member must successfully complete a course of instruction approved by Chief of Naval Personnel in order to initially qualify as a cryptographic maintenance technician. Technicians maintain their qualification by performing maintenance and repair on the cryptographic equipment for which they received training.

2. **Security Procedures**. Commanding officers of activities having cryptographic equipment and technicians assigned shall comply with the security procedures set forth in OPNAVINST 2221.3C.

3. **Updating Service Records**. Commanding officers shall ensure that a DD 1435, COMSEC Maintenance Training and Experience Record, is maintained for each cryptographic maintenance technician on board. DD 1435 may be requisitioned from Cognizance "I" stock points. DD 1435 shall be filed on the left side of the member's service record and shall be reviewed and updated annually and prior to the permanent transfer of the technician from the command. If it is determined that a cryptographic maintenance technician in receipt of permanent change of station orders is not qualified for the cryptographic NEC code(s) assigned, the orders shall be held in abeyance, the distributional commander notified, and action initiated to requalify the member or remove the NEC code(s).

4. **Requalification Procedure**. Cryptographic technicians who do not meet the requirements of OPNAVINST 2221.3C must requalify per the following procedure:

a. The member to be requalified must have been previously assigned a cryptographic NEC code for which requalification is desired and possess a crypto-security clearance not less than Secret.

b. Requalifying examinations, will consist of 50 multiple choice questions, and answer sheets thereto. All requests for these examinations must contain actual location of the requesting unit to facilitate processing. The member shall have access to the necessary cryptographic maintenance manuals during the examination but shall not have access to the cryptographic equipment. Completed examinations and answer sheets shall be returned to the issuing school for grading. Results of the examination will be forwarded to the examinee's commanding officer. An entry shall be made on the member's DD 1435 indicating the results of the requalification examination. A minimum grade of 70 percent must be attained to establish requalification.

c. If the member failed to satisfactorily pass the first requalifying examination, another examination must be requested and administered after a period of not less than 30 days following administration of the first examination. If the member satisfactorily passes the second examination, an appropriate entry shall be made on the member's DD 1435. If the second examination is failed, action shall be taken to remove the member's cryptographic NEC code per the NAVPERS 18068F, volume II. Subsequent requalification can only be accomplished by retraining in a course of instruction approved by the Navy Personnel Command.

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	223-2307
			COM	(703) 693-2307
			FAX	224-1189

Governing Directives	BUPERSINST 1401.4B NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. Officers meeting the qualifications for Naval Astronaut (Pilot), Naval Astronaut (Naval Flight Officer), or Naval Astronaut (Specialist) may be designated by Chief of Naval Operations and/or Commandant of the Marine Corps, as appropriate.

2. **Qualifications**. Naval Astronaut qualifications for respective Pilots, Naval Flight Officers, and Specialists are: Currently on flying status as a Naval Pilot or Flight Officer in either the Navy, Marine Corps, or their Reserve components.

a. Specialists must be currently on flying status as a shuttle astronaut mission or payload specialist but not qualified as a Naval Pilot or Naval Flight Officer.

b. 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.

c. 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 prescribed in NAVPERS 15665I and/or by the Commandant of the Marine Corps.

MILPERSMAN 1210-030

FLIGHT SURGEON

Responsible Office	CNO (N13)	Phone:	DSN	223-2328
			COM	(703) 693-2328
			FAX	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	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

a. successful completion of Officer Indoctrination School, Newport, R.I.

b. successful completion of Aviation Pre-flight Indoctrination at the Naval Aviation Schools Command, Pensacola, Florida. This includes, in addition to aerospace psychology training,

(1) 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.

(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.

(3) being aeronautically/physically qualified by passing a flight physical.

2. **Designation**. Chief of Naval Personnel designates qualified Medical Service Corps officers as Aerospace Experimental Psychologists. This authority may be delegated to the Commanding Officer, NAVAEROPMEDINST. Aerospace Experimental Psychologists, upon designation, are authorized to wear the proper insignia as prescribed in NAVPERS 15665I.

MILPERSMAN 1210-090

SURFACE WARFARE OFFICER (SWO) DESIGNATION

Responsible Office	CNO (N869C)	Phone:	DSN	664-7633
			COM	(703) 604-7633
			FAX	664-6934

Governing Directives	OPNAVINST 1412.2G NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Processing**

a. Upon qualification, the member's commanding officer (CO) shall notify, in writing, Navy Personnel Command (PERS-412) for active duty officers or NAVPERSCOM (PERS-911) 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 SWO qualification.

2. **Authority to Wear the Insignia**

a. Either 111X/114X designation or an AQD of LA9 entitles an officer to wear the Surface Warfare Officer or Special Operations Officer insignia (as appropriate) under NAVPERS 15665I.

b. Unrestricted line officers who earn the qualification and transfer into the staff corps or the restricted line retain the right to wear the appropriate insignia, unless revoked.

3. **In Cases of Non-Attainment**. Commanding officers 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 Surface Warfare Officer**. A Surface Warfare Officer will retain such designation until revoked by NAVPERSCOM based on a recommendation citing any of the circumstances outlined in OPNAVINST 1412.2G.

6. **Procedure for Revocation by the CO or an ISIC**

a. The officer initiating the recommendation for revocation of a Surface Warfare Officer 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 (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 (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**

a. A recommendation for revocation shall not be made in lieu of detachment for cause, nor shall such recommendations automatically be included in cases of detachment for cause.

b. Revocation may be recommended coincidentally with a detachment for cause, but will be administratively handled as a separate action by NAVPERSCOM.

8. **When Revocation is Approved**. Upon approval of revocation, a Surface Warfare Officer'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	225-3734
			COM	(703) 695-3734
			FAX	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 (N869C)	Phone:	DSN	664-7633
			COM	(703) 604-7633
			FAX	664-6934

Governing Directives	OPNAVINST 1412.6B NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Assignment of Designator**

a. Approved qualification shall be forwarded to Navy Personnel Command (NAVPERSCOM) (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 according to NAVPERS 15665I.

b. Officers transferring into the Supply Corps who were previously authorized to wear other warfare specialty insignia may wear these insignia following the NAVPERS 15665I.

3. **Revocation of Qualification**

a. A Surface Warfare Supply Corps Officer will retain such qualification unless revoked.

b. Commanding officers 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**. A recommendation for revocation of qualification shall not be made in lieu of a request for detachment for cause, when the latter is appropriate. Action taken requesting detachment for cause 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 (N869C)	Phone:	DSN	664-7633
			COM	(703) 604-7633
			FAX	664-6934

Governing Directive	OPNAVINST 1412.3E

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 OPNAVINST 1412.3E, 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 OPNAVINST 1412.3E, 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) (PERS-41). 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 OPNAVINST 1412.3E 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	225-6408
			COM	(703) 695-6408
			FAX	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/MAJOR PROGRAM MANAGER INSIGNIA QUALIFICATIONS

Responsible Office	CNO (N13)	Phone: DSN COM FAX	223-2308 (703) 693-2308 224-1189

References	NAVPERS 15665I, U.S. Navy Uniform Regulations OPNAVNOTE 5400 NAVPERS 15839I, Manual of Navy Officer Manpower Personnel Classifications, Volume I, Major Code Structures OPNAVINST 1000.16J

1. **Policy**. The Command Ashore/Major Program Manager Insignia recognizes the responsibilities and importance of command ashore and major program management.

2. **Authorization for Active Duty Officers**. The following officers, in the grade of **captain and below**, are authorized to wear the insignia immediately upon assumption of their duties and, upon successful completion of a normal tour (6 months minimum), may continue to wear the insignia in the manner prescribed in NAVPERS 15665I:

a. Officers on active duty who are serving in or who have successfully served in a naval activity billet ashore; i.e., other than command at sea, entitled **Commanding Officer, Navy Officer Billet Classification (NOBC) 9420 or 9421**.

b. Officers on active duty who are serving in or who have successfully served in one of the **major program manger billets**, **program manager filled billets**, or **major defense attaché billets** designated by Chief of Naval Operations (CNO) as **equivalent to a captain (O-6) or commander (O-5) command**.

c. Officers on active duty who are serving in or who have served in a command position billet entitled **Commanding Officer**, **Commander**, or **Director** of the following joint activities:

(1)	Allied Command Atlantic Communications Logistics Depot
(2)	Armed Forces Medical Intelligence Center
(3)	Armed Forces Radio and Television Services
(4)	Armed Forces Radiobiology Research Institute
(5)	Controller, Regional Operating Center, Atlantic
(6)	Defense Communications Agency Southwest Pacific
(7)	Defense Communications Agency Operations Center
(8)	Defense Contract Administration Plant Representative Offices
(9)	Defense Contract Administration Services Management Areas
(10)	Defense Contract Administration Services Regions
(11)	Defense Depots
(12)	Defense Fuel Regions
(13)	Defense Logistics Agency Administrative Support Center
(14)	Defense Logistics Agency Systems Automation Center
(15)	Defense Logistics Service Center
(16)	Defense Mapping Agency
(17)	Defense Mapping Agency Office of Distribution Services
(18)	Defense Property Disposal Regions
(19)	Defense Subsistence Programs
(20)	European Command Southern Region Joint Operational Intelligence Center
(21)	Headquarters, Defense Courier Service
(22)	Hydrographic, Topographic Center
(23)	Intelligence Center Pacific
(24)	Joint Military Postal Activity Atlantic
(25)	Joint Warfare Analysis Center
(26)	Joint National Test Facility
(27)	Military Entrance Processing Station
(28)	Strategic Joint Intelligence Command
(29)	Subsistence Field Activities
(30)	U.S. Strategic Command Joint Orderly Room
(31)	Kunia Regional Security Operations Center

3. **Authorization for Reserve Officers**

a. **Inactive duty Commanding Officers (COs) and former COs**, in the grade of **captain and below**, of the following Naval Reserve commands (current commands) are authorized to wear the Command Ashore/Program Manager Insignia:

(1)	Naval Construction Regiments (1st, 2nd, 3rd, 7th, 8th, 9th only)
(2)	Naval Mobile Construction Battalions, Naval Construction Forces Support Units
(3)	Cargo Handling Battalions
(4)	Mobile Inshore Undersea Warfare Units (since establishment under OPNAVNOTE 5400 dated 17 November 1973)
(5)	Naval Reserve Underwater Demolition Team
(6)	Commanding Officer, Fourth Dental Battalion
(7)	Commanding Officer, Fourth Medical Battalion
(8)	Commanding Officer, Naval Reserve Fleet Hospital

b. Officers serving or having served as designated above do not require letters of authorization.

4. **Assignments not Authorized for Insignia**. Assignment in the following categories does **not** confer eligibility for the insignia:

a. Officers **temporarily** in command.

b. Officers who were **removed** from command for cause.

c. Officers assigned in billets designated **Officer in Charge, NOBC 9420**, or previously assigned in a billet which was **redesignated Commanding Officer** subsequent to detachment.

d. Officers assigned to a billet designated **program manager**, or previously assigned to a billet which was **redesignated major program manager** subsequent to detachment.

e. Officers assigned in a billet designated C**ompany Commander** or previously assigned in a billet which was **designated Commanding Officer** subsequent to detachment.

5. **Eligibility Questions**

a. Officers with questions regarding their eligibility are encouraged to review NAVPERS 15839I, Part C; and OPNAVINST 1000.16J, chapters 6 and 8, concerning NOBCs.

b. Submit requests for authorization to **CNO (N131) if on active duty**, or **Naval Reserve Personnel Center (NAVRESPERSCEN) (N22) if on inactive duty**, via their CO or immediate superior in command (ISIC). Statements of eligibility must include the following information:

(1)	Command name/program manager title.
(2)	Commanding officer/commander/program manager paygrade.
(3)	Description of command/program manager's independence of operation.
(4)	Total manpower (officer/enlisted/civilian).
(5)	Annual budget (including annual payroll, plant property).
(6)	Description of command mission.

c. The CO or ISIC shall review the service record of the officer, verify eligibility, and state a specific recommendation in the forwarding endorsement.

6. **Uniform**. Regulations concerning the wearing of the insignia are found in NAVPERS 15665I.

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

Governing Directive	OPNAVINST 1520.18G

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 individuals for change of designator from 146X to 144X. Navy Personnel Command 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 and approved by COMNAVSEASYSCOM. Curricula that qualify are those listed for the 14XX designator in the current OPNAVINST 1520.18G that issues information on the Navy's post graduate education program.

3. **Engineering Duty Officer Qualification Program 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 post graduate 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 one year, completing on the job training and a technical paper.
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 to COMNAVSEASYSCOM (SEA 00PZ). Commander, Naval Sea Systems Command will issue final approval.

c. Commander, Naval Sea Systems Command 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 (OOR)	Phone:	DSN	326-1321
			COM	(202) 781-4718
			FAX	(202) 781-4718
	NAVPERSCOM (PERS-445)	Phone:	DSN	882-4090
			COM	(901) 874-4090
			FAX	882-2677

Governing Directive	NAVSEAINST 1001.3J

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 the current NAVSEAINST 1001.3; and

b. complete the Naval 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, submit proof of education or possess a Professional

Engineer's license. The details are outlined in the current NAVSEAINST 1001.3J.

3. **Engineering Duty Officer Qualification Program Overview**

a. The Naval Reserve EDQP consists of three phases as follows:

Phase	Action Required
1	Completion of the Naval 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 the current NAVSEAINST 1001.3J Series.

b. Upon completion of the oral examination, the officer designated to administer the examination shall submit a letter of recommendation for qualification to COMNAVSEASYSCOM. Commander, Naval Sea Systems Command will review and certify the qualifications and make recommendations to Chief of Naval Personnel, who will issue final approval.

c. Commander, Naval Sea Systems Command is responsible for maintaining an account of each officer's NR EDQP progress.

MILPERSMAN 1210-210

INFORMATION WARFARE OFFICER QUALIFICATION

Responsible Office	CNO (N64)	Phone:	DSN	329-1258
			COM	(703) 601-1258
			FAX	329-1330

1. **Eligibility Requirements**. To receive the Information Warfare Officer (IWO) Additional Qualification Designation (AQD) of BI1, an officer shall satisfy the following eligibility requirements:

a. Complete one of the following courses of instruction:

(1)	Officer Aviation Electronic Warfare Specialist (Designators 1310/1320) at the Consolidated Navy Electronic Warfare School (CNEWS), Naval Technical Training Center, Corry Station, FL.
(2)	Electronic Warfare Operations Officer Course, Fleet Combat Direction System Training Centers, Dam Neck, VA or San Diego, CA.
(3)	Fleet Air Reconnaissance Squadrons ONE/TWO/FIVE/SIX or Tactical Electronic Warfare Squadron ONE TWENTY NINE crew training syllabus.
(4)	Cryptologic Division Officer Course, NTTC Corry Field, Pensacola, FL.

b. Serve 12 months in a billet where electronic warfare experience is acquired.

(1) Qualifying billets are normally authorized for the following commands:

Electronic Attack (EA) squadron (VAQ)
Electronic Support (ES) squadron (VQ-1/2/5/6)
Patrol Squadron Special Projects Unit (VPU-1/2)
Fleet Information Warfare Center (FIWC), Little Creek, Virginia
Fleet Information Warfare Center Detachment San Diego, California
Joint Command and Control Warfare Center, San Antonio, Texas
Naval Security Group (Headquarters and Field Sites)
Carrier Group Staff
Cruiser Destroyer Group Staff
Amphibious Group Staff
Amphibious Squadron Staff
Western Hemisphere Group Staff
Combatants with EW and Cryptologic equipment such as WLR-1H,
SLQ-32, AIEWS, BGPHES, Combat DF, Outboard, and SSEE.
Naval Research Laboratory (NRL Code 5700)
Operational Test and Evaluation Force Staff
Air Test and Evaluation Squadron NINE (VX-9) (EW Projects)
Naval Information Warfare Activity (NIWA) Ft Meade, Maryland
Joint Warfare Analysis Center (JWC), Dahlgren, Virginia
Joint Program Office (JPO), Dahlgren, Virginia
National Security Agency, Ft Meadd, Maryland
National Reconnaissance Office (NRO)

(2) The following table lists qualifying primary billets. Qualification in a training officer billet is applicable only to aviation squadrons.

NOBC	Title
5930	Space Requirements Analyst
8501	Aviator
8585	Special Project Airborne Electronics Evaluator
8670	Squadron Commanding Officer (VQ/VAQ)
8671	Squadron Executive Officer (VQ/VAQ)
8680	Squadron Operations Officer (VQ/VAQ)
9046	Staff Electronic Warfare Officer
9065	Staff Operations and Plans Officer
9079	Staff Readiness Officer (Electronic Warfare)
9282	Ship’s Electronic Warfare Officer
9404	Tactical Deception Plans Officer
9510	Communications Officer, Ashore
9517	Communication Security Officer
9560	Satellite Communications Officer
9575	Circuit Control Officer
9590	Staff Communications Officer
9640	Operational Intelligence Officer
9650	Electronic Intelligence Officer (ELINT)
9781	ADP Systems Security Officer
9817	Operations Watch Officer
9845	Classic Wizard Operations Officer
9851	Direct Support Officer, Naval Security Group (Surface)
9852	Direct Support Officer, Naval Security Group (Air)
9853	Direct Support Officer, Naval Security Group (Subsurface)

2. **Other Billets**. The commands and billets listed above are not all-inclusive. Experience in a billet which exposes an officer to an information warfare environment is the desired qualifying standard.

3. **Additional Qualifications**

a. An officer who is designated BI1 and has successfully completed 1 year or more in a mid-grade IW related billet on a Fleet, numbered fleet, battle group staff, or is assigned to an IW billet at Naval Information Warfare Activity, Fleet Information Warfare Center, VAQ/VQ squadron, Naval Security Group field station, or National Security Agency will be assigned an AQD of BI2.

b. An IW qualified officer (BI1) will be designated BI3 (Technical expert) upon completion of post graduate education in an IW related curriculum, e.g.,

(1)	NPS 366-Space Operations,
(2)	NPS 368-Computer Science,
(3)	NPS 370-Information Technology,
(4)	NPS 590-Electrical Engineering,
(5)	NPS 595-Information Warfare,

and the successful completion of a second operational tour in an IW related billet.

c. AQD BI4 (Qualified Operational Commander) will be awarded officers with AQD BI2 or BI3 and who have successfully completed a tour as an IW/C2W Commander on a fleet or battle group staff or has completed a sea/shore or joint assignment as the Commanding Officer or Director in an IW billet.

4. **Request for Assignment of the AQD Code**. When the foregoing training and apprenticeship requirements are met, the assignment of the IWO Additional Qualification Designation (AQD) Code will be entered on the active duty officer master file for the officer concerned. The individual's Commanding Officer will forward the recommendation to Commander, Naval Security Group (CNSG) who will track all IWO AQDs. Once approved by CNSG, the AQD will be entered, and be the appropriate assignment officer in Navy Personnel Command.

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

SPECIAL OPERATIONS (SPECOPS) OFFICER (EXPLOSIVE ORDNANCE DISPOSAL (EOD), (DIVING AND SALVAGE (D & S), EXPENDABLE ORDNANCE MANAGEMENT (EOM), AND UNDERWATER MINE COUNTERMEASURES (UMCM))

Responsible Office	CNO (N13)	Phone: DSN COM FAX	224-8327 (703) 614-8327 224-8786

References	NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications, Volume I, Major Code Structures NAVMED P-117, Manual of the Medical Department (MANMED) Catalog of Navy Training Courses (CANTRAC) NAVPERS 15665I, U.S. Navy Uniform Regulations SECNAVINST 5510.35A NAVSEA 0910-LP-708-8000, U.S. Navy Diving Manual Defense Joint Military Pay System Procedures Training Guide (DJMS-PTG)

1. **Designation**

a. Officers selected for Special Operations (SPECOPS) officer training will be redesignated 119X (SPECOPS trainee/trainee, Training and Administration of Reserves (TAR)).

b. The SPECOPS designation (114X) is applied to all officers who have qualified, through formal training and practical experience, for duty involving Diving and Salvage (D & S), Underwater Mine Countermeasures (UMCM), Expendable Ordnance Management (EOM), and Explosive Ordnance Disposal (EOD). Navy Personnel Command (NAVPERSCOM), Special Operations Branch (PERS-416) will approve designator change to 114X, and make the appropriate entries in the Officer Master File. This will include extending the minimum service required (MSR) from the date of Explosive Ordnance Disposal School graduation.

2. **Eligibility**. The SPECOPS designation is open as follows:

a. Physically qualified Unrestricted Line (URL) volunteers, who may submit appropriate packages via Bureau of Medicine and Surgery (BUMED) and their commanding officer (CO), directly to Chief of Naval Operations (CNO), Special Operations Officer Community Manager (N131X).

b. Qualified limited duty officers (LDO), Restricted Line, and Staff Corps officers must request a change of designator to the URL via the Semiannual Lateral Transfer and Redesignation Board as promulgated by specific NAVADMIN, prior to designation as SPECOPS Officers (119X/114X). See MILPERSMAN 1212-020 for procedures.

c. 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.

d. Officers meeting medical standards as specified in NAVMED P-117, article 15-36. Waiver authority for medical standards, as recommended by BUMED, rests with NAVPERSCOM (PERS-416).

3. **Obligated Service for Training**. Officers must agree to serve on active duty for a period of 3 years from their graduation date from EOD school. Correspondence, from Naval School for Explosive Ordnance Disposal (NAVSCOLEOD) to NAVPERSCOM (PERS-416), will list the names of officer students who graduate from each class, along with their date of graduation. Training attrites will be obligated (month for month) to an extension of their original MSR equal to the number of months of training completed, to be served concurrently with their original obligation.

4. **Application**. Applications will be sent via the CO and BUMED to CNO (N131X) in the following format:

From: [Rank, Name, SSN/Designator]
To: Chief of Naval Operations (N131X)
Via: (1) Commanding Officer, [member's present command]
(2) Chief, Bureau of Medicine and Surgery (MED-21)

Subj: SPECIAL OPERATIONS OFFICER TRAINING

Ref: (a) MILPERSMAN 1210-230
(b) NAVMED P-117, Article 15-36

Encl: (1) DD FORM 2808 (Rev. 1-03), Report of Medical Examination
(2) DD FORM 2807 (Rev. 7-01), Report of Medical History
(3) Report of Program Screening

1. Per reference (a), I volunteer for the Special Operations 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 Special Operations Officer duty, and I agree to

a. Serve on active duty for a period of 3 years from my graduation date from Naval School for Explosive Disposal (NAVSCOLEOD) 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 NAVPERSCOM.

b. Serve the minimum obligated service specified, regardless of whether I retain the Special Operations Officer qualification for 3 years.

4. I further request change of designator to 119X. [Restricted Line, Staff Corps, and limited duty officers see MILPERSMAN 1212-010 or 1212-020 as appropriate].

(Signature)

5. **Application Endorsement**. Endorsement format:

FIRST ENDORSEMENT on

From: Commanding Officer
To: Chief of Naval Operations (N131X)
Via: Chief, Bureau of Medicine and Surgery (MED-21)

Subj: SPECIAL OPERATIONS OFFICER TRAINING

Ref: (c) SECNAVINST 5510.35A

1. Forwarded.

2. [Commanding Officer's recommendation regarding the officer's suitability for training and subsequent assignment to Special Operations billets.]

3. [Statement regarding availability of the officer. If the officer's availability is beyond 6 months, state reasons.]

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 (c).

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 diving, EOD, or training activity whose primary mission is to conduct or train, in Diving or in EOD operations. A qualified SPECOPS 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 MILPERSMAN 1220-160 through 1220-190. 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 SPECOPS Officer core and billet specialty training are contained in Catalog of Navy Training Courses (CANTRAC).

b. Officers (re)designated Special Operations Officer Trainee (119X) will be ordered to a two-phase core program focused on diving and professional development. This core training includes a 13-week Basic Diving Officer course, 6-week Salvage course, and 2-week EOD Mixed Gas Diving course at Naval Diving and Salvage Training Center (NAVDIVESALVTRACEN). The second phase of core training consists of Surface Warfare Officer Qualification, (normally 24 months). Prior completion of these or related professional qualifications may satisfy part or the entire core training requirements, as determined by NAVPERSCOM (PERS-416). Upon completion of this training, officers will receive orders to EOD training. This is tailored to their first operational SPECOPS Department Head assignment, officer-in-charge of a detachment at an Explosive Ordnance Disposal Mobile Unit, (normally 24-30 months).

c. This Department Head Billet Specialty Training consists of the 48-week Basic EOD course at NAVSCOLEOD. It may also include an advanced tactical training course and parachute training, as billet requirements dictate. Upon graduation and qualification as a Basic EOD Officer (AQD-KG1), 119X officers will be designated by NAVPERSCOM (PERS-416) as Special Operations Officers (114X). Additionally, their service obligations will be extended to reflect training completion.

d. SPECOPS officers will not remain in the community without completing the EOD course; qualification as a Basic EOD Officer is a Special Operations Community requirement. Those failing to complete it will be processed as training attrites.

e. 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 Diving, EOD, or SPECOPS officer insignia is granted to qualified officers holding appropriate designator and qualification codes as defined in NAVPERS 15839I.

b. Officers designated 114X are authorized to wear the SPECOPS officer insignia.

c. SPECOPS officer (119X, 114X) may wear the diving officer insignia upon completion of D & S billet specialty training leading to assignment of a diving officer Navy Officer Billet Classification (NOBC) Code/Additional Qualification Designation (AQD) as found in NAVPERS 15839I.

d. Qualified EOD officers will be authorized by commands as indicated below, to wear the following EOD insignia upon fulfillment of the proper criteria:

(1) **Basic EOD Badge**. Awarded by CO, NAVSCOLEOD upon completion of Basic EOD training.

(2) **Senior EOD Badge**. Awarded by EOD group commanders or EOD Mobile Unit/EOD Training Unit (NAVSCOLEOD)/ (NAVEODTECHDIV) COs upon the member's satisfactory completion of 2 years in EOD billets and applicable Personnel Qualification Standards (PQS).

(3) **Master EOD Badge**. Awarded by EOD group commanders or EOD Mobile Unit/EOD Training Unit (NAVSCOLEOD)/ (NAVEODTECHDIV) COs upon the member's satisfactory completion of the applicable PQS, qualification boards, and 3 years as a designated senior EOD officer (AQD-KG2). SPECOPS officers who are not currently serving at EOD commands authorized to award the Master EOD Badge must request designation by an EOD group commander, NAVSCOLEOD, or Navy Explosive Ordnance Disposal Technical Division (NAVEODTECHDIV), as appropriate.

9. **Requalification**

a. The perishable skills of diving and specialized demolition, which are inherent to the profession, are requirements of all SPECOPS officers. COs are directed to provide every opportunity for SPECOPS officer qualifications to be maintained in the proper proficiency and periodicity.

b. Diving, parachuting, and demolition requalification will be conducted per MILPERSMAN 1220-250.

c. Documentation of the requalification will be made as described in the NAVSEA 0910-LP-708-8000. The appropriate NAVCOMPT forms will be sent per DJMS-PTG in all instances in which Special Diving/Hazardous Duty pay is affected.

MILPERSMAN 1210-240

FLIGHT METEOROLOGIST QUALIFICATIONS

Responsible Office	NAVPERSCOM (PERS-449)	Phone:	DSN	882-4110
			COM	(901) 874-4110
			FAX	882-2711

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, 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 NATOPS (or equivalent 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 six months; and

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); or

(4) Successfully completed the course of instruction at the Aerographers Mate Class C-1 School.

(5) Successful completion of Analyst Forcaste (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 NAVPERS 15665I, U.S. Navy Uniform Regulations. Personnel are authorized to wear the insignia upon initial qualification as a Flight Meteorologist.

b. Commanding officers shall advise the Navy Personnel Command (NAVPERSCOM) (PERS-449), via Commander, Naval Meteorology and Oceanography Command (CNMOC), of successful completion of all requirements. Navy Personnel Command (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.

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1210-250

SPECIAL EVALUATOR/NON-AERONAUTICALLY DESIGNATED OFFICERS ASSIGNED DUTY INVOLVING FLYING

Responsible Office	NAVPERSCOM (PERS-4410)	Phone:	DSN COM FAX	882-4079 (901) 874-4079 882-2739

Governing Directive	NAVPERS 15665I, U. S. Navy Uniform Regulations

1. **Background**. The term Special Evaluator is applied to a cryptologic officer (Naval Security Group/USMC) assigned to duty involving flying as a crewmember with Fleet Air Reconnaissance squadrons.

2. **What is a Naval Aviation Observer (NAO)Insignia?**

a. Special Evaluator is not a designation but does carry with it the authority to wear the NAO insignia as prescribed by NAVPERS 15665I. Officers are authorized to wear this insignia upon completion of all requirements specified herein.

b. Officers assigned as crewmembers in airborne command posts; warrant officers designated as 632X or 732X, who are assigned to billets requiring duty involving flying; and nonaeronautically designated officers assigned to duty involving flying as a technical observer (DIFTECH) under orders issued by CHNAVPERS are authorized to wear the NAO insignia as prescribed by NAVPERS 15665I, upon completion of all requirements specified herein.

3. **NAO Qualification Requirements**. An officer assigned to flight duty stated above shall meet the following requirements to qualify for the NAO insignia:

a. Qualified by NATOPS 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 accumulated 200 hours of flight time that must be directly related to the purpose of their assignment to duty involving flying.

d. Have been assigned to duty involving flying for a period of not less than 6 months.

4. **Procedure for Documenting Completion of Requirements**

a. Commanding officers shall advise the Navy Personnel Command (NAVPERSCOM) (PERS-4410) of successful completion of all requirements and provide copies of the documents that certify completion of the requirements listed above.

b. Navy Personnel Command (PERS-4410) will certify completion and grant authority to wear the insignia. Such authority to wear the insignia continues through subsequent tours, unless revoked by NAVPERSCOM, and so 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	CNO (N13)	Phone:	DSN	223-2306
			COM	(703) 693-2306
			FAX	224-1189

References	NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**

a. Aviation Operations Limited Duty Officers, designated 632X;

b. Aviation Operations Technician Warrant Officers, designated 732X;

c. non-aeronautically designated officers; and

d. enlisted with distributable Navy enlisted classifications 8202, 8288, 8295, 8296, and 8401;

who are assigned to billets requiring duty involving flying as either crewmembers or technical observers, will be eligible to be designated as Naval Aviation Observers (NAO). Enlisted will be eligible under DIFTEM orders and officers will be eligible under DIFTECH orders, approved by type commander and issued by Commander, Navy Personnel Command (COMNAVPERSCOM).

2. **Revocation**. The right to wear the NAO insignia continues through subsequent tours, unless revoked by Navy Personnel Command (NAVPERSCOM), Aviation LCDR/JO Assignment (PERS-432L), and as long as the individual remains a volunteer for flight duty. Enlisted personnel are authorized to wear NAO insignia as long as they maintain eligibility.

3. **Requirements**. An officer or enlisted assigned to a billet requiring flying, crewmember, or technical observer shall meet the following requirements to qualify for the NAO insignia:

a. Have qualified under Naval Air Training and Operating Procedures Standardization or other service standard 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. The course of instruction can be based on experience and/or a personnel qualification standard developed by the concerned command.

c. Have 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.

d. Have been assigned to duty involving flying for a period of not less than 1 year.

4. **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/enlisted cannot be used to qualify for a current NAO request. All submissions shall contain only current qualifications.

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 (N869C)	Phone:	DSN	664-7633
			COM	(703) 604-7633
			FAX	664-6934

Governing Directives	OPNAVINST 1412.8A NAVPERS 15665I, U. S. Navy Uniform Regulations

1. **Assignment of Designator**

a. Approved qualification shall be forwarded to Navy Personnel Command (NAVPERSCOM) (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 according to NAVPERS 15665I. 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 the NAVPERS 15665I.

3. **Revocation Qualification**

a. A SWMDO will retain such qualification until revoked by NAVPERSCOM.

b. A commanding officer, or any 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**. A recommendation for revocation of such qualification shall not be made in lieu of detachment for cause, nor shall recommendations automatically be included in cases of detachment for cause. Revocation may be considered and recommended coincidentally with a detachment for cause 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 (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 to Director, Navy Ocean Facilities Program (NAVFAC OFP) in the following format (use proper letter format):

From: (Rank, Name, SSN/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 in accordance with 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-4413)
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 Engineer Corps Officers Branch (PERS-4413) 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-4413). 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). Commanding officers 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, Surface Special Warfare and Operations Branch (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 1212-010

LATERAL TRANSFER AND CHANGE OF DESIGNATOR CODES OF REGULAR AND RESERVE OFFICER

Responsible Office	NAVPERSCOM (PERS-801G)	**Phone:**	DSN	882-3170
			COM	(901) 874-3170
			FAX	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.

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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

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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.

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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.

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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.

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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.

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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.

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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).

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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.

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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.

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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.

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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.

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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)

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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.

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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.

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23. **Appointments and Redesignations**. Appointments and redesignations of applicants selected for lateral transfer or redesignation shall be made under SECNAVINST 1210.5A.

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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.

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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.

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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.

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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	NAVPERSCOM (PERS-414)	Phone:	DSN	882-3905
			COM	(901) 874-3905
			FAX	882-2685

Governing Directive	SECNAVINST 1210.5A

1. **Policy**

a. This article is applicable to all LDOs and CWOs of the Regular Navy and Naval 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 according to SECNAVINST 1210.5A and MILPERSMAN 1212-030.

(2) Temporary Regular and Reserve CWOs desiring permanent appointment in the Regular Navy may apply for such permanent appointment according to MILPERSMAN 1426-010.

2. **Procedures**

a. Applications for redesignation within LDO or CWO designators should be submitted in proper letter format to the Navy Personnel Command (NAVPERSCOM) (PERS-4) (attention appropriate assignment officer) for all officers on active duty, and to the NAVPERSCOM (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.

(6) Any additional information which the applicant feels should be brought to the attention of the selection board.

b. Upon receiving applications from LDOs and CWOs, commanding officers (COs) 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. If the officer is serving on limited duty or is considered in any other way physically unfit for unrestricted duty, the request together with supporting medical information shall be sent via the NAVPERSCOM (PERS-4) or NAVPERSCOM (PERS-9). 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 1213-010

LOW PRESSURE CHAMBER INSIDE INSTRUCTOR/OBSERVER QUALIFICATIONS

Responsible Office	BUMED (MED-231)	Phone:	DSN COM FAX	762-3457 (202) 762-3457 762-3464

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 designation Aerospace Physiologist (NOBC-0849).

(2) enlisted members must complete a course of instruction leading to Navy Enlisted Classification (NEC) 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 of Hospitalman Rate**

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) (MED-231) shall establish the criteria for temporary qualifications.

c. Written request for temporary qualifications should be sent to Chief, BUMED (MED-231).

MILPERSMAN 1214-010

OFFICER SUBSPECIALTY SYSTEM

Responsible Office	NAVPERSCOM (PERS-45E)	Phone: DSN COM FAX	882-4057 (901) 874-4057 882-2676

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.

From: (Grade, full name, SSN/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., 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 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 1214-020

QUALIFICATION AND IDENTIFICATION OF OFFICER SUBSPECIALISTS

Responsible Office	CNO (N13)	Phone:	DSN	224-4933
			COM	(703) 614-4933
			FAX	224-6491

Governing Directives	OPNAVINST 1000.16J NAVPERS 15839I, Manual of Navy Officer Manpower Personnel Classification, Volume I, Major Code Structures

MILPERSMAN 1220-010

AIRCREW PROGRAM

Responsible Office	NAVPERSCOM (PERS-4011D2)	Phone: DSN COM FAX	882-2980 (901) 874-2980 882-2987

References	(a) COMNAVCRUITCOMINST 1130.8G (b) NAVMED P-117, Manual of the Medical Department (MANMED), Article 15-65

1. **Background**. The Aircrew Program provides an opportunity for recruits and fleet personnel to become career enlisted aircrew. The Aircrew Program for recruits is a 5-year enlistment program that guarantees men and women a flying assignment in either fixed wing aircraft or helicopters and provides training via various Class "A" Schools. It also provides accelerated advancement to paygrades E-2 and E-4 for those who volunteer for rescue swimmer aircrew duties, and to paygrade E-4 for those selected for P-3 flight engineer duty. Applicants must volunteer for flying duty (see MILPERSMAN 1220-020), be capable of passing a Class II swim test, and pass an aviation flight physical.

2. **Qualifications Required**. New recruits must meet enlistment eligibility requirements specified in reference (a). Other selection requirements include the following:

a. **Test Scores**. All recruits and nondesignated airmen must have minimum Armed Services Vocational Aptitude Battery (ASVAB) score of **AR + 2MK + GS = 196**. Upon reporting to the Naval Aircrew Candidate School (NACCS), applicants' ASVAB scores will be reviewed to ensure further qualification for a specific source rating. Fleet inputs and Navy veterans (NAVETs)/other service veterans (OSVETs) already designated in aircrew source ratings (e.g., AD, AM, AT, etc.) must meet the required **AR + 2MK + GS = 196** aircrew ASVAB score requirement.

b. **Age**. Thirty years or less at time of enlistment or reenlistment. Waivers for Regular Navy fleet volunteers will be considered by Navy Personnel Command (NAVPERSCOM), Aviation Assignment Branch (PERS-404) or NAVPERSCOM, FTS Aircrew Assignments Branch (PERS-4012) for FTS fleet volunteers on a case-by-case basis.

c. **Medical.** All applicants must meet medical standards as specified in reference (b).

d. **Physical Conditioning.** The Aircrew Program is physically demanding and requires strong swimmer skills. Applicants must pass the Navy Physical Fitness Assessment (PFA) with a grade of "satisfactory-medium" in all categories within 90 days of transfer to NACCS. Nonswimmers cannot successfully complete the program.

e. All applicants must read and sign the **Aircrew Statement of Understanding**, which outlines the physical requirements needed to commence and graduate from NACCS and Rescue Swimmer School (RSS). Rescue swimmer applicants must sign both the Aircrew and Rescue Swimmer Statements of Understanding.

3. **Aircrew and Rescue Swimmer Program Statements of Understanding**. New recruits must sign the applicable Statements of Understanding contained in reference (a) as part of their enlistment process. Fleet volunteers must sign the following NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry:

Aircrew Program Statement of Understanding

"[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 be certified as a Second Class Swimmer before beginning aircrew training. Initial: ____

4. I must pass the Navy Physical Fitness Assessment (PFA) with a "satisfactory-medium" in all categories to enter aircrew school. Initial: _____

5. 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-medium" 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: _____

The Aircrew Program is physically demanding. My success will depend upon my own physical conditioning program, which I have established for myself prior to reporting.

[Signature of Aircrew Volunteer]

WITNESSED: _____”
(commanding officer, executive officer,
command master chief, or command career counselor)

Rescue Swimmer Program Statement of Understanding

NOTE: AIRR/rescue swimmer candidates must sign both the Aircrew and Rescue Swimmer Statements 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. 400-meter swim wearing mask, fins, and snorkel in 11 minutes or less.

b. 1.5-mile run in 12 minutes or less.

c. 35 push-ups in 2 minutes or less.

d. 50 sit-ups in 2 minutes or less.

e. 2 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. 800M swim in 20 minutes wearing rescue swimmer equipment (mask, fins, snorkel, short wetsuit, and Search and Rescue (SAR) Harness with deflated floatation).

c. 400M buddy tow in 16 minutes wearing rescue swimmer equipment.

d. 2000M 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 of Aircrew Volunteer]

WITNESSED: _____”
(commanding officer, executive officer,
command master chief, or command career counselor)

4. **Drop-On-Request (DOR)**. DOR at any time during training (Military Entrance Processing Station (MEPS), Recruit Training Center (RTC), NACCS, RSS, Class "A" School, Fleet Replacement Squadron (FRS)) is cause for disqualification and disenrollment from the Aircrew Program. Disposition of members disenrolled will be per para. 12 or this article.

5. **Disqualification Due to Drug Usage**. Due to the inherently hazardous nature of this program, use of illegal or controlled substances is grounds for application disapproval. Drug waivers (for cannabis only) will be considered on a case-by-case basis by NAVPERSCOM (PERS-4011D2).

6. **Security Clearance Required**. Applicants for the Aircrew Program must have citizenship and character requirements to be granted a minimum of a Secret clearance.

7. **Service School Assignments**. For strikers and new recruits, the Aircrew Program provides 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 member's qualifications, personal desires, and needs of Navy.

Career Aircrew Source Ratings (new accessions and fleet volunteers)	AD, AE, AO, AT, AM, AME, AW, PR (fleet volunteers only)
Non-Career Aircrew Source Ratings (fleet volunteers only)	AG, CTI, CTO, CTR, HM, MS, PR, PH, IT
Aircrew Source Ratings (TAR/SELRES only)	All above plus SK, AZ

8. **Training Cycle**. The normal training pipeline for aircrew candidates is:

a. Recruit Training Center (RTC)

b. Naval Aircrew Candidate School (NACCS) (Pensacola)

c. Rescue Swimmer School (RSS) (Pensacola - rescue swimmers only)

d. Class “A” School (Pensacola)

e. Fleet Replacement Squadron (FRS) (various locations)

f. Initial squadron assignment

NOTE: Designated personnel do not attend RTC or Class "A" School.

9. **Terms of Enlistment**. New accessions shall be enlisted in United States Navy/Full Time Support Program (FTS) for 4 years and concurrently execute a

a. NAVPERS 1070/621 (Rev. 01-00), Agreement to Extend Enlistment for 12 months (Regular Navy Sailors), or

b. NAVPERS 1070/622 (Rev. 01-00), Agreement to Recall or Extend Remain on Active Duty for 12 months (for FTS Sailors),

using appropriate narrative reason entry contained in the "Contents of NAVPERS 1070/621 or NAVPERS 1070/622" paragraph below. Fleet applicants must obligate per MILPERSMAN 1306-604 and 1306-908.

10. **Apprenticeship and Paygrade**

a. New accessions accepted for the **Aircrew Program** shall be enlisted in paygrade E-1. This is not to preclude enlistment at paygrade E-2 or E-3 per reference (a). Fleet applicants are accepted in present paygrade.

b. Individuals who enlist **for rescue swimmer training as part of the Aircrew Program** are authorized accelerated advancement to paygrade E-2 upon successful completion of recruit training. Accelerated advancement to paygrade E-4 is authorized for aircrew recruits and fleet volunteers only after completion of both RSS and Class "A" School, provided eligibility is maintained to continue in the Aircrew Program.

c. Individuals selected for **P-3 flight engineer (Navy Enlisted Classification (NEC) 8251) training as part of the Aircrew Program** are authorized accelerated advancement to paygrade E-4 upon successful completion of FRS training and resultant NEC 8251 designation as a P-3 flight engineer.

d. If a member is disqualified for aircrew duties because of disciplinary infractions prior to advancement to paygrade E-4, eligibility for accelerated advancement to E-4 is terminated. This shall not preclude an advancement to E-2 or E-3 based on normal advancement criteria.

e. Accelerated advancement to paygrade E-4 requires a 5-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 (OBLISERV).

11. **Disqualification and Disenrollment**

a. Those who fail to remain qualified for this program will be disenrolled from aircrew training.

b. Cancellation of extension of enlistment because of disenrollment from the Aircrew Program shall be per MILPERSMAN 1160-040. Applicants must be specifically counseled if they attrite, DOR, request removal from flight status, or are found not desirable for continuation in the Aircrew Program, the extension agreement may or may not be canceled depending on manning requirements. Cancellation requests should be referred to NAVPERSCOM (PERS-4011D2).

c. Applicants who accept accelerated advancement to E-4 and then attrite retain their extension obligation.

12. **Disposition of Members Disenrolled**

a. The Aircrew Program is voluntary. Members may request to be disenrolled at any time. If disenrolled at any point during training, assignment to a Class “A” School is not guaranteed and is subject to needs of the Navy. Fleet personnel will normally be returned to their previous command.

b. Process disenrolled personnel as follows:

(1) **RTC**. Per Navy Recruiting Command (NAVCRUITCOM)/ NAVPERSCOM (PERS-4011E) quarterly reclassification guidance.

(2) **NACCS**. Disenrollees may be reclassified provided they meet the provisions of MILPERSMAN 1236-020 and 1220-020; however, assignment to Class “A” School is not guaranteed and is subject to the needs of the Navy. If not approved for reclassification and follow-on Class “A” School, NACCS attrites will be made available for fleet assignment as a nondesignated airman.

(3) **RSS/P-3 Flight Engineer**. Members disenrolled from RSS or P-3 flight engineer FRS training are not eligible for automatic advancement to E-4 and may not necessarily be retained in the Aircrew Program. For members disenrolled from RSS, reclassification, assignment to Class "A" School, or reassignment within the Aircrew Program is not guaranteed and is subject to needs of the Navy. NAVPERSCOM (PERS-4011D2) is final authority for determination of Aircrew Program and/or Class "A" School eligibility. If not approved to remain in the Aircrew Program,

RSS attrites will be made available for fleet assignment as a nondesignated airman.

(4) **Class "A" School**. Members who fail to complete Class “A” School for academic reasons may, if qualified, be reclassified to another Class “A” School that is a source rating for Aircrew. Inability to successfully complete Class “A” School may be cause for disqualification from the Aircrew Program and fleet assignment as a nondesignated airman.

13. **Contents of NAVPERS 1070/621 or NAVPERS 1070/622**

a. NAVPERS 1070/621 or NAVPERS 1070/622 is required for enlistment in the Aircrew Program. It shall be prepared and signed by applicant on the day member is enlisted (new accession). Fleet applicants must obligate under MILPERSMAN 1306-604 and 1306-908. A minimum of 5 years total active service on current enlistment is required.

b. Specific wording of the narrative reason for extension is as follows:

(1) **Rescue Swimmer Volunteers**:

Training in the Aircrew Program as a rescue swimmer and accelerated advancement to paygrade E-4 under MILPERSMAN 1220-010. Accelerated advancement to paygrade E-4 is authorized only after successful completion of both Rescue Swimmer School and Class "A" School. I understand this extension becomes binding upon execution and thereafter may not be canceled except as set forth in MILPERSMAN 1160-040. This is my [fill in] enlistment. Total aggregate extension 12 months. (for NAVPERS 1070/621), **OR** Total Reserve Active Duty Obligation (RADO) is 60 months. (for NAVPERS 1070/622)

(2) **Non-Rescue Swimmer Aircrewman**:

Training in the Aircrew Program. I understand this extension becomes binding upon execution and thereafter may not be canceled except as set forth in MILPERSMAN 1160-040. This is my [fill in] enlistment. Total aggregate extension 12 months. (for NAVPERS 1070/621), **OR** Total Reserve Active Duty Obligation (RADO) is 60 months. (for NAVPERS 1070/622)

14. **Application Submission**

a. Fleet Aircrew Program applicants (less FTS) should send NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request to NAVPERSCOM (PERS-404) via (1) their commanding officer, and (2) NAVPERSCOM (PERS-404E), citing this article as reference.

b. FTS should send applications to NAVPERSCOM (PERS-4012).

c. Include in application package a certified copy of

(1) flight physical,

(2) second class swim qualification,

(3) last two evaluations

(4) ASVAB scores,

(5) Signed copies of both the Aircrew and Rescue Swimmer Statements of Understanding,

(6) Satisfactory-medium score on most recent PFA, and

(7) Secret clearance. If a secret clearance is not held, member’s command must initiate prior to transfer to NACCS.

(8) Member must have at least 3.0 on all evaluation/ fitness report (FITREP) performance traits and been recommended for retention with promotable or higher within the past 24 months.

(9) No nonjudicial punishment (NJP), courts-martial, civil conviction, or significant involvement with civil authorities within the past 24 months.

d. Aircrew Program volunteers may be selected on a returnable quota basis.

MILPERSMAN 1220-020

NAVAL AIRCREWMAN DESIGNATION

Responsible Office	CNO (N132D2)	Phone:	DSN	225-3812
			COM	(703) 695-3812
			FAX	224-6502

References	BUPERSINST 1326.4D OPNAVINST 3710.7S NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupations Standards NAVPERS 15665I, U.S. Navy Uniform Regulations 37 U.S.C.

1. **Qualifications**. Qualifications for naval aircrewman (NAC) designation are as follows:

a. Be qualified as a crewmember per BUPERSINST 1326.4D.

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 per OPNAVINST 3710.7S.

e. Be assigned in a DIFCREW status with a distribution NEC of 78XX, 82XX (except 8201 NAC 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 NAC designation.

2. **Procedures for NAC Designation**

a. Commanding Officers (COs) shall certify in writing the member's qualifications in aircraft positions per this manual and OPNAVINST 3710.7S.

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 via NAVPERS 1221/1 (Rev. 06-92), Navy Enlisted Classification (NEC) Change Recommendation as an enclosure to designation letter.

c. COs of aviation units may award NAC designations after ensuring that criteria within this article, BUPERSINST 1326.4D, and OPNAVINST 3710.7S have been met. This authority may not be delegated "by direction." An aircrew designation letter should be prepared per BUPERSINST 1326.4D and presented to the member when the Aircrew Breast Insignia is awarded.

d. Members of non-aviation commands who meet the requirements for naval aircrew designation will receive designation letters signed by the CO of the aviation command conducting the initial Naval Air Training and Operating Procedures Standardization (NATOPS) qualification. The CO of the non-aviation command should present the aircrew designation letter and Aircrew Breast Insignia to the member.

e. A copy of the local aircrew designation letter and NAVPERS 1221/1 shall be forwarded to Navy Personnel Command (NAVPERSCOM), Aviation Assignment Branch (PERS-404E) (USN)/ Naval Reserve Personnel Center (NRPC) (N4) (USNR/TAR) for review of requirement completion and for a record-entry certificate of designation as a NAC. Designations awarded in error will be revoked by NAVPERSCOM (PERS-404E) or NRPC (N4). Commands receiving notification of NAVPERSCOM revocation shall inform members of their lack of naval aircrew designation status and shall remove the member's authorization to wear the NAC Breast Insignia.

f. Upon receipt and approval of an aircrew designation request, NAVPERSCOM (PERS-404E) shall issue a certificate of designation for initial qualification only.

g. Only active aircrew, on and after 1 July 1997, are eligible for certificates of designation. They may not be awarded retroactively.

3. **Revocation of NAC Designation**. COs shall revoke the naval aircrew designation from any aircrew who is permanently removed from flying status per BUPERSINST 1326.4D; however, members who are permanently disqualified from flying due solely to medical reasons will lose their NAC designation but retain the eligibility to wear the NAC Breast Insignia. Any aircrew who are temporarily removed from flying status will also lose their NAC designation but retain the eligibility to wear the NAC Breast Insignia. All aircrew losing their NAC designation or eligibility to wear the NAC 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 BUPERSINST 1326.4D, the member may apply for reinstatement of naval aircrew designation and eligibility to wear the Naval Aircrew Breast Insignia. Command-endorsed requests for reinstatement of the NAC designation or right to wear the NAC Breast Insignia shall be forwarded to NAVPERSCOM (PERS-404E) (USN) or NRPC (N4) (USNR/TAR) for approval. Members may not wear the Insignia until NAVPERSCOM approval is received.

5. **Administrative Procedures**

a. Whenever a member qualifies as a NAC, an entry shall be made on the NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks of the service record, indicating the date of qualification, type of aircraft in which qualification was received, the authorization from Chief of Naval Personnel (CHNAVPERS) for awarding the NAC designation, and the authorization to wear the Aircrew Breast Insignia. The NAC designator shall be affixed to the member’s rate in the following manner: AMCS(NAC), etc. A personnel diary transaction shall be submitted reporting the change of enlisted designator to NAC (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 Aircrew Breast Insignia (except in the case of physical disqualification). The NAC 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 NAVPERS 18068F and BUPERSINST 1326.4D.

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. COs shall be informed of the results of all physical examinations.

e. In all reports, records, or other correspondence concerning active NAC, the NAC designator and appropriate distribution classification (DNEC) shall be included after the rating abbreviation. For example: AMCS (NAC) (8211/8215) or AWCS (NAC) (7836). 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 NAC 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."
[Members 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, naval aircrewman (NAC) designator is hereby canceled, authorization to wear the Naval Aircrew 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 1220-020 [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 according to 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., 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 aircrewman. 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. **NAC Insignia**

a. The NAC Insignia consists of a Breast Insignia as prescribed by NAVPERS 15665I.

b. Designation as a NAC by NAVPERSCOM per this article carries authorization to wear the Aircrew Breast Insignia.

c. The right to wear the Aircrew Breast Insignia shall be rescinded only when a member is disqualified for NAC duty for reasons other than physical disqualification and the aircrew designator is removed. Physical disqualification does not revoke the right to wear the Aircrew 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.

MILPERSMAN 1220-030

PARACHUTIST DESIGNATION AND DUTY

Responsible Office	CNO (N13) Officer/Enlisted Community Manager	Phone: DSN COM FAX	225-3914 (703) 695-3914 224-6502

Governing Directives	DoD 7000.14-R, Department of Defense Financial Management Regulation (DODFMR), Volume 7A NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards, Volume II NAVPERS 15665I, U.S. Navy Uniform Regulations MCO P1020.34E, U.S. Marine Corps Uniform Regulations

1. **Policy**. 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 the

U.S. Army Basic Airborne Course,
U.S. Army Basic Military Free-Fall Parachutist Course, or
other training certified by Chief of Naval Education and Training (CNET) or approved by the Chief of Naval Operations (CNO).

2. **Definition**. The term "Competent Orders" as used in this article shall be construed to include orders to the commanding officer of an activity whose mission includes P3 operations. Commanding officers of units whose mission does not include P3 operations, but have jump qualified personnel in their command, are authorized to write permissive Temporary Additional Duty (TAD) orders for these personnel, to a unit whose mission includes P3 operations, to maintain qualifications.

3. **Static-Line Parachute Jumper**. A static-line parachute jumper is a member of any rating or grade who meets the following requirements:

a. Is a volunteer for parachute jumping duty.

b. Is 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.

d. Is authorized by competent orders to engage in P3 operations as an essential part of military duty.

4. **Free-Fall Parachute Jumper**. A free-fall parachute jumper is a member of any rating or grade who meets the following requirements:

a. Is a qualified parachute jumper as defined in block titled "Static-Line Parachute Jumper."

b. Is 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 completes the prescribed program of instruction while attending 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).

d. Be assigned or attached, under competent orders, to a Navy organization whose mission includes the requirement for military free-fall parachute jumping or have a part of their military duty the authorization to engage in P3 operations.

5. **HALO Parachute Jumper**. A HALO parachute jumper is a member of any rating or grade who meets the following requirements:

a. Is a qualified parachute jumper as defined in block titled "Static-Line Parachute Jumper."

b. Successfully completes the prescribed program of instruction while attending a formal, interservice training facility including a minimum of 16 HALO jumps.

c. Be assigned or attached, under competent orders, to a Navy organization whose mission includes the requirement for frequent and regular participation in HALO operations or have as part of their military duty the authorization to engage in P3 operations.

6. **Requalification Procedures**

a. Requalification procedures are to perform one or more parachute jumps during any 3 consecutive calendar months, unless prevented from doing so by

(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. Whenever conditions are such that the required jumps cannot be made in every quarter, the minimum requirements may be met by performing 4 static-line, free-fall, or HALO jumps during a period of 12 consecutive calendar months, and such requirements may be met any time during that period.

c. All officer and enlisted parachutist with an officer designator or Navy Enlisted Classification (NEC) associated with a Navy community whose mission requires static-line, free-fall, or HALO operations (i.e.; 1130/5326 SEAL, 1140/5337 EOD), should maintain qualifications when assigned to shore or neutral duties.

NOTE: Specific requirements for incentive pay for parachute duty are found in DoD 7000.14-R, volume 7A, chapter 24.

7. **Disqualification from Parachute Duty**

a. Commanding officers shall disqualify a member from parachute duty and remove their parachutist designator whenever

(1) after a medical examination they are found to be permanently physically or psychologically disqualified for parachutist duty.

(2) after a technical examination the individual lacks the minimum operational qualifications for parachutist duty as specified in CNO directives.

(3) an individual 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 for 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. **Commanding Officer's Responsibility**. Commanding officers shall limit a previously HALO or free-fall qualified member to static-line whenever, after a technical examination, a member is determined to lack the minimum operational qualification for HALO or free-fall parachute duty as specified in CNO directives, 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 per NAVPERS 18068F.

b. Service record and personnel accounting entries are as follows:

(1) Whenever an enlisted member initially qualifies as a parachutist, an entry shall be made on NAVPERS 1070/613, Administrative Remarks of their service record 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) Whenever an enlisted member is disqualified for parachutist duty, an entry shall be made on NAVPERS 1070/613 of the service record 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) Whenever an enlisted member initially qualifies as a free-fall parachutist, an entry shall be made on NAVPERS 1070/613 of the service record 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) Whenever an enlisted member is disqualified for HALO or free-fall parachutist duty, but continues to be qualified for static-line parachutist duty, an entry shall be made on NAVPERS 1070/613 of the service record 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)."

(5) Whenever an enlisted member is disqualified for HALO or free-fall and static-line parachutist duty, an entry shall be made on NAVPERS 1070/613 of the service record 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. Commanding officers 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 NAVPERS 15665I and MCO P1020.34E. 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 NAVPERS 15665I and MCO P1020.34E. 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 of 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 officers and warrant officers assigned parachute duty are as specified for enlisted personnel.

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	CNO (N879)	Phone:	DSN	669-7811
			COM	(703) 604-7811
			FAX	664-7858

Governing Directives	NAVPERS 15909G, Enlisted Transfer Manual NAVMED P-117, Manual of the Medical Department COMNAVCRUITCOMINST 1130.8F 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. Non-volunteers 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 NAVPERS 15909G, chapter 5.

3. **Training Requirements**

a. Basic Enlisted Submarine School (BESS), a school for the basic training of enlisted men 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 not consider them as "qualified in submarines" nor their training complete. Before being designated as "qualified in submarines", each individual shall pass an oral and practical examination that demonstrates sufficient knowledge of ships' systems and operating procedures pertaining to the submarine on 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 non-submarine source rating or not assigned to a submarine for duty, serving in a temporary duty status onboard a submarine, who complete requirements for qualification in submarines must request a waiver of eligibility standards from Navy Personnel Command (NAVPERSCOM) (PERS-403) via the CO of the ship on which qualified, info the submarine force commander. If the waiver is approved by NAVPERSCOM (PERS-403), submarine designator 7 (SG) will be assigned.

4. **Physical Requirements**. Before being assigned to a submarine, each enlisted member must meet the physical standards specified in NAVMED P-117.

5. **Submarine Qualification Designations**. Submarine qualification designations are defined as follows:

Desig 1 (SS)	Designated "qualified in submarines."
Desig 2 (SU)	Designated "in training for submarine qualifications."
Desig 5 (SQ)	Designated "qualified for submarines," but not planned for future assignment to submarine duty.
Desig 7 (SG)	Designated "qualified for submarines," but not in submarine source rating or NEC; not detailed by the submarine community.
Desig 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)**. Submarine designation Desig 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 Desig 5 (SQ) designator are entitled to wear the enlisted submarine breast insignia. Personnel assigned Desig 5 (SQ) designator shall have the following service /record NAVPERS 1070/613, Administrative Remarks entry made:

"(Date): Assigned enlisted submarine designation Desig 5 (SQ). Member entitled to wear the enlisted submarine breast insignia.

Authority: (Cite the source document notifying of Desig 5 (SQ) designation)."

NOTE: Personnel assigned a Desig 5 (SQ) or Desig 7 (SG) who desire to return to submarine duty must formally request reinstatement in accordance with the procedures in NAVPERS 15909G, chapter 5.

7. **Designation 7 (SG)**.

a. Submarine designation Desig 7 (SG) will be assigned by NAVPERSCOM (PERS-403) for the following reasons:

(1) Conversion to a non-submarine source rating or to an NEC detailed outside of the submarine community.

(2) Non-submarine source rating who is approved to be designated "qualified in submarines."

b. Personnel assigned Desig 7 (SG) designator shall have the following service record NAVPERS 1070/613 entry made:

"Date: Assigned enlisted submarine designation Desig 7 (SG). Member entitled to wear the enlisted submarine breast insignia.

Authority: (Cite the source document notifying of Desig 7 (SG) designation)."

8. **Designation 8 (SP)**

a. Submarine designation Desig 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 Desig 8 (SP) assignment is made by NAVPERSCOM (PERS-403) and service record entries are not required.

c. Assignment of Desig 8 (SP) is for NAVPERSCOM assignment and tracking purposes only, but will reflect on a command Enlisted Distribution Verification Report (EDVR). Further guidance on Desig 8 (SP) may be found in NAVPERS 15909G, chapter 5.

9. **Submarine Qualification Insignias**

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. In addition, the outside of the enlisted service jacket shall be stamped "Qualified in Submarines (SS, SG, or SQ)" as appropriate.

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, an entry shall be made in his service record as follows:

"(Date): Qualified in submarines this date and assigned enlisted submarine designation Desig 1 (SS)."

11. **Authority to Assign or Revoke Designators**

a. Only NAVPERSCOM (PERS-403) and submarine force commanders have authority to remove submarine designators. 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 designator is NAVPERSCOM (PERS-403) with exception of the assignment of Desig 1 (SS) to those Desig 2 (SU) personnel who completed requirements for "qualification in submarines." The authority for this designator change is granted to the submarine force commanders.

12. **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 pre-service drug abuse desiring entry into the Nuclear Field Program, waiver requests will be screened by CNO (N133D). Waivers may be granted only in cases of experimental use of marijuana.

c. For personnel with a history of pre-service 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 that administrative chain of command as specifically outlined in COMNAVCRUITCOMINST 1130.8F. Admission of pre-service 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 pre-service drug abuse, the following NAVPERS 1070/613 service record entry will be made:

"(Date): A waiver of pre-service 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 in accordance with OPNAVINST 5355.3B 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:

"(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 he 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 service record NAVPERS 1070/613 entry shall be made:

"(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) in accordance with the procedures specified in NAVPERS 15909G, chapter 5.

MILPERSMAN 1220-050

ENLISTED SURFACE WARFARE SPECIALIST (ESWS) DESIGNATION

Responsible Office	CNO (N869C)	Phone:	DSN	664-7633
			COM	(703) 604-7633
			FAX	664-6934

Governing Directives	OPNAVINST 1414.1D NAVPERS 15665I, U.S. Navy Uniform Regulations

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 NAVPERS 15665I, 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, 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 OPNAVINST 1414.1D. 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 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 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 according to OPNAVINST 1414.1D 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 1220-100

THE DIVER/EOD/SEAL/UCT PROGRAM

Responsible Office	CNO (N13)	Phone:	DSN	225-3914
			COM	(703) 695-3914
			FAX	224-6502

1. **In This Section**. This section covers the following topics:

Topic	See MILPERSMAN
Overview	1220-110
Entry Requirements	1220-120
Applying for Initial Training	1220-130
The Screening Process	1220-140
Interviewing the Applicant	1220-150
The Diving Medical Examination	1220-160
Conducting the Physical Screening Test	1220-170
Conducting the Hyperbaric Pressure Test	1220-180
Submitting a Report of Applicant Screening	1220-190
Assembling Initial Training Application Package	1220-200
Command Comments to the Application Package	1220-210
The Transfer to Initial Training	1220-220
Initial Training	1220-230
Training for Naval Special Warfare Personnel: NEC 532X and 8492/532X	1220-231
Training for EOD Personnel: NEC 533X	1220-232
Advanced Diver Training: Navy Enlisted Classifications (NECs) 5342, 5311, 5341, 5346	1220-233
Disenrollment from Initial Training	1220-240
Requalification	1220-250
Diving Requalification	1220-260
Demolition Requalification	1220-280
Certification of NEC for Diver/EOD/SEAL/UCT	1220-290
Revocation of Navy Enlisted Classification Codes for Diver/EOD/SEAL/UCT Programs	1220-300
Revocation of NEC: Alcohol Abuse	1220-301
Revocation of NEC: Drug Abuse	1220-302
Recoupment of Selective Reenlistment Bonus	1220-310
Authorization for Wearing Insignia	1220-320
Reinstatement	1220-330
The SWCC Program: NEC 535X	1220-340
Physical Screening Test: Diver/EOD/SEAL/UCT	Exhibit 1

Report of Applicant Screening	Exhibit 2
Statement Required on the NAVPERS 1306/7	Exhibit 3
Diver Qualification/Requalifications Charts	Exhibit 4
Designation/NECs/Requirements/Notes	Exhibit 5
Request for Master Diver Course	Exhibit 6
Supervisory Status	Exhibit 7
Diver/BUD/S Medical Screening Questionnaire	Exhibit 8

EXHIBIT 1

PHYSICAL SCREENING TEST: DIVER/EOD/SEAL/UCT

Minimum standards only.

	Exercise	No.	SEAL Time	Diver/ EOD/UCT Time
1	**MASK/FIN/SNORKEL SWIM (EOD/Divers ONLY)**: Applicant will swim 50 meters with mask, fins, and snorkel to show waterborne confidence. No time limit.			
2	**SWIM**: In swimwear, swim nonstop 500 yards utilizing the side or breaststroke. Applicant may push off pool sides during turns.		12 MIN 30 SEC	14 MIN
3	10-minute rest period			
4	**PUSH-UPS**: The exercise will be performed in accordance with OPNAVINST 6110.1F.	42	2 MIN	2 MIN
5	2-minute rest period			
6	**CURL-UPS**: The exercise will be performed in accordance with OPNAVINST 6110.1F.	50	2 MIN	2 MIN
7	2-minute rest period			
8	**PULL-UPS**: The exercise will be performed by grasping the pull-up bar and hanging straight down. Hands should be placed on the bar with palms away, at shoulder width. Repetitions will be counted aloud by applicants each time they pull their chin over the bar. Applicants shall not swing or bicycle their feet and must maintain a vertical position during exercise.	6	N/A	N/A
9	10-minute rest period			
10	**RUN 1.5 MILES**: SEAL candidates must wear full-length trousers and either combat boots or high top boondocker shoes. EOD/Diver candidates wear sneakers and shorts.		11 MIN 30 SEC	12 MIN 45 SEC

Note: Applicants for Special Operations Officer training must complete the physical screening test for EOD.

EXHIBIT 2

REPORT OF APPLICANT SCREENING

From: (Screening Activity)
To: Commander, Navy Personnel Command (PERS-401D)
(PERS-401C for UCTs and PERS-407C for HMs)

Subj: (type training)

Ref: (a) MILPERSMAN 1220-190
(b) MILPERSMAN 1220-200

Encl (1) NAVMED 6150/2, Special Duty Medical Abstract (as applicable)

1. (rank or rate, name, social security number), currently attached to (member's present command), was screened for application for assignment to (type training) following the procedures specified in references (a) and (b).

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.)

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. 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).

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

EXHIBIT 3

STATEMENT REQUIRED ON NAVPERS 1306/7, ENLISTED PERSONNEL ACTION REQUEST

Per reference (a), I volunteer for (type duty) and request assignment to (type 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 (designated title and Navy Enlisted Classification (NEC)) during that period.

EXHIBIT 4

DIVER QUALIFICATION/REQUALIFICATIONS CHARTS

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1. **Diver Qualifications and Requalifications**. Diving requalifications will be recorded using this sample format and made a permanent part of the member's service record by filing with the NAVPERS 1070/604, Enlisted Qualifications History.

DATE OF ENTRY	DIVER'S RATE	LEVEL OF QUALIFICATION	DEPTH ALLOWED	NEC/ NOBC	NEW LAPSE DATE	DIVER'S COMMAND	INIT

2. **Instructions for Completing Diver Qualifications/ Requalifications Charts**

a. **Date of Entry:** Enter the date the service record entry was made.

b. **Diver's Rank/Rate:** Enter the rank/rate of the diver at the time of the requalification dives.

c. **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 SCUBA, record "Saturation" in the block.

d. **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).

e. **New Lapse Date:** Enter the date the diver will next lapse in dive qualification. This date should be specified by the command requesting the service record entry.

f. **Diver's Command:** Enter the command where the diver is assigned. This should be the command requesting the service record entry.

g. **Initial:** The individual making the service record entry should initial in this block.

Exhibit 5

DIVE REQUALIFICATIONS/NOTES

Designation	NEC/Officer Designator	Perform Dives
Master Diver	5341	4
Saturation Master Diver	5346	4
Saturation Diver	5311	4
Diver First Class	5342	4
UCT Diver, Advanced (includes Saturation HMs)	5931	4
Diver Second Class	5343	4
UCT Diver, Basic	5932	4
Deep Sea Medical Technician	8493	4
Deep Sea Medical Technician (IDC)	8494	4
Scuba Diver	5344/5345	4
FMF Reconnaissance HM (IDC)	8403	4
FMF Reconnaissance HM	8427	4
EOD	533X	4
Special Warfare Combatant Swimmers	532X	4
Special Operations Corpsman (IDC)	8491	4
Special Operations Technician	8492	4
Diving Officer		4
SEAL Officer	113X, 118X, 615X, 715X	4
EOD Officer	114X, 119X, 648X, 748X	4

1. All dives shall be conducted in accordance with NAVSEA 0910-LP-708-8000, U.S. Navy Diving Manual.
2. Divers completing a saturation dive shall be qualified for the following 6-month period.
3. No more than two requalification dives may be performed in a hyperbaric chamber.
4. Dives should be completed in accordance with Command Required Operational Capabilities and Projected Operational Environment (ROC/POE) or Mission Essential Task List (METL).

EXHIBIT 6

REQUEST FOR MASTER DIVER COURSE

From: (Master Diver Candidate)
To: Commander, Naval Diving and Salvage Training Center
Via: (1) (Commanding Officer)
(2) Commander, Navy Personnel Command (PERS-401D)

Subj: REQUEST FOR MASTER DIVING COURSE

Encl: (1) Approved request
(2) NAVPERS 1070/613, Administrative Remarks entry; Qualified Diving Supervisor
(3) NAVPERS 1070/613, Administrative Remarks entry; obligated service (OBLISERV) agreement
(4) NAVPERS 1306/7, Enlisted Personnel Action Request

1. Per enclosures (1) through (4), I hereby request to be considered for evaluation and selection to Master Diver. I desire to attend the Master Diver's Qualification Course at the Naval Diving and Salvage Training Center, Panama City, Florida, class convening _____.

2. Summary of my past diving related duties is as follows:

a. Second Class Diving School (dates)

b. (Command) (dates)

(1) Assigned as

(2)

(3)

c. First Class Diving School (dates)

d. (Command) (dates)

(1) Assigned as

(2)

e. (Command) (dates)

(1) Assigned as

(2)

(3)

(4)

(5)

f. (Command) (dates)

(1) Assigned as

(2)

(3)

(4)

(5)

(6)

_____
(Signature)

Exhibit 7

SUPERVISORY STATUS

1. Senior enlisted Diver/EOD/SEAL/UCT personnel who are not physically qualified for those programs, but whose significant Navy Enlisted Classification (NEC) related experience is of continued value to Navy, may apply for **Supervisory Status designation**. Personnel in

a. **paygrades E-7 through E-9** currently qualified in

- NEC 532X, 533X, 5341, 5346;
- HM (NECs 8403, 8427, and 8491 through 8494; and
- UCT (NEC 5931 and 5342); and

b. **paygrades E-7 and E-8** currently qualified in

- NEC 5311

may request designation for **Supervisory Status** by submitting a NAVPERS 1306/7, Enlisted Personnel Action Request via

- their commanding officer, and
- Bureau of Medicine and Surgery (BUMED) (MED-21)

to Navy Personnel Command (NAVPERSCOM)

- (PERS-401D) for Fleet Divers, EOD Technicians, and SEALs;
- (PERS-401C) for UCTs; and
- (PERS-407C) for HMs.

2. Requests shall contain

a. the results of a recent diving physical examination as enclosure (1), and

b. a brief synopsis of previous NEC-related experience as enclosure (2).

3. If approved, the member will retain the appropriate diving-related NEC(s) and serve in either a "**Supervisory Status, Diving**" or "**Supervisory Status, Non-diving**." If disapproved, the member's diving-related NEC will be removed by the cognizant

Rating Assignment Officer and the member will be made available for assignment to billets not requiring a diving-related NEC.

4. Navy Personnel Command (PERS-401D/PERS-401C/PERS-407C) will designate personnel in either "**Supervisory Status, Diving**" or "**Supervisory Status, Non-diving**," based on the following considerations:

a. Favorable endorsement of the member's request by the commanding officer.

b. BUMED recommendation concerning waiver of physical standards.

c. Number of personnel presently assigned in **a "Supervisory Status, Diving**" or "**Supervisory Status, Non-diving**" at the member's activity.

d. The member's eligibility, as specified in eligible NECs below.

Supervisory Status Only (Categories) Eligibility Criteria	**5341 5346**	**5311 8403 8494**	**5342 8493 8427**	**532X 8492 8491**	**5931 533X**
Diving Status (requalification dives only)	YES	YES	YES	YES	YES
Min. years service in NEC	N/A	4	6	8	6
Max. years total service	30	26	20	30	30
Top 30% evaluations previous 4 years	YES	YES	YES	YES	YES
Qualified for sea duty	N/A	YES	YES	YES	YES
Non-diving Status	YES	YES	YES	YES	YES
Min. years service in NEC	N/A	4	7	8	8
Max. years total service	30	20	20	20	20
Top 10% evaluation previous 4 years	YES	YES	YES	YES	YES

e. 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.

f. 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. Members 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.

g. Members designated "**Supervisory Status, Diving**" are assignable to sea duty, eligible for diving pay according to their current NEC, and limited to performing supervisory, inspection, and requalification dives only, per 1220, Exhibit 5.

h. Members 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. Members assigned in a "**Supervisory Status, Non-diving**" shall not dive.

i. Members not approved for "**Supervisory Status**" will not retain their NECs and will be made available for reassignment to billets not requiring a diving-related NEC.

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DIVER/BUD/S MEDICAL SCREENING QUESTIONNAIRE

NAME/RANK:	SSN:	DOB:
PRESENT COMMAND:	BR OF SERVICE:	DATE:

(CONCEALMENT OF MEDICAL HISTORY WILL BE REPORTED TO HIGHER AUTHORITIES AND MAY RESULT IN PERMANENT DISQUALIFICATION.)

DIVING MEDICAL QUESTIONS	**Yes**	**No**
1. Have you ever been found medically disqualified for a dive physical or any other physical at any time?	☐	☐
2. Since your last physical, or in the last 18 months, have you been sick, injured, consulted a physician, used medication (including over-the-counter), or been hospitalized for any reason?	☐	☐
3. Have you ever experienced any middle or inner ear dysfunction including inability to equalize middle ear pressure, inner or middle ear surgery, ringing, dysequilibrium, hearing deficit?	☐	☐
4. Is or has your uncorrected vision ever been worse than 20/20 in either eye?	☐	☐
5. Do you have any difficulty distinguishing colors or seeing at night?	☐	☐
6. Have you ever had any corneal surgery, or manipulation to correct poor vision?	☐	☐
7. Since age 12, have you had asthma or wheezing at any time?	☐	☐
8. Have you ever had a collapsed lung (pneumothorax), experienced pulmonary barotrauma, had a positive PPD, or taken INH in the past 6 months?	☐	☐
9. Do you have any skin condition worsened by tight clothing, moisture, or sun exposure?	☐	☐
10. Do you have any musculoskeletal condition that limits intense exercise, suffered any type of fracture in the last 3 months, or had any bone/joint surgery in the last 6 months?	☐	☐
11. Have you ever been evaluated for, or treated for, any psychiatric problems (including depression, anxiety, personality disorder, etc.)?	☐	☐
12. Have you ever had legal, professional or personal problems due to alcohol use, or been diagnosed with dependence, or had any level of treatment for abuse?	☐	☐
13. Have you ever had a migraine or other severe headache?	☐	☐
14. Have you ever had seizures, convulsions or sustained a head injury resulting in loss of consciousness, loss of memory, concussion, or skull fracture?	☐	☐
15. Have you ever had brain surgery?	☐	☐
16. Do you have any area of altered sensation or strength in your body?	☐	☐
17. Have you ever suffered Decompression Sickness or Arterial Gas Embolism?	☐	☐
18. Do you suffer from motion sickness or fear of enclosed spaces?	☐	☐

PATIENT SIGNATURE:	DATE:

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DIVER/BUD/S MEDICAL SCREENING QUESTIONNAIRE (Cont'd.)
ANY POSITIVE RESPONSES REQUIRE ELABORATION ON THIS PAGE BY A DIVING MEDICAL OFFICER

NAME/RANK:	SSN:	DOB:
PRESENT COMMAND:	BR OF SERVICE:	DATE:

ADDITIONAL DIVING MEDICAL QUESTIONS		
DMO SCREEN (to be filled out by DMO/UMO, HMO or qualified representative)	**Yes**	**No**
1. SF 88, Report of Medical Examination and SF 93, Report of Medical History are complete, correct, for dive/jump duty and within 1 year of application?	☐	☐
2. Is the physical signed/countersigned by a DMO/UMO or HMO?	☐	☐
3. Every page of member's health record has been reviewed?	☐	☐
4. Any disqualifying condition has a completed, approved waiver from BUMED (Med-21)?	☐	☐
5. Any non-disqualifying condition that might affect dive training is thoroughly documented?	☐	☐

DIVING MEDICAL OFFICER COMMENTS

QUESTION#	COMMENT	CD/NCD?	WAIVER?
		☐ Yes ☐ No	☐ Yes ☐ No

DMO SIGNATURE	**DMO STAMP**
DMO PHONE NUMBER	**DMO FAX NUMBER**

RECORD SCREENING (to be filled in by medical department)		
G6PD results	Sickle cell results	Blood Type

IMMUNIZATION MUST BE COMPLETED AND CURRENT PRIOR TO TRANSFER	☐ Tetanus	Date
	☐ Typhoid	Date
	☐ Yellow Fever	Date
	☐ HAV	Date
	☐ Flu	Date

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ADDITIONAL DIVING MEDICAL QUESTIONS (Cont'd.)
DMO SCREEN (to be filled out by DMO/UMO, HMO or qualified representative)

PPD given with diving medical examination. ☐ Yes ☐ No Date	PPD Converter ☐ YES ☐ NO
PPD Converters must complete INH Tx prior to transfer to diver training. PPD annual questionnaire required for converters.	

Date of last Dive Physical (SF 88/93):		
Dental, must be Class I or II. Last examination date:		
Pressure Test, date completed:		
NAVMED 6150/2, Special Duty Medical Abstract required with signature from DMO/UMO/HMO stating Physically Qualified for Diving Duty.	Completed	
	☐ YES	☐ NO

Visual Acuity: (must correct to 20/20; if not, waiver required)

- **USN Fleet Diver/Basic Diving Officer, USA OOB, EOD**: 20/200 or better. Waiver required if greater
- **Marine Combat Diver**: 20/100 better eye, 20/200 worse eye, or better
- **Diving Medical Officer and SCUBA**: + or – 8 Diopters
- **SEAL Candidate**: 20/40 in best eye, 20/70 in worst eye (Waiverable to 20/70,20/100. Waiver must be completed.)

Hearing Standards: 1000 Hz 30 db 2000 Hz 35 db 3000 Hz 45 db 4000 Hz 55 db	If greater, waiver required.	
The following labs are complete on SF 88: Serology, CBC with DIFF, Lipid panel HIV, G6PD, Sickle Cell, and Blood Type?	☐ YES	☐ NO
SEAL, EOD, USA OOB, and Underwater Construction Diver require Fasting Blood Sugar and Routine Urine. (Appropriate /corresponding lab chits are in the medical record.)	☐ YES	☐ NO
The following studies are complete on SF 88: CXR, EKG, Audiogram, PPD, and Falant? (Appropriate/corresponding studies, reports are in the medical record.)	☐ YES	☐ NO

MEDICAL SCREENER NAME, RANK/RATE, AND TITLE	PHONE NUMBER:
	FAX NUMBER:
Command's mailing address	

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FOR OFFICIAL USE ONLY (WHEN FILLED IN)

NOTE: THE DIVER MEDICAL SCREENING QUESTIONNAIRE AND SF 88/93 MUST BE COMPLETLEY FILLED OUT AND FAXED TO **NAVY DIVING AND SALVAGE TRAINING CENTER (NAVDIVSALVTRACEN), MEDICAL DEPARTMENT, PANAMA CITY, FL** PRIOR TO APPLICATION TO NAVY PERSONNEL COMMAND (NAVPERSCOM) (PERS-401D OR PERS-407CK). ANY WAIVERS MUST HAVE WRITTEN APPROVAL BY BUREAU OF MEDICINE AND SURGERY (BUMED) (MED-21) AND A COPY FAXED TO NAVDIVSALTRACEN, MEDICAL DEPARTMENT.

TELEPHONE:
DSN 436-5215 COMM (850) 235-5215

MEDICAL FAX:
DSN 436-5993 COMM (850) 235-5993

STUDENT SUPPORT OFFICE FAX:
DSN 436- 5242 COMM (850) 235-5242

NOTE: FOR **SEAL CANDIDATES** THE MEDICAL SCREENING QUESTIONNAIRE AND SF 88/93 MUST BE COMPLETELY FILLED OUT AND FAXED TO **NAVY SPECIAL WARFARE CENTER, BUD/S MEDICAL DEPARTMENT** PRIOR TO APPLICATION TO NAVPERSCOM (PERS-401D). ANY WAIVERS MUST HAVE WRITTEN APPROVAL BY BUMED (MED-21) AND A COPY FAXED TO BUD/S MEDICAL DEPARTMENT.

TELEPHONE:
DSN 577-0777 COMM (619) 437-0777

MEDICAL FAX:
DSN 577-5248 COMM (619) 437-5248

PLACE ORIGINAL DIVER MEDICAL SCREENING QUESTIONNAIRE, SF 88/93, AND ANY APPROVED WAIVERS IN MEDICAL RECORD.

NAVDIVSALVTRACEN HOME PAGE:
www.cnet.navy.mil/ndstc/

NAVY SPECIAL WARFARE CENTER BUD/S HOME PAGE:
www.sealchallenge.navy.mil

DIVING STANDARDS:
NAVMED P-117, Manual of the Medical Department, chapter 15, article 15-66, and section III

BUMEDNOTE 6120 of 30 Jul 97 (canc frp: Jul 98):
http://www.navymedicine.med.navy.mil/instructions/external/6120-7-30-97.pdf

MEDICAL WAIVER:
NAVMED P-117, article 15-74

BUMED (MED-21) TELEPHONE:
COMM (202)762-4342

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MILPERSMAN 1220-110

OVERVIEW

Responsible Office	CNO (N13)	Phone:	DSN	225-3914
			COM	(703) 695-3914
			FAX	224-6502

1. **Purpose**

a. This article discusses personnel aspects of the following programs:

(1) Navy Diving

(2) Special Warfare (SEAL/Seal Delivery Vehicle (SDV))

(3) Explosive Ordnance Disposal (EOD)

(4) SEABEE Underwater Construction Technician (UCT)

b. It describes enlisted designations, application procedure, training, insignia, and requalification within these programs. Corresponding officer programs are discussed in MILPERSMAN

(1) 1210-140 (Diving Officer),

(2) 1210-220 (Naval Special Warfare Officer), and

(3) 1210-230 (Special Operations Officer).

2. **Navy Enlisted Classification (NEC) Codes**. Enlisted Diver/EOD/SEAL/UCT personnel are designated by NEC codes according to their qualifications. NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications further describes each of the NEC codes.

NEC	Designation
532X	Sea-Air-Land Operators (SEAL)
533X	Explosive Ordnance Disposal (EOD) Technician
534X	Fleet Divers
5932	SEABEE Underwater Construction Technician (UCT)
HM-8491	Medical Special Operations Independent Duty Corpsman
HM-8492	Medical Special Operations Technician
HM-8493	Medical Deep Sea Diving Technician
HM-8494	Medical Deep Sea Diving Independent Duty Corpsman

MILPERSMAN 1220-120

ENTRY REQUIREMENTS

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3914 (703) 695-3914 224-6502

Point of Contact	NAVPERSCOM (PERS-401D) In-Service Recruiter	Phone:	DSN COM FAX	882-3622 (901) 874-3622 882-2716

References	NAVMED P-117, Manual of the Medical Department (MANMED) SECNAVINST 5510.35A

1. **Policy**. Active duty volunteers for the Diver/EOD/SEAL/UCT program may apply for initial training and assignment. The SEAL program is closed to women.

2. **Waivers**. Except where specified "No Waiver," Navy Personnel Command (NAVPERSCOM) (PERS-401D) may, with adequate justification, waive one or more entry requirements if the applicant is considered otherwise qualified.

3. **Age Requirement**. Males and females must be the age listed below, or less, as of the date application is received in NAVPERSCOM (PERS-401D):

NEC	DESIGNATION	AGE
5320	Sea-Air-Land (SEAL) Operators	28
5332	Explosive Ordnance Disposal (EOD) Technician	30
5343	Fleet Divers	30
5932	SEABEE Underwater Construction Technician (UCT)	30
HM-8491	SEAL Independent Duty Corpsman	28
HM-8492	Medical Special Operations Technician	28
HM-8493	Medical Deep Sea Diving Technician	30
HM-8494	Medical Deep Sea Diving Independent Duty Corpsman	30

4. **Rank Requirement**. The following rank requirements apply:

NEC	Rank Requirement	Waiver
5320	E-3 to E-6	No waiver
5332	E-2 to E-5	No waiver
5343	E-2 to E-5	Waiver for E-6
5932	E-3 to E-6	
HM-8491	HM2 to HMC	
HM-8492	HA to HM1	
HM-8493	HN to HM1	

5. **Armed Forces Vocational Aptitude Battery (ASVAB) Scores**. The applicant must possess the following scores:

NEC	AR + VE	MC	Waiver
5320	104	50	All waivers must have NAVPERSCOM (PERS-4011D7) approval
5332	110	50	All waivers must have NAVPERSCOM (PERS-4011D7) approval
5343	104	50	All waivers must have NAVPERSCOM (PERS-4011D7) approval
5932	104	50	
HM-8492	110	50	No waiver
HM-8493	110	50	No waiver

NOTES:
For ASVAB Test numbers 5, 6, and 7, use WK score.
In the event a waiver is not granted, volunteers should retest according to MILPERSMAN 1236-010.

6. **Medical Requirements**. Diver/EOD/SEAL/UCT applicants must meet medical standards as specified in NAVMED P-117, chapter 15-66, Diving Duty.

7. **Obligated Service**. The obligated service (OBLISERV) requirement for initial training is 36 months from class graduation date or until completion of previously OBLISERV, whichever is greater, unless released earlier by Chief of Naval Personnel (CHNAVPERS). Commanding officers (COs) shall ensure prospective volunteers for Diver/EOD/SEAL/UCT programs

understand the OBLISERV requirements incurred and the necessary paybacks in the event of disenrollment. For specific guidance on OBLISERV requirements following disenrollment, refer to MILPERSMAN 1220-240.

NOTE: There are no waivers.

8. **If Less than Required OBLISERV**

a. Applicants with less than the required OBLISERV will execute one of the following:

(1) NAVPERS 1070/621 (Rev. 1-00), Agreement to Extend Enlistment.

(2) NAVPERS 1070/622 (Rev. 1-00), Agreement to Recall or Extend Active Duty.

b. A NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry agreeing to extend or reenlist at expiration of obligated service (EAOS) to meet OBLISERV requirements is authorized if it will prevent economic loss to the individual.

9. **STAR Applicability**. Applicants for initial training who meet criteria set forth in MILPERSMAN 1160-100 may reenlist under the Selective Training and Reenlistment (STAR) program.

10. **Ultimate/Source Rating**. **Applicants may be classified in any rating in the Navy**. Those holding critical NECs, or classified in severely undermanned ratings, may be ineligible. Applicants are encouraged to contact NAVPERSCOM (PERS-401D) to determine eligibility.

NEC	Ultimate Source Rating
5320	AB, AO, AW, BM, EM, EN, ET, FA, FN, GM, HT, IC, IS, IT MM, MR, OS, PH, PN, PR, QM, SA, SK, SM, SN, STG
5332	AB, AO, BM, BU, CM, EM, EN, EO, ET, GM, HT, IC, IT, MM, MN, OS, PH, PR, QM, SK, SM
5343	BM, DC, EM, EN, ET, FA, FN, GM, HT, IC, IT, MM, MR, OS, PH, QM, SM, SA, SN, STG
5932	BU, CE, CM, EA, EO, SW, UT
HM-8492	HM
HM-8493	HM

11. **If Not In Approved Source Rating**. If the applicant is not in an approved source rating, the applicant must sign a NAVPERS 1070-613 entry agreeing to convert to an undermanned source rating within 1 year of award of the 53XX NEC. All rating conversions should be coordinated with NAVPERSCOM (PERS-4011D7) and requested via NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request.

12. **Minimum Performance Standards**

a. The applicant must meet minimum performance standards. Evaluation marks should be at least **3.0 and above**.

b. Comments should indicate a member who

(1) is highly motivated,

(2) is industrious,

(3) is capable of self discipline, and

(4) meets requirements for an honorable discharge.

13. **Nonjudicial Punishment**. The applicant may not have a nonjudicial punishment or court-martial conviction during the previous 12 months prior to the application.

14. **Secret Clearance**. Diver/EOD/SEAL/UCT applicants must be eligible for a SECRET clearance based on a DD 398-2 (Rev. 3-90), Personnel Security Questionnaire NAC.

15. **Personnel Reliability Program (PRP) Standards**

a. EOD and UCT applicants must meet reliability standards for assignment to the PRP as specified in SECNAVINST 5510.35A. Complete screening is not required.

b. **Commands will initiate a Single Scope Background Investigation (SSBI) on those members approved for EOD and UCT training prior to the transfer of such personnel**.

16. **Screening**. Applicants will be screened by an approved screening activity prior to requesting initial training. See MILPERSMAN 1220-140.

MILPERSMAN 1220-130

APPLYING FOR INITIAL TRAINING

Responsible Office	CNO (N13)	Phone:	DSN	225-3914
			COM	(703) 695-3914
			FAX	224-6502

Point of Contact	NAVPERSCOM (PERS-401D) In-Service Recruiter	Phone:	DSN	882-3622
			COM	(901) 874-3622
			FAX	882-2716

1. **Applying for Initial Training**. Applicants who are applying for initial training for the Diver/EOD/SEAL/UCT program must take the following steps:

Step	Action	See MILPERSMAN
1	Contact Navy Personnel Command (NAVPERSCOM) (PERS-401DE1) to locate the nearest appropriate screening activity.	
2	Contact the screening activity to request screening.	1220-140
3	Undergo screening process.	1220-140
4	Forward Diver Medical Screening Questionnaire, along with SF 88, Report of Medical Examination and SF 93, Report of Medical History, to Navy Diving and Salvage Training Center or Naval Special Warfare Center medical department for medical clearance for training. Respective medical department will provide Diver/SEAL candidates with medical clearance letter to accompany candidate's application package to NAVPERSCOM (PERS-401D).	1220-160
5	Receive Report of Applicant Screening.	1220-190
6	Assemble initial training application package.	1220-200
7	Mail completed application package to the address indicated in this article.	

2. **Mailing Completed Package**. Mailing address for completed application package depends on program being applied for. See table below.

Program	**Address**
HM's	Navy Personnel Command (PERS-407C) 5720 Integrity Drive Millington, TN 38053-4070
UCT's	Navy Personnel Command (PERS-401C) 5720 Integrity Drive Millington, TN 38053-4010
All others	Navy Personnel Command (PERS-401D) 5720 Integrity Drive Millington, TN 38053-4010

MILPERSMAN 1220-140

THE SCREENING PROCESS

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3914 (703) 695-3914 224-6502

Point of Contact	NAVPERSCOM (PERS-401D) In-Service Recruiter	Phone:	DSN COM FAX	882-3622 (901) 874-3622 882-2716

1. **Policy**. Applicants for the Diver/EOD/SEAL/UCT program will be screened by an approved screening activity prior to requesting initial training. Only commands with adequate facilities for screening program applicants will conduct screening.

2. **Screening Activity**.

a. An approved screening activity is any Diver/EOD/SEAL/UCT command or Recruit Training Command (NAVCRUITRACOM). Each screening command will screen applicants for the program, which relates to its primary mission or capability.

b. Screening conducted by other commands due to geographic isolation or absence of Diver personnel must be coordinated through and approved by Navy Personnel Command (NAVPERSCOM) (PERS-401DE1).

3. **Qualified Screener**. A qualified program screener as indicated below will conduct the screening.

Program	Qualified Screener
Diver	Diving Officer or Master Diver
UCT	Civil Engineer Corps Diving Officer or UCT Master Diver
EOD	EOD Officer or Master EOD Technician NEC 5336/5337, E-6 or above
SEAL	Special Warfare Officer or NEC 532X, E-7 or above

4. **The Screening Process**. The screening activity will

Step	Action	See MILPERSMAN
1	interview the applicant,	1220-150
2	conduct a Diving Medical Examination,	1220-160
3	conduct a physical screening test,	1220-170
4	conduct a Hyperbaric Pressure Test, and	1220-180
5	submit a report of applicant screening.	1220-190

MILPERSMAN 1220-150

INTERVIEWING THE APPLICANT

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3914 (703) 695-3914 224-6502

Point of Contact	NAVPERSCOM (PERS-401D) In-Service Recruiter	Phone: DSN COM FAX	882-3622 (901) 874-3622 882-2716

1. **Purpose of the Interview**. The purpose of the interview is to

a. discuss the nature of the program with the applicant, to include: training, duty assignments, operational employment, pay, advancement, etc.

b. determine the applicant’s reasons for volunteering and assess the motivation to complete initial training.

c. 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 screening test performance.

d. review entry requirements with the applicant to determine which requirements are met and which requirements require a waiver.

2. **Service Record Review**. As part of the interview process, the applicant’s service record should 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.

3. **Questions to Answer**. The interviewer should attempt to answer the following questions during the interview and advise the applicant accordingly:

	Questions to Answer
1	Does the applicant totally understand the mission and scope of the program?
2	Does the applicant fully understand the training regimen during initial training and what will be expected of him/her?
3	Is the applicant's motivation for entry into the program a sincere desire for personal growth and achievement and not solely for the money or as a method to escape their 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 training? Does the applicant have any financial, marital, or other hardships that would impede their ability to concentrate on and complete the training?
6	Does the applicant participate in a regular physical training regimen? Is the applicant physically prepared for initial training?
7	Does the applicant have a considerable comfort level for working in a waterborne environment?

4. **Negative Answers**. A negative response to any of the questions could indicate unsuitability for the program. Interviewer should further ascertain the applicant's real motive for the program.

MILPERSMAN 1220-160

THE DIVING MEDICAL EXAMINATION

Responsible Office	CNO (N13)	Phone:	DSN	225-3914
			COM	(703) 695-3914
			FAX	224-6502

Point of Contact	NAVPERSCOM (PERS-401D)	Phone:	DSN	882-3622
			COM	(901) 874-3622
			FAX	882-2716
	NAVDIVSALVTRACEN Medical Department	Phone:	DSN	436-5215
			COM	(850) 235-5215
			FAX	436-5993
	NSWC Medical Department	Phone:	DSN	577-0777
			COM	(619) 437-0777
			FAX	577-5248

Governing Directives	NAVMED P-117, Manual of the Medical Department

1. **Policy**. The initial diving medical examination will be valid for a 24-month period in accordance with NAVMED P-117. Candidates who have not classed up within the 24-month period must re-submit updated SF 88, Report of Medical Examination; SF 93, Report of Medical History; and Diver/BUD/S Medical Screening Questionnaire (MILPERSMAN 1220-100, Exhibit 8) to the respective medical department.

2. **Approved Locations**. The medical examination may be conducted at hospitals, clinics, or dispensaries capable of accomplishing or coordinating all required examination elements.

3. **Medical Reports**. Results of the diving medical examination are contained on the following reports:

a. SF 88.

b. SF 93.

c. Diver/BUD/S Medical Screening Questionnaire and clearance letter.

4. **Review of Examination Results**. Naval Diving and Salvage Training Center (NAVDIVSALVTRACEN) or Naval Special Warfare Center (NSWC) Medical Department will review all Diver/BUD/S Medical Screening Questionnaires, SF 88s, and SF 93s, and provide candidates a medical clearance letter for inclusion in their applications to Navy Personnel Command (NAVPERSCOM) (PERS 401D). NAVPERSCOM (PERS-401C/D) will not process application without medical clearance letter from NAVDIVSALVTRACEN or NSWC Medical Department.

The examination...	**BUMED Review**
recommends waiver(s) from established physical standards.	Yes
was conducted and signed by a Diving or Undersea Medical Officer (and no waiver(s)).	No
was conducted by other than a Diving or Undersea Medical Officer.	Yes

5. **Advisory**. Personnel who have met all application physical standards, but develop any possibly disqualifying condition, are required to notify NAVPERSCOM (PERS-401D) by message.

MILPERSMAN 1220-170

CONDUCTING THE PHYSICAL SCREENING TEST

Responsible Office	CNO (N13)	Phone:	DSN	225-3914
			COM	(703) 695-3914
			FAX	224-6502

Point of Contact	NAVPERSCOM (PERS-401D) In-Service Recruiter	Phone:	DSN	882-3622
			COM	(901) 874-3622
			FAX	882-2716

1. **Purpose**. The physical screening test is designed to assess applicant's physical ability to undergo initial training and advanced training, to include First Class Diver, Saturation Diver, Advanced Underwater Construction Technician, etc.

2. **Alterations to Test**. The test must be administered exactly as indicated.

3. **Waivers**. No waiver will be granted for failure to successfully complete the physical screening test.

4. **Retests**

a. In addition to testing the applicant during the screening process, the same test will be given both

(1) 30 days prior to transfer to initial training (Diver and Explosive Ordnance Disposal only), and

(2) to reporting students upon arrival at each training activity.

b. Failure to complete the test when administered by the training activity may result in disenrollment of the student.

5. **Testing Males and Females**. Physical screening test standards are identical for both male and female applicants.

6. **The Screening Test**. For physical screening test, see MILPERSMAN 1220-100, Exhibit 1.

MILPERSMAN 1220-180

CONDUCTING THE HYPERBARIC PRESSURE TEST

Responsible Office	CNO (N13)	Phone:	DSN	225-3914
			COM	(703) 695-3914
			FAX	224-6502

Point of Contact	NAVPERSCOM (PERS-401D) In-Service Recruiter	Phone:	DSN	882-3622
			COM	(901) 874-3622
			FAX	882-2716

1. **Purpose**. The hyperbaric pressure test is designed to determine if the applicant can successfully adapt to increased atmospheric pressure without adverse physiological reaction.

2. **Conducting the Test**. This test is conducted in a hyperbaric recompression chamber.

3. **Waivers**. Waivers to this test for initial applicant screening may be granted if a hyperbaric chamber facility is not accessible due to geographic isolation.

MILPERSMAN 1220-190

SUBMITTING A REPORT OF APPLICANT SCREENING

Responsible Office	CNO (N13)	Phone:	DSN	225-3914
			COM	(703) 695-3914
			FAX	224-6502

Point of Contact	NAVPERSCOM (PERS-401D)	Phone:	DSN	882-3622
			COM	(901) 874-3622
			FAX	882-2716

1. **Policy**. Upon satisfactory completion of the screening process, screening activity will send a report of applicant screening to Navy Personnel Command (NAVPERSCOM) (PERS-401D) with copy to the applicant. This letter will become an enclosure to the application package.

2. **Report Sample**. A sample for the report of applicant screening can be found in 1220-100, Exhibit 2.

MILPERSMAN 1220-200

ASSEMBLING INITIAL TRAINING APPLICATION PACKAGE

Responsible Office	CNO (N13)	Phone:	DSN	225-3914
			COM	(703) 695-3914
			FAX	224-6502

Point of Contact	NAVPERSCOM (PERS-401D)	Phone:	DSN	882-3622
			COM	(901) 874-3622
			FAX	882-2716

1. **Cover Page**. Applicants for the Diver/EOD/SEAL/UCT program will forward their application via NAVPERS 1306/7, Enlisted Personnel Action Request.

2. **Sample Statement**. NAVPERS 1306/7 will reference MILPERSMAN 1220-200. A sample for the required statement can be found in 1220-100, Exhibit 3.

3. **Members with Prior Disenrollment**. Members who have been voluntarily or involuntarily disenrolled from initial training, and have been recommended for the same or other Diver/EOD/SEAL/UCT training, must include in the application NAVPERS 1070/613, Administrative Remarks statement outlining reasons for previous disenrollment and actions taken to correct identified problem areas. See MILPERSMAN 1220-250.

4. **Enclosures**. Required enclosures to application for initial training are as follows:

Enclosure		**See MILPERSMAN**
Enclosure 1	**Medical Examination** and Navy Diving and Salvage Training Center or Naval Special Warfare Center **Medical Clearance Letter**.	1220-160
Enclosure 2	Report of Applicant Screening.	1220-190
Enclosure 3	NAVPERS 1616/26, Evaluation Report and Counseling Record (E-1 - E-6) for previous 3 years including any special or transfer evaluations.	1220-120
Enclosure 4	Armed Services Vocational Aptitude Battery scores as documented on NAVPERS 1070/604, Enlisted Qualifications History.	1220-120

5. **Commanding Officer Comments**. See MILPERSMAN 1220-210 for comments and recommendations commanding officer should include on NAVPERS 1306/7.

MILPERSMAN 1220-210

COMMAND COMMENTS TO THE APPLICATION PACKAGE

Responsible Office	CNO (N13)	Phone:	DSN	225-3914
			COM	(703) 695-3914
			FAX	224-6502

Point of Contact	NAVPERSCOM (PERS-401D)	Phone:	DSN	882-3622
			COM	(901) 874-3622
			FAX	882-2716

Governing Directives	SECNAVINST 5510.35

1. **The Application Package**. Applicants to the Diver/EOD/SEAL/UCT program will submit an application package to Navy Personnel Command. In accordance with MILPERSMAN 1220-200, the cover page for the application package will be NAVPERS 1306/7, Enlisted Personnel Action Request.

2. **Statement of Suitability**. For all applicants, commanding officer should provide a statement concerning applicant's suitability for type of training and subsequent assignment to type of duty

3. **For SEAL and EOD Applicants**. For applicants to SEAL or EOD training, commanding officer should provide a statement concerning applicant's mental and emotional stability under criteria set forth in SECNAVINST 5510.35.

4. **For EOD and UCT Applicants**

a. For applicants to EOD and UCT training, commanding officer should provide a statement that a Single Scope

Background Investigation (SSBI) has been initiated or successfully completed.

b. Commands will **initiate a SSBI on those members approved for EOD or UCT training prior to the transfer** of such personnel.

MILPERSMAN 1220-220

THE TRANSFER TO INITIAL TRAINING

Responsible Office	CNO (N13)	Phone:	DSN	225-3914
			COM	(703) 695-3914
			FAX	224-6502

Point of Contact	NAVPERSCOM (PERS-401D)	Phone:	DSN	882-3622
			COM	(901) 874-3622
			FAX	882-2716

1. **For EOD and UCT Applicants**. For applicants approved for EOD and UCT training, commands will initiate a Single Scope Background Investigation prior to their transfer.

2. **30 Days Prior To Transfer**. The activity transferring the member to initial training must verify the member's physical condition by administering the physical screening test approximately 30 days prior to transferring the member. See MILPERSMAN 1220-170.

3. **Personnel Who Fail the Above Test**. Personnel who fail the physical screening test 30 days prior to transfer will retest approximately 15 days prior to transferring. If member fails again, he or she will have their orders held in abeyance and Navy Personnel Command (NAVPERSCOM) (PERS-401D) will be notified by message.

4. **Applicants Awaiting Initial Training**. Personnel who have met all application physical standards, but develop any possibly disqualifying condition, are required to notify NAVPERSCOM (PERS-401D) by message.

MILPERSMAN 1220-230

INITIAL TRAINING

Responsible Office	CNO (N13)	Phone:	DSN	225-3914
			COM	(703) 695-3914
			FAX	224-6502

Point of Contact	NAVPERSCOM (PERS-401DH)	Phone:	DSN	882-3622
			COM	(901) 874-3622
			FAX	882-2716

Governing Directives	Catalog of Navy Training Courses (CANTRAC)

1. **Initial Training Information**. Course descriptions, prerequisites, class convening dates, and designated training activities for initial training are contained in CANTRAC. This publication should be consulted for up-to-date course information, both at the time of application and prior to detachment for a specific training course.

2. **Upon Completion of Training**. Upon completion of training, each graduate will receive a skills profile listing the qualifications and skills gained during the course of instruction. This profile will be provided to the member's next permanent duty station.

3. **Assignment of Navy Enlisted Classifications (NECs)**. Initial training activities with access to Navy Integrated Training Resources and Administration Systems will utilize that automatic data processing system for recommending appropriate NECs for students successfully completing a course of instruction.

CAUTION: Ensure that only personnel completing the full course of instruction receive a skill-specific NEC.

4. **Specific NEC Training**. For details on specific NEC training see table.

Topic	See MILPERSMAN
Training for Naval Special Warfare Personnel: NEC 532X and 8492/532X	1220-231
Training for EOD Personnel: NEC 533X	1220-232
Training for SWCC Personnel: NEC 535X	1220-340

MILPERSMAN 1220-231

TRAINING FOR NAVAL SPECIAL WARFARE PERSONNEL: NECS 5320, 5326, 5323 AND 8492

Responsible Office	CNO (N13)	Phone:	DSN	224-2673
			COM	(703) 614-2673
			FAX	224-6502

1. **Background**. The Sea-Air-Land (SEAL) initial training pipeline qualifies personnel as Navy Enlisted Classification (NEC) 5320 (Basic Combat Swimmer) followed by NEC 5326 (Combat Swimmer). This may be followed by more specialized training for personnel ordered to SEAL Delivery Vehicle Teams (NEC 5323 pipeline), or SEAL Corpsmen (HM-8492 pipeline). Due to the nature of the training and the high initial pipeline attrition, the resultant obligated service is 51 months upon awarding of NEC 5326. This provides manning surety for the deployment cycles of this critical NEC Closed-Loop warfare community.

2. **NEC Requirements**. Graduates of Basic Underwater Demolition/SEAL (BUD/S) Training located at Naval Special Warfare Center (NSWC), Coronado, CA receive NEC 5320 (Basic Combat Swimmer). This is followed by Basic Airborne training at Fort Benning, GA and then SEAL Qualification Training (SQT) at NSWC. Graduates of SQT are awarded NEC 5326. Personnel with orders to a SEAL Delivery Vehicle (SDV) Team complete SDV Pilot/Navigator/Dry Deck Shelter (DDS) Operator pipeline training in Panama City, FL and upon completion are awarded NEC 5323. Hospital Corpsmen (HM) graduates of SQT complete the Joint Special Operations Forces Medic Course in Fort Bragg, NC and upon completion are awarded NEC 8492.

a. **Qualified for NEC 5320, 5323, 5326, or HM-8492**

(1) Submit NAVPERS 1221/1 (Rev. 6-92), NEC Code Change Recommendation to Chief of Naval Operations (CNO) (N13) recommending the appropriate NEC.

(2) Processed NEC changes will appear on subsequent Enlisted Distribution and Verification Reports.

(3) Commanding officers of SEAL and SDV Teams shall ensure NEC qualification is properly documented in member's

service record via NAVPERS 1221/1 recommending appropriate NEC changes.

b. **Not qualified for NEC 5323, 5326, or HM-8492/532X.** Submit NAVPERS 1221/1 to CNO (N13) recommending revocation of applicable NEC and reassignment of the member (see MILPERSMAN 1220-300).

c. **Paygrade**. Recruit volunteers for initial SEAL pipeline training that meet all screening requirements and receive orders to BUD/S are authorized accelerated advancement to E-2 upon successful completion of recruit training. Accelerated advancement to E-4 is authorized for recruit and fleet volunteers only after completion of both "A" School and BUD/S, provided eligibility is maintained to continue in SEAL pipeline training.

d. The requirement to complete PO3 Military Leadership Exam, Military Requirements for PO3 Correspondence Course, and Petty Officer Indoctrination Course is waived for those earning accelerated advancement to E-4.

e. **Obligated Service**. The additional enlisted service obligation incurred as a result of SEAL pipeline training is 51 months. This commences upon completion of SQT and award of NEC 5326. BUD/S (NEC 5320) graduates must extend existing enlistment to ensure 51 months of obligated service remains on enlistment effective upon completion of SQT and award of NEC 5326. In accordance with MILPERSMAN 1160-040, extension may be cancelled in order to reenlist, as long as reenlistment includes 51 months of obligated service subsequent to SQT and award of NEC 5326. The specific wording of the narrative reason for execution is as follows:

"Training in the SEAL program. I understand this extension becomes binding upon execution and may not be cancelled except as set forth in MILPERSMAN 1160-040."

3. **Special Warfare Insignia**. The Special Warfare Insignia is the NEC 5326 distinguishing device and shall be awarded upon successful completion of NEC 5326 pipeline training (SQT). Conversely, personnel who have had their NEC 5326 revoked are not authorized to wear the device (see MILPERSMAN 1220-300).

MILPERSMAN 1220-232

TRAINING FOR EOD PERSONNEL: NEC 533X

Responsible Office	CNO (N13)	Phone:	DSN	225-3914
			COM	(703) 695-3914
			FAX	224-6502

1. **Process**. Commanding Officer, Navy School for Explosive Ordnance Disposal (NAVSCOLEOD) shall submit NAVPERS 1221/1, Navy Enlisted Classification (NEC) Code Change Recommendation to Chief of Naval Operations (CNO) (N13) for those personnel qualified as Explosive Ordnance Disposal (EOD) Technicians (NEC 5332).

2. **Commanding Officer's Responsibility**. Additional changes to EOD NECs resulting from additional qualifications (NEC 5332-5337) will be submitted to CNO (N13) by the member's commanding officer.

3. **EOD Warfare Insignia**. Qualified EOD personnel shall be authorized by commands indicated below to wear the following EOD warfare insignia upon fulfillment of the appropriate criteria:

a. **Basic EOD Warfare Badge.** Awarded by Commanding Officer, NAVSCOLEOD, upon successful completion of Basic EOD training.

b. **Senior EOD Warfare Badge.** Awarded by EOD group commanders and commanding officers of Navy Explosive Ordnance Disposal Technical Division (NAVEODTECHDIV), NAVSCOLEOD, EOD Mobile Units (EODMUs), and EOD Training Evaluation Units (EODTEUs) upon completion of a minimum of 2 years service as a Basic EOD Technician (5332/5333), completion of the Personnel Qualification Standards (PQS) for Senior EOD Technician, and favorable recommendation of command's Senior EOD Technician Screening Board.

c. **Master EOD Warfare Badge.** Awarded by EOD group commanders and commanding officers of NAVEODTECHDIV, NAVSCOLEOD, EODMUs, and EODTEUs upon completion of a minimum of 3 years service as a Senior EOD Technician (NEC 5334/5335), completion of the Personnel Qualification Standards for Master EOD Technician, and favorable recommendation of the command's Master EOD Technician Screening Board.

MILPERSMAN 1220-233

ADVANCED DIVER TRAINING: NAVY ENLISTED CLASSIFICATIONS (NECS) 5342, 5311, 5341, 5346

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3914 (703) 695-3914 224-6502

Governing Directives	NAVMED P-117, Manual of the Medical Department

1. **Navy Enlisted Classification Requirements**. Volunteers for advanced diver training must satisfy specific requirements stated below, be physically qualified under NAVMED P-117, Article 15-66, and be recommended by their commanding officer (CO) prior to assignment to advanced diver training.

2. **Diver First Class Training**. Minimum requirements:

a. Currently qualified as

(1) **Diver Second Class** (NEC 5343), with at least 1 year of experience in an NEC 5343 billet;

(2) **Basic Underwater Construction (UCT)** (NEC 5932), with at least 2 years experience in an Underwater Construction Team billet; or

(3) **Explosive Ordnance Disposal (EOD) Technician** (NEC 5332-5337) who has completed requirements for Diver Second Class as a part of basic training, and has at least 2 years of experience in an NEC 5332-5337 billet.

b. Paygrade E-4 or above.

c. Twenty-four months obligated service (OBLISERV) from class graduation date.

d. Completion of Personnel Qualification Standard (PQS) items as currently required. For a list of current PQS items required, the applicant for advanced training must contact the Training Coordinator, Naval Diving and Salvage Training Center (NAVDIVSALTRACEN), Panama City, FL.

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3. **Saturation Diver Training**. Minimum requirements:

a. Currently qualified as

(1) **Diver First Class** (NEC 5342),

(2) **Medical Deep Sea Diving Technician** (HM-8493 or 8494/5342), or

(3) **Explosive Ordnance Disposal Technician** (NEC 5332-5337), qualified as Diver First Class (NEC 5342) with at least 2 years of EOD experience in an NEC 5332-5337 billet.

b. Selected for paygrade E-5 or above.

c. No more than 10 years time in service.

d. Thirty years of age or less.

e. Satisfactory completion of dental examination.

f. Twenty-four months OBLISERV from the class graduation date.

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4. **Master Diver/Master Saturation Diver Course**

a. NAVDIVSALTRACEN conducts periodic Master Diver courses and is the only command authorized to qualify Master Divers. Commanding officers of diving activities may recommend **Diver First Class** (NEC 5342) or **Saturation Diver** (NEC 5311) personnel by endorsing their application for participation in the Master Diver course (see MILPERSMAN 1220, Exhibit 6), providing the candidate fulfills the following prerequisites. Recommendation should be based on leadership and supervisory abilities as well as technical expertise.

(1) Served a minimum of 2 years from date of frocking or advancement to E-7.

(2) Be a qualified

(a) **Diver First Class** (NEC 5342),

(b) **Saturation Diver** (NEC 5311), or

(c) **Advanced UCT** (NEC 5931).

(3) Be qualified at the highest level of Diving Supervisor at present command.

(4) No marks less than 3.0 on NAVPERS 1616/26, Evaluation Report and Counseling Record (E-1 - E-6); or NAVPERS 1610/2, Fitness Report and Counseling Record (E-7 - O-6). Must be marked **promotable for advancement**.

(5) Have 36 months OBLISERV from class graduation date to fill a normal 36-month Master Diver tour.

b. Successfully pass written Master Diver course pretest administered by NAVDIVSALTRACEN. (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 will remove individuals from consideration for training.)

c. The Master Diver candidate’s CO will send the course request (MILPERSMAN 1220, Exhibit 6), to CO, NAVDIVSALTRACEN, via Navy Personnel Command (NAVPERSCOM) (PERS-401D), recommending candidate and enclosing the following:

(1) Copy of service record NAVPERS 1070/613, Administrative Remarks entry(ies) indicating the individual's designation as a qualified Diving Supervisor.

(2) Copies of NAVPERS 1616/26 or 1610/2 regular, transfer, and special evaluations/fitness reports for last 3 years.

(3) Additional information as deemed appropriate for determination of the applicant’s suitability for selection, including

(a) local screening/training process letters of completion.

(b) awards and letters of commendation/appreciation pertinent to determining performance, professionalism, potential, etc.

(c) NAVPERS 1070/613, Administrative Remarks entry agreeing to satisfy 36-months OBLISERV from class graduation date.

(d) special duty request (NAVPERS 1306/7, Enlisted Personnel Action Request) indicating a desire to participate in Master Diver course.

NOTE: Evaluations and other documents supporting an individual's request for training must be updated as events occur. Forward all updates to NAVPERSCOM (PERS-401D).

MILPERSMAN 1220-240

DISENROLLMENT FROM INITIAL TRAINING

Responsible Office	CNO (N13)	Phone:	DSN	225-3914
			COM	(703) 695-3914
			FAX	224-6502

Point of Contact	NAVPERSCOM (PERS-401D)	Phone:	DSN	882-3622
			COM	(901) 874-3622
			FAX	882-2716

1. **Policies**

a. Members who voluntarily or involuntarily disenroll from initial training will

(1) be made available for reassignment to their rating detailer and should contact their detailer as soon as possible; and

(2) have a NAVPERS 1070/13, Administrative Remarks page entry made in their service record stating the reason for disenrollment and recommending suitability for the same or other Diver/EOD/SEAL/SWC, 6C/UCT training in the future.

b. Members who voluntarily disenroll from initial training must serve a **minimum of 2 years** prior to reapplying for the same or other Diver/EOD/SEAL/SWCC/UCT training.

2. **Obligated Service (OBLISERV)**

a. Members disenrolled where OBLISERV is required for instruction received, with approval of Navy Personnel Command (NAVPERSCOM) (PERS-814), may be permitted to execute a new

NAVPERS 1070/621, Agreement to Extend Enlistment, or
NAVPERS 1070/622, Agreement to Recall or Extend Active Duty.

b. See MILPERSMAN 1160-080 for explanation of "instruction received" and follow the table in NAVPERS 15909F, Enlisted Transfer Manual (ENLTRANSMAN), article 7.03.

3. **New Extension Agreement**

a. Upon execution of an extension, the previously executed extension agreement for the course of instruction shall be canceled.

b. For those members who accepted accelerated advancement, this OBLISERV will be in addition to the 1-year extension incurred for accelerated advancement.

c. Obligated service for instruction cannot exceed the number of months of the original extension agreement. **Obligated service requirements shall be executed from the date of disenrollment.**

d. Personnel attending Nuclear Field/Advanced Electronics Field/Advanced Training Field programs who are required to incur additional OBLISERV should refer to MILPERSMAN 1160-080.

4. **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.

5. **Executing New Extension Agreement**

a. Upon receipt of NAVPERSCOM (PERS-814) approval, commanding officers or officers in charge shall

Step	Action
1	execute extension agreement,
2	cancel old extension agreement,
3	submit NAVPERS 1070/621 and/or NAVPERS 1070/622 in accordance with DFAS-DJMS Procedures Training Guide (DFAS PTG), and
4	make NAVPERS 1070/613 entry (see below).

b. The following NAVPERS 1070/613 entry is required:

My active duty obligation remaining upon disenrollment from (school) has been explained to me per MILPERSMAN 1220-100. I understand that my active duty obligation has been established as (EAOS date).

_____ _____
Member's Signature Witnessing Officer's Signature

6. **Disenrollment from Advanced Diver Training**. Members involuntarily removed from advanced diver training (First Class/ Saturation Diver Training) for failure to meet physical or academic standards or who voluntarily withdraw from such training shall be considered for NEC revocation and assignment to a non-diving related billet.

MILPERSMAN 1220-250

REQUALIFICATION

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3914 (703) 695-3914 224-6502

Governing Directives	NAVSEA 0994-LP-001-9010, U.S. Navy Diving Manual

1. **Periodic Requalification**. Periodic requalification of Diver/EOD/SEAL/UCT personnel is necessary to maintain individual proficiency and unit capability. Personal safety during hazardous operations is directly related to proficiency. Commanding officers are directed to afford every opportunity for maintaining individual qualification without lapse.

2. **Documentation of Requalification**. Documentation of diving operations is described in NAVSEA 0994-LP-001-9010.

3. **Specific NEC Requalification**. For policy on specific NEC requalification see table.

Topic	**See MILPERSMAN**
Diving Requalification	1220-260
Parachute Requalification	1220-030
Demolition Requalification	1220-280

MILPERSMAN 1220-260

DIVING REQUALIFICATION

Responsible Office	CNO (N13)	Phone:	DSN	225-3194
			COM	(703) 695-3194
			FAX	224-6502

1. **Policy**

a. The term "diver," when used in context of requalification, refers to Diver/EOD/SEAL/UCT personnel.

b. Standards for requalification are established in Exhibit 5.

c. Diving qualification extends for a period of 6 months. When standards established in Exhibit 5 are conducted within the period of previous qualification, the member will be considered qualified for a 6-month period commencing at the lapse date of previous qualification.

d. If requalification dives are conducted within 1 year of the date the previous qualification lapsed, the diver shall be considered qualified for a 6-month period extending from the date requalification is accomplished.

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 (NPQ) as a result of injuries sustained in the line of diving or related duties may apply for Supervisor Status/Non-diving. Waiver of Navy Enlisted Classification (NEC) and/or paygrade restrictions may be requested in conjunction and in support of such designation. See MILPERSMAN 1220, Exhibit 7.

c. Personnel approved for Supervisor Status/Non-diving and assigned to a diving NEC 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.

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 1220-170, 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**. When the member's diving qualification has lapsed for more than 3 years, the diver must successfully complete the physical screening test described in MILPERSMAN 1220-170 and successfully retake the following portions of the diving course that would bestow the diving qualification desired. All classroom

a. portions relating to diving physics and/or general diving procedures,

b. portions relating to diving medicine,

c. practical portions relating to recompression chamber operations, and

d. 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).

MILPERSMAN 1220-280

DEMOLITION REQUALIFICATION

Responsible Office	CNO (N13)	Phone:	DSN	225-3914
			COM	(703) 695-3914
			FAX	224-6502

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
5342
5375
593X

Officer Designators
113X
118X
615X
715X
114X
119X
648X
748X

shall requalify at least once per 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 1220-290

CERTIFICATION OF NEC FOR DIVER/EOD/SEAL/UCT

Responsible Office	CNO (N13)	Phone:	DSN	225-3914
			COM	(703) 695-3914
			FAX	224-6502

1. **Policy**. Commands with Diver/EOD/SEAL/UCT personnel assigned shall verify each member's Navy Enlisted Classification (NEC) by using Naval Military Personnel Enlisted Distribution and Verification Report (EDVR) and ensure NEC(s) are recorded on member's NAVPERS 1070/604, Enlisted Qualification History. Initial NECs are awarded by Naval Diving and Salvage Training Center, Naval School for Explosive Ordnance Disposal, or Naval Special Warfare Center upon completion of the respective "C" School.

NOTE: The member's NEC code will be retained regardless of qualification lapses unless NEC is otherwise removed due to voluntary request or disciplinary/administrative action.

2. **Designator "DV."** Enlisted designator "DV" shall be placed immediately after member's rating abbreviation in parenthesis and shall appear with the rating abbreviation on all service record pages and on all pertinent correspondence thereafter, as long as member remains a qualified diver. This pertains to Diving Personnel in the following NECs:

5311	5932
5342	HM-8403
5343	HM-8427
5345	HM-8493
5931	HM-8494

3. **Designator "MDV."** The Master and Master Saturation Diver designator "MDV" shall be placed immediately after member's rating abbreviation in parenthesis and shall appear with the rating abbreviation on all service record pages and on all correspondence pertaining to them thereafter, unless revoked by Chief of Naval Operations (N132). This pertains to NECs **5341** and **5346.**

4. **Qualification**. When a member has been trained and qualified in a Diver/EOD/SEAL/UCT NEC, an entry shall be made on NAVPERS 1070/613, Administrative Remarks of member's service record as follows:

"(Date): Qualified as (designation) to a depth of (fill in) feet. Qualification lapse date (fill in). Authorized assignment to an NEC (fill in) diving billet (see OPNAV 1000/2, Manpower Authorization) and entitled to receive appropriate pay when performing duties of that billet. Assignment of NEC (fill in) recommended to Navy Personnel Command (NAVPERSCOM) (PERS-401D) for Fleet, SEAL/SDV, and EOD divers; NAVPERSCOM (PERS-401C) for UCTs; and NAVPERSCOM (PERS-407C) for HMs.

_____
(Signature)"

MILPERSMAN 1220-300

REVOCATION OF NAVY ENLISTED CLASSIFICATION (NEC) CODES FOR DIVER/EOD/SEAL/UCT PROGRAMS

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3914 (703) 695-3914 224-6502

1. **Voluntary Removal**

a. **Request Submission.** Members assigned Navy Enlisted Classification (NEC) codes within Diver/EOD/SEAL/UCT programs may request removal of their NEC(s) by submitting, via their commanding officer (CO) to appropriate point of contact in Chief of Naval Operations (CNO) (N13),

(1) NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request, and

(2) EPMAC 1221/2, Navy Enlisted Classification (NEC) Change Request.

b. **Request Reasons and Statement.** The request should include member's reasons for removing NEC(s) and the following statement:

"I understand removal of my assigned NEC(s) (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/Obligated Service (OBLISERV).** Members who voluntarily request NEC(s) 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 Chief of Naval Personnel (CHNAVPERS). Contact CNO (N13) 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.

2. **Points of Contact (POC)**. POC for all Diver/EOD/SEAL/UCT designation questions is CNO (N13, specifically N131H/N132D7/N132D16).

3. **Involuntary Removal**

a. **CO Determination**. COs of Diver/EOD/SEAL/UCT activities may recommend revocation of a member's NEC(s) by submitting EPMAC 1221/2 to appropriate POC in CNO (N13). This revocation shall not be used as a punitive measure, but based on CO's determination member is no longer suitable for assignment to billets requiring the NEC. EPMAC 1221/2 must substantiate that determination by providing sufficient background and reasonable justification for removal of member's NEC(s).

b. **Insignia**. Members who have their NEC(s) involuntarily removed will **not** be authorized to wear applicable distinguishing insignia.

c. **First Class/Saturation Diver**. CNO (N132D7) will remove NEC 5342/5311 of any First Class/Saturation Diver who has not been selected as a Master Diver (MDV) within 12 months of member's frocking to E-8, or attends and fails the MDV evaluation course. E-8 divers who attend and fail MDV evaluation may be held at the school with a positive recommendation until next available evaluation. After the second failure, or if a negative recommendation is received at the first evaluation, the diving NEC will be removed and members will be made available to their rating detailer.

d. **E-7 First Class/Saturation Diver**. CNO (N132D7) will remove NEC 5342/5311 of any E-7 First Class/Saturation Diver who has not qualified as Diving Salvage Warfare Specialist (DSWS) up to and including watchstation 307 and 314 within 1 year of their frocking to E-7. Any waivers must be approved by CNO (N132D7).

e. **E-9 UCT Divers**

(1) **NEC Removal**. It is the expressed intent that all E-9 UCT divers be qualified as a MDV or be selected for/serving as a chief warrant officer (CWO). As such,

(a) CNO (N132D16) will remove NEC 5931 of any Advanced UCT Diver who is not an MDV, NEC 5341, at the time of their advancement/frocking (whichever occurs first) to E-9.

(b) CNO (N132D16) will 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 MDV evaluation course.

(c) CNO (N132D16) will 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**. Director, Naval Ocean Facilities Program Office (NAVFAC OFP), via the member's chain of command, must approve any waiver requests. Waivers will generally only be granted for, but not limited to, the following:

(a) An E-8 Advance 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 5341 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 MDV evaluation course.

(b) An E-8 or E-9 Advanced UCT Diver has been selected for CWO.

(c) Other waivers will be strictly on a case-by-case basis.

(d) Advanced UCT Divers already advanced to paygrade E-9 at time of implementation of this change are waived for the 5341 requirement, and may retain their 5931 NEC, unless revoked for other criteria listed in the MILPERSMAN.

(e) Advanced UCT divers already advanced to paygrade E-8 at time of implementation of this change are waived for 12 months from the time of implementation of this change for the requirement to attend MDV within 12 months of their advancement/frocking (whichever occurs first) to E-8.

f. **Recommendation Statements**. Recommendations to revoke NEC(s) 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 is suitable/unsuitable for duty in Diver/EOD/SEAL/UCT commands."
"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."

4. **Reasons for Revocation**. General circumstances which warrant revocation of an NEC include

a. permanent physical disqualification;

b. sustained low or erratic professional performance in NEC-related skills such as

(1) declining physical capability,

(2) culpable negligence, or

(3) breeches in diving, ordnance, or parachuting safety;

c. failure or unwillingness to perform duties required of NEC;

d. possession/sale of prohibited drugs or other controlled substances;

e. alcohol abuse; and

f. significant medical or emotional instability which results in removal of member from the command's Personnel Reliability Program (PRP) (see SECNAVINST 5510.35).

5. **Revocation for Alcohol/Drug Abuse**. For specific policy on revocation for alcohol/drug abuse see table:

Topic	See MILPERSMAN
Revocation of NEC: Alcohol Abuse	1220-301
Revocation of NEC: Drug Abuse	1220-302

MILPERSMAN 1220-301

REVOCATION OF NEC: ALCOHOL ABUSE

Responsible Office	CNO (N13)	Phone:	DSN	225-3914
			COM	(703) 695-3914
			FAX	224-6502

1. **Policy**. **Alcohol Abusers**: Enlisted personnel identified as having abused alcohol will be locally suspended by their commanding officer (CO) from duty pending the outcome of

screening,
disciplinary counseling, or
rehabilitation procedures

outlined in OPNAVINST 5350.4C. 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-Navy Enlisted Classification (NEC) status and will have a program developed per OPNAVINST 5350.4C. Upon successful completion of the rehabilitation program, the CO may return the member to NEC duty.

b. If future alcohol abuse is considered likely, or the member fails rehabilitation treatment, the CO may certify the member has no potential for further useful service and must initiate separation procedures.

c. Personnel who voluntarily refer themselves for treatment in the absence of either an

(1) **alcohol-related violation** of local, state, or Federal law; or the Uniform Code of Military Justice, or

(2) **substandard service**

and are found in need of treatment will not be disqualified, but suspended from NEC status pending outcome of required treatment.

MILPERSMAN 1220-302

REVOCATION OF DIVING NEC: DRUG ABUSE

Responsible Office	CNO (N13)	Phone:	DSN	225-3914
			COM	(703) 695-3914
			FAX	224-6502

1. **Policy**. Enlisted personnel who have been disqualified from diving duty for abuse of drugs, as defined in OPNAVINST 5350.4C, are not eligible for reinstatement to diving duty. Enlisted personnel identified as drug abusers will be immediately removed from diving duty and processed for separation per MILPERSMAN 1910-146.

MILPERSMAN 1220-310

RECOUPMENT OF SELECTIVE REENLISTMENT BONUS

Responsible Office	CNO (N13)	Phone:	DSN	225-3914
			COM	(703) 695-3914
			FAX	224-6502

1. **Policy**. Members who receive Selective Reenlistment Bonus (SRB) based on their Diver/EOD/SEAL/UCT Navy Enlisted Classification (NEC) codes shall be subject to recoupment of part or all of the bonus if their technical qualifications are lost, during the enlistment for which SRB was received, as a result of

a. refusal to perform duties and to maintain the professional and physical standards required by the NEC, or

b. drug and/or alcohol abuse.

MILPERSMAN 1220-320

AUTHORIZATION FOR WEARING INSIGNIA

Responsible Office	CNO (N13)	Phone:	DSN	225-3914
			COM	(703) 695-3914
			FAX	224-6502

1. **Policy**

a. Qualified enlisted members are authorized to wear the appropriate distinguishing insignia as prescribed in NAVPERS 15665I, Navy Uniform Regulations.

b. Authority to wear the appropriate insignia shall continue as long as the member holds the appropriate Navy Enlisted Classification(s) (NEC(s)).

c. Members whose NEC(s) is/are removed for disciplinary and/or administrative action per MILPERSMAN 1220-300 are no longer authorized to wear the insignia.

d. Members who voluntarily remove their NEC(s) will not be authorized to wear the insignia.

e. 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 and approved by Chief of Naval Operations (CNO) (N132D7).

2. **When Insignia is Removed**. For personnel who have their NEC(s) removed, the following NAVPERS 1070/613, Administrative Remarks service record entry shall be made:

"(Date). Disqualified for (community) by reason of (state reason). The enlisted designator (CC/DV/EOD/SEAL) is hereby removed. (Member's last name) (is/is not) recommended for return to (community) after a minimum activity tour (MAT) of 2 years in an assignment not requiring NEC (fill in). Auth: (Cite NAVPERS 1221/1, NEC Code Change Recommendation approving removal of NEC(s).)"

MILPERSMAN 1220-330

REINSTATEMENT

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3914 (703) 695-3914 224-6502

1. **Active Duty Personnel**. Members on active duty whose Navy Enlisted Classifications (NECs) were previously removed by administrative action may request reinstatement of their former NEC by submitting NAVPERS 1306/7, Enlisted Personnel Action Request to Chief of Naval Operations (CNO) (N13) via their present commanding officer. See MILPERSMAN 1220-260 for details.

2. **Separated Personnel**. Personnel separated from Navy may request reinstatement of their former NEC by letter to CNO (N13) under the following:

a. If qualified and recommended for reenlistment in the NEC at time of separation, the member may send the request for reinstatement directly to (CNO) N13.

b. If not qualified, or not recommended for reenlistment in the NEC at time of separation, former members must request NEC reinstatement. Procedures identified in MILPERSMAN 1220-260 apply.

MILPERSMAN 1220-340

THE SPECIAL WARFARE COMBATANT-CRAFT CREWMAN (SWCC) PROGRAM: NEC 535X

Responsible Office	CNO (N13) Enlisted Community Manager NAVPERSCOM (PERS-401D) SWCC Detailer	Phone:	DSN COM FAX DSN COM FAX	224-6854 (703) 614-6854 224-6502 882-3622 (901) 874-3622 882-2716

Governing Directives	NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications NAVMED P-117, Manual of the Medical Department OPNAVINST 6110.1F

1. **Designation**. Enlisted personnel are designated as **SWCC** by Naval Enlisted Classification (NEC) code 535X. Qualification designator SWCC will be placed next to their source rating designator (e.g., BM1(SWCC)). NAVPERS 18068F, Volume II further describes this NEC.

2. **Qualification**. NEC 535X will be awarded upon completion of a SWCC basic formal course of instruction certified by Chief of Naval Education and Training, and an entry shall be recorded in member's Navy Occupational/Training and Awards History.

3. **Assignment Closed to Women**. The SWCC program falls under the "Ground Combat Exclusion Policy" and is closed to women.

4. **Certification of NEC 535X and Training**

a. Commands with SWCC personnel assigned shall verify each member's NEC and report subject NEC by using the Enlisted

Distribution and Verification Report, and ensure the NEC is recorded on member's Navy Occupational/Training and Awards History. Member's NEC will be retained as long as he is capable of performing duties as a SWCC member.

b. Graduates of SWCC training shall be assigned to a Naval Special Warfare command for further in-unit training as a SWCC NEC 5350. Upon completion of Personnel Qualification Standards, a command specific Job Qualification Requirements policy, and 6 months aboard, CO shall evaluate member's operational proficiency and professional performance and make a determination concerning member's NEC, SWCC designator, and status under the following options:

(1) **Fully qualified.** Award NEC 5351.

(2) **Probationary.** If not fully qualified as a SWCC, extend qualification period for member, as necessary, and make a final determination of member's NEC status within 1 year of his initial assignment to the command. Submit NAVPERS 1221/1, Navy Enlisted Classification (NEC) Code Change Recommendation, recommending NEC revocation, if applicable.

(3) **Not suitable for assignment as a SWCC.** Submit NAVPERS 1221/1 to Enlisted Placement Management Center (EPMAC) (Code 50), via Chief of Naval Operations (CNO) (N132D7), recommending revocation of NEC 535X and reassignment of member (see "Revocation of NEC 535X" below).

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5. **Revocation of NEC 535X**

a. **Voluntary Removal**

(1) Members assigned NEC 535X may request removal of their NEC by submitting NAVPERS 1306/7, Enlisted Personnel Action Request and NAVPERS 1221/1 via their COs to EPMAC, via CNO (N132D7). The request should include member's reasons for removing his NEC and the following statement:

"I understand removal of my NEC 535X will result in assignment to a non-535X NEC billet, not necessarily at my present command."

(2) Members who volunteer for NEC removal, or "Drop on Request" (DOR) from initial training, must serve remainder of their obligated service incurred for training in a non-NEC billet, unless released earlier by Chief of Naval Personnel.

(3) Members who voluntarily request removal of their NEC(s) will not be authorized to wear applicable distinguishing insignia.

b. **Administrative Revocation**

(1) Commanding officers of Special Warfare Combatant-Craft commands may recommend revocation of a member's 535X NEC by submitting NAVPERS 1221/1 to EPMAC, via CNO (N132D7). This revocation shall not be used as a punitive measure. It shall be based on CO's determination that member is no longer suitable for assignment to NEC 535X billets, and must substantiate this assessment with sufficient background and reasonable justification.

(2) Members who have their NEC(s) involuntarily removed will not be authorized to wear applicable distinguishing insignia.

(3) Circumstances warranting NEC removal include

(a) breaches in operational, ordnance, or personnel safety.

(b) permanent physical disqualification or inability to maintain physical standards.

(c) possession of, or sale of, drugs or controlled substances.

(d) significant medical, emotional, or moral instability that removes CO's faith and confidence in member's ability to successfully conduct Special Warfare missions.

(e) members not assigned to a 535X billet in excess of 36 months.

(4) Recommendations to revoke NECs shall include one of the following statements:

(a) "The member is considered suitable for assignment to rate or rating billets not requiring NEC 535X."

(b) "The member may apply for reinstatement of NEC 535X after completing 2 years in a non-NEC billet."

(c) "The member is considered unsuitable for reassignment and will be recommended for administrative discharge by separate action."

6. **Reinstatement of NEC 535X**

a. Members on active duty whose NECs were previously removed may request reinstatement by NAVPERS 1306/7 to CNO (N13) via their parent CO.

b. Personnel separated from Navy may request reinstatement of their former NEC by letter directly to CNO (N132D7) if qualified and recommended for reenlistment in the NEC at separation date. If not qualified or recommended at separation date, former members must meet eligibility requirements and reapply to the program.

7. **Application Procedures**. Active duty volunteers may apply for initial training and assessment. Because this program supports Naval Special Warfare missions, it is essential applicants understand the nature of the training assignment prior to volunteering. Volunteers who satisfy entry requirements must be screened by a qualified screening official prior to submitting their applications as indicated below.

8. **Entry Requirements**. Male volunteers for initial training as SWCC must satisfy entry requirements listed below prior to assignment to training. Except where specified "no waiver," NAVPERSCOM (PERS-401D) may waive one or more entry requirements if applicant is considered otherwise qualified.

a. Be 30 years of age, or less, as of date of application receipt at NAVPERSCOM.

b. Be paygrade E-1 through E-5.

c. Possess a minimum Armed Services Vocational Aptitude Battery (ASVAB) score of AR+WK=104, MC=50. (For ASVAB 5, 6, and 7, use WK score. For 8, 9, and 10, use VE score.)

d. Have normal color perception and meet medical standards as specified in NAVMED P-117, articles 15-65 (paragraph 8(r)) and 15-72, and MILPERSMAN 6120-010.

e. Possess 36 months obligated service as of class graduation date.

f. Meet minimum performance standards. All Enlisted Personnel Evaluation trait marks 3.0 or better.

g. Pass Physical Screening Test as outlined in MILPERSMAN 1220-340, Exhibit 1.

h. Have a clear disciplinary record for previous 12 months (no nonjudicial punishment/courts-martial or serious civil court convictions).

i. Be eligible for SECRET clearance based on a National Agency Check.

j. Be screened by a qualified screening official, according to "Screening Procedures" below.

k. Be recommended for initial training by member's current CO.

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9. **Screening Procedures**. Potential applicants will request a screening interview through their current CO.

a. **Interview.** The interview is conducted to ensure applicant understands the nature of initial training and assignment, to explain the program's entry requirements, and determine applicant's motivation and suitability for the program. The screening will be conducted by a qualified E-7 or above, 535X or 532X, or any Special Warfare commissioned officer (O-3 or above), in the following manner:

(1) Discuss the nature of SWCC training, duty assignment, operational employment, tour length, etc.

(2) Determine applicant's reason for volunteering and assess his motivation to complete initial training.

(3) Review entry requirements specified in this article with applicant to determine which requirements are met and which require waivers.

b. **Physical Screening Test.** The physical screening test is required to determine applicant's physical ability to undergo initial training. The test must be administered exactly as indicated. No waiver will be granted for failure to successfully complete the physical screening test. Applicants will be required to meet standards in OPNAVINST 6110.1F.

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10. **Report of Applicant Screening**. Upon satisfactory completion of the screening procedure, applicant will receive a letter from the screening official stating results of the screening. This

letter will become an enclosure to member's application. The following format will be used by screening activities to report results of applicant screening:

From: [screening activity]
To: Commander, Navy Personnel Command (PERS-401D)

Subj: SPECIAL WARFARE COMBATANT-CRAFT CREWMAN (SWCC) TRAINING

Ref: (a) MILPERSMAN 1220-340

1. On [date], [rate, rank, name, social security number], currently attached to [member's present command] was screened by [screener's rate, rank, name] for assignment to SWCC training following the procedures specified in reference (a).

2. Member completed the screening as indicated below:

a. Interview

b. Physical Screening Test

(1) Swim time 400 yards: [ ] min [ ] sec

(2) Run time 1.5 miles: [ ] min [ ] sec

(3) Sit-ups: [ ], Push-ups: [ ], and Pull-ups: [ ]

3. Based on [satisfactory/unsatisfactory] completion of this screening test, member [is/is not] recommended for SWCC training.

[Signature]

Copy to: [Member's present command]

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11. **Training**

a. Course description, prerequisites, class convening dates, and designated training activities for Special Warfare Combatant-Craft Crewman (Basic) Course, CIN K-060-0300, are contained in Catalog of Navy Training Courses (CANTRAC). This publication should be consulted for current course information, both at application time and prior to member's detachment from present command.

b. Members who voluntarily drop, or are involuntarily disenrolled from initial training, will have a NAVPERS 1070/613, Administrative Remarks statement outlining reasons for disenrollment and recommendations for suitability for the same or other Special Warfare training programs in the future.

c. Members who voluntarily disenroll from training must serve a minimum 2 years prior to reapplying for any Special Warfare programs.

d. Upon completion of training, each graduate's next permanent duty station shall receive a Skills Profile listing qualifications and skills gained during the course of instruction.

1220-340, EXHIBIT 1

PHYSICAL SCREENING TEST: SWCC

Minimum standards only.

	Exercise	Number	Time
1	**SWIM**: In swimwear, swim nonstop 400 yards utilizing the side or breaststroke. Applicant may push off pool sides during turns.		12 MIN 30 SEC
2	10-minute rest period.		
3	**PUSH-UPS**: The exercise will be performed in accordance with OPNAVINST 6110.1F.	42	2 MIN
4	2-minute rest period.		
5	**CURL-UPS**: The exercise will be performed in accordance with OPNAVINST 6110.1F.	50	2 MIN
6	2-minute rest period.		
7	**PULL-UPS**: The exercise will be performed by grasping the pull-up bar and hanging straight down. Hands shall be placed on the bar with palms away, at shoulder width. Repetitions will be counted aloud by applicants each time they pull their chin over the bar. Applicants shall not swing or bicycle their feet and must maintain a vertical position during exercise.	5	N/A
8	10-minute rest period.		
9	**RUN 1.5 MILES**: Candidates wear sneakers and shorts.		13 MIN 30 SEC

MILPERSMAN 1220-350

ASSAULT BOAT COXSWAIN QUALIFICATIONS

Responsible Office	CNO (N13)	Phone:	DSN	224-6855
			COM	(703) 614-6855
			FAX	224-6502

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:

Examination	Practical Factors
Nomenclature. Use of hull fittings/equipment. Capacity of cargo/personnel maneuvering and special hull characteristics. Fuel capacity and fuel endurance of landing craft.	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.
Procedures for starting engine, normal/maximum safe motor temperatures. Stopping/securing engine. Operation of bilge pumps/sand traps.	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.
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.	Use and identify boat signals, boat identification flags, insignia in connection with ship-to-shore movement.
Standard formations: Distance/speeds employed in assembly/rendezvous area/assault waves. Procedures for boat group commanders and control vessels.	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.
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.	Beach boat through moderate surf and retract, singly and in assault wave formation using proper rudder and engine procedure.
Beach markers and buoys.	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.
Procedures for transferring personnel/equipment to LVT's direct or via transfer barges; procedures at transfer line.	Render first aid, rig stretcher slings, and use other methods of hoisting casualties.

NOTE: Landing craft is defined as a craft which is specifically designed for beaching, unloading or loading on the beach, and retracting.

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, Enlisted Qualification History of the service record and submit NAVPERS 1221/1, 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	CNO (N13)	Phone:	DSN	223-7234
			COM	(703) 693-7234
			FAX	224-6502

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-G.

b. Qualification of damage control scene leader shall be entered on NAVPERS 1070/604 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 1221-010

ENLISTED OCCUPATIONAL CLASSIFICATION STRUCTURE

Responsible Office	CNO (N13)	Phone:	DSN	224-5565
			COM	(703) 614-5565
			FAX	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 1221-030

PURPOSE AND SCOPE OF NAVY PERSONNEL CLASSIFICATION SYSTEM

Responsible Office	NAVMAC (Code 10)	Phone:	DSN	882-6484
			COM	(901) 874-6484
			FAX	882-6475

Governing Directives	NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 15839I, Manual of Navy Officer Manpower Personnel Classifications OPNAVINST 1500.74

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 personnel planning, procurement, and selection for training; development of training requirements; promotion, distribution, assignment and the orderly call to active duty of inactive duty personnel in times of national emergency or mobilization.

2. **Mission**. Navy Manpower Analysis Center (NAVMAC) is a field activity of the Chief of Naval Operations, Director, Total Force Programming, Manpower, and Information Resource Management Division (N12), and 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 Navy Officer Occupational Classification System (NOOCS) and Navy Enlisted Occupational Classification System (NEOCS).

3. **Definition**. Classification encompasses

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 are the collection, evaluation, recording, dissemination, and use of significant occupational information for presenting characteristics, definitions, qualifications, requirements, and standards for naval billets.

c. techniques which are the application of testing, vocational counseling, and selection principles.

4. **Enlisted Rating Structure**. The Enlisted Rating Structure is the Navy's primary method for Occupational Classification. Personnel are identified by career fields, which forms the basis for training, distribution, and detailing. The rating structure is divided into major occupational areas with general apprenticeships forming the paths of advancement to various ratings.

a. NAVPERS 18068F, Volume I, 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.

b. Rating is a term used to describe a Navy enlisted profession such as Radioman (RM) or Yeoman (YN) and applies to personnel in paygrade (E4-E9). Rate is a rating and its paygrade (example: Radioman Third Class (RM3)). General Rates describe personnel in paygrades E1-E3 such as Seaman recruit, Seaman apprentice and Seaman (the others are Airman, Fireman, Constructionman, Dentalman, and Hospitalman).

c. Navy Enlisted Classification (NEC) codes supplement the rating structure. NAVPERS 18068F, Volume II, Navy Enlisted Classifications, contains the enlisted classification coding structure and is the primary tool for NEC coding of manpower authorizations and personnel.

(1) Navy Personnel Command (NAVPERSCOM) is responsible for the formulation and implementation of the NEC coding system.

(2) NEC's 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.

d. Enlisted ratings are established or disestablished with the approval of the Secretary of the Navy and implemented by 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 and systems commands; research studies; and recommendation made by NEOCS board.

5. **NOOCS/NEOCS**

a. The Navy classification system and occupational structures are revised on a continuing basis

(1) to utilize individual versatility and specialization and provide needed occupational flexibility in the naval organization,

(2) to recognize the individual differences and enhance career opportunities, and

(3) to keep abreast of technological developments and the resultant operational requirements of both fleet and shore activities.

b. The NOOCS/NEOCS Division administers both the Officer and Enlisted Classification systems. NOOCS consists of four major subsystems,

Officer Grade and Designator structure,
Navy Officer Billet Classification (NOBC) structure,
Subspecialty (SSP) structure, and
the Additional Qualification Designation (AQD) structure.

c. NEOCS supports and acts as advisor for the Enlisted Rating structure and the Navy Enlisted Classification (NEC) structure.

(1) Commanding Officer, NAVMAC is the Executive Secretary, and provides the recorder, and administrative/ technical services for the NOOCS and NEOCS boards.

(2) NAVMAC publishes the following manuals in support of NOOCS and NEOCS:

(a) NAVPERS 15839I, Manual of Navy Officer Manpower Personnel Classifications; Volume I, Major Code Structures; and Volume II, The Officer Data Card.

(b) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards; Volume I, Navy Enlisted Occupational Standards; and Volume II, Navy Enlisted Classifications (NECs).

6. **Occupational Data**. The OCCSTDs Development Division of NAVMAC is the enlisted data collection and study point for all Navy ratings and occupational areas. Updates to OCCSTDs are accomplished through the Navy Occupational Task Analysis Program (NOTAP) process. NOTAP determines the occupational quality of enlisted manpower requirements through Observation and Interviews (O&Is) and surveys.

a. Enlisted ratings are scheduled periodically for NOTAP review. Headquarters and Commands nominate individual activities or units for NOTAP Project Managers (PMs) to observe and interview. Occupational surveys are mailed to a random sample, within that rate, to validate actual rating quality within the fleet.

b. Additionally, the OCCSTDs division is responsible for maintaining and updating occupational data bases for each enlisted rating. The Comprehensive Occupational Data Analysis Program (CODAP) is used to maintain and process information input from the fleet into these occupational data bases.

c. NOTAP PMs conduct occupational analysis at the conclusion of each data collection project. With the assistance of Subject Matter Experts (SMEs), PMs determine tasks applicable for ratings within the scope of the Navy's mission. PMs further utilize information set forth in governing directives and directed functions, fleet input, and in house expertise in the areas of manpower requirements determination processes within NAVMAC. NOTAP also conducts occupational surveys and analysis upon formal request.

d. NOTAP analysis of enlisted occupational data supports occupational standards for each rating and pay grade, Naval Standards, and Apprenticeship Standards. These standards are statements of functions and skill levels which the Navy utilizes in the fleet according to pay grade, rate or rating. OCCSTDs are the minimum skill levels within these rates/ratings. They

are the baseline for manpower requirement quality determination and support the development of training curricula, rate training manuals, advancement examinations, and Personnel Advancement Requirements (PARs). Further guidelines on utilization of OCCSTDs are referenced in OPNAVINST 1500.74.

e. Approved Occupational Standards are published in NAVPERS 18068F, Volume I.

7. **Support of Deputy Chief of Naval Operations (DCNO)**. Navy Manpower Analysis Center supports DCNO (N1) mission by

a. developing and issuing notices on major NOOCS and NEOCS changes;

b. acting as Navy POC for all DOD feasibility studies, which involve rating/ requirement commonalties;

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 Health Sciences Education and Training Command (HSETC);

e. conducting systematic reviews of the enlisted occupational rating structure to assess the scope, occupational standards, Navy Enlisted Classification (NEC) codes, and special qualifications to develop initial recommendations for improvement;

f. maintaining the Navy officer and enlisted occupational data bases and histories; and

g. verifying rating data contained in Navy Training Plans.

8. **Role of Commands and Activities**. Commands and activities provide assistance in achieving the objectives of Navy Manpower Analysis Center by facilitating data collection during onsite visits and by ensuring the timely completion and return of surveys mailed to members of their commands. Support for this data collection effort is a 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 PAY GRADES AND TITLES

Responsible Office	NAVMAC (Code 10)	Phone:	DSN	882-6484
			COM	(901) 874-6484
			FAX	882-6475

1. **Enlisted Pay Grades and Titles**

a. The enlisted pay grades with their general titles and abbreviations are listed below in order of precedence.

b. The term "petty officer" applies to a member of the Navy in pay grades 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 pay grade between E-7 and E-9 (other than the Master Chief Petty Officer of the Navy). In those cases, the rating abbreviation for Chief Petty Officer, "C", shall precede an "S" for Senior Chief Petty Officer or "M" for Master Chief Petty Officer. Examples are: Master Chief Boatswain's Mate (BMCM) and Boatswain's Mate second class (BM2).

Pay Grade	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**. The title of "Master Chief Petty Officer of the Navy" has been established in pay grade 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 pay grade 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 (N13)	Phone:	DSN	223-0192
			COM	(703) 693-0192
			FAX	224-6502

1. **Background**

a. The Armed Services Vocational Aptitude Battery (ASVAB) is given to non-prior service recruits as a tool to determine enlistment eligibility, and eligibility to attend Class "A" School.

b. On many occasions, members acquire additional education and broaden their educational experience after entering Navy. Retesting these members with the Armed Forces Classification Test (AFCT) version of the ASVAB could improve their qualifications and opportunity for career development.

2. **Authorization to Administer AFCT**. Commands authorized to administer the AFCT (as listed in MILPERSMAN 1200-050) can locally approve retesting. Additionally, embarked CARGRU/CRUDESGRU/PHIBRON commanders may request temporary authority to administer the AFCT to the entire CVBG/ARG while in a deployed status. Requests should designate a test control officer (TCO) who will coordinate AFCT testing for all ships/squadrons in the CVBG/ARG, list the amounts of testing materials required for the duration of the deployment, and provide a TCO mailing address for the testing materials. Requests should be mailed to: **Chief of Naval Operations (N132F), 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. 07-91), Enlisted Qualification History in member's service record.

d. Demonstrate positive improvement in education, language, or math proficiency by

(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 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) completion of 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 (paras. 3d(1) through 3d(5) above).

3. **Be Aware**

a. Commands shall ensure members understand the new score will become the official score **even if lower than the previous test**.

b. Requests for retests that indicate a lack of potential for improved scores, failure to provide sufficient justification and documentation, or do not allow sufficient time to complete application for the program desired (with particular emphasis on meeting established deadlines) will not normally be approved.

MILPERSMAN 1236-020

REINTERVIEW OF PERSONNEL BEING DISENROLLED FROM CLASS "A" SCHOOL

Responsible Office	CNO (N13)	Phone:	DSN	223-0192
			COM	(703) 693-0192
			FAX	224-6502

Governing Directives	NAVPERS 15909G, Enlisted Transfer Manual COMNAVCRUITCOMINST 1130.8F COMNAVCRUITCOMINST 5400.2D

1. **Definition**

a. The reinterview of personnel being disenrolled from Class "A" School (Reclassification Program) is a continuation of the enlisted classification process that begins before each member enlists in the Navy.

b. As a general rule, the Reclassification Program extends to all Class "A" School students for which training is being terminated. Most students will receive the benefit of a one-on-one interview by the Enlisted Classifier.

2. **Purpose**. The purpose of the Reclassification Program is to interview Class "A" School students where the decision has been made to terminate training. The Enlisted Classifier, with the necessary training in vocational counseling and in the unique position of trust on behalf of the Navy, can interview and counsel the member as to the best course of action given the circumstances. The purposes of the enlisted classification interview are as follows:

a. To counsel the member as to the best course of action given the circumstances.

b. Redirect the student's efforts to gain a productive asset for the Navy.

c. Document the events and ensure that appropriate service record entries are made.

d. Obtain additional training for the member, if appropriate.

e. Should the member have an option for separation from active duty, document the election made and list positive efforts to retain the member.

3. **The Enlisted Classifier**

a. To do the job effectively, the Enlisted Classifier must have the support of the Personnel Support Activity Detachment (PERSUPPDET) to which assigned and the training activity supported by the PERSUPPDET. Additionally, the Enlisted Classifier must keep up-to-date on Navy needs (which may override the most desirable solution) and procedures as set forth by Chief of Naval Operations (CNO) (N13).

b. Upon referral of a potential disenrollee for reinterview, the Enlisted Classifier shall be provided with the following:

(1) The individual's service record.

(2) Medical report showing disqualifying information if that is the reason for disenrollment.

(3) Student Training Record with instructors' notes and recommendations.

(4) Recommendations of the Academic Review Board.

(5) Any other data pertinent to the case.

NOTE: Any PERSUPPDET providing personnel services to Class "A" School students without having a PN-2612 billet shall appoint a PN2 or above to perform reclassification functions. CNO (N13) shall be informed of this designation. Additionally, a request to add a PN-2612 Navy Enlisted Classification (NEC) code to an existing PN billet is encouraged.

c. Technical control and guidance of Enlisted Classifiers is a function of CNO (N13). Accordingly, direct liaison with CNO (N13) by Enlisted Classifiers, or personnel designated in their absence, is authorized in carrying out functions of this article.

4. **Not Eligible for Reassignment/Interview**. The following categories are not eligible for assignment to another Class "A" School and need not be interviewed:

a. Being disenrolled from the second Class "A" School.

b. On temporary additional duty under instruction orders.

c. Being disenrolled for disciplinary reasons (may be reinterviewed on a case basis at the request of the training activity).

5. **Disenrolled for Academic Reasons**. A member being disenrolled from Class "A" School for academic reasons, and not excluded by above categories, may be considered for reassignment to a second school of equal or less difficulty provided the member is

a. considered to have demonstrated a genuine effort to progress in the assigned school.

b. eligible in all respects for the recommended school (i.e., test scores, security clearance, obligated service requirements, etc.) as specified in this article and NAVPERS 15909G. No test score waivers are authorized for assignment to a second Class "A" School.

c. designated for further assignment by CNO according to NAVPERS 15909G.

d. reinterviewed by an Enlisted Classifier assigned to perform enlisted classification functions as the PERSUPPDET that supports the appropriate training activity.

6. **Outcome of Interview**

a. **Recommended Reassignment:** If the Enlisted Classifier recommends assignment to another Class "A" School, the Enlisted Classifier shall make the member available (by phone) to CNO (N13). The Enlisted Classifier is responsible for insuring the member is fully qualified for the school prior to requesting a quota. Members recommended for additional training, for which the Enlisted Classifier is unable to obtain a school quota, shall be made available for general duty according to NAVPERS 15909G. It is not required, nor desired, that a school recommendation be listed in the availability report.

b. **Recommended On-the-Job Training:** Where the final recommendation by the Enlisted Classifier is on-the-job training, those members shall be processed for reassignment under NAVPERS 15909G.

7. **NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks**. NAVPERS 1070/613 entries required in support of the Reclassification Program are set forth in COMNAVCRUITCOMINSTS 1130.8F and 5400.2D. Additional NAVPERS 1070/613 entries shall be prepared as necessary to document events.

MILPERSMAN 1236-030

SAFEGUARDING ENLISTED CLASSIFICATION TEST MATERIAL

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-4449 (703) 695-4449 227-7751

Governing Directives	BUPERSINST 1001.39D COMNAVRESFORINST 1001.5C COMNAVCRUITCOMINST 1130.8F COMNAVCRUITCOMINST 5400.2D

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 Chief of Naval Operations (CNO) (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	Any E-7 or above designated in writing by the NRD Commanding Officer	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 BUPERSINST 1001.39D or COMNAVRESFORINST 1001.5C	
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 according to COMNAVCRUITCOMINSTS 1130.8F and 5400.2D.

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 test materials held by Navy Recruiting Districts shall be returned to CNO (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 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 CNO (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.

5. **Transfer**

a. Enlisted classification test materials must not be transferred between activities unless specifically authorized by CNO (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 **Navy Recruiting Districts** a letter of request must go to CNO (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 Navy Recruiting Districts).

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.	Metal file cabinets with locking bar or safes that have a 3-tumbler combination security lock must be used (portable cabinets and safes are not acceptable).
b.	The lock combination shall be periodically changed as prescribed for classified material containers.

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.

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 CNO (N13)** (with information addressee as appropriate) within 24 hours of discovery.
(2)	**Letter to CNO (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 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 1300-020

DECLINING ORDERS TO COMMAND

Responsible Office	NAVPERSCOM (PERS-4510)	Phone: DSN COM	882-3516 (901) 874-3516

1. **Officer's Responsibility**

a. Officers screened for command who do not desire orders to command shall submit, via their detailer, a written request declining command to Commander, Navy Personnel Command (COMNAVPERSCOM).

b. Officers declining command shall acknowledge in their written request that, if approved, it will become part of their official service record. Officers declining command may include in their declination request a statement regarding their reasons for doing so, if desired.

c. Officers who have declined orders to command remain eligible for assignment to non-command billets ashore or afloat, in their warfare specialties or subspecialties, subject to needs of the Navy.

2. **COMNAVPERSCOM Responsibility**

a. COMNAVPERSCOM, Assistant Chief of Naval Personnel Command (ACNPC) for Career Management Department (PERS-4) will endorse requests declining command and ensure appropriate action to ensure compliance with this article.

b. An approved request to decline command will be made a part of the officer's official service record (Privileged Information/Fiche 5, see MILPERSMAN 1070-020, exhibit 5).

MILPERSMAN 1300-025

DECLINING ORDERS TO 1630 COMMANDER SEA DUTY

Responsible Office	NAVPERSCOM (PERS-4411)	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 Chief of 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, Staff/Restricted Line Officer Distribution Division (PERS-44) 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 (Privileged Information/Fiche 5).

MILPERSMAN 1300-027

DECLINING ORDERS TO INFORMATION PROFESSIONAL (IP) COMMUNITY (DESIGNATOR 1600) LIEUTENANT COMMANDER, COMMANDER, OR CAPTAIN MILESTONE SEA DUTY

Responsible Office	NAVPERSCOM (PERS-4420)	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, Director Staff Corps/Restricted Line Officer Distribution and Special Placement Division (PERS-44) 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	882-4109
			COM	(901) 874-4109
			FAX	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 Staff Corps/Restricted Line 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-64)	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 the Navy Band does not interfere with the customary employment and regular engagement of civilian musicians.

2. **Civilian Performances**. Fleet and 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	882-4217
			COM	(901) 874-4217
			FAX	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 1300-080

INTERSERVICE TRANSFER OF AN OFFICER,

PART 1: TRANSFERS OUT OF THE NAVY

Responsible Office	NAVPERSCOM (PERS-834)	Phone:	DSN	882-3197
			COM	(901) 874-3197
			FAX	882-2621

Governing Directives	10 USC 624, 651, and 716 DOD Directive 1300.4 NAVSO P-6048, DOD Military Pay and Allowance Entitlements Manual DOD Directive 1312.3

1. **Policy**

a. Under 10 USC 716, the President may, within authorized strengths, transfer any commissioned officer with the officer's consent from the Navy, 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. In the case of inactive duty officer, the Commanding Officer, Naval Reserve Personnel Center (NAVRESPERSCEN) (N221) 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:

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 DOD Directive 1300.4 does not constitute a release from or fulfillment of the Uniformed Service obligation established by 10 USC 651; however, additional service performed after transfers is counted toward fulfillment of the 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 of the military services is on a promotion list to the next higher grade under 10 USC 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 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 obligated service for funded education programs including Naval Academy, NROTC, Armed Forces Health Professions Scholarship, Uniformed Services University of Health Sciences, and equivalent funded education programs.

c. has not completed obligated service incurred for advanced education or technical training requiring additional obligated service including postgraduate education, service school or college, law school, medical residency, flight training, naval flight officer training, and equivalent education programs.

d. has not completed obligated service incurred for transfer to the Regular Navy, lateral transfer between competitive categories or designators, entering a program, or receiving an incentive pay, continuation pay, or bonus.

e. is serving in a competitive category, designator, or other authorized officer classification in which the Navy Personnel Command (NAVPERSCOM) determines that significant personnel shortages result in compelling necessity for retention.

f. is serving in designators 210X, 220X, 230X, or 290X 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 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 Naval Reserve officer on active duty who has been issued Release From Active Duty (RAD) orders, unless

the interservice transfer request is received by NAVPERSCOM (PERS-834F) at least 6 months in advance of the scheduled release date.

i. is a Naval Reserve 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 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.

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4. **Application Process**

a. Regular officers, and Reserve officers on extended active duty, 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 a contact relief, minimize gapping of the billet, or to process requests from the time of receipt until favorable endorsement by the Secretary of the Navy (SECNAV) and forwarding of the request to the gaining service. Requests will be addressed to SECNAV via the commanding officer, and NAVPERSCOM (PERS-834F), with 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.

b. A Reserve officer on inactive duty desiring transfer to another service component must have that gaining service submit a DD 368 to the Commanding Officer, NAVRESPERSCEN (N221).

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5. **Commanding Officer's Responsibility**. The commanding officer 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 his 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 through the Secretary of the gaining department and NAVPERSCOM (PERS-834F) to SECNAV. The request must be accompanied by a 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. Social Security Number, designator, corps (if any).

c. Grade, date of rank, frocked rank.

d. Branch of service.

e. Command to which presently assigned.

f. Total active Federal commissioned service.

g. Summary of any previous interservice transfers.

h. Date and place of birth.

i. Citizenship and how acquired.

j. Summary of military duties performed.

k. A complete statement of professional or technical qualifications and educational background.

l. Reason for requesting transfer.

m. Home address.

n. Daytime telephone number, DSN and commercial, if available.

o. Contingent resignation, including the following statement:

"I hereby tender my resignation from the (U.S. Navy, U.S. Naval 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)."

p. Scheduled release from active duty (RAD) date (if any).

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9. **Request Enclosure**. Requests must have the following information attached to the application as enclosures:

a. Current SF 88, Report of Medical Examination; original and one copy. If requesting transfer for aviation programs, include the following information on SF 88: Block 60-refraction, Block 62- prism diversion, buttock-leg length and sitting height.

b. A copy of chest X-ray and EKG.

c. Current SF 93, Report of Medical History; original and one copy.

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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-834F). These documents are then forwarded to the applicants 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) The original health (medical and dental) and original service record are closed and forwarded under letter of transmittal to NAVPERSCOM (PERS-834F). The mailing envelope is marked "DO NOT OPEN IN MAIL ROOM - INTERSERVICE TRANSFER." Copy 7 of the DD 214, 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 member for delivery to the gaining service.

(2) Under the NAVSO P-6048, DOD Military Pay and Allowance Entitlements Manual, 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, Certificate of Release or Discharge from Active Duty, to assist the gaining service in accurately crediting the officer's leave account.

(3) Separation orders are endorsed as required.

(4) Pay records and pay allowance entitlements are processed and computed under the instructions contained in pay directives and Navy Travel Instruction. 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 date Navy allotments are stopped and the date allotments are started by the gaining service.

(5) If the applicant desires to withdraw an interservice transfer before accepting the commission in the gaining service, the commanding officer must inform NAVPERSCOM (PERS-834F) by message upon receipt of the withdrawal request and forward the written request with endorsement within 10 days. The gaining service is notified by NAVPERSCOM (PERS-834F). Upon receipt of the original request from the gaining service, NAVPERSCOM (PERS-834F) will return all correspondence to the officer.

(6) For inactive duty officer, the order issuing authority will terminate any drilling reservist, and forward Medical and Personnel files to NAVRESPERSCEN (N3). NAVRESPERSCEN (N221) will complete the discharge and NAVRESPERSCEN (N3) will close out the member's record for archiving at National Personnel Records Center (NPRC).

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11. **Rank and Status**. The following conditions apply to officers who have transferred out of the Navy:

a. A Regular Naval 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 Naval officer on active duty or inactive duty, except for a physician, dentist, nurse, or Medical Service Corps officer, transferred out of the Navy under this map 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 and retirement as if served in the gaining service according to 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 DOD Directive 1312.3. 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 (10 USC 716).

INTERSERVICE TRANSFER OF AN OFFICER,

PART 2: TRANSFERS INTO THE NAVY

Responsible Office	NAVPERSCOM (PERS-801G)	Phone: DSN COM FAX	882-3171 (901)874-3171 882-2620

Governing Directives	10 USC 716 SECNAVINST 1000.7D DOD Directive 1300.4 In addition, applications are subject to the relevant directives of the respective services. These are:

Other Services' Governing Directives	Army	U.S. Army Regulation 614-120
	Air Force	U.S. Air Force Regulation 35-39
	Marine Corps	P1100.73, U.S. Marine Corps Order
	Coast Guard	Article 12A3, U.S. Coast Guard Personnel Manual (CG)
	NOAA	Section 43, Chapter 56, NOAA Directive Manual
	Public Health Service	DOD Directive 1300.4 of 2 April 1984

1. **Policy**

a. Under 10 USC 716, the President may, within authorized strengths, transfer any commissioned officer with the officer's consent from the Navy, 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 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.

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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 by a naval activity on behalf of an officer on the active-duty list of another Uniformed Service are discussed in this article. Applications must arrive no later than 9 months in advance of the requested transfer date.

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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:

a. Conditional release from parent service.

b. Statement that the officer concerned has neither failed selection for promotion in the present grade nor had his or her name removed from a promotion list.

c. Source of original commission.

d. Current SF 88, Report of Medical Examination, original and one copy.

e. Current SF 93, Report of Medical History, original and one copy.

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 copy of the officer's master personnel record.

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4. **Approval Process**. The parent service should send applications to the Secretary of the Navy, Washington, DC 20350, who will forward them to NAVPERSCOM (PERS-801G) for review and evaluation.

IF . . .	THEN . . .
NAVPERSCOM recommends disapproval	The application will be sent to SECNAV with a proposal memorandum returning the application, disapproved, to NAVPERSCOM, who will notify the parent service and officer concerned.
NAVPERSCOM recommends approval	The application will be sent to SECNAV for approval. If SECNAV disapproves, he 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 their 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.

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5. **Requests for a Specific Officer**. Requests from Navy activities for a specific officer will be sent to Navy Personnel Command, 5720 Integrity Drive, Millington, TN 38055-8010 (Attn: PERS-801G). 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, who 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, the Secretary will return the application to NAVPERSCOM for return to the naval activity.

6. **Statement of Understanding for Regular 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 the Navy Personnel Command upon appointment. I understand that if this transfer is for flight training, I will incur 5 years minimum required service upon successful completion of training. 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)

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7. **Statement of Understanding for Reserve Officers on Active Duty**. Reserve officers must read and sign the following Statement of Understanding:

"I understand that if my request for transfer is approved, I will be ordered into active military service with the U.S. Navy in a Reserve status and will be ordered to serve at least 3 years of active duty and retain my commission for a minimum of 8 years before separation at the option of the service. I understand that my active duty obligation and permanent grade and date of rank will be that assigned to me by the Chief of Naval Personnel upon appointment. I understand that if this transfer is for flight training, I will incur 5 years minimum required service upon successful completion of training. I further understand that as a Reserve officer on extended active duty, I may be assigned to a government-sponsored training program or directed on permanent change of station (PCS) orders to meet the Navy's needs. 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)

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8. **Applications from Officers on Inactive Duty**

a. Application may be made by an officer on inactive duty in a Reserve or Guard Component of another service for transfer into the Naval Reserve or by a naval activity on behalf of an officer of another service. 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 the Chief of Naval Operations.

b. The officer should initiate the application with the nearest Naval Reserve Recruiting Command Detachment.

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9. **Inactive-Duty Application Contents**. Requests are subject to the appropriate directives of the respective service. At a minimum, the following information must be included:

a. Applicant's last, first, and middle name.

b. Social Security Number (SSN), service number (if applicable), and designator, or Military Occupation Specialist (MOS).

c. Grade, date of rank, and military specialty.

d. Branch of service and component.

e. Organization to which presently assigned.

f. Total Federal commissioned service, active and Reserve.

g. Summary of any previous interservice transfers.

h. Date and place of birth.

i. Citizenship and how acquired.

j. Summary of military duties performed.

k. Brief statement of educational credentials and military and civilian professional or technical qualifications.

l. Reason for requesting transfer.

m. 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)."

n. NAVCRUIT 1131/9, Summary Sheet.

o. DD 398-2, Personnel Security Questionnaire (National Agency Checklist).

p. FD 258, Fingerprint Card.

q. DD 398, Security Questionnaire (BI/SBI).

r. NAVCRUIT 1100/13, Interviewer's Appraisal Sheet (two).

s. DD 214, Certificate of Release or Discharge from Active Duty.

t. SF 93, Report of Medical History (original and one copy).

u. Current SF 88, Report of Medical Examination (original and one copy). If requesting transfer for aviation programs, include an up-to-date flight physical examination. In aviation physicals, the following information must be included on SF 88: Block 60-refraction, Block 62-prism diversion, and buttock-leg length and sitting height.

v. A copy of chest X-ray and EKG.

w. An endorsement from the Reserve command with an available billet.

x. Conditional release from parent service if applicant has a remaining military service obligation.

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10. **Where to Send Applications**

a. The parent service should send applications from individual officers to Navy Personnel Command, (PERS 911) 5720 Integrity Drive, Millington, TN 38055-9110.

b. Requests from Navy activities for a specific officer must be in the above form and sent to the same address.

c. Requests must be justified, showing that the transfer is in the best interest of the Naval Reserve and must include a statement, signed by the officer concerned, consenting to the transfer.

11. **Approval Process**. Navy Personnel Command will review and evaluate the application under this map.

IF . . .	THEN . . .
NAVPERSCOM disapproves the application	He 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 PERS 803 and coordinate the transfer with the parent service.
NAVPERSCOM desires a waiver of provisions of this article	The application will be sent to SECNAV with supporting justification, and proceed according to either of the previous two steps, based on the Secretary's decision.

12. **Interservice Transfer of Inactive Duty Reserve Aviators and Flight Officers**. Additional guidelines for interservice transfer of inactive duty Reserve aviators and flight officers is contained in BUPERSINST 1001.41. These officers must obtain endorsements from Reserve Force Squadron (RESFORON)/ Master Augment Unit (MAU)/Selected

Augment Unit (SAU commanding officer, local area commander for Air, Wing Commander, and Commander, Naval Reserve Force. RESFORON/MAU/SAU commanding officers must identify a flying billet to which the officer will be assigned and must outline a specific training plan.

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

Governing Directives	Joint Federal Travel Regulations (JFTR) Chapter 5 Volume I, Appendix A Paragraph U5355-B1 Paragraph U5630 Paragraph U5355-B NAVPERS 15560C, Naval Military Personnel Manual NAVPERS 15559B, Officer Transfer Manual, Chapter 2 NAVPERS 15909G, Enlisted Transfer Manual, Chapter 23

1. **General Policy**. Servicemembers, who are ordered to make a permanent change of station (PCS) move, are entitled to personal travel and transportation allowances under JFTR, Chapter 5.

a. No command will deny any of the travel and transportation allowances or entitlements associated with PCS movement of a servicemember from one permanent duty station (PDS) to another.

b. PCS and PDS are defined in JFTR, Volume I, 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."** PDSs are "in proximity" to each other when they are both in an area ordinarily serviced by the same local transportation system, and servicemembers could reasonably commute daily from home to either PDS. An example follows.

3. **Example**. A servicemember 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 servicemember 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 HHG, the servicemember is not entitled to personal travel and transportation allowances incident to the transfer. No travel time is provided, VHA is not stopped.

c. If the servicemember relocates the household, there would still be no PCS entitlements, other than personal travel and transportation allowances of the servicemember, 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 Chief of Naval Personnel (CHNAVPERS) (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/UICs 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 household goods (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.	JFTR, paragraph 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 JFTR, paragraph 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, paragraph 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 CHNAVPERS (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 CHNAVPERS (PERS-4) prior to executing the orders.	NAVPERS 15559B, Chapter 2, or NAVPERS 15909G, Chapter 23, for order modification request procedures.

MILPERSMAN 1300-110

PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT POLICY - DETERMINING EFFECTIVE DATE OF PCS ORDERS

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

Governing Directives	Joint Federal Travel Regulations (JFTR) Volume 1, Appendix A Volume 1, Chapter 6 Paragraphs U2140-A, U5203-A, U5222-D, U5240, and U5240-H

1. **Introduction**. The effective date of PCS orders is important for determining entitlements for transportation of dependents and shipment of Household Goods (HHG).

a. The basic definition of the effective date of PCS orders is contained in JFTR, Volume 1, Appendix A.

b. For orders amended, modified, canceled, or revoked, the effective date will be per JFTR, paragraph 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 the Chief of Naval Operations (CNO), normally by message.	
a change of 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,	JFTR, paragraphs U5222-D and U5240-H.
removal of restrictions from a restricted area,	travel of dependents actually begins after the date restrictions are removed,	JFTR, paragraph U5222-D.
unusual/emergency circumstances or evacuation,	the dependents are actually removed from the overseas station or area involved,	JFTR, paragraph U5240 or JFTR, Volume 1, Chapter 6.
dependents retained at previous duty station,	of the current PCS order,	JFTR, paragraphs U5203-A and U5222-D.

MILPERSMAN 1300-120

PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT POLICY - ISSUING CHANGE OF HOME PORT CERTIFICATES

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

Governing Directives	NAVPERS 15909G, Enlisted Transfer Manual, Chapter 15 Joint Federal Travel Regulations (JFTR), Paragraphs U5120-F1, U5120-F5, U5222-M, and U7115-A1

1. **Policy**. The change of home port of a ship, mobile unit, or afloat staff is a PCS, except for servicemember travel. The commanding officer may issue a change of home port/PDS certificate. For sample format see NAVPERS 15909G, Chapter 15.

2. **Restrictions on Issue of Home Port Change Certificates**. Table below contains the restrictions to issuance of a home port change certificate:

WHEN...	THEN...	AND ALSO SEE...
the member is entitled to and plans to ship HHG or a privately owned vehicle (POV) incident to the change,	the member will be issued a change of home port certificate.	
the member has been issued, or expects to be issued PCS orders,	the member will not be issued a change of home port certificate.	
the member has less than 90 days obligated service remaining on the effective date of home port change,	the member will not be issued a change of home port 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 home port/PDS,	MILPERSMAN 1910-102 and NAVPERS 15909G, Chapter 15 for authorization for early separation of enlisted personnel due to home port 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 home port certificate can be issued.	
the member has the official home port change notification authorizing the member to proceed to the old home port and then to the new home port 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 home port,	the commanding officer may issue a PCS travel authorization,	JFTR, paragraph U5120-F1. Also see **NOTE 1** below.
the member is permanently assigned aboard a ship, whose home port is changed to the port of overhaul or inactivation,	the member may elect periodic travel between the overhaul port and former home port instead of PCS entitlements,	JFTR, paragraph U7115-A1. Also see **NOTES 2** and **3** below.
the initial assignment of a home port is made, i.e., when the ship is placed in commission,	the commanding officer of a pre-commissioning unit may not issue a home port change certificate. Instead, PCS orders must be issued.	

NOTE 1: This also applies to a newly commissioned ship, when the ship's home port is different from the member's old PDS. See JFTR, paragraph U5120-F5.

NOTE 2: Periodic travel accrues under JFTR and also applies to a ship that is undergoing overhaul or inactivation at a place other than its home port, that is, the home port is not changed.

NOTE 3: Periodic travel entitlements may only be provided to servicemembers whose dependents reside in the reasonable commuting area of the former home port. The entitlement applies to all servicemembers who have dependents within the reasonable commuting area of the former home port. The former home port need not be specified as the ship's home port on the servicemember's orders. Instead of member travel, dependents may travel to the overhaul or inactivation port with limited reimbursement. See JFTR, paragraph U5222-M.

MILPERSMAN 1300-130

PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT POLICY - GENERAL REIMBURSEMENT RULES FOR POC TRAVEL

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

Governing Directives	Joint Federal Travel Regulations (JFTR), paragraphs U5205-A2, U5205-A2c, and U5205-A2e.

1. **Basis for Rules**. The general reimbursement rules for POC travel incident to PCS travel are based on the number of people traveling at the same time.

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 PDSs in one POC,	the per mile rate paid is for one POC based on the number of travelers.	
the member travels separately from dependents,	the member is paid a per mile rate,	the payment for dependents is a per mile rate based on the number of dependents traveling together. COMMENT: No specific authority for more than one POC is needed as the group, the dependents in the case, are using only one POC. Per diems are 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 for two POCs and the number of travelers is paid, unless authority is granted for payment based on over two POCs.	
permission is received under JFTR, paragraph U5205-A2,	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 group traveling together.
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.	
a dependent needs special accommodations,	commanding officers may also approve payment. See JFTR, paragraph U5205-A2.	
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 CNO (N13), either prior to or after execution of orders. Details must be provided. Owing a compact car(s) is not a valid reason.	
in the situations described in JFTR, 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	225-3322
			COM	(703) 695-3322
			FAX	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	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 (b) OPNAVINST 4650.15 (c) OPNAVINST 4630.25C (d) DODD 1315.7 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 servicemembers 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 (b) OPNAVINST 4650.15 (c) OPNAVINST 4630.25C

1. **Applicability**. This article is applicable to all active duty 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 active duty on the day of separation.

d. A dependent, returned early for personal reasons from an overseas area under reference (a), chapter 5, paragraph U5900-D 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.

d. 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. See reference (c).

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, 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 a Chief of Naval Operations (CNO) (N130) approved overseas designated place of residency.

MILPERSMAN 1300-170

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS – CRITERIA AND STATUS

Responsible Office	CNO (N130E)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

References	(a) DODD 1315.7 of 12 Jan 2005 (b) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume I, Uniformed Service Members

1. **Policy**. Navy servicemembers, 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 servicemember may have dependents command-sponsored.

2. **Criteria**. Per reference (a), in order for dependents to be command-sponsored by the appropriate military commander, the servicemember 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) (PDUSD(P&R)) must approve the request.

(2) A shorter tour length granted as an exception shall require an enlisted servicemember to serve until expiration of active obligated service (EAOS).

(3) See MILPERSMAN 1300-180 regarding change in status and prohibitions relating to command sponsorship.

d. **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 servicemember-married-to-servicemember situations, children born of that marriage may travel under either, but not both, parent's permanent change of station (PCS) orders. Either servicemember may apply for command sponsorship for the children providing the criteria above has been met.

g. One servicemember 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 servicemember 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 servicemember'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	CNO (N130E)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume I, Uniformed Service Members (b) OPNAVINST 4650.15

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 the member’s PDS 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) Servicemembers 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 must, however, have an accompanied-by-dependents tour prescribed in order for dependents to accompany the servicemember.

2. **Prohibitions and Limitations**

a. In no case may dependents be command-sponsored in the overseas area unless the servicemember 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) (ASD (FM&P)).

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, and take 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 in 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 servicemember-married-to-servicemember 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), chapter 5, paragraph U5900-D, may be command-sponsored only after

(1) the servicemember obligates to serve 24 months after their return, and

(2) all other command sponsorship criteria are met.

4. **Changing Tour Election**

a. If, after electing an “all others” tour, the servicemember desires dependents to be command-sponsored in the overseas area,

(1) the servicemember’s commanding officer (CO) will reverify the suitability of dependents.

(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).

b. Servicemembers 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	CNO (N130E)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume I, Uniformed Service Members (b) DODD 1315.7 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 noncommand-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 servicemember 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 (Manpower and Reserve Affairs) (DASN (M&RA)) may grant exceptions on an individual basis and in cases involving organized unit moves. Such requests should be forwarded via Chief of Naval Operations (CNO) (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 servicemember reports to the port of debarkation for the overseas PDS, travel and transportation entitlements for dependents to a designated place in continental United States (CONUS) 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 by 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 servicemember is ordered to an overseas location that does not have an accompanied tour prescribed, the servicemember 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 two and three regarding

requirements for dependent travel and shipment of HHG at government expense.

b. The servicemember must have sufficient obligated service (OBLISERV) 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	CNO (N130E)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume I, Uniformed Service Members

1. **Policy Applicability**. The policies specified below apply to command sponsorship and overseas station allowances.

2. **General Station Allowance Policy**. Reference (a), chapter 9, provides general overseas station allowance policy guidance.

3. **Policy for Command-Sponsored Dependents**. Personnel will receive station allowances per reference (a), chapter 9, 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), chapter 9, paragraph U9301, 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 Chief of Naval Operations (N130) for approval, and circumstances must meet the requirements of reference (a), paras. U5222C, U5222D, and U9301.

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), chapter 9, paragraph U9301.

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), Business Operations Program, Budget Execution – Career Management Branch (PERS-324).

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	CNO (N130E)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume I, Uniformed Service Members (b) DODD 1315.7 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 by reference (a), chapter 5, paragraph U5222-F; or chapter 6; and reference (b).

3. **Space Available Transportation**. Space available transportation, as detailed in references (b) and (c), may be provided in some instances.

4. **Station Allowance Eligibility**. Servicemembers 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 (SOFAs), 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 FAX	882-4142 (901) 874-4142 882-2693

References	SECNAVINST 3300.3A OPNAVINST 3300.53

1. **General Information**. 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 establishes tour lengths for overseas assignment. Alaska and Hawaii are considered overseas areas, but **are exempt** from personnel screening requirements, except for remote locations identified in MILPERSMAN 1300-304. This article and its subarticles listed below provide information and procedures pertaining to Overseas Assignment:

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 a Type Assignment (T/A) code "O", "H", and "A".

(2) Secretary of the Navy prescribed sea tour for UICs having a T/A code "C" or "D".

b. **Overseas service for enlisted** personnel may be categorized as follows:

(1) Overseas Duty (Sea/Shore Code 6).

(2) Overseas Remote Land-Based Sea Duty (Sea/Shore Code 3).

(3) Non-Rotated Sea Duty (Sea/Shore Code 4).

3. **Antiterriorism/Force Protection Awareness**

a. All members, Department of the Navy civilian personnel, and adult family members shall receive mandatory Antiterrorism Awareness Level I training prior to travel outside the continental United States. This training consists of the following:

(1) Video films

(2) A briefing with slides

(3) Handouts

b. An area-of-responsibility-specific briefing is required for those traveling to or through an area with a Threat Level of Medium, High, or Critical. Training consists of information provided by the united (geographic) Commander, e.g., U.S. European Command, U.S. Pacific Command, U.S. Special Operations Command, etc. All Level I training must be conducted within 6 months prior to travel by a trained and qualified Antiterrorism Training Officer (ATTO).

c. A NAVPERS 1070/613 (10/81), Administrative Remarks entry verifying completion for servicemember and adult family members is required. The NAVPERS 1070/613 entry will state level of training, date completed, and who attended the training.

d. SECNAVINST 3300.3A, OPNAVINST 3300.53, and CNO message 212050Z FEB 98 provide guidance. If a command does not have an ATTO, for assistance contact the activities listed below:

Navy Fleet and Family Service Center,
Expeditionary Warfare Training Group, Atlantic
COM (757) 421-8059/67

OR

Fleet Training Center,
San Diego
DSN 526-7759

4. **Suitability for Overseas Assignment Validity**. Suitability determinations (including medical and dental) will be valid for 1 year from date of initial screening completion, unless changes in conditions affecting suitability occur. Navy personnel/ family members whose suitability screening has expired, or whose suitability status changes prior to transfer, shall arrange for reevaluation for suitability.

MILPERSMAN 1300-302

SUITABILITY AND SELECTION FOR OVERSEAS SERVICE

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4142
			COM	(901) 874-4142
			FAX	882-2693

References	OPNAVINST 1740.4A OPNAVINST 1754.2A BUMEDINST 1300.2 COMNAVCRUITCOMINST 1130.8F NAVSO P-6034-1, Joint Federal Travel Regulations (JFTR)

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).

b. Members in paygrades E-3 and below with family member(s), will not be assigned to duty in an overseas area, including Hawaii. Additionally, members in paygrades E-3 and below who are pregnant will not be assigned in an overseas area, including Hawaii. Members may be assigned unaccompanied, based on readiness needs.

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 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 worthy representatives of the United States in a foreign country.

b. **Determining Suitability**. This determination must be based on a series of steps beginning with a detailer at Navy

Personnel Command (NAVPERSCOM) or Enlisted Placement Management Center (EPMAC) (for non-designated SN/AN/FN) nominating the member for overseas duty, and ending with a message (see MILPERSMAN 1300-304) to NAVPERSCOM or EPMAC (for non-designated SN/AN/FN) 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, checking medical and dental fitness of members and their family members, and conducting a command review (see MILPERSMAN 1300-304) to determine suitability.

c. **Records Review/Interviews**. During accession training and service school environments, the training school command is responsible for scrutinizing the training records of members as well as interviewing them to determine their overall suitability for overseas duty. 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. In all cases, the CO must sign NAVPERS 1300/16 (Rev. 01/01), Report of Suitability for Overseas Assignment. This authority shall not be delegated except to the CO "Acting," or to the officer in charge (OIC) of isolated detachments. Upon request of the CO, a skilled interviewer (such as a chaplain, command career counselor, CMC, Navy social worker, or specified Family Service Center staff member) may also be included to determine overseas suitability.

d. **Single Parents/Military Couples with Family Member(s)**. 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 or EPMAC (for non-designated SN/AN/FN) upon submission of certification of screening. Members married to other military members, with family member(s), and single parents being considered for overseas assignment will be required to complete NAVPERS 1740/6 (Rev. 4/96), Family Care Plan Certificate per OPNAVINST 1740.4A.

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. 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. If only the family member(s) are medically unsuitable, the urgency of the requirement may require the member 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/medical treatment facility (MTF) is required for medical problems. Use BUMED 1300/1 (Rev. 6-00), Medical, Dental, and Educational Suitability Screening for Service and Family Members, and BUMEDINST 1300.2 for guidance which are available on http://navymedicine.med.navy.mil/instructions/directives/.

(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 BUMED 1300/1 by utilizing a local physician. The completed BUMED 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 BUMED 1300/1 and forward it to the transferring command's MTF for review and signature.

(1) If member's family member(s) refuse to be screened, refer to MILPERSMAN 1300-304.

(2) When issues of custody pertain to a member's/family member's suitability, refer to MILPERSMAN 1300-304.

(3) Exceptional Family Member (EFM) Program. If, during overseas screening process, a member's family member is identified as a possible EFM, comply with OPNAVINST 1754.2A. Information pertaining to the EFM program is contained in MILPERSMAN 1300-700. Submit these completed NAVPERS forms to NAVPERSCOM, Personal and Family Readiness Branch (PERS-662). EFMs are described as handicapped or exceptional family members who require special medical care/special education. Should the member initially select an "all others" tour, it will be the responsibility of the detaching command to accomplish the screening, if not previously accomplished. 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, Distribution Department (PERS-4), NAVPERSCOM (PERS-662), 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 family member. 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 overseas assignment to a location where requisite EFM services are not provided.

(c) Laws and instructions require the following:

1. EFMs be 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-662).

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) Remote isolated overseas locations.

(b) Remote isolated CONUS stations with limited dental capabilities.

(c) Commander, Standing Naval Force Atlantic (COMSTANAVFORLANT) (staff).

(3) Members in Class 3 Dental status should not be transferred to remote isolated locations or units listed above.

(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 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 involved in open family advocacy cases are disqualified for overseas assignment. Once a member has successfully demonstrated any allegations to be

unfounded, or completed any punitive measures, or successfully completed any prescribed treatment, or otherwise had the case adjudicated "closed," member will be eligible for duty overseas.

e. **Physical Fitness**. Failure of Physical Fitness Assessment (PFA) (formally Physical Readiness Test (PRT)) will not limit assignment except when a member cannot obligate for the minimum sufficient obligated service (OBLISERV) to complete the prescribed overseas assignment.

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.

(3) Members assigned to or receiving the continuing care portion of treatment, usually in an outpatient setting, may be eligible for overseas assignment, provided the overseas assignment is to a geographical location where treatment services can be provided (Counseling and Assistance Centers (CAACs)).

h. **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 members with two or more hospitalizations for psychiatric disorders will be considered unsuitable for overseas duty.

i. **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.

j. **Disciplinary History**. History of courts-martial, non-judicial punishment (NJP), or involvement with civil authorities in the previous 2 years will be considered unsuitable for overseas assignment.

k. **Pre-Service Waivers (enlisted only)**. Initial accessions with pre-service moral waivers (drug, alcohol, or criminal) identified in Block 18E or section VI of DD 1966/1 (1 Jan 2003), Record of Military Processing, will be considered unsuitable for overseas assignment. COMNAVCRUITCOMINST 1130.8F refers.

l. **Pregnancy**. Women will not be transferred overseas who are in the third trimester of pregnancy (7th-9th month). 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 duty including sea duty** type 2 and 4 will be screened for pregnancy per BUMEDINST 1300.2 prior to transfer.

m. **Financial Stability**

(1) **E5 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) **E1-E4.** 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. If debt-to-income ratio is 30% or greater, member is unsuitable for overseas assignment.

n. **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.

o. **OBLISERV**. Ensure member obtains minimum service requirement/OBLISERV, as required by BUPERS transfer orders, within 30 days

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-by-family member(s)" tour**.

b. Married members **assigned to or living in the same overseas location or locale** shall serve the "**accompanied-by-family member(s)" 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-by-family member(s)" 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 "**all others" 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.

5. **Dependency 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 United States should be advised that approval from NAVPERSCOM, Pass Program Management Branch (PERS-331) is required. The message format for requesting family entry approval as well as additional information can be found in MILPERSMAN 1300-316. Point of contact is as follows:

Chief of Naval Operations
Military Compensation and
Policy Coordination Branch (N130E)
COMM: (703) 614-5635
DSN: 224-5635

d. **More than Three Family Members**. Enlisted members with more than three family members will not normally be assigned to accompanied overseas duty including Alaska and Hawaii unless an urgent requirement exists and a conscious decision is made, based upon a thorough review of living conditions, availability of adequate housing, and other pertinent information which may be peculiar to a specific location.

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/CHAMPUS reimbursement.

7. **Custody Agreements**. Divorce decrees concerning custody and control of family member(s) can impact on 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 per the Defense Joint Military Pay System Procedures Training Guide (DJMSPTG)/Navy Standard Integrated Personnel System (NSIPS). The member should bring in a copy of the divorce decree for review. NAVSO-P-6034-1, volume 1, chapter 7, para. U5203, item 18 contains further guidance.

b. **Dependency Status Approved**. Once dependency status is approved by Navy Family Allowance Activity, overseas screening can be processed and, if appropriate, family member(s) entry approval can be requested.

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. **Waiver Requests**. Upon completion of the overseas screening interview, if a member is not qualified for overseas assignment, 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 FAX	882-4142 (901) 874-4142 882-2693

References	OPNAVINST 1300.14C BUMEDINST 1300.2 Uniform Code of Military Justice (UCMJ), Article 107

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 message is sent within 15 days after receipt of the transfer directive. The goal is to have all overseas screening requirements completed within 30 days. Report using the format provided in Exhibits 1, 2, 3, and 4 as applicable.

b. **Command Review**. Conduct command review per provisions of this article and OPNAVINST 1300.14C, utilizing Exhibit 1 to determine if the member and family member(s) (if any) meet the eligibility requirements and additional criteria of MILPERSMAN 1300-302.

c. **Medical Screening**. Ensure medical screening is conducted per BUMEDINST 1300.2. Instruction and forms are available at http://navymedicine.med.navy.mil/instructions/directives.

d. **Briefing**. Brief member and family member(s) on Standard Installation Topic Exchange Services (SITES) data available at Family Service Centers (FSCs) during command review. Provide member with name and number of Relocation Assistance Manager (RAM) at FSC 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 all others tour, ensure member is familiar with MILPERSMAN 1300-150 through 1300-210 concerning command sponsorship of family members.

e. **Suitability/Unsuitability Determination**. Determine suitability/unsuitability based on medical status, command review, and any other reliable information (chain of command, chaplain, family advocacy representative, command financial specialist, etc.). If waiver is required, submit per this article.

f. **Obligated Service (OBLISERV)**. Ensure all enlisted members have sufficient OBLISERV to complete appropriate accompanied/unaccompanied Department of Defense (DOD) area tour. NAVPERS 1070/613 (Rev. 10/81), Administrative Remarks entries for OBLISERV are not authorized (see MILPERSMAN 1306-106). For enlisted Selective Reenlistment Bonus (SRB) issues, refer to the latest NAVADMIN.

2. **Reporting Procedures**

a. Concurrent with the release of overseas orders, transferring commands will receive a naval message from Navy Personnel Command (NAVPERSCOM), Distribution Department (PERS-4) that will direct a 15-day mandatory update. If required, readdress this message to the servicing medical treatment facility (MTF).

b. Initiate the overseas screening process immediately.

(1) **Suitable**. If member/family member(s) are determined to be **suitable**, report using format provided in **Exhibit 2**.

(2) **Unsuitable**. If member/family member(s) are determined to be **unsuitable**, report using format provided in **Exhibit 3**. If member or family member(s) is determined unsuitable, contact with the gaining command/MTF is required.

(3) **Interim Report**. If member/family member(s) suitability determination cannot be completed within 15 days, provide an interim report of suitability message using format provided in Exhibit 4. Continue to provide interim reports every 30 days until suitability determination can be made.

(4) **Copy - Enlisted/Officer**. In all cases, above reports will also be filed in the enlisted field service record or officer transfer package.

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 determined the following locations in the United States are considered remote and require an overseas screening per this article and MILPERSMAN 1300-302:

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 NAVPERSCOM or Enlisted Placement Management Center (EPMAC) (in the case of non-designated SN/FN/AN) immediately. Ensure the member (and family member(s)) are aware of their responsibility to report any circumstances that may change their suitability status immediately, to avoid prosecution under UCMJ, 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 will 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. Upon completion of the overseas screening interview, if a member is not qualified

for overseas assignment, but the CO considers a waiver in order, submit an unsuitable report per Exhibit 3 and provide justification/amplifying information why a waiver is recommended in para. 1D. The member will be considered **unsuitable** and is not authorized to transfer until a waiver authorization message is obtained from NAVPERSCOM or EPMAC (in the case of non-designated SN/FN/AN). File waiver in enlisted field service record or officer transfer package.

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 and the spouse has custody of any family member children, or the spouse/ex-spouse refuses to cooperate in family member overseas screening, 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 (Rev. 02/03), Report of Suitability for Overseas Assignment (Exhibit 1) 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 family member 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 MILPERSMAN 1300-308."

_____
Member's Signature

Witnessed: _____
L. Kimble
CDR, USN, Personnel Officer

(3) 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 nor join member overseas unless they have been properly screened, determined to be suitable, and family member entry approval is granted (if applicable).

EXHIBIT 1

REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT

SUPPORTING DOCUMENTATI0N OPNAVINST 1300.14C

MEMBER'S NAME:			SSN:	DATE:
PRESENT SHIP/STATION:	UIC:	OVERSEAS LOCATION:		UIC:
NUMBER OF DEPENDENTS:				

PART I: COMMAND REVIEW - The purpose of the Command Review is to determine, via record review and personal interview, member and spouse/family member(s)' suitability for overseas duty/life in the assigned overseas location. (To be completed by Commanding Officer of transferring command.) Refer to MILPERSMAN Articles 1300-302 and 1300-304. Any questions checked "YES" (with the exception of questions 11 and 15), disqualifies member for overseas assignment. If command still recommends member should be considered for overseas assignment, submit waiver request per MILPERSMAN 1300-302.

1. ☐ YES ☐ NO Has the member or any spouse/family member(s) previously been reassigned, prior to normal tour completion, due to their unsuitability?

2. ☐ YES ☐ NO (For Enlisted Personnel) Does the member refuse to obligate sufficient service (OBLISERV) to complete the prescribed tour? If "NO", ensure member reenlists (NAVPERS 1070/621) to incur sufficient OBLISERV, per MILPERSMAN 1306-106. Page 13 entries for OBLISERV are prohibited. **(OBLISERVE MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDERS)**. For SRB issues, see the current NAVADMIN.

3. ☐ YES ☐ NO (E5 and above) Does the member, spouse, or family member(s) have serious problems of indebtedness, credit loss or other financial problems which have not been reconciled with the creditor(s) or interested parties (i.e., bankruptcy)?

   ☐ YES ☐ NO a. (E4 and below) Member must complete debt-to-income (DTI) ratio screening IAW OPNAVINST 1740.5A, (Command Financial Specialist Training Manual 15608). Is DTI ratio 30% or greater?

4. ☐ YES ☐ NO Has the member been convicted for any civilian offense(s) (civil or criminal) within the last 24 months or had any involvement in any ongoing civil or criminal action?

5. ☐ YES ☐ NO Has spouse or any family member(s) been convicted for any civilian offense(s) (civil or criminal) within the last 24 months or have any involvement in any ongoing civil or criminal action?

6. ☐ YES ☐ NO Does the member have a record of any involvement with illegal drugs or alcohol within the past 24 months? For alcohol related cases, if member has completed an education or early intervention program, they are suitable for overseas assignment and this question can be answered "NO".

7. ☐ YES ☐ NO Does the spouse/family member(s) have a record of any involvement with illegal drugs or alcohol within the past 24 months?

8. ☐ YES ☐ NO Is the member or spouse/family member(s) involved in an open FAP (Family Advocacy Program) case that is still under investigation or for which treatment is still ongoing? (Any case/cases that has/have been adjudicated "Closed," shall not be considered disqualifying).

   ☐ YES ☐ NO a. In any case, does the local FAP representative have any reason to NOT favorably endorse member with family members for overseas duty?

9. ☐ YES ☐ NO Was the member's spouse previously a member of the armed forces and the characterization of separation other than "Honorable"? Explain in the remarks section.

MEMBER'S NAME:	SSN:	DATE:

10. ☐ YES ☐ NO Are there any concerns whether member/spouse has legal custody of all accompanying minor family members?

11. ☐ YES ☐ NO Are any of the member's family members covered in a custody agreement? If "NO," go to question 12.

☐ YES ☐ NO a. Does agreement prevent removal of family members from CONUS without prior court approval or agreement between the interested parties? If "NO," go to question 12.

☐ YES ☐ NO b. Has member obtained prior court approval of requisite agreement from other interested party for removal of family members from CONUS, if required by state law? (Please note: Navy policy does not require a separate agreement if not required by state law.)

12. ☐ YES ☐ NO Single parents/military couples with family members. Are there any reasons why family member care requirements cannot be met in accordance with OPNAVINST 1740.4A?

NOTE: While the unique situation of single parents with family members is not in itself disqualifying, this fact should be pointed out upon submission of message certification of screening to NAVPERSCOM (PERS-40)/(EPMAC.)

13. ☐ YES ☐ NO (For Enlisted Personnel) Is member an initial accession enroute to their first duty station with pre-service moral waiver(s) (drug, alcohol, or criminal)?

14. ☐ YES ☐ NO Does member have a history of unsatisfactory or below standard performance (any mark below 3.0) or any NJPs in the last two years?

15. ☐ YES ☐ NO Has member and adult dependents received "Level I" Antiterrorism Force Protection (Level III for O-5/O-6 Commanding Officer Awareness Training), prior to transfer, and recorded on Page 13? (Contact your local Family Service Center if training is not available at your command)

FOR PERSONNEL E-3 AND BELOW: Ensure the member has been counseled that personnel in these paygrades, having family members, will not be assigned accompanied overseas duty. Members can be assigned unaccompanied based on readiness needs. (NOTE: Single E-3 and below who acquire (a) family member(s) en route and bring them without dependent entry approval/command sponsorship, will most probably return them at personal expense and serve the complete area tour unaccompanied.)

I have been counseled on the above: ☐ YES ☐ NO

MEMBER'S SIGNATURE:	DATE:

REMARKS:

I, _____, am aware that the failure to divulge disqualifying information or amplifying information (medical, dental, personal) pertaining to the questions on this checklist may ultimately result in disciplinary action punishable under the UCMJ.

MEMBER (NAME, RANK/RATE):	MEMBER (SIGNATURE):	DATE:
INTERVIEWER (NAME, RANK/RATE, COMMAND TITLE):	INTERVIEWER (SIGNATURE):	DATE:

MEMBER'S NAME:	SSN:	DATE:

PART II: RECOMMENDATION OF COMMANDING OFFICER (OR OIC) OF MEDICAL TREATMENT FACILITY.

Based on the information available as a result of screening and on the capabilities of the Medical/Dental Treatment Facility in the area of assignment to which ordered, the following recommendation is forwarded:

1. Medical, dental and educational screening was conducted per BUMEDINST 1300.2.
2. Recommendation is based on a review of NAVMED 1300/1, Part I and II. One form has been completed for each service and family member screened.
3. If a shaded block is checked on NAVMED 1300/1, coordination is required with the gaining MTF/DTF supporting the overseas, remote duty or operational location or with the senior medical department representative of an operational platform. Coordination must indicate whether or not required medical, dental or educational capabilities are available.
4. Family member screening is not required if an unaccompanied tour of 24 months or less (Exception: Screening is required for Diego Garcia/Souda Bay, Crete).
5. Do not forward sensitive medical or personal information with this form.

The following recommendation(s) are made based on a review of each NAVMED 1300/1, Part I and II, and if required, the response from the gaining MTF/DTF or senior medical department representative of the gaining command:

☐ YES ☐ NO **SERVICE MEMBER IS SUITABLE FOR THIS ASSIGNMENT.**

FAMILY MEMBERS SUITABILITY FOR THIS ASSIGNMENT:

☐ YES ☐ NO (NAME)	☐ YES ☐ NO (NAME)
☐ YES ☐ NO (NAME)	☐ YES ☐ NO (NAME)
☐ YES ☐ NO (NAME)	☐ YES ☐ NO (NAME)

The following family member(s) were referred for Exceptional Family Member Program (EFMP) enrollment (DO NOT DELAY SCREENING FOR ESM DETERMINATION):

NAME(s):

NAME OF CO/OIC OR DESIGNEE OF MEDICAL TREATMENT FACILITY:	DATE:	SIGNATURE OF CO/OIC OR DESIGNEE OF MEDICAL TREATMENT FACILITY:

MEMBER'S NAME:	SSN:	DATE:
PART III: CMC/COB/SEA ENDORSEMENT		
On the basis of all available information, I endorse ☐/ I do not endorse ☐ the member's orders for the overseas assignment.		
CMC/COB/SEA (NAME, RANK)	CMC/COB/SEA (SIGNATURE)	DATE
PART IV: COMMANDING OFFICER'S ENDORSEMENT		
On the basis of all available information, I endorse ☐/ I do not endorse ☐ the member's orders for the overseas assignment.		
Commanding Officer (Name, Rank)	Commanding Officer (Signature)	Date
REMARKS:		

PRIVACY STATEMENT: THE AUTHORITY TO REQUEST THIS INFORMATION IS CONTAINED IN 5 USC 301 DEPARTMENTAL REGULATIONS. THE INFORMATION WILL BE USED TO ASSIST OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF THE NAVY IN DETERMINING YOUR FUTURE DUTY ASSIGNMENT.

COMPLETION OF THE FORM IS MANDATORY EXCEPT FOR DUTY AND HOME PHONE NUMBERS OR FAILURE TO PROVIDE REQUIRED INFORMATION, MAY RESULT IN DELAY IN RESPONSE TO OR DISAPPROVAL OF YOUR REQUEST

EXHIBIT 2

REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT

(Use proper message format containing the following:)

FM SCREENING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS-40(enlisted only)/
PERS-451/PERS-Code for Detailer//
EPMAC NEW ORLEANS LA//47//(for non-designated SN, FN & AN)
INFO Gaining Overseas Activity
Gaining Medical Treatment facility if medical problem identified.
BT
UNCLAS //N01300//
MSGID/GENADMIN/SCREENING COMMAND//
SUBJ/REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT ICO NAME, RANK RATE, SSN//
REF/A/DOC/DATE//
REF/B/GENADMIN/CNPC or EPMAC/DATE//
REF/C/type i.e., DOC, LTR, GENADMIN/originator/DATE or Date-Time-Group//
NARR/REF A IS MILPERSMAN, REF B IS ORDERS (include TC no.), 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 FOR OVERSEAS ASSIGNMENT:
A. COMPLETED NAVPERS 1300/16, REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT WAS FILED IN MEMBER'S 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 SERVICE RECORD (INCLUDING DEPENDENTS).
2. __ NUMBER OF DAYS TO COMPLETE SCREENING. (calculate from date of receipt of message or from SDS print date)//
BT

EXHIBIT 3

REPORT OF UNSUITABILITY FOR OVERSEAS ASSIGNMENT

(Use proper message format containing the following:)

FM SCREENING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS-40(enlisted only)/
PERS-451/PERS-Code for Detailer//
EPMAC NEW ORLEANS LA//47//(for non-designated SN, FN & AN)
Losing MCA
Gaining MCA
INTENDED OVERSEAS ACTIVITY
INFO Intended Medical Treatment facility that cannot handle member or family
BUMED WASHINGTON DC//31//(if medical unsuitability)
BT
UNCLAS //N01300//
MSGID/GENADMIN/SCREENING COMMAND//
SUBJ/REPORT OF UNSUITABILITY FOR OVERSEAS ASSIGNMENT ICO NAME, RANK RATE, SSN//
REF/A/DOC/DATE//
REF/B/GENADMIN/CNPC or EPMAC/DATE//
REF/C/type i.e., DOC, LTR, GENADMIN/originator/DATE or Date-Time-Group//
NARR/REF A IS MILPERSMAN, REF B IS ORDERS (include TC no.), 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 IS UNSUITABLE FOR OVERSEAS ASSIGNMENT:
A. COMPLETED NAVPERS 1300/16, REPORT OF UNSUITABILITY FOR OVERSEAS ASSIGNMENT WAS FILED IN MEMBER'S SERVICE RECORD AND SIGNED BY NAME/RANK/TITLE/DATE.
B. APPROPRIATE NAVPERS 1070/613, ADMINISTRATIVE REMARKS ENTRY WAS COMPLETED AND SIGNED BY NAME/RANK/TITLE/DATE.
C. Reason for unsuitability.
D. Request for waiver and state justification for waiver request if applicable.
2. __ NUMBER OF DAYS TO COMPLETE SCREENING. (calculate from date of receipt of message or from SDS print date)//
BT

EXHIBIT 4

INTERIM REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT

(Use proper message format containing the following:)

FM SCREENING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS-40(enlisted only)/
PERS-451/PERS-Code for Detailer//
EPMAC NEW ORLEANS LA//47//(for non-designated SN, FN & AN)
INFO Gaining Overseas Activity
Gaining Medical Treatment facility if medical problem identified.
BT
UNCLAS //N01300//
MSGID/GENADMIN/SCREENING COMMAND//
SUBJ/INTERIM REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT ICO NAME, RANK RATE, SSN//
REF/A/DOC/DATE//
REF/B/GENADMIN/CNPC or EPMAC/DATE//
REF/C/type i.e. DOC, LTR, GENADMIN/originator/DATE or Date-time-group//
NARR/REF A IS MILPERSMAN, REF B IS ORDERS (include TC no.), 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 IS IN PROCESS. Explain reason for delay (Medical, Dental, etc.) and provide estimated completion date.
BT

NOTE: Provide an updated interim report every 30 days until suitability determination can be made.

MILPERSMAN 1300-306

EARLY RETURN/REASSIGNMENT DUE TO UNSUITABILITY

Responsible Office	NAVPERSCOM (PERS-40DD for Enlisted) (Applicable Detailers for Officers and Enlisted TARs)	Phone: DSN COM FAX	 882-3545 (901) 874-3545 882-2647

References	OPNAVINST 1754.2A OPNAVINST 6000.1A OPNAVINST 1740.4A OPNAVINST 4650.15

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 within the Continental United States (CONUS), where required medical care, treatment, educational needs, or facilities are **not** available through military or civilian sources. The program is designed as a means through which members may be returned to CONUS from an OCONUS duty station for unusual circumstances not covered under other existing policies or regulations.

2. **Procedures**

a. **Report Submission**

(1) All requests for early return/reassignment must be submitted as an Overseas Screening Deficiency Report (OSDR)/Request for Early Return (Exhibit 1) by message.

(2) Ensure the transferring medical treatment facility's (MTF) name and unit identification code (UIC) are provided in para. 1C of the OSDR/Request for Early Return message.

(3) Requests for early return/reassignment will be submitted expeditiously, within 10 working days of receipt of information justifying submission, as these requests involve situations requiring timely medical or other support services intervention not readily available at the current duty station. An understanding of all the factors that necessitated the

request submission are 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.

b. **Officers**. For officers, provide a copy of NAVPERS 1300/6 (Rev. 01-03), Report of Suitability for Overseas Assignment to the applicable Detailer and Placement Officer.

c. **Transfer/Assignment Decision.** Navy Personnel Command (NAVPERSCOM), Enlisted Placement Management Center (EPMAC), or Naval Reserve Personnel Center (NAVRESPERSCEN), as appropriate, will decide each case on its merits. If request for early return/reassignment is approved, ensure the appropriate service record entry is completed on NAVPERS 1070/613 (Rev. 10/81), Administrative Remarks, indicating reason for submission of request.

(1) Requests submitted due to unsuitability/descreening of family member(s) will result in the transfer of member and family member(s) to an assignment for which eligible based upon the Exceptional Family Member (EFM) category assigned.

(2) Assignment will be per requisition priority and sea/shore rotation to valid billets of member's rate. Assignments made due to EFM issues do not alter sea/shore rotation. Assignments will normally be made within the same manning control authority (MCA), i.e., West Coast personnel to West Coast billets.

(3) 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, unless a specific detachment date is requested.

d. **Exceptional Family Member(s)**

(1) Members with EFM(s) will complete forms per MILPERSMAN 1300-700. Enrollment in the EFM program is mandatory per OPNAVINST 1754.2A and must be completed prior to submission of an early return/reassignment request.

(2) Assignment of an EFM category will be accomplished by NAVPERSCOM, Personal and Family Readiness Branch (PERS-662)

prior to a decision being made regarding a request for early return/reassignment.

e. **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.

f. **E-3 and below Personnel**. As provided for elsewhere in this article, E-3 and below personnel with dependent(s) or E-3 and below personnel who are pregnant will not normally be assigned OCONUS.

(1) Immediately upon reporting, if it is determined the member, E-3 and below, has acquired dependent(s), appropriate action as authorized in this article should be taken.

(2) Submission of an OSDR/Request for Early Return must be submitted immediately, if deemed appropriate.

g. **Medical Issues**. Members with medical issues for which the local MTF cannot provide care or treatment will utilize the Medical Evacuation (MEDIVAC) process vice Early Return/Reassignment Program

(1) For pregnancies of members that occur after arrival at new permanent duty station, submit a pregnancy avails (DP availability) report.

(a) If a member detaches an old permanent duty station while pregnant or becomes pregnant enroute and reports to the new overseas permanent duty station and an early return/reassignment is deemed appropriate, submit a DP Avail and OSDR (Exhibit 1).

(b) OPNAVINST 6000.1A contains policies and procedures regarding pregnant members.

(c) Information relative to single members and military married to military with dependent(s) is contained in OPNAVINST 1740.4A.

(2) When it is determined that family member(s) of a member will be descreened and movement of the family member(s)

only is appropriate, return family member(s) to the nearest CONUS MTF capable of providing care/treatment. Refer to OPNAVINST 4650.15 for additional guidance.

4. **Overseas Screening Deficiency Report**

a. An OSDR will be submitted when an overseas command receives improperly screened personnel/family member(s). It is a report of discrepancies in the screening process conducted by the previous duty station that **does not require an early return**. This message is used to report discrepancies in the screening conducted by the transferring command. The subject line should reflect OSDR ONLY when the noted discrepancy will not require early return of the member and/or family member(s), but does require addressing improper screenings to prevent further occurrences.

b. The MCA shall task the immediate superior in command (ISIC) of the transferring activity to correct those conditions that caused the improper screening

c. The OSDR (Exhibit 1) is sent to the following:

<table>
<tr><th>For...</th><th>Message Addressee...</th><th>And...</th><th>Info...</th></tr>
<tr><td>Non-designated SN/FN/AN</td><td>EPMAC
NEW ORLEANS LA</td><td rowspan="3">• Transferring/ Screening Command
• Transferring MCA
• Servicing Personnel Support Detachment (PSD)
• Gaining MCA
• Gaining ISIC</td><td rowspan="3">COMNAVPERSCOM
MILLINGTON TN
(PERS-451/
PERS-662)</td></tr>
<tr><td>Enlisted TARS only</td><td>NAVRESPERSCEN
NEW ORLEANS LA</td></tr>
<tr><td>Medical Deficiencies</td><td>BUMED
WASHINGTON DC
(31)</td></tr>
</table>

5. **Overseas Screening Deficiency Report/Request for Early Return**

a. This reports discrepancies in the screening process conducted by the previous duty station that **require an early return** of the member/family member(s) after reporting to the receiving command.

b. It also requests early return of family member(s) and members who were properly screened at time of transfer, **but after transferring** developed problems resulting in unsuitability for overseas duty and transfer is the only feasible solution.

c. Requests for early return will be submitted to the following:

For...	Message Addressee...	And...	Info...
Enlisted Members	COMNAVPERSCOM MILLINGTON TN (PERS-40/PERS-40DD/ PERS-451/PERS-662)	• Area Commander • MCA • Last Permanent Duty Station	BUMED WASHINGTON DC (31)
Officers	COMNAVPERSCOM MILLINGTON TN (PERS-451/PERS-662/ Applicable Detailer/ Placement Officer)		
Non-designated SN/FN/AN	EPMAC NEW ORLEANS LA		
Enlisted TARS only	NAVRESPERSCEN NEW ORLEANS LA		

EXHIBIT 1

OVERSEAS SCREENING DEFICIENCY REPORT/REQUEST FOR EARLY RETURN

FM PARENT COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS-40/PERS-40DD (Enlisted Only)/PERS-662/PERS-451/PERS-code for Detailer/PERS-code for Placement Officer (Officers Only)//
NAVRESPERSCEN NEW ORLEANS LA//N4// (Enlisted TARS Only)
EPMAC NEW ORLEANS LA//EP47//(for non-designated SN, FN & AN)
PREVIOUS DUTY STATION//
INFO MCA
PSD
ISIC
BUMED WASHINGTON DC//31//
Others as appropriate
BT
UNCLAS //N01300//
MSGID/GENADMIN/PARENT CMD//
SUBJ/OVERSEAS SCREENING DEFICIENCY REPORT/REQUEST FOR EARLY /RETURN ICO NAME/RATE/RANK/DESIGNATOR/SSN//
REF/A/DOC/MILPERSMAN/DATE//
AMPN/REF A IS MILPERSMAN 1300-306//
POC/NAME/RANK/RATE/IDENTIFIER/LOCATION/TEL: // **(MANDATORY)**
RMKS/1. IAW REF A, THE FOLLOWING IS SUBMITTED DUE TO IMPROPER SCREENING AND/OR REQUEST FOR EARLY RETURN FROM OVERSEAS DUTY:
A. MEMBER: NAME, RATE/RANK, and SSN
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 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 to early return/reassignment.

MILPERSMAN 1300-308

TOUR LENGTHS AND TYPES

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693

References	(a) DODD 1315.7 of 12 Jan 05 (b) OPNAVINST 1300.15 (c) OPNAVNOTE 4600 (d) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members

1. **Key Billets**. Key/continuity billets shall be limited to positions where the continued presence of a member 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 24 months even if they decline to serve the tour accompanied, and shall be established only at overseas duty stations per reference (a).

2. **Overseas Tour Lengths**. Overseas tour lengths are the normal periods of time established for duty at specific locations outside the contiguous 48 U.S. and the District of Columbia per reference (b).

a. **Commencement of Tour**

(1) Time creditable on an overseas tour begins with the day of departure from the 48 states, if member is not taking leave outside the continental U.S. (OCONUS). For members taking leave OCONUS, the area tour will commence upon termination of leave.

(2) In the case of members whose overseas duty results from the change of homeport of a vessel, or is with the commissioning crew of a vessel to be homeported OCONUS, the 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. See Exhibit 1.

b. **Adjusted Tour Lengths.** In the case of members who report overseas without family member(s) and the movement of family member(s) is subsequently authorized, upon arrival of family member(s) and after being recognized as command-sponsored family member(s) (per this chapter and any supplemental instructions issued by the area commander), commanding officers (COs) shall report such designation to Navy Personnel Command (NAVPERSCOM). The tour length shall be adjusted to that prescribed for members with family member(s), or to provide for 1 year of service at the overseas station, computed from the date of recognition of family member(s) as command-sponsored, whichever is considered to be in the best interests of the service.

c. **Fleet Marine Forces (FMF).** Naval members assigned to duty with units of the FMF will be toured per pertinent Marine Corps directives.

d. **Units Transitioning.** Detailed guidance concerning tour lengths for members assigned to units transitioning to Type Duty Code “4” or Type Assignment (T/A) Code “D” is provided in MILPERSMAN 1300-312.

e. **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 continental U.S. (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 these problems when transferring a member under PCS orders while out of homeport, the CO is authorized to include on orders "Temporary Duty for Further Transfer (TEMDU FFT)" for a period not to exceed 10 days at homeport of ship awaiting transportation to ultimate duty station.

f. **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. 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 per MILPERSMAN 1300-304.

g. **Officer only**:

(1) **Overseas Homeports**. Tour length for ships and squadrons homeported overseas will normally be the DOD tour length prescribed in Exhibit 1. Exceptions include officers assigned to duty afloat and to deployable units stationed ashore, which are set by Secretary of the Navy (SECNAV).

(2) **Overseas CO Ashore**. Overseas CO ashore tour lengths will be written so the initial projected rotation date (PRD) complies with the applicable DOD overseas tour length.

(3) **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.

(4) **DOD Area Shore Tour**. All officers assigned to overseas duty must be ordered to serve the DOD area shore tour for unit identification codes (UICs) having T/A codes of "O," "H," "A," or the SECNAV prescribed sea tour for UICs having a T/A Code of "C" or "D."

(5) **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 based upon the recommendation of fleet commanders, regardless of location of the officer’s family member(s).

(a) Tour lengths prescribed by Exhibit 1 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 by Exhibit 1 for accompanied/unaccompanied members assigned to land stations in the same overseas areas.

(6) **Orders - ATEXT or PTEXT**. Officer orders to overseas activities will contain either ATEXT A66032 or PTEXT P73013. This action will eliminate confusion regarding tour length differences for overseas shore duty, overseas homeported ships, and aviation squadron/afloat staffs.

h. **Enlisted only**:

(1) **Hawaii Tour Lengths**. PRDs for 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 refer to MILPERSMAN 1306-126.

(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 Homported in Guam**. Tour length for career enlisted members assigned to submarines permanently homeported in Guam will be 36 months. Following completion of the first 24 months of their prescribed sea tour, members will be eligible for Overseas Tour Extension Incentive Program (OTEIP) benefits (must be requested).

(4) **CONUS Homeports**. Tour lengths for ships and squadrons that are homeported in CONUS, but operate in an overseas area for 1 year or more are 12 months. These units are listed in reference (c).

(5) **First-Term Members**. For first-term enlisted members see MILPERSMAN 1306-126.

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), 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.

a. **Types**. Overseas tour length types are as follows:

(1) **Accompanied (with Family Member(s))**. Assigned to members accompanied by command-sponsored family member(s), and to some members who have no family member(s).

(2) **Unaccompanied (All Others)**. Assigned to members not accompanied by command-sponsored family member(s).

b. **Service Record Entries**. The CO shall cause the following 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. 10/81), 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 NAVSO P-6034-1, 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.

(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, or has

received a trailer allowance in connection with member's first election to serve unaccompanied.

(2) If the request is approved, a modification of the member's orders 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 (d), chapter 5, part U will be required to complete the prescribed accompanied tour.

4. **Tour Adjustments**

a. Requests for adjustments of overseas tours shall be submitted by letter to the assignment control authority (ACA) reflected in MILPERSMAN 1300-310.

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 (d). 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. Our 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 from the SECNAV 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 Exhibit 1, whether assigned to a land-base activity or afloat unit. Family member(s) are entitled to COT leave travel only when they are residing with their sponsor who will serve consecutive accompanied by family member(s) 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 for up to 1 year after reporting to the second overseas tour 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, Business Operations Program, Budget Execution, Career Management (PERS-324). Requests will only be approved for unusual circumstances which 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, the leave travel prescribed by reference (d) must be performed before the expiration of 1 year after date on which the member begins the consecutive tour of duty at the same permanent duty station (PDS) or reports to any Personnel Support Detachment (PSD) OCONUS. NAVPERSCOM (PERS-324) authority not required for deferment of COT leave travel when member is not traversing CONUS.

(8) COT leave travel to a location more distant than the member’s home of record (HOR) will be authorized by NAVPERSCOM, Executive Services Section (PERS-313) for unusual circumstances, i.e., member's old and new 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 and authorization received prior to member's transfer.

6. **Overseas Assignments for Nuclear-Trained Members**. Nuclear-trained members are presently being assigned to overseas duty on Performance Monitoring Teams (PMTs), in radiological control (RADCON) divisions, and nuclear planner or nuclear repair billets in overseas tenders.

a. Nuclear-trained members and engineering laboratory technicians (ELTs) will be assigned to those billets for the prescribed area tour as follows:

LOCATION	ACCOMPANIED (W/FAMILY MEMBERS)	UNACCOMPANIED (ALL OTHERS)
Holy Loch, Scotland	24	24
La Maddalena, Sardinia	24	24
Guam	36	24

b. Extension of duty beyond above tour lengths will be considered on a case-by-case basis.

EXHIBIT 1

OVERSEAS DUTY TOUR LENGTHS FOR PERSONNEL PERMANENTLY LOCATED OUTSIDE THE CONTINENTAL LIMITS OF THE UNITED STATES OR IN ALASKA OR HAWAII (OTHER THAN THE DEFENSE ATTACHE SYSTEM)

	Tours in Months (See Note A)		
Country or Area	Accompanied (W/Family Members)	Unaccompanied (All Others)	Notes
ALASKA (except as Indicated)	36	36	B
ADAK	N/A	12	G
ALBANIA	24	12	
ANTARCTIC REGION	N/A	TBD	
AMERICAN SOMOA	N/A	12	
ARGENTINA	36	24	
ASCENSION ISLAND	24	12	
AUSTRALIA (except as indicated)	36	24	
ALICE SPRINGS AND WOOMERA	24	15	
EXMOUTH	24	24	
AUSTRIA	36	24	
BAHAMAS			
ANDROS ISLAND	24	24	
BAHRAIN	24	12	C,F
BELGUIM	36	24	
BEATRIX	N/A	12	
BELIZE	24	12	
BENIN	24	12	
BERMUDA	36	24	
BOLIVIA	24	18	
BOSNIA	N/A	12	
BRAZIL	36	24	
BRITISH INDIAN OCEAN TERRITORY (as indicated)			
BOTSWANNA	24	12	
DIEGO GARCIA	N/A	12	
CAMBODIA	N/A	12	
CANADA (except as indicated)	36	24	
NANOOSE, GOOSE BAY, LABRADOR	24	12	
NEWFOUNDLAND (except as indicated)	24	12	
ARGENTIA	24	18	
CHAD	24	12	
CHILE	36	24	
COLOMBIA	24	18	
CUBA			
GUANTANAMO	30	18	G
MARINE BARRACKS	24	12	
CYPRUS	24	18	
DENMARK (except as indicated)	36	24	
GREENLAND (KALAALLIT NUAAT)	N/A	12	
EQUADOR	N/A	12	
EGYPT (except as indicated)	24	18	
SINAI	N/A	12	

Country or Area	Accompanied (W/Family Members)	Unaccompanied (All Others)	Notes
EL SALVADOR	N/A	12	
FRANCE	36	24	
GERMANY (except as indicated)	36	24	
DONAUESCHINGEN	24	12	
GIBRALTAR	36	24	
GREECE (except as indicated)	24	15	
LARISSA	24	12	
ARAXOS, ARGYROUPOLIS, DRAMA, HORTIATIS	N/A	12	
LEVKAS, PERIVOLAKI, YIANNITSA	N/A	12	
CRETE (except as indicated)	24	18	
SOUDA BAY	N/A	12	
GUAM (except as indicated)	36	24	**F**
EODMU FIVE (UIC 30215)	36	36	
SUBMARINES	36	36	**D**
GUATEMALA	36	24	
HAWAII (except as indicated)	36	36	**B,E,F**
BARKING SANDS, KAUAI, KMC KILAUEA	30	18	
POHAKULOA TRAINING AREA	24	18	
HONDURAS	N/A	12	
HONG KONG	36	24	
ICELAND (except as indicated)	30	18	**G**
MARINE BARRACKS	24	12	
HOFN	N/A	12	
INDIA	24	12	
INDONESIA	24	12	
ISRAEL	24	12	
ITALY (except as indicated)	36	24	**F**
GHEDI, MARTINA FRANCA, MT. CORNA	24	18	
MT. VENDA, RIMINI	24	18	
MT. VERGINE	24	15	
MT. FINALE LIGURE, MT. LIMBARA, MT. NARDELO, MT. PAGANELLA, PIANO DI CORS	N/A	12	
SARDINIA (as indicated)			
LA MADDALENA	24	24	
DECIMOMANNU AB	24	15	
SICILY (as indicated)			
PACHINO TARGET RANGE MARZA (UIC 47201)	N/A	12	
COMISO	24	12	
SIGONELLA	36	24	
CDR TASK FORCE 67 DET NAPLES (UIC 47125)	24	18	
JAMAICA	24	12	
JAPAN (except as indicated)	36	24	**F**
AKIZUKI KURE	24	12	
IE SHIMA, OKUMA, SEBURIYAMA	N/A	12	
KUMA SHIMA, UIC 41654, UIC 41975	N/A	12	
WAKKANAI	24	15	

Country or Area	Accompanied (W/Family Members)	Unaccompanied (All Others)	Notes
JAPAN (CONTD)			
OKINAWA (RYUKYU IS) (except as indicated)	36	24	
MCAS FUTEMA, MCB BUTLER	36	12	
3RD MARINE DIVISION, III MAF	N/A	12	
PHIBGRU ONE	24	18	F
UICs 44577, 44578, 48094, 55211, 57079, 67360, 67436	36	12	
JOHNSTON ATOLL	N/A	12	
JORDAN (except as indicated)	24	12	
AMMAN	24	18	
KENYA (as indicated)			
NAIROBI	24	18	
MOMBASA	24	12	
KOREA (except as indicated)	N/A	12	
CAMP CARROLL, CAMP HUMPHREYS, CAMP MARKET, CAMP RED CLOUD, CAMP WALKER, CHINHAE, HIALEAH, K-2 AB, KIMHAE, OSAN AB, PUSAN, PYONGTAEK, SEOUL, SUWON, TAEGU, AND YONGSAN	24	12	
KUWAIT	24	12	
LAOS	N/A	12	
LIBERIA	24	18	
MALAYSIA	36	24	
MEXICO	24	18	
MIDWAY ISLAND	N/A	12	
MONGOLIA	24	24	
MOROCCO (except as indicated)	24	12	
CASABLANCA	24	12	
ERRACHIDIA	N/A	12	
NETHERLANDS (except as indicated)	36	24	
ARUBA	24	18	
CURACAN	N/A	12	
NEW ZEALAND	36	24	
NICARAGUA	24	18	
NIGER	24	12	
NORWAY	24	24	
PAKISTAN	24	18	
PANAMA (except as indicated)	36	24	
GALETA ISLAND	24	18	
FORT SHERMAN	N/A	12	
UICs 32112, 47560, 52520, 54035, 47215	24	12	
PARAGUAY	24	18	
PERU	30	18	
PHILLINPINE ISLANDS (except as indicated)	N/A	12	
JUSMAG, METRO MANILA	24	18	
PORTUGAL (except as indicated)	36	24	
AZORES ISLANDS	24	15	
PUERTO RICO (except as indicated)	36	24	F
PONCE (FT. ALLEN), ISABELA	36	18	
VIEQUES ISLAND	N/A	12	

Country or Area	Accompanied (W/Family Members)	Unaccompanied (All Others)	Notes
QATAR	24	12	
ROMANIA BUCHAREST	24	24	
SAUDI ARABIA	24	12	
USMTM SELECTED POSITIONS	N/A	12	
SENEGAL	24	12	
SEYCHELLES (as indicated)			
MAHE ISLANDS	24	12	
SINGAPORE	36	24	
SOMALIA	24	12	
SPAIN (except as indicated)	36	24	F
ALCOY, CONSTANTINA, ELIZONDO ROSAS, VILLATOBAS	30	18	
EL FERROL	24	24	
SONSECA	24	18	
MORAN AB	24	15	
SANTIAGO	N/A	18	
BALEARIC ISLANDS, GORREMANDI	N/A	15	
ADAMUZ, CIUDAL REAL, ESTACA DEVARES	N/A	12	
SUDAN	24	12	
SWEDEN	36	24	
THAILAND (except as indicated)	24	18	
BANGKOK	36	24	
TUNISIA	24	18	
TURKEY (except as indicated)	24	15	
ELMADAG, KARATAS, MALATYA	24	12	
BALIKESIR, CAKMAKLI, CORLU, ERHAC ESKISEHIR, ERZURURUM, ISTANBUL IZUMIT, MURTED, ORATAKOY, PIRINCLIK, SAHIHTEPE, SINOP, YUMURTALIK, IZMIR, OP NORTHERN WATCH	N/A	12	
UKRAINE	24	12	
UNITED ARAB EMIRATES	24	12	
UNITED KINGDOM (except as indicated)	36	24	B
RAF FLYINGSDALE, MACHRIHANISH (SCOTLAND), BARRY (SOUTH WALES), LONDONDERRY (IRELAND)	24	18	
UPPER VOLTA	24	12	
URUGUAY	36	24	
U.S. TRUST TERRITORY OF THE PACIFIC ISLANDS (as indicated)			
NORTHERN MARIANAS (as indicated)			
SAIPAN	24	12	
MARSHALL ISLANDS (as indicated)			
ENEWETAK ATOLL	N/A	12	
KWAJALEIN ATOLL	24	18	
U.S. OTHERS (as indicated)			
SAN CLEMENTE ISLAND, CALIFORNIA	N/A	24	
SAN NICHOLAS ISLAND, CALIFORNIA	N/A	18	
VENEZUELA	24	18	
VIETNAM	N/A	12	
VIRGIN ISLANDS	36	24	
WAKE ISLAND	N/A	12	

Country or Area	Accompanied (W/Family Members)	Unaccompanied (All Others)	Notes
WEST INDIES (as indicated)			
ANTIGUA	24	12	
ANGUILLA	24	18	
BARBADOS	36	24	
ST. LUCIA	N/A	12	
YUGOSLAVIA	24	18	
ZAIRE (as indicated)			
BUKAVA, KINSHASA, LUBUMBASHI	24	12	

NOTES:

(A) Where the tour length specified in a government-to-government contract differs from the specified tour length, the member concerned will serve for the contract period. For example, officers assigned to the Personnel Exchange Program (PEP) serve a tour length as mutually agreed between the participating services. The above tour lengths, therefore, would not be applicable to PEP personnel.

(B) Minimum tour is 36 months, regardless of accompanied or unaccompanied status. No maximum tour length is prescribed.

(C) Tour length for enlisted first-term members assigned to Type 4 duty permanently homeported in Bahrain will be 24 months.

(D) Tour length for enlisted career members assigned to submarines permanently homeported in Guam will be 36 months.

(E) Tour length for 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.

(F) Officers assigned to overseas non-rotating ships, staffs, and aviation squadrons will serve a tour length prescribed by NAVPERSCOM regardless of election for command sponsorship.

(G) Newly accessed medical corps officers are normally assigned a 1-year tour at a CONUS MTF to allow for adequate credentialing, but may be assigned directly to an OCONUS facility for a 1-year or 2-year tour when at least one other fully privileged provider of the assignee’s specialty is stationed at the facility and the appropriate specialty advisor concurs with the assignment.

MILPERSMAN 1300-310

OVERSEAS EXTENSIONS

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4142
			COM	(901) 874-4142
			FAX	882-2693

References	CJCSM 1600.01, Joint Manpower Program Procedures of 30 Apr 98 OPNAVNOTE 4600

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 8-12 months, but not less than 6 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 Navy Personnel Command (NAVPERSCOM) or Enlisted Placement Management Center (EPMAC), as appropriate.

(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 La Maddalena homeported ships, who extend their tours by at least 1 year on Guam or La Maddalena 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 CJCSM 1600.01, Joint Manpower Program Procedures) 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 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. OPNAVNOTE 4600 contains the full listing of such vessels.

MILPERSMAN 1300-312

UNITS TRANSITIONING TO OVERSEAS LOCATIONS

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4142
			COM	(901) 874-4142
			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 Enlisted Placement Management Center (EPMAC) will direct the commanding officer of the unit to provide to Navy Personnel Command (NAVPERSCOM) and EPMAC 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 between NAVPERSCOM and EPMAC 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:

(1) **Category 1.** Transition from continental United States (CONUS) to an overseas location.

(2) **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 1.

(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
			COM	(901) 874-4142
			FAX	882-2693

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 (10/89), 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, husband or wife will be immediately reassigned off-island duty based on service needs.

(2) If marriage occurs between Navy member and member of another service, Navy member will be immediately assigned off-island duty based on service needs.

(3) If marriage occurs between Navy member and host national, third country national, civil service employee, or civilian contractor employee, 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	882-3516 (901) 874-3516

Reference	(a) DOD 4500.54-G, DOD Foreign Clearance Guide

1. **General Information**. For information regarding dependent entry approval refer to reference (a). The Department of State coordinates all area requirements for dependent entry approval, and these are identified in reference (a). The instruction, all requirements, and submission format can be found at the DOD website https://www.fcg.pentagon.mil/.

2. **Personnel Exchange Program (PEP) Dependent Entry**. Navy personnel ordered overseas with the PEP should liaison with the gaining command to determine if dependent entry approval is required.

MILPERSMAN 1300-400

DISLOCATION ALLOWANCE (DLA) AND SECRETARY OF THE NAVY FINDS (SECNAVFIND)

Responsible Office	NAVPERSCOM (PERS-454C)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	NAVSO P-6034-1, 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 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 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 NAVSO P-6034-1.

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, Officer/Enlisted PCS/TEMDUINS/TAD Fiscal Management Branch (PERS-454C) and obtain approval before issuing PCS orders.

b. NAVPERSCOM (PERS-454C) will staff the SECNAVFIND and submit it to SECNAV via

(1) Assistant Commander, Navy Personnel Command (ACNPC) for Distribution (PERS-4), and

(2) Commander, Navy Personnel Command (COMNAVPERSCOM).

c. When SECNAV's response is received, NAVPERSCOM (PERS-454C) 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-454C) 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-454C).

5. **SECNAVFIND Master File**. NAVPERSCOM (PERS-454C) 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-454C), detailers, assignment officers, and external activities pertaining to each SECNAVFIND.

c. Comeback copy of all SECNAVFIND requests returned from ACNPC (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, (PCS Fiscal and Program Management Branch (PERS-454C))

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, 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 DLA 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 SECNAV would need to make a decision, etc.).

MILPERSMAN 1300-500

REASSIGNMENTS FOR HUMANITARIAN REASONS (HUMS)

Responsible Office	NAVPERSCOM (PERS-40HH)	Phone:	DSN	882-3542
			COM	(901) 874-3542
			FAX	882-2647

References	OPNAVINST 1754.2A NAVSO P-6034-1, Joint Federal Travel Regulations Volume 1 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 it 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 OPNAVINST 1754.2A.

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, HUMS Assignment/Hardship Discharge Section (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.

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. **Short Period 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. 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 temporary duty (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 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. **Medium Period Humanitarian Reassignment**. When there is evidence to indicate that a severe hardship will exist longer than 12 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 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.

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 NAVSO P-6034-1, volume 1, 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. Information copies (less enclosures) will be submitted to the member's CO and others as appropriate. The CO of the member's parent command is encouraged to endorse a request (message endorsements are acceptable).

(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, Distribution Department (PERS-4).

(2) **Enlisted**. Will be addressed to NAVPERSCOM (PERS-40HH) with a copy (less enclosures) to Enlisted Placement Management Center (EPMAC).

(3) **Enlisted Training and Administration of Reserve (TAR)**. Requests from all enlisted TAR members shall be forwarded to NAVPERSCOM (PERS-40HH) with a copy (less enclosures) to Naval Reserve Personnel Center (NAVRESPERSCEN).

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.

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. OPNAVINST 1754.2A 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 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 and contain the information and enclosures 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 outlining how reassignment of the member will either alleviate or resolve the hardship/ humanitarian problem.

(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 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** NAVPERS 1070/602 (Rev. 7-72), Dependency Application/Record of Emergency Data.

b. Complete copies, with all enclosures, of any previous requests submitted for HUMS reassignment or 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 at NAVPERSCOM until the information is provided.

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. If over 6 months has passed, the request for reconsideration must contain a copy of original request as an enclosure.

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 household goods 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 code (NEC).

(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 1080 #1 UM-20 (DMRSMAN), 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 or NAVRESPERSCEN 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 PRD, activities will interview the member to determine if the hardship has been resolved before submitting an availability message to NAVPERSCOM.

EXHIBT 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: "Having been briefed on the contents of MILPERSMAN 1910-110 and 1920-200, I desire/do not desire release from active duty, resignation, or retirement should this request for reassignment/extension for HUMS be denied." If member has sufficient military service that would allow retirement, transfer to the Fleet Reserve, or is within 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.

EXHIBIT 1 (Continued)

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. 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 Wives 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 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. **Do not classify**.

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

Copy to: EPMAC (for enlisted)
NAVRESPERSCEN

MILPERSMAN 1300-600

TWILIGHT TOURS

Responsible Office	NAVPERSCOM (PERS-40)	Phone:	DSN	882-3510
			COM	(901) 874-3510
			FAX	882-2647

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 nondisability 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 nondisability 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.

(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**: 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, with copy of retirement request in the form of a signed copy of Source Data System (SDS) Event 38.

(2) Enlisted Requests for reassignment shall be submitted via NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request, with copy of retirement request in the form of a signed copy of Source Data System (SDS) Event 38.

(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 Training and Administration of Reserve (TAR) 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 4 months, but no more than 8 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 commencing after the 28th year constitutes approval of continuation beyond 30 years only for that period of time required to complete the appropriate activity/area tour; however, a separate NAVPERS 1306/7 requesting a HYT waiver for the amount of time a member will exceed 30 years is required. 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.

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1300-700

EXCEPTIONAL FAMILY MEMBER (EFM) PROGRAM

Responsible Office	NAVPERSCOM (PERS-662)	Phone:	DSN	882-4394
			COM	(901) 874-4392
			FAX	882-2629

References	SECNAVINST 1754.5A OPNAVINST 1754.2B BUMEDINST 1300.2

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. Emergency leave normally allows sufficient time to address family problems; however, when a family situation requires more time to resolve than leave can provide, reassignment for humanitarian reasons may be requested.

b. When a problem cannot be resolved in a reasonable time frame due to a long-term medical or special education need of a family member, the member will enroll in the Exceptional Family Member (EFM) Program.

c. Enrollment in the EFM Program is mandatory. The individual enrolled must be an authorized family member who resides with the member and who has a physical, intellectual or emotional disability, or long-term chronic medical condition that requires special medical or educational services. Enrollment helps ensure the availability of required medical and educational services at future assignment locations. Additional information regarding the EFM Program can be found in SECNAVINST 1754.5A and OPNAVINST 1754.2B.

d. The location and timing of an assignment of a member with an EFM will be carefully managed. Officer and enlisted detailers will work with the Navy member to develop a career path that permits normal sea/shore rotation.

e. While not always feasible, every attempt will be made to match career and special family needs. The EFM Program **does not**

preclude members from sea duty, normal sea/shore rotation, or accepting unaccompanied tours.

2. **Background**

a. The Exceptional Family Member (EFM) Program was established in compliance with the Individuals with Disabilities Education Act (IDEA) 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. Enrollment in the EFM Program ensures confirmation of 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 using DD 2792 (3-00), Exceptional Family Member Medical and Educational Summary, and appropriate addenda. Forms are available from the command point of contact (POC) or the medical treatment facility (MTF) EFM coordinator who will assist the member with the enrollment process. The form is also available on the Internet at **http://web1.whs.osd.mil/forms/DD2792.pdf**

a. **DD FORM 2792 Application**. To be completed and signed by the member or spouse and verified by an MTF EFM coordinator. A personal note/additional information may be included.

(1) **Addendum A (Medical Summary)**. To be completed and signed by a medical provider, military or civilian, 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 A-1 (Asthma/Reactive Airway Disease Summary)**. To be completed and signed by a medical provider, military or civilian, if the family member has a history of asthma or reactive airway disease.

(3) **Addendum A-2 (Mental Health Summary)**. To be completed by the mental health provider, military or civilian, if the family member has a history associated with mental health.

(4) **Addendum B (Special Educational/Early Intervention Summary)**. To be completed and signed by an early intervention or school official. A legible copy of the current Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP) must be submitted. A letter or report from the school may be included. If enrolling a school-age child with medical needs only, page 1 of the Special Education Worksheet must be endorsed by a school official to confirm that special education is not required.

b. Members must review the form and addenda prior to signature to ensure the information is accurate and complete, and retain a copy for future update requirements.

c. If the member is stationed within an area serviced by a MTF, the MTF EFM coordinator will forward the form, addenda, and any accompanying documents, after reviewing them for accuracy and completeness, to the appropriate Central Screening Committee (CSC).

d. If the member is stationed within an area not serviced by a MTF and a civilian physician completes the forms, the member may forward the EFM forms directly to the appropriate CSC.

4. **Submission Procedures**. EFM enrollment applications will be forwarded to one of the following CSCs based on the member's current duty location.

a. For members with EFMs who reside east of the Mississippi; in the European, Middle Eastern, and African areas; and in the Atlantic/Caribbean region:

EFM Central Screening Committee (Code 0505A)
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 and Alaska:

EFM Central Screening Committee
Naval Medical Center Suite 100
34520 Bob Wilson Drive
San Diego, CA 92134-2100

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 (BUMEDINST 1300.2 contains a list of enrollment conditions). This may occur during routine healthcare, 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 Navy Personnel Command (NAVPERSCOM), Exceptional Family Member Program (PERS-662F) 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-662F)
5720 Integrity Drive
Millington, TN 38055
Toll Free: 1 (800) 527-8830
COMM: (901) 874-4391
DSN: 882-4391

5. **Categories**. The CSC validates that enrollment is appropriate and recommends one of the following categories:

a. **Category 1**. Enrollment for monitoring purposes for medical or educational needs.

b. **Category 2**. Limited overseas/remote CONUS assignments. Care is usually available at most locations, except for some isolated CONUS/overseas areas. If orders are for overseas duty, the family must successfully complete overseas screening.

c. **Category 3**. No overseas assignments. The EFM's medical condition/educational needs preclude assignment to overseas locations where services to meet those needs are not available.

d. **Category 4**. Major medical areas within CONUS only. The EFM's medical/educational condition requires assignment to billets near major medical facilities. This can be a major MTF or a civilian TRICARE facility.

e. **Category 5**. Homestead Program. The EFM's needs are highly specialized as to complexity/severity requiring continuity of care. The member receives a long-term assignment to an area that can support multiple sea-shore rotations, typically in the geographic areas of Norfolk, VA; Jacksonville, FL; San Diego, CA; Bremerton, WA; and Washington, DC.

f. **Category 6**. Temporary category. The EFM's condition requires a stable environment for 6 months to 1 year due to ongoing treatment or diagnostic assessments. Must be updated in 1 year to receive a permanent category or to be disenrolled.

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. After making a recommendation, the CSC will forward the application to NAVPERSCOM (PERS-662F) if warranted.

6. **Final Process**. NAVPERSCOM (PERS-662F) EFM Program manager will do the following:

a. Review the application category recommendation made by the CSC and make a final determination on enrollment and category.

b. Flag the detailing record, which notifies the detailer of EFM status.

c. Review the EFM file when permanent change of station (PCS) orders are issued 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.

b. Divorce or loss of custody of the enrolled family member. Forward official court ordered decrees to NAVPERSCOM (PERS-662F).

c. Death of the family member. Forward a copy of the death certificate to NAVPERSCOM (PERS-662F).

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.

b. If suitability screening cannot be completed prior to transfer of the member, the member's command shall notify NAVPERSCOM (PERS-4, PERS-40, PERS-451, appropriate detailer, and PERS-662) **by message** 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 Exceptional Family Members**. 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 if 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.

MILPERSMAN 1300-800

TRANSFER OF PERSONNEL TO OPERATIONAL DUTY (OPERATIONAL SCREENING)

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone:	DSN	882-3510
			COM	(901) 874-3510
			FAX	882-2647

References	OPNAVINST 1300.15 BUMEDINST 1300.2 NAVMED P-117, Manual of the Medical Department SECNAVINST 1850.4E SECNAVINST 5300.30C

1. **Purpose**. To establish a requirement to perform an operational screening within 30 days after receipt of permanent change of station (PCS) orders to Type 2 operational duty.

2. **Policy**. Operational screening determines suitability of members transferring to Type 2 duty for operational assignment and assists in maintaining force readiness at optimum manning levels by preventing gapped operational billets. OPNAVINST 1300.15 governs the Navy's military personnel assignment policy.

a. Responsibility for operational screening lies with the member's parent command. Screening Military Treatment Facility (MTF) responsibilities are outlined in BUMEDINST 1300.2 and NAVMED P-117, Chapter 18. Parent command will ensure members follow the guidelines of this article and complete operational screening within the timeline established in paragraph 3. Failure of members to comply may result in disciplinary action.

b. Operational screening policy is not to be used as separation authority. MILPERSMAN 1910-120 is the separation article for members found to be not worldwide assignable.

c. Members being transferred to Type 2 operational commands must be screened for operational duty to ensure successful completion of a full operational tour per BUMEDINST 1300.2 and this article.

d. For members transferring to Remote/Isolated Duty or Overseas Duty (Type 3, 4, or 6 duty), refer to MILPERSMAN 1300-300 for applicable screening procedures.

e. An operational screening must be completed no later than 30 days after a member is under orders to Type 2 duty.

3. **Reporting Requirements**. The operational screening process and report will be completed within 30 days of the actions listed in paragraph 2e above. In the case of 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) (PERS-40BB/applicable detailer) for acceptance per this article and BUMEDINST 1300.2.

b. If a delay in operational screening is anticipated beyond the 30-day deadline, notify the gaining command/ NAVPERSCOM, utilizing Exhibit 1, with a "status pending" message, stating the reason for delay and anticipated completion date. This is required only if the delay in screening is due to a medical condition.

c. For members found **Suitable**:

(1) The transferring command will document suitability screening using Exhibit 2 and file in member's service record for enlisted and transfer package for officer.

d. For members found **Unsuitable**:

(1) The transferring command will notify the gaining command and NAVPERSCOM (PERS-40BB) using Exhibit 3. For non-rated enlisted members ensure Enlisted Placement Management Center (EPMAC)(EP-47) is an information addressee.

(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 (CO).

(3) Commands with officers who are found unsuitable for operational duty will send an operational unsuitability message to their respective detailer.

4. **NAVPERSCOM/EPMAC 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 member's Enlisted Master File, and a thorough review of each case will be conducted.

a. **For enlisted members**, recommendations will come from the respective detailer, EPMAC (for non-rated personnel) and enlisted community manager (ECM). NAVPERSCOM (PERS-4821) 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-4821) 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. **In all cases for both officers and enlisted**, one of the following actions will result if member not placed on TLD or referred to PEB:

(1) If a prospective gaining command with medical capabilities appropriate for supporting member's limitations can be located via communication between NAVPERSCOM (PERS-4821) Medical Liaison Officer, NAVPERSCOM (PERS-40BB), and the gaining command, orders will be issued.

(2) Retain the member at current command until expiration of active obligated service (EAOS) or minimum service requirement (MSR), unless needs of the Navy dictate otherwise.

(3) If under PCS orders to an operational activity (Type 2 duty), PCS orders may be modified to an activity capable of providing the member with the appropriate medical care per manning control authority (MCA) priorities. For example, modification of orders to an activity that has a medical department capable of supporting member's medical care, provided the platform has a valid requirement for the rating. Member may also be considered for Type 3/6 duty near a MTF capable of supporting member's medical care if member has been rejected by query of the Type 2 command.

(4) For members with 18 or more years of active service, detailing will be governed by earliest retirement opportunity and needs of the Navy.

d. **For enlisted members only**, one of the following additional actions may result:

(1) As dictated by needs of the Navy, an enlisted member may be allowed to extend/reenlist provided member can be detailed per MCA 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 (e.g., 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. For members who NAVPERSCOM has determined fall under this category, a request to reenlist message will be sent to NAVPERSCOM (PERS-40BB) for approval.

(2) Member will be instructed to contact command career counselor regarding submission of a conversion package to NAVPERSCOM, Active/Reserve Enlisted Career Program Division (PERS-481). COs and command career counselors should be aware that most Navy rates require a member to be worldwide assignable and if the member has been found to be operationally unsuitable, their request for conversion may be disapproved.

(3) If none of the above options apply, the enlisted member's command will be directed, via naval message, to initiate administrative separation processing per MILPERSMAN 1910-120 by reason of "not worldwide assignable."

5. **Administrative Separation**

a. Members administratively separated by reason of being "not worldwide assignable" per MILPERSMAN 1910-120 **do not** have a disability as defined in SECNAVINST 1850.4E.

b. Members who are awaiting PEB findings will not be administratively separated until conclusion of PEB process.

c. 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 under SECNAVINST 5300.30C and are not included in this article.

EXHIBIT 1

OPERATIONAL SCREENING STATUS REPORT

(Use proper message format containing the following:)

```
FM Transferring Command
TO BUPERS MILLINGTON TN//PERS-40BB/APPLICABLE DETAILER (for
rated enlisted personnel)/APPLICABLE OFFICER DETAILER FOR
OFFICER//
INFO EPMAC NEW ORLEANS LA//47(for non-rated personnel)//
GAINING COMMAND (IF APPLICABLE)
BUMED WASHINGTON DC//M3F//
BT
UNCLAS // N01300//
MSGID/GENADMIN//
SUBJ/OPERATIONAL SCREENING STATUS REPORT ICO NAME, RATE, SSN//
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 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

(Use NAVPERS 1070/613 (Rev. (10-81), Administrative Remarks containing the following:)

NAVPERS 1070/613, Administrative Remarks

(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 NAVPERS 1070/613 entry and that I am fully suitable for operational duty.

_____
(Member's Signature)

EXHIBIT 3

OPERATIONAL UNSUITABILITY REPORT

(Use proper message format containing the following:)

FM Transferring Command
TO BUPERS MILLINGTON TN//PERS-40BB/APPLICABLE DETAILER (for rated enlisted personnel)/APPLICABLE OFFICER DETAILER **ONLY** FOR OFFICER//
INFO EPMAC NEW ORLEANS LA//47(for non-rated personnel)//
GAINING COMMAND (IF APPLICABLE)
BUMED WASHINGTON DC//M3F//
BT
UNCLAS // N01300//
MSGID/GENADMIN//
SUBJ/UNSUITABILITY FOR OPERATIONAL DUTY ICO NAME, RATE, SSN//
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 1300-801

ASSIGNMENT SCREENING

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone:	DSN COM FAX	882-3510 (901) 874-3510 882-2647

References	OPNAVINST 1300.15 BUMEDINST 1300.2 NAVMED P-117, Manual of the Medical Department SECNAVINST 1850.4E SECNAVINST 5300.30C

1. **Purpose**. To establish a requirement to perform an assignment screening for 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 (PCS) orders to a Type 2 operational command, refer to MILPERSMAN 1300-800.

2. **Policy**. Assignment screening determines whether a member is "**worldwide assignable**" or "**assignment limited.**" OPNAVINST 1300.15 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 BUMEDINST 1300.2 and NAVMED P-117, Chapter 18. 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. Assignment screening policy is not to be used as separation authority. MILPERSMAN 1910-120 is the separation article for members found to be not worldwide assignable.

c. 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 Physical Evaluation Board (PEB); and

(3) directed by Navy Personnel Command (NAVPERSCOM) due to unresolved limited duty (LIMDU) (ACC 105) situations.

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 **assignment limited**.

a. For members found **worldwide assignable**:

(1) The parent command will forward the screening report to the servicing Personnel Support Activity Detachment (PERSUPP DET) upon receipt. Servicing PERSUPP DET will submit a Class YJ Availability Report within 24 hours.

b. For **enlisted** members found **assignment limited**:

(1) The member's parent command will notify NAVPERSCOM (PERS-40BB) using Exhibit 1. For non-rated enlisted members ensure Enlisted Placement Management Center (EPMAC)(EP-47) is an information addressee.

(2) Ensure assignment limited 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.

c. For **officers** found assignment limited:

(1) The member's parent command will notify the respective officer detailer at NAVPERSCOM using Exhibit 1.

(2) Ensure assignment limited message contains the following:

(a) Detailed reason(s) for the finding to include ICD-9 code(s), prognosis for improvement, and specific limitations.

(b) CO's recommendation on member's performance and possible administrative actions.

4. **NAVPERSCOM/EPMAC Action**. Upon receipt of the assignment limited message, NAVPERSCOM (PERS-40BB) will place the 0090 (Not Operationally Suitable) Navy Enlisted Classification (NEC) code in the member's Enlisted Master File, and a thorough review of each case will be conducted.

a. **For enlisted members**, recommendations will come from the respective detailer, EPMAC (for non-rated personnel), and enlisted community manager (ECM). NAVPERSCOM (PERS-4821) 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-4821) 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. **In all cases for both officers and enlisted**, one of the following actions will result:

(1) If a prospective gaining command with medical capabilities appropriate for supporting member's limitations can be located via communication between NAVPERSCOM (PERS-4821) and the gaining command, orders will be issued.

(2) Retain the member at current command until expiration of active obligated service (EAOS) or minimum service requirement (MSR), unless needs of the Navy dictate otherwise.

(3) For members with 18 or more years of active service, detailing will be governed by earliest retirement opportunity and needs of the Navy.

d. **For enlisted members only**, one of the following additional actions may result:

(1) As dictated by needs of the Navy, an enlisted member may be allowed to extend/reenlist provided member can be detailed per manning control authority (MCA) 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. For members who NAVPERSCOM has determined fall under this category, a request to reenlist message will be sent to NAVPERSCOM (PERS-40BB) for approval.

(2) Member will be instructed to contact the command career counselor regarding submission of a conversion package to NAVPERSCOM, Active/Reserve Enlisted Career Program Division (PERS-481). COs and command career counselors should be aware that most Navy rates require a member to be worldwide assignable and if the member has been found to be assignment limited, their request for conversion may be disapproved.

(3) If none of the above options apply, the enlisted member's command will be directed, via naval message, to initiate administrative separation processing per MILPERSMAN 1910-120 by reason of "not worldwide assignable."

5. **Administrative Separation**

a. Members administratively separated by reason of being found "assignment limited" per MILPERSMAN 1910-120 **do not** have a disability as defined in SECNAVINST 1850.4E.

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 under SECNAVINST 5300.30C 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/APPLICABLE DETAILER (for rated personnel)//(APPLICABLE OFFICER DETAILER **ONLY** FOR OFFICERS)
INFO EPMAC NEW ORLEANS LA//47(for non-rated personnel)//
GAINING COMMAND (IF APPLICABLE)
BUMED WASHINGTON DC//M3F//
BT
UNCLAS // N01300//
MSGID/GENADMIN//
SUBJ/ ASSIGNMENT LIMITED REPORT ICO NAME, RATE, SSN//
REF/A/DOC/BUPERS/DDMMMYY//
REF/B/DOC/BUMED/DDMMMYY//
NARR/REF A IS MILPERSMAN 1300-801 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 ASSIGNMENT LIMITED.
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 1300-1000

MILITARY COUPLE AND SINGLE PARENT ASSIGNMENT POLICY

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693

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.

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, service, and SSN of spouse, and number of current dependents.

a. **Officer** requests should be submitted on NAVPERS 1301/85 (Rev. 4-02), 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 their 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 their 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 (10/81), 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

Governing Directives	OPNAVINST 1300.15

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 OPNAVINST 1300.15.

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 family duty are required to sign the following NAVPERS 1070/613, 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 Cost Transfer**. Chief of Naval Personnel 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 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.

(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. **Requirements For No-Cost-To-The-Government Transfer**. When members would not normally receive the reassignment requested due to other considerations, such as PCS constraints or insufficient

time in present fleet to meet inter-fleet transfer requirements, COMNAVPERSCOM has no objection to the issuance of no-cost-to-the-government transfer directives by distribution authorities.

a. The following criteria must be met:

(1) Urgent service requirements do not preclude approval.

(2) The receiving activity has an authorized requirement for the rate/rating/NEC concerned.

(3) Where duty ashore is involved, the member requesting reassignment is eligible for shore duty and has sufficient time remaining on their normal shore tour to provide 24 months service at the receiving activity.

(4) The member requesting transfer has sufficient OBLISERV or minimum service retainability to serve the applicable tour at the activity requested.

(5) Neither member is in receipt of PCS Orders.

(6) Member must have a clear record for the previous 12 months.

b. Due to the lengthy qualification time involved with nuclear propulsion plants, nuclear trained personnel are required to have sufficient OBLISERV remaining to complete a 24 month tour at the receiving command.

c. Except for personnel in recruit or student status, member requesting transfer must complete a minimum 1 year at current duty station prior to the requested date of transfer.

d. Requests submitted more than 6 months in advance of eligibility for transfer will be returned to originator.

e. Travel outside the continental United States via Military Airlift Command is not authorized on no-cost-to-the-government transfer due to industrial funding regulatory restrictions.

f. Fleet Commanders may authorize utilization of fleet units for transportation where practical and feasible.

4. **Request**. Request for assignment to duty with another member of the immediate family shall be submitted to the appropriate Assignment Control Authority (ACA), via both member's commanding officers, and the non-requesting member.

a. Officers will submit requests via NAVPERS 1301/7, Officer Personnel Action Request.

b. Enlisted personnel will submit requests via NAVPERS 1306/7, Enlisted Personnel Action Request.

c. Requests from non-designated (SN/FN/AN) personnel shall be addressed to EPMAC via the Commanding Officer.

d. All requests must include the following information:

(1) Requested date of transfer.

(2) Name, rate, social security number, PRD, duty station and homeport (if applicable) of the other family member.

e. When the member originating the request for transfer is not eligible for reassignment under cost conditions, the following statement shall be executed on the NAVPERS 1070/613, Administrative Remarks.

Date: "I understand that if my request for transfer by reason of assignment to be with (relation of family member) 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 shall not be entitled to reimbursement for any expenses connected therewith (travel, household goods shipment, or POV shipment) and government transportation. The use of Military Airlift Command is not authorized for myself or my dependents. 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."

Member's Signature

Witnessed by: L. S. Ward
CDR, USN, Personnel Officer

5. **Forwarding Endorsement**. Each commanding officer shall make positive comments and recommendations as to desirability of having the family members serve together. Additionally, they will ensure required NAVPERS 1070/613 entry(s) have been completed as applicable.

MILPERSMAN 1300-1200

SAFETY TRANSFERS

Responsible Office	NAVPERSCOM (PERS-4832E)	Phone:	DSN COM FAX	882-4899 (901) 874-4899 882-2627
	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-4185 (901) 874-4185 882-2693
	EPMAC (EP-47S)	Phone:	DSN COM FAX	678-1433 (504) 678-1433 678-1122

References	(a) SECNAVINST 5800.11A (b) OPNAVINST 1752.2A

1. **Program Background**. When concerns for the safety and well-being of servicemembers and/or their dependents dictate a permanent change of station (PCS) transfer prior to normal projected rotation date (PRD), a safety move may be authorized. The program originated with the transfer of drug informants and has expanded to include Navy personnel and/or their dependents that may be threatened for various reasons. Examples of safety moves are (but not limited to) victims and witnesses covered under reference (a), Family Advocacy Program (FAP) cases covered under reference (b), victims of rapes and other violent crimes, and threats made to the Sailor or the Sailor's dependents. All sexual assault cases are handled by Commander Navy Installations (CNI) (N2).

2. **Safety Transfer Request**. Each case is determined on its individual merits. Commands may request a PCS transfer for reasons of personal safety as follows:

For non-rated enlisted personnel:	**For all others:**
Enlisted Placement Management Center (EP-47S) Ms. Mary Malcolm COM (504) 678-1433 DSN 678-1433 E-Mail mary.malcolm@navy.mil	Navy Personnel Command (PERS-4832E) Mr. Robert James COM (901) 874-4899 DSN 882-4899 E-Mail robert.james1@navy.mil

MILPERSMAN 1301-010

TRANSFER OF AN OFFICER FOR MEDICAL TREATMENT

Responsible Office	NAVPERSCOM (PERS-821)	Phone:	DSN	882-3242
			COM	(901) 874-3242
			FAX	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 1301-030

NAVPERS 1301/1, Officer Preference and Personal Information Card

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-3025 (901) 874-3025 882-2963

1. **Purpose**. NAVPERS 1301/1, Officer Preference and Personal Information Card provides officers a means of direct input to the assignment process. The Assignment Officer reviews requirements and individual performance in an attempt to achieve optimum distribution, while considering career development and satisfaction of personal preference consistent with service needs.

2. **Submission of NAVPERS 1301/1**

a. Every officer is encouraged to submit a card at any time to communicate to the assignment officer any information regarding future assignments. A card should be submitted at least 12 months prior to projected rotation date (PRD). A new card should also be submitted when changes in postgraduate preference, marital or dependency status, members of household, current residence, or next duty preference occur.

b. Specific instructions for completing the information requested are on the back of the card. Leave blocks blank that are considered not applicable.

c. The original card and one copy shall be sent to the Navy Personnel Command (PERS-4), and directed to the attention of the officer's individual assignment officer.

3. **Reserve Officers**. Naval Reserve officers who are either on an Active Duty Agreement or an Agreement to Extend, and who indicate in BLOCK 1 a desire to remain on active duty after their Reserve Expiration of Obligated Service, are still required to submit a separate letter according to the applicable MILPERSMAN article.

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	223-2303
			COM	(703) 693-2303
			FAX	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	24		Variable with billets.
	Shore	642X, 742X		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	Sea		24-30		
LT LCDR	Shore			36	
CDR	Sea		24		
CAPT	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 - TOUR LENGTHS FOR NAVY PERSONNEL COMMAND (NAVPERSCOM) DETAILING PERSONNEL AND SEA/SHORE ROTATION POLICY FOR ALL NAVPERSCOM PERSONNEL

Responsible Office	CNO (N131)	Phone: DSN COM FAX	223-2303 (703) 693-2303 223-1189

1. **Tour Lengths for Navy Personnel Command (NAVPERSCOM), Distribution Department (PERS-4) Detailing Personnel and Sea/Shore Rotation Policy for All NAVPERSCOM Personnel**. To ensure a proper degree of sensitivity is 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, the following tour length policy has been established for all officers assigned to NAVPERSCOM.

a. **NAVPERSCOM (PERS-4) Personnel**

(1) Tour length for officer detailers and placement officers is 24 months. These are considered minimum tour lengths.

(2) Officers serving in other than detailing/placement billets will complete a normal shore tour per current directives.

(3) All personnel must adhere to these tour lengths. **Any exceptions for any tours less than minimums must be requested in writing and approved by NAVPERSCOM (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 roll.

b. **All NAVPERSCOM Personnel**

(1) All officer personnel completing the prescribed tour length within NAVPERSCOM unit identification code (UIC) will be ordered to sea duty when their normal designator/rating career rotation pattern/sea shore policy dictates.

(2) Exceptions to this policy will be requested in writing and approved by NAVPERSCOM (PERS-4).

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 223-1189

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

Responsible Office	CNO (N131)	Phone: DSN COM FAX	225-3616 (703) 695-3616 225-9940

References	10 U.S.C. 38

1. **Policy**. Title IV of the Goldwater-Nichols Department of Defense (DOD) Reorganization Act of 1986, 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 10 U.S.C. 38. 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 (PRDs) 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 with at least 10 months served, the officer can serve a subsequent tour(s) to attain full joint duty credit when the minimum tour length is met.

b. Exceptions to the **minimum 36 months** 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) Reassignment to another JDA immediately **due to promotion** or after the officer's position was eliminated in a reorganization.

(4) Assignment performed outside CONUS. Officers assigned to overseas JDAL billets should comply with overseas tour lengths.

(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 the accompanied-by-dependents 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, or for professional education.

(b) Early release is contingent upon assignment to a career progression/operational assignment such as CO, XO, or DH 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), Special Assistant for Joint Matters (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 (constructive credit) 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 the Goldwater-Nichols DOD Reorganization Act of 1986 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 Office of the Secretary of Defense (OSD) before departure.

b. NAVPERSCOM assignment officers will prepare the waiver request for Principal Deputy Under Secretary of Defense (Military Personnel Policy) signature. NAVPERSCOM (PERS-45J) will provide assistance in preparation, formatting, and tracking of the request through Navy, OSD, and Joint Chiefs of Staff (JCS) 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 they must leave their JDA position.)

(3) Concurrence of losing organization.

(4) Projected assignment. Indicate if a joint-to-joint assignment.

(5) Projected promotion date (if applicable).

(6) Specify qualifications, which make the requested officer uniquely qualified.

(7) Impact on both the officer and the gaining organization if waiver is not approved.

(8) Availability of other qualified officers (to fill this position).

(9) Recommended departure date (from joint assignment).

(10) Potential effect on service's joint tour length average.

(11) Recommendation for full or partial JDA credit.

4. **NAVPERSCOM Action**

a. NAVPERSCOM (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.

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	882-4143
			COM	(901) 874-4143
			FAX	882-2693
	BUMED-M3M125	Phone:	DSN	762-3107
			COM	(202) 762-3107
			FAX	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	223-2303
			COM	(703) 693-2303
			FAX	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-442)	Phone:	DSN	882-4123
			COM	(901) 874-4123
			FAX	882-2676

1. **Policy**. In general, officers will be detailed to commands without prior nomination. Certain billets, however, do require formal or informal nominations.

2. **Billets Requiring Formal Nominations**

a. All executive assistant billets.

b. All major program manager billets.

c. Special assistants to secretaries billets.

d. All aide billets.

e. Office of the Secretary of Defense (OSD), Joint Chiefs of Staff (JCS), on-site inspection activity (OSIA) billets.

f. U.S. Naval Academy (USNA) battalion officer and deputy commandant billets.

g. White House billets.

h. Personnel Exchange Program (PEP) billets.

i. Defense and Naval Attaché billets.

3. **Billets Requiring Informal (Written) Nomination**

a. Office of Secretary of the Navy (SECNAV) billets.

b. Office of Legislative Affairs billets.

c. Office of Program Appraisal billets.

d. Recruiting command billets (recruiters only).

e. Naval Reserve Officer Training Corps (NROTC) billets.

f. United States Naval Academy billets.

g. Naval War College, National Defense University (NDU), and other service college instructors.

h. U.S. Military Advisory Group (MAAG) billets.

i. Navy Personnel Command (NAVPERSCOM) billets.

j. Defense Intelligence Agency (DIA) billets.

k. Defense Information Systems Agency (DISA) billets.

l. Defense Nuclear Agency (DNA) billets.

m. Defense Special Assessment Agency (DSA) billets.

n. National Imagery and Mapping Agency (NIMA) billets.

o. Tri-Service Tactical Communications (TRITAC) billets.

4. **North Atlantic Treaty Organizations (NATO) and Joint Staffs**. NATO staffs and joint staffs not listed above do not require officer nominations; however, informal liaison with the command is recommended.

MILPERSMAN 1301-203

OFFICER SPECIAL ASSIGNMENTS - FLAG AIDE ASSIGNMENTS

Responsible Office	NAVPERSCOM (PERS-44A)	Phone:	DSN	882-4071
			COM	(901) 874-4071
			FAX	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 1301-204

OFFICER SPECIAL ASSIGNMENTS - CAPTAIN ASSIGNMENTS

Responsible Office	CNO (N131)	Phone:	DSN	223-2303
			COM	(703) 693-2303
			FAX	223-1189

1. **Policy**.

a. All 0-6 billets that require formal multi-name nomination packets forwarded to the receiving command by Navy Personnel Command (NAVPERSCOM) will include qualified minority officers.

b. Any package not including minority officers, will list those minority officers considered with reasons for exclusion in the accompanying memorandum.

2. **Nomination Preparation**

a. To standardize captain nominations for outside Navy activities, the format in Exhibit 1 will be utilized.

b. The nominations are drafted in the smooth by the applicable detailer and forwarded for signature to the division director having placement cognizance for the recipient of the nomination.

Exhibit 1

STANDARDIZED FORMAT FOR CAPTAIN NOMINATIONS

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

Subject to your concurrence, it is proposed to order Captain _____ to duty on your staff as _____ as a relief for Captain _____. Captain _____ is currently serving as _____ and will be available to report in _____. A copy of his/her Career Brief is attached for information.

NOMINEE:
TO RELIEVE: EDA: TOUR:
POSITION: REQ NO.:
DATE AND PLACE OF BIRTH:
SECURITY INFORMATION:
EDUCATION:
MILITARY BACKGROUND:
WARFARE SPECIALTY:
COMMAND EXPERIENCE:
STAFF EXPERIENCE:
SERVICE SCHOOLS ATTENDED:
SUBSPECIALTIES:
PREVIOUS DUTY STATIONS (Last 6 duty stations):

PERIOD	ACTIVITY/POSITIONS	REPORTING SENIOR

YEAR GROUP:

DATE OF PRESENT RANK:

SUMMARY:

MILPERSMAN 1301-205

OFFICER SPECIAL ASSIGNMENTS - U. S. NAVAL ACADEMY

Responsible Office	NAVPERSCOM (PERS-440)	Phone:	DSN	882-3999
			COM	(901) 874-3999
			FAX	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% 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) (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 (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 (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 the Allocation and Statistics Branch, NAVPERSCOM (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 – ATTACHÉ ASSIGNMENTS

Responsible Office	NAVPERSCOM (PERS-4411)	Phone: DSN COM FAX	882-3993 (901) 874-3993 882-2744

1. **Policy**. No officer will be ordered to an attaché post unless they have been briefed on all expected hardships of the particular post (financial, cultural, health, schooling, etc.) and expresses a willingness to accept the assignment with full knowledge of these hardships.

a. Navy Personnel Command (NAVPERSCOM), Intelligence Officers Branch (PERS-4411) will provide requisite information from the Office of Naval Intelligence (ONI) to assignment officers when posting for attaché billets.

b. Language fluency is normally a requirement and instruction to obtain it will be programmed for all prospective attaches.

(1) Language training is desirable for spouses as well, when practicable.

(2) Language aptitude must be listed and proven prior to assignment to such training.

c. Commander, ONI must approve all attaché nominees.

(1) Should ONI desire to review the actual record of a particular nominee, NAVPERSCOM (PERS-4411) will assist in making arrangements.

(2) This review will **only** be done by Commander, ONI.

2. **Assignment Criteria**. Criteria for assignment include the following, in addition to language proficiency. NAVPERSCOM must authorize exceptions.

a. Outstanding performance in a variety of sea and shore assignments. Due course promotion record.

b. No officer within 5 years of statutory retirement will be assigned.

c. Previous assistant attaché assignment or intelligence subspecialist is desirable but not mandatory.

d. Baccalaureate degree minimum education is normally required. Service college graduate desirable.

3. **Government-Leased and Furnished Quarters**. Commander, ONI has adopted the policy of the Departments of State, Army, and Air Force of providing government-leased and furnished quarters to personnel who are assigned to duty with consulates and embassies in certain foreign countries.

a. Funds to lease and furnish quarters in certain areas have been obtained. In justification of the request for these funds, it was pointed out that the cost of furnishing such quarters could be more than offset by savings incurred as a result of personnel not shipping certain household goods (HHG) to and from these stations.

b. In order for this justification to be realized, it is considered necessary to limit the weight of HHG, which may be shipped overseas by personnel ordered to particular locations, and to include this limitation in orders.

c. The standard limitation has been established as 2000 pounds or 25% of the permanent change of station (PCS) weight allowance for the grade/rank, whichever is greater. Excluded from this limitation are unaccompanied baggage, professional items, and a personal automobile.

d. To comply with the above, the originating office preparing orders directing attaché duty to an area where quarters are provided, as indicated by ONI in the request for orders, will ensure PTEXT P66007 is included in the orders which states:

P66007: “SHIPMENT OF HHG TO _____ IS LIMITED TO _____ NET POUNDS. THIS LIMITATION DOES NOT APPLY TO HOLD BAGGAGE, UNACCOMPANIED BAGGAGE, OR PROFESSIONAL ITEMS.”

e. Officers selected for attaché duty to a post where furnished quarters will be provided will be notified of the HHG limitation as early as possible for planning purposes.

4. **Dependent Transportation and Per Diem**. The following introductory phrase will be used when authorizing attaché dependents travel and per diem in official PCS orders for naval officers en route to or from attaché duty.

"Transportation for dependents in excess of direct travel and per diem for dependents is chargeable to Defense Intelligence Agency funds and such claim will be settled by station budget and fiscal officer. Direct travel of dependents will be settled by PERSUPP DET Anacostia. Advanced per diem for dependents is not authorized."

5. **Nomination Procedures for Attaché Assignments**. In order to maintain the high quality of officers nominated for attaché assignment, the following nomination procedures will be followed:

a. The attaché placement officer will identify all attaché billets for which nominations are required at least 1 year in advance of commencement of training.

b. A list of those billets will be provided to each of the warfare community assignment officers and will be updated as required.

c. When requirements for specific warfare expertise have been attached to an attaché billet, the community with primary fill responsibility will nominate at least two qualified officers.

d. Each URL community will nominate one officer for 1000-designated billets.

e. These four billets will be entered into the Billet Fill Decision (BFD) process, thereby ensuring that quotas have been established for the appropriate major command selection board.

f. The cognizant warfare community will nominate at least two candidates against each posted billet.

g. NAVPERSCOM, Staff/RL Officer Distribution Division (PERS-44) will make a determination on which of the multiple nominees submitted by the respective warfare communities will be forwarded to ONI for the Navy interview series.

(1) Nominations for all attaché positions must reach the NAVPERSCOM Attaché Placement Office (PERS-4411) not later than 6 months prior to the commencement of training for each billet.

(2) This lead time is absolutely essential to allow for the interview process and formal nomination to ONI and still issue orders in a timely fashion.

h. Seniority is another consideration for all O-6 candidates. Time-in-grade becomes an issue when nominating candidates for Defense Attaché (DATT) versus Naval Attaché (NATT) posts. Officers screened for DATT billets should have more than 3 years in grade upon arrival on station and be able to complete the prescribed tour length.

MILPERSMAN 1301-208

OFFICER SPECIAL ASSIGNMENTS - NAVY RECRUITING COMMAND

Responsible Office	NAVPERSCOM (PERS-440A)	Phone:	DSN	882-4040
			COM	(901) 874-4040
			FAX	882-2676

1. **Policy**. The recruiting climate for the All-Volunteer Force dictates the careful scrutiny of officers selected to direct the Navy recruiting efforts.

a. Accordingly, certain billets are designated nominative billets.

b. Navy Personnel Command (NAVPERSCOM) (PERS-44) must approve all officers proposed into nominative billets prior to nomination to Commander, Naval Recruiting Command (COMNAVCRUITCOM).

2. **Recruiting Area Commanders**. Nominations for COMNAVCRUITCOM area commander 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 the captain grade assignment officers.

3. **Recruiting District Commanding Officers**. Officers nominated to command Navy Recruiting Districts (NRDs) 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 commanding officer of a NRD will possess a different Unrestricted Line (URL) designator than the executive officer of that district.

c. Officers screened for command of NRDs will spend 18 months in the executive officer billet followed by 18 months as commanding officer.

(1) Officers will be required to "fleet-up" regardless of past recruiting experience.

(2) All NRD executive officers will be filled by command screened officers to fleet up to 18 month NRD command tours.

d. Selection for NRD command will be via each community's command screen process. The Command Leadership Course will be incorporated into the established NRD 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, Pensacola, FL en route to their ultimate duty stations. NAVPERSCOM assignment officers will liaison with NAVPERSCOM (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 Navy Recruiting Districts. 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	882-4040
			COM	(901) 874-4040
			FAX	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.

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.

b. Officers with fewer than 2 years remaining until mandatory retirement will normally not be assigned as commanding officers of NROTC units.

c. The objective, however, 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 Professor of Naval Science billets may be considered for commanding officer of a NROTC unit as a final tour on a case basis.

d. To provide a broader spectrum of experience, commanding officers and executive officers of NROTC units will normally be from separate Unrestricted Line (URL) communities.

e. Officers will not be assigned to NROTC units without prior acceptance by the university to which the unit is attached.

f. Officers with poor potential for promotion will not be assigned to NROTC instructor billets.

g. 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.

h. Exceptions to these policies must be approved by Navy Personnel Command (PERS-4).

MILPERSMAN 1301-210

OFFICER SPECIAL ASSIGNMENTS - RECRUIT TRAINING COMMAND (RTC)

Responsible Office	NAVPERSCOM (PERS-444C)	Phone:	DSN	882-4058
			COM	(901) 874-4058
			FAX	882-2676

1. **Policy**. Officers assigned to 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% 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 the Deputy Chief of Naval Personnel and then briefed to the Commander, Naval Education and Training and Commander, Naval Training Command, Great Lakes, for concurrence, prior to assignment.

MILPERSMAN 1301-211

OFFICER SPECIAL ASSIGNMENTS – NAVY HEADQUARTERS/ STAFF LEVEL EQUAL OPPORTUNITY BILLETS

Responsible Office	NAVPERSCOM (PERS-00H)	Phone:	DSN	882-4283
			COM	(901) 874-4283
			FAX	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) P00J

(2) P00J3

c. Naval Education Training Command (NETC), Equal Opportunity Program Manager.

d. Navy Personnel Command (NAVPERSCOM) Staff

(1) PERS-00H

(2) PERS-00H1

(3) PERS-00H2

(4) PERS-00H3

(5) PERS-00H4

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) (N78). Navy Personnel Command (NAVPERSCOM) has certain administrative responsibilities in this process, including the screening of applicants and liaison with CNO (N78).

2. **Commanding Officer Applicants**

a. CO applicants apply to CNATRA with copies to NAVPERSCOM and the incumbent Blue Angels Commanding Officer.

b. A congratulatory letter to selectees for Blue Angels CO will be prepared by NAVPERSCOM, Air Combat Units Placement Branch (PERS-433) and signed by NAVPERSCOM, Assistant Commander Navy Personnel Command (ACNPC) for Distribution (PERS-4).

c. Letters of appreciation to non-selected CO candidates will be prepared by NAVPERSCOM (PERS-433) and signed by NAVPERSCOM, Director, Aviation Officer Distribution Division (PERS-43).

3. **Demonstration Pilot Applicants**. Demonstration pilot applicants apply directly to the Blue Angels CO and shall provide copies to CNATRA and NAVPERSCOM.

a. NAVPERSCOM (PERS-43/PERS-433) action:

(1) As applications are received, NAVPERSCOM (PERS-433) initiates administrative pre-screening 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 CO of the Blue Angels 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 CO, Blue Angels and approved by CNATRA, NAVPERSCOM (PERS-433) will forward background resumes on each prospective Blue Angels pilot to CNO (N78). Permanent change of station (PCS) orders will be issued to those selected upon CNO (N78) concurrence.

b. Each pilot/Navy flight officer (NFO) selectee to Navy Flight Demonstration Squadron (NFDS) 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 NFDS. A signed copy of each agreement will be forwarded to NAVPERSCOM (PERS-433).

4. **Non-Pilot Applicants**. 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.

a. 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 detailers from the respective support officer communities shall provide the team a minimum of two volunteer, pre-screened, and viable candidates to participate in the selection process.

c. 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) A minimum of two viable candidates for each support officer billet are required to participate in the application and 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-40, and C-130 aircraft.

a. Active duty pilots who complete transition training to C-9, C-20, C-40, and C-130 aircraft must sign a statement of agreement by which the officer agrees to remain on active duty (GREEMAIN) for 3 years.

b. Acceptance of orders by active duty pilots for initial training in C-9, C-20, 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 GREEMAIN shall commence upon reporting to the ultimate duty station following completion of the transition training.

c. TAR 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 DEVELOPMENT PROGRAM (LDP) ASSIGNMENTS

Responsible Office	Center for Naval Leadership (N72)	Phone: DSN COM FAX	253-1523 (757) 462-1523 253-4875

References	OPNAVINST 6110.1G

1. **Policy**. Officers selected for Naval Leadership Development Program (LDP) facilitator assignments will be qualified performers who have completed a successful operational tour and possess leadership and management experience at the level commensurate with the program they will instruct (e.g., department head or division officer).

a. Officers selected for facilitating the LDP will have prior instructor experience.

b. Officers selected for the Command LDP (CO/XO) at the Center for Naval Leadership located in Newport, RI must be post-command commanders or post-executive officers (CAPTs/CDRs/LCDRs), respectively.

2. **Selection Criteria**. The selection of LDP facilitators will be based on the following:

a. Selected officers must be demonstrated, high-quality performers as determined by Navy Personnel Command (NAVPERSCOM) (PERS-4) and Naval Education Training Command (NETC).

b. Must satisfactorily complete a Facilitator Training Course (5 weeks) at Learning Detachment Little Creek. A guaranteed reselection, without prejudice to career, will be made available to candidates who fail to complete skill training.

c. Volunteers are desired, but not required.

d. Be within height/weight/body fat standards per OPNAVINST 6110.1G.

e. Officers on twilight tours are not eligible.

3. **Waiver Requests**. Requests for waivers must be approved by Center for Naval Leadership. Point of contact (POC) is Training Directorate (N7), DSN 253-1535.

MILPERSMAN 1301-215

OFFICER SPECIAL ASSIGNMENTS - BRIG AND TRANSIENT PERSONNEL UNIT (TPU)

Responsible Office	NAVPERSCOM (PERS-84)	Phone:	DSN	882-4442
			COM	(901) 874-4442
			FAX	882-2626

References	OPNAVINST 6110.1G

1. **Policy**

a. Nominations for officer assignment to brig and Transient Personnel Unit (TPU) will be forwarded by the gaining placement officer to Navy Personnel Command (NAVPERSCOM) (PERS-84) for preliminary screening.

b. Upon receiving a positive reply from NAVPERSCOM (PERS-84), the gaining placement officer will forward a letter to the nominee's commanding officer requesting their recommendation.

2. **Brig and TPU 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 and TPU 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) Not have any 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 OPNAVINST 6110.1G.

3. **Naval Consolidated Brig (NCB) Commanding Officer Screening**. Officers screened for command of Naval Consolidated Brigs (NCBs) will spend 18 months in the executive officer billet followed by 18 months as commanding officer. Officers will be required to "fleet up" regardless of their past NCB experience.

a. Selection for NCB command will be via each community's command screen process. The Command Leadership course will be incorporated into the established NCB command training pipeline.

b. The following implementation guidance is provided:

(1) All NCB commanding officer and executive officer billets will be immediately re-designated as 1000 coded billets.

(2) Tour lengths for incumbent (non command screened) Executive Officers shall not be shortened to less than 18 months.

(3) Tour lengths for incumbent (non fleet-up) commanding officers 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 executive officer tour lengths may be shortened to no less than 12 months.

(6) All NCB executive officers will be filled by command screened officers to fleet up to 18-month NCB command tours.

MILPERSMAN 1301-216

OFFICER SPECIAL ASSIGNMENTS - JOINT DUTY ASSIGNMENTS (JDAS)

Responsible Office	NAVPERSCOM (PERS-45J)	Phone:	DSN	882-4217
			COM	(901) 874-4217
			FAX	882-4217

References	Title IV of the Goldwater-Nichols Department of Defense (DOD) Reorganization Act of 1986 10 U.S.C., Chapter 38 10 U.S.C. 664(f)

1. **Policy**. Title IV of the Goldwater-Nichols Department of Defense (DOD) Reorganization Act of 1986 established specific requirements, which the services must follow in making assignments to billets on the Joint Duty Assignment List (JDAL) now contained in 10 U.S.C., chapter 38. These requirements include both qualitative and quantitative provisions, necessitating changes in the management of most officer communities. Additionally, with the exception of certain scientific and technical communities, the law specifies that an officer may not be appointed to the grade of RADM(LH) unless the officer has completed a full tour of duty in a joint assignment as described in 10 U.S.C. 664(f). Secretary of Defense (SECDEF) has the authority to waive this requirement on a case-by-case basis. A joint duty assignment (JDA) is an assignment to a billet contained in the JDAL.

a. 10 U.S.C., 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 a joint specialty officer (JSO). 10 U.S.C., chapter 38 further requires that 50 percent of all JDAL billets be filled by JSOs or JSO nominees.

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 their 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 JSOs or JSO nominees. The senior detailer from each designator community ensures that their community is closely coordinating the input of officers by promotion year group to joint education assignments (JEA); that a comprehensive plan exists to meet the flag officer qualification requirements of 10 U.S.C., chapter 38; 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 10 U.S.C., chapter 38. Navy Personnel Command (NAVPERSCOM) division directors must ensure strict compliance with the procedures contained herein.

c. Title IV mandated specific requirements which the services must follow in the assignment of officers to management headquarters activities.

(1) NAVPERSCOM, Distribution Management, Allocation, Resources, and Procedures Division (PERS-45) is responsible to ensure Navy activities are at or below established officer ceilings.

(2) NAVPERSCOM, Allocation and Statistics Branch (PERS-452) and appropriate management headquarters placements desks from NAVPERSCOM (Surface Officer Distribution Division (PERS-41), Submarine/Nuclear Distribution Division (PERS-42), Aviation Officer Distribution Division (PERS-43), and Restricted Line (RL)/Staff Corps Officer Distribution and Special Placement Division (PERS-44)) monitor headquarters activities on a unit identification code (UIC) level to ensure established officer ceilings are not exceeded.

2. **Joint Definitions**

a. **Joint Specialty Officer (JSO):** An officer who has been awarded joint specialty designation by SECDEF, with the advice of Chairman, Joint Chiefs of Staff (CJCS).

(1) Officers who have completed applicable JPME and JDA prerequisites are recommended for designation as JSOs by the CJCS.

(2) SECDEF may waive completion of certain prerequisites.

b. **Joint Specialty Officer (JSO) Nominee:** An officer categorized by the CJCS as a "nominee" for the joint specialty designation.

(1) "JSO nominee" identifies the officer as a potential candidate for award of the joint specialty designation, but does not in itself constitute a recommendation of the officer for such award. There is no longer an additional qualification designator (AQD) to identify a "JSO nominee."

(2) Upon graduation from full JPME and assignment to a follow-on JDA, an officer is considered a "JSO nominee."

(3) Other officers in JDAs may qualify as nominees if they possess a critical occupational specialty (COS).

(4) Officers who have neither attended a JPME school, nor will have any future opportunity to attend JPME, will not be considered JSO nominees.

c. **Joint Duty Assignment (JDA):**

(1) An assignment to a designated position in a multi-service or multi-national command or activity that is involved in the integrated employment or support of land, sea, and air forces of at least two or three military departments. Such involvement includes, but is not limited to, matters relating to national military strategy, joint doctrine and policy, strategic planning, contingency planning, and command and control of combat operations under unified (or multi-service, multi-national) commands.

(2) The JDAL contains all JDA billets. Greater than 50 percent of the JDAL billets **must** be filled by JSOs or JSO nominees.

d. **Critical Joint Duty Assignment (JDA) (subset of JDAL):** A designated JDAL billet, which **must** be filled with a JSO (approximately 15 percent of the JDAL billets are designated "critical").

e. **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 COSs are limited to the following Unrestricted Line (URL) warfare specialties: Surface, Submarine, Aviation, Special Warfare (SEALS), and Special Operations.

(2) Specific provisions apply for COS officers regarding tour length, joint duty credit, etc., which are discussed in MILPERSMAN 1301-112.

3. **Joint Professional Military Education (JPME)**

a. **Phase I JPME**: Phase I credit is earned by successful completion of the resident course at one of the service colleges (College of Naval Warfare, Naval Command and Staff College, Army War and Command and Staff Colleges, Air War and Command and Staff Colleges, and U.S. Marine Corps Command and Staff College), or an equivalent approved course of instruction.

b. **Phase II JPME**: Phase II credit is earned by successful completion of the appropriate level course at the Armed Forces Staff College (AFSC).

(1) Completion of Phase I is a prerequisite for attending Phase II.

(2) COS officers may attend Phase II without Phase I with a CJCS approved direct entry waiver.

c. **Full JPME:**

(1) Graduation from either the National War College (NWC) or the Industrial College of the Armed Forces (ICAF); or completion of **both** Phase I and Phase II.

(2) NAVPERSCOM (PERS-45J) will assign the appropriate joint AQD code to an officer’s record upon completion of full JPME, Phase I and/or Phase II.

4. **Assignment of AQD Codes.** The following AQD codes identify joint billets and joint personnel. Assignment of officer AQD codes may only be made by NAVPERSCOM (Professional Development Education/Subspecialty Branch (PERS-440) or PERS-452).

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	JPME graduate.
JS2	Joint duty credit (officer has completed a qualifying JDA per Title IV).
JS5	Designated as a JSO by SECDEF.
JS7	JPME Phase I graduate.
JS8	JPME Phase II graduate (AFSC graduate after June 1990).
JS9	Designated as JSO by SECDEF based in part upon completion of a JDA terminated as a result of COS provisions.

5. **JDA and JEA Credit.** Some credit received for service before 1 October 1989 will be treated differently than JDA credit received after the transition period.

a. **JEA Credit**

(1) Could be used to fulfill the "previous joint tour" provision of the law for promotion to flag until 1 January 1994.

(2) Officers with JEA credit only cannot now combine this with completion of JPME or a second JDA for consideration for JSO designation.

(3) Officers with the JSO designation based on JEA still maintain their JSO designation, but are not considered to have any joint duty credit.

(a) An officer with the JSO designation based on JEA will need a JDA prior to promotion to flag after 1 January 1994.

(b) In the above situation, COS officers serving in post JEA JDAs will be considered to be serving in their second or subsequent JDAs and cannot be considered for 2-year COS take-out.

b. **JDA Credit**

(1) Can be counted for promotion to flag.

(2) Officers with JDA credit only, and not JSO designated, can combine this credit with full JPME or a second JDA for consideration for JSO designation; however, any pre-October 1989 JDA credit must be either 24 months (COS) or 36 months (i.e., must meet current tour length requirement provisions of the law).

c. **Cumulative JDA Credit**

(1) Cumulative service for the purposes of fulfilling JDA requirements includes two or more JDAs, which, when combined, total at least 3 years for O-6 and below, including at least one tour of duty in a JDA that was overseas.

(2) A JDA may be counted for cumulative purposes

(a) if the officer served greater than 10 months in the assignment which was terminated for unusual personal reasons (including extreme hardship and medical conditions) beyond the control of the officer or the armed force; or

(b) was ordered to another JDA immediately after promotion to a higher grade, where the reassignment was made because no JDA was available within the same organization that was commensurate with the officer’s new grade; or

(c) was an overseas JDA, which would not otherwise meet tour length requirements.

d. **Record Entry**. NAVPERSCOM (PERS-45J) will ensure officers transferred from joint duty has that joint duty recorded in their record. This includes placing the appropriate AQD in the record.

6. **Selection of Joint Specialists**

a. Officers must first successfully complete an approved JPME program and then receive credit for completing a JDA.

b. All COS officers (COS - 111X, 112X, 113X, 114X, 131X, 132X) are exempt from this sequence requirement.

c. SECDEF may waive the sequence requirements (JDA **then** JPME) for non-COS officers.

d. SECDEF may waive JPME provided two full JDA tours are served.

e. Total number of sequence and two JDA vice JPME waivers combined may not exceed 10 percent of joint specialty designations for officers in the same paygrade during a fiscal year.

7. **Joint Duty Assignments (JDAs)**. The following general guidelines will be adhered to unless waiver procedures for tour lengths contained in MILPERSMAN 1301-112 are used.

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 credit for a full tour of duty (i.e., joint duty credit).

c. Existing guidelines will be followed with respect to permanent change of station (PCS) moves.

d. Fifty percent of JDAL billets must be filled by JSOs or designated JSO nominees.

e. Beginning 1 January 1994, 100 percent of the critical JDAs that become vacant must be filled by JSOs. Any non-JSO proposed to fill a critical JDAL billet will require prior approval from CJCS. Waiver procedures are described below.

f. NAVPERSCOM (PERS-45J) will track assignments to critical billets and report progress to Chief of Naval Operations (CNO) (N1) with each distributable manning brief (DMB). Develop rationale and support for waivers required after 1 January 1994 for non-JSOs being ordered to critical billets.

8. **Joint Assignment Nominations**

a. **JCS Nominations.** When nominating a JSO to the Joint Chiefs of Staff (JCS), only one nomination will be required.

(1) For non-JSOs, NAVPERSCOM will routinely nominate a slate of three or more qualified and available officers.

(2) If less than three are nominated, an appropriate explanation for the shortfall will accompany the nominations.

b. **Number Assigned**. A **sufficient** number of competitive officers must be assigned to "other joint duty" to ensure compliance with the spirit and intent of present legislation.

(1) To ensure promotable officers are assigned in sufficient numbers to "other joint" commands, NAVPERSCOM desires to follow a process similar to that used for JCS nominations.

(2) Exhibits 1 and 2 will be used in the nomination process of all billets on the JDAL with the exception of JCS.

c. **Flow of Nominations**. The flow of joint assignment nominations is as follows:

(1) Assignment officer proposes the officer to placement (through Officer Assignment Information System (OAIS)).

(2) Assignment officer prepares joint duty routing memo (Exhibit 1) and assignment sheet (Exhibit 2) with officer summary record (OSR)/officer data card (ODC) (bottom half of assignment sheet only).

(3) Assignment officer routes package to assignment division director for approval/comments.

(4) Assignment division routes to NAVPERSCOM (PERS-44) (44 log-in).

(5) NAVPERSCOM (PERS-44) routes to gaining placement.

(6) Placement reviews proposal, and if accepts, fills out top half of nomination sheet, makes appropriate comments on routing memo, signs and dates, and routes to division director (PERS-44) once nominee appears on action queue (i.e., normal OAIS waiver process review completed).

(7) NAVPERSCOM (PERS-44) reviews and forwards.

(8) Once chop chain is completed, nomination is returned to NAVPERSCOM (PERS-44). NAVPERSCOM (PERS-44) maintains a file copy and returns the original to placement.

(9) If nomination approved, placement begins normal command nomination process (formal/informal).

(10) When command acceptance process is completed, orders are written.

9. **JSO Qualification Waiver Requirements/Submission Procedures**. To ensure requirements of the law are met, only those officers designated as JSOs will be nominated for critical JDAs. Only those waiver requests presenting clear and compelling justification that a JSO is not available, and that the waiver is in the best interest of the joint organization, will be considered. Additionally, waivers must be submitted for non-JSO incumbents who are in critical JDAL billets on or after 1 January 1994.

a. **Specific Information Requirements**. Each JSO qualification waiver must contain the following specific information:

(1) Name, grade, social security number, rank, date of rank (attach copy of ODC).

(2) JSO potential. Identify if the officer is a JSO nominee or has been recommended to be designated as a JSO.

(3) JPME completed and date of completion.

(4) Previous JDAs completed and inclusive dates of each.

(5) Experience in joint matters not associated with above, if any.

(6) COS, if applicable.

(7) Critical JDA identified for this officer (major joint organization, position code, duty title, and short duty description).

(a) Identify start date (the projected date officer will be assigned to critical JDA).

(b) Identify projected rotation date (PRD) out of critical JDA.

(C) Identify if officer is scheduled to complete a full joint tour of duty in this JDA; explain if not.

(d) Identify the unique qualification(s) of the officer for this critical billet.

(8) Clear and compelling justification identifying why

(a) JSO is not available to fill the critical JDA in question.

(b) this is in the joint organization's best interest. (**NOTE**: Coordination with a commander or director of a defense agency is required and must be included in the JSO waiver request.)

b. **Procedures – Waiver Requests Initiated by NAVPERSCOM.** For JSO qualification waiver requests initiated by NAVPERSCOM, the following procedures apply:

(1) Assignment officers will prepare JSO waiver requests, with ODC, for Chief of Naval Personnel (CNHAVPERS) signature. Requests will be addressed to Director, JCS.

(2) After NAVPERSCOM (PERS-45J) review, the request must be chopped by the cognizant division director prior to forwarding. (NAVPERSCOM (PERS-45J) will maintain an historical file of JSO waiver requests.)

(3) JSO waiver requests are chopped by Assistant Commander Navy Personnel Command (ACNPC) for Distribution (PERS-4) and Commander, Navy Personnel Command (COMNAVPERSCOM), then forwarded to CHNAVPERS for signature.

(4) The request is then forwarded to Director, JCS for CJCS approval.

(5) Waiver requests must **arrive** at the office of Director, JCS not later than 90 days before the proposed arrival date of a non-JSO in a critical billet.

(6) Approval of the waiver request is required before the non-JSO may be assigned to the critical joint billet.

c. **Procedures – Waiver Requests Initiated by Commanders/Directors of Defense Agencies**. For JSO qualification waiver requests initiated by commanders/directors of defense agencies, the following procedures apply:

(1) Commanders/directors of defense agencies must submit all JSO qualification waiver requests for Navy personnel through NAVPERSCOM for endorsement.

(2) Placement officers will coordinate with assignment officers and prepare an endorsement (concur, nonconcur) for CHNAVPERS signature, on the joint organization's waiver request.

(3) After NAVPERSCOM (PERS-45J) review, the request must be chopped by the cognizant division director prior to forwarding. (NAVPERSCOM (PERS-45J) will maintain an historical file of JSO waiver requests.)

(4) JSO waiver request endorsement is chopped by ACNPC (PERS-4) and COMNAVPERSCOM, then forwarded to CHNAVPERS for signature.

(5) The request is then forwarded to Director, JCS for CJCS approval or resolution.

(6) Waiver requests must **arrive** at the office of Director, JCS not later than 90 days before the proposed placement of a non-JSO in a critical billet.

(7) Conflicts between commanders/directors of defense agencies and the Navy over a JSO qualification waiver request will be settled by the CJCS.

(8) Waiver request approval is required before the non-JSO may be assigned to the critical JDA.

10. **NAVPERSCOM Responsibilities**

a. **NAVPERSCOM (PERS-45)**

(1) Coordinate implementation of procedures and information systems necessary to comply with Title IV provisions.

(2) Ensure equitable/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 billets assigned JD1 and JD2 AQD codes and resolve discrepancies/anomalies between the JDAL, Navy Manpower Data Automation System (NMDAS), and Online Distribution Ad Hoc Information Query System (ODIS)/OAIS.

(6) Coordinate (with 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 Title IV.

(7) Monitor and track the entry, maintenance, and quality assurance of officers' AQDs.

(8) Provide assessment, as required, of aggregate quality of officers assigned to joint duty versus Navy headquarters staff to ensure the promotion parity goals of Title IV are met.

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 OAIS.

(3) Review all JSO 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, approximately 50 percent of JDA billets are filled with JSOs or JSO nominees, and 100 percent of critical billets are filled by JSOs.

(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.

c. **Placement officers**

(1) Maintain a working knowledge of Title IV 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 Title IV. 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) Assign a point of contact (POC) within placement divisions who will work with NAVPERSCOM (PERS-452) in managing the officer manning at management headquarters activities.

(5) Adhere to the following guidelines in order to remain within the established ceiling for management headquarters activities. Exceptions must be personally approved by ACNPC (PERS-4):

(a) Incumbents will not be ordered to report to billets until billets are on line.

(b) Orders will be canceled for officers ordered to activities which are at, or projected to be in excess of, established ceilings.

(c) Minimize turnover; communicate to commands the sensitivity of manning at management headquarters activities, emphasizing 10-day turnover policy.

(d) Orders will not be written which would place an activity in excess without an approved NAVPERSCOM, Distribution Department (PERS-4) excess screening sheet.

(e) If an activity is projecting excess manning for a 3-month period, the responsible placement officer will provide NAVPERSCOM (PERS-4B) (copy to NAVPERSCOM (PERS-452)) a memorandum providing a plan of action to reduce manning back to authorized ceiling (billets authorized (BA)) or a copy of an approved NAVPERSCOM (PERS-4) excess screening sheet.

(f) Placement officers will annotate on the retirement board sheet the desired month of administrative transfer, and the receiving administrative command of retiring officers assigned to a management headquarters activity.

(g) Placement officers will determine the administrative transfer date for retiring officers based on terminal leave, as well as relief reporting requirements.

(6) Coordinate the early release of COS officers with the command.

d. **Assignment officers**

(1) Maintain a working knowledge of Title IV and will 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 qualification requirements for promotion.

(3) Initiate JSO qualification waiver requests within NAVPERSCOM, and will be the first stop within NAVPERSCOM for commander/director of defense agency initiated JSO qualification waiver requests.

(4) Identify a JSO replacement upon notification by placement that a non-JSO is in a critical JDA. If unable, initiate a JSO 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).

11. **Chief of Naval Personnel (CHNAVPERS)**. **CNO (N13D)** will use the administrative transfer date to write retirement orders, assigning the officer temporary duty (TEMDU) awaiting retirement to the designated administrative command (i.e., Personnel Support Activity Detachment (PERSUPP DET), pending the actual retirement date.

Exhibit 1

NOMINATION OF OFFICERS FOR JOINT DUTY

Date:

Subj: NOMINATION OF OFFICER FOR JOINT DUTY

Encl: (1) Officer Data Card and Summary Record of Nominee

1. Activity:_____ Billet:_____

GRD/DESIG/Joint Code:_____/JD1/JD2

Incumbent:_____ PRD:_____

2. Nominee:

Name:_____ Grade:_____ Desig:_____

SSN:_____ Joint Status:_____ EDA:_____

3. Remarks:

a. Detailer/Assignment Division Director:

Detailer Code:_____ Division Director Approval Date_____

b. Gaining Placement:

4. Submitted, recommending approval of nominee.

Placement Code:_____

		Gaining Placement
Date:_____	Recommendation:_____	PERS-44
Date:_____	Recommendation:_____	PERS-4B
Date:_____	Recommendation:_____	PERS-4
Date:_____	Recommendation:_____	PERS-00B
Date:_____	Recommendation:_____	PERS-00

Return to PERS-44 Upon Completion

Exhibit 2

JOINT DUTY ASSIGNMENT (JDA) SHEET

CODES: M: Mandatory D: Desired NA: Not Applicable		REQUIREMENT M/D/NA	REMARKS
PLACEMENT	Senior Service College		
	Intermediate Service College		
	Previous Joint Experience		
	Service Department Staff Experience		
	Graduate Education (P-Code)		
	By Name Call/Report Date		
	Other Military/Professional Requirements		
ASSIGNMENT	Promotion Status/Year Group		
	Will be in Zone for next Grade while on Joint Duty?	Yes / No	
	Record Brief	Yes / No	
	Command Screened?	Yes / No	

MILPERSMAN 1301-217

OFFICER SPECIAL ASSIGNMENTS – NORTH ATLANTIC TREATY ORGANIZATION (NATO) BILLETS

Responsible Office	NAVPERSCOM (PERS-831)	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 for 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) (PERS-831) 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-831) 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-831) by memorandum of the following information:

(1) Full name, rank, file number, 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-831) will indicate the officer's security eligibility by return memorandum.

e. Any change in the information submitted to NAVPERSCOM (PERS-831) by memorandum must be corrected by memorandum to prevent the security clearance being **certified** in error.

f. Placement officers should include NAVPERSCOM (PERS-831) 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	882-2303
			COM	(901) 874-2303
			FAX	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 - TRAINING AND ADMINISTRATION OF THE RESERVES (TAR) UNRESTRICTED LINE (URL)

Responsible Office	NAVPERSCOM (PERS-4417)	Phone:	DSN	882-4102
			COM	(901) 874-4102
			FAX	882-2755

References	BUPERSINST 7040.7

1. **Policy**. The Training and Administration of the Reserves (TAR) officer program is comprised primarily of warfare qualified and Special Duty Officers (SDO) (Fleet Support) who direct the training of the Naval Reserve in current fleet practices. To maintain a high level of operational experience in the program, TAR warfare officers in all grades follow a sea/shore rotation comparable to their USN contemporaries.

2. **Application Procedures**

a. **From active duty**. Applications will be submitted in accordance with 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) SDO (Intelligence) and, Supply Corps and Aeronautical Engineering Duty Officer (Aviation Maintenance) in the grade of lieutenant commander (LCDR) (with less than 3 years time in grade) and junior are eligible for selection for TAR designation.

b. **From inactive duty**. Applications will be submitted in accordance with MILPERSMAN 1320-150. Reserve officers on inactive duty in the URL, RL SDO (Intelligence) and (Fleet Support), Supply Corps, Aeronautical Engineering Duty Officer (Aviation Maintenance) 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 TAR designation.

3. **Eligibility**. Reserve officers on active and inactive duty in the URL, SDO Naval Intelligence, and Supply Corps in the grade of temporary LCDR and junior, who have completed or are within eighteen months of completing their initial active duty obligation, are eligible for selection for TAR designator. Canvasser Recruiters who have completed 2 years of recruiting duty are eligible to apply for selection to SDO Reserve Recruiter. Applicants must be able to complete 20 years of qualifying active duty service with in 24 years of commissioned service.

4. **Selection**. Applicants will be considered by a special TAR Selection Board, which meets semi-annually. Applicants will be considered for TAR designation based on age, education, previous active duty assignments and performance, Naval 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 TAR designation.

a. **For USN officers (XXX0),** an officer Appointment Acceptance and Oath of Office (A&O) will be effected upon acceptance to the TAR program. The Community Manager will submit changes of designator to XXX7 upon receipt of signed copy of A&O. For promotion and fitness report purposes, member is officially a TAR from the date of acceptance of reserve commission (i.e., signed reserve A&O).

b. **For active duty list USNR officers (XXX5**), the community manager will change designator to XXX7 upon receipt of acceptance to the TAR program. The date of the letter or message stating member accepts TAR designation is the effective date for promotion and fitness report purposes.

c. **For USNR officers (XXX5) not on the active duty list**, including, Selected Reserve, Canvasser Recruiter and Active Duty for Special Work officers, designator is changed to XXX7 upon execution of recall orders. Effective date for promotion and fitness report purposes is the date member reports for recall.

6. **Active Duty Obligation**. As the 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 reserve commission or release from active duty.

a. Officers recalled to active duty as a TAR incur an obligation to serve for a minimum of 3 years in a reserve program billet or other billet approved by the cognizant TAR assignment officer effective upon execution of recall orders.

b. Officers transferred to TAR from the active duty list incur an obligation to serve for a minimum for 2 years as a TAR officer in the reserve program billet or other billet approved by the cognizant TAR assignment officer.

7. **Initial Assignment Policy**

a. The initial assignment policy for both TAR aviation and surface warfare qualified officers is:

(1) If, upon acceptance of the warfare qualified TAR designator (i.e., 1117, 1317, and 1327), the officer is operationally current in their present grade, assignment may be to Reserve Program Billets (RPBs) (e.g., Reserve Centers, Reserve Force Squadrons, REDCOM staffs). Initial assignment of TAR 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 their present grade, initial assignment will be to an operational tour in units (e.g., ships, squadrons, and fleet staffs).

b. TAR 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 either Reserve 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 BUPERSINST 7040.7 and submit the completed travel information to:

Director, Navy Family Allowance Activity (PCSVAD)
Anthony J. Celebrezze Federal Bldg.
Cleveland, Ohio 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 properly chargeable to the Operations and Maintenance, Navy Appropriation.

d. Preparation of fiscal accounting data will be in accordance with BUPERSINST 7040.7.

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	CNO (N131)	Phone:	DSN	225-2305
			COM	(703) 693-2305
			FAX	225-1189

1. **Policy**.

a. The Navy Nuclear Power Program requires the highest quality of officers. With the increasing requirement for nuclear trained surface warfare officers aboard aircraft carriers, the continued accession, retention and development of these officers in surface warfare dictate that they have every opportunity for service in the best surface combatants available.

b. Since they spend nearly all of their subspecialty tours in engineering billets, surface nuclear officers 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 effective for assigning Surface Warfare Officers (SWOs) with nuclear training.

a. Junior officer assignment

(1) Officers ordered to conventionally powered ships will be assigned for 18-24 months in available non-engineering billets. Surface nuclear officers assigned to conventionally powered ships will also serve a nominal 24-month tour in a nuclear powered ship.

(2) Officers assigned to a single junior officer tour will serve a nominal 36-month tour in a nuclear powered ship.

b. Department head assignment

(1) Surface nuclear officers will normally be assigned to conventionally powered ships as Operations or Combat Systems

Officers prior to a 2 year second department head tour in a nuclear powered ship.

(2) Tour lengths for surface nuclear officers are 18 months unless assigned to CG/DDG WCO/CSO, in which case the tour length will be 24 months. The total tour length for surface nuclear officers is limited by the requirement to reestablish nuclear proficiency at specified intervals.

c. CO and XO assignment.

(1) Surface nuclear officers will be assigned to CO and XO billets as supported by their records.

(2) All SWO(N)s who are en route to an XO or XO (Special Mission) billet should be ordered to commander Nuclear Power Mobile Training Team (NPMTT) for one-month refresher training to re-establish nuclear proficiency. If timing does not allow for the training en route, or if the officer is transferring from a nuclear tour, training must be completed upon detaching from the XO tour.

d. Assignment of all surface nuclear officers must be approved by NAVPERSCOM (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

Responsible Office	NAVPERSCOM (PERS-821)	Phone:	DSN COM FAX	882-3229 (901) 874-3229 882-2622

References	NAVMED P-117, Manual of the Medical Department (MANMED) EPMACINST 5000.3D, Transient Personnel Administration (TPA) Users' Manual SECNAVINST 1850.4E

1. **Policy**. The assignment of officers approved for limited duty (LIMDU) is based on the recommendations of a medical board convened in accordance with NAVMED P-117.

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. Upon expiration of the specified period of LIMDU, the officer is reevaluated by a medical board and recommended for an additional period of LIMDU, restored to full duty, or referred for review by the Physical Evaluation Board.

c. All periods of LIMDU recommended by a Medical Treatment Facility (MTF) for officer personnel must be approved by NAVPERSCOM (PERS-821) prior to assignment detailer issuing orders. Per NAVMED P-117, 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 as distinguished from an officer of the line designated for LIMDU in a technical field (i.e., Limited Duty Officer (LDO)).

3. **Procedures**. Medical boards normally recommend LIMDU status for a definite period of time and require reexamination at a

later date (usually within 6 months). 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-821) for final approval of LIMDU. Upon official notification of NAVPERSCOM (PERS-821) 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 PERSUPP ACT (PSA)/PERSUPP DET (PSD), the appropriate Navy Standard Integrated Personnel System (NSIPS) action will be performed to change the officers ACC from 100 to 105. The projected rotation date (PRD) will not be adjusted for those assigned to a normal shore tour.

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 him/her 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 BSC. Normal OAIS2 PCS order writing procedures may be followed. The officer's PRD will be the month/year the approved LIMDU period is to expire.

c. **Tracking System for LIMDU Officers**. When an officer is assigned to a LIMDU status, the servicing PSD/personnel office of the member will establish a tracking system for the officer. Tracking systems and status update reports required from PSDs/Personnel Offices are the same for officer and enlisted personnel, and are described in detail in EPMACINST 5000.3D.

d. **LIMDU Reevaluation**. Two months prior to the expiration of the LIMDU period, the officer will be reevaluated as specified by NAVMED P-117. Each component of the LIMDU reevaluation system (the officer, the officer's command/cognizant PSD 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 for a fitness determination by the Physical Evaluation Board (PEB). The officer will be notified and directed to state in writing whether he/she desires retention on active duty in less than a full duty status. In some cases, an officer may be permanently unfit for full duty in the Unrestricted Line (URL), but fit for full duty in the Restricted Line (RL) or Staff Corps.

(2) When officers retained on active duty in less than a full duty status become unable to perform their duties properly because of physical disability, they will be referred to a Naval hospital in CONUS for evaluation, treatment if indicated, and appropriate disposition. An officer will not be separated without processing by the PEB unless he/she recovers from the disability that resulted in the LIMDU status.

e. When an officer is reevaluated and either restored to full duty or separated, an Officer Availability Report is submitted by the servicing PSD/personnel office to make an officer available for reassignment or separation in accordance with MILPERSMAN 1301-010. Appropriate orders will be issued by the officer's assignment officer (reassignment) or NAVPERSCOM (PERS-8) (separation).

f. If the officer is recommended for additional periods of LIMDU, the case is forwarded to NAVPERSCOM (PERS-821) for departmental review. Upon officer notification, the member’s projected rotation date (PRD) will be adjusted by the member’s Detailer/Assignments Officer.

4. **Officers Declared Unfit for Continued Naval Service**. An officer declared unfit for continued naval service by the PEB may apply for retention on active duty in a permanent limited duty (PLD) status in accordance with SECNAVINST 1850.4E. Officers retained in a permanent LIMDU 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	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4187
			COM	(901) 874-4187
			FAX	882-2693

1. **Policy**. Officers assigned to training instructor billets (i.e. Broadened Opportunity for Officer Selection and Training (BOOST), Officer Candidate School (OCS), etc.) must be sent to instructor training (COI A-5K-1310) en route to their assignment. Only Officers with high potential for promotion will be assigned to instructor billets.

MILPERSMAN 1301-227

OFFICER SPECIAL ASSIGNMENTS - OFFICERS WITHOUT SECURITY CLEARANCES

Responsible Office	NAVPERSCOM (PERS-831)	Phone:	DSN	882-4899
			COM	(901) 874-4899
			FAX	882-2627

1. **Policy**. Officers who have had their clearance eligibility revoked or denied, or clearance revocation/denial actions are pending against, will not be transferred without approval of Navy Personnel Command (NAVPERSCOM) (PERS-831).

a. If clearance eligibility revocation/denial is upheld after all appeals, the officer may be processed for separation from the service by NAVPERSCOM (PERS-834).

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 ASSIGNMENTS TO STAFFS OF MAJOR COMMANDS

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4187
			COM	(901) 874-4187
			FAX	882-2693

1. **Policy**. Placement officers for those commands listed in Exhibit 1 will provide the Navy Inspector General (NAVINSGEN) an Officer Data Card (ODC) for prospective nominees for 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

AUDITOR GENERAL OF THE NAVY
CHIEF OF NAVAL RESEARCH
JUDGE ADVOCATE GENERAL OF THE NAVY
SUPERINTENDENT, UNITED STATES NAVAL ACADEMY
COMMANDANT, NAVAL DISTRICT WASHINGTON
DIRECTOR, OFFICE OF CIVILIAN PERSONNEL MANAGEMENT
DIRECTOR, NAVAL CRIMINAL INVESTIGATIVE SERVICE
DIRECTOR, STRATEGIC SYSTEMS PROGRAMS
COMMANDER, U.S. ATLANTIC FLEET
COMMANDER, U.S. PACIFIC FLEET
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, FLEET FORCES COMMAND
CHIEF, NAVAL EDUCATION TRAINING COMMAND
COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND
COMMANDER, NAVAL INTELLIGENCE COMMAND
COMMANDER, NAVAL LEGAL SERVICE COMMAND
COMMANDER, NAVAL OCEANOGRAPHY COMMAND
COMMANDER, NAVAL SEA SYSTEMS COMMAND
COMMANDER, NAVAL SECURITY GROUP COMMAND
COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND
CHIEF, BUREAU OF MEDICINE AND SURGERY
CHIEF, BUREAU OF NAVAL PERSONNEL
COMMANDER, MILITARY SEALIFT COMMAND
COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND

MILPERSMAN 1301-230

OFFICER SPECIAL ASSIGNMENTS - REASSIGNMENT OF DISABLED OFFICERS

Responsible Office	NAVPERSCOM (PERS-821)	Phone:	DSN COM FAX	882-3229 (901) 874-3229 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	CNO (N130G1)	Phone:	DSN	225-2974
			COM	(703) 695-2974
			FAX	(703) 614-9474

References	SECNAVINST 5300.30C SECNAVINST 1850.4E SECNAVINST 5211.5D

1. **Policy**. Human Immunodeficiency Virus (HIV) positive personnel are prevented from permanent assignment overseas or assignment to deployable units.

a. Per SECNAVINST 5300.30C, the Navy retains only those HIV positive personnel who have been determined by competent medical authorities as "fit for duty."

b. Individuals who are considered "unfit" for duty will be processed through the Disability Evaluation System (DES) under SECNAVINST 1850.4E.

c. Assignment procedures for HIV positive personnel are governed by SECNAVINST 5300.30C. The procedures outlined herein ensure HIV positive personnel fill valid billets to the maximum extent feasible, as well as protect the individual's confidentiality.

d. HIV positive personnel may elect voluntary separation under the guidelines outlined in SECNAVINST 5300.30C.

2. **Confidentiality**. The confidentiality of personnel who test positive for HIV is absolutely essential.

a. All correspondence regarding HIV positive personnel, which contains names and/or social security numbers, will be hand carried through the chop chain and marked "SENSITIVE - FOR OFFICIAL USE ONLY."

b. Discussions regarding HIV positive personnel will be limited to the HIV positive member and personnel within Chief of Naval Operations (CNO) and Navy Personnel Command (NAVPERSCOM) that have identified a "need to know" in order to perform their

duty (e.g., CNO (N-1300) personnel, NAVPERSCOM (PERS-4) personnel). Strict compliance with the provisions of the Privacy Act is required in per SECNAVINST 5211.5D.

3. **Assignment Guidelines**. HIV positive members who are found "fit for duty" should be assigned to large continental United States (CONUS) shore facilities within 300 miles (or 1 day's travel) of one of the following Navy Medical Treatment Facilities:

NNMC Bethesda	NAVHOSP Portsmouth	NAVHOSP San Diego
NAVHOSP Long Beach	NAVHOSP Camp Pendleton	NAVHOSP Bremerton
NAVHOSP Orlando	NAVHOSP Camp Lejuene	NAVHOSP Great Lakes
NAVHOSP Charleston	NAVHOSP Corpus Christi	NAVHOSP Groton
NAVHOSP Millington	NAVHOSP Jacksonville	NAVHOSP Beaufort
NAVHOSP Oakland	NAVCLINIC Philadelphia	NAVHOSP Pensacola
NAVHOSP Newport		

4. **Blanket Restrictions**. Blanket restrictions cannot be imposed on HIV positive personnel. Any duty restrictions must be made on a case basis.

a. Proposed policy restrictions as a group must be coordinated with CNO (N-13) per SECNAVINST 5300.30C, and provided to Secretary of the Navy (SECNAV) 30 days prior to implementation.

b. HIV positive personnel shall **not** be assigned to the following unit identification codes (UICs) due to possible worldwide deployability:

(1) UIC 44939

(2) UIC 46662

(3) UIC 52839

(4) all DMEDS units

5. **Assignment Procedures**. CNO, Head, Compensation and Policy Coordination Division (N-1300) will coordinate policy and assignment for all HIV positive Navy personnel. HIV positive members may **not** be assigned or reassigned without CNO (N-1300) approval.

a. Based on fitness for duty information provided by Bureau of Medicine and Surgery (BUMED) (MED-3B412), CNO (N-1300) will hand carry to assignment officers a memorandum which will serve

as the availability that the member is fit for duty and ready for assignment.

(1) Orders will be written in per the procedures outlined in the memorandum.

(2) These memoranda will only be provided for personnel who have been diagnosed as HIV positive for the first time.

(3) In the case of personnel who have already been identified as HIV positive, issued orders, and are now approaching their projected rotation date (PRD), the assignment officer is responsible for liaison with CNO (N-1300).

b. The assignment officer has 3 working days to make an assignment and write orders or make PRD adjustments, as appropriate.

(1) For initial assignments, assignment officers will notify CNO (N-1300) of an HIV positive assignment action by return endorsement of the availability memorandum.

(2) Assignments will take into consideration the billets authorized (BA) at the command.

(3) CNO (N-1300) maintains a comprehensive list of HIV positive personnel and will compare the BA with the number of HIV positive personnel already assigned to a command.

(4) CNO (N-1300) will disapprove an assignment if the number of HIV positive personnel assigned to a command exceeds 5 percent of the command's total BA.

(5) 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.

(6) Questions regarding assignments should be referred to CNO (N-130D03C).

c. Officers will have their PRDs set in per normal pipeline requirements.

6. **Administrative Support and Reporting Requirements**

a. CNO (N-130D03C) will establish and maintain off-line records to track HIV positive personnel assignments, provide

routine status reports to higher authority, and respond to ad hoc inquiries regarding HIV policies.

(1) CNO (N-130D03C) will notify commanding officers of assignment of HIV positive personnel via "Personal for" correspondence.

(2) Command inquiries regarding HIV positive personnel should be referred to CNO (N-1300) for coordination of response.

b. NAVPERSCOM (PERS-455D) will provide query support from the Officer Master Record (OMR) and associated systems, as needed, and provide CNO (N-130D03C) with an OMR data extract of requested record fields. This data will be downloaded to floppy disk in System Delimited Format (SDF) during the last week of each month for HIV database verification and reports generation.

c. NAVPERSCOM (PERS-4) divisions will assist CNO (N-1300), as required, to fulfill the requirements of the HIV Program in compliance with established policy, as set forth by CNO (N-13).

MILPERSMAN 1301-400

IN-SERVICE PROCUREMENT PROGRAMS

Responsible Office	NAVPERSCOM (PERS-801G)	Phone:	DSN	882-3170
			COM	(901) 874-3170
			FAX	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 1420.1A (b) SECNAVINST 1427.2B (c) DODD 1300.4 of 15 Nov 96

1. **Policy**

a. The following members are placed on active duty precedence lists 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 precedence list 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 of entering active duty. Although the Navy's goal is to ensure a uniform and equitable determination of seniority within the officer communities, precedence and promotion eligibility zones may not always be in the best interest of individual officers.

c. Officers in the Navy who are on active duty as a result of recall or interservice transfer, and officers who receive appointments in various staff corps which offer constructive

time and commissions above the rank of ensign, are afforded the opportunity to serve in their present rank for a period of at least 1 year prior to being eligible for consideration for promotion.

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 PROFESSIONAL

Responsible Office	NAVPERSCOM (PERS-447)	Phone: DSN COM FAX	882-4108 (901) 874-4108 882-2632

References	NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications SECNAVINST 5300.36 10 U.S.C.

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 professional community. The more junior (lieutenant commander (LCDR) and below) workforce billets are important experience builders for Navy's future acquisition professionals.

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 (ASN (RD&A)) staff.

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. 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), Professional Acquisition Workforce Management Branch (PERS-447) is the point of contact for acquisition workforce and acquisition professional 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 digit of the BAQD denotes the acquisition career field of the billet, and the third digit indicates whether the billet is "critical" or not. These BAQDs are defined in NAVPERS 15839I.

b. Assignment of officers to non-critical acquisition positions is conducted using the normal order writing process.

c. Assignment to critical positions is closely controlled. There are statutory restrictions imposed by the Defense Acquisition Workforce Improvement Act (DAWIA) on critical billets.

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 18 months of reporting.

(1) The **billet rank** determines the level and the second letter of the **BAQD** indicates the career field.

(2) Certification requires the officer meet certain training, education, and experience minimums for the specific billet occupied.

(3) Once those requirements are met, a certification request is submitted to designated personnel at the officer's command for approval.

(4) Once approved, a copy of the letter is sent to NAVPERSCOM for assignment of the appropriate personnel AQD.

b. **Training**. Acquisition training course quotas are controlled by the systems commands and NAVPERSCOM (PERS-447).

(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 Professional Community (APC)**. The APC consists of officers with certain minimum levels of acquisition experience, education, and training selected from the Unrestricted Line (URL), Engineering Duty (ED), Aerospace Engineering/Maintenance Duty (AED/AMD), Civil Engineer Corps

(CEC), and Supply Corps (SC). A small number of qualified officers from other communities may also become members of the APC.

a. APC 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 APC is voluntary.

b. The purpose of the APC is to develop a solid core 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 APC is 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 APC is sponsored by NAVPERSCOM (PERS-447). A semi-annual administrative board selects officers for the APC, resulting in the assignment of an AQD of **APM**. **The APM AQD is the sole indicator that an officer is a member of the APC**.

d. There are nearly 900 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 APC prior to assignment.

(2) Waivers must be submitted to NAVPERSCOM (PERS-447) for DACM approval.

5. **Unrestricted Line (URL) Officer Acquisition Policy**. URL officers, in general, are not selected for the APC until screened for commander command.

a. Prior to being screened for commander command, an officer interested in acquisition should treat it as a subspecialty and should take acquisition assignments when non-community tours are possible.

b. With few exceptions, URL APC members must remain in acquisition positions after commander command to gain the necessary experience to be competitive for major programs and flag promotion. For this reason, **NAVPERSCOM, Distribution**

Department (PERS-4) must approve orders for post-command URL APC officers to non-acquisition billets.

c. APC officers are **exempt from completing joint duty** requirements as a prerequisite for flag selection through the science and technology waiver.

6. **Flag Officer Assignment**. In general, flag acquisition positions require 10 years of acquisition experience, which must include 4 in a critical billet.

a. Additional restrictions apply to specific positions such as program executive officers.

b. SECNAVINST 5300.36 implements DOD DAWIA policy concerning 10 U.S.C. restrictions on acquisition flag billets.

MILPERSMAN 1301-800

COMMAND POLICIES AND PROCEDURES – OVERVIEW

Responsible Office	CNO (N131)	Phone:	DSN	223-2303
			COM	(703) 693-2303
			FAX	223-1189

References	United States Navy Regulations (1990) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications, Volume I, Major Code Structures, and Volume II, The Officer Data Card

1. **Policy**

a. **Command.** As delineated in chapters 8 and 9 of Navy Regulations, billets designated as command are those identified by the following Navy Officer Billet Classification (NOBC) codes listed in NAVPERS 15839I, volume 1:

Billet	Classification Code
* CO Afloat	9233, 9234, 9235, 9236
CO Afloat	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
Naval Engineering Research Project Officer	7959

b. **Command Equivalent.** Additionally, in some contexts, the following are considered command equivalents, even though these activities do not fit the Navy Regulations description of command:

Billet	Classification Code
* Designated Project Manager	2160
* Major Project Manager	2161
* Naval Attaché	9635

c. **Screened Command.** A command to which only an officer selected by an appropriate command selection board may be assigned. In the context of command definitions, "screened" means "selected," not "looked at" for command.

(1) Officers screened for commander (CDR) command will be notified by official correspondence signed by Navy Personnel Command (NAVPERSCOM), Distribution Department (PERS-4).

(2) Officers screened for captain (CAPT) command will be notified by official correspondence signed by Commander, Navy Personnel Command (COMNAVPERSCOM).

(3) Those commands listed above with the single asterisk (*) are screened commands.

(4) The double asterisk (**) above identifies screened commands for fleet support officers (1100) at the CDR level.

(5) Types of screened commands include the following:

(a) **Major Command** - The first screened command to which a CAPT is assigned. May be either afloat or ashore.

(b) **Second Command in Grade** - The second screened command to which an officer of any rank is assigned. Examples are command of a fleet readiness squadron (FRS) or carrier air wing.

(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 an amphibious squadron.

(d) **Post Major Command** - An Unrestricted Line (URL) CAPT grade command for which a completed successful major command is a prerequisite.

(e) **Major Shore Command** - A URL CAPT grade screened shore command.

d. **Unscreened Command.** Any command to which officers who have not been screened for command may be assigned; however, officers screened for command will be assigned as commanding officers (COs) of these commands in preference to non-command screened officers. These commands are primarily ashore.

e. **Command Opportunity.** The average opportunity for any officer to have at least one screened command in grade. It is obtained by dividing the average number of screened commands available per year by the average year group size. Tour length will affect command opportunity.

f. **Command Screen Code.** A five-character alphanumeric code, which gives an officer's status in command selection. Exact meaning of each element can be found in NAVPERS 15839I,volume II.

g. Other MILPERSMAN articles pertaining to command policies and procedures are as follows:

Topic	See MILPERSMAN
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 - Acquisition Professional (AP) Major Assignments	1301-808
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 or 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	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 - Navy Aviation Depot (NADEP) 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	223-2303 (703) 693-2303 223-1189

References	SECNAVINST 5510.30A OPNAVINST 1412.3F

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 (PERS-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, Distribution 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 Training and Administration of Reserves (TAR) Officers**. To ensure TAR community progression, the following procedures will be utilized for administrative boards and surface officer placement.

a. All administrative boards that screen TAR officers will have TAR officer representation.

b. NAVPERSCOM (PERS-41) will alternately assign, to the maximum extent possible, TAR and USN Surface Warfare Officers (SWOs) to commanding officer (CO) and XO billets on Naval Reserve Force (NAVRESFOR) ships; for example, CO-TAR, XO-USN; then CO-USN, XO-TAR. This policy does not preclude assignment of TAR SWOs to USN ships as CO or XO.

c. TAR pilots and naval flight officers (NFOs) are screened for Naval Reserve CDR and CAPT command by boards specifically established for that purpose.

(1) TAR officers may be considered by all appropriate screening boards and compete on the basis of qualifications.

(2) Quotas will not be established for TARs in the screening process; however, boards will be briefed on the unique aspects of TAR career patterns.

(3) TAR officers will be utilized as members of selection and screening boards for which their experience and performance qualify them. TAR membership on selection and screening boards is required when TARS are being considered by the board.

d. TAR pilots and NFOs who have screened for command through an active duty command screening board will be assigned command of a fleet aviation squadron or activity on a replacement basis; i.e., a TAR will be assigned to command a fleet aviation squadron or activity to replace each USN officer assigned to command a reserve squadron or activity. This interchange of TAR and USN COs for aviation squadrons will be accomplished within the percentage limitations outlined below.

(1) Active duty officers (TAR and USN) will command reserve force squadrons (RESFORONs) normally no more than a maximum of 20 percent of the time; i.e., no more than 1 year in every 5 years.

(2) No more than 50 percent of RESFORONs in any one community will be commanded by active duty officers at any one time.

(3) The number of active duty officers (TARs and USN) in command of RESFORONs at any one time will normally be 10 percent (5) with a maximum of 20 percent (9).

(4) No more than 50 percent of RESFORON CO billets in any one community may be filled by active duty officers at any one time.

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. OPNAVINST 1412.3F 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 (PERS-41, Submarine/Nuclear Distribution Division (PERS-42), 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 - MAJOR SHORE COMMAND

Responsible Office	CNO (N131)	Phone: DSN COM FAX	223-2303 (703) 693-2303 223-1189

References	SECNAVINST 5510.30A

1. **Policy**. Normally, assignment to a major shore command comprises the one screened command in grade for captains (CAPTs). Apportionment of 1000/1050 major shore commands among the various Unrestricted Line (URL) communities is weighted to provide equity of overall major command opportunity; hence, it is not normally proportionate to the relative numbers of officers in each specialty.

2. **Background**. The major shore command plan is reviewed annually as a separate issue. In odd calendar years, a zero-base study is conducted and in even calendar years, the review is restricted to reviewing new proposals within the existing framework.

a. When considering an activity for designation as a major shore command, both objective and subjective factors are assessed.

(1) Objective factors are the activity's military and civilian manning levels, plant replacement cost, and O&MN/O&MN(R) funding levels. These objective criteria are combined to form a quantitative objective ranking factor.

(2) Subjective factors including importance of the activity's mission and scope of responsibilities, the operational tempo, and high congressional and Navy interest are considered individually and in a non-quantitative manner.

b. Besides considering the addition or deletion of activities to the major shore command list, the annual major shore command plan review serves as a regular forum in which to discuss other command plan issues, which are included in the shore command context.

c. The results of the annual major shore command plan review are briefed to Chief of Naval Personnel (CHNAVPERS). After CHNAVPERS approval, a memorandum summarizing the study's results is forwarded for Chief of Naval Operations (CNO) approval. Upon receipt of CNO approval, an OPNAVNOTE 5450 (Major Shore Command) is issued.

3. **Major Shore Command Screening Options**. Incumbents in commands, which become designated as major shore commands during the period of incumbency will be permitted to select one of two major command screen options as a result of such designation:

a. Accept designation as "Screened for Major Command" in the screen category applicable to the major command in which they are now serving, if so selected by respective command screen board.

b. Decline designation as "Screened for Major Command" and compete with contemporaries for subsequent designation and major command assignment other than the command which was designated a major command in their incumbency.

4. **Major Command Selection Lists**. Unrestricted Line (URL) major command selection lists are approved by CHNAVPERS.

a. Accordingly, any change to those lists involving proposed transfer of an individual's name from one list to another must be approved by CHNAVPERS.

(1) Requests, other than those made by individual officers, will be initiated, in writing, by the appropriate NAVPERSCOM division director and forwarded via NAVPERSCOM, Distribution Department (PERS-4).

(2) NAVPERSCOM, Distribution Management/Allocation/ Resource and Procedures Division (PERS-45) will be made a copy-to-addressee on such correspondence and will maintain a file of it for reference purposes.

(3) Requests will be fully documented with rationale for the proposed change, which must clearly demonstrate that alternatives are not available.

b. No commitment will be made to individuals prior to approval of changes by CHNAVPERS.

MILPERSMAN 1301-808

COMMAND POLICIES AND PROCEDURES - ACQUISITION PROFESSIONAL (AP) MAJOR ASSIGNMENT

Responsible Office	NAVPERSCOM (PERS-447)	Phone: DSN COM FAX	882-4108 (901) 874-4108 882-2632

1. **Policy**. Each officer community major command screening board reviews records of Acquisition Professional (AP) 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 officers per the best-qualified policy. For more information on the AP program, see MILPERSMAN 1301-700.

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 the Naval Systems Command (NAVSYSCOM) 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 NAVSYSCOM Research and Development Centers closely resembles those used for selection to a medical planning module (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 NAVPERSCOM from major shore commander candidate lists, selected by Chief of Naval Research, and approved by Assistant Secretary of the Navy (ASN) (RD&A).

d. Placement officers ensure concurrence of ASN (RD&A) prior to issuing orders for COs.

MILPERSMAN 1301-812

COMMAND POLICIES AND PROCEDURES - COMMANDING OFFICER (CO) OF NAVAL RESERVE CENTERS (NAVRESCENS)

Responsible Office	NAVPERSCOM (PERS-4417)	Phone: DSN COM FAX	882-4102 (901) 874-4102 882-2755

1. **Policy**. All officers assigned to command of Naval Reserve Centers (NAVRESCENs) will be administratively screened prior to assignment.

a. Officers will be screened to ensure only properly qualified and experienced officers of the appropriate grade are ordered to command of NAVRESCENs.

b. Navy Personnel Command (NAVPERSCOM), Head, TAR Officer Distribution Branch (PERS-4417) will be the head of the administrative screen board.

c. NAVPERSCOM (PERS-4417B) will serve as a permanent member.

d. Other required board members will include NAVPERSCOM (PERS-4417) branch officers as required.

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	CNO (N131)	Phone: DSN COM FAX	223-2303 (703) 693-2303 223-1189

1. **Policy**. Navy Recruiting District (NAVCRUITDIST) Commanding Officers (COs) and Naval Reserve Recruiting Command (NAVRESCRUITCOM) Officers in Charge (OIC) will be afforded greater exposure to the recruiting process and environment prior to assuming command by serving as Executive Officers (XOs) at the NAVCRUITDIST and NAVRESCRUITCOM 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. Exceptions will only be granted for officers who have previously served as XO of a NAVCRUITDIST.

d. Selection for NAVCRUITDIST command and NAVRESCRUITCOM command will be via the community command screen process.

e. The Command Leadership Course will be incorporated into the established NAVCRUITDIST command training pipeline.

MILPERSMAN 1301-818

COMMAND POLICIES AND PROCEDURES - PROCEDURES FOR OFFICERS NOT DESIRING ORDERS TO COMMAND OR EXECUTIVE OFFICER

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4187 (901) 874-4187 882-2693

References	SECNAVINST 1811.3M

1. **Policy**. In those instances when an officer has been screened for command or executive officer (XO) but does not desire orders to command or to a major project, 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 or a major project, cognizant NAVPERSCOM division directors will originate a memorandum to Chief of Naval Personnel (CHNAVPERS) for NAVPERSCOM, Assistant Commander Navy Personnel Command for Distribution (ACNPC) (PERS-4) signature discussing the circumstances.

c. If retirement in lieu of orders is contemplated, SECNAVINST 1811.3M 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 Unrestricted Line (URL) Officers not desiring an XO Assignment**. In those instances when a URL 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 URL Officers 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 - NAVY AVIATION DEPOT COMMAND EXECUTIVE OFFICER (XO) TO COMMANDING OFFICER (CO) FLEET UP POLICY

Responsible Office	CNO (N131AMDO)	Phone: DSN COM FAX	757-8483 (301) 757-8483 757-1526

References	SECNAVINST 1520.9A

1. **Policy**. Navy Aviation Depot 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 Aviation Depot 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 Aviation Depot Command will be via Naval Air Systems Command Acquisition Major Assignment Slating Panel.

c. The Shore Station Management course as noted in SECNAVINST 1520.9A will be required as part of the command training pipeline.

MILPERSMAN 1301-826

COMMAND POLICIES AND PROCEDURES - PROSPECTIVE COMMANDING OFFICER (PCO) SHORE STATION MANAGEMENT TRAINING

Responsible Office	NAVPERSCOM (PERS-440)	Phone: DSN COM FAX	882-4040 (901) 874-4040 882-2676

References	SECNAVINST 1520.9A

1. **Policy**. The Prospective Commanding Officer (PCO) Shore Station Management (SSM) training is a 3-week course conducted by Naval Education Training Command (NETC) in the Washington, DC area.

a. The SSM course is mandatory for commanding officers (COs) only, and COs of stations noted in SECNAVINST 1520.9A. Per SECNAVINST 1520.9A, Navy Personnel Command (NAVPERSCOM), Education and Training Staff Placement Branch (PERS-444A) manages quotas for officers attending SSM under NAVPERSCOM sponsorship.

b. Tuition is paid by NETC.

c. The following policies shall be followed in assignments of officers to command of various shore activities:

(1) PCOs of major and non-major shore commands will attend unless excused by Assistant Commander for Navy Personnel Command for Distribution (ACNPC) (PERS-4).

(2) Due to the limitation of only four classes per year, some reporting dates preclude attendance incident to permanent change of station (PCS) orders. Where that situation exists, PCOs of shore commands shall be ordered to the course temporary additional duty (TEMADD) prior to detachment from their present permanent duty station, unless that station is located outside continental United States (OCONUS) (including Alaska and Hawaii).

(3) The priority of attendance is as follows:

(a) PCO and PXO of Navy major shore command on PCS orders.

(b) PCO and PXO of non-major Navy shore command on PCS orders.

(c) PCOs of major and non-major shore commands on TEMADD orders.

2. **Procedures for Ordering Officers to the PCO SSM Training Course.** The following procedures are to be utilized in ordering officers to the PCO SSM training course:

a. **Officers Attending Incident to 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) PTEXT P74031 concerning tuition will be utilized in orders to provide tuition funding by NETC. Provide a copy of the orders to the following:

Director
PCO Shore Station Management Training Program
Arlington Annex 1608
NETC Washington Office
Washington, DC 20370-1000

(703) 614-5748

b. **Officers Attending TEMADD under NAVPERSCOM Orders.** Officers whose en route timing will not permit attendance incident to PCS orders will attend the subject course TEMADD prior to detaching from their present duty station.

(1) Note that this applies only to officers who have not yet reported to their new command. (Officers already in place may attend if funded by their parent command. Quotas for these students are obtained directly by the command from NETC, Director, PCO Shore Station Management Training Program.)

(2) For officers attending TEMADD under NAVPERSCOM orders, the following procedures apply:

(a) A rough NAVPERS 1320/16 (Rev. 11-87), Temporary Additional Duty (TEMADD) Travel Orders will be initiated by the NAVPERSCOM assignment officer and routed via the losing placement officer, NAVPERSCOM, Professional Development Education/

Subspecialty Branch (PERS-440E), and the gaining placement officer.

(b) NAVPERSCOM (PERS-444) will assign a quota.

(c) The losing placement officer is responsible to arrange the temporary absence of PCOs from their present command.

(d) The assignment officer will produce a smooth NAVPERS 1320/16 and route via the

1. NAVPERSCOM division director for signature,

2. NAVPERSCOM, Officer/Enlisted PCS/TEMDUINS/TAD Fiscal Management Branch (PERS-454) for cost checking, and

3. ACNPC (PERS-4) for approval.

(e) Further routing will be to

1. NAVPERSCOM, Headquarters, Financial Control Division (PERS-021), and

2. NAVPERSCOM (PERS-454) for processing.

c. Per SECNAVINST 1520.9A, tuition to the subject course is paid by NETC. Both PCS and TEMADD orders must include the following PTEXT:

"P74031: A REGISTRATION FEE OF $120.00 IS AUTHORIZED FOR ATTENDANCE AT THE SHORE STATION MANAGEMENT COURSE. REGISTRATION FEE PAID BY CNET."

d. Officers ordered to subject course shall be directed to report to the

"CNET Director, PCO Shore Station Management Training Program, Navy Department, Washington, DC NLT 0730, (date) TEMDUINS about three weeks PCO Shore Station Management Training CLCVN _____."

e. It is recognized that some conflicts will arise in scheduling PCOs to this course. Conflicts will be resolved on a

case-by-case basis. For those officers who can attend en route on PCS orders, attendance waivers will be rare.

(1) A policy of ordering officers TEMADD from their present command to a school, which will benefit a future command, is unusual.

(2) This procedure was adopted only after serious consideration, and acknowledgment of the program's importance to the Navy and a strong interest in its success by Secretary of the Navy (SECNAV).

(3) Scheduling problems should be resolved on a case-by-case basis with the officer's present command.

(4) Where resolution is not possible or attendance is obviously not practical (i.e., officer is presently in a deployed unit), a waiver of attendance should be requested by the assignment officer.

(5) Ensure the parent command understands that failure to attend the subject course, for whatever reason, must be reported.

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) (PERS-45J)	Phone: DSN COM FAX	882-4100 (901) 874-4100 882-2676

References	OPNAVINST 1520.23B SECNAVINST 1520.8A SECNAVINST 1520.7F OPNAVINST 1520.24B CNETINST 1560.3D COMNAVPERSCOMNOTE 1560 OPNAVINST 1500.72E

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 PG 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 microfiche and officer data card (ODC) via the assignment division officer director to NAVPERSCOM (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/Commander for Graduate Education**. Each potential captain/commander 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, Distribution 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 microfiche record, attaching a captain/commander 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 non-technical curriculum to a technical curriculum.

(3) When shifting from a non-technical curriculum to another non-technical 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.

a. **Reporting**. Officers ordered for DUINS for postgraduate 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 satisfy 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. Commencing with the FY-77 input, OBLISERV for full-time graduate education is 3:1 for the length of education through the first year concurrent.

(1) Effective for officers who attend graduate education **after 5 Mar 2002**: "Active duty officers attending fully funded and partially funded Graduate Education during normal duty hours will incur an active duty obligation of **3 years** after completion of education." Affected education programs are NPS, CIVILIAN PROGRAMS associated with NPS, and DC INTERN.

(2) "Concurrent" means that the obligation may be served together with obligation from other programs. "Consecutive" or "additive" means that the obligation is in addition to any prior obligation.

(3) Nuclear trained officers should refer to MILPERSMAN 1520-050 for more information.

a. **Medical Corps Officers**. The Surgeon General has asked that Medical Corps assignment policy reflect **4-year** minimum utilization for specialists. The following distribution policy is effective immediately:

(1) 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.

(2) 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.

(3) 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 (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).

c. **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	SECNAVINST 1520.8A
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	COMNAVPERSCOMNOTE 1560
Navy Federal Executive Fellowship	OPNAVINST 1500.72E
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

d. **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 pro-rated basis prior to final separation.

(1) The waiver of OBLISERV is at the discretion of the Navy and the decision will be based primarily upon current manning levels.

(2) NAVMC 10883 (Rev. 6-97), TA Application Form is found on the member's microfiche number 2, row A.

10. **Processing of Transcripts - Academic Profile Code (APC)**. All transcripts of undergraduate and graduate course work completed by an officer must be forwarded to NAVPERSCOM, Military Records Support Branch (PERS-312F6) with a copy to NPS, Monterey, CA (Code 01B3) at the earliest feasible date following completion of such work.

a. NPS is responsible for assigning APCs to all officers. This code consists of a three-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 AP Codes 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

_____ _____ _____/_____
NAME GRADE SSN DESIG
UNDERGRAD: PG CURRIC PREFERENCE/APC REQUIRED
MAJOR: _____ (1ST)_____/_____
SCHOOL:_____ (2ND)_____/_____
APC: _____ (3RD)_____/_____

(ASSIGNMENT OFFICERS ENSURE CURRENT MICROFICHE & 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	NAVPERSCOM (PERS-440) (PERS-45J)	Phone:	DSN COM FAX	882-4100 (901) 874-4100 882-2676

References	DODI 1300.20 of 20 Dec 96 10 U.S.C. 661 DODD 1322.6 of 24 Feb 97

1. **General Information**

a. Attendance at a Service College is considered a significant milestone in the professional development of a naval officer. This education is designed to enhance the competence of officers with high promotion potential who are selected for attendance. The following documents apply:

(1) MILPERSMAN 1520-010.

(2) The annual Joint Professional Military Education (JPME) Quota Plan (published by Chief of Naval Operations (CNO), Joint and Contingency Matters Branch/Military Personnel Plans and Policy Division (N123J/N13J)).

b. The list of service colleges is provided in Exhibit 1.

2. **Policy**

a. Navy Personnel Command (NAVPERSCOM) detailing division directors (PERS-41, 42, 43, and 44) include service college fill status in their SITREPS to NAVPERSCOM, Distribution Department (PERS-4).

b. Any officer proposed and accepted by NAVPERSCOM, Professional Development Education/Subspecialty Branch (PERS-440) for service college student quota is not to be detailed unless a replacement is identified and specifically approved by NAVPERSCOM (PERS-440).

3. **Assignment Goal for Senior and Intermediate Service Colleges**. Chief of Naval Personnel (CHNAVPERS) is committed to filling 100 percent of service college quotas with quality officers. The goal of CHNAVPERS is to ensure that

a. 25-35 percent Unrestricted Line lieutenant commanders (LCDRs) attend intermediate service college.

b. 35-45 percent Unrestricted Line Captains (CAPTs) attend senior service college. (At least 50 percent will have attended the Naval War College.)

4. **Assignment Policy for Joint Professional Military Education (JPME)**. 10 U.S.C. 661 directs the Navy fill 50 percent of Joint Duty Assignment List (JDAL) billets each fiscal year with Joint Specialty Officers (JSOs) and JSO nominees.

a. Of that 50 percent, 12.5 percent may be made up of Unrestricted Line officers without JPME. The remaining 37.5 percent must be either designated JSOs or graduates of both Phase I and Phase II JPME.

b. To build the inventory of JSOs and to meet the Navy's 10 U.S.C. 661 requirement, assignment officers shall strive to assign at least 50 percent of JPME Phase I students (graduates of Army, Air Force, Navy, and Marine Corps service colleges) into joint follow-on assignments, to include JPME Phase II as an intermediate stop.

(1) Per DODI 1300.20, normal sequencing to qualify as a JSO requires that officers must first complete an approved professional joint education (earn JPME Phase I and JPME II credit) and subsequently to receive credit for a full Joint Duty Assignment (JDA).

(2) Officers in grades O-6 and below with a Critical Occupational Specialty (COS) – warfare/combat designators - are exempt from the normal sequencing and may qualify for JSO designation after a 2-year initial JDA followed by completion of Professional Joint Education.

(3) Officers who meet the sequencing provided in above paras. 4b(1) and 4b(2) shall automatically be considered to have been nominated for JSO. Officers nominated for JSO under these provisions will be identified semi-annually by NAVPERSCOM, Special Assistant for Joint Matters (PERS-45J) and forwarded for approval by Secretary of Defense (SECDEF).

c. To the maximum extent that career timing may allow, JPME Phase I and Phase II should be viewed as en route training for a joint tour. To most effectively use the Navy's limited Phase I and Phase II quotas, a concerted effort is needed to identify officers for joint follow-on duty as early as possible in the professional military education training process. **NOTE**: Logical candidates for JPME Phase II are officers with projected rotation dates (PRDs) within 1 month of the start of the Phase II class, who have completed Phase I training but have not completed Phase II training or a joint tour.

d. NAVPERSCOM (PERS-45J) will assign Phase II quotas and provide class date information to assignment and placement officers.

5. **Assignment Policy for National Defense University (NDU)**. 10 U.S.C. 661 directs the assignment of all JSOs and a high proportion (greater than 50 percent) of all other officers graduating from NDU (Industrial College of the Armed Forces (ICAF) or National War College) to joint duty as their next assignment. The joint duty assignment can be deferred for some officers with SECDEF approval.

a. Joint duty is defined as an assignment that is identified by the Joint Duty Assignment List (JDAL). The list of qualifying assignments is published by Office of the Secretary of Defense (OSD) and is referred to as the JDAL. Joint billets are identified with a billet Additional Qualification Designator (AQD) of JD1 (non-critical joint billet) or JD2 (critical joint billet and requires fill by JSO).

b. Prior to assignment to NDU, detailers shall indicate to NAVPERSCOM (PERS-440) the joint follow-on assignment expectation for each proposed student. NAVPERSCOM (PERS-440) shall provide this information to NAVPERSCOM (PERS-45J) to aid in tracking and planning follow-on assignments to comply with statutory requirements.

c. At least 6 months prior to graduation, detailers will provide inputs to NAVPERSCOM (PERS-45J) of follow-on assignment to comply with statutory requirements.

d. At least 6 months prior to graduation detailers will provide inputs to NAVPERSCOM (PERS-45J) of follow-on assignment plans for each student.

6. **Eligibility**. Service college programs are for selected active duty (regular and reserve), Selected Reserve, Inactive Reserve, and Training and Administration of Reserves (TAR) officers in grades of commander (CDR) and CAPT for senior service colleges, and in the grade of LCDR for intermediate service colleges, or limited duty and warrant officers not warranted or essential for effective performance in future assignments.

7. **Service College Assignment**. CNO (N123J/N13J) promulgates the JPME Quota Plan, which directs the necessary distribution of Navy officers to the various service colleges. The Joint Chiefs of Staff (JCS) mandates the level of participation of naval officers at other military service colleges according to statutory requirements for those institutions to maintain joint accreditation.

a. Quotas to a Service College are distributed among various detailing communities per community inventory and representation on the JDAL.

b. Officers shall be assigned to service colleges per the JPME Quota Plan and community inventory.

c. The following minimum qualifications must be met for an officer to be assigned to a service college:

(1) Less than 22 years maximum service. (There is no maximum age.)

(2) Minimum rank of O-4 select for junior course.

(3) Minimum rank of O-5 select for senior course.

(4) Undergraduate degree from an accredited institution.

(5) Personal desire to attend.

(6) Ability to perform and contribute at the graduate level.

(7) Community recommendation.

(8) Potential for continued leadership/management growth.

(9) Potential to promote. (Failure of selection disqualifies an officer from attending.)

(10) Follow-on joint duty potential.

d. Waiver approval rests with NAVPERSCOM (PERS-44) override authority maintained by NAVPERSCOM (PERS-4).

8. **Service College Selection**. Service college selection for Unrestricted Line, Restricted Line, Civil Engineering Corps, and Supply Corps officers is made in conjunction with selection for promotion to the ranks of LCDR and CDR.

a. **Selection Period**. Officers remain selected for a service college until they fail selection to the next higher rank.

(1) A percentage of the officers selected for promotion to LCDR and CDR are selected for intermediate and senior service colleges respectively.

(2) All officers selected for promotion to Captain are considered to be selected for senior service college.

(3) Indication of an officer's selection for service college attendance is placed in Block 53 of the Officer Data Card (ODC).

b. **Administrative Screening**

(1) Officers proposed to a service college who were not selected by board action for service college attendance will be administratively screened. Respective community detailers nominate non-board-selected officers to NAVPERSCOM (PERS-440) for administrative review.

(2) CNO strongly supports the importance of senior service college attendance as a significant milestone in the professional development of a naval officer. In the long term, CNO desires that only our top performing officers, primarily post-command officers, attend regular senior service college programs.

(a) The overall objective is to develop a cadre of professional naval officers who are able to plan for and execute employment of naval forces in support of national objectives.

(b) To ensure that officers attending senior service college demonstrate the potential to provide intellectual leadership and sound judgement at the highest levels of defense, all nominations for senior service college shall be administratively screened within NAVPERSCOM before final

assignment. Nominees for these programs must be the highest quality officers.

(3) Officers intimately familiar with the subjective and objective requirements and standards of service colleges conduct the administrative review. NAVPERSCOM (PERS-440) will normally act as the final approving authority for administrative reviews.

(a) NAVPERSCOM (PERS-44) shall act as the final approving authority for all administrative screenings where the minimum qualification requirements for assignment are in question. (See para. 7.)

(b) Assignment division directors may appeal to NAVPERSCOM (PERS-4) to override initial assignment decision when circumstances warrant further review.

9. **Service College Descriptions**

a. **Naval War College**. The mission of the Naval War College 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 Naval Warfare Course and Naval Command Course for senior officers, and the Command and Staff Course for LCDRs.

b. **National Defense University**

(1) National Defense University (comprising National War College and the ICAF 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 ICAF only if their effective date of promotion to the grade of CDR 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. **Joint Forces Staff College (JFSC)**. The mission of JFSC is to educate and acculturate joint and multinational war fighters to plan and lead at the operational level of war. JFSC instructs students on the integrated strategic deployment,

employment, and sustainment of joint forces. Two JPME Phase II courses are available. A senior level course is provided for all O-6s and those O-5s who are graduates of a senior level service college. An intermediate level course is provided for all O-4s and those O-5s who are graduates of an intermediate level service college.

d. **Other Service College**

(1) Assignment of naval officers to sister service colleges is critical to achieving the joint diversity required for each institution to maintain its JPME accreditation status.

(a) As the institution authorized to grant JPME accreditation, the JCS has directed that the seminar mix for both junior and senior service institutions should include at least one officer from each of the two nonhost military departments.

(b) Per the 1996 Defense Appropriations Act, section 8084, senior level courses must have a minimum of 20 percent non-host military department student representation across their United States (U.S.) military student body. The JPME Quota Plan promulgated by CNO (N123J/N13J) is based on annual JCS 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 the JPME Quota Plan.

(3) Unrestricted Line officers shall be assigned to various Foreign Service colleges where professional military education exchange and country-to-country agreements have been established. Quotas for Foreign Service colleges shall be incorporated into the JPME Quota Plan.

(4) Officers attending a Foreign Service college should have potential for a utilization tour in the country or area to which they are assigned. Officers 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.

10. **Number of Service College Tours**. 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. **NOTE**: Attendance at an intermediate service college is not a prerequisite to selection or attendance at a senior service college, nor does attendance at an

intermediate service college preclude later assignment to a senior level course.

11. **Deferrals of Service College Assignment/Assignment Priority**. Selected officers normally are slated to attend a service college, at or near their current PRD, during the 5-year period following selection. Certain types of duty, however, could cause deferral in attending.

a. For senior service college, prospective assignment to command, or executive officer (XO) (screened) billets are examples of operational duty, which could cause deferral.

b. For intermediate service college, cause of deferral would be duty as commanding officer (CO)/XO/department head, postgraduate education (if conflicting), and certain high priority shore duty assignments including the first postgraduate utilization tour. Where deferral is necessary, attempts will be made to assign selectees to service colleges immediately after the deferral assignment.

12. **Obligated Service (OBLISERV) for Service Colleges**

a. Officers accepting orders to U.S. service colleges incur an active-duty obligation of 2 years, commencing upon completion of the course of instruction. Education beyond 1 year is subject to a two-for-one "pay-back." The period of OBLISERV required for a service college is additional to any other OBLISERV, which may have been incurred previously.

b. No OBLISERV is incurred by attendance at an international service college or JFSC; however, a member will incur a 2-month obligation for each month of language training if provided in preparation for assignment to a Foreign Service college.

13. **Fellowship Programs**. Participation in prestigious fellowships, such as the Federal Executive Fellowship, White House Fellowship, Secretary of Defense Fellowship, and the Legislative Fellowship is considered equivalent to attendance at a service college at the level commensurate with the officer's grade. While JPME credit was previously granted for participation in certain fellowship programs, as per JCS guidance, no credit will be granted for completion of an intermediate-level fellowship after academic year 1996-97 or for a senior-level fellowship after academic year 1998-99.

a. Policy and selection procedures are contained in various program specific instructions.

b. OBLISERV requirements for fellowships is governed by DODD 1322.6 which states that recipients of fellowships must serve on active duty after completion of their education or training for a period at least three times the length of the period of the education or training.

EXHIBIT 1

SERVICE COLLEGE LIST

DOMESTIC SERVICE COLLEGES:

Senior	**Junior**
College of Naval Warfare	College of Naval Command and Staff
Air War College	Air Command and Staff College
Army War College	Army Command and General Staff College
Industrial College of the Armed Forces	Marine Corps Command and Staff College
National War College	
USMC Top Level School	

FOREIGN SERVICE COLLEGES:

Senior	**Junior**
Argentine National Defense School	Argentine Naval War College
Australian College of Defense and Strategic Studies	Australian Command and Staff College
Indian National Defense College	Brazilian Naval War College
Inter-American Defense College	Canadian Forces Command and Staff College
Japanese National Institute for Defense Studies	Chilean Naval War College
NATO Defense College	French College Interarmees de Defense
Norwegian National Defense College	German General/Admiral Staff College
Pakistan National Defense College	Indian Defense Service Staff College
Royal College of Defense Studies	Italian Joint Staff War College
	Japanese Maritime Self Defense Force Staff College
	South African Navy C&S College
	U.K. Joint Services Command and Staff College
	Spanish Naval War College
	Uruguayan Naval War College
	Venezuelan Naval War College

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) (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 PERS-40BB).

MILPERSMAN 1306-100

ENLISTED DISTRIBUTION MANAGEMENT SYSTEM

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-4187 (901) 874-4187 882-2693
	NAVPERSCOM (PERS-453)	Phone:	DSN COM FAX	882-4219 (901)874-4219 882-2696

References	(a) OPNAVINST 1000.16J (b) EPMAC Document 1080#4, Enlisted Distribution and Verification Report User's Manual (EDVRMAN) (c) Diary Message Reporting System User's Manual (DMRSMAN)

1. **Purpose**. This article addresses the Enlisted Distribution Management System for active duty United States Navy (USN)/ United States Navy Reserve (USNR) 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 member 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), Manning Control Authorities (MCAs), and Enlisted Placement Management Center (EPMAC)) are faced with the challenge of how to best assign personnel excesses and shortages to most nearly meet the billet requirements.

c. Other MILPERSMAN articles pertaining to Enlisted Distribution Management are as follows:

Topic	See MILPERSMAN
Enlisted Assignment System	1306-101
Type Duty Assignment Codes	1306-102
Projected Rotation Date (PRD)	1306-104
Time on Station (TOS) and Retainability/Obligated Service (OBLISERV)	1306-106
Enlisted Manning Inquiry Report	1306-108
Enlisted Duty Preference	1306-110
Enlisted Personnel Action Requests	1306-112
Early Return For Cause (ERFC) of Enlisted Personnel	1306-114
Prescribed Sea Tour (PST)/Normal Shore Tour (NST)	1306-116
Activity Tour Upon Completion of an Overseas Department of Defense (DOD) Area Tour	1306-118
Commanding Officer Shipboard Operational Holds (OPHOLD)	1306-120
Permanent Change of Station (PCS) and Permanent Change of Activity (PCA) Move Determination	1306-122
Tour Extensions, Split Tours, and Inter-Fleet Transfers	1306-124
First-Term Personnel Assignment Policy	1306-126
Rotation for Construction Rating Personnel	1306-128
Post-Confinement Assignment Procedures	1306-130
Reassignment of Excesses Ashore (COMPTOUR)	1306-132
Assignment Policy when not in Compliance with Physical Readiness Standards	1306-134
Security Limitations for Surface Nuclear Powered Ships	1306-136
Fleet Surgical Teams (FSTs)	1306-138
Transfer of Enlisted Personnel to Operational Duty (Operational Screening)	1306-140

3. **Distribution Management Controls**

a. **Functions of Distribution Management Controls.** To support Deputy, Chief of Naval Personnel (DCNP) responsibility for controlling assignment of enlisted personnel and fleet commander 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 Commander, Fleet Forces Command (COMFLTFORCOM).

(a) **For Designated Strikers and Petty Officers.** This control is exercised by NAVPERSCOM, Distribution Management/ Allocation/Resources and Procedures Division (PERS-45) for all designated strikers and petty officers.

(b) **For SN.** Commanding Officer, EPMAC exercises allocation control for SN.

(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.** Assignment control is selecting, detailing, and ordering of particular members to fill billets per manning levels and priorities designated by the MCA.

(a) **For Designated Strikers and all Petty Officers.** NAVPERSCOM, Enlisted Distribution Division (PERS-40) is the ACA for designated strikers and all petty officers.

(b) **For Enlisted TAR Personnel.** Naval Reserve Personnel Center (NAVRESPERSCEN) (N30) is the ACA for all enlisted TAR personnel.

(c) **For SN**. Commanding Officer, EPMAC is the ACA for SN.

(d) **Availability Time Table**. A member becomes an asset available to the ACA for detailing purposes 3 months prior to the member's projected rotation date (PRD), but cannot move them more than 3 months early or 4 months late without MCA concurrence.

b. **Assignment of an Activity to a MCA**. All activities are assigned to one of two MCAs. All sea and fleet operational commands fall under **COMFLTFORCOM (MCAL(F))**. Generally, all shore duty that directly supports operational readiness will also fall under MCAL(F) and all other shore duty relating to infrastructure, training, recruiting, and joint commands remain under **COMNAVPERSCOM (MCAB)**.

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 member'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 and establish an activity's priority 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 billets, a survey of members who are under orders to be transferred from one billet to another, and a 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 Classification (NEC) or ratings composed of billets and personnel who are on board for duty, and not in the members' account as students, transients, patients, prisoners, or holdees, and who are counted using the assigned rate fields in Exhibit 1 or distribution NEC fields as shown on the Enlisted Distribution and Verification Report (EDVR).

(1) **Management of Distributable Community**. NAVPERSCOM (PERS-45) exercises management control over all distributable communities by establishing the structure of all distributable communities, maintaining and publishing the structure of distributable communities, controlling the hierarchy of distributable communities, analyzing and coordinating actions on all recommended changes to the structure of distributable communities, and implementing 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-45) 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, and where the member has earned a highly specialized talent within member's general rating experience. This member 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 member's actual rating.

1. This member is managed by the NEC only during the period in which the member is serving in a billet requiring that NEC skill. Upon completion of a Transitory NEC tour, the member is reassigned to a requirement within member's primary rating.

2. A complete list of distributable community NECs and ratings is available through the Active Readiness Information System (ARIS) 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-45) also maintains the pseudo distributable community NEC listing. See Exhibit 2.

c. **Billet Structure Subdivision**

(1) **Subdivision by Detailing Composites**. Having determined the members 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 (in sea/shore Type Duty Codes "2," "3," and "4") are placed in the **sea composite.**

(b) **Sea Composite Subdivisions.** The sea composite is further subdivided into the following:

1. **Submarine billets.**

2. **Nonsubmarine billets.** The nonsubmarine composite is termed the "sea-surface/air" composite.

(c) **Shore, Sea-Surface/Air, and Sea-Submarine Subdivisions.** The shore, sea-surface/air, and sea-submarine composites are again subdivided into seven paygrades (paygrades E-1 through E-3 are considered one paygrade in this division).

(d) **Paygrade Subdivisions.** Finally, each paygrade is subdivided into two MCAs representing the billets for which each MCA has responsibility.

(2) **Categories for Members/Billets.** The subdivision process described above creates some 26,000 potential categories into which a member or billet could be counted. Exhibit 3 depicts these subdivisions.

(3) **Strength Projection/Personnel Asset Allocation.** The end result is to project future personnel strength and allocate personnel assets to each MCA by paygrade within the rating or NEC. Considering each rating and NEC distributable community and the subdivisions, the system is capable of projecting and allocating assets to some 3,300 distinct detailing composites. Exhibit 3 refers.

6. **Navy Manning Plan (NMP).** Since 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 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 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 in Section 5 of the EDVR.

(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 billets authorized.

(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 (See Exhibit 4).

d. **NMP Determination Constraints.** Three basic constraints are placed upon the determination of a NMP for a detailing composite at an activity.

(1) **Billets Authorized.** The first is that activities with the same total billets authorized will receive the same total manning plan.

(2) **Same Paygrade Structure/Same Paygrade Manning Plan.** The second is that, insofar as is possible, activities with the same billet paygrade structure will receive the same paygrade manning plan.

(3) **Paygrade Substitution Limitation.** The third constraint is that substitution of manning plan paygrades will be

limited to plus or minus one paygrade in relation to the billet paygrade.

e. **Normal Manning Determinations**

(1) **First Step - Compute Activity's Total Manning Plan.** The first step in normal manning determinations is to compute an activity's total manning plan based on the activity's total billets authorized. This computation conforms to the constraint those activities with like total billets authorized will have identical total manning plans.

(2) **Second Step - Develop a Paygrade Target Manning Plan.** The second step is to develop a paygrade target-manning plan based on the activity's billet paygrade structure. Since the activity's total manning plan in relation to the total billets authorized represents a percentage of manning, then ideally, each paygrade within the billet structure should be manned at the same percentage. This ideal manning of each paygrade within the total is termed a paygrade target manning plan. **NOTE**: The sum of the paygrade target manning plans must equal the total manning plan for a composite. Exhibit 5 refers.

(3) **Third Step - Determine Actual Manning Plan based on the Target Manning Plan**. The third step is the determination of the actual manning plan based on the target manning plan. The target manning plan assumes an equal percentage of assets for all paygrades, but the predicted percentage level of assets for each paygrade is rarely identical.

(a) Since sufficient assets are available to cover the total plan, it is necessary to determine how much of the paygrade target plan for a composite can be filled by assets of the same paygrade and how much of the remaining target plan must be filled by borrowing assets from an adjacent paygrade.

(b) A target composition percentage is computed by balancing predicted paygrade assets against the paygrade target plan, adhering to a **plus or minus one** paygrade substitution constraint. Exhibit 6 refers.

(c) The actual activity manning plan is determined by applying the target composition percentages to the paygrade target manning plan for each activity. Exhibit 7 refers.

(d) The result is an activity manning plan which represents the activity's fair share of the total predicted assets and the most practical mix of paygrade assets within the total plan.

f. **Factors Influencing an Activity's NMP**. Every attempt is made to maintain a rating manning plan as stable as practicable; however, certain factors influencing the manning plan of an activity must be accommodated.

(1) **Increase/Decrease in Assets Predicted**. The most obvious factor is that in which the ACA (NAVPERSCOM (PERS-45)) is predicting an increase or decrease in the total assets for a composite. The normal manning plan of all ratings must be recomputed periodically to take into consideration increasing or decreasing asset levels. Addition or deletion of CNO/MCA directed manning could require recomputation of NMP.

(2) **Increase/Decrease in Authorized Billets**. Another factor is a change in an activity's billets authorized. Any time there is an increase or decrease in the number of authorized billets for a paygrade, a new manning plan for the activity is computed.

g. **Effective Dates of Changes to NMP**. Unless otherwise directed by the MCA, all changes to an activity-manning plan become effective **9 months** in the future. This dampens the effect of changes in manning plans, providing detailers sufficient time to respond to increases, and allowing normal attrition to respond to decreases in manning plans. It is desired that manning plan changes have the least disruptive influence possible on members and the command.

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 billets authorized. These needs are communicated as personnel requisitions.

(2) Communicate to the ACA in what 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 billets authorized.

(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 member is required on board.

(2) The requisition specifies whether the member is needed to bring the activity to NMP ("N" requisition); billets authorized ("A" requisition); or represents a paygrade 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 (a) 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 the EDVR.

(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 such additional 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 personnel needs in the personnel requisition is completely dependent on timely and accurate personnel and billet accounting. It is extremely important that activities thoroughly review the EDVR and manpower authorization, to ensure their accounts are accurate and up to date.

b. **Reassignments.** The reassignment of personnel prior to established PRD impacts adversely on unit stability and member 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 manning (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 members prior to PRD may be required.

(3) Such reassignments shall be kept to a minimum and will be accomplished only upon the direction of EPMAC with approval from the respective MCA.

(4) Reassignment due to decommissioning/inactivation or major billet reductions shall be per procedures set forth in MILPERSMAN 1306-1100.

c. **Operational Readiness is Paramount.** The ACA, in responding to the needs and desires of members, must issue orders as far in advance as practical. The MCA, in evaluation of ever changing unit readiness, must continually refine vacancies and priorities. These two goals sometimes operate in opposition to each other; however, the readiness of operational units is paramount. Although the ultimate 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 EPMAC, New Orleans, LA, which performs the placement function as agent for the MCAs.

b. **POC - For Enlisted Personnel Matters that affect Unit Manning.** Exhibit 8 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	CTA	1622	GSE	4401	PN	1800
ABE	6704	CTI	1666	GSM	4402	PR	7000
ABF	6705	CTM	1633	HM	8000	QM	0200
ABH	6706	CTO	1644	HT	4300	RP	2500
AC	6600	CTR	1655	IC	4200	SH	2490
AD	6200	CTT	1611			SK	2000
AE	6800	CU	5080	IS	2300		
AF	6080	DC	4500	IT	1500	SN	3600
AG	7100	DK	2100	JO	2600	STG	0401
AM	6900	DM	3200	LI	3100	STS	0404
AME	6903	DT	8300	LN	1750	SW	5700
AN	7800	EA	5100	MA	0150	TM	0500
AO	6500	EM	4100	MM	3700	UC	5280
AS	7500	EN	3800	MN	0900	UT	5800
AT	6300	EO	5410	MR	3900	YN	1700
AV	6180	EQ	5380	CS	2200	MCPON	7900
AW	6400	ET	1000	MT	0810	FLTCM	7901
AZ	7400			MU	3300	FORCM	7902
BM	0100	FC	0700	NC	1400	CNOCM	7903
BU	5600					CMDCM	7904
CE	5300	FT	0800	OS	0300	CTN	1677
CM	5500	GM	0600	PC	2700		
CN	6000	GS	4400	PH	7600		

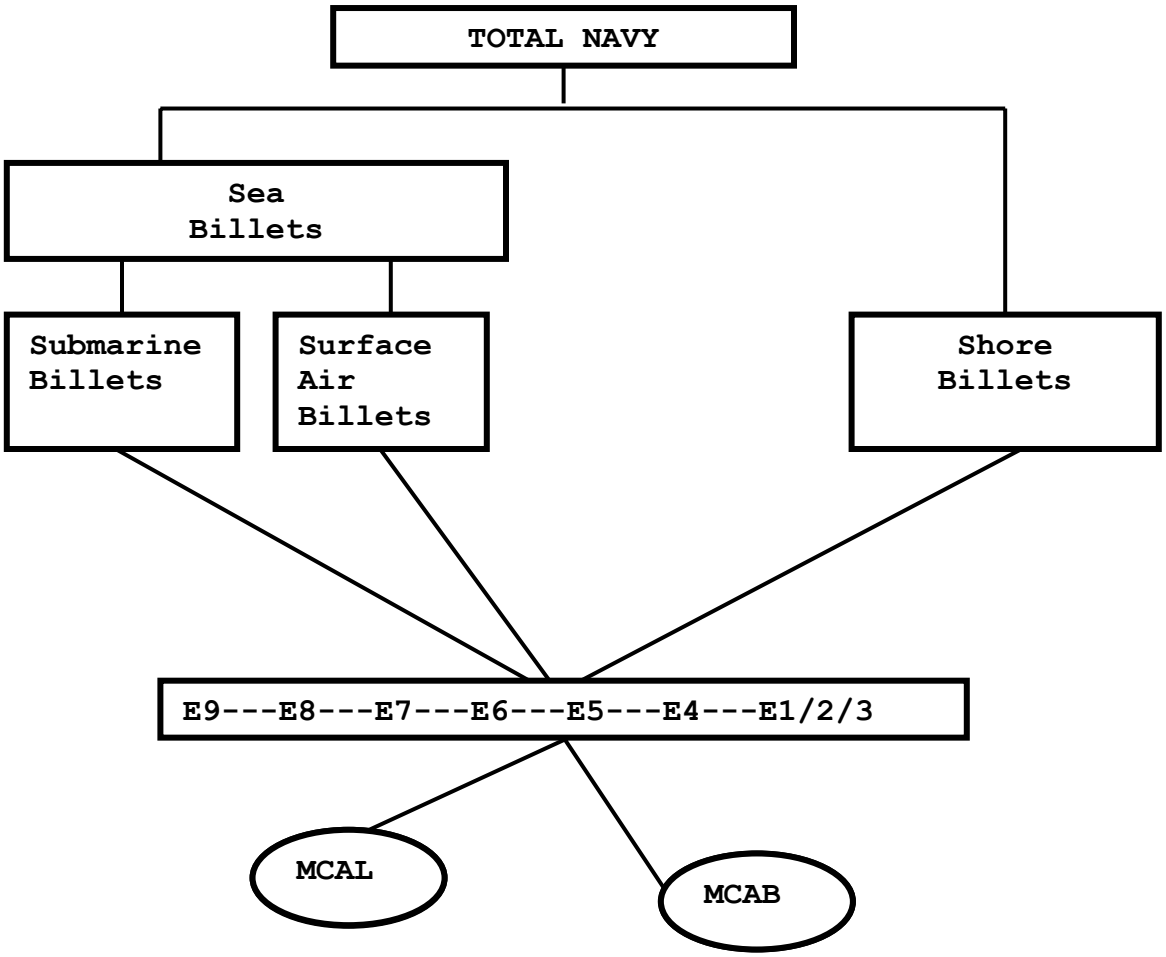
EXHIBIT 2

PSEUDO DISTRIBUTABLE COMMUNITY NEC LISTING

PSEUDO DNEC	SPECIAL CATEGORY
0051	Seaman, Male
0052	Seaman, Female
0053	Seaman, Excess (Male/Female)
0071	Fireman, Male
0072	Fireman, Female
0073	Fireman, Excess (Male/Female)
0091	Airman, Male
0092	Airman, Female
0093	Airman, Excess (Male/Female)
00CA	Conditional Assignment
0054	Pregnant Females, Reassigned Sea to Shore

EXHIBIT 3

DETAILING SUBDIVISION PROCESS



- Distributable Communities: =xxxx ratings and 212 NECs (xxx + 212 = xxx)
- Composites: Shore, Sea-Surface/Air, Sea-Submarine
- MCAs: COMFLTFORCOM and COMNAVPERSCOM
- Detailing Composites: (xxxx X 3 X 4 = 3768)
- Paygrades: 7 paygrades (E-1 – E-3 combined)

EXHIBIT 4

NORMAL MANNING BILLETS AND ASSETS

	BILLETS	PREDICTED ASSETS	PERCENT
MCA TOTAL	600	458	76.33
COMMITTED TO DIRECTED MANNING	158	142	90.00
AVAILABLE FOR NORMAL MANNING	442	316	71.49

EXHIBIT 5

ACTIVITY TARGET MANNING PLAN

PAYGRADE	E-9	E-8	E-7	E-6	E-5	E-4	E-3	TOTAL
BILLETS AUTHORIZED				05	23			28
TOTAL NMP								20
TOTAL PERCENT								71.43
PG TARGET MANNING PLAN				04	16			20

(PAYGRADE TARGET MANNING PLAN IS COMPUTED AS FOLLOWS:
TOTAL PERCENT X PAYGRADE BILLETS AUTHORIZED)

EXHIBIT 6

BALANCE OF TARGET PLAN AND PREDICTED ASSETS

PAYGRADE	BILLETS AUTHORIZED	PREDICTED NMP	ASSET (+) EXCESS/ ASSETS	TARGET (-) NMP (PG) SHORTAGE	TARGET COMPOSITION PERCENT
E-9	7	11	+ 4	E-9 7	100
				E-8	
				E-9 4	40
E-8	10	22	+ 12	E-8 6	60
				E-7	
				E-8 16	24
E-7	67	87	+ 20	E-7 51	76
				E-6	
				E-7 36	30
E-6	120	101	- 19	E-6 84	70
				E-5	
				E-6 17	21
E-5	83	56	- 27	E-5 56	67
				E-4 10	12
				E-5	
E-4	21	16	- 5	E-4 6	29
				E-3 15	71
				E-4	
E-3	8	23	+ 15	E-3 8	100
TOTAL	316	316	0	316	

Note: Assets are "**passed down**" to the next lower paygrade when excesses exist. Assets are "**borrowed**" from the next lower paygrade, when shortages exist.

EXHIBIT 7

DETERMINATION OF ACTUAL ACTIVITY MANNING PLAN

PAYGRADE	E-9	E-8	E-7	E-6	E-5	E-4	E-3	TOTAL
BILLETS AUTHORIZED				5	23			28
TARGET PLAN				4	16			20
COMPOSITION PERCENT				30/70	21/67/12			
COMPOSITION			1	3				
				3	11	2		
ACTUAL NMP			1	6	11	2		20

EXHIBIT 8

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	Reference (a), OPNAVINST 1000.16J
Priority Manning	MCA Via: MMC	Reference (a), OPNAVINST 1000.16J
Directed Manning	MCA Via: TYCOM/MMC EPMAC	
Navy Manning Plan (NMP) - Change, Revision or Correction	MCA Via: TYCOM/MMC EPMAC	
Manning Deficiencies - Command Readiness or Replacement	EPMAC Via: MCA TYCOM/MMC	
Enlisted Manning Inquiry Report (EMIR)	EPMAC Via: TYCOM/MMC NAVPERSCOM MCA Message per reference	MILPERSMAN 1306-108
Requisitions - Change, Revision, Correction, Priority	EPMAC Via: MCA TYCOM/MMC	
Individual Requests	ACA Via: EPMAC	MILPERSMAN 1306-110 MILPERSMAN 1306-112
Personnel Accounting (EDVR Corrections)	EPMAC	Reference (b), EDVRMAN Reference (c), DMRSMAN

Definitions:

ACA: Assignment Control Authority
NAVPERSCOM: Navy Personnel Command
EPMAC: Enlisted Placement Management Center
MCA: Manning Control Authority
NAVMAC: Navy Manpower Analysis Center
TYCOM: Type Commander
MMC: Major Manpower Claimant

MILPERSMAN 1306-101

ENLISTED ASSIGNMENT SYSTEM

Responsible Office	NAVPERSCOM (PERS-40) (PERS-451)	Phone: DSN COM FAX	882-4187 (901) 874-4187 882-2693

References	(a) OPNAVINST 1300.17 (b) DODD 1315.7 of 9 Jan 87

1. **Policy**

a. **Rotation Pattern**

(1) The normal rotation pattern throughout a career is a repetition of assignments at sea and ashore. The type of duty to which a member 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 rotation 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 CONUS and outside continental United States (OCONUS). Urgent service requirements sometimes dictate variance from the normal rotation pattern.

b. **Discipline/Reassignment/Detachment for Cause**

(1) Detailers are guided by the basic policy that nonperformance of duty or “problem personnel” will not be sufficient reason to transfer members in response to command efforts "to get rid of them," when disciplinary or leadership action may be more appropriate.

(2) In all cases of reassignment/detachment for cause, full documentation and a determination of the advisability of separation processing will be made prior to reassignment. Navy Personnel Command (NAVPERSCOM), Enlisted

Distribution Division (PERS-40) must approve all transfers for cause.

(3) When suitability for further service is a significant factor, NAVPERSCOM (PERS-40) and NAVPERSCOM, Career Progression Division (PERS-48) approval will be obtained prior to issuing orders.

c. **Assignment**. In discharging the responsibilities assigned to them by higher authority, assignment control authorities (ACAs) will adhere to the following policies pertaining to the assignment of enlisted members. Race, creed, color, national origin, nor sex (except where stipulated in reference (a) will be factors in nomination and assignment of naval personnel.

(1) **Required Skills**. The primary consideration in assignment of a member to a billet is that the member possesses the required skills necessary to fill that billet.

(2) **Cost Factors**. Conservation of PCS funds is also of prime consideration in rotation plans and policies. All cost factors involved in the execution of PCS orders will be considered by ACAs, with emphasis toward minimizing monetary expenditures while maximizing the effective use of personnel skills and qualifications.

(3) **PCS Moves**. Assignments or reassignments involving PCS moves will not be made solely due to passage of time, but will be authorized only when required for national security, DOD specified tour lengths, or required by Navy's unique sea/shore rotation policies.

(4) **Family Considerations**. To the maximum degree possible transfer members, who have family member(s) in primary or secondary school, during school breaks to reduce disruption of the school schedule.

(5) **Equitable Distribution - Activity**. Members will be equitably distributed to all activities by experience and skill in proportion to billets authorized. Manning of an activity in excess of authorized billets is not authorized unless Navy-wide excesses exist in a specific community.

(6) **Equitable Distribution - Personal**. Members will be assigned to a variety of duty assignments to gain experience

necessary to advance and excel within their rating, and to equitably share any hardship duty that exists.

2. **Background**

a. Rotation among sea, shore, and overseas activities is directly influenced by the number of personnel available for assignment, billets authorized, qualifications of members, time on station (TOS), and permanent change of station (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 tour lengths have been developed for all communities.

b. Department of Defense (DOD) has established overseas tour lengths for all overseas areas where Navy personnel are stationed, and they generally reflect the desirability of duty in that area.

c. These tour lengths, when applied to the sea duty commencement date (SDCD), shore duty commencement date (SHDCD) or date of departure from continental United States (CONUS), determine a member's projected rotation date (PRD). The PRD is a planning date and reassignment may occur at other than the PRD due to participation in special programs, or as a result of unanticipated needs of the Navy.

3. **Orders Negotiation**. The orders negotiation window is defined as the 9- to 6-month window prior to the first day of a member's PRD month.

a. Early engagement prior to the negotiation window by the command retention team and detailer in evaluating career aspirations and requirements of a member will result in an informed and prepared member.

b. At 9 months prior to PRD, members will begin negotiating with detailers and applying for jobs via the Jobs Advertising Selection System (JASS). During this period members should apply for jobs in keeping with sea/shore rotation.

c. If a member has not already negotiated orders 7 months prior to PRD, NAVPERSCOM will notify the member and member's command, via naval message, that member has 30 days remaining to make the next assignment selection.

d. Members who fail to negotiate orders upon reaching the 6-month mark prior to PRD will be contacted by the detailer to make a choice. Members making no job choice in alignment with established sea/shore rotation will be placed under orders per fleet balance and MCA priority.

4. **Transfers Necessitated by, or Restricted as a Result of, Civil Involvement or Military Disciplinary Action**. When a member commits, or is accused of committing, a civil or military offense which necessitates the member's continued presence in the area for the purpose of conducting civil or military hearings, trials, etc., the member 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 member's return to the parent activity's locale. (In circumstances involving military offenses only, return to parent activity for disciplinary action may be appropriate.)

(3) If a member is attached to a mobile activity (ship, squadron, etc.), departure of the activity from the area.

b. Strict control of transfers of this nature will be maintained by NAVPERSCOM. Requests for disposition instruction in all such cases will be forwarded via the chain of command to NAVPERSCOM (PERS-40).

c. Requests for nondesignated personnel (SN/FN/AN) will be addressed to Enlisted Placement Management Center (EPMAC), info NAVPERSCOM.

d. Requests must include details of the circumstances surrounding the case, and recommended course of action.

e. In the event a unit's departure is imminent, a message, including the aforementioned information, should be utilized.

5. **Required Active Duty prior to Overseas Assignment**. Reference (b) states no member of an armed force may be assigned to active duty on land outside the United States and its territories and possessions, until the member has had 12 weeks basic training or its equivalent.

6. **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. To provide both personal and command stability, every effort is made to achieve a CNO goal of a 3-year-sea/3-year-shore rotation pattern.

a. The current minimum tour at sea is 3 years; the maximum is 5 years.

b. Tour lengths for all rates and certain Navy Enlisted Classifications (NECs) are contained in the latest effective NAVADMIN.

7. **Sea Intensive Ratings**

a. A sea intensive rating is defined as a rating that has a sea/shore rotation of 48/36 or greater.

b. Sea/shore rotation ratios of 47/36 or 48/37 are not classified as sea intensive.

8. **Sea/Shore Rotation**

a. To ensure members do not experience excessive personal turbulence and to maintain fleet balances, changes in sea/shore rotation that involve increases or decreases in tour lengths will be implemented so that members within 6 months of PRD will not be affected.

b. If a tour length is decreased, the change will be structured to ensure members whose PRD falls in the next fiscal year will remain in that fiscal year, and not be changed to a date which would require transfer in the current fiscal year.

9. **Cross-Decking**. Cross-decking is the reassignment of members prior to PRD for the purpose of improving manning in critical skill areas, and must be approved by the cognizant MCA.

a. Cross-decking should be considered as 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 members already assigned in the same homeport will be maximized.

c. Cross-decking overseas is considered a consecutive overseas tour (COT) and entitles the member to leave and travel as described in MILPERSMAN 1300-308.

d. A minimum period of 6 months between deployments is required for members who are cross-decked from one ship or squadron to another, except assignments to SSBNs.

e. Because of the unique nature of SSBN operations, a minimum period of 30 days in an off-crew status is required for members who are cross-decked from an SSBN to another submarine.

f. Members who volunteer may be reassigned earlier than the 6-month period between deployments.

10. **Diverts**. Diverts are order modifications of members due to the elimination or emergence of higher priority requirements. Diverts must have MCA concurrence.

11. **TEMADD Assignments**. TEMADD is a short-term additional duty assignment directed and executed by the type commander, as authorized by the appropriate MCA.

a. In the interest of personnel stability and to ensure minimal turbulence for the members affected by cross-decking, it is essential that TEMADD assignments be strictly controlled by the cognizant MCA. Actions will be effected with the following criteria:

(1) Between units of generally similar type duty.

(2) Member has 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 member must have a minimum of 12 months OBLISERV remaining.

b. 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 member completing 24 months on board.

12. **Partial Sea Duty Credit Compensation for TEMADD Periods Spent at Sea while Attached to Shore**. Members who are assigned to an activity classified as shore duty (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 (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." Member 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. Members under orders at time of request will have their PST reduced for the TEMADD period **at sea**.

b. Under certain circumstances, partial sea duty credit may be authorized on a case-by-case basis by NAVPERSCOM (PERS-451) for TEMADD assignment to a sea duty activity classified as Type Duty Code “3,” or permanent assignment to a unit that requires members 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 members 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 member’s choice of current PRD extension or reduction of PST, and the following substantiating documents are required:

(1) TEMADD orders detailing exact "from" and "to" dates.

(2) A letter signed by the member’s commanding officer (CO) (“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. Member 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. Members 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 member’s detailer with supporting documentation indicated above.

g. Forward requests for PST reduction to NAVPERSCOM (PERS-451), info copies to the member’s detailer to allow sufficient time for orders negotiation.

MILPERSMAN 1306-102

TYPE DUTY ASSIGNMENT CODES

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4186
			COM	(901) 874-4186
			FAX	882-2693

References	OPNAVINST 1300.15 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 OPNAVINST 1300.15).

(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 the OPNAVINST 1300.15 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	882-4185
			COM	(901) 874-4185
			FAX	882-2693

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 paygrade, or projected paygrade (in the case of selects) at the time orders are written, and the community in which member will serve at the new duty station.

a. Once established, PRDs will not normally 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 sea/shore tours for an entire community.

c. Navy Personnel Command (NAVPERSCOM), Distribution Department (PERS-4) is authorized to adjust a Projected Rotation Date (PRD) to that of the senior paygrade 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 paygrade.

2. **Establishing PRDs**. All PRD determinations are based upon distribution rates/Navy Enlisted Classification, except for spouse collocation and overseas area(s) that are based on Department of Defense requirements.

a. PRD never exceeds Estimated Date of Loss to Navy.

b. PRD is determined without regard to obligated service (OBLISERV), except for overseas tours.

c. PRDs will be established to reflect an accompanied tour for members with primary family members, or the all others tour for those members who elect an unaccompanied tour.

d. 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).

e. 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 reporting for duty by the receiving command. For enlisted members, reports shall be submitted to the cognizant Assignment Control Authority (ACA) 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 (10/89), History of Assignments is to be forwarded to the ACA, Navy Personnel Command (NAVPERSCOM), Enlisted Assignment Division (PERS-40), or Enlisted Placement Management Center (EPMAC) for nondesignated/nonrated members.

5. **PRD Adjustment/Change**

a. PRDs cannot be changed by personnel diary entry.

b. EPMAC (Code 42) will continue to process requests for submarine-designated 1 and 2 members.

c. All inquiries for nondesignated SN/AN/FN will be addressed to EPMAC (Code 47).

d. PRD inquiries for situations not listed above will be addressed to the appropriate NAVPERSCOM code.

e. Request for PRD adjustment for the following reasons will be addressed to EPMAC Placement Coordinator (PC) 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 EPMAC PCs when staffing Pre-deployment Personnel Manning Report or Enlisted Distribution and Verification Report updates.

(3) Members assigned to new construction or transitioning units.

f. Requests for adjustments of overseas tours PRDs shall be submitted by letter to NAVPERSCOM (applicable detailer). Such requests must contain sufficient information to facilitate an accurate determination. Examples of situations when 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 are newly acquired and subsequently become "command sponsored" family members.

(4) Return of family members not at the option of member or as a result of misconduct.

(5) Member voluntarily elects to serve accompanied tour.

6. **PRD 7-Month Detailing Window**. Detailers may issue orders directing transfer up to 3 months prior to PRD and up to 4 months after PRD is established. This 7-month PRD detailing window provides flexibility for an individual to negotiate orders, and 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 (i.e., 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 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 should be based on locally available documentation.

b. An UNODIR Message request shall be submitted to the appropriate ACA (EPMAC or NAVPERSCOM) (info all concerned), and shall 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. **0-6 months remaining on PST**: Assigned to shore duty.

b. **7 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.

10. **Special Procedures for Surface Nuclear-Trained Members.** While prescribed sea tours for surface nuclear-trained members remain unchanged, PRDs will be set at 36 months for all initial sea tour members.

a. All sea returnees will have their PRDs set in accordance with prescribed sea tours.

b. The effect of this policy is to provide more latitude in distributing sea-experienced surface nuclear assets, and permit redistribution of senior E5 and E6 assets to fill critical fleet, training, and support billets.

MILPERSMAN 1306-106

TIME ON STATION (TOS) AND RETAINABILITY/OBLIGATED SERVICE (OBLISERV)

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4185
			COM	(901) 874-4185
			FAX	882-2693

References	OPNAVINST 1160.6A DODD 1315.7 of 9 Jan 1987

1. **Purpose**. When considering members for permanent change of station (PCS) transfer, time on station (TOS) and retainability must be reviewed.

2. **Policy**. 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.

3. **TOS Requirement for Reassignment**. TOS is the minimum amount of time a member is required to spend in the same geographic area (30-mile limit) within continental United States (CONUS) before executing a PCS transfer.

a. TOS requirement is established to stabilize the lives of members and their families, and to help reduce PCS costs.

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, and may be satisfied by one or more tours within the same geographic location.

(1) A 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 areas are less than 30 miles apart.

(2) A transfer before completing a 36-month tour from a command in Bremerton, WA to a command in Everett, WA would break TOS because the areas are over 30 miles apart.

d. TOS is computed from the month of arrival to the month of departure, inclusive.

e. Waivers of TOS requirements may be granted on a case-by-case basis by NAVPERSCOM.

f. Members may also be reassigned within or from CONUS before completing the minimum TOS requirement under certain circumstances.

g. In the case of two PCS transfers within the same fiscal year, see MILPERSMAN 1300-400 (Secretary of the Navy Finds (SECNAVFIND) is required).

h. Authorized exceptions to TOS requirements are as follows:

TOS EXCEPTION	REQUIRED TOS BEFORE TRANSFER	NOTES
DECOMMISSION OR DISESTABLISHMENT OF COMMAND	NONE	IF NO OTHER BILLETS EXIST IN THE AREA
REASSIGNMENT TO AN OVERSEAS TOUR, SEA DUTY TOUR, OR DEPLOYMENT-DESIGNATED FMF UNIT TOUR	NONE	
MEMBERS IN SEA-INTENSIVE SKILLS REASSIGNED TO SEA DUTY	24 MONTHS	SEA/SHORE ROTATION OF 48/36 OR GREATER
ACCESSED, REASSIGNED TO DIFFERENT DUTY STATION FOR INITIAL SKILL TRAINING, OR ARE SEPARATED	NONE	
REASSIGNED TO DIFFERENT DUTY STATION FOR TRAINING OR EDUCATIONAL PURPOSES	18 MONTHS FOR 1ST TERMERS. 24 MONTHS FOR CAREERISTS.	
REASSIGNED DUE TO MAJOR WEAPON-SYSTEM CHANGE OR UNIT CONVERSION	NONE	DOES NOT INCLUDE REPLACEMENT OF MEMBER SELECTED FOR NEW SYSTEMS OR UNIT
RETRAIN INTO NEW SPECIALTY AND LOCATION IN CONJUNCTION WITH REENLISTMENT (I.E., SELECTED CONVERSION AND REENLISTMENT PROGRAM (SCORE))	12 MONTHS	

TOS EXCEPTION	REQUIRED TOS BEFORE TRANSFER	NOTES
SELECTS ANOTHER LOCATION AS A CONDITION OF REENLISTMENT	24 MONTHS	
SPOUSE CO-LOCATION	12 MONTHS	
ASSIGNED TO A DEFENSE AGENCY WHERE TENURE IS LIMITED BY STATUE	NONE	
SERVING UNDER A DOD PROGRAM WHICH PRESCRIBES DIFFERENT ASSIGNMENTS FOR STAFFING MANAGEMENT POSITIONS IN SUPPORT ACTIVITIES	NONE	
REASSIGNED TO A HUMANITARIAN REASONS (HUMS) TOUR	NONE	
REASSIGNED TO DIFFERENT DUTY STATION IN PREPARATION FOR A UNIT DEPLOYMENT	NONE	
FIRST TERM MEMBER	NONE	
DISQUALIFICATION (LOSS OF SECURITY CLEARANCE, CERTIFICATION, ETC.)	NONE	IF NO OTHER BILLETS EXIST IN THE AREA

4. **Retainability/OBLISERV Requirements for Reassignment**. Retainability is the minimum amount of active obligated service (OBLISERV) a member must have upon arrival at a new duty station after a PCS transfer, both in CONUS and overseas.

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 (info COMNAVRESCRUITCOM) 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 paragraphs 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 OPNAVINST 1160.6A).

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 loss of SRB, and the servicemember is not qualified to participate in the OBLISERV to Train (OTT) program, commands/Personnel Support Detachments (PERSUPP DETs) may request a waiver of the 30-day requirement from COMNAVPERSCOM (PERS-451). If not qualified for the OTT program and there is still potential for SRB loss, commands/PSDs are authorized to use a combination of extension(s) and/or NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry in lieu of (all) hard OBLISERV. Two extensions may be used if needed - 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. Information on the maximum allowable period to cancel inoperative extension(s) upon reenlistment with no SRB loss, the required length of the reenlistment and the OTT program can be found in the latest SRB NAVADMIN message, available at http://www.persnet.navy.mil/navadmin/.

(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 4h 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.

h. **NAVPERS 1070/613s in lieu of hard OBLISERV for periods over 12 months are not authorized without written approval from COMNAVPERSCOM (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 by E-Mail, naval message, letter, or facsimile (FAX) **to DSN 822-2693 (E-Mail preferred – call Pers-451 at DSN 882-4185/4186 for current email address)**. 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).

(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 (NOC) per MILPERSMAN 1306-967.

i. 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//
EPMAC NEW ORLEANS LA (ICO NON RATED/DESIGNATED
SN/AN/FN)//EP471//
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/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	EPMAC (EP-40P)	Phone:	DSN	678-1538
			COM	(504) 678-1538
			FAX	678-1953

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 EPMAC in the format of Exhibit 1 on the occasion of an enlisted personnel manning concern meeting the criteria outlined in this article.

b. Enlisted Placement Management Center (EPMAC) serves as the manning control authority (MCA) agent for the following:

(1) Commander, U.S. Atlantic Fleet (COMLANTFLT)

(2) Commander, U.S. Pacific Fleet (COMPACFLT)

(3) Commander, Navy Personnel Command (COMNAVPERSCOM)

(4) Commander, Navy Reserve Force

c. EPMAC evaluates the manning status and generates appropriate enlisted personnel requisitions to meet manpower requirements of all Navy activities, per policies established by the four 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. EPMAC 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 EPMAC 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 code (NEC) 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), the 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. **EPMAC Acknowledgement**. Receipt of all manning inquiries will be acknowledged by EPMAC. 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

ENLISTED MANNING INQUIRY REPORT (EMIR) MESSAGE FORMAT

Action Addressee: EPMAC NEW ORLEANS LA//*//
* (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 ...
41	Surface Units
42	Tender/IMA Commands
43	Aircraft Carriers (CV/CVNs) and Sea Duty Aviation Squadrons
442	Medical/Dental, Fleet Marine Force (FMF) Personnel
4412	Seabees
4413	EOD, Divers, Special Warfare
4414	MA Rating, Physical Security, Navy Brigs, Corrections
45	All shore commands

Info Addressee: COMNAVPERSCOM MILLINGTON TN//PERS-40/*//
* (Select from the following desk codes.)

Desk Code	for ...
PERS-22	Appropriate Enlisted Community Manager
PERS-401	Seabee/SEAL/EOD/Fleet Divers
PERS-402A	Engineering/Hull Ratings
PERS-402B	Admin/Deck/Supply Support Ratings
PERS-402C	Technical Ratings
PERS-402D	Sea Special Programs Assignment, i.e., New Construction, Decommissioning, Homeport Changes, Women in Ships
PERS-403	Surface/Nuclear Ratings
PERS-404	Aviation Ratings/Aviation Transition
PERS-407	Medical/Dental Ratings
PERS-408	CT, IS Ratings
PERS-453	COMNAVPERSCOM Manning Control Authority (as appropriate)
PERS-4010	Shore Special Programs Assignment
CINCLANTFLT or CINCPACFLT Manning Control Authority (as appropriate)	
COMNAVRESFOR Manning Control Authority (as appropriate)	
COMNAVSURFLANT or COMNAVSURFPAC (as appropriate)	
COMNAVAIRLANT or COMNAVAIRPAC (as appropriate)	
NAVRESPERCEN NEW ORLEANS LA (for TAR personnel)	

EXHIBIT 1 (Continued)

ENLISTED MANNING INQUIRY REPORT (EMIR) MESSAGE FORMAT

Classification: Normally UNCLAS unless classification is dictated by report content.

Report Control Symbol: COMNAVPERSCOM 1306-172.

Subject: ENLISTED MANNING INQUIRY REPORT (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, 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.

EXHIBIT 1 (Continued)

ENLISTED MANNING INQUIRY REPORT (EMIR) MESSAGE FORMAT

Glossary of Terms:

Item	Term	Explanation
(1)	"RATE" or closed loop/transitory "NEC" designation.	In the case of an NEC, the NEC designation will be followed by the pay grade, 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 (Continued)

SAMPLE ENLISTED MANNING INQUIRY REPORT

(Use the proper message format containing the following.)

FROM: USS JONES

TO: EPMAC NEW ORLEANS LA//41XX/ //

INFO: COMNAVPERSCOM MILLINGTON TN//PERS-40/402B//

CINCLANTFLT NORFOLK VA // //

COMNAVSURFLANT NORFOLK VA// //

COMCRUDESGRU _____//

COMDESRON _____//

NAVRESPERSCEN NEW ORLEANS LA (for enlisted TAR personnel only)

UNCLAS //N01306//

MSGID/GENADMIN/(COMMAND PLAD)//

SUBJ/ENLISTED MANNING INQUIRY REPORT (EMIR) (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.//

MILPERSMAN 1306-110

ENLISTED DUTY PREFERENCE

Responsible Office	NAVPERSCOM (PERS-40)	Phone:	DSN	882-3510
			COM	(901) 874-3510
			FAX	882-2640

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 reassignment desires to their assignment control authority (ACA).

a. The Enlisted Duty Preference provides the ACA with valuable, timely information to consider when effecting their reassignment decisions.

b. Detailers often have a range of reassignment options available in a given circumstance. In cases where members have no Enlisted Duty Preference on file and do not take advantage of team detailing, assignments may be made to the highest priority requirement.

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 Job Advertising and Selection system (JASS) teaming spreadsheet between the member's 13- to 10-month projected rotation date (PRD) window; however, the Enlisted Duty Preference 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.bupersaccess.navy.mil/. This submission method updates the Enlisted Assignment Information System (EAIS),

requires no manual intervention, and is readily displayed by the detailers.

c. **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 Navy Enlisted Classification (NEC).

(2) Exceptional Family Member (EFM) and 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.

d. **Submission Time.** It is recommended Enlisted Duty Preference be submitted at the mid-tour point, or no later than 13 months prior to PRD, in conjunction with the Team Detailing Program, and anytime thereafter when changes in significant personal data occur (family member status, location of household goods, etc.).

MILPERSMAN 1306-112

NAVPERS 1306/7, ENLISTED PERSONNEL ACTION REQUEST

Responsible Office	NAVPERSCOM (PERS-40)	Phone:	DSN	882-3510
			COM	(901) 874-3510
			FAX	882-2640

1. **Background**. NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request was devised and automated to provide a standard Navy-wide format for the submission of requests to cognizant Assignment Control Authorities (ACA). It is imperative that personal data, i.e., Name, SSN, 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 Placement Management Center (EPMAC), or Navy Reserve Personnel Center (NAVRESPERSCEN) can be submitted via http://www.buperaccess.navy.mil/, mail, or facsimile.

(1) BUPERS ACCESS provides pull-down menus to aid 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 hardcopy 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 *PERSPECTIVE/LINK*, or online at http://www.bupers.navy.mil.

b. **Addressees**. Requests are to be sent directly to the following:

(1) EPMAC for non-designated personnel.

(2) NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010S) for "A" School requests (only hardcopies accepted).

(3) NAVPERSCOM, Nuclear Power/Submarine Assignment Branch (PERS-403) for Submarine program volunteers.

(4) NAVPERSCOM, Enlisted Career Progression Branch (PERS-481) for the 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) for 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.** Unless a member has sufficient justification to warrant reassignment prior to projected rotation date (PRD), such desires are properly brought to the cognizant detailing authority's attention via NAVPERS 1306/63 (10/86), Enlisted Duty Preferences.

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 a source of inordinate delay and may result in an inappropriate or delayed response:

a. **Invalid Points of Contact** address, 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, EPMAC, and NAVRESPERSCEN are large organizations with many departments that handle various administrative tasks. Correct department information can be located via *PERSPECTIVE/LINK* and online sites (i.e., http://www.bupers.navy.mil/).

c. **Inaccurate personal data** (Name, Rate, SSN, etc.). Verification of the member's SSN is an absolute must as the Enlisted Master File searches by SSN vice Name.

MILPERSMAN 1306-114

EARLY RETURN FOR CAUSE (ERFC) OF ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-40DD for Active Duty Rated Enlisted) (Applicable Detailers for Enlisted TARs)	Phone: DSN COM FAX	882-3545 (901) 874-3545 882-2647

1. **Policy**

a. Servicemembers 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 reenlistment 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 and 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, except for Training and Administration of Reserve (TARs) and General Details (GENDETs), will be submitted to Navy Personnel Command (NAVPERSCOM), Enlisted Assignment Division (PERS-40DD). Type commanders (TYCOMs) must notify NAVPERSCOM (PERS-40DD) within 5 days of requesting commander's message date/time/group of their concurrence or non-concurrence with the submitting commander's request.

(a) **TARS.** Requests for early return of TAR personnel will be submitted to Naval Reserve Personnel Center (NAVRESPERSCEN) for appropriate action.

(b) **GENDETS.** SN/FN/AN requests will be submitted to Enlisted Placement Management Center (EPMAC) for appropriate disposition.

b. **Transfer/Assignment Decision.** NAVPERSCOM, EPMAC, or NAVRESPERSCEN, as appropriate, 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 (Rev. 10/81), 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, 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/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 related to an improper screening are documented and reported in an Overseas Screening Deficiency Report (OSDR) as required by 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	COMNAVPERSCOM MILLINGTON TN (PERS-40/PERS-40DD)	* MCA * TYCOM	* Fleet Commander * ISIC * EPMAC NEW ORLEANS LA * Last Permanent Duty Station (improper screening)
Non-designated SN/FN/AN	EPMAC NEW ORLEANS LA		
Enlisted TARs only	NAVRESPERSCEN NEW ORLEANS LA		

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-40DD (Enlisted Only)/PERS-code for Detailer//
NAVRESPERSCEN NEW ORLEANS LA//N4// (**Enlisted TARS Only**)
EPMAC NEW ORLEANS LA//EP47//(**for non-designated SN, FN and AN**)
MCA
TYPE COMMANDER//N13//
INFO FLEET COMMANDER
ISIC
EPMAC NEW ORLEANS LA
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/SSN//
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, and SSN
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	882-4185 (901) 874-4185 882-2693
	NAVPERSCOM (PERS-40MM)	Phone:	DSN COM FAX	882-4965 (901) 874-4965 882-2647

1. **Prescribed Sea Tour (PST)**. Sea tours are prescribed for communities as reflected in current NAVADMINs. 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. Prescribed sea tour 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 classified as sea duty.

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.

(2) Duty Under Instruction (DUINS).

(3) Temporary Duty as Student (TEMDUINS).

(4) Limited Duty (LIMDU).

(5) Temporary Duty in a Pre-Commissioning Status.

(6) Humanitarian Assignment.

(7) Temporary Duty in Disciplinary Status.

(8) Temporary Duty as a Patient.

(9) Continuous periods of Temporary Additional Duty, 6 months or more.

(10) Separation from active Naval Service for a period of up to 3 months.

(11) Pregnancy Tour.

(12) 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 FEB 02	2 years, 10 months, 13 days	DEC 97	(+) 2 years (+) 10 months = OCT 00

c. Sea tours will be terminated upon a members’s transfer to a permanent duty station classified as shore duty (type 1,

type 6, or duty including DUINS 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 have been immediately assigned to sea duty to start the PST for their rating.

(1) Since new warrant or limited duty officers 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 (10/89), 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 letter, facsimile, or E-Mail to NAVPERSCOM, Distribution Management and Procedures Branch (PERS-451) using the sample format in Exhibit 1. E-Mail is the preferred method, and if used, standard letter formatting is not required. For one or two corrections, provide the same information 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) Address requests to:

Navy Personnel Command (PERS-451)
5720 Integrity Drive
Millington, TN 38055

Fax: (DSN) 882-2693, or
(COM) (901) 874-2693

E-Mail: See current contact list on BUPERS Web site at http://www.npc.navy.mil/CommandSupport/DistributionManagement/ProceduresBranch/

3. **Normal Shore Tour (NST)**. Normal shore tours 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 permanent duty station was classified **sea duty** (type 2, 3, or 4 duty), SHDCD will be established as month and year reported.

b. If last permanent duty station 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 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 Find (SECNAVFIND) is required.

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 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	TEMDUINS 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

Governing Directives	DODINST 1315.7 of 9 Jan 87

1. **Policy**. Members in certain ratings who have otherwise completed the required DOD area tour identified in DODD 1315.7 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	EPMAC (EP-40P)	Phone:	DSN	678-1538
			COM	(504) 678-1538
			FAX	678-1953

1. **Policy**. This policy applies to members serving in any Type 4 duty unit (considered deployed at all times) or in a deploying Type 2 duty unit who are being transferred to another activity. For purposes of this article, a deployment is an absence (excluding overhaul periods) from homeport of at least 120 days.

a. Commanding officers (COs) of Type 2 duty units may hold in abeyance orders received for members scheduled to be transferred during the period starting 3 months preceding deployment (departure from continental United States (CONUS) or homeport) and ending the month deployment will be completed.

b. Orders for members serving in Type 4 duty units may be held in abeyance at any time, but operational holds (OPHOLDs) in these cases shall not extend more than 2 months beyond the area tour applicable to the member. OPHOLD requests will be submitted as outlined below.

c. An OPHOLD message must be sent per guidance in paras. 2 and 3 below, simultaneous with any decision to hold orders in abeyance. OPHOLD requests will be referred to the appropriate manning control authority (MCA) by Enlisted Placement Management Center (EPMAC) for concurrence.

2. **OPHOLD Guidance**.

a. COs may request OPHOLD status for members in the following circumstances:

(1) When loss of the member results in or exacerbates a C-3 personnel readiness condition on a deployed (120 days from homeport) Type 2/Type 4 unit.

(2) When the loss of a member results in or exacerbates a C-3 personnel readiness condition on a deployable (excluding overhaul periods) Type 2 unit.

(3) 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.

(3) For non-designated SN, FN, and AN.

3. **OPHOLD Reporting**. COs who wish to delay orders per this article will request such action by message to EPMAC (appropriate desk code from para. 4 below) with a copy to unit commander, type commander, fleet commander, Navy Personnel Command (NAVPERSCOM) (appropriate detailer), and receiving command if member is under orders. 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 60 days prior to transfer month.

b. This report will indicate the month and year orders should be delayed.

c. 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. The effecting of an OPHOLD will not by itself be justification for order cancellation.

4. **Use Appropriate Desk Code from Table below**:

Desk Code	Type Command
EP-41	Surface Units
EP-42	Submarines, Submarine Tenders, and IMA Commands
EP-43	Aircraft Carriers (CV/CVN2) and Aviation Squadrons
EP-44	Specialized Placement (Medical/Dental, FMF, Seabees, EOD, Divers, Special Warfare, and MA Rating)

MILPERSMAN 1306-122

PERMANENT CHANGE OF STATION (PCS) AND PERMANENT CHANGE OF ACTIVITY (PCA) MOVE DETERMINATION

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

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" or "temporary additional duty."

(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 according to their associated costs as follows:

a. **Cost PCS Move**

(1) A change of PDS for which the PCS costs exceed $500.

(2) This type of move always requires the follow-on assignment of full Department of Defense or Secretary of the Navy prescribed tour length, as applicable.

b. **Low-cost PCS Move**

(1) Any change of PDS for which the PCS costs do not exceed $500 and there is no change in projected rotation date.

(2) There is never a no-cost PCS.

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, SPLIT TOURS, AND INTER-FLEET TRANSFERS

Responsible Office	NAVPERSCOM (PERS-40)	Phone: DSN COM FAX	882-3510 (901) 874-3510 882-2647

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 requirements (OBLISERV) 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.

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 $500.00.

b. Any PCS move that exceeds the $500.00 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 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

(a) member's prior execution of NAVPERS 1070/613 (10/81), Administrative Remarks entry acknowledging the conditions of the assignment, and

(b) executing NAVPERS 1070/621 (1/00), Agreement to Extend Enlistment to acquire sufficient OBLISERV, if required, prior to transfer.

f. Split tour requests should not be confused with inter-fleet transfer requests.

6. **Inter-Fleet Transfers**. Inter-fleet transfers are part of the Enlisted Assignment System and requests for such assignments are submitted using NAVPERS 1306/63 (10/86), Enlisted Duty Preference.

a. Conservation of limited PCS funds dictates that inter-fleet transfers be strictly limited to those required to support fleet readiness and as may occur in conjunction with overseas assignments and assignments to duty under instruction for greater than 20 weeks.

b. Preference for inter-fleet transfers will be considered by NAVPERSCOM (PERS-40) for petty officers and designated strikers as a normal process of assignment.

MILPERSMAN 1306-126

FIRST-TERM PERSONNEL ASSIGNMENT POLICY

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4185
			COM	(901) 874-4185
			FAX	882-2693

References	DODD 1315.7 of 9 Jan 87 OPNAVINST 1300.15

1. **Policy**. First-term members are those who are serving on their first enlistment contract including operative extensions (other service veterans and Navy veterans 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 restricted tour overseas, they will be assigned to no more than two different geographic locations before their EAOS.

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. If assigned overseas, members will be given no more than two assignments before their EAOS.

c. **Members on an initial enlistment of 4 or more 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 or location.

d. **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.

e. **Members electing to reenlist** will complete their prescribed sea tour (PST), unless authorized to curtail their sea tour by negotiating through a reenlistment incentive program.

f. **Members with 6 years initial OBLISERV**, assigned to a sea duty activity for their first permanent duty station 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.

2. **PRD and Tour Lengths**

a. **CONUS**

(1) Members **initially** assigned to CONUS shore duty will be assigned a 24-month tour. PRD will be set for a 24-month shore tour. 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 homeported in CONUS will be assigned a tour length to either match their EAOS as extended, or PST, whichever is **less**.

(a) PRD will be set to match whichever is **less** - EAOS as extended, or 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 **type 2 or 4 duty** (including Hawaii) will be assigned a PRD of 36 months unless otherwise specified. Set PRD for a 36-month sea tour unless otherwise directed for specific locations/commands.

(a) After completion of the 36-month tour, first-term members will be assigned per first-term limitations outlined in this article and OPNAVINST 1300.15.

(b) Exception: First-term members assigned to type duty 4 in Bahrain will be assigned a tour length of 24 months. Set PRD for a 24-month tour.

(2) Members assigned to overseas type **3 or 6 duty** will be assigned a tour length to match the applicable DOD tour established by DODD 1315.7. Set PRD for the applicable (accompanied or unaccompanied) DOD area tour. Extensions will not normally be authorized.

(3) First term members may be eligible for Overseas Tour Extension Incentive Program benefits. See MILPERSMAN 1306-300.

c. **Ratings without sea/shore rotation**. Ratings identified as having a CONUS/outside continental United States (OCONUS) rotation (i.e., AG, CT, LN, and certain NECs for HM and DT), vice sea and shore, will be assigned per the latest effective NAVADMIN for sea/shore rotation tour lengths. All OCONUS shore duty assignments must comply with DOD area tour lengths listed in DODD 1315.7.

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. **4 year obligation personnel**. First 2 years of enlistment will encompass entry level training (Recruit Training Center and "A" School) and floating dry dock duty. Last 2 years of enlistment, member will be assigned to sea duty.

b. **3 year obligation personnel**. Will not be detailed to floating dry dock.

4. **HM "A" School Graduates**. Members assigned an initial tour for clinical experience in CONUS will be reassigned to sea/OCONUS after completion of 24 months active service. HM's assigned initial OCONUS tour will be available for reassignment to sea upon completion of the DOD area tour.

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 permanent duty station.

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	EPMAC (EP-47)	Phone:	DSN	678-1432
			COM	(504) 678-1432
			FAX	882-1122

1. **Policy**. 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.

a. In these cases commanding officers (COs) should, **at the time of confinement**, submit a message to Navy Personnel Command (NAVPERSCOM) (applicable detailer)/Enlisted Placement Management Center (EPMAC) (EP-47) requesting the member **not** be returned to the command. NAVPERSCOM/EPMAC 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) with an information copy to EPMAC (EP-47).

(2) **For Non-Rated/Non-Designated members** the message shall be sent to EPMAC (EP-47).

(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 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**

a. Members transferred to a Naval Consolidated Brig are divided into the following two separate types of transfers:

(1) Members being transferred for 30 days or less, who are assigned under Temporary Additional Duty (TAD) orders.

(2) Members who are assigned for 31 days or more who are assigned under Temporary Duty (TEMDU) orders.

3. **Members pending Punitive Discharge**. Chief of Naval Personnel may suspend a punitive discharge of members confined in Naval Consolidated Brigs.

a. The CO of a consolidated brig 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 EXCESSES ASHORE (COMPTOUR)

Responsible Office	EPMAC (EP-40P)	Phone: DSN COM FAX	678-1538 (504) 678-1538 678-1953

1. **Policy**. A COMPTOUR is the reassignment of excess 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 rating is in excess when the number of personnel projected on board is above the BA/NMP and is projected to remain there through the P12 window.

c. A nominee for this type of reassignment must be in the requested paygrade and have 12 or more months remaining until PRD.

d. All attempts will be made to make the reassignments no cost Permanent Change of Station (PCS) moves.

e. Reassignments that incur PCS cost must be per MILPERSMAN 1306-106

MILPERSMAN 1306-134

ASSIGNMENT POLICY WHEN NOT IN COMPLIANCE WITH PHYSICAL READINESS STANDARDS

Responsible Office	NAVPERSCOM (PERS-40)	Phone: DSN COM FAX	882-3510 (901) 874-3510 882-2640

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	882-3633 (901) 874-3633 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, AK, AME, AMH, AMS, AS, AF, PR, and DK.

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 (UIC), 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	882-3806
			COM	(901) 874-3806
			FAX	882-2645

1. **Policy**. Fleet Surgical Teams 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	882-4142
			COM	(901) 874-4142
			FAX	882-2693

References	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 OPNAVNOTE 4600.

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 (LANT/PAC/COMNAVPERSCOM/RESERVE) 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 by message or NAVPERS 1306/63 (Rev. 10-86), Enlisted Duty Preferences within 30 days of member's arrival at isolated duty tour.

f. Seabees are not eligible for the above options.

g. The requisition process will provide visibility of available requirements 9 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 my 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 1306-300

OVERSEAS TOUR EXTENSION INCENTIVES PROGRAM (OTEIP)

Responsible Office	NAVPERSCOM (PERS-40CC)	Phone:	DSN	882-3550
			COM	(901) 874-3550
			FAX	882-2647

References	(a) 37 U.S.C. 314 (b) 10 U.S.C. 705 (c) DOD 7000.14-R, Financial Management Regulations, Volume 7A, Military Pay Policy Procedures Active Duty and Reserve Pay (d) OPNAVINST 4650.17 (e) NAVSO P-6034, Joint Federal Travel Regulations, Para. U7300

1. **Policy**. OTEIP offers eligible enlisted members the opportunity to receive their choice of one of four incentive options for extension of the Department of Defense (DOD) tour length for 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 (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.

(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 affected 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.

2. **Eligible Members**. The following enlisted members are eligible for OTEIP:

a. Members serving overseas on Type Duty Code "3" or "4" will complete a Department of Defense (DOD) tour (accompanied for those taking family member(s), unaccompanied for those who do not take family member(s)) before being eligible for OTEIP).

b. Type Duty Code "6" (members reporting on or after January 1, 1998 are eligible for OTEIP on Type Duty Code "6" duty which was previously 6N) and Type Duty Code "2" units in Hawaii.

c. Members serving outside these areas on TAD in excess of 179 days during any 12 months period **will not** be eligible for OTEIP.

d. 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 Consecutive Overseas Tour (COT) leave travel entitlement. This is the only circumstance when a member has a choice.

e. 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.

f. The authority for the OTEIP incentives is in references (a) through (c).

NOTE: Personnel assigned to Type “3” duty on St Nicholas Island and San Clemente Island are not considered as serving overseas and are not eligible for OTEIP incentives.

g. 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 meets the criteria of prescribed DOD tour length. This exception only is 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.

h. Requests for extensions are to be requested from Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40CC).

i. No incentive option is to be granted without prior approval from NAVPERSCOM (PERS-40CC).

3. **OTEIP Benefits for First-Termers**. All 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 or 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 Secretary of the Navy (SECNAV) assigned sea 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/all others tour is 24 months, would be eligible for OTEIP benefits for the third year. OTEIP benefits in this case are not automatic and must be requested.

4. **Request Procedures**. To provide for centralized management and monitoring of the OTEIP, all requests for voluntary extensions of 12 or more months will be submitted to NAVPERSCOM (PERS-40CC) not more than 18 months, or less than 9 months, prior to current PRD.

a. The preferred method of submission via the BUPERS Online (BOL) OTEIP Program by command-authorized users.

b. For commands without BOL capability, requests may be submitted via naval message (Exhibit 1); NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request; or letter signed by commanding officer (CO) or delegated signing authority.

c. Processing times using naval message, NAVPERS 1306/7, or letter is greater than with BOL OTEIP Program. Use one method for submission and do not resubmit requests unless the request is verified not received by NAVPERSCOM (PERS 40CC).

d. Requests via naval message, NAVPERS 1306/7, 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).

NOTE: Upon receipt of the OTEIP authorization message, command should retain one copy in member's command career counselor (CCC) folder, provide a copy to member, and ensure the supporting pay/personnel support office receives a copy.

5. **Approval Factors**. Approval of all requests will be based on the following factors:

a. Current manning and priorities (needs of the Navy).

b. Need for member at a Type Duty Code "2" or "4" unit (shipboard duty), if on Type Duty Code "3" duty.

c. Status of relief/current availability.

d. Timeliness of request submission (not more than 18 months or less than 9 months prior to PRD).

e. Need for member at a Chief of Naval Operations (CNO) priority billet (instructor, recruiter).

6. **Approval by NAVPERSCOM**. NAVPERSCOM will endeavor to approve all extension requests for overseas duty stations, but approval is not automatic and must be based on manning needs as outlined above.

a. **For elected incentive Option A**, authorize payment citing MILPERSMAN article 1306-300 as authority. Make the following entry on NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks:

"Authorized by MILPERSMAN article 1306-300, I desire to exercise incentive Option A, for my overseas extension of ____ months for period _____-_____."

_____
Member's Signature

Witnessed: _____
J. D. Doe
PNC, USN, Personnel Officer

b. **For elected incentive Option B**, authorize R&R absence citing reference (a) as authority. Make the following entry on NAVPERS 1070/613:

"As authorized by MILPERSMAN article 1306-300, I desire to exercise incentive Option B, for my overseas extension of _____ months for period _____-_____." _____ Member's Signature Witnessed: _____ J. D. Doe PNC, USN, Personnel Officer

(1) Eligible members who elect incentive Option B may take 30 days during one period of absence, or over not more than three periods of absence, at the CO's discretion.

(2) Option B must be used during operative period of extension and not to be used in conjunction with permanent change of station (PCS) transfer or separation leave.

c. **For elected incentive Option C**, accounting data will be provided in NAVPERSCOM OTEIP approval message. For members who elect change to Option C, request appropriate option change via NAVPERS 1306/7, letter, or message to NAVPERSCOM (PERS-40CC) not less than 30 days prior to commencement of travel. For members serving on Type Duty Code "4" units electing incentive Option C, travel will originate from and return to the unit's homeport/base.

(1) For elected incentive Option C authorize 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 **CONUS** and return during period of extension, citing

MILPERSMAN 1306-300 as authority. Make the following entry on NAVPERS 1070/613:

"As authorized by MILPERSMAN 1306-300, I desire to exercise incentive Option C for my overseas extension of ____ months for 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). _____ Member's Signature Witnessed: _____ J. D. Doe PNC, USN, Personnel Officer

(2) Upon receipt of the accounting data, local command will prepare necessary travel orders citing the authority for 15 days R&R absence as MILPERSMAN article 1306-300.

(3) 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.**" In this regard, transportation will be obtained per normal procedures as specified in reference (d).

(4) Leave will commence/terminate at the appropriate CONUS port of debarkation/embarkation. **Free baggage allowance is two pieces of checked baggage, each piece not to exceed 62 linear inches nor 70 pounds, and one "carry-on" bag not to exceed 45 linear inches. No excess baggage is authorized.**

(5) Return transportation should be arranged prior to departure of member from the overseas location. This may be accomplished by the overseas NAVPTO or other designated direct port-call activity.

(6) Member is entitled to transportation under provisions of reference (e) 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.

d. **For elected incentive Option D**, authorize payment citing MILPERSMAN article 1306-300 as authority. Make the following entry on NAVPERS 1070/613:

"Authorized by MILPERSMAN article 1306-300, I desire to exercise incentive Option D payment for my overseas extension of _____ months for period _____-_____." _____ Member's Signature Witnessed: _____ J. D. Doe PNC, USN, Personnel Officer

7. **Changing of Incentive Options**. Due to operations, schedules, and personal preference, a member may not, or cannot, use the originally elected option.

a. A member authorized monetary OTEIP Options A or D will not be authorized option change to B or C once the extension period has commenced.

b. If a member does not take advantage of the previously elected option, the incentive option may be changed by providing the below information to NAVPERSCOM (PERS-40CC). Member has signed NAVPERS 1070/613 agreement stating no portion of previously elected option has been received.

"As authorized by MILPERSMAN 1306-300, I desire to change my previously elected option from ____ to ____. I certify that I have used no portion of my previously elected option for the period of extension _____ to _____." _____ Member's Signature "Member authorized change of option from ____ to ____ for period of extension from _____ to _____." _____ K. Denson, LCDR, USN PERSOFF, BY DIR OF CO

c. Command authorized representatives may submit OTEIP change requests to NAVPERSCOM (PERS-40CC) via naval message, NAVPERS 1306/7, 1306/7 (online version), or letter. Option change requests must include time frame of the previously authorized OTEIP period as verified by NAVPERSCOM authorization message, along with statement certifying that member has not used any portion of previously authorized OTEIP benefits.

d. BOL OTEIP Program **should not** be used to request OTEIP option changes.

NOTE: In an effort to prevent possible fraud, waste, and abuse, it is highly recommended that an effective tracking system be established to prevent members from receiving multiple benefits under OTEIP for the same timeframe.

8. **Canceling Extensions**

a. Cancellation requests may be submitted via naval message, NAVPERS 1306/7, 1306/7 (online version), or letter to NAVPERSCOM (PERS-40CC) requesting cancellation of OTEIP extension. Cancellation requests must include justification, statement regarding whether member has used any portion of the OTEIP benefits, and information regarding if 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. SECNAV may waive the obligation of a member to reimburse the Navy if determined that circumstances warrant the waiver.

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 used retroactively.

(2) Monetary benefits are the only retroactive entitlements and only payable with authorization from NAVPERSCOM (PERS-40CC).

(3) Requests for retroactive payment will be determined on a case basis and must include reason why option was not requested or used during the eligibility period of extension.

(4) Members are to sign NAVPERS 1070/613 acknowledging non-receipt of OTEIP benefits:

"I acknowledge that I have received no benefits for the period _____ - _____ under the Overseas Tour Extension Incentives Program (OTEIP)."
_____ Member's Signature
Witnessed: _____ J. D. Doe PNC, USN, Personnel Officer

EXHIBIT 1

OVERSEAS TOUR EXTENSION INCENTIVES PROGRAM (OTEIP) REQUEST
(Use the proper message format containing the following.)

```
ZNR UUUUU (ONLY)
R DDHHMMZ MMM YY ZYB
FM
TO  COMNAVPERSCOM MILLINGTON TN//PERS-40CC//
INFO  EPMAC NEW ORLEANS LA//47// (FOR GENDETS ONLY)
BT
UNCLAS  //N01306// (UNCLAS ONLY)
MSGID/GENADMIN/       /-/MMM//
SUBJ/OVERSEAS TOUR EXTENSION INCENTIVE PROGRAM (OTEIP)//
REF/A/DOC/CNPC/YYMMDD//
AMPN/REF A IS MILPERSMAN 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:
C.  COMMAND UIC:
D.  EXTENSION PERIOD:  (NOTE 2)
E.  OTEIP OPTION:
F.  COMMANDING OFFICER'S RECOMMENDATION:
//
BT
```

NOTE 1: POC line is mandatory. List E-Mail address if possible.

NOTE 2: For extension period, enter dates of extension (i.e., JUL2000-JUL2001) 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

Topic	See MILPERSMAN
Qualification for Assignment	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/Decomm	1306-412
Special Procedures for SSBN Personnel	1306-414
Personnel Disqualified from Submarine Duty	1306-416
NR-1 and 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, 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 Submarine School may only be granted by Navy Personnel Command, Nuclear Power/Submarine Assignment Branch (NAVPERSCOM) (PERS-403) with the approval of Commander, Submarine Force U.S. Atlantic Fleet or Commander, Submarine Force U.S. Pacific Fleet, as applicable.

d. Graduates of Submarine School are assigned to duty aboard a submarine in commission or under construction.

e. Nuclear trained personnel will not normally attend Submarine School.

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	SECNAVINST 5510.35 NAVMED P-117, Manual of the Medical Department SECNAVINST 5510.30A SECNAVINST 5510.36 COMNAVCRUITCOMINST 1130.8D, Enlisted Recruiting Manual

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 (SECNAVINST 5510.35).

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 (10-81), 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 is 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, and non-rated personnel.

(c) Nuclear-trained personnel: ET, EM, and MM.

(2) Volunteers into Advanced Electronics Field (AEF) (MT) and Advanced Electronics Computer Field (AECF) (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
ET(SS)	222	222
FT(SS)	222	222
MM(SS)	N/A	210
MS(SS)	200	200
MT(SS)	222	222
SK(SS)	200	200
STS(SS)	222	222
YN(SS)	200	200
SN(SS)	200	200
SECF	222	222
HM	200	200

e. **Physical**. Candidates shall be physically qualified for submarine duty per NAVMED P-117, 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 SF 88 (Rev. 10-94), Report of Medical Examination.

(2) Physical examinations more than **1 year** old will not be accepted.

(3) Individual commands are authorized to grant a conditional waiver for normal color perception for members in the HM, YN, SK and MS ratings.

(a) This conditional waiver carries with it the authority to consider the member physically qualified for submarine duty prior to final review of the records by NAVPERSCOM (PERS-403).

(b) When granted, the member shall be so advised and the conditional waiver shall be reported on the reverse side of SF 88. The reporting procedure is identical to that applicable to a recommendation for a waiver.

(c) Recommendations for waiver of visual defects, in excess of the standards prescribed in NAVMED P-117, article 15, must be forwarded to NAVPERSCOM (PERS-403), via Bureau of Medicine and Surgery (BUMED) (MED-21) 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 NAVMED P-117, article 15. 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 NAVMED P-117, article 15. 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 SF 88 and SF 93 (Rev. 6-96), Report of Medical History and forwarded with NAVPERS 1306/7 (5/02), Enlisted Personnel Action Request. These portions of the physical will be performed upon arrival at Enlisted Basic 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 Enlisted Basic 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, providing an Entrance National Agency Check 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 the Navy Supplement to the Department of the Navy Information and Personnel Security Program Regulations (SECNAVINST 5510.30A and SECNAVINST 5510.36). Also, see MILPERSMAN 5510-010. Strict compliance with the security requirements of this article is mandatory.

(2) Personnel in the ratings or programs of QM, YN, RM, and ET (ESM Technicians), must have had a Background Investigation 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 COMNAVCRUITCOMINST 1130.8D.

(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 to Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403) on NAVPERS 1306/7 (5/02), Enlisted Personnel Action Request (with current SF 88, Report of Medical Examination and SF 93, Report of Medical History attached).

a. In the "REQUEST ACTION" section of NAVPERS 1306/7, insert "INITIAL SUBMARINE TRAINING." Commanding officers 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 or Enlisted Placement Management Center 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, 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 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)**. Chief of Naval Operations (CNO), Submarine Non-Nuclear Enlisted Community Manager (N132D9) approval is required for an (SS) qualified 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.

b. If a member was reenlisted without CNO (N132D9) 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 CNO (N132D9) 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	882-3633
			COM	(901) 874-3633
			FAX	882-2638

References	NAVMED P-117, Manual of the Medical Department SECNAVINST 7220.80

1. **Policy**. Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine 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. NAVPERS 1306/63 (10/86), Enlisted Duty Preferences 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 1221/1 (6/92), Navy Enlisted Classification (NEC) Change/Recommendation for assignment of submarine specific Navy Enlisted Classification(s) (NEC(s)). 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 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 and submarine type commander. 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**. Non-nuclear trained submarine designated members on limited duty, found fit for full duty by a Physical Evaluation Board, require further medical screening in accordance with NAVMED P-117, 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 NAVMED P-117, 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, Enlisted Community Manager (N132D).

6. **Maximum Tour Length away from Submarine Duty**. SECNAVINST 7220.80 allows submarine designated members to draw CONSUBPAY while not serving on board a submarine if they maintain an obligated service 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	882-3633 (901) 874-3633 882-2638

1. **Purpose**. To provide information and guidance for submission of request for assignment to Performance Monitoring Team (PMT).

2. **Background**. Performance Monitoring Teams (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. Performance Monitoring Teams 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 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.

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**. 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. In conjunction with submission of NAVPERS 1306/7, the applicant should arrange an interview with an officer in charge of a PMT whenever possible.

MILPERSMAN 1306-410

CHIEF OF THE BOAT

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN	882-3633
			COM	(901) 874-3633
			FAX	882-2638

References	NAVPERS 18068F, Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications 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 NAVPERS 18068F, Volume II.

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 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 1221/1 (6/92), 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 1221/1 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) • Enlisted Placement Management Center (EPMAC) (Code 42)

b. Justification required in NAVPERS 1221/1. Block 7 is the commanding officer's recommendation of suitability which verifies the member meets selection requirements outlined in OPNAVINST 1306.2D, 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 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 1221/1 to NAVPERSCOM (PERS-403).

d. NAVPERSCOM (PERS-403) will formally screen each recommendation and NAVPERS 1221/1 by reviewing the member's service record, the Enlisted Master File, and Navy Central Registry to certify the member meets all qualifications listed in OPNAVINST 1306.2D, section C.

e. Upon assignment as COB, OPNAVINST 1306.2D, 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 1221/1 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 1221/1.

(2) In lieu thereof, member may signify acknowledgment on NAVPERS 1221/1, 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	882-3633
			COM	(901) 874-3633
			FAX	882-2638

References	NAVSO P-6034-1, Joint Federal Travel Regulations (JFTR), Volume 1 DOD 7000.14-R, Financial Management Regulations, Military Pay Policy and Procedures-Active Duty and Reserve Pay, Volume 7A COMSUBLANT/COMSUBPACINST 1306.1 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-6034-1, Volume 1, chapters 4 & 5
Family member(s) travel	NAVSO P-6034-1, Volume 1, chapter 5, part C
Transportation of household goods	NAVSO P-6034-1, Volume 1, chapter 5, part D
Dislocation allowance	NAVSO P-6034-1, Volume 1, chapter 5, part G
Trailer allowance	NAVSO P-6034-1, 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 Enlisted Placement Management Center (EPMAC) 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 to EPMAC, 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. **EPMAC Responsibility**. EPMAC 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 EPMAC 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 EPMAC.

(2) **Nine months prior to reporting date for each increment**, EPMAC 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, EPMAC 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 EPMAC, 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 EPMAC 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), NAVPERSCOM, and EPMAC 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 EPMAC, 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 EPMAC. 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 OPNAVINST 3111.14V.

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) EPMAC 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 EPMAC, 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 COMSUBLANT/COMSUBPACINST 1306.1.

(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), EPMAC 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**, EPMAC 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 EPMAC, 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 EPMAC 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**, EPMAC 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 EPMAC, 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 EPMAC 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	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	882-3633
			COM	(901) 874-3633
			FAX	882-2638

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:    EPMAC NEW ORLEANS LA //42//
INFO:  COMNAVPERSCOM MILLINGTON TN//PERS403//
(AS APPROPRIATE) COMLANTFLT 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       SSN         LOSS DATE     REASON

2.  THE FOLLOWING PERSONNEL ARE POTENTIAL UNPLANNED LOSSES:
NAME           RATE/NEC       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       SSN         PG DATE

5.  THE FOLLOWING PERSONNEL HAVE BEEN DESIGNATED AS INDICATED:
NAME           DESIG RATE     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       SSN        EAOS
    B.  GREATER THAN 90 DAYS OBLISERV:
        NAME          RATE        NEC       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	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	SSN	PRD	REMARKS

10. REQUEST FOLLOWING PRD ADJUSTMENTS TO MATCH FUTURE PATROL CYCLES:

NAME	RATE/NEC	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	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 _____ AUTOVON: _____.

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: EPMAC

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 SSN LOSS DATE REASON

2. The following personnel are potential unplanned losses:

NAME RATE/NEC 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 SSN PG DATE

5. The following personnel have been designated as indicated:

NAME DESIG RATE 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 SSN EAOS

b. Greater than 90 days OBLISERV:

NAME RATE/NEC 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 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 SSN PRD REMARKS

10. Request the following PRD adjustments match future patrol cycles:

NAME RATE/NEC 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 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 _____ Autovon: _____.

14. Commanding officer's comments/concerns:

Copy to:
COMNAVPERSCOM (PERS-403)
CINCLANTFLT (N1)
CINCPACFLT (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.)

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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
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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	882-3633
			COM	(901) 874-3633
			FAX	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 seven enlisted billets are for one submarine qualified yeoman, one senior storekeeper (Navy Enlisted Classification (NEC) 2815), one junior storekeeper, one independent duty corpsman, and three 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 (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. Naval Reactors headquarters 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.

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 to NAVPERSCOM (PERS-403) for submarine personnel, and NAVPERSCOM, Seabee/UDT/EOD/SEAL Assignment Branch (PERS-401) for divers, on NAVPERS 1306/7.

MILPERSMAN 1306-420

ASSIGNMENT TO FLAG WRITER TRAINING FOR SUBMARINE QUALIFIED YEOMAN

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN	882-3633
			COM	(901) 874-3633
			FAX	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 ELECTRONIC SURVEILLANCE/SUPPORT (SSEP) GROOM TEAMS

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN	882-3633
			COM	(901) 874-3633
			FAX	882-2638

1. **General Information**

a. Electronic Surveillance/Support Groom Teams (SSEP) certify and calibrate electronic support, periscope, and 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 and Office of Naval Intelligence missions.

b. SSEP Groom Teams are located in Groton, CT and Pearl Harbor, HI. Both have sea duty (for rotational purposes only) and shore duty billets.

2. **Tour Lengths**. All assignments to SSEP Groom Teams are for a tour length of 36 months for shore duty and 42 months for sea duty, which provides a 6-month on-site training period followed by a full 36-month tour. Obligated service 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. Submarine-qualified E-5 or above (ET/STS).

b. Warfare-qualified E-4 or above (PH) (E-4 can be waived).

c. Minimum 2 years at-sea experience in the maintenance and operation of an SSN electronic surveillance or sonar system (ET/STS).

d. Be eligible for a TOP SECRET Sensitive Compartmental Information clearance based on a favorable Single Scope Background Investigation (ET/PH).

e. Be positively recommended by your commanding officer and department head/officer in charge of the SSEP Groom Team (ET/PH/STS).

f. No nonjudicial punishment for previous 36 months.

4. **Submission of Requests**

a. Requests for assignment to SSEP shall be submitted to Navy Personnel Command, Nuclear Power/Submarine Assignment Branch (PERS-403) for ET and STS; or Aviation Assignment Branch (PERS-404) for PH via the department head/officer in charge of the SSEP Groom Team.

b. Requests shall include

(1) copies of all NAVPERS 1070/604 (7/91), Enlisted Qualifications History from the member's service record;

(2) NAVPERS 1070/605 (10/89), History of Assignments (if applicable); and

(3) all NAVPERS 1616/26 (Rev. 03/02), Evaluation Report and Counseling Records/evaluations for 5 years prior to submission of the request.

MILPERSMAN 1306-424

PHYSICAL QUALIFICATIONS FOR SUBMARINE DUTY

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN	882-3633
			COM	(901) 874-3633
			FAX	882-2638

References	NAVMED P-117, Manual of the Medical Department

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 NAVMED P-117, chapter 17.

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, 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, Enlisted Placement Management Center, 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	882-3633 (901) 874-3633 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 in Charleston, South Carolina. 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 the Naval Nuclear Power Training Command in Charleston, South Carolina. 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 (Nuclear Power Training Unit) located at Ballston Spa, NY, or Charleston, SC. At the Nuclear Power Training Unit, 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	882-3633
			COM	(901) 874-3633
			FAX	882-2638

References	NAVMED P-117, Manual of the Medical Department NAVMED P-5055, Radiation Health Protection Manual Manual for Courts-Martial, United States (2000 Edition) SECNAVINST 5510.30A

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.

b. **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.

c. **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 Naval 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 in the occupational areas of Electronic and Mechanical/Electrical Equipment Repair (DG-9710 and DG-9760).

(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**. Have a minimum combined VE plus AR score of 113.

d. **High School Diploma**. Be a high school diploma graduate.

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) NAVMED P-117, article 15-32 and NAVMED P-5055 for members applying for the **Nuclear Submarine Program**, or

(2) NAVMED P-117, article 15-33 and NAVMED P-5055 for personnel applying for the **Nuclear Surface Ship Program**.

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 the Manual for Courts-Martial, 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 pre-service experimental use of marijuana. This waiver policy applies only to pre-service 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 3.4 or better, with no individual performance trait marks below 3.0 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 3.4. 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 is required for the Nuclear Propulsion Program.

(1) A SECRET clearance is required for all students prior to the commencement of training in the Naval Nuclear Propulsion Program. The requirements for granting a SECRET clearance are contained in SECNAVINST 5510.30A.

(2) Prior to completion of the CO's endorsement on member's request for entry into the Naval 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 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 Power School until a satisfactory National Agency check is completed and documented in his service record.

MILPERSMAN 1306-504

REQUESTS FOR ASSIGNMENT TO NUCLEAR PROPULSION TRAINING

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN	882-3633
			COM	(901) 874-3633
			FAX	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 (10/81), 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 (SF 88 (Rev. 10-94), Report of Medical Examination and SF 93 (Rev. 6-96), 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. 7/91), 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.

(2) Members who will have completed less than 2 years active service on reporting to Nuclear Power School 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 Naval Reserve must convert to United States 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.

(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 Nuclear Power School**

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 Nuclear Power School curriculum.

b. MM3 and members in other ratings will be required to successfully complete the entire "A" School curriculum prior to commencing Nuclear Power School.

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	882-4186
			COM	(901) 874-4186
			FAX	882-2693

References	OPNAVINST 1160.5C OPNAVINST 1160.6A BUPERSINST 1306.78

1. **Policy**. Active obligated service (OBLISERV) for "A" and "C" schools and factory/contractor training is computed from the class convening date and must be incurred prior to PCS, TAD, or TEMDUINS transfer to the school by executing either NAVPERS 1070/621 (Rev. 1/00), Agreement to Extend Enlistment or NAVPERS 1070/601 (Rev. 1/00), Immediate Reenlistment Contract. 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.

a. A NAVPERS 1070/613 (Rev. 10/81), Administrative Remarks entry in lieu of hard OBLISERV is not authorized without written permission from Pers-451. Forward requests via email to Pers-451.

b. If monetary loss of Selective Reenlistment Bonus (SRB) will result from hard OBLISERV, review OPNAVINST 1160.6A and most recent SRB NAVADMIN award message for details on Obligated Service to Train (OTT) requirements.

2. **Procedures**

a. Members are required to submit NAVPERS 1306/7 (Rev. 1/03), Enlisted Personnel Action Request to Navy Personnel Command (NAVPERSCOM), Active Enlisted Advancements/Incentives Branch (PERS-811) to request permission to use the OTT option.

b. When preparing the NAVPERS 1070/621, the reason will be "To meet minimum tour requirements upon graduation from (name of course) course of instruction per MILPERSMAN 1306-604."

NOTE: Commanding Officers (COs) of transferring activities will ensure the OBLISERV outlined in this article is completed prior to transfer to the critical Navy Enlisted Classification (NEC) course of instruction. Waivers of this requirement normally will not be approved.

c. In the event a student completes the course of instruction in less than scheduled course length, initial OBLISERV may be reduced to that corresponding to the actual time spent under instruction. **NOTE:** Correspondence requesting adjustment of OBLISERV under such circumstances shall be forwarded to NAVPERSCOM (PERS-811) with certified copies of all NAVPERS 1070/604 (Rev. 7/91), Enlisted Qualification History, both front and back.

d. In addition to above 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 OBLISERVE 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, upon approval of the Deputy, Chief of Naval Personnel, the extension may be cancelled and a new extension executed per the service requirements of MILPERSMAN 1160-080 and 1306-604 (as applicable)."

_____
Member's Signature

Witnessed: _____
L. Kimble
CDR, USN, Personnel Officer

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	53-60 weeks	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 NEC that is listed in a current NAVOP as SRB eligible will be 36 months from graduation from the NEC course of instruction.

(2) This provision does not apply to "C" schools of less than 11 weeks in duration for which 24 months 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)) for those who have either converted to a rating 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 (HM-8402, 8403, 8425, 8491, and 8494) who are under permanent change of station (PCS) orders to a ship/submarine, isolated duty station, operational or deployable activity, or duty independent of a medical officer **must attend the respective "en route" Independent Duty Refresher Training (REFTRA) course**, who have not served onboard a ship for the past 2 years.

a. They will receive a 2-day type commander, squadron/group, or parent organization (as appropriate) indoctrination en route to the ultimate independent duty activity.

b. NAVPERSCOM, Medical/Dental Assignment Branch (PERS-407) has authority to remove Independent Duty Corpsmen NECs when

(1) microfiche 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 sexual abuse case where treatment is refused or member is designated not eligible for treatment, and 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 3 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 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 2-year extension of active duty obligation. These programs are set forth in MILPERSMAN 1510-030.

6. **5-Year 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)** Electronic Technician Sub
(AW) Aviation Antisubmarine Warfare Operator	**(FT)** Fire Control Technician
(BU) Builder	**(HM)** Hospital Corpsman
(CE) Construction Electrician	**(JO)** Journalist
(CM) Construction Mechanic	**(PH)** Photographer's Mate
(DT) Dental Technician	**(STS)** Sonar Technician Sub
(EA) Engineering Aid	**(SW)** Steelworker
(EO) Equipment Operator	**(UT)** Utilitiesman

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 members entering the HM-SEAL training pipeline. **NOTE:** This waiver is only for HM-SEAL candidates.

c. Fleet inputs; or lateral conversion for Hospital Corpsman (HM), Dental Technician (DT), and Air Traffic Controller (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 (MA) and Legalman (LN) 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 in all respects, in order to obtain the required active OBLISERV.

a. Instructions concerning reenlistment and voluntary extensions of enlistment are contained in MILPERSMAN 1160-040 and 1160-080, and OPNAVINST 1160.5C.

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 and 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, if they refuse to incur OBLISERV.

(1) At that time, they will 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.

(a) If member is in excess as a non-designated Seaman/Airman/Fireman, make member available.

(b) Under no circumstance will a member be allowed to remain in school, or become or remain designated without fulfilling the requirements for OBLISERV as set forth in this article.

(c) All members should be counseled that they will require NAVPERSCOM approval to reenlist.

8. **Extensions of Enlistment**. When NAVPERS 1070/621 or NAVPERS 1070/622 (Rev. 1/00), Agreement to Recall or Extend Active Duty s/are executed to attain active OBLISERV required for a course of instruction, one of the following entries (as appropriate) shall be made as NARRATIVE REASON.

a. Other than Nuclear Field:

"Training for Advanced Electronics Field (AEF), Advanced Technical Field (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 1160-080."

b. Nuclear Field:

"Training (Nuclear Field (NF) Program, BUPERSINST 1306.78 and accelerated advancement to E-4, MILPERSMAN 1160-040, 1160-080 and 1430-010). 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."

c. **Cancellation or Adjustments of Extensions**: Refer to MILPERSMAN 1160-040. For non-6-year obligor members disenrolled from "A" or "C" schools, payback will be computed from the table in this article.

d. **OBLISERV of Six-year Obligor Program disenrollees**: Refer to MILPERSMAN 1160-040, 1160-080, and 1510-030.

MILPERSMAN 1306-606

QUOTA TYPES AND PROCUREMENT

Responsible Office	CNO (N132)	Phone:	DSN	225-3936
			COM	(703) 695-3936
			FAX	224-6502

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 Enlisted Placement Management Center (Code 49).

(2) Requests for DUINS and TEMDUINS courses are submitted directly to NAVPERSCOM (PERS-4010) via NAVPERS 1306/7 (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, 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	882-3865 (901) 874-3865 882-2760

References	(a) OPNAVINST 1160.5C (Reenlistment Quality Control Program (b) NAVSO P-117, Manual of the Medical Department (MANMED) (c) SECNAVINST 5510.30A (d) SECNAVINST 6420.1D (e) 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), Shore Special Programs Assignment Branch (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. **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.

b. **Waiver(s)**. Waiver(s) requested and justification included, if applicable (see MILPERSMAN 1306-602).

c. **Eligibility**. Certification that member is eligible to extend/reenlist for the requested school per reference (a) and MILPERSMAN 1050-300.

d. **Obligated Service (OBLISERV)**. Expiration of active OBLISERV.

e. **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.

f. **Evaluations**. Three most recent NAVPERS 1616/26 (Rev. 3-02), 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 (b), 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 (10/81), 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 (c) 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, D.C. 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 Prepatory 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 (b), chapter 15, and reference (d) pertain.

(2) Females may be assigned duty involving flight. Reference (b), chapter 15, and reference (d) 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 (e).

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/DT "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 for duty.

(2) 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. A memorandum must be signed by the commanding officer (CO) or “by direction” as authorized by the CO.

(3) HM/DT “A” School requests must also include a copy of all NAVPERS 1616/26.

(4) COs are encouraged to consult with local medical department representatives to further determine a candidate’s suitability for medical duty.

(5) A letter of recommendation from the senior medical/dental department representative is required for all HM/DT “A” School requests.

(6) A licensed physician or dentist, or any graduate of a medical or dental school in any country, is not eligible for entrance into either the HM or DT rating.

(7) Applicants must be of highest standards as requirements are strictly adhered to for accession into the HM/DT community.

h. **For Submarine Ratings**

(1) Member must be a volunteer for submarine duty per MILPERSMAN 1306-400, and meet physical standards per reference (b).

(2) Moral turpitude offenses are generally disqualifying.

(3) No history of drug abuse.

(4) Closed to women.

(5) Command endorsement must certify the candidate has no history of in-service or prior-service alcohol or drug abuse. Waivers for pre-service experimental/casual use of marijuana will be considered on a case basis. Pre-service or in-service use of other drugs or any abuse of alcohol will not be waived. NAVPERSCOM, Nuclear Power/Submarine Assignment Branch (PERS-403F) is designated as the point of contact (POC) for these matters.

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/DT "A" School will be made on a TEMDUINS/DUINS (non-returnable) basis due to follow-on training requirements.

MILPERSMAN 1306-610

GENERAL DETAIL (GENDET) TARGETED ENLISTMENT PROGRAM (GTEP)

Responsible Office	NAVPERSCOM (PERS-4010)	Phone: DSN COM FAX	882-3865 (901) 874-3865 882-2760

References	(a) COMNAVCRUITCOMINST 1130.8F

1. **Policy**

a. General Detail (GENDET) Targeted Enlistment Program (GTEP) program is designed to enhance GENDET manning in the fleet while guaranteeing assignment to "A" School after serving approximately 9 to 18 months at a permanent duty station. **NOTE**: Legal/Law Enforcement GTEP Program requires 18 months on board at first duty station prior to submission of NAVPERS 1306/7 (Rev. 1/03), Enlisted Personnel Action Request.

b. Members enlisted in GTEP will incur a 4-year obligation, unless they are applying for the medical or controller/guidance field, which incur a 5-year obligation.

2. **Background**. GTEP was implemented 1 June 1999 as a follow-on to the Targeted "A" School Program (TASP) to offer a field of ratings, vice one specific rating, and include an enlistment bonus for some (paid upon completion of apprentice training).

3. **Qualifications**

a. **Maintain Eligibility**. GTEP members must maintain eligibility for the prospective rating or field of ratings.

b. **Screening**. Members will be screened during enlistment for qualification into either one or possibly all of the ratings within a field.

c. **Not Qualified Determination.** GTEP personnel may be checked for eligibility at any time during their enlistment. If determined not qualified for the particular field because of any of the following, the member shall request either reassignment to another “A” School within the GTEP guidelines for which member is qualified, or disenrollment from GTEP.

(1) Information disclosed on the enlistment application for conditions that existed prior to enlistment.

(2) Physical or psychological disqualification.

(3) Reasons due to member's own fault, negligence, or conduct.

d. **Reclassification.** NAVPERS 1070/613 (Rev. 10/81), Administrative Remarks shall be prepared for personnel who are reclassified into a different field or disenrolled from the program.

e. **Obligated Service (OBLISERV).** The member may be required to obtain additional OBLISERV if the requested “A” School mandates a 5-year obligation or 6-year obligation. Personnel enlisting in either the legal or law enforcement field will serve for 18 months on board their first permanent duty station prior to attending “A” School, and, if eligible in all respects, will be advanced to E-4 upon successful completion of “A” School. **NOTE**: Members entering the LN and MA fields must have 36 months OBLISERV remaining to go to school; this will mean at least a 12-month extension for anyone requesting the school.

f. **Fields.** GTEP applicants are guaranteed assignment to an "A" School for a rating for which qualified within the field in which they enlisted. The different fields with associated ratings are as follows:

FIELD	RATING CODE	INCLUDES
Administration	ADMN	DK, PN, RP, YN
Controller/Guidance	CONT	AC
Engineering	ENGR	EN, GSM, MM
Machine Repair	REPR	MR
Electronics	ELCT	STG
Electrical	ELCL	EM, GSE, IC
Hull/Combat Systems	HCMB	DC, HT, MN
Navigation	NAV	QM
Operations	OPCM	OS
Communications	COMM	IT
Ordnance	ORDN	GM
Aviation Ordnance	AORD	AO
Special Services	SPSV	MS, SH
Mechanical (Aviation)	MCHA	AM, AME, PR
Medical	MED	HM, DT
Boatswain's Mate (Aviation)	BMA	ABE, ABF, ABH
Legal	LEGL	LN
Law Enforcement	LENF	MA

4. **Disqualification.** Substandard performance or disciplinary problems are causes for cancellation of a member's GTEP guarantee.

a. **Command Recommendation.** Commands are required to submit appropriate recommendations to Navy Personnel Command (NAVPERSCOM), Shore Special Programs Assignment Branch (PERS-4010S) when performance or disciplinary actions affect the GTEP guarantee.

b. **Deviation from Guaranteed Field.** While personnel are highly encouraged to participate in Navy-wide examinations for advancement, deviations from the guaranteed field must be approved by NAVPERSCOM (PERS-4010S).

c. **Message Notification.** Notify NAVPERSCOM (PERS-4010S) by message if any circumstances arise that preclude the member from attending the guaranteed "A" School.

5. **GTEP Enrollment Procedures**. Members are enrolled in GTEP upon enlistment in the Navy. Upon graduation from Recruit Training Command (NAVCRUITRACOM), members enrolled in GTEP will be issued orders specifying accounting category code (ACC) 108 from Enlisted Placement Management Center (EPMAC). It is imperative that gaining commands ensure personnel enrolled in GTEP are assigned the appropriate ACC 108.

a. **Request for "A" School**. After 6 months on board, GENDETS within GTEP are required to submit NAVPERS 1306/7, with the assistance of their command career counselor, to NAVPERSCOM (PERS-4010S) requesting assignment to “A” School. **NOTE**: Prior to submitting NAVPERS 1306/7 the member must qualify via Armed Services Vocational Aptitude Battery (ASVAB) scores for the rate being requested.

b. **Transfer Orders/Time Frame**. NAVPERSCOM (PERS-4010S) will issue orders for the member to transfer after 1 year on board (plus or minus 3 months to account for school seat availability). Legal and law enforcement programs require 18 months onboard.

c. **Documentation**. NAVPERS 1306/7 must include a copy of the GTEP contract, ASVAB scores, and any other required documents listed in MILPERSMAN 1306-600 and its subarticles, or reference (a).

d. **Disenrollemnt Request**. Personnel who do not desire to attend “A” School, or desire a different “A” School outside the guaranteed field, may request to be disenrolled from GTEP by submitting NAVPERS 1306/7 to NAVPERSCOM (PERS-4010S).

e. **Orders after Graduation**. Upon graduation from “A” School, the appropriate rating detailer will, if a valid billet exists, issue orders to the member’s previous duty station; otherwise, the member will receive orders per needs of the Navy.

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-455)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	NAVSO P-6034-1, Joint Federal Travel Regulations (JFTR)

1. **Transfer Orders**. Personnel approved for school quotas will be transferred per provisions of MILPERSMAN 1320-300 and its subarticles. The 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 STO 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 NAVSO P-6034-1.

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.

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1306-618

CLASS "A" SCHOOL AND RATING ENTRY REQUIREMENTS

Responsible Office	NAVPERSCOM (PERS-4010)	Phone: DSN COM FAX	882-2373 (901) 874-2373 882-2670

References	SECNAV 5510.35A COMNAVCRUITCOMINST 1130.8F NAVMED P-117, Manual of the Medical Department OPNAVINST 1440.1C Uniform Code of Military Justice (UCMJ) JAGINST 1440.1C SECNAVINST 6420.1D

1. **Criteria**. Minimum Armed Services Vocational Aptitude Battery (ASVAB) test scores are based on extensive and on-going 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, and command career counselors should use these scores in conjunction with the Rating Entry for General Apprentices (REGA)/Career Reenlistment Objectives (CREO) message when guiding members to careers via class "A" schools and on-the-job training (OJT).

2. **Waivers**. In cases where a member has shown a particular aptitude for a rating and is considered an exceptional candidate, the commanding officer (CO) may use the following general guidelines to recommend a test score waiver for class "A" school. The CO may also use these established limits to locally approve rating entry by undesignated strikers.

a. Based on command endorsement and quota availability, Navy Personnel Command (NAVPERSCOM), Shore Special Programs

Assignment Branch (PERS-4010S) 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 on two test score combinations, i.e., VE + AR.

(3) Nine points on three test score combinations, including those where one score is doubled, i.e., AR + 2MK + GS.

(4) Twelve points on a four score combination.

(5) Rating entry ASVAB waivers beyond the limits established herein shall be submitted to the respective enlisted community manager (ECM).

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.

3. **Test Scores for Class "A" Schools**

a. The following notes, acronyms, and abbreviations apply to the below tables:

(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 required. Frequency (Hz) 3000, 4000, 5000, 6000. Average hearing threshold level in these four frequencies must be less than 300b, with no level greater that 45b in any one frequency. If hearing level exceeds these limits, the applicant is ineligible for the rating.

(3) The following abbreviations are used in the charts below.

Abbreviation	Definition
BI	Background Investigation
BUDS	Basic Underwater Demolition School
BVE	Binocular Vision Equivalent
CPT	College Prepatory 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
NETPDC	Navy Education and Training Professional Development Center
NFQT	Nuclear Field Qualification Test
NH	Normal hearing
NSI	No speech impediment
PRP	Personnel Reliability Program
SCR	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

b. **Advanced Electronics Field (AEF) Program**

(1) Qualifications for candidates for the AEF program are set forth in MILPERSMAN 1510-030.

(2) All candidates must be HS graduates or equivalent with successful completion of 10th grade.

(3) Must meet the program and rating criteria set forth below:

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCR	SUB QUAL	MOS OBLI-SERV	US CIT
AT Aviation Electronics Technician	MK + EI + GS = 156 + AR, Total = 218 Minimum MK = 57		X			X		72	X
CTM Cryptologic Technician Maintenance	MK + EI + GS = 156 + AR, Total = 218 Minimum MK = 57 Minimum AR = 57		X	X		SSBI		72	X
CTM SPECIAL REQUIREMENTS: Both the applicant and immediate family member(s) must be U.S. citizens. A waiver for U.S. citizenship requirement for immediate family may exist due to "compelling need." Only DONCAF may authorize this based on CT ECM's recommendation for severely undermanned CT branches. Moral turpitude offense(s) are generally disqualifying. Personal security screening interview will be conducted by a Naval Security Group 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.									
ET Electronics Technician	MK + EI + GS = 156 + AR, Total = 218 Minimum MK = 57 Minimum AR = 57		X	X		X		72	X
EW Electronics Warfare Technician	MK + EI + GS = 156 + AR, Total = 218 Minimum MK = 57 Minimum AR = 57	X **Note (1)**	X	X	X	X		72	X
EW SPECIAL REQUIREMENTS: Repairs and operates EW equipment. Minimum auditory requirements: Frequency (hz) 500 1000 2000 4000 8000 Standard (db) 35 30 30 40 45									
FC Fire Controlman	MK + EI + GS = 156 + AR, Total = 218 Minimum MK = 57 Minimum AR = 57	X **Note (1)**	X			X		72	X
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 SECNAVINST 5510.35A. Must volunteer for submarines per MILPERSMAN 1306-400 and meet physical standards per NAVMED P-117. 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	SCR	SUB QUAL	MOS OBLI-SERV	US CIT
STG Sonar Technician (Surface)	MK + EI + GS = 156 + AR, Total = 218 Minimum MK = 57 Minimum AR = 57	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.									

c. **Advanced Technical Field (ATF) Program**

(1) Qualifications for candidates for the ATF program are set forth in MILPERSMAN 1510-030.

(2) All candidates must be HS graduates or equivalent with successful completion of 10th grade.

(3) Must meet the program and rating criteria set forth below:

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCR	SUB QUAL	MOS OBLI-SERV	US CIT
EN Engineman	AR + MK + EI + GS = 210			**Note (2)**				72	
HT Hull Maintenance Technician	AR + MK + EI + GS = 212		X	**Note (2)**		X		72	X
IC Interior Communications Electrician	AR + MK + EI + GS = 212		X			X		72	X

d. **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 COMNAVCRUITCOMINST 1130.8F.

(2) All candidates must be HS graduate (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	SCR	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 NAVMED P-117 and pass BUDS physical screening test. See MILPERSMAN 1210-220. No history of drug abuse.									
EM Electricians Mate	AR + MK + EI + GS + NAPT = 290 or VE + AR + MK + MC + NAPT = 290 or AR + MK + EI + GS = 252 or VE + AR + MK + MC = 252		X	X		X		72	X
ET Electronics Technician	AR + MK + EI + GS + NAPT = 290 or VE + AR + MK + MC + NAPT = 290 or AR + MK + EI + GS = 252 or VE + AR + MK + MC = 252		X	X		X		72	X
MM Machinists Mate	AR + MK + EI + GS + NAPT = 290 or VE + AR + MK + MC + NAPT = 290 or AR + MK + EI + GS = 252 or VE + AR + MK + MC = 252		X	X		X		72	X
MM SPECIAL REQUIREMENTS: Minimum auditory requirements:									

Frequency (hz)	500	1000	2000	3000	4000	6000
Standard (db)	**30**	**30**	**30**	**45**	**60**	**None**

e. **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 NAVMED P-117, 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	SCR	SUB QUAL	MOS OBLI-SERV	US CIT
AD, AE, AM, AO, AT, AW, AM, AME	AR + 2MK + GS = 196	X 20/200 **Note (1)**	X	**Note (2)**		X		60	X

f. **Naval Special Warfare (BUDS)**

(1) Closed to women.

(2) Must meet physical requirements per NAVMED P-117 and pass BUDS physical screening test. See MILPERSMAN 1210-220.

(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	SCR	SUB QUAL	MOS OBLI-SERV	US CIT
Naval Special Warfare (BUDS)	VE + AR = 104 and MC = 50	20/70 **Note (1)**	X			X		72	X

g. **Diver**

(1) Must meet physical requirements per NAVMED P-117 and pass BUDS physical screening test. See MILPERSMAN 1210-220.

(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	SCR	SUB QUAL	MOS OBLI-SERV	US CIT
Diver	VE + AR = 104 and MC = 50	20/100 **Note (1)**	X			X		72	X

h. **Explosive Ordnance Disposal (EOD)**

(1) Must meet physical requirements per NAVMED P-117 and pass BUDS physical screening test. See MILPERSMAN 1210-220.

(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	SCR	SUB QUAL	MOS OBLI-SERV	US CIT
Explosive Ordnance Disposal (EOD)	VE + AR = 110 and MC = 50 or GS + MC + EI = 165	20/200 **Note (1)**	X			X		72	X

i. **Special Warfare Combatant Craft Crewman (SWCC).** Must meet the program and rating criteria set forth below:

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCR	SUB QUAL	MOS OBLI-SERV	US CIT
Special Warfare Combatant Craft Crewman (SWCC)	VE + AR =104 and MC = 50								

j. General Service Rating Requirements for "A" School

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCR	SUB QUAL	MOS OBLI-SERV	US CIT
ABE Aviation Boatswain Mate (Launch and Recovery Equipment)	AR + MC + AS = 130	20/100 UNCORR **Note (1)**	X	**Note (2)**					
ABE SPECIAL REQUIREMENTS: Requires normal stereoscopic vision/full field of vision.									
ABF Aviation Boatswain Mate (Fuel)	AR + MC + AS = 130	20/100 UNCORR **Note (1)**	X	**Note (2)**					
ABH Aviation Boatswain Mate (Aircraft Handling)	AR + MC + AS = 130	20/100 UNCORR **Note (1)**	X	**Note (2)**					
ABH SPECIAL REQUIREMENTS: Requires normal stereoscopic vision/full field of vision.									
AC Air Traffic Controller	AR + 2MK + GS = 210	20/200 **Note (1)**	X	X	X	X		60	X
AC SPECIAL REQUIREMENTS: Must be 18 years old upon school entry. Be physically qualified per NAVMED P-117. No history of drug abuse. Persons convicted by federal/state statutes for drug offense(s) are not eligible. No waivers authorized.									
AD Aviation Machinists Mate	AR + MK + EI + GS = 190		X	**Note (2)**					
AE Aviation Electricians Mate	AR + MK + EI + GS = 218		X			X			X
AG Aerographers Mate	VE + MK + GS = 165		X			X			X
AM Aviation Structural Mechanic	AR + MC + AS = 164		X	**Note (2)**					
AME Aviation Structural Mechanic (Safety Equipment)	AR + MC + AS = 164		X	**Note (2)**					
AO Aviation Ordnanceman	AR + MK + EI + GS = 190	20/100 **Note (1)**	X	**Note (2)**		X			X
AS Aviation Support Equipment Technician	AR + MK + EI + GS = 200		X						
AT Aviation Electronics Technician	MK + EI + GS = 156 + AR, TOTAL = 218		X			X			X

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCR	SUB QUAL	MOS OBLI-SERV	US CIT
AW Aviation Anti-Submarine Warfare Operator	AR + 2MK + GS = 196	20/200 **Note (1)**	X	X	X	X		60	X
AW SPECIAL REQUIREMENTS: Volunteer for flight duty/flight physical. No history of drug abuse.									
AZ Aviation Maintenance Administration -man	VE + AR = 103					X			X
BU Builder	AR + MC + AS = 140			**Note (2)**				60	
CE Construction Electrician	AR + MK + EI + GS = 200	**Note (1)**	X					60	
CM Construction Mechanic	AR + MC + AS = 158							60	
CTA Cryptologic Technician Administration	VE + MK = 105					SSBI			X
CTI Cryptologic Technician Interpretive	VE + MK + GS = 150 (DLAB Qual)			X		SSBI			X
CTI SPECIAL REQUIREMENTS: Males may be assigned to duty in submarines or duty involving aerial flight. Females may be assigned duty involving flight. NAVMED P-117, chapter 15 and SECNAVINST 6420.1D pertain. DLAB requirement for all languages is 95. Request for DLAB tests through NETPDC Pensacola, FL.									
CTO Cryptologic Technician Communications	VE + AR = 103			X		SSBI			X
CTR Cryptologic Technician Collections	VE + AR = 110			X		SSBI			X
CTT Cryptologic Technician Technical	VE + MK + GS = 165			X		SSBI			X
SPECIAL REQUIREMENTS FOR CTA, CTI, CTO, CTR, and CTT: SSBI originated at Recruit Training Center (RTC). Both the applicant and immediate family member(s) must be U.S. citizens. A waiver for U.S. citizenship requirement for immediate family may exist due to "compelling need." Only DONCAF may authorize this based on CT ECM's recommendation for severely undermanned CT branches. Moral turpitude offense(s) are generally disqualifying. Personal security screening interview will be conducted by a Naval Security Group 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	SCR	SUB QUAL	MOS OBLI-SERV	US CIT
DC Damage Controlman	VE + MC + AS = 158		X						
DK Disbursing Clerk	VE + AR = 105								
DK SPECIAL REQUIREMENTS: Have not been convicted or received punishment for any crime incident to larceny or fraud by a court-martial under UCMJ, article 15 or by a civilian court within the previous 36 months.									
DT Dental Technician	VE + MK + GS = 149 or VE + MK + CS = 153		X					60	
DT 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 for duty. A licensed physician or dentist, or graduate of a medical or dental school in any country is 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/DT community.									
EA Engineering Aid	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	AR + 2MK + GS = 196		X						
EN Engineman	MK + AS = 96			**Note (2)**					
EO Equipment Operator	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 Electronic Technician	MK + EI + GS = 156 + AR, Total = 218 Minimum AR = 57 Minimum MK = 57		X	X		X			X
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 volunteer for submarine and meet physical standards per NAVMED P-117. No history of drug abuse. Closed to women. Background investigation required.									
EW Electronic Warfare Technician	VE + MK + GS = 165	**Note (1)**	X	X	X	X			X
EW SPECIAL REQUIREMENTS: Operates EW equipment. Minimum auditory requirements: Frequency (hz) 500 1000 2000 4000 Standard (db) 35 30 30 40									

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCR	SUB QUAL	MOS OBLI-SERV	US CIT
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 SECNAVINST 5510.35A. Background investigation required. Must volunteer for submarine duty per MILPERSMAN 1306-400 and meet physical standards per NAVMED P-117. Moral turpitude offense(s) are generally disqualifying. No history of drug abuse. Closed to women.									
GM Gunners Mate (GMG, GMM)	AR + MK + EI + GS = 204		X	**Note (2)**		X			X
GM SPECIAL REQUIREMENTS: Selection for GMG, GMM, by Service School Command (SSC), Great Lakes, IL. No history of drug abuse.									
GSE Gas Turbine Systems Technician (Electrical)	AR + MK + EI + GS = 204		X						
GSM Gas Turbine Systems Technician (Mechanical)	AR + MK + EI + GS = 204		X						
HM Hospital Corpsman	VE + MK + GS = 149							60	
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 medical facility (FMF) for duty. A licensed physician or dentist, or graduate of a medical or dental school in any country is 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/DT community.									
HT Hull Maintenance Technician	VE + MC + AS = 158		X	**Note (2)**		X			X
IC Interior Communications Electrician	AR + MK + EI + GS = 212		X	**Note (2)**		X			X
IS Intelligence Specialist	VE + AR = 108	**Note (1)**	X			SSBI			X
IS SPECIAL REQUIREMENTS: Both the applicant and immediate family member(s) must be U.S. citizens. A waiver for U.S. citizenship requirement for immediate family may exist due to "compelling need." Only DONCAF may authorize this based on ECM's recommendation based on severe manning shortages. Moral turpitude offense(s) are generally disqualifying. Personal security screening interview will be conducted by a Naval Security Group 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	SCR	SUB QUAL	MOS OBLI-SERV	US CIT
IT Information Systems Technician	AR + 2MK + GS = 222 or AR + MK + EI + GS = 222		X	**Note (2)**	X	BI			X
JO Journalist	VE + AR = 110					X		60	X
JO SPECIAL REQUIREMENTS: HSDG or equivalent with successful completion of 10th grade. Must type 20 WPM when enlisted.									
LI Lithographer	VE + AR = 103					X			X
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. Apply via NAVPERSCOM (PERS-811) (**do not** send to NAVPERSCOM (PERS-4010S)). See JAGINST 1440.1C for application procedures and other eligibility requirements.									
MA Master-at-Arms	WK + AR = 100 Minimum WK = 45	**Note (1)**	X	X	X	X			X
MA SPECIAL REQUIREMENTS: Must be HSG. Must have no record of conviction by court-martial; nonjudicial punishment (NJP); conviction by civil court for any offense, other than minor traffic, within the past 24 months. Must posses a valid driver's license or be eligible to obtain one. See OPNAVINST 1440.1C for application procedures and other eligibility requirements.									
MM Machinists Mate	MK + AS = 96			**Note (2)**					
MM(SS) Machinists Mate (Submarine)	VE + AR + MK + MC = 210	X	X	X	X	X	X		X
MM(SS) SPECIAL REQUIREMENTS: Must volunteer for submarine duty per MILPERSMAN 1306-400 and meet physical standards per NAVMED P-117. Moral turpitude offenses are generally disqualifying. No history of drug abuse. Closed to women. May require PRP screening.									
MN Mineman	VE + MC + AS = 158		X			X			X
MN SPECIAL REQUIREMENTS: Must be able to pass overseas screening per MILPERSMAN 1300-300.									
MR Machinery Repairman	AR + MC + AS = 158	**Note (1)**		**Note (2)**					
MS Mess Management Specialist	VE + AR = 89								
MS(SS) Mess Management Specialist (Submarine)	AR + MK + EI + CS = 200 or VE + AR + MK + MC = 200	X	X	X	X	X	X		X
MS(SS) SPECIAL REQUIREMENTS: Must volunteer for submarine duty per MILPERSMAN 1306-400 and meet physical standards per NAVMED P-117. Moral turpitude offenses are generally disqualifying. No history of drug abuse. Closed to women. **NOTE:** Normal color perception may be waived - see NAVMED P-117.									
MU Musician	Selection based on personal audition at School of Music Navy Band. Contact MU Detailer for more information.								
NC Navy Counselor	VE + AR = 105 and AR = 50	Submit request directly to NAVPERSCOM (PERS-811). See MILPERSMAN 1440-020 for more information.							

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCR	SUB QUAL	MOS OBLI-SERV	US CIT
OS Operations Specialist	AR + 2MK + GS = 210 or VE + MK + CS = 157		X	X	X	X			X
PC Postal Clerk	VE + AR = 108					X			X
PC SPECIAL REQUIREMENTS: HSDG or equivalent with successful completion of 10th grade. Valid driver's license required.									
PH Photographers Mate	VE + AR = 103	**Note (1)**	X			X		60	X
PN Personnelman	VE + MK = 105 or VE + MK + CS = 157								
PR Aircrew Survival Equipmentman	VE + MC + AS = 158	**Note (1)**	X						
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.									
QM Quartermaster	VE + AR = 97	**Note (1)**	X			X			X
RP Religious Program Specialist	VE + MK = 105 or VE + MK + CS = 157				X				
RP SPECIAL REQUIREMENTS: Must have favorable interview by chaplain/RP Screening Committee. HSDG or equivalent with successful completion of 10th grade. Repeat military offenders and personnel convicted by military or civilian authorities of any criminal offense reflecting unfavorably upon their character or integrity are ineligible for the RP rating. Moral turpitude offense(s) are disqualifying. Ministers, priests, or rabbis are not eligible for this rating.									
SH Ships Serviceman	VE + AR = 96								
SH SPECIAL REQUIREMENTS: No conviction for any crime of larceny or fraud within previous 36 months.									
SK Storekeeper	VE + AR = 103								
SK(SS) Storekeeper (Submarine)	AR + MK + EI + GS = 200 or VE + AR + MK + MC = 200	X	X	X	X	X	X		X
SK(SS) SPECIAL REQUIREMENTS: Must volunteer for submarine duty per MILPERSMAN 1306-400 and meet physical standards per NAVMED P-117. No history of drug abuse. Closed to women. Normal color perception may be waived see NAVMED P-117.									
SM Signalman	AR + 2MK + GS = 190 or VE + MK + CS = 147	**Note (1)**	X			X			X
STG Sonar Technician (Surface)	MK + EI + GS = 156 + AR, Total = 218 Minimum MK = 57 Minimum AR = 57		X	**Note (2)**		PRP			X

RATING/SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VIS CORR 20/20	NCP	NH	NSI	SCR	SUB QUAL	MOS OBLI-SERV	US CIT
STS(SS) Sonar Technician (Submarine)	AR + MK + EI + GS = 222 or VE + AR + MK + MC = 222	X	X	**Note (2)**		SSBI	X		X
STS(SS) SPECIAL REQUIREMENTS: Minimum auditory requirements: Frequency (hz) 500 1000 Standard (db) 35 30 Must be a volunteer for submarines and meet physical standards per NAVMED P-117. No history of drug abuse. Must volunteer for submarine duty per MILPERSMAN 1306-400 and meet physical standards per NAVMED P-117. Closed to women. Normal color perception may be waived. See NAVMED P-117.									
SW Steel Worker	AR + MC + AS = 140							60	
TM Torpedoman	AR + 2MK + GS = 196		X			X			X
UT Utilitiesman	AR + MC + EI + GS = 200							60	
YN Yeoman	VE + MK = 105 or VE + MK + CS = 157					X			X
YN(SS) Yeoman (Submarine)	AR + MK + EI + GS = 200 or VE + AR + MK + MC = 200	X	X	X	X	SSBI	X		X
YN(SS) SPECIAL REQUIREMENTS: Must be volunteer for submarines and meet physical standards per NAVMED P-117. No history of drug abuse. Must volunteer for submarine duty per MILPERSMAN 1306-400 and meet physical standards per NAVMED P-117. Closed to women. Normal color perception may be waived. See NAVMED P-117.									

MILPERSMAN 1306-700

EXCHANGES OF DUTY (SWAPS)

Responsible Office	NAVPERSCOM (PERS-40)	Phone:	DSN COM FAX	882-3510 (901) 874-3510 882-2640

References	DODD 1315.7 of 9 Jan 87

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 justifiable in view of the expenditure of government funds required. Permanent change of station (PCS) transfers of this nature must be made on a low- 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 DODD 1315.7 (currently $1,000 or less).

b. No-cost exchange of duty must meet the mileage criteria of no more than 30 miles away from servicemember's present duty station (geographic location).

2. **Eligibility Requirements**

a. Complete at least 12 months on board present duty station at the time the exchange of duty actually occurs.

b. Not in receipt of PCS orders.

c. 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.

d. Approval by each servicemember’s commanding officer (CO) and Navy Personnel Command (NAVPERSCOM).

e. Exchange of duty are not authorized for transfers from continental United States (CONUS) to overseas, or vice versa. Exchange 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, Assignment Control Authorities (ACA), Enlisted Placement Management Center (EPMAC), and NAVPERSCOM 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 Women in Ships Coordinator, Navy Personnel Command (NAVPERSCOM) (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 Access web site WWW.BUPERSACCESS.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 (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**. 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 EPMAC.

a. Submit requests from non-designated SN/FN/AN personnel to CO, EPMAC (Code 47).

b. Make the following entry on NAVPERS 1070/613 (10/81), Administrative Remarks in the member's service record, prior to submitting a NAVPERS 1306/7 request for a no-cost-to-the-government travel authorization:

"I understand if my request for travel authorization by reason of exchange of duty is authorized, it will be as a result of my own request for my personal convenience, and be made at no-cost-to-the-government. I shall not be entitled to reimbursement for any expenses connected therewith (travel, household goods shipment, or privately-owned conveyance shipment) and government transportation. Use of Air Mobility Command is not authorized for myself and/or 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."

_____
Member's Signature

Witnessed: _____
C. J. WIRTZ
CDR, USN, Personnel Officer

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. Certification the service record entry required above has been made.

c. 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, NAVPERSCOM, or EPMAC via message. Allow a minimum of 5 working days for responses.

MILPERSMAN 1306-800

SPECIAL PROCEDURES FOR UNITS UNDERGOING CONSTRUCTION, CONVERSION

Responsible Office	NAVPERSCOM (PERS-402D) (PERS-404) (PERS-403) (PERS-4010) EPMAC (EP-40)	Phone: DSN COM FAX	882-4987 (901) 874-4987 882-2734

1. **Policy**

a. Navy Personnel Command (NAVPERSCOM), Sea, Special Programs Branch (PERS-402D) is the placement monitor for surface ships under construction, conversion or reactivation.

b. Navy Personnel Command (NAVPERSCOM), Aviation Assignment Branch (PERS-404) is the placement monitor for newly established aircraft squadrons or those transitioning to new model aircraft.

c. Navy Personnel Command (NAVPERSCOM), Submarine/Nuclear Power Assignments Branch (PERS-403) details personnel to new construction submarines and to new construction surface ship billets requiring nuclear power Navy Enlisted Classification codes (NECs). Specific information regarding assignment to new construction submarines is contained in MILPERSMAN 1306-412.

d. Enlisted Placement Management Center (EPMAC), Assignment Department (Code 40) assigns all non-rated/non-designated personnel to units under construction, conversion, reactivation or transition.

e. NAVPERS 1300/18 (7-02), New Construction Screening Form, Exhibit 1, will be utilized for all Pre-Commissioning (PRECOM)/Conversion screenings.

f. Other MILPERSMAN articles pertaining to New Construction Conversion are as follows:

Topic	See MILPERSMAN
Surface Ships Undergoing Construction/Conversion	1306-802
Newly Established/Transitioning Aircraft Squadrons	1306-804

2. **Manning Levels.** Ships under construction and newly established and transitioning aviation squadrons are manned to levels directed by the Fleet Commanders. The only exceptions are:

(1) Units, which receive Chief of Naval Operations (CNO) priority manning and

(2) Nuclear powered surface ships, which have all nuclear power billets filled.

3. **Manning Increments**

a. **Surface Ships.** Personnel assigned to all new construction surface ships (with the exception of nuclear trained personnel) will first report to the ship's Pre-Commissioning (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.

(1) **Nucleus Crew.** The Nucleus Crew consists of selected experienced or specialized personnel. It is normally subdivided into two or more increments (NUC-1, NUC-2 etc.)

(a) NUC-1 personnel, called Operating Space Item Team (OSI) on amphibious ships, receive PRECOM training at the appropriate FTC and then report to the shipyard 4 to 12 months prior to the ship being placed "In Service." They are responsible for the establishment of the ship's organization and will observe and monitor the installation and checkout of their respective systems.

(b) NUC-2 personnel, after receiving PRECOM training, report to the shipyard 2 to 8 months prior to the ship being placed "In Service." On certain ship classes, this

increment will include one propulsion watch section and the Combat Systems Team Trainer personnel.

(2) **Balance Crew.** Personnel who are part of the balance crew report to the PRECOMM UNIT at the appropriate FTC for approximately two months of PRECOM training. Balance crew personnel report to the shipyard 2 to 4 weeks prior to the ship being placed "In Service."

b. **Nuclear Power Trained Personnel.** Personnel assigned to nuclear power billets on board surface ships will report directly to the shipyard in increments that correlate to surface ship increments. These personnel will receive all their PRECOM training at the shipyard.

c. **Aviation Squadrons.** The phased manning of newly established/transitioned aviation squadrons is keyed directly to the delivery of aircraft to the squadron and training requirements. As aircraft are delivered, personnel will be ordered to report directly to the squadron via appropriate pipeline training.

4. **Reassignment for Administration/Disciplinary Reasons of Personnel Assigned to PRECOMMUNITs**. Upon receipt at the PRECOMM UNIT, personnel shall be rescreened to determine their suitability for assignment.

a. Members determined not to be qualified for assignment, report by message the circumstances to NAVPERSCOM (appropriate code), or EPMAC (EP-40) as applicable, info the transferring activity. NAVPERSCOM/EPMAC retains final assignment authority.

b. Personnel who become disciplinary/administrative problems after reporting to the PRECOMM UNIT **will not be reassigned**. Only in **extraordinary** circumstances, such as substance abuse, serious moral turpitude, or severe disciplinary cases, will waivers to this policy be considered. NAVPERSCOM/EPMAC retain final waiver and assignment authority in these cases.

c. Each request will be reviewed and adjudicated on its merits. This procedure **SHALL NOT** be used as a means of transferring personnel in lieu of appropriate disciplinary action, but rather will be restricted to those specific cases for which transfer is the only feasible solution.

d. If the member's transfer is approved, NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, shall be made indicating

the member was found unsuitable for PRECOM duty and stating the reason for disqualification.

5. **En route Training**. The en route training requirements for personnel assigned to the PRECOM crew of surface ships completing construction or reactivation, and aviation training, 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 activities manning documents.

b. **Factory Training.** Courses of instruction on the maintenance and operation of new systems and equipment, which are not taught by Navy schools and which are not assigned an NEC upon completion. Factory training is arranged by Naval Sea Systems Command/Naval Air Systems Command and is certified as a requirement by the CNO.

c. **Team Training.** Courses of instruction on the maintenance and operation of systems and equipment, in which all personnel scheduled to receive the training must be taught together as a team (for example CIC Team Training). Completion of a team trainer may or may not result in a NEC.

d. **PRECOM Training.** Non-NEC producing courses of instruction, which are required to meet Type Commander requirements or can be completed at the FTC. These courses include fire-fighting, fire fighting team training, damage control, 3M and others.

6. **Funding Policy**. To ensure effective management of Permanent Change of Station (PCS) and training funds, the following pertains to the assignment of personnel to en route training pipelines:

a. NAVPERSCOM will only fund en route NEC, and Team Training. Additionally, NAVPERSCOM will order most personnel reporting to new construction surface ships to the appropriate FTC for approximately eight weeks of PRECOMM training.

b. NAVPERSCOM will not authorize any additional training for personnel who have already reported to their ultimate duty station for Duty Commissioning and Fitting Out (DUTY CFO).

Exhibit 1

NEW CONSTRUCTION SCREENING FORM

SUPPORTING DIRECTIVE MILPERSMAN 1306-800

RATE/RANK:	NAME:
SSN:	PROPOSED DETACHMENT DATE:
PROPOSED DUTY STATION:	

SECTION A: GENERAL CRITERIA

		INTERVIEWER'S INITIALS
☐ YES ☐ NO	1. Has member had any prior conviction(s) by courts-martial?	
☐ YES ☐ NO	2. Has member had any NJP, civil violations (other than minor traffic offenses) in the past 12 months?	
☐ YES ☐ NO	3. Performance Evaluation (NAVPERS 1616/26): Has member received at least 3.0 on all traits, been recommended for retention, and promotable or higher for advancement for the past 24 months?	
☐ YES ☐ NO	4. Has member had any involvement with illegal drugs in the past 12 months?	
☐ YES ☐ NO	5. Has member had any alcohol related incidents in the past 12 months?	
☐ YES ☐ NO	6. Has member signed the required OBLISERV for this program?	
☐ YES ☐ NO	7. Is Member currently within height, weight or body fat standards, and has member passed the most recent, regularly scheduled Physical Fitness Assessment (PFA)?	
☐ YES ☐ NO	8. Does member have required security clearance (Nuclear powered ships only)?	

PERSONNEL OFFICER'S NAME AND RANK:	PERSONNEL OFFICER'S SIGNATURE:	DATE:

SECTION B: MEDICAL/DENTAL SCREENING

		INTERVIEWER'S INITIALS
☐ YES ☐ NO	1a. Is member suitable for Operational Duty per BUMEDINST 1300.2?	
☐ YES ☐ NO	1b. If member is not suitable for Operational Duty per BUMEDINST 1300.2, has waiver request been submitted?	
☐ YES ☐ NO	2. Is member in proper dental class for PCS transfer?	

MEDICAL OFFICER'S NAME AND RANK:	MEDICAL OFFICER'S SIGNATURE:	DATE:
DENTAL OFFICER'S NAME AND RANK:	DENTAL OFFICER'S SIGNATURE:	DATE:

Exhibit 1 continued

NEW CONSTRUCTION SCREENING FORM (CONTINUED)

SUPPORTING DIRECTIVE MILPERSMAN 1306-800

SECTION C: FINANCIAL SCREENING

	INTERVIEWER'S INITIALS
☐ YES ☐ NO 1. Has the member been interviewed by the Command Financial Specialist per OPNAVINST 1740.5A, and is the member financially stable?	

COMMAND FINANCIAL SPECIALIST'S NAME AND RANK:	COMMAND FINANCIAL SPECIALIST SIGNATURE:	DATE:

SECTION D: MEMBER CERTIFICATION

ALL OF THE ABOVE INFORMATION IS CERTIFIED TO BE TRUE TO THE BEST OF MY KNOWLEDGE. By signing this form I acknowledge that I must maintain my suitability throughout my assignment.

MEMBER'S NAME AND RANK:	MEMBER'S SIGNATURE	DATE:

SECTION E. COMMAND CO/XO/OIC/COS/DIRECTOR ENDORSEMENT

☐ YES ☐ NO 1. Are there any other compelling reasons why service member should not be transferred?

Remarks:

☐ APPROVAL ☐ DISAPPROVAL

ENDORESEMENT OF THIS SCREENING REPRESENTS FULL RECOMMENDATION OF THIS CANDIDATE BY TRANSFERRING COMMAND. ALL INFORMATION IS CERTITIED TO BE TRUE TO THE BEST OF MY KNOWLEDGE. A COPY OF THIS FORM HAS BEEN FILED IN MEMBERS SERVICE RECORD.

NAME AND RANK:	SIGNATURE	DATE:

PRIVACY STATEMENT: THE AUTHORITY TO REQUEST THIS INFORMATION IS CONTAINED IN 5 USC 301 DEPARTMENTAL REGULATIONS. THE INFORMATION WILL BE USED TO ASSIST OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF THE NAVY IN DETERMINING YOUR FUTURE DUTY ASSIGNMENT.

COMPLETION OF THE FORM IS MANDATORY EXCEPT FOR DUTY AND HOME PHONE NUMBERS OR FAILURE TO PROVIDE REQUIRED INFORMATION, MAY RESULT IN DELAY IN RESPONSE TO OR DISAPPROVAL OF YOUR REQUEST.

NAVPERS 1306/92 (Rev. 05-03) S/N: 0106-LF-986-1000 Page 2 of 2

MILPERSMAN 1306-802

SURFACE SHIPS UNDERGOING CONSTRUCTION/CONVERSION

Responsible Office	NAVPERSCOM (PERS-402D) EPMAC (EP-40)	Phone: DSN COM FAX	882-4987 (901) 874-4987 882-2734

References	NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Chapters 4 and 5 OPNAVINST 6110.1G SECNAVINST 4650.19C

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 the NAVSO P-6034, chapter 5, part B.

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 specific entitlement information, consult the NAVSO P-6034, chapter 4, part C.

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 OPNAVINST 6110.1G.

(4) No indebtedness problems of a serious or chronic nature.

(5) No significant history of serious physical or mental health problems of a probable 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.

(9) Performance marks at least 3.0 on all traits, been recommended for retention and promotable or higher 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 been on board 24 months 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 10 days of receipt of the assignment directive, and submit a report of suitability/unsuitability to Navy Personnel Command (NAVPERSCOM) (PERS-402D)/EPMAC (EP-40).

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)/EPMAC (EP-40) specifying the disqualifying factors and hold the assignment directive in abeyance pending direction from NAVPERSCOM/EPMAC.

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 of disqualifying criteria may be requested from NAVPERSCOM (PERS-402D)/EPMAC (EP-40) if recommended by the

transferring command, Commanding Officer. NAVPERSCOM/EPMAC retains waiver authority.

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 Projected Rotation Date (PRD).

a. **OBLISERV Requirements.** Personnel assigned to ships under construction/conversion will be required to incur sufficient OBLISERV to complete a minimum 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.

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 NAVSO P-6034, 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 NAVSO P-6034, para. 5222-d and

SECNAVINST 4650.19C. 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 NAVSO P-6034, para. U4105-A. Also see NAVSO P-6034, 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 NAVSO P-6034, para. U5222-D and SECNAVINST 4650.19C.

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 the NAVSO P-6034, 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 CFO (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 CFO (ACC-100) per NAVSO P-6034, 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, EPMAC, 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 EPMAC (Code 40) 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 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 EPMAC (Code 40) 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 EPMAC (Code 40) of 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 1306-804

NEWLY ESTABLISHED OR TRANSITIONING AIRCRAFT SQUADRONS

Responsible Office	NAVPERSCOM (PERS-404EL) EPMAC (EP-40)	Phone: DSN COM FAX	882-3689 (901) 874-3689 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 in accordance with fleet manning levels except in those cases where priority manning has been authorized by the 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 codes (NECs) most affected by the update.

c. NAVPERSCOM (PERS-404EL) and Enlisted Placement Management Center (EPMAC) (EP-40) are the points of contact concerning assignments and manning for newly established and transitioning aircraft squadrons.

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 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, non-judicial 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. Waivers to High Year Tenure 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:

(1) Minimum OBLISERV of 24 months from establishment date or completion of transition is required for personnel being assigned to an establishing/transitioning aircraft squadron.

(2) Prior to transfer the individual is required to incur the required additional obligated service.

b. 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 obligated service and agree to extend on board if required in accordance with the above chart up to a maximum of 24 months.

(3) The following NAVPERS 1070/613 (Rev. 10-81), 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 members service record.

4. **Stability Period**. To afford maximum stability, personnel who arrive onboard a newly established or transitioning aircraft squadrons 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. 01-03), Enlisted Personnel Action Request. The "NEW CONSTRUCTION" block should be checked and the type aircraft squadron desired entered in the "TYPE SHIP" block.

a. Commanding Officers 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 Commands 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. Commanding Officers 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**. Commanding Officers 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. Commanding Officers 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 Commanding Officer 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. 10-89), History of Assignments to NAVPERSCOM (PERS-40), with information copy to EPMAC.

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 Protype 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.

13. **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.	Squadron C.O.
	Submit message to NAVPERSCOM (PERS-404) and EPMAC of transitioning personnel and non-transitioning personnel with avail date for reassignment. (Refer to Exhibit 1 for proper format)	Squadron C.O.
	Execute OBLISERV agreement for transitioning personnel and notify NAVPERSCOM and EPMAC	Squadron C.O.
9 months prior to BTD/ED	Generate requisitions to fill vacancies created by non-transition personnel and new billets as provided by OPNAV.	EPMAC

Legend: **BTD** – Beginning Transition Date **MCT** – Member Completes Training **CTD** – Complete Transition Date **ED** - Establishment Date		
Date	**Action**	**Responsibility**
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 C.O.
BTD/ED & 12 months	Screening requirement for newly assigned personnel terminate per MILPERSMAN 1306-804.	NAVPERSCOM
CTD	Complete transition	SQUADRON C.O.
CTD/ED & 12 months	OBLISERV requirements from CTD/ED & 24 months for prospective gains ceases. Review unit EDVR and make staggered PRD adjustment RECOMMENDATIONS TO NAVPERSCOM VIA EPMAC.	NAVPERSCOM SQUADRON C.O.

EXHIBIT 1

SAMPLE FORMAT FOR INITIAL PHASE-IN-PLAN

(Use the proper message format containing the following:)

```
FROM ORIGINATING ACTIVTY
TO EPMAC NEW ORLEANS LA//43//
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 AUG 03 TO
SEP 04.

    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         SSN              MBR WILL FILL (RATE/NEC)
AT1   HORNET       123-45-6789      AT1/8345

    B.  THE FOLPERS WILL NOT TRANSITION, AND ARE MADE AVAIL FOR ORDS AS FOLS:
DETACHMENT/DUPREFS
RATE NAME    SSN         EAOS   EXT  CUR PRD DATE 3 CHOICES
AT2  PHANTOM 222-22-2222 861101 12MO 8802    8510 SAN DIEGO

    C.  FOLPERS ARE BEING PROCESSED FOR SEPARATION.
RATE     NAME           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           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.)//
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MILPERSMAN 1306-900

ASSIGNMENT OF ENLISTED PERSONNEL TO SPECIAL PROGRAMS

Responsible Office	NAVPERSCOM (PERS-4010) (PERS-40BB)	Phone:	DSN COM FAX	882-3451 (901) 874-3451 882-2646

References	(a) OPNAVINST 6110.1G (b) SECNAVINST 5510.30A

1. **Policy**. To request assignment to a special program, submit NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request to Navy Personnel Command, (NAVPERSCOM) (applicable detailer), via the appropriate chain of command approximately 9-12 months prior to member's projected rotation date (PRD).

a. Applications for non-designated SN/FN/AN should be sent to Enlisted Personnel Management Center (EPMAC) (EP-47).

b. It is the responsibility of the commanding officer (CO), as well as several other key personnel, to ensure all applicants are fully qualified for the specific program.

c. This article provides basic procedures for screening, reporting, and requesting information for transfer to a special program.

(1) Exhibit 1, NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, will be completed as required.

(2) Exhibit 2, Special Program Suitability/Unsuitability Report, will be submitted for all Special Program applicants once a suitability determination has been made.

(3) Exhibit 3, Special Program Waiver Request, will be utilized when a wavier is warranted.

(4) Exhibit 4, 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 for the ever increasing complexity of the Navy's mission, it is frequently necessary to establish special programs to perform support functions requiring skills 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 (NFMTs)	1306-901
Fleet Technical Support Center (FTSC) Program	1306-902
Physical Security/Law Enforcement Specialist	1306-903
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
Enlisted Placement Management Center (EPMAC) Detachment, Transient Monitoring Unit (TMU)	1306-908
SEAL (Naval Special Warfare) Program	1306-909
Explosive Ordnance Disposal (EOD) Program	1306-910
Deep Sea Diver Program	1306-911
SEABEE Underwater Construction Technician (UCT) Program	1306-912
Flag Officer Writer and Staff Writer (NEC 2514)	1306-913
Military Assistance Advisory Groups (MAAGS), North Atlantic Treaty Organization (NATO) Commands, Joint Staffs, Attaché (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 (EOA)	1306-917
Naval Support Unit, State Department	1306-918
Navy Flight Demonstration Squadron (BLUE ANGLES)	1306-919
USS CONSTITUTION	1306-920
Personnel Exchange Program (PEP)	1306-921
Housing Management Teams (HMTs)	1306-922
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
Training and Administration of Reserve (TAR) Conversion Program	1306-933
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
Naval Surface Force, Readiness Support Group Supply Readiness Teams	1306-938
White House Communications Agency (WHCA)	1306-939
Naval Reserve Officer Training Corps Training (NROTC) 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 Communications Teams (MCT)	1306-944
Flag Officer (Staff) Duty	1306-945
Navy Tugmaster Program	1306-946
Fleet Assistance Teams	1306-947
Fleet Aviation Specialized Operational Training Group (FASOTRAGRU) Atlantic/Pacific Fleet 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
COMLANTFLT Non-Developmental Items (NDI) Staff	1306-952
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

Topic	See MILPERSMAN
Nuclear Propulsion Training Activities	1306-957
Academic Remedial Training (ART) Instruction Duty	1306-958
Afloat Training Groups (ATGs)	1306-959
Instructor Duty at Field Medical Service School (FLDMEDSERVSCOLs)	1306-960
Cryptologic Technician Interpreter (CTI) Language Instructor Candidates	1306-961
Instrumental Instructor Duty at the School of Music	1306-962
Instructor Duty at Community College of the Air Force (CCAF)	1306-963
Recruiting Duty	1306-964
Career Recruiter Force (CRF)	1306-965
Enlisted Rating Detailer	1306-966
Navy/Marine Corps Intranet (NMCI) Network Operations Center (NOC)	1306-967
Camp David (Naval Support Facility, Thurmont, MD)	1306-968
Mobile Security Detachments (MSDs)	1306-969

3. **Qualifications**. Commands will also ensure the following requirements are met prior to transfer:

a. Members requesting a special program must understand that these programs cannot be used to evade normal sea/shore rotation. If member is up for sea duty, the special program will be a sea going program and vice-versa.

b. Member 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 all Navy physical readiness standards per reference (a).

d. Any person selected for a special program involving the education or orientation of military or civilian personnel shall

have been the subject of a favorable National Agency Check (NAC), or Entrance National Agency Check (ENAC). Many special programs will 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 shall have the required obligated service (OBLISERV) to complete the normal tour of duty.

(1) Members who do not have the required OBLISERV must either reenlist or extend prior to transfer.

(2) If a member cannot extend enlistment due to selective reenlistment bonus (SRB) or other rating requirements which may cause financial loss, submit a waiver.

(3) Careerist with 15 or more years of active service will not be authorized to transfer to the Fleet Reserves prior to completing the minimum tour of duty. A NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry shall be made certifying the member both understands and agrees.

(4) Members who are unwilling to incur required OBLISERV are not eligible for transfer to a special program. Retain member on board and send an unsuitability report to NAVPERSCOM (appropriate code) via message.

f. COs shall ensure members are qualified. The CO’s signature on Exhibit 1 of the NAVPERS 1306/92 is the endorsement.

(1) Report suitability/unsuitability determinations utilizing Exhibit 2; and

(2) submit a waiver if warranted, utilizing Exhibit 3.

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 CO's endorsement should accompany all waiver requests.

d. Use the message format in Exhibit 3 for waiver messages.

NOTE: Several qualifications will indicate non-waiverable. 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 (i.e., medical, program disestablishment, etc.), the member will be released back to their 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, conducted by the transferring command. It is sent to the transferring command, info NAVPERSCOM (PERS-4010 and applicable detailer).

EXHIBIT 1

SPECIAL PROGRAM SCREENING FORM

SUPPORTING DIRECTIVE MILPERSMAN 1306-900

RATE/RANK:	NAME:
SSN:	PROPOSED DETACHMENT DATE:
PROPOSED PROGRAM/DUTY STATION:	

SECTION A: GENERAL CRITERIA

		INTERVIEWER'S INITIALS
☐ YES ☐ NO	1. Within the past 36 months, has member been found unsuitable or disqualified for any previous special program(s)?	
☐ YES ☐ NO	2. Performance Evaluation (NAVPERS 1616/26): Has member received at least 3.0 on all traits, been recommended for retention and promotable or higher for advancement for the past 36 months?	
☐ YES ☐ NO	3. Has member had any NJP, courts-martial, civil conviction, or significant involvement with civil authorities within the past 36 months?	
☐ YES ☐ NO	4. Has member had any alcohol related incidents in the past 36 months?	
☐ YES ☐ NO	5. Has member had any involvement with illegal drugs in the past 36 months?	
☐ YES ☐ NO	6. Has member signed the required OBLISERV for this program?	
☐ YES ☐ NO HT INCHES WT POUNDS BF %	7. Is member currently within height, weight, or body fat standards, and has member passed the most recent, regularly scheduled Physical Fitness Assessment (PFA)?	

PERSONNEL OFFICER'S NAME AND RANK:	PERSONNEL OFFICER'S SIGNATURE:	DATE:

SECTION B: MEDICAL/DENTAL SCREENING

		INTERVIEWER'S INITIALS
☐ YES ☐ NO	1. Has member completed required medical screening for this program? If "no", will the gaining MTF accept?	
☐ YES ☐ NO	2. Is member in proper dental class for PCS transfer?	

MEDICAL OFFICER'S NAME AND RANK:	MEDICAL OFFICER'S SIGNATURE:	DATE:
DENTAL OFFICER'S NAME AND RANK:	DENTAL OFFICER'S SIGNATURE:	DATE:

SECTION C: FINANCIAL/COMMAND MASTER CHIEF SCREENING

☐ YES ☐ NO Has the member been interviewed by the Command Financial Specialist per OPNAVINST 1740.5A, and is the member financially stable?

COMMAND FINANCIAL SPECIALIST'S NAME AND RANK:	COMMAND FINANCIAL SPECIALIST SIGNATURE:	DATE:

SPECIAL PROGRAM SCREENING FORM (CONTINUED)

SUPPORTING DIRECTIVE MILPERSMAN 1306-900

☐ YES ☐ NO This member meets requirement and assignment to Special Programs and is appropriate.		
COMMAND MASTER CHIEF NAME AND RANK:	COMMAND MASTER CHIEF SIGNATURE:	DATE:

SECTION D: ADDITIONAL REQUIREMENTS (AS APPLICABLE)

	INTERVIEWER'S INITIALS
☐ YES ☐ NO 1. Does member have required NEC/School/ASVAB for this program?	
☐ YES ☐ NO 2. Does member have required security clearance?	
☐ YES ☐ NO 3. Does member have valid driver's license? State: License Number: Expiration Date:	
☐ YES ☐ NO 4. Has member completed swim qualification for this program?	
☐ YES ☐ NO 5. Does member have visible tattoos?	
☐ YES ☐ NO 6. Has member completed one successful tour working in rate?	

COMMAND CAREER COUNSELOR'S NAME AND RANK:	COMMAND CAREER COUNSELOR'S SIGNATURE:	DATE:

Master Training Specialist/Senior Enlisted Instructor Recommendation: *(Include a personal interview statement from a Master Training Specialist or Senior Enlisted Instructor.)*

MASTER TRAINING SPECIALIST/SENIOR ENLISTED INSTRUCTOR NAME AND RANK:	MASTER TRAINING SPECIALIST/SENIOR ENLISTED INSTRUCTOR SIGNATURE:	DATE:

ALL OF THE ABOVE INFORMATION IS CERTIFIED TO BE TRUE TO THE BEST OF MY KNOWLEDGE. By signing this form I acknowledge that I must maintain my suitability throughout my assignment to Special Programs.

MEMBER'S NAME AND RANK:	MEMBER'S SIGNATURE:	DATE:

SPECIAL PROGRAM SCREENING FORM (CONTINUED)

SUPPORTING DIRECTIVE MILPERSMAN 1306-900

COMMAND CO/XO/OIC/COS/DIRECTOR ENDORSEMENT

☐ YES ☐ NO 1. Are there any other compelling reasons why servicemember should not be transferred?

Initial certification upon nomination.	RE-CERTIFICATION WITHIN FIVE WORKING DAYS OF TRANSFER. MEMBER CONTINUES TO MEET ALL REQUIREMENT. INITIALS BELOW ARE REQUIRED.
☐ APPROVAL ☐ DISAPPROVAL	_____ FINAL APPROVAL _____ FINAL DISAPPROVAL

Command Endorsement: *(A summary statement evaluating the applicant is required. Provide written recommendation from Commanding Officer indicating member's potential to perform and excel in an instructor billet.)*

☐ APPROVAL ☐ DISAPPROVAL

ENDORSEMENT OF THIS SCREENING REPRESENTS FULL RECOMMENDATION OF THIS CANDIDATE BY TRANSFERRING COMMAND. ALL INFORMATION IS CERTIFIED TO BE TRUE TO THE BEST OF MY KNOWLEDGE. A COPY OF THIS FORM HAS BEEN FILED IN MEMBER'S SERVICE RECORD.

NAME AND RANK:	SIGNATURE:	DATE:

PRIVACY STATEMENT: THE AUTHORITY TO REQUEST THIS INFORMATION IS CONTAINED IN 5 USC 301 DEPARTMENTAL REGULATIONS. THE INFORMATION WILL BE USED TO ASSIST OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF THE NAVY IN DETERMINING YOUR FUTURE DUTY ASSIGNMENT.

COMPLETION OF THE FORM IS MANDATORY EXCEPT FOR DUTY AND HOME PHONE NUMBERS. FAILURE TO PROVIDE REQUIRED INFORMATION MAY RESULT IN DELAY IN RESPONSE TO, OR DISAPPROVAL, OF YOUR REQUEST.

EXHIBIT 2

SPECIAL PROGRAM SUITABILITY/UNSUITABILITY REPORT

(Use proper message format containing the following:)

FM TRANSFERRING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS40/PERS (DETAILER)//
EPMAC NEW ORLEANS LA (ONLY FOR NON-RATED SN, FN, AN)//47//
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 3

SPECIAL PROGRAM WAIVER REQUEST

(Use proper message format containing the following:)

```
FM REQUESTING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS40/PERS (DETAILER)//
EPMAC NEW ORLEANS LA (ONLY FOR NON-RATED SN, FN, AN)//47//
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 4

SPECIAL PROGRAM SCREENING DEFICIENCY REPORT (SPSDR)

(Use proper message format containing the following:)

FM
TO
INFO
BT
UNCLAS //N01300//
MSGID/GENADMIN/(receiving cmd)//
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 (PERS-4010 and applicable detailer).

MILPERSMAN 1306-901

NAVY FOOD MANAGEMENT TEAMS (NFMTS)

Responsible Office	NAVPERSCOM (PERS-402B)	Phone:	DSN	882-3737
			COM	(901) 874-3737
			FAX	882-2637

1. **Background.** Navy Food Management Teams (NFMTs) provide technical and management assistance to Mess Management Specialists (MS) in operation of enlisted messing 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 MSs. 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 MS shore tour or Department of Defense (DoD) area tour for overseas assignments.

2. **Requirements/Qualifications**

a. NFMTs are composed of MSs in paygrades E-7 and above who have completed MS "C" School, Management Principles Course, and Instructor's Training prior to reporting for team duty.

b. Complete section A 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 1306-902

FLEET TECHNICAL SUPPORT CENTER (FTSC) PROGRAM

Responsible Office	NAVPERSCOM (PERS-402A) (PERS-402C)	Phone:	DSN COM FAX	882-3610 (901) 874-3610 882-2734

1. **Policy**

a. Duty assignments at FTSC include fleet concentration areas both continental United States (CONUS) and overseas.

b. Duty with FTSCs will be classified as shore duty with the exception of FTSC detachments in Naples, IT; Yokosuka, JA; Sasebo, JA; and Singapore; which are non-rotated sea duty, Type Duty Code "4."

2. **Background**

a. Fleet Technical Support Centers (FTSC) provide a cadre of versatile, technical personnel to improve fleet engineering, electronics, logistics, and weapons readiness through informal classroom training at the FTSC site, and by providing technical assistance through on-the-job training on board fleet units.

b. Tour length will be prescribed rating shore tour or Department of Defense (DOD) area tour for overseas assignments.

3. **Requirements/Qualifications**

a. Members in paygrades E-6 and above who have at least 8 years Naval Service may apply for this program.

b. Applicants must first be screened and approved by the local FTSC 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 other matter that in the opinion of the commanding officer (CO) would disqualify the member for such duty.

(4) Overall performance evaluations of 3.5 or better for the past 4 years.

(5) Instructor/facilitator training prerequisite as required.

c. Complete sections A, C, and D2 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 or DOD area tour length.

MILPERSMAN 1306-903

PHYSICAL SECURITY/LAW ENFORCEMENT SPECIALIST

Responsible Office	NAVPERSCOM (PERS-4010E)	Phone:	DSN	882-3877
			COM	(901) 874-3877
			FAX	882-2646

1. **Policy**. Personnel selected for assignment to Physical Security Duty will be ordered to the 6-week Law Enforcement Specialist Training School located at Local Training Authority (LTA) Hampton Roads, VA or LTA San Diego, CA. All graduates will earn the Law Enforcement Specialist NEC 9545.

2. **Background**. Physical Security/Law Enforcement Specialist duties are as follows:

a. Performs specialized duties in internal security at naval installations and facilities worldwide as a member of the Navy Internal Security Force (NISF).

b. Provides security for restricted areas.

c. Controls entry and exit at access points to restricted areas.

d. Patrols concentration areas on foot and using vehicles.

e. Conducts auto accident scene and traffic control, crime investigation, crime scene control, and criminal apprehension, and submits written reports.

f. Enforces general and special orders and regulations applicable to area operations.

g. Performs convoy escort and defense against intrusion by hostile elements, riot, or other unusual circumstances.

h. Tour length will be 36 months.

4. **Requirements/Qualifications**

a. Personnel of all ratings, except HMs and DTs may apply for assignment.

b. Personnel who are requesting spouse collocation cannot be assigned to the same UIC.

c. Pregnancy will delay entry into program.

d. Due to member's job requirements, which authorize the possession of weapons, members with open Family Advocacy Program (FAP) cases are ineligible.

e. No record of NJP conviction within the last 36 months from the date of attending school.

f. Must be a U.S. citizen (non-waiverable).

g. Members must possess a valid state-issued driver's license (non-waiverable).

h. Members who possess and are serving as an NEC 9545 must continue to meet screening requirements. Members who no longer meet these requirements may have their NEC removed.

(1) Commanding officers (COs) may, at their discretion, submit NAVPERS 1221 (Rev. 6-92), Navy Enlisted Classification (NEC) Change/Recommendation to Enlisted Placement Management Center (EPMAC) (EP-49) (copy to Navy Personnel Command (NAVPERSCOM) (PERS-4010)) with sufficient documentation for removal of NEC 9545.

(2) Upon removal of 9545 NEC, the command will submit an availability report.

i. Complete sections A, B, D2, and D3 of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form (Exhibit 1 of MILPERSMAN 1306-900).

j. Required obligated service (OBLISERV) for this program is 36 months.

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	882-3737
			COM	(901) 874-3737
			FAX	882-2637

References	NAVPERS 15878H, Retention Team Manual

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 NAVPERS 15878H.

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. 04-03), Special Program Screening Form (Exhibit 1 of MILPERSMAN 1306-900).

d. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-906

NAVAL INTELLIGENCE SUPPORT CENTER

Responsible Office	NAVPERSCOM (PERS-402C) (PERS-403D)	Phone: DSN COM FAX	882-3792 (901) 874-3792 882-2643

References	NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume 1, Navy Enlisted Occupational Standards 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 NAVPERS 18068F, volume 1.

(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. Refer to OPNAVINST 1510.9F.

b. Complete sections A and C 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 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	DODD 5210.55 of 15 Dec 98 DODI 5210.87 of 30 Nov 98

1. **Policy**

a. **Non-petty officers** are assigned directly from Recruit Training Command (RTC). Recruits who volunteer and are accepted for Ceremonial Guard duty must execute NAVPERS 1070/613 (10-81), 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 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. **Petty officers** are selected from those eligible for shore duty.

2. **Background**

a. The U.S. Navy Ceremonial Guard, a component of Naval District Washington (NDW), is the official ceremonial unit of the Navy.

b. Tour lengths for Ceremonial Guard personnel are as follows:

(1) E-1 to E-3 volunteers will serve 24 months.

(2) E-4 to E-9 personnel will serve 36 months or the normal shore tour for their ratings, whichever is longer.

(3) 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.

(4) 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 E-9 except administrative support personnel (YN, SK, and SH), shall meet the following minimum qualifications:

(1) Height

(a) Male. Minimum 6'0".

(b) Females. Minimum 5'10" (waivers considered).

(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 petty officers 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.

c. All prospective members of the Ceremonial Guard must meet the criteria for nomination to Presidential Support Activities, per DODI 5210.87, enclosure 4 and DODD 5210.55.

d. Commanding officers (COs) will verify, via administrative entry in the member's service record, that candidate meets requirements for nomination to Presidential Support Activities.

e. Members must have a favorably completed National Agency Check with Local Check (NACLC) within the last 36 months preceding nomination to Presidential Support Activities.

f. Special instructions are as follows for electronic transmission of the Security Officer form to Defense Security Service:

(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" (NAC 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)."

g. Required Armed Services Vocational Aptitude Battery (ASVAB) scores:

(1) GCT = 50.

(2) WK = 50.

h. Complete sections A, B, D1, D2, and D5 of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form (Exhibit 1 of MILPERSMAN 1306-900).

i. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-908

ENLISTED PLACEMENT MANAGEMENT CENTER (EPMAC) DETACHMENT, TRANSIENT MONITORING UNIT (TMU)

Responsible Office	NAVPERSCOM (PERS-402B) (PERS-407)	Phone:	DSN COM FAX	882-3737 (901) 874-3737 882-2737

1. **Background.** The Enlisted Placement Management Center (EPMAC) Detachment Transient Monitoring Unit (TMU) was established to monitor the movement of personnel through the Transient, Patient, Prisoner, Holdee (TPPH) and Student Pipelines.

a. As the agent for the Chief of Naval Personnel, TMU conducts on-site visits of transient and limited duty (LIMDU) personnel processing activities to ensure proper administration and management procedures are in place.

b. TMU is located in New Orleans, LA. Assignment to this unit is classified as Type 2 sea duty.

g. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. To qualify for assignment to TMU, the applicant must:

(1) Be a Personnelman (PN) in paygrade E6 or above.

(2) Be a Hospital Corpsman (HM) in paygrade E6.

(3) Be warfare qualified.

(4) Possess and demonstrate a superior degree of rating knowledge and competence. PN applicants must possess an expert working knowledge of the Navy Standard Integrated Personnel System (NSIPS) as well as functional knowledge of the Defense Joint Military Pay System (DJMS).

(5) 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 able to write reports using proper sentence structure, correct noun/verb agreement and punctuation.

(6) Be willing to sign a NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, stating that the applicant understands that any abuse or misuse of the government travel card 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 TMU shall be submitted to Navy Personnel Command (NAVPERSCOM) (PERS-402B) for PN personnel and NAVPERSCOM (PERS-407) for HM personnel via:

Officer-in-Charge
Transient Monitoring Unit
4400 Dauphine Street
New Orleans, LA 70159-4400

c. Complete sections A, C, and D3 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 1306-909

SEAL (NAVAL SPECIAL WARFARE) PROGRAM

Responsible Office	NAVPERSCOM (PERS-401D)	Phone:	DSN	882-3564
			COM	(901) 874-3564
			FAX	882-2716

References	NAVMED P-117, Manual of the Medical Department NAVPERS 18068F, Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications

1. **Background**

a. The Naval Special Warfare Community includes enlisted personnel qualified for and assigned Secondary Navy Enlisted Classifications (SNECs) 5320, 5323, and 5326. Additionally, these personnel carry the enlisted designator (SEAL). Once qualified, personnel perform special warfare operations as SEAL combatant swimmers.

b. Tour lengths and rotational patterns for SEAL team personnel are as follows:

(1) Sea/shore rotation is based on a ratio of sea duty to shore duty billets. Currently this ratio dictates 5-year sea/2-year shore tour lengths within the SEAL team (SNEC 532X).

(2) Department of Defense (DoD) area tour for overseas assignments.

2. **Requirements/Qualifications**

a. Personnel desiring to become members of the SEAL Community must meet the qualifications contained in the following:

(1) NAVPERS 18063F, volume II, section II.

(2) MILPERSMAN 1220-100 through 1220-330.

(3) NAVMED P-117, article 15-30.

b. Completion of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900 is not required.

c. Required obligated service (OBLISERV) for this program is 51 months.

MILPERSMAN 1306-910

EXPLOSIVE ORDNANCE DISPOSAL (EOD) PROGRAM

Responsible Office	NAVPERSCOM (PERS-401D)	Phone:	DSN	882-3564
			COM	(901) 874-3564
			FAX	882-2716

References	NAVPERS 18068F, Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications NAVEDTRA 12061, Catalog of Navy Training Courses (CANTRAC) NAVMED P-117, Manual of the Medical Department (MANMED)

1. **Background**

a. The Explosive Ordnance Disposal (EOD) Community includes enlisted personnel qualified for and assigned Secondary NEC's (SNEC) 5332 through 5339. Additionally, these personnel carry the enlisted designator (EOD). Once qualified, personnel perform Explosive Ordnance Disposal Operations as EOD Technicians.

b. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. Personnel desiring to become members of the EOD community must meet the qualifications contained in:

(1) NAVPERS 18086F

(2) NAVEDTRA 12061

(3) MILPERSMAN 1220-100 through 1220-210.

(4) NAVMED P-117, article 15-30.

b. Completion of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900 is not required.

c. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-911

DEEP SEA DIVER PROGRAM

Responsible Office	NAVPERSCOM (PERS-401D)	Phone:	DSN	882-3564
			COM	(901) 874-3564
			FAX	882-2716

References	NAVMED P-117, Manual of the Medical Department, (MANMED) NAVPERS 18068F, Manual of Navy Enlisted Manpower And Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications NAVEDTRA 12061, Catalog of Navy Training Courses, (CANTRAC)

1. **Background.** This program includes all enlisted personnel qualified and assigned a Secondary Navy Enlisted Classification (SNECs) code 5311, 5341, 5342, 5343, and 5346. Additionally, these personnel carry the enlisted designator Diver (DV).

a. Deep Sea Divers plan, supervise, and execute salvage, repair, and rescue diving operations for various periods of time at various locations. They are responsible for the maintenance and safe operation of diving equipment and tools.

b. Applicants can expect duty in various Submarine and Service Force Ship types (AS, AD, AR, ASR, ARS, ATF, ATS) and at overseas and CONUS stations.

c. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. Personnel desiring to become a member of the Deep Sea Divers program must meet the qualifications contained in:

(1) NAVPERS 18086F

(2) NAVEDTRA 12061

(3) MILPERSMAN 1220-100 through 1220-210.

(4) NAVMED P-117, article 15-30.

b. Completion of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900 is not required.

c. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-912

SEABEE UNDERWATER CONSTRUCTION TECHNICIAN (UCT) PROGRAM

Responsible Office	NAVPERSCOM (PERS-401D)	Phone:	DSN	882-3571
			COM	(901) 874-3571
			FAX	882-2716

References	NAVMED P-117, Manual of the Medical Department (MANMED) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications NAVEDTRA 12061, Catalog of Navy Training Courses (CANTRAC)

1. **Background**. A limited number of Construction Rating personnel are needed as Underwater Construction Technicians (UCT) for underwater construction, repair, maintenance, and inspection.

a. Candidates are assigned Navy Enlisted Classification (NEC) 5933 Basic Underwater Construction Technician Candidate upon entering formal diver training to qualify as a NEC 5343 Diver Second Class.

b. Seabee underwater construction divers then attend an underwater construction techniques course qualifying them as NEC BU-5932 Basic Underwater Construction Technician. Basic Underwater Construction Technician personnel are eligible for formal training as NEC 5342 Diver First Class, then an underwater construction techniques course qualifying them as NEC 5931 Advanced Underwater Construction Technician. NEC 5931 personnel may later continue formal training as NEC 5341 Master Diver.

c. Rotational Patterns for UCT Personnel.

(1) Rotation of UCTs is in a “Closed Loop” of billets for NECs 5931 or 5932. Billets outside the UCT Primary Navy

Enlisted Classification Code (PNEC) community are available on an exception basis to enhance construction rating skills.

(2) These limited assignments are made jointly by the UCT and rating detailers. While in one of these billets the member may retain his PNEC if they return to diving duty at Projected Rotation Date (PRD) and maintains diving qualifications in accordance with MILPERSMAN 1220-100 through 1220-210.

d. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. Personnel desiring to become members of the UCT community must meet the qualifications contained in:

(1) NAVPERS 18086F

(2) NAVEDTRA 12061

(3) MILPERSMAN 1220-110

(4) NAVMED P-117, articles 15-10, 15-13, 15-30, 15-38 and 15-66.

b. The following additional requirements must also be met:

(1) 30 years old or less upon admission to Second Class Diver School.

(2) E-5 or below in one of the following Seabee Ratings: BU, SW, EA, UT, CE, EO, and CM.

(3) 2 years in rate experience in a NMCB or PHIBCB. Exceptions will be considered based on performance and experience. All exceptions must be approved by Navy Personnel Command (PERS-401), UCT Detailer.

c. Complete sections A and D2 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 1306-913

FLAG OFFICER WRITER AND STAFF WRITER (NEC 2514)

Responsible Office	NAVPERSCOM (PERS-4010F3)	Phone:	DSN	882-3732
			COM	(901) 874-3732
			FAX	882-2737

1. **Background**

a. Flag Officer Writers (NEC 2514) are assigned to personal staffs of flag officers for the purpose of assisting those officers and senior level civilians with administrative details so they may devote a larger portion of their time to other important matters. Personnel requesting Flag Officer Writer positions should expect long hours.

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 Officer 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 be 42 months.

2. **Requirements/Qualifications**. To qualify for selection as a Flag Officer Writer, a member must possess the following qualifications. Waivers of the minimum qualifications will not normally be granted.

a. Be a YN1, warfare qualified, with a minimum of 6 years total service or at least 1 year time in rate or above 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 Officer Writers before applying for this program**.

e. Completed a college level English composition course, or College Level Entry Preparation (CLEP) examination, with a minimum of 3.0 GPA.

f. Complete sections A, B, D1, and D2 (SBI) of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

g. Required obligated service (OBLISERV) for this program is 42 months.

3. **Requests**

a. Requests shall be submitted to NAVPERSCOM, Admin/Deck/Supply/Assignment Branch (PERS-402B) via the administrative chain of command utilizing NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request. Packages will include:

(1) Full front and side view black and white photographs (8x10) in summer/winter dress uniform or khaki.

(2) A biography, listing all duty stations with dates, duties, and names of reporting seniors.

(3) Last 5 years of evaluations/fitness reports.

b. Selected candidates will be required to attend the 5-week Flag Officer Writer Course at Naval Technical Training Center, Meridian, MS. Upon completion of the course, students will be awarded NEC 2514 and detailed to a Flag Officer Writer billet.

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	882-3872
			COM	(901) 874-3872
			FAX	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	882-3862
			COM	(901) 874-3862
			FAX	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 ASSISTANTS (EOAS)

Responsible Office	NAVPERSCOM (PERS-4010D1)	Phone:	DSN	882-3862
			COM	(901) 874-3862
			FAX	882-2646

1. **Background**. Navy Equal Opportunity Assistants (EOAs) serve as subject matter experts on equal opportunity, discrimination, and harassment issues.

a. They are assigned to selected Echelon Two and Echelon Three staffs, Navy Personnel Command (NAVPERSCOM), Naval Education Training Command (NETC), and Defense Equal Opportunity Management Institute (DEOMI).

b. Assignment to an EOA billet is contingent upon successful completion of the 15-week course of instruction at DEOMI and awarding of Navy Enlisted Classification (NEC) 9515.

c. This program requires assignment of members to full-time counselor duty afloat and ashore.

d. Members rotating from an existing EOA shore billet will be screened by NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010D1) for an EOA sea duty (Type Duty Code “2,” “3,” or “4”) billet. If one is available, the member may be assigned to that billet. If no EOA sea duty is available, the member will be returned to the rating detailer for an in-rate assignment.

e. When EOAs approached their projected rotation date (PRD) from non-EOA billets, the rating detailer will nominate them to NAVPERSCOM (PERS-4010D1) for assignment to valid EOA requirements. If no billets exist, members will be returned to their detailer for assignment.

f. Tour length will be per rating sea/shore rotation or Department of Defense (DoD) area tour for overseas assignment.

2. **Requirements/Qualifications**

a. To be eligible for selection for EOA training, members must be E-6 or above and be interviewed by an EOA. If an EOA is not stationed within a reasonable commuting distance, request waiver interview from NAVPERSCOM (PERS-4010D1) or contact the EOA Community Manager in NAVPERSCOM, Navy Equal Opportunity Office (PERS-670) to arrange for a telephone interview (Commercial (901) 874-4405/DSN 882-4405).

b. DEOMI/NAVPERSCOM/Chief of Naval Operations (CNO) billets will be filled with experienced (prior tour) EOA.

(1) They will be graduates of a military instructor course or civilian equivalent.

(2) Nomination packages will be submitted to appropriate commands by NAVPERSCOM (PERS-4010D1).

(3) Members selected for assignment to NAVPERSCOM will obtain an endorsement from NAVPERSCOM (PERS-670) prior to selection for this position.

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 1306-918

NAVAL SUPPORT UNIT, STATE DEPARTMENT

Responsible Office	NAVPERSCOM (PERS-401)	Phone:	DSN	882-3556
			COM	(901) 874-3556
			FAX	882-2716

References	NAVMED P-117, Manual of the Medical Department (MANMED) SECNAVINST 5510.30A NAVSO P-6034, Joint Federal Travel Regulations, Volume I

1. **Background**. The Naval Support Unit, State Department provides Seabee support to the Department of State security program on a continuing basis.

a. This program assignment involves the security surveillance of foreign contract construction and the performance of construction, renovation, maintenance, and repair work in the secure spaces within the Department of State Foreign Service establishments.

b. Seabees selected for duty with this unit will undergo approximately 8 weeks of specialized training and indoctrination in Washington, DC prior to onward assignment.

c. Sea duty tours with this unit typically consist of a 1-year unaccompanied tour followed by a 2-year overseas accompanied tour. Choice of duty locations cannot be made prior to reporting.

d. Shore duty billets exist for five Fleet personnel E-4 thru E-7 (YN, PN, and DK) to serve with the Naval Support Unit staff in Washington, D.C.; some temporary duty travel overseas and continental United States (CONUS) could be required. Additionally, two billets exist for Seabee personnel, one E-9 Assistant Officer in Charge (AOIC), and one E-8 (Operation). All other personnel assigned to Naval Support Unit, State Department will be on sea duty (sea/shore coded) during their entire tour.

e. All personnel assigned to the unit are required to wear civilian clothing at all times unless otherwise directed, and a civilian clothing allowance will be paid by the detaching activity upon the execution of orders.

f. Applications for assignment to the unit are invited from selected construction rating (Seabee) and fleet (YN, PN and DK) personnel.

g. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. Personnel desiring assignment to the Naval Support Unit, State Department must meet the following requirements:

(1) All overseas screening requirements for the member and member's family member(s) per MILPERSMAN 1300-300 through 1300-316.

(2) If married, have no more than three family members.

(3) E-5 and above in one of the following ratings: BU, CE, UT, or SW.

(4) E-5 through E-7 in one of the following ratings (5 billets available): YN, PN or DK.

(5) Be a U.S. citizen and speak English clearly.

(6) Special program screening shall refer back 60 months vice 36 months.

(7) Physically qualified per NAVMED P-117, article 15-50. Personnel must have a recent physical no more than 6 months prior to transfer.

(8) No Exceptional Family Member (EFM) codes will be accepted.

b. Applications should initially be submitted to Navy Personnel Command (NAVPERSCOM), Seabee Assignment Section (PERS-401C) for review.

(1) Upon completion, records will be forwarded to Officer in Charge (OIC), Naval Support Unit, State Department for the final determination.

(2) Appplication packages must include

(a) NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request with command recommendation;

(b) last five evaluations/fitness reports; and

(c) last three Physical Fitness Assessment (PFA) scores (Physical Readiness Information Management System (RRIMS) printout).

(3) Appropriate endorsements will be made concerning qualification and shall be forwarded to NAVPERSCOM (PERS-401C) for appropriate action.

c. Applicants should assure that their electronic service record (ESR) is up-to-date and accurate, to assure full consideration in the screening process.

d. Complete sections A, B, C, and D2 (SSBI) of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900. Screening must cover 60 months vice 36 months.

e. Required obligated service (OBLISERV) for this program is 36 months.

3. **Special Security Requirements**. Applicant's service record must be screened to determine if it contains valid documentation of a complete satisfactory Single Scope Background Investigation (SSBI) requesting Top Secret clearance with Sensitive Compartmented Information (SCI) access within the past 5 years.

a. If not, the detaching command will initiate the investigation package, per NAVADMIN 085/02.

b. Investigation packages must be submitted within 10 working days after receipt of orders per SECNAVINST 5510.30A.

c. The complete investigation package must be submitted electronically via the Electronic Personnel Security

Questionnaire 2.2 (EPSQ) system to Defense Security Service (DSS).

(1) The electronic submission of the complete security package must be forwarded with the following addresses listed below:

Forward Results to:	**Thru:**
Naval Support Unit **Attn: Security Manager** **SA14 Ste 210 (DS/STO/NSU)** **Washington, D.C. 20522-1403**	**Department of the Navy** **Central Adjudication Facility** **ATTN: Special Programs** **Washington, DC 20388-5389**

(2) Forward the following to the address provided in NAVADMIN 085/02:

(a) Two original **fingerprint cards (FD-258 (Rev. 5-99)).**

(b) The completed original request **DD Form 1879 (8-99), DOD Request for Personnel Security Investigation.**

(c) Signature pages of **SF 86 (9-95), Questionnaire for National Security Positions.**

A copy of the printed and signed DD Form 1879 and SF-86 must also be forwarded to Naval Support Unit, ATTN: Security Manager.

(3) If the EPSQ system is not an applicable method of submission for the applicant's security package, contact the Naval Support Unit Security Manager immediately at **(703) 312-3567** or E-mail **clarkr@state.gov.**

4. **Additional Special Requirements**

a. Prior to an applicant's arrival at Naval Support Unit, State Department, applicant must complete Navy Electricity and Electronics Training Series (NEETS) Modules 1-4 with no less than 3.0 average.

b. Forward a statement to **OIC, Naval Support Unit, State Department** within 15 working days from the date the applicant has been determined as physically qualified per NAVMED P-117, article 15-50. Ensure that **SF88 (Rev. 10-94), Medical Record –**

Report of Medical Examination; and **SF93 (Rev 6-96), 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 the Naval Support Unit (unit identification code (UIC) 30002) is considered **sea duty** (sea/shore code 2). When a member initially reports to the Naval Support Unit, member is assigned to the Temporary Duty (TDY) Pool. While the member is not considered as stationed overseas, the member will spend very few days stateside, specifically in the Washington, DC area to attend to administrative functions in between TDY assignments.

(2) Upon receiving an assignment to post at a specific overseas location for the remainder of the Naval Support Unit tour, the member will receive a set of in-house permanent change of station (PCS) orders. These orders are unique to the Naval Support Unit 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 all family member(s) are entitled to only those benefits under NAVSO P-6034 that apply to members serving on sea duty (sea/shore code 2). Members serve overseas within the Department of State, but are considered as serving in Washington, DC for any and all Navy purposes.

(3) NAVSO P-6034, chapter 5 describes entitlements and is the correct reference for transportation of family member(s) and household goods (HHG) for personnel assigned to the Naval Support Unit.

(4) Ensure sailors understand NAVSO P-6034, chapter 5 before making any arrangements to move family member(s)/HHG. Members do not qualify for any benefits that are granted to personnel assigned overseas duty under normal Navy orders. Members remain assigned to Washington, DC for their full tour at the Naval Support Unit even though they will be residing overseas within the Naval Support Unit.

(5) It is recommended that upon initial assignment to the Naval Support Unit the member either leave all family member(s) at their present location, or move them to a location that is equal to or less than the mileage distance from the

member's last permanent duty station (PDS) to Washington, DC (member's new PDS). If the member decides to move family member(s) to a location that exceeds the mileage from last PDS to Washington, DC, the member will incur any costs that are over and above the entitlements of in-house PCS orders issued by the Naval Support Unit. The member and all family member(s) are only entitled to move **once** either from Washington, DC, or to the post location overseas.

(6) If family member(s) have moved, the member will incur all costs above the amount needed to move member and family member(s) from Washington, DC to the overseas post. To summarize: Members assigned to duty at the Naval Support Unit (UIC 30002) are serving on **sea duty** (sea/shore code 2) for their entire tour onboard. Overseas allowance is not applicable to any portion of the member's tour at the Naval Support Unit.

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-40BB)	Phone:	DSN	882-3510
			COM	(901) 874-3510
			FAX	882-2640

1. **Program Background**. USS CONSTITUTION is an important part of American heritage and the history of our United States (U.S.) 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 of USS CONSTITUTION maintains and presents her to approximately one million visitors annually.

b. Any pertinent comments concerning qualifications should be so addressed on NAVPERS 1306/7 or via telephone: **USS CONSTITUTION (617) 242-5670 or DSN 955-4965**. USS CONSTITUTION will be approving authority and will contact Navy Personnel Command (NAVPERSCOM).

c. Tour lengths will prescribed rating shore tour.

2. **Requirements/Qualifications**. Volunteers seeking duty aboard USS CONSTITUTION must be able to interact with the public with maturity, tact, and as a model representative of today's Navy.

a. Non-petty officers (E-3 and below) should preferably have fleet experience, but may be assigned directly from recruit training or academic (non-disciplinary) attrition from Class "A" School. Petty officers should be eligible for shore duty.

b. Members being considered for assignment to USS CONSTITUTION shall meet the following minimum qualifications:

(1) Required Armed Services Vocational Aptitude Battery (ASVAB) scores are as follows:

(a) Minimum GCT 50.

(b) Minimum WK 50.

(c) Minimum VE 50.

(2) Non-petty officers must be unmarried and without dependents and have prior sea duty service.

(3) No physical disabilities that would preclude service onboard ship.

c. Normally, applicants will be interviewed and their records screened by USS CONSTITUTION. When an interview is not possible, it is requested that the last three performance evaluations be submitted with NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request. In the case of newly recruited personnel, a copy of NAVPERS 1070/601 (Rev. 01-00), Immediate Reenlistment Contract; or for new enlistees DD 4, (Rev. 01-03), Enlistment/Reenlistment Document Armed Forces of the U.S.; should be forwarded to USS CONSTITUTION.

d. Complete section A of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

e. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-921

PERSONNEL EXCHANGE PROGRAM (PEP)

Responsible Office	NAVPERSCOM (PERS-4010G)	Phone:	DSN	882-3872
			COM	(901) 874-3872
			FAX	882-2646

1. **Background**. The Personnel Exchange (PEP) Program provides the opportunity for United States (U.S.) Navy personnel to become an integrated part of the overseas host country's service.

a. The intent of the program is to provide a better understanding and appreciation of our allies, allowing foreign nations to become better acquainted with the U.S. through personal contact, and to provide interesting overseas duty assignments.

b. Eligible ratings, Navy Enlisted Classifications (NECs), Type Duty Codes, and locations are listed in the below table:

Country	Type Duty	Country	Type Duty	Country	Type Duty
AUSTRALIA		**GERMANY**		**UNITED KINGDOM**	
STGC (0402/9502)	6	GSEC (4123)	4	OSCM (9502)	6
OSC (0317/9502)	6	STGCS(9502)	4	AE1 (8377)	6
PRC (5326)	4	STGC (0452)	4	YN1 (0000)	6
BM1 (5332)	4	YNC (0000)	6	YNCM (0000)	6
YN1 (0000)	6	ETC (1435)	4	EM1 (5326)	4
GSCS (4206/9502)	6	AMHC (8251)	4	CTRC (9125)	6
FCC (1102/1169)	6	AWC (7821)	4	MNC (5332)	6
BELGIUM		FCC (1153)	4	PR1 (9502/9505)	6
RM1 (2743/2714)	6	EWC (9502)	6	CTMC (9281)	6
CANADA		BMC (5334)	4		
YNCM (0000)	6	**ITALY**			
CTRCS(0000)	6	SKC (2815)	3		
CTRC (9112)	6	ETC (0000)	3		
CTR2 (9302)	6	OSC (0317/9502)	3		
CTR2 (9153)	6	RM1 (5327)	4		
CTR3 (9148)	6	**NETHERLANDS**			
CTR3 (9112)	6	AXC (8263)	4		
CTR3 (9203)	6	AT1 (6313)	6		
CTM1 (9259)	6	AMS2 (8251)	4		
CTA2 (9190)	6	**NORWAY**			
CTM3 (9252/9258)	6	STGC (0626)	6		
CTM1 (9252/9258)	6	**PORTUGAL**			
CTT2 (9141)	6	DCC (9502)	3		
STGC (9502)	6				
PN1 (0000)	6				

c. The billets currently authorized and their geographic locations listed in the above table occasionally change. Updated information on billet requirements can be obtained by contacting Navy Personnel Command (NAVPERSCOM), Shore Special Programs Assignment Branch (PERS-4010G).

d. Personnel assigned to Sydney (UIC 44028) and Perth (UIC 44030) Australian Exchange commands, which are geographically separated from their administrative commanding officer (CO) and Personnel Support Detachment, must report to U.S. Naval Attaché, USDAO Canbera (UIC 00537) for an in-processing period of 2 days TEMDU (ACC 350) prior to reporting to their ultimate duty stations.

e. Tour length for PEP duty is 24 months, based on the date members report to their ultimate PEP command. One-year tour extensions may be, and frequently are, authorized.

2. **Requirements/Qualifications**

a. Volunteers will be considered only for those rates/ratings for which PEP billet requirements exist; however, requirements change frequently.

b. Language proficiency required. Selected members must be fluent in the native dialect or be trained via a Defense Language Institute (DLI) course prior to reporting for duty in these countries.

c. Administrative support; such as pay, advancements, examinations, record maintenance, and official correspondence for PEP personnel; will be provided by the U.S. Defense Attaché Office or designated supporting activity frequently remote from the PEP duty stations.

d. In non-English speaking PEP countries, family member(s) may find themselves in areas where few if any local inhabitants speak English.

e. Billets are designated

(1) Type Duty Code “3” (overseas shore duty, sea duty for rotational purposes),

(2) Type Duty Code "4" (nonrated sea duty, sea duty for rotational purposes), and

(3) Type Duty Code "6" (preferred overseas shore duty, shore duty for rotational purposes).

f. Members will be required to wear their U.S. Navy uniform.

g. PEP members will continue being paid their normal pay and allowance by the U.S. Government and any special allowance currently authorized, such as Cost of Living Allowance (COLA)/Overseas Housing Allowance (OHA), or by billet authorization.

h. The host service may provide single or family-type quarters (if available) for PEP members on the same basis and the same extent to which they provide quarters for their own members. Married members are encouraged to take their family member(s) so that a family unit may be represented.

i. Provided a standard advancement examination score of 50 for E-7 candidates is achieved, members are required to participate in only one advancement examination, for the next higher paygrade, during an assignment to a PEP billet. When members have been accepted for PEP assignment every effort should be made to participate in a current Navy-wide examination for the applicable grade prior to reporting for duty. Candidates who have achieved the applicable standard score, and who have not previously been selected for advancement, shall have their service records automatically placed before the next selection board. This procedure will continue until the candidates are advanced or until they are no longer serving in a PEP billet.

j. Complete sections A, B, C, and D of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

k. Required obligated service (OBLISERV) for this program is 24 months.

MILPERSMAN 1306-922

HOUSING MANAGEMENT TEAMS (HMTs)

Responsible Office	NAVPERSCOM (PERS-402B)	Phone:	DSN	882-3737
			COM	(901) 874-3737
			FAX	882-2637

1. **Background**. Housing Management Teams (HMTs) provide technical and managerial assistance to the staff of the Bachelor Quarters (Permanent Party), Visitors Quarters (Transients), and Navy Family Housing.

a. Members are tasked with submitting evaluations, making recommendations and providing on-the-job instruction in the areas of building maintenance, assignment desk, room control, sanitation, safety, furnishings management, financial management, and guest services.

b. The HMT is the program manager for Bachelor Accreditation Program (BHAP) and the Admiral Elmo R. Zumwalt Award.

c. The primary mission of the HMT is to improve habitability and reduce operating cost through effective management.

b. Tour length will be prescribed rating shore tour.

2. **Requirements/Qualifications**

a. To be eligible for selection to HMTs, Mess Management Specialists (MS) must be E-8 and above.

b. Completed Bachelor Quarters Management Class "C" School and Instructors School prior to reporting for team duty.

c. Complete sections A and D 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 1306-923

PAY AND PERSONNEL ADMINISTRATIVE TRAINING TEAM (PPAT) AND THE PERSONNEL ADMINISTRATIVE TRAINING GROUP (PATG)

Responsible Office	NAVPERSCOM (PERS-402B)	Phone:	DSN	882-3737
			COM	(901) 874-3737
			FAX	882-2637

1. **Background**. Pay and Personnel Administrative Training Team (PPAT) and the Personnel Administrative Training Group (PATG) visit ships, aviation squadrons and other fleet/shore units.

a. They provide training to Yeoman (YN), Personnelman (PN) and Disbursing Clerks (DK) personnel in general administration, publications/directives, correspondence/reports control, Officer Distribution and Control Report (ODCR)/Enlisted Distribution and Verification Report (EDVR), Diary Message Reporting System (DMRS), MANPOWER/NEC management, Non-Judicial Punishment (NJP)/Administrative Separations (ADSEPS), Educational Services Office (ESO), EVALS/FITREPS, and all pay/personnel functions such as: receipts/transfers, leave accounting, reenlistment/separations, Basic Allowance for Housing (BAH)/Basic Allowance for Subsistence (BAS)/Family Separation Allowance (FSA), career sea pay/premium, Selective Reenlistment Bonus (SRB), payrolls, ATM, travel claims, financial returns and public/collection vouchers.

b. PPAT is part of the Afloat Training Group (ATG), Pacific, and is located in San Diego, CA.

c. PATG is part of the Afloat Training Group (ATG), Atlantic, located in Norfolk, VA.

d. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. To qualify for assignment to either PPAT or PATG, an individual must:

(1) Be a YN/PN/DK, E-6 or above.

(2) Have previous operational and supervisory shipboard/squadron experience.

(3) Be serving as a supervisor in a Personnel/Administrative/Disbursing Office for a minimum of one year at time of assignment to a PPAT or PATG on independent duty.

(4) Possess and demonstrate a superior degree of rating knowledge and competence, and applicant must have expert working knowledge of the Defense Joint Military Pay Systems (DJMS), pay entitlement and procedures.

(5) Have demonstrated ability to communicate effectively in the English language. Must be able to verbally articulate in a logical and coherent manner and must possess the composure to brief senior officers. Must be able to write reports using proper sentence structure, correct noun/verb tense agreement and punctuation. Legible penmanship is also required.

b. Requests for assignment to PPAT or PATG shall be submitted to Navy Personnel Command (NAVPERSCOM) (PERS-402B) via:

PPAT: Commander
Afloat Training Group, Pacific (Code N-2)
Harbor Drive and Nimitz Boulevard
San Diego, CA 92147-5000

PATG: Officer in Charge
Afloat Training Group Personnel Admin Training
8870 First Street STE 150
Norfolk, VA 23511-3788

c. Complete section A 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 1306-924

MOBILE UTILITIES SUPPORT EQUIPMENT (MUSE) PROGRAM

Responsible Office	NAVPERSCOM (PERS-401C)	Phone:	DSN	882-3571
			COM	(901) 874-3571
			FAX	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, electrical transformation, and water treatment. MUSE teams provide siting, hookup, training and inspection of this equipment. Skill areas include the mechanical, electrical and instrumentation professions.

a. Accepted applicants will undergo a rigorous 48 weeks of intensive training in the Primary Power Production Specialist Course conducted at Fort Belvoir, VA and 17 weeks of technical indoctrination after transfer to the Naval Facilities Engineering Command (NAVFACENGCOM) DET Port Hueneme, CA.

b. The Prime Power Production Specialist Course at Fort Belvoir, VA consists of:

(1) Academic Training - 17 weeks. Includes algebra review, introduction to physics, fundamentals of electrical and mechanical engineering, chemistry and process and corrosion control.

(2) Specialty Training - 19 weeks. Based on program requirements and the students' previous training, students enter the 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.

(3) Operator Training - 12 weeks. Includes hands-on training in operating, maintaining and troubleshooting diesel and gas turbine driven power plants, steam systems and other power station systems.

c. Upon successful course completion, NEC 5633 is awarded. Graduates will then receive orders to Naval Construction Battalion Center (NCBC), 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 will be 36 months or Department of Defense (DoD) area tour for overseas assignments.

2. **Requirements/Qualifications**

a. Applications for assignment to this program are invited from Seabee personnel who meet the following criteria:

(1) Pay grades 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 one year course in algebra during high school or through another accredited school, or an equivalent course through DANTES. This requirement will not be waived.

b. **A secret clearance** is required for all trainees prior to the commencement of the Primary Power Production Specialist Course.

c. The Prime Power Production Specialist Course convenes two classes a year, one in January and one in August. Student selection boards are convened in February for the August class and in May for the January class. The selection board will be comprised of a minimum of four Chief Petty Officers (CPOs) with the 5633 NEC. It will meet at CBC Port Hueneme, CA MUSE DEPT and screen all available Navy Personnel Command (NAVPERSCOM) endorsed applications. Selections will be made in accordance with manning requirements of the program. Results of this board are then forwarded to NAVPERSCOM (PERS-401C) to screen for final approval and orders.

d. Applications not selected will be retained at CBC Port Hueneme, CA MUSE DEPT for further review at subsequent boards.

(1) Personnel are most often not selected due to 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 for the last 2 years, grade transcripts for education, applicant's hand-written statement, NAVPERS 1070/603 (Rev. 10-89), Administrative Remarks, NAVPERS 1070/604 (Rev. 7-91), Enlisted Qualifications History and NAVPERS 1070/605 (10-89), 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:

OIC MUSE DEPT
CBC Port Hueneme,
4111 San Pedro Street
Port Hueneme, CA 93043-4410

e. Complete sections A, B, C, D1 and D2 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 60 months after the completion of MUSE training.

MILPERSMAN 1306-925

SENIOR ENLISTED ACADEMIES (SEAS)

Responsible Office	NAVPERSCOM (PERS-40FF)	Phone:	DSN	882-4560/4906
			COM	(901) 874-4560/4906
			FAX	882-2647

1. **Background**. Senior Enlisted Academies (SEAs) provide an opportunity for master and senior 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 as demanding, challenging, diversified, and comprehensive as possible, giving the student a broad exposure to all facets of leadership and management functions.

b. There are currently three SEAs recognized in this instruction. Location, the number of seats available, and class convening months (approx.) are as follows:

(1) **Navy Senior Enlisted Academy (SEA):**

- Naval Station Newport, RI
- 55 seats per class convening in JAN, FEB, APR, JUN, JUL, SEP and OCT
- Class time 6 weeks

(2) **Air Force Senior Non-Commissioned Officer Academy (AFSNCOA):**

- Maxwell AFB, Gunter Annex, Montgomery, AL
- 3 permanent change of station (PCS) and 12 temporary additional duty (TAD) seats per class convening in JAN, MAR, MAY, JUN, SEP and OCT
- Class time 6 weeks

(3) **Army Sergeants Major Academy:**

- Fort Bliss, TX
- 7 seats per class convening in AUG
- Class time 9 months
- PCS move
- No geographical bachelor quarters available

c. Confirmed quotas are granted in connection with PCS/temporary duty under instruction (TEMDUINS) transfer. Temporary additional duty (TEMADD) quotas to SEA and AFSNCOA are also available utilizing own command funding.

2. **Requirements/Qualifications**

a. Paygrade E-8 or E-9. (Selectees for E-8 must be frocked or advanced prior to the class convening date.)

b. SEA selection board convenes once per year in January in conjunction with the Command Master Chief (CMC) Selection Board. Due date of application is 01 December.

c. Although every effort will be made to place those personnel selected in the desired academy, individuals will be placed per available seats. Selection board results will be published by message upon completion of the board.

d. Submit NAVPERS 1306/7 (Rev. 01/03), Enlisted Personnel Action Request (hardcopy only) to Navy Personnel Command (NAVPERSCOM) (PERS-40FF) via the appropriate chain of command.

e. Completion of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900. Submit entire form with section A completed, member’s signature in section D, and command endorsement completed with commanding officer (CO) signature.

f. Required obligated service (OBLISERV) for this program is 36 months.

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	882-3737
			COM	(901) 874-3737
			FAX	882-2637

1. **Background**. A Navy Harbor Pilot pilots naval ships of all classes and tonnage in and out of harbors and naval bases or to and from docks and berths.

a. Supervises naval and civilian personnel in docking, berthing and mooring of all classes of vessels, floating docks, cranes, and barges.

b. Directs operation of pusher boats (YTLs, YTMs, YTBs) in the movement of ships and tows to and from sea, and in harbors.

c. 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.

d. 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, QM, and SM 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 CONUS. One tour of unaccompanied duty can be anticipated.

d. Complete section A of NAVPERS 1306/92 (Rev. 04-03), 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-64)	Phone:	DSN	882-4316
			COM	(901) 874-4316
			FAX	882-2614

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 Division (PERS-64) 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 14 official Navy bands located throughout the continental United States (CONUS), overseas, and on board the School of Music. Contact NAVPERSCOM (PERS-64) 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, and basic knowledge and performance ability on a secondary instrument, if required, as indicated below:

NEC	PRIMARY INSTRUMENT	SECONDARY INSTRUMENT
3801	Flute/Piccolo	Saxophone
3802	Oboe	None
3803	Clarinet	Saxophone
3804	Bassoon	None
3805	Saxophone	Clarinet or Flute [1]
3806	Trumpet	None
3807	French Horn	None
3808	Euphonium (Baritone)	Trombone
3809	Trombone	None
3811	Tuba	None
3812	Guitar	Note [2]
3813	Percussion (Drums)	None
3814	Piano/keyboard	Note [2]
3815	Electric/String Bass	Note [2]
3825	Vocalist/Entertainer	Note [2]

NOTES:

[1] Determined by NAVPERSCOM, based on current manning requirements.

[2] 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.

MILPERSMAN 1306-929

NAVY MANPOWER ANALYSIS CENTER (NAVMAC)

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone:	DSN	882-3510
			COM	(901) 874-3510
			FAX	882-2640

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.

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
AT	Aviation Electronics Technician
AZ	Aviation Maintenance Administrationman
BM	Boatswain’s Mate
CT	Cryptological Technician
DK	Disbursing Clerk
EM	Electrician’s Mate
EN	Engineman
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
MS	Mess Management Specialist
OS	Operations Specialist
PN	Personnelman
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. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

c. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-930

HISTORIC SHIP NAUTILUS (SSN 571)

Responsible Office	NAVPERSCOM (PERS-403C)	Phone:	DSN	882-3624
			COM	(901) 874-3624
			FAX	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, Connecticut and hosts more than 250,000 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 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) is a must.

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. Member must be submarine (SS) qualified, however, nuclear-trained females who have completed appropriate warfare 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. E6 personnel not qualified Engineering Watch Supervisor (EWS) or Chief of the Watch (COW) 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. COs must **personally** interview applicants prior to certifying eligibility. This responsibility may not be delegated.

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 1306-931

NAVY ABSENTEE COLLECTION AND INFORMATION CENTER (NACIC)

Responsible Office	NAVPERSCOM (PERS-4010E)	Phone:	DSN COM FAX	882-3863 (901) 874-3863 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. 7-03), 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-40BB)	Phone:	DSN	882-3510
			COM	(901) 874-3510
			FAX	882-2640

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. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

b. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-933

TRAINING AND ADMINISTRATION OF RESERVE (TAR) CONVERSION PROGRAM

Responsible Office	NAVPERSCOM (PERS-913) NRPC (N41/N42)	Phone: DSN COM FAX	882-4510 (901) 874-4510 882-2673

1. **Background**. Increased emphasis has been placed on integration of the Naval Reserve into the operating forces, by making Reserve commands substantially more capable for rapid mobilization and augmentation. In addition to new hardware, aircraft, and ships, growth of the Reserve force requires a constant influx of talented, career-oriented personnel.

a. Conversion of Navy members currently on active duty is essential to meet the manning requirements of the Training and Administration of Reserve (TAR) Conversion Program.

b. The following table identifies those ratings included in the TAR Conversion Program:

Ratings	Paygrades	Male, Female, Both
EM, EN, HT, IC, MM, MR, IT, and MS	All	Males only
HM	E-4 through E-7	Both
AC, AD, AE, AM, AME, AO, AW, ASE, ASM, AT, AW, AZ, JO, NC, PH, PN, PR, SK, and YN	E-4 and E-5	Both

c. Members must take into consideration that an administrative reduction in rate may occur if recalled to active duty.

d. Tour length will be 48 months.

2. **Requirements/Qualifications**

a. Complete section A 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 48 months.

MILPERSMAN 1306-934

NUCLEAR TRAINED PERSONNEL ASSIGNED TO NUCLEAR CAPABLE INTERMEDIATE MAINTENANCE ACTIVITIES (IMA)

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN	882-4696
			COM	(901) 874-4696
			FAX	882-2638

References	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 IMA's 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 NAVPERS 18068F 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 officers (CO's) comments for IMA suitability and any requested waivers.

d. Complete sections A and D1 of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

e. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-935

COMMAND MASTER CHIEF (CMC) PROGRAM

Responsible Office	NAVPERSCOM (PERS-40FF)	Phone:	DSN	882-4560
			COM	(901) 874-4560
			FAX	882-2647

References	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. 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 OPNAVINST 1306.2D.

b. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-936

ADVANCEMENT EXAMINATION AND RATE TRAINING MANUAL WRITER

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone:	DSN	882-3510
			COM	(901) 874-3510
			FAX	882-2640

1. **Program Background**

a. Members assist with preparation of advancement exams and updating of rate training manuals.

b. Tour length is 36 months.

2. **Requirements/Qualifications**

a. Must be an E-7 or above.

b. Complete section A 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 1306-937

FLAG/STAFF DUTY FOR MESS MANAGEMENT SPECIALISTS

Responsible Office	NAVPERSCOM (PERS-4010F2)	Phone:	DSN	882-3871
			COM	(901) 874-3871
			FAX	882-2646

References	SECNAVINST 1306.2C

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 SECNAVINST 1306.2C.

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 eight consecutive years of duty. 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 three 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. 04-03), 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 (PERS-4010F2) via the administrative chain of command on NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request. When submitting a NAVPERS 1306/7 include copies of the last three evaluations and your COs endorsement on letterhead.

a. Requests should be submitted at least 8-10 months prior to member's Projected Rotation Date (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 1306-938

NAVAL SURFACE FORCE, READINESS SUPPORT GROUP SUPPLY READINESS TEAMS (NSFRGSRT)

Responsible Office	NAVPERSCOM (PERS-402B)	Phone:	DSN	882-3737
			COM	(901) 874-3737
			FAX	882-2637

1. **Background.** The Naval Surface Force, Readiness Support Groups Supply Readiness Teams (NSFRSGSRT) provides technical and management assistance to Supply Officers, Storekeepers, Mess Management Specialists, and Ship's Servicemen in the daily operation of afloat supply departments.

a. These personnel provide classroom seminar training in numerous fields of Supply including SNAP I, SNAP II, Food Service Management (FSM), Retail Operations Management (ROM), A-SNAP I, Food Service Records and Returns, Ship's Store Records and Returns, Private Mess, etc.

b. Tour length will be prescribed rating shore tour.

2. **Requirements/Qualifications**

a. Completion of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900 is not required.

b. Required obligated service (OBLISERV) for this program is 36 months.

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-40BB)	Phone:	DSN	882-3510
			COM	(901) 874-3510
			FAX	882-2640

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. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

b. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-941

FLEET AND FAMILY SUPPORT CENTERS (FFSCs)

Responsible Office	NAVPERSCOM (PERS-660)	Phone:	DSN	882-4328
			COM	(901) 874-4328
			FAX	882-2785

1. **Background**. Fleet and Family Support Centers (FFSCs) provide a full range of counseling, education and training, and information and referral services for service members and their families.

a. Information and Referral Specialist (I&R) Counselors perform specialized Information and Referral/Crisis Intervention duties.

b. Hotline responses range from individual information requests, to shipboard crisis or world crisis, and potential suicide situations.

c. I&R Specialists act as an initial contact for service members and their families providing the following:

(1) Information on, and referral to established federal, state and local programs available to aid military families. Information and referral 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.

(2) Crisis and suicide intervention. Evaluates each situation, calms caller and makes appropriate referrals/coordinates local law enforcement/medical intervention when required.

d. Tour length will be prescribed rating shore tour.

2. **Requirements/Qualifications**

a. Required Armed Services Vocational Aptitude Battery (ASVAB) scores: Combined VE + AR OF 110.

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. Complete sections A and C 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 1306-942

USS ARIZONA MEMORIAL

Responsible Office	NAVPERSCOM (PERS-4010D)	Phone:	DSN	882-3451
			COM	(901) 874-3451
			FAX	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 her 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.

d. Tour length will be Department of Defense (DoD) area tour.

2. **Requirements/Qualifications**.

a. Required minimum Armed Services Vocational Aptitude Battery (ASVAB) scores:

(1) GCT of 50.

(2) WK of 50.

(3) VE of 50.

b. Meet the following additional requirements:

(1) No obvious skin blemishes or tattoos that when viewed would bring discredit upon the Naval service.

(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 that would preclude service onboard ship.

c. Applicants will be interviewed and their records screened by the USS ARIZONA Memorial.

(1) When an interview is not possible, the last three NAVPERS 1616/26 (Rev. 3-02), Evaluation Report and Counseling Records will be submitted with the NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request.

(2) In the case of new accessions, a copy of the DD Form 4, Enlistment Contract should be forwarded to the USS ARIZONA Memorial.

d. Complete sections A and D of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

e. 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 TEAMS (MCT)

Responsible Office	NAVPERSCOM (PERS-402C)	Phone:	DSN	882-3792
			COM	(901) 874-3792
			FAX	882-2649

1. **Background.** Naval Special Warfare Mobile Communication Team (MCT) billets require duty in arduous field environments (many times isolated and independent) supporting special warfare operations.

a. Units are homeported at Naval Amphibious Base Coronado, CA and Little Creek, VA but make continuous deployments to overseas locations.

d. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. Eligible for a top-secret clearance. Member's command will initiate a Background Investigation (BI).

b. Complete sections A, B, C, 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 1306-945

FLAG OFFICER (STAFF) DUTY

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone:	DSN	882-3510
			COM	(901) 874-3510
			FAX	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 will take action as directed by Navy Personnel Command (NAVPERSCOM), Enlisted Assignment 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. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

d. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-946

NAVY TUGMASTER PROGRAM

Responsible Office	NAVPERSCOM (PERS-402B)	Phone:	DSN	882-3737
			COM	(901) 874-3737
			FAX	882-2637

References	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 E6 and above in the BM, QM and SM rating.

(2) Be a qualified Enlisted Surface Warfare Specialist (ESWS).

(3) Must not be color blind.

b. Meet qualifications contained in OPNAVINST 3171.2.

c. Complete sections A, D2, and D3 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 1306-947

NAVY EXCHANGE SERVICE COMMAND OFFICE 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 Office, 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 Electricians Mate (EM) and Machinists Mate (MM) rating in laundry and dry cleaning operations, and the Navy 3M system.

a. These teams are located at Norfolk, Mayport, San Diego, Naples, Italy 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: E8 or E9.

(2) SH member: E5-E7 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.

(4) Completed Instructor School (NEC 9502).

b. Requirements for EM/MM:

(1) EM/MM member: E6-E7 with at least one sea tour.

(2) Completed Instructor School (NEC 9502).

c. Complete section A 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 1306-948

FLEET AVIATION SPECIALIZED OPERATIONAL TRAINING GROUP (FASOTRAGRU) ATLANTIC/PACIFIC FLEET AVIATION MAINTENANCE MANAGEMENT TEAM (AMMT)

Responsible Office	NAVPERSCOM (PERS-404)	Phone:	DSN	882-3685
			COM	(901) 874-3685
			FAX	882-2642

1. **Program Background**. Fleet Aviation Specialized Operational Training Group (FASOTRAGRU) Atlantic/Pacific Fleet 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. AMMTs also comprise Naval Air Logistics Command Management Information System (NALCOMIS) teams, which are responsible for implementation of programs, on-site operator training, and liaison with Naval Air Systems Command (NAVAIRSYSCOM) program manager, contractors, and the Central Design Agency (CDA).

c. 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.

d. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. Complete sections A and D2 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 1306-949

LANDING CRAFT, AIR CUSHION (LCAC)

Responsible Office	NAVPERSCOM (PERS-402D)	Phone:	DSN	882-2305
			COM	(901) 874-2305
			FAX	882-2649

References	SECNAVINST 5510.30A

1. **Background**. The 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, 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 trouble shooting and repair of engineering systems.

(e) The Load Master (NEC 0172) duties are to supervise the loading and unloading of all cargo, ensuring proper craft balance, and supervises all seamanship evolutions.

b. Initial tour length will be a 60 month sea tour.

(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 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 SECNAVINST 5510.30A.

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. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

g. Required obligated service (OBLISERV) for this program is 30 months.

MILPERSMAN 1306-950

MARINE HELICOPTER SQUADRON ONE (HMX 1) (NIGHTHAWKS)

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone:	DSN	882-3510
			COM	(901) 874-3510
			FAX	882-2640

References	SECNAVINST 5312.12B 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 SECNAVINST 5312.12B and DODD 5210.55.

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 or DSN 278-2919

f. Complete sections A, B, and D2 of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

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 1306-952

COMMANDER ATLANTIC FLEET (COMLANTFLT) NON-DEVELOPMENTAL ITEMS (NDI) STAFF

Responsible Office	NAVPERSCOM (PERS-402A)	Phone:	DSN	882-3610
			COM	(901) 874-3610
			FAX	882-2734

1. **Background.** Commander Atlantic Fleet (COMLANTFLT) Non-Developmental Items (NDI) staff is composed of experienced senior enlisted personnel dedicated to improving operational safety and survivability throughout the fleet and all Department of the Navy activities.

a. The NDI staff is required to assess commercial off the shelf items for possible implementation throughout the fleet.

b. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. E-5 Personnel: Must have minimum of 6 years active service.

b. For DC rating: 4811 NEC required.

c. For HT rating: Repair Locker Leader, Fire Marshal and Gas Free Engineer Petty Officer qualified.

d. Qualified Enlisted Surface Warfare Specialist (ESWS) or Warfare qualification in primary career field (submarine, aviation, etc.).

e. Complete sections A and D2 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 1306-953

INSTRUCTOR DUTY

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone:	DSN	882-3510
			COM	(901) 874-3510
			FAX	882-2640

References	(a) SECNAVINST 5510.30A (b) OPNAVINST 1500.75A

1. **Program Background**. Personnel selected for duty as instructors will be ordered, via instructor school, to learn the methods and techniques of training, and upon completion transfer to the appropriate activity for duty as an instructor.

a. 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 (NAC), or Entrance National Agency Check (ENTNAC), or National Agency Check Interim (NACI), as applicable.

b. Tour length is 36 months or prescribed rating shore tour.

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.

c. Required completion of reference (b), enclosures (1) through (3), for high-risk courses. It is the responsibility of the receiving activity to notify detaching activity of course requirement. All efforts should be made at detaching activity to complete eligibility screening.

MILPERSMAN 1306-954

RECRUIT DIVISION COMMANDER (RDC) DUTY

Responsible Office	NAVPERSCOM (PERS-4010D)	Phone:	DSN	882-3878
			COM	(901) 874-3878
			FAX	882-2646

References	BUMEDINST 1300.2

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 reflect the Navy's core values.

d. Duty as an RDC has many advantages such as Special Duty Assignment (SDA) pay; leadership experience that is unmatched in any other billet; awarding of the Recruit Training Service Ribbon for those RDCs who successfully train 9 divisions; a supplemental clothing allowance rate of $220 per year; no cost dry cleaning; and (historically) a 22 percent greater E-6/E-7 advancement opportunity.

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 make the choice of coast at least 3 months prior to projected rotation date (PRD) from RDC duty.

f. Tour length will be a minimum of 36 months.

2. **Requirements/Qualifications**

a. Servicemembers must be screened by a qualified medical representative per BUMEDINST 1300.2. 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 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, 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 (DAPA). 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 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 the commanding officer (CO).

d. Member must be screened by the command equal opportunity representative. All substantiated cases of equal opportunity program violations, which result in a conviction at nonjudicial punishment (NJP), courts-martial, or civil court are disqualifying.

e. 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 CO's 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 1306-954 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 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 about 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.

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 (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 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) 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 (ASVAB) 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 (PFA) for their age group. The RDC candidate must be able to perform and pass the run portion of the Physical Readiness Test (PRT) before the screening is submitted to 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.

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-4010D) 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-40), in consultation with CO, NAVCRUITRACOM prior to releasing orders.

i. Complete sections A, B, C, D1, and D5 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). 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).

j. 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 any members who fail to obligate.

MILPERSMAN 1306-955

SURVIVAL, EVASION, RESISTANCE, AND ESCAPE (SERE) INSTRUCTOR

Responsible Office	NAVPERSCOM (PERS-4010E)	Phone:	DSN COM FAX	882-3863 (901) 874-3863 882-2646

References	(a) NAVMED P-117, Manual of the Medical Department (MANMED)

1. **Background**. The Code of Conduct 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 the Secretary of Defense 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), Norfolk, VA.

e. Tour length will be 36 months.

2. **Standards/Requirements**

a. Members must complete a medical examination per reference (a), chapter 15, article 15-64, Antarctic “Operation DEEP FREEZE” with the following paragraph exceptions:

(1) Para. 2(b)(3).

(2) Para. 2(d)(1) regional enteritis or any chronic inflammatory bowel disease will not be considered disqualifying.

(3) Para. 2(f)(5 & 6).

(4) Para. 2(g)(5).

(5) Para. 2(h).

(6) Para. 2(k)(1 & 2).

(7) Para. 2(d)(3) to read "other than class 1 & 2."

(8) Para. 2(1)(3).
(9) No special studies required.

b. Complete sections A, B, 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 1306-956

NAVAL RESERVE INSTRUCTOR DUTY

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone:	DSN	882-3510
			COM	(901) 874-3510
			FAX	882-2640

1. **Program Background**. Naval 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 Naval Reserve centers are generally situated away from major Naval 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. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

c. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-957

NUCLEAR PROPULSION TRAINING ACTIVITIES

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN	882-4696
			COM	(901) 874-4696
			FAX	882-2638

1. **Background**

a. Nuclear Propulsion Training activities are located at Ballston Spa, NY and Charleston, SC. These activities have approximately 1400 Instructor, Maintenance Training Group (MTG), nuclear support and non-nuclear trained support billets available for assignment.

b. Tour lengths will be as follows:

(1) Nuclear Instructors:

(a) Nuclear Field A-School (NFAS) tours will be 39 months.

(b) Nuclear Power School (NPS) and Nuclear Power Training Unit (NPTU) tours will be 40 months. An additional four months is required for Engineering Laboratory Technicians (ELTs) attending Radiological Controls Technician Qualifications School (RCTQS) en route.

(2) Nuclear support and MTG personnel tours will be 36 months.

(3) 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) Warfare qualified.

(2) First term nuclear trained personnel serving in a nuclear propulsion plant operator billet onboard a nuclear

powered ship, must complete a minimum of three years of their PST for NPTU instructor duty, or four years of their PST for NFAS/NPS instructor duty. Additionally, they must attain qualification in their senior in-rate watchstation, including those watchstations required for appropriate supervisory NEC.

(3) All other first term nuclear trained personnel should expect to complete their prescribed sea tour in its entirety.

b. **NFAS Instructor**:

(1) E-5 or above.

(2) 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.

(3) Qualified as Engineering Watch Supervisor or Propulsion Plant Watch Supervisor (E-6 and above only).

c. **NPS Instructor**:

(1) E-6 or above.

(2) 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.

(3) Qualified as Engineering Watch Supervisor or Propulsion Plant Watch Supervisor.

d. **NPTU Instructor**:

(1) E-5 or above.

(2) Competitive class standing at NPS and upper half class standing at NPTU. Waivers are not normally considered except for personnel who have demonstrated superior at-sea performance.

e. **Nuclear Support and MTG personnel**:

(1) E-5 or above.

(2) Competitive class standing at NPS and upper half class standing at NPTU. Waivers are not normally considered except for personnel who have demonstrated superior at-sea performance.

(3) Demonstrated superior performance in shipboard propulsion plant maintenance.

f. **Non-nuclear trained support personnel**:

(1) Must have a security clearance of CONFIDENTIAL or higher with a favorable background (NAC/ENAC) investigation. Locally awarded, or interim clearances, will not suffice.

(2) Must be a U.S. Citizen.

g. Complete sections A, B, C, and D (except D1 and D4) of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

h. Required obligated service (OBLISERV) for this program will match tour length as outlined in paragraph 1.b.

3. **Requests for Assignment**

a. Requests for assignment to NFAS/NPS/NPTU duty should be submitted on an Enlisted Personnel Action Request (NAVPERS 1306/7) signed by the Commanding Officer/Executive Officer (Reactor Officer on CVNs) and must contain the following information:

(1) Indicate highest level of nuclear propulsion plant watch station qualification achieved for nuclear trained applicants.

(2) Recommendation for waiver of eligibility criteria if applicable.

(3) Nuclear trained personnel must include copies of last 2 evaluations/fitness reports.

(4) Non-nuclear trained personnel must include copies of last 5 evaluations/fitness reports.

MILPERSMAN 1306-958

ACADEMIC REMEDIAL TRAINING (ART) INSTRUCTION DUTY

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone:	DSN	882-3510
			COM	(901) 874-3510
			FAX	882-2640

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:	DSN	882-3510
			COM	(901) 874-3510
			FAX	882-2640

1. **Program Background**. The Command Assessment of Readiness and Training, Tailored Ship Training Availabilities, and Final Evaluation Period constitute the essential elements of the Basic Training Phase of the Interdeployment Training Cycle.

a. During the Basic Training Phase, the Afloat Training Groups (ATGs) are the primary training resource for ships' commanding officers (COs) and their immediate superiors in command (ISICs).

b. ATGs are organized as follows:

(1) ATG Atlantic (ATGLANT)

(2) ATG Pacific (ATGPAC)

(3) ATG (ATGMIDPAC)

(4) ATG (ATGWESTPAC)

(5) ATG Pacific Northwest Detachment (ATGNORWEST)

(6) ATG Mayport, FL

c. Tour length is 36 months.

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.

b. Enlisted Surface Warfare or Aviation Warfare qualified.

c. Hold Navy Enlisted Classification Code (NEC) 9502 (Instructor) or complete Instructor Training School enroute.

d. Engineers must be qualified as Engineering Officer of the Watch (EOOW).

e. Personnel identified for assignment to ATG instructor duty billets requiring primary Navy Enlisted Classification (PNEC) HM-8425 (Surface Force Independent Duty Corpsman) must have completed a prior sea tour.

f. Complete NAVMED 1300/1 (Rev. 06-00), Medical/Dental and Educational Screening for Service and Family Members (Sea Duty Screening). Complete sections A, B, and D1 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

g. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-960

INSTRUCTOR DUTY AT FIELD MEDICAL SERVICE SCHOOLS (FLDMEDSERVSCOLs)

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone:	DSN	882-3510
			COM	(901) 874-3510
			FAX	882-2640

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. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

d. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-961

CRYPTOLOGIC TECHNICIAN INTERPRETER (CTI) LANGUAGE INSTRUCTOR CANDIDATES

Responsible Office	NAVPERSCOM (PERS-408)	Phone:	DSN	882-3835
			COM	(901) 874-3835
			FAX	882-2650

1. **Background**

a. To maintain high levels of linguistic instruction and professional credibility, all Cryptologic Technician Interpreter (CTI) instructor candidates must meet or exceed minimum Commander, Naval Security Group Command (COMNAVSECGRU) directed foreign language readiness standards as measured by the Defense Language Proficiency Test (DLPT), per the levels stated in paragraph 2a(1), 2a(2), and 2a(3) 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 readiness test (PRT).

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 all out-of-rate instructor duty assignments and CTI instructor duty at the Center for Cryptology Detachment, Goodfellow AFB, TX, ILR Listening 2, and Reading 2 (as measured by the DLPT) is required.

(2) For CTI instructor duty assignments to a language category I-III billet, ILR Listening 3, Reading 3 is required.

(3) 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. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

c. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-962

INSTRUMENTAL INSTRUCTOR DUTY AT NAVY SCHOOL OF MUSIC

Responsible Office	NAVPERSCOM (PERS-64)	Phone:	DSN COM FAX	882-4316 (901) 874-4316 882-2614

References	(a) MUSCOLINST 1300.3C

1. **Background**

a. The mission of the School of Music is to train military musicians of the Army, Navy, and Marine Corps for early usefulness in fleet and field service bands.

b. Due to the unique one-on-one training required to be performed by many School of Music instructors, candidates must be carefully screened to ensure only the best qualified are assigned to these critical positions. The most heavily weighted grading area is the student's demonstrated instrumental/vocal ability (50% of final grade). Training in this area is accomplished through one-on-one instruction.

c. Tour length will be prescribed rating shore tour.

2. **Requirements/Qualifications**

a. Must hold a 3800 series Navy Enlisted Classification (NEC).

b. Must be E-5 or above.

c. Must complete an Instructor Appraisal and be certified by Commanding Officer, School of Music per reference (a). The full text of the instruction is available at **https://www.npdc.navy.mil/css/som/sominst1300_3c.pdf**.

(1) Appraisals may be completed on-site or via videotape, when travel to the school is not feasible or practical.

(2) Appraisals may be attained at anytime in order to become qualified for future assignment consideration. Personnel are encouraged to complete an instructor appraisal anytime they are enrolled at School of Music, or while in the area on leave or official travel.

d. Screening will be conducted in the following areas:

(1) Instrumental/vocal proficiency: Must possess a 3.00 or above performance skill level in assigned primary instrumental or vocal NEC (3.20 or above for one-on-one instrumental/vocal instructor candidates).

(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) Effective rehearsal technique, “podium” leadership, and communication skills (rehearsal conductor candidates only).

e. Complete sections A, D1, and D2 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.

MILPERSMAN 1306-963

INSTRUCTOR DUTY AT COMMUNITY COLLEGE OF THE AIR FORCE (CCAF)

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone:	DSN	882-3510
			COM	(901) 874-3510
			FAX	882-2640

1. **Program Background**

a. Members will perform duties as an instructor at the Air Force Community College.

b. Tour length is 36 months.

2. **Requirements/Qualifications**

a. All instructors must have, as a minimum, an Associate Degree. The Air Force will pay 100% tuition for Navy instructors to obtain/finish their Associate Degree at the local community college.

b. Members must be in paygrades E-5 through E-9 in the following ratings and NECs:

Rating		**NEC**	**Paygrade**
AG	Aerographer's Mate	0000, 7412	E-5 – E-8
CE	Construction Electrician	0000, 5601, 5642	E-5 – E-8
CTI	Cryptological Technician (Interpretive)	9209, 9213, 9215	E-6/7
CTM	Cryptological Technician (Maintenance)	9271, 9227, 9245 9285, 9286	E-6/7
CTO	Cryptological Technician (Communications)	9126, 9178	E-5/6
GM	Gunner's Mate	0812	E-7
GMG	Gunner's Mate (Guns)	0812	E-5/6
LN	Legalman	0000	E-6
MA	Master-at-Arms	0000, 2005, 2006	E-5 – E-8
UT	Utilitiesman	0000, 6104	E-5 – E-8
YN	Yeoman	0000	E-7

c. Complete sections A, C, and D1 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 1306-964

RECRUITING DUTY

Responsible Office	NAVPERSCOM (PERS-4010)	Phone: DSN COM FAX	882-3451 (901) 874-3451 882-2646

References	(a) DOD 7000.14R, Department of Defense Financial Management Regulation (b) NAVMED P-117, Manual of the Medical Department (MANMED) (c) OPNAVINST 1740.5A

1. **Program Background**. Experience has shown that petty officers who are motivated to sell the Navy to others can succeed in the unique and demanding role of a Navy recruiter.

a. Production recruiters are frequently on independent duty and responsible for achieving demanding accession goals. They must be knowledgeable of a myriad of accession programs and be able to supply this information to applicants. Recruiters must possess the ability to be at ease discussing Navy programs.

b. Recruiters and recruiting support personnel develop extensive community relations, and they are frequently the only image of the Navy provided to a community. They are often located in areas far from military installations and associated support facilities.

c. Duty as a production recruiter has advantages such as Special Duty Assignment (SDA) pay and meritorious advancement for exceptional performance/production.

d. Commander, Navy Recruiting Command (COMNAVCRUITCOM) employs the services of all enlisted ratings in the direct procurement of recruits.

e. Enlisted personnel in paygrades E-4 – E-8 are assigned to one of the recruiting districts located throughout the United States (U.S.). There are also a limited number of recruiting billets in Guam, Japan, Puerto Rico, St. Croix, and Europe. The recruiting districts assign these personnel to over

1,700 Navy Recruiting Stations (NRSs) located in cities and towns within the districts.

f. Upon receipt of permanent change of station (PCS) orders assigning a member to recruiting duty, Navy Recruiting District (NAVCRUITDIST) will provide the transferring command the ultimate duty station (ULTDUSTA) assignment, normally a NRS, to include in the member's standard transfer order (STO) prior to transfer.

(1) The member must keep in mind the decision by the NAVCRUITDIST’s commanding officer (CO) on ULTDUSTA must be based on where recruiters are needed at the time of the member’s arrival at the district.

(2) A guaranteed assignment to a requested location may not be feasible.

g. In computing the tour of recruiting duty, the tour shall commence as of the date members report to the NAVCRUITDIST (parent command), even though they report For Further Assignment (FFA) and are ultimately assigned to an NRS.

(1) Overseas recruiting tours are established per Department of Defense (DOD) 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.

h. Recruiting production personnel are ordered via the Navy Recruiting Orientation Unit (NORU) located in Pensacola, FL for 5 weeks temporary duty under instruction (TEMDUINS).

(1) Members should draw an advance of their per diem based on government quarters being available prior to transfer.

(2) The course of instruction consists of 25 training days of competency-based instruction during which students learn about, practice, and develop competence in areas of selling, prospecting, paperwork and processing, marketing, public speaking, recruiter incentives, and quality of life issues.

(3) Upon satisfactory completion they will transfer to their NAVCRUITDIST.

i. Recruiting Duty Benefits

(1) Special duty assignment pay; a high probability of being stationed at any desired location throughout the U.S.; improved advancement opportunity, including possible meritorious advancement up to E-7 through the recruiting excellence incentive program (REIP); 5 weeks of valuable training in Pensacola, FL, plus follow-on training throughout the tour.

(2) Members assigned as recruiters and recruiting support may be eligible for Special or Supplemental Clothing Monetary Allowance (SSCMA) per reference (a).

(a) Care should be exercised to determine whether or not the member is or will be entitled to SSCMA.

(b) Members should be advised to consider obtaining extra uniforms and accessories as it may be difficult, and in some areas impracticable, to purchase new items while on independent duty.

(3) Personnel assigned to NAVCRUITDISTs as production recruiters (Navy Enlisted Classification (NEC) 9585) will be guaranteed choice of coast assignment pending completion of a full recruiting tour (36 months), if valid billet is available. The member must make the choice of coast during initial consultation with detailer.

2. **Requirements/Qualifications**

a. The CO will personally evaluate and certify the member has been screened for the following (complete sections A, B, C, and D of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900):

(1) **Performance Evaluations**: No mark below 3.0 on NAVPERS 1616/26 (Rev. 03-02), Evaluation Report and Counseling Record in any trait.

(2) **Family Advocacy Screen**: Substantiated family advocacy cases are disqualifying while families are in treatment.

(3) **Disqualification**: All members involved in substantiated cases involving child sexual molestation (incest or other) shall be permanently disqualified for recruiting duty.

(4) **Command Drug and Alcohol Program Advisor (DAPA) Screen**: Personnel with a documented alcohol related incident including Driving Under the Influence of Alcohol (DUI)/Driving while Intoxicated (DWI) within the previous 3 years, or any three incidents within the previous 5 years are considered unsuitable. In addition, personnel who have successfully completed Alcohol Rehabilitation Level II or III (self-referral or directed) may have no alcohol incidents or repeated counseling for alcohol involvement for 3 years from treatment/counseling completion date.

(5) **Single Parents**: Ensure current NAVPERS 1740/6 (7-03), Department of the Navy Family Care Plan Certificate is completed. Upon completion, facsimile (fax) or E-Mail a copy to NORU as follows:

COM (850) 452-5346
DSN 922-5346
E-Mail CA_NORU@CNRC.NAVY.MIL

(6) **Medical and Dental Screening**: Health and dental records are to be screened following the guidance in reference (b), and documented in the member's health record. Due to the routine high stress environment, it is necessary that members with a history of stress-related problems not be assigned to recruiting duty.

(7) **Dental Status**: Members are to be at least in a Class II Dental Status prior to transfer.

(8) **Exceptional Family Members (EFM)**: If the member is currently processing a dependent application for the EFM program, contact Navy Personnel Command (NAVPERSCOM), Exceptional Family Member Program Branch (PERS-672) and NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010). Due to the limitations of facilities in some assignments, any dependent enrolled in the EFM program will have their case reviewed to ensure adequate facilities are available at the member's ultimate duty station prior to the member being transferred.

(9) **Command Financial Advisor Screen**: Generally, recruiting duty assignments are in areas where military housing, commissary, and exchange facilities are not available, making the cost of living somewhat higher. All members must be screened thoroughly prior to transfer per reference (c) to ensure financial stability.

(10) **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.

(11) **Other Financial Factors**: Factors such as a spouse's employment at the ultimate duty location and the ability of the member to sell/lease a home at the previous duty station must be considered in the screening.

(12) **Financial Screening**: Upon arrival at Enlisted Navy Recruiting Orientation (ENRO), members will be financially screened, based on the location of their NRS to determine financial stability.

(13) **Training**: The detaching command is responsible to ensure the requisite leadership continuum training is completed prior to detaching from the transferring command.

(14) **Tattoos**: Members with excessive or tasteless visible tattoos are not eligible.

b. Upon completion of the CO's interview, fax or E-Mail a copy to the following:

(1) **NAVPERSCOM (PERS-4010)**
COM: (901) 874-2646
DSN: 882-2646
E-Mail: P4010@NAVY.MIL

(2) **NORU**
COM: (850) 452-5346
DSN: 922-5346
E-Mail: CA_NORU@CNRC.NAVY.MIL.

c. Place the original NAVPERS 1306/92 on the left side of the member's service record.

d. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-965

CAREER RECRUITER FORCE (CRF)

Responsible Office	NAVPERSCOM (PERS-4010)	Phone:	DSN	882-3451
			COM	(901) 874-3451
			FAX	882-2646

References	BUPERSINST 1133.29E COMNAVCRUITCOMINST 5400.2D

1. **Program Background**. Navy Personnel Command (NAVPERSCOM) has established a Career Recruiter Force (CRF) allowing 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 the CRF with Navy Enlisted Classification Code (NEC) 9585 will be assigned to the CRF Leadership Academy, Pensacola, FL for temporary additional duty (TEMADD) prior to completion of their recruiter tour (36 months).

b. 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 36/60-month tour.

c. Members currently assigned to duty other than recruiter duty will not be given NEC 2186 until they transfer at PRD to a NAVCRUITDIST.

d. CRF decertification policy: Members serving in the CRF will, in most cases, do so for the remainder of their naval career. If the commanding officer (CO) of a district believes that a member can no longer be effective as a CRF, CO may recommend the member for decertification from the CRF **without prejudice** per COMNAVCRUITCOMINST 5400.2D.

e. CRF termination requests: A member of the CRF who no longer wishes to serve as a CRF may request termination from the community **without prejudice** per COMNAVCRUITCOMINST 5400.2.

Members must complete their obligated 36 months prior to requesting termination.

f. NAVCRUITDIST is responsible for submission of rating conversion documents to convert members to NC, and NAVPERS 1221/1 (Rev. 06-92), Navy Enlisted Classification (NEC) Change/Recommendation to change member's NEC to 2186 upon receipt of conversion message from NAVPERSCOM, Conversion Branch (PERS-811E).

g. Tour length is 36 months.

2. **Requirements/Qualifications**. Application procedures and eligibility criteria are promulgated in BUPERSINST 1133.29E. The CRF selection board meets three times per year (January, May, and September).

a. Complete sections A, B, C, and D 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 1306-966

ENLISTED RATING DETAILER

Responsible Office	NAVPERSCOM (PERS-4010F)	Phone:	DSN	882-3880
			COM	(901) 874-3880
			FAX	882-2646

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 paygrades E-5 and above in all enlisted ratings.

b. There also are billets for support personnel in many ratings, paygrades E-3 and above.

c. The Enlisted Rating Detailers job includes:

(1) Communication with constituents by Job Advertising and Selection System (JASS), by telephone, E-mail, and naval messages.

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

(3) Coordination with Enlisted Placement Management Center (EPMAC), and fleet units to ensure proper manning levels.

d. Navy Personnel Command (NAVPERSCOM) is located at Naval Support Activity Mid-South, Millington, TN.

e. There are limited medical and dental facilities available at NSA Mid-South, Millington.

f. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. Complete sections A and B2 of the 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 1306-967

NAVY/MARINE CORPS INTRANET (NMCI) NETWORK OPERATIONS CENTER (NOC)

Responsible Office	NAVPERSCOM (PERS-402C)	Phone:	DSN	882-3792
			COM	(901) 874-3792
			FAX	882-2643

1. **Background.** Navy/Marine Corps Intranet (NMCI) is a unique partnership between the Department of the Navy and a civilian contractor to provide network-based information services ashore.

a. The contractor will integrate Sailors and Marines at various Network Operations Centers (NOCs) and provide the latest commercial Information Technology (IT) competency training and certification opportunities.

b. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. E-5 with no more than 10 years total active service.

b. E-6 with no more than 14 years total active service.

c. Must be completing a sea tour prior to commencing an NMCI tour.

d. Possess at least one warfare qualification.

e. Required Primary Navy Enlisted Classification Code (PNEC) for this program is 2735 or a PNEC/Secondary Navy Enlisted Classification Code (SNEC) with 2735 as a component such as 2779, 2780, 2781. Members who do not currently hold the required PNEC, but meet all other requirements will be provided training enroute to NMCI.

e. Complete sections A, C, and D2 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 60 months. OBLISERV must be satisfied by reenlistment or extension. NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks is not authorized.

MILPERSMAN 1306-968

CAMP DAVID (NAVAL SUPPORT FACILITY, THURMONT, MD)

Responsible Office	NAVPERSCOM (PERS-4010F)	Phone:	DSN	882-3880
			COM	(901) 874-3880
			FAX	882-2646
	Camp David	Phone:	DSN	376-9000 ext 1400
			COM	301-271-1400
			FAX	301-271-1366

References	DODD 5210.55 of 15 Dec 98 DODI 5210.87 of 30 Nov 98 SECNAVINST 5312.12B

1. **Program Background**. Camp David provides the President of the United States (U.S.) with a safe and private Presidential retreat.

a. Camp David manages a Recruiting Team to identify personnel 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 (SSBI) will be initiated by the Camp David Recruiting Team.

b. Tour length is 24 months for E-1 – E-3 and 36 months for E-4 – E-9.

2. **Requirements/Qualifications**

a. E-4 – E-9 candidates must be in the following ratings:

ABH	Aviation Boatswain's Mate (Handler)
AG	Aerographer's Mate
BU	Builder
CE	Construction Electrician
CM	Construction Mechanic
DC	Damage Controlman
EA	Engineering Aid
EM	Electrician's Mate
EN	Engineman

EO	Equipment Operator
ET	Electronics Technician
HM	Hospital Corpsman (HM-8425)
IC	Interior Communications Electrician
MS	Mess Management Specialist
PN	Personnelman
RP	Religious Program Specialist
SH	Ship's Serviceman
SK	Storekeeper
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. Candidates must be U.S. citizens. If married, member's spouse must be a U.S. citizen.

d. Candidates must be eligible for assignment to Presidential support duty per DODD 5210.55, DODI 5210.87, and SECNAVINST 5312.12B.

e. Requests for assignment to Camp David will be submitted to Navy Personnel Command (NAVPERSCOM), Shore Special Programs Assignment Branch (PERS-4010F) via the administrative chain of command on NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request. **The interested member must contact the Camp David Recruiting Officer prior to submitting NAVPERS 1306/7.**

(1) When submitting NAVPERS 1306/7, include copies of the candidate's last four evaluations and the commanding officer's (CO's) endorsement on command letterhead.

(2) Requests should be submitted 12-18 months prior to member's projected rotation date (PRD) to allow sufficient time for personal interview and completion of the SSBI.

f. Complete sections A, C, and D2 of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

g. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-969

MOBILE SECURITY DETACHMENTS (MSDS)

Responsible Office	NAVPERSCOM (PERS-402A) (PERS-402B) (PERS-402C)	Phone: DSN COM FAX	882-3610 (901) 874-3610 882-2734

References	OPNAVINST 6110.1G

1. **Program Background**. As a result of the bombing of USS COLE, the Naval Leadership devised and developed highly specialized detachments to deter terrorism and protect Department of Defense (DoD) assets, including Military Sealift Command assets as well as airplanes at home and abroad.

a. Mobile Security Detachment (MSD) duties will include controlling of entry/exit access points to restricted areas, conducting harbor patrols, setting defensive perimeters, enforcing general and special orders and regulations applicable to the area of operations, performing convoy escorts and defending against intrusion by hostile elements.

b. Be required to maintain qualifications in various tactical and crew served weapons. Due to this requirement, members desiring orders to MSDs who have open Family Advocacy Program (FAP) cases or who have been convicted in a civil court (other than minor traffic violations) are ineligible (non-waiverable).

c. Duty will require high tempo boat operations on high-speed patrol craft.

d. Personnel who request spouse co-location cannot be assigned to the same UIC.

e. Some detachments (Shore and Sea) will be permanently located overseas.

f. Most of the formal training will be conducted at Fleet Training Center (FTC) Norfolk, VA or San Diego, CA. Individuals desiring Permanent Change of Station (PCS) orders to this highly

trained group of professionals are required to be in top physical and mental shape.

g. Tour length will be prescribed rating sea tour or DoD area tour for overseas assignments.

2. **Requirements/Qualifications**

a. The following rates are eligible:

BM	Boatswain's Mate
EN	Engineman
GM	Gunner's Mate
HM	Hospital Corpsman
MA	Master-at-Arms
SK	Storekeeper

b. Prospective members of MSDs shall meet the following minimum requirements:

(1) Must be E-4 or above.

(2) Must be U.S. citizen.

(3) Eligible to obtain a Secret security clearance.

(4) Be physically fit per OPNAVINST 6110.1G.

(5) Meet prerequisite for Second Class Swimmer

(6) Have a valid U.S. driver's license

(7) Must not have been convicted of a domestic violence charge.

(8) Obtain Official and Tourist Passport (**Note**: Monies spent obtaining a Tourist passport will be reimbursed upon check-in).

(9) Meet all Overseas Screening requirements per MILPERSMAN articles 1300-300 through 1300-316.

c. Complete sections A, B, C, D2, D3 and D4 of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

d. Completion of NAVPERS 1300/16 (Rev 02-03), Report of Suitability for Overseas Assignment.

e. Required obligated service (OBLISERV) for this program is 36 months

MILPERSMAN 1306-970

JOINT COMMUNICATIONS SUPPORT ELEMENT (JCSE)

Responsible Office	NAVPERSCOM (PERS-4010G)	Phone:	DSN	882-3872
			COM	(901) 874-3872
			FAX	882-2646

References	(a) SECNAVINST 5510.30A

1. **Background**. The Joint Communications Support Element (JCSE) provides premier communication systems that enable the Joint Chiefs of Staff (JCS) and the Combatant Commanders to effectively exercise command and control in the combat environment.

a. Eligible candidates selected for assignment to JCSE will require a favorable flag screening message and a prescreening interview before orders are released by Navy Personnel Command (NAVPERSCOM), Shore Special Programs Assignment Branch (PERS-4010).

b. In consideration of the intense training received while at JCSE, all tour lengths will be 4 years.

2. **Requirements/Qualifications**. **Paygrade E-4** may not have more than 7 years total active military service, **paygrade E-5** may not have more than 10 years total active duty service, and **paygrade E-6** may not have more than 15 years total active military service. The following additional requirements must also be met:

a. Must be in the following ratings: ET, IT, CE, PN(E-6), YN.

b. Required obligated service (OBLISERV) for this program is 48 months.

c. Must hold a current Single Scope Background Investigation (SSBI) for Top Secret/Sensitive Compartmented Information (TS/SCI) access prior to transfer per reference (a).

MILPERSMAN 1306-1000

REENLISTMENT INCENTIVES

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: DSN COM FAX	882-3510 (901) 874-2510 882-2640

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, SSN, NEC, COMNAVPERSCOM-DESK CODE (NRPC CODE 30 FOR USNR-R (TAR))

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 1616/24/BLOCKS 27 THROUGH 39 (E7/8/9).

DATE OF NAVPERS 1616/24/BLOCKS 27,28,30,31,32,36, AND 39 (E3/4/5/6).

NO COURTS-MARTIAL, NON-JUDICIAL 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.

Exhibit 2

GUARD BILLET NON-AVAILABILITY MESSAGE

(Use the proper message format containing the following.)

RMKS/1. REQUEST {Sailor's NARANO} 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/EMAIL/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, UIC, AND PERS {enter PERS code} ARE IN SUBJ LINE.

Exhibit 3

GUARD COMMITMENT MESSAGE, NON-SPECIAL PROGRAMS BILLET

(Use the proper message format containing the following.)

RMKS/1. REQUEST {Sailor's NARANO} 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, HOWEVER WITHIN THIS PERIOD ADVISE PERS {PERS Code} OF MEMBER'S INTENTIONS.

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; HOWEVER WITHIN THIS PERIOD ADVISE PERS {PERS Code} OF MEMBER'S INTENTIONS.

Exhibit 4

GUARD COMMITMENT MESSAGE, SPECIAL PROGRAMS BILLET

(Use the proper message format containing the following.)

RMKS/1. REQUEST {Sailor's NARANO} 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, HOWEVER WITHIN THIS PERIOD ADVISE PERS {PERS Code} OF MEMBER'S INTENTIONS.

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, HOWEVER WITHIN THIS PERIOD ADVISE PERS {PERS Code} OF MEMBER'S INTENTIONS.

MILPERSMAN 1306-1002

GUARANTEED ASSIGNMENT RETENTION DETAILING (GUARD 2000) PROGRAM

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: DSN COM FAX	882-3510 (901) 874-3510 882-2640

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 (TAR), 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 (TAR), 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/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 whose 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 (Oils).

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 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 Assignment 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-40BB)	Phone: DSN COM FAX	882-3510 (901) 874-3510 882-2640

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**. 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.

a. 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) **Pay Grade vs. Skill Requirement.** Is the member in a higher pay grade 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. 10/81), 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 NAVPERSCOM (applicable detailer), via appropriate type commander (TYCOM), with a copy to Enlisted Placement Management Center (EPMAC), 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 type commander 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.

(10) Aptitude test scores (Basic Test Battery or Armed Services Vocational Aptitude Battery).

(11) Evaluations in same format as for 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

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	EPMAC TPP&H PM	Phone:	DSN	678-1480
			COM	(504) 678-1480
			FAX	678-5126
	EPMAC DET TMU		DSN	678-5219
			COM	(504) 678-5219
			FAX	678-5126

References	EPMACINST 5000.3E (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 EPMACINST 5000.3E.

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 currently 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/Limited Duty Branch (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), Bureau of Medicine and Surgery (BUMED) (M3M1), and Enlisted Placement Management Center Detachment, Transient Monitoring Unit (EPMAC DET TMU). 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 message 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 EPMACINST 5000.3E 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 EPMACINST 5000.3E. 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**. Enlisted Placement Management Center (EPMAC) (EP-48) 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, EPMAC (EP-48) will review the placement and assignment options. A member assigned to LIMDU will be placed in a valid requisition provided by EPMAC 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, EPMAC 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, EPMAC (EP-48), NAVPERSCOM (PERS-4821), 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//
           TRANSMONUNIT NEW ORLEANS LA//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 1306-1202V-//
REF/B/DOC/EPMACINST 5000.3E/-//
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	EPMAC TPP&H PM	Phone:	DSN	678-1480
			COM	(504) 678-1480
			FAX	678-5126
	EPMAC DET TMU		DSN	678-1602
			COM	(504) 678-1602
			FAX	678-5126

References	(a) EPMACINST 5000.3E (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) (PERS-4821) and Enlisted Placement Management Center Detachment, Transient Monitoring Unit (EPMAC DET TMU) 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 reference (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), EPMAC DET TMU, and Bureau of Medicine and Surgery

(BUMED) (M3M1) with information copy to the cognizant MTF and EPMAC (EP-47/48) (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 NPC 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 BUPERS MILLINGTON TN//JJJ//APPROPRIATE DETAILER CODE
COMNAVPERSCOM MILLINGTON TN//PERS4821//
TRANSMONUNIT NEW ORLEANS LA//TMU//
(PARENT COMMANDS FOR ALL PERSONNEL LISTED WITHIN MESSAGE)
(COGNIZANT MEDICAL TREATMENT FACILITY)/PEBLO/PAO//
INFO BUMED WASHINGTON DC//M3M1//
EPMAC NEW ORLEANS LA//47/48//
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 B	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        BUPERS MILLINGTON TN//JJJ//
          COMNAVPERSCOM MILLINGTON TN//PERS821//
          TRANSMONUNIT NEW ORLEANS LA//TMU//
          (PARENT COMMANDS FOR ALL PERSONNEL LISTED WITHIN MESSAGE)
INFO      BUMED WASHINGTON DC//M3M31//
         (COGNIZANT MEDICAL TREATMENT FACILITY)
          EPMAC NEW ORLEANS LA//47/48//
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	EPMAC TPP&H PM	Phone:	DSN COM FAX	678-1480 504 678-1480 678-5126
	EPMAC DET TMU		DSN COM FAX	678-1602 (504) 678-1602 678-5126

References	(a) EPMACINST 5000.3E (Transient Personnel Administration Manual) (b) BUMEDINST 1300.2 (c) NAVMED P-117, Manual of the Medical Department, Chapter 18

1. **Policy**

a. Per reference (a), each component of the limited duty (LIMDU) system (member, member's parent command, servicing Personnel Support 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 to Navy Personnel Command (NAVPERSCOM), Disability Retirement/Limited Duty Branch (PERS-4821); Enlisted Placement Management Center (EPMAC) (EP-48); and EPMAC Detachment, Transient Monitoring Unit (EPMAC DET TMU) as soon as possible.

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. At 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) (M3M1), NAVPERSCOM (PERS-4821), EPMAC (EP-48), the cognizant MTF, and EPMAC DET TMU.

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 (PERS-40BB) direction).

l. Cognizant MTF, per references (b) and (c), will 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 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//4821//
EPMAC NEW ORLEANS LA//48//
TRANSMONUNIT NEW ORLEANS LA
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/EPMACINST 5000.3E/YMD(050215)/
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 PN2(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//PERS-4821//
PARENT COMMAND(S) OF MEMBER(S)
SERVICING PERSUPP DET(S)/PERSONNEL OFFICE(S)
TRANSMONUNIT NEW ORLEANS LA
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.   PN1    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. DP2    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
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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
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MILPERSMAN 1306-1210

NUCLEAR-TRAINED AND SUBMARINE PERSONNEL ON LIMITED DUTY (LIMDU)

Responsible Office	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
	EPMAC DET TMU	Phone:	DSN	678-1602
			COM	(504) 678-1601
			FAX	678-0188

References	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 (NAVMED P-117, 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) SF 88 (Rev. 10-94), Report of Medical Examination with qualified or not qualified recommendations in block 77 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 SF 88.

(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) (M3F7) to NAVPERSCOM (PERS-403F).

(b) **For nuclear-trained surface personnel:** Submit via the appropriate chain of command and BUMED (M3F7) 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 NAVMED P-117, articles 15 and 18 for additional information.)

3. **Inquiries**. Inquiries related to screening status/ requirements for all nuclear-trained enlisted personnel should be directed to CNO (N133D).

MILPERSMAN 1306-1400

ORDERS TO ACTIVE DUTY FOR NAVAL RESERVISTS

Responsible Office	NAVPERSCOM (PERS-812)	Phone: DSN COM FAX	882-4540 (901) 874-4540 882-2771

References	OPNAVINST 6110.1G OPNAVINST 1160.5C OPNAVINST 1160.7B 5 U.S.C. 301 BUPERSINST 7040.7 NAVMED P-117, Manual of the Medical Department BUPERSINST 1001.39D

1. **Policy**. This article sets forth eligibility requirements and procedures for ordering to active duty fleet reservists and all other enlisted naval reservists who do not have an active duty obligation, but desire voluntary recall to active duty.

a. This article does not apply to mobilization of naval reservists, recall to Active Duty for Special Work (ADSW), or recall to active duty in the Training and Administration of Reserve (TAR) Program.

b. This article also sets forth procedures necessary to request continuation on active duty (USNR) or Reenlistment USN for personnel currently on voluntary recall orders and Naval Reserve Officer Training Corps (NROTC) candidates dropped from the rolls who desire to remain on active duty.

c. Request for general assignment/recall to active duty by naval reservists, fleet reservists, canvasser recruiters, TAR, and Active Duty for Special Work (ADSW) personnel will be submitted to Navy Personnel Command (NAVPERSCOM), Reserve Enlisted Advancement Conversion Branch (PERS-812) for approval. Members who have not completed apprenticeship training (Split Trainers) are not eligible for general assignment/recall.

2. **Eligibility Requirements**

a. Naval reservists will meet the following eligibility requirements to be considered for assignment to active duty:

(1) **Age Limit.** To be eligible for recall to active duty, naval reservists must be able to complete sufficient service creditable for transfer to the Fleet Reserve prior to their 55th birthday as defined in MILPERSMAN 1160-010.

(2) **Physical Examination.** A copy of completed physical examination forms (SF 88 (Rev. 10-94), Medical Record-Report of Medical Examination, SF 93 (Rev. 6-96), Report of Medical History, or DD 2808 (1-03), Report of Medical Examination) will be forwarded with the application for recall.

(a) The physical examination must be administered within 12 months of the application for recall and must include Human Immunodeficiency Virus-1 (HIV-1) screening within 12 months.

(b) Any change in status since last examination should be annotated and evaluated by a physician.

(3) **Physical Readiness qualifications.** Applicants must meet the physical readiness standards outlined in OPNAVINST 6110.1G. No waivers to established standards will be granted.

(4) **Proficiency.** Personnel in paygrades E-4 and above must have maintained proficiency in their rating through satisfactory participation as a member of a drilling reserve unit.

(a) Personnel whose last period of active duty was an ADSW or canvasser recruiter are not considered to have maintained proficiency in their rating and all such requests for recall and general assignment must be referred to NAVPERSCOM (PERS-812) for determination.

(b) In evaluating a member's proficiency, factors such as similar civilian employment, extended active duty, active duty for training (ACDUTRA), or participation in inactive duty training may be considered.

(5) **Temporarily Advanced Paygrade Personnel.** Members enlisted under the provisions of the Advanced Paygrade (APG) Program of the Reenlistment Paygrade Incentive Program who were advanced to a temporary paygrade must have completed all requirements and be permanently advanced prior to applying for recall.

(6) **Drill Service.** Personnel affiliating with the Naval Reserve under broken service conditions may not apply for recall

to active duty until they have been satisfactory performers in the Selected Reserve as indicated in the table below.

Period of Broken Service	Required USNR Service
Less than 4 years	1 year drill status
4 years or more	2 years drill status

(7) **Obligated Service (OBLISERV).** All naval reservists who volunteer for recall to active duty agree to serve a minimum of 24 months active duty.

(8) **Dependency.** In order to be considered for general assignment with the Regular Navy, the following applies:

(a) **Married Personnel.** May not have more than two dependents (nor be contributing to the support of more than two persons) if they are in paygrades E-3 or below. There is no dependency restriction for volunteers for recall to active duty in paygrades E-4 and above; however, it is desired that all prospective recalls with dependents be carefully screened for financial responsibility relative to fulfilling current or expected financial obligations with service pay as a basis for acceptance/rejection. Women who are pregnant at the time of application will not be accepted for recall to active duty during pregnancy.

(b) **Non-married Personnel.** Non-married male or female applicants for recall to active duty with a dependent child/children under 18 years of age will not be recalled.

b. The following are **ineligible** for voluntary recall to active duty:

(1) Retired members, to include reservists in retired-without-pay status.

(2) Reservists who are "Not recommended for reenlistment" from previous enlistment.

(3) Non-drilling reservists.

(4) Prior officers who hold enlisted status.

(5) Members who exceed active duty or reserve high year tenure per OPNAVINST 1160.5C and OPNAVINST 1160.7B.

3. **Procedures for Requesting Recall to Active Duty**

a. Canvasser Recruiters volunteering for general assignment with the Regular Navy will submit requests for recall to NAVPERSCOM (PERS-812) via their commanding officer (CO), Commander, Navy Recruiting Command (COMNAVCRUITCOM), and Naval Reserve Readiness Command (NAVRESREDCOM), Naval Reserve Center (NAVRESCEN), or Naval Reserve Readiness Center (NAVRESREDCEN) as appropriate.

b. ADSW personnel volunteering for general assignment with the Regular Navy will submit requests for recall to NAVPERSCOM (PERS-812) via their CO and Naval Reserve Readiness Command (NAVRESREDCOM), Naval Reserve Center (NAVRESCEN), or Naval Reserve Readiness Center (NAVRESREDCEN) as appropriate.

c. Drilling reservists volunteering for recall to active duty will submit requests for recall to NAVPERSCOM (PERS-812) via Naval Reserve Readiness Command (NAVRESREDCOM),Naval Reserve Center (NAVRESCEN), or Naval Reserve Readiness Center (NAVRESREDCEN) as appropriate.

(1) Any information which is not applicable or available should be annotated as such.

(2) The following information should be forwarded:

(a) All eligibility criteria per paragraph 2.

(b) NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request (with endorsement(s).

(c) Any nonjudicial punishments (NJPs), courts-martial, or civil infractions in last 48 months.

(d) Copy of completed physical examination forms, completed within 12 months of date of request (include body fat percentage).

(e) Physical Fitness Assessment results (last 3 cycles).

(f) Last four evaluations.

(g) Armed Forces Quotient Test (AFQT) score.

(h) Verification of Navy Enlisted Classification (NEC) codes authorization.

(i) Date of advancement in current paygrade.

(j) Copy of current enlistment contract (if member reenlisted within 6 months of date of request).

(k) Copy of DD 214 (Rev. 2-00), Certificate of Release or Discharge from Active Duty.

(l) Address of current service record holder.

(m) NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, Reserve Recall Statement of Agreement per Exhibit 1.

d. Requests for recall to active duty will be submitted with an attached copy of the Privacy Act Statement as follows:

APPLICATION FOR RECALL TO ACTIVE DUTY

The Authority to request this information is contained in 5 U.S.C. 301. The principal purpose of the information is to enable you to make known your desire to be recalled to active duty. The information will be used to determine your eligibility for and effecting your recall to active duty. Completion of the form is mandatory; failure to provide required information may result in delay in response to or disapproval of your application.

e. TAR personnel, see MILPERSMAN 1306-1502.

4. **Active Duty Orders**

a. **Fleet Reservists**. The Personnel Support Detachment (PERSUPP DET) that processes a Fleet Reserve recall must prepare a Fleet Reserve Recall Statement of Agreement on NAVPERS 1070/613 per Exhibit 2 for the recallee's signature.

(1) Active duty orders (Exhibit 3) are to be prepared by the PERSUPP DET to direct the recallee to report to the Transient Personnel Unit (TPU), Military Entrance Processing Station (MEPS), Recruiting Station, or Reserve Center (as directed by NAVPERSCOM (PERS-812)) for outfitting, classification, indoctrination, and further assignment.

(2) The authority for recall (as authorized by NAVPERSCOM (PERS-812)) will be mailed to the member with a copy forwarded to PERSUPP DET nearest the recallee's home address.

(3) The Fleet Reserve Recall Statement of Agreement and recall orders may be prepared and mailed to the cognizant gaining command by the TPU, MEPS, Recruiting Station, or Reserve Center.

b. **Drilling Reservists.** The command holding the member's service record will issue active duty orders, per Exhibit 3, for personnel to report to the TPU directed by NAVPERSCOM (PERS-812) for outfitting, classification, indoctrination, and further assignment and (if appropriate) execute a Reserve Recall Statement of Agreement on NAVPERS 1070/613 per Exhibit 1. The authority for recall (as authorized by NAVPERSCOM (PERS-812)) will be mailed to the activity that maintains the member's service record, as indicated on member's application, with a copy of those orders to the cognizant NAVRESREDCOM.

(1) Accounting data for active duty orders issued by the service record holder is to be per procedures contained in BUPERSINST 7040.7.

(2) An accession availability report will be submitted by the receiving activity, after execution of orders and completion of NAVPERS 1070/622 (Rev. 1-00), Agreement to Recall or Extend Active Duty. The receiving activity will forward the availability report to Enlisted Placement Management Center (EPMAC) (EP-48) with a copy to NAVPERSCOM (PERS-812).

(3) Active duty orders issued to reservists are to be forwarded to the CO of their unit for delivery. A copy of prepared recall orders may be mailed to the recallee's home address.

(4) The CO of the unit will make sure the recallee acknowledges receipt of active duty orders by preparing NAVPERS 1070/613 per Exhibit 4.

(5) Acknowledgement of active duty orders is to be accomplished by letter per Exhibit 5.

(6) Reservists will not normally be directed to report for active duty during the period 18 December through 10 January.

(7) All members must have a social security number (SSN) card and NAVPERS 1070/600 (Rev. 5-00), U.S. Navy Enlisted Service Record (Jacket) in their possession prior to reporting for active duty.

(8) If at any time after active duty orders have been issued it is determined that a reservist will not meet the

requirements set forth by the program applied for, the reservist will be released from active duty and returned to reserve status.

5. **Medical Examination/Qualification/Procedures**

a. If approved for recall, applicants must meet the same physical requirements as personnel reporting to initial active duty.

(1) SF 88 (Rev. 10-94), Report of Medical Examination and SF93 (Rev. 6-96), Report of Medical History must state member is qualified for active duty under enlistment standards defined in NAVMED P-117 and must include HIV-1 screening results.

(2) A copy of the SF 88, SF 93, and HIV-1 screening results will be forwarded with the application for recall.

(3) SF 88, SF 93, and any consultations must be current within 12 months.

(4) HIV-1 screening results must be current within 12 months.

(5) Any change in status since last examination should be annotated and evaluated by a physician.

b. Return to Home. The original and one copy of the completed SF 88 and the original SF 93 will be forwarded to Bureau of Medicine and Surgery (BUMED). If the reservist is assigned temporary active duty at a non-naval medical facility, it is incumbent upon the service record holder to inform the non-naval medical facility of the above requirements.

(1) Any records (service, health, and dental) in the possession of reservists will be returned to the appropriate activity upon return of reservists to their home.

(2) If the records have been forwarded to a Naval Station/Naval Support Activity, appropriate action should be taken by the service record holder to have the records returned.

6. **Reporting for Active Duty**. The command processing a reservist for initial active duty will

a. issue DD 2(RES) (Rev. 3-94), Armed Forces Identification Card.

b. issue DD 1173-1S(PRIV) (Rev. 10-93), Uniformed Services Identification and Privilege Card for the recallee's dependent(s) (if applicable).

c. complete NAVPERS 1070/622.

d. complete NAVPERS 1070/602 (Rev. 7-72), Dependency Application/Record of Emergency Data.

e. submit an availability report to NAVPERSCOM, Manning Control Authority Branch (PERS-453).

f. ensure member's naval reserve contract contains sufficient OBLISERV for the authorized recall to active duty.

EXHIBIT 1
RESERVE RECALL STATEMENT OF AGREEMENT

(Executed on NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks.)

DATE: I, _____(full name)_____, do hereby voluntarily agree to remain on active duty for _____ months.

I understand that, except in time of war or national emergency hereafter declared by appropriate authority, or when otherwise authorized by law, I will be released from active duty upon expiration of this obligation and that I have no entitlement either stated or otherwise implied to an active duty retirement. Should I desire retention for the purpose of continuing my active duty, I will submit a request to NAVPERSCOM (PERS-812) 6 months prior to my expiration of active obligated service (EAOS) and understand that I must receive authority from NAVPERSCOM (PERS-812) for such retention prior to executing a new active duty agreement.

As a matter of information, I understand that in order to qualify for naval reserve retirement, as outlined in BUPERSINST 1001.39D, I must be able to complete 20 years of qualifying service prior to age 60. I also understand that the last 8 qualifying years must be obtained as a member of a reserve component.

I have read, understand, and agree to the above conditions.

_____
Member's Signature

WITNESSED: _____
Name, Rank/Rate, Branch/Class, Title

EXHIBIT 2
FLEET RESERVE RECALL STATEMENT OF AGREEMENT

(Executed on NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks.)

Date: I, _____(full name)_____, hereby voluntarily agree to remain on active duty for _____ months.

I understand that, except in time of war or national emergency hereafter declared by appropriate authority, I will be released from active duty upon expiration of this obligation, or when my services are no longer required. Should I desire retention for the purpose of continuing my active duty, I will submit a request to NAVPERSCOM 6 months prior to my projected rotation date (PRD) and understand that I must receive authority from NAVPERSCOM for such retention prior to executing a new active duty agreement.

I understand that my active duty is subject to curtailment resulting from reduction in authorized allowances, release or discharge for cause, or other good and sufficient reasons as may be directed by NAVPERSCOM.

I understand that in order for my retainer pay to be recomputed at a higher base pay rate than that used at the time of my recall I must serve **day-for-day a minimum of 24 months continuous** active duty **subsequent** to the **last pay raise**.

I further understand that my branch/class will be USNFR (Active) and that I will remain USNFR until I complete 30 years of service (Active and Fleet Reserve (Inactive)) at which time I will be automatically transferred to the retired rolls of the Navy, without application.

If I voluntarily accept an administrative reduction in paygrade to become eligible for recall to active duty, I understand that a subsequent release from active duty will be at the current paygrade held. I have read, understand, and agree to the above conditions.

_____
Member's Signature

WITNESSED: _____
Name, Rank/Rate, Branch/Class, Title

EXHIBIT 3
SAMPLE ACTIVE DUTY ORDERS FORMAT

ACTIVE DUTY ORDERS	Identification symbol: Order Number: Date Prepared:
FROM:	
TO:	Command Delivering Orders: EOS: PEBD:
Reference (a) MILPERSMAN 1306-2100 (b) (c)	Unit Assigned: TYCOM:

1. Per the authority contained in above reference(s), you are hereby ordered to active military service for a period of _____ months and will comply with the detailed instructions contained herein. You are required to have in your possession all government clothing previously issued during this enlistment. If you have registered with the Selective Service, have your registration and classification cards in your possession. Upon reporting, have in your possession a social security card. If you are married/have dependents(s), have in your possession photostatic copies of your marriage certificate/birth certificates of dependent(s) in order to expedite your basic allowance for quarters.

2. On _____ you will report to _____ for certification of physical qualification, if required, or completion of SF 600 (Rev. 6-97), Medical Record - Chronological Record of Medical Care. The Medical Facility shall complete endorsement on reverse of this order.

3. If found **not** physically qualified for active duty you will return immediately to the address indicated above. Upon arrival consider yourself released from temporary active duty and the remainder of these orders cancelled. Forward/deliver all records in your possession to the activity delivering these orders. You will be assigned to the Active Status Pool, to await final determination of your physical fitness by Chief, Bureau of Medicine and Surgery, and Deputy Chief of Naval Personnel.

4. If certified physically qualified for active naval service, you will commence travel and report to Recruit Training Command (RTC) as directed by NAVPERSCOM (PERS-812) on or before 2400, _____ for outfitting, classification, and future assignment.

5. Your service, health, and dental records are (in your possession) (will be forwarded to the activity indicated in paragraph 4 above).

6. ACCOUNTING DATA:

7. Non-compliance of orders is a serious offense under the Uniform Code of Military Justice. You are subject to the Code as of the (date indicated in paragraph 2) (date you commenced travel to report to RTC as directed by NAVPERSCOM (PERS-812)). If circumstances exist which would prevent you from complying with these orders, immediately notify the command delivering these orders, explaining the circumstances and request further instructions.

NAME OF ISSUING OFFICER
RATE/RANK, BRANCH & CLASS
TITLE

Copy to:
PSCVAD USN FAM ALLOW/ACT (w/NAVPERS 7041/1 (Rev. 12-92), Financial Management - PCS Travel - Forms Authorization)
Activity indicated in paragraph 4

EXHIBIT 4
STATEMENT OF RECEIPT OF ACTIVE DUTY ORDERS BY NAVAL RESERVISTS

(Executed on NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks.)

Date: Command issuing orders (reference number) dated, _____ requiring (reservist's name) to report for _____ months active duty were delivered to (reservist's name) by my hand this date.

_____
W. T. HATCH, LT, USNR
By direction

Date: I have received, read, and understand the orders referred to in the entry immediately above. I understand that I may not now enlist in a regular component of another service.

_____
Member's Signature

Witnessed: _____
J. ELLIS, LCDR, USN, Personnel Officer

EXHIBIT 5
LETTER ACKNOWLEDGING RECEIPT OF ACTIVE DUTY ORDERS BY FLEET RESERVISTS

(Letter may be reproduced.)

From: BMC I. M. SEAWORTHY, USNFR-F6, 123-45-6789
To: (Order Issuing Activity)

Subj: ORDERS TO ACTIVE DUTY; RECEIPT OF

Ref: (a) (Order Reference Number)

1. I acknowledge receipt of reference (a). I have read and understand the orders.

I. M. SEAWORTHY

MILPERSMAN 1306-1500

TRAINING AND ADMINISTRATION OF RESERVE (TAR) PROGRAM

Responsible Office	NAVPERSCOM (PERS-913)	Phone: DSN COM FAX	882-4510 (901) 874-4510 882-2673

References	10 U.S.C. 12102(a) and 12103(a) BUPERINST 1430.16E

1. **General Information**

a. The purpose of the Training and Administration of Reserve (TAR) program is to train and administer the Naval Reserve. It is open to both male and female personnel. Enlisted TAR personnel serve in demanding billets both at sea and ashore, providing the support necessary to prepare Naval Reservists to conduct prompt and sustained operations in support of United States (U.S.) national interests. Enlisted TAR personnel may be assigned to

(1) **operational units** (e.g., Naval Reserve Force (NAVRESFOR) ships and NAVRESFOR air squadrons),

(2) **shore activities** (e.g., Naval Reserve Centers (NAVRESCENs) and Naval Air Stations (NASs)), and

(3) **major shore commands** (e.g., Chief of Naval Operations (CNO), Navy Personnel Command (NAVPERSCOM), and Commander Naval Reserve Force (COMNAVRESFOR)).

b. TAR enlisted personnel are accessed via the TAR Enlistment Program (TEP), conversion of USN and USNR personnel on active duty, and recall of Selected Reserve (SELRES) personnel to active duty. TEP provides for first-term TAR enlistment and is authorized by 10 USC 12102(a) and 12103(a). Members of this program are guaranteed "A" School training after recruit training. They incur an 8-year obligation, of which 48 months are normally served on continuous active duty. Conversion and

recalled members also incur a minimum 4-year active duty obligation.

c. Career opportunities exist in the enlisted TAR program for personnel in the following ratings:

AC	Air Traffic Controller
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
AW	Aviation Warfare Systems Operator
AZ	Aviation Maintenance Administrationman
BM	Boatswain’s Mate
DC	Damage Controlman
DK	Disbursing Clerk
EM	Electrician’s Mate
EN	Engineman
ET	Electronics Technician
HM	Hospital Corpsman
HT	Hull Maintenance Technician
IC	Interior Communications Electrician
IT	Information Systems Technician
MR	Machinery Repairman
MS	Mess Management Specialist
NC	Navy Counselor
PN	Personnelman
PR	Aircrew Survival Equipmentman
SK	Storekeeper
YN	Yeoman

d. Conversion and recall to active duty in the TAR program is normally restricted to paygrade E-5 and below and is adjudicated based upon fiscal year quotas.

e. For additional information regarding the TAR program refer to the following table for eligibility and general assignment to the TAR program.

Topic	See MILPERSMAN
Eligibility Requirements for Conversion and Recall to Active Duty in the TAR Program	1306-1502
General Assignment with the Regular Navy and Removal of the TAR Designator	1306-1504

3. **Selection Criteria**. The TAR community is small and opportunities for accession are limited. Manpower requirements (paygrade, rating, and Navy Enlisted Classification (NEC) codes) and sustained professional performance are the primary considerations for selection.

4. **Obligated Service (OBLISERV) Requirements**. OBLISERV requirements for reassignment for TAR personnel are contained in MILPERSMAN 1306-106.

5. **Reenlistment Incentive**. TAR personnel may request assignment under the Guard 2000 program. See MILPERSMAN 1306-1002 for details.

6. **TAR Sea/Shore Rotation**. TAR sea/shore rotation tour lengths are determined by rating. Refer to the current NAVADMIN for TAR sea/shore rotation tour lengths. First term TAR personnel (TEP) with 4 years initial OBLISERV will normally be assigned to a sea or shore tour to coincide with their expiration of active obligated service (EAOS). Initial sea/shore tour and projected rotation date (PRD) will be recomputed upon reenlistment, at which time the member will then be reassigned based on normal rotation.

7. **Change of Rate with Conversion or Recall to Active Duty**. Personnel in ratings not listed in paragraph 2c may request a change of rate in conjunction with conversion or recall to active duty. Change of rate requests are considered on a case-by-case basis. NAVPERSCOM, Naval Reserve Enlisted Personnel Administration Branch (PERS-913) will forward requests for change of rate to NAVPERSCOM, Reserve Enlisted Advancement/Conversion Branch (PERS-812) for adjudication. If approved, NAVPERSCOM (PERS-812) will provide the member and servicing Personnel Support Detachment (PERSUPPDET) with written procedures to effect the change of rate. For information on change of rate requirements see BUPERINST 1430.16E. If approved, the change of rate letter and TAR recall/conversion letter will be issued simultaneously.

8. **Approval Authority for Conversion and Recall to Active Duty**. NAVPERSCOM (PERS-913) is approval authority for TAR conversion and recall to active duty. Members may submit applications for TAR conversion or recall to active duty to NAVPERSCOM (PERS-913) via their commanding officer (CO) at any time. NAVPERSCOM (PERS-913) selects members for TAR conversion and recall to active duty on a monthly basis, providing quotas are available.

9. **TAR Designation**. While serving in a TAR status, enlisted personnel will be identified as USNR (TAR) (e.g., Rate, Name, USNR (TAR), and SSN) on all orders, service record entries, and administrative correspondence. Upon release from the TAR program for any reason, the service record holder will make a NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry removing the TAR designation, at which time further use of the TAR designation will be discontinued.

10. **Hospital Orders**. Personnel who are hospitalized will be issued temporary duty (TEMDU) under treatment orders per MILPERSMAN 1306-1600. Orders hospitalizing enlisted TAR personnel will include the following statement:

NAME is an enlisted TAR member under the distribution control of Commanding Officer, Naval Reserve Personnel Center, New Orleans, LA 70149. Address availability report to NAVRESPERSCEN (N4). Notify NAVRESPERSCEN (N4) and last permanent duty station of final disposition if discharged or released.

11. **Enlisted Manning Inquiry Report (EMIR)**. COs and officers in charge (OIC) of units with enlisted TAR personnel assigned will submit Enlisted Manning Inquiry Reports (EMIR) as applicable for enlisted TAR personnel per MILPERSMAN 1306-108.

MILPERSMAN 1306-1502

ELIGIBILITY REQUIREMENTS AND APPLICATION PROCEDURES FOR CONVERSION AND RECALL TO ACTIVE DUTY IN THE TRAINING AND ADMINISTRATION OF RESERVE (TAR) PROGRAM

Responsible Office	NAVPERSCOM (PERS-913)	Phone: DSN COM FAX	882-4509 (901) 874-4509 882-2673

References	NAVMED P-117, Manual of the Medical Department BUPERSINST 1430.16E BUPERSINST 1326.4D OPNAVINST 1160.5C OPNAVINST 6110.1G

1. **Policy**. This article sets forth eligibility and application procedures for requesting recall to active duty in the Training and Administration of Reserves (TAR) Program and conversion to United States Naval Reserve (USNR) (TAR).

2. **Recall to Active Duty in the TAR Program**

a. Applicant must

(1) be a member of the Selected Reserve (SELRES) at the time of application for TAR recall. Retired members and members of the Individual Ready Reserve (IRR) are not eligible.

(2) have satisfactory drill participation.

(3) be designated. Non-designated personnel are not eligible for TAR recall to active duty.

(4) have completed all requirements to make rate permanent and must have completed all basic training equivalency requirements if enlisted in a Naval Reserve Non-Prior Service (NPS) Enlisted Personnel Accession Program, e. g. Advanced Pay Grade (APG) Program.

(5) have completed all requirements to make rate permanent if enlisted in the Naval Reserve in a Prior Service Program (e.g., Other Service Veteran (OSVET), U.S. Navy Veteran

(NAVET), and Construction Basic Veteran (CBVET) with a temporary rate).

(6) be able to complete 20 years active service before reaching age 55.

(7) meet the physical readiness standards.

(8) meet NAVMED P-117 requirements for enlistment.

(9) meet the reenlistment quality control standards.

b. SELRES currently mobilized or identified for mobilization may apply for recall in the TAR Program, but normally will not be approved for TAR reenlistment until demobilized.

3. **Eligibility Requirements for Conversion to USNR (TAR)**. **Applicant must**

a. be designated. Non-designated personnel are not eligible.

b. complete all contractual requirements if reenlisted with a selective reenlistment bonus (SRB). Applicant may be approved for conversion if currently serving under an SRB but may not reenlist in the TAR Program until the full term of obligated service (OBLISERV) has been completed.

c. have completed a minimum of 24 months on board current command before submission of application.

d. not be in receipt of permanent change of station (PCS) orders.

e. meet the reenlistment quality control standards.

f. be within 12 months of projected rotation date (PRD) and expiration of active obligated service (EAOS). If EAOS and PRD don't match, recommend applicant submit a request to the appropriate detailer to align PRD and EAOS before submitting application.

g. meet NAVMED P-117 requirements for enlistment.

h. meet physical readiness assessment requirements.

4. **Application Procedures**

a. **Required Documentation**. Member submits NAVPERS 1306/7 (Rev. 01/03), Enlisted Personnel Action Request to Navy Personnel Command (NAVPERSCOM), Naval Reserve Enlisted Personnel Administrative Branch (PERS-913) via the commanding officer (CO). In the "Reason for Request/Amplifying Information/Other Request" block of NAVPERS 1306/7, indicate whether the request is a TAR conversion or recall to active duty. Also indicate any change of rate request as applicable.

b. Command endorses the application (see exhibit 1) and forwards with the following enclosures:

(1) Copies of NAVPERS 1070/604 (Rev. 7-91), Enlisted Qualifications History.

(2) Copies of applicant's NAVPERS 1616/26 (Rev. 3-02), Evaluation Report and Counseling Record for the last 3 years.

(3) Copies of applicant's DD-214s (Rev. 02-00), Certificate of Release or Discharge from Military Service (if applicable).

(4) Copies of current Physical Fitness Assessments (current three test cycles).

c. Naval Reserve recruiters may forward applications in lieu of the CO for individuals not currently serving onboard an active duty command (e.g., terminal leave or temporary duty (TEMDU) for separation) if the applicant meets the requirements in para. 3. Naval Reserve recruiters may assist other active duty members with their request for TAR conversion; however, such requests must still be submitted to NAVPERSCOM via the applicant's CO.

5. **Approval or Disapproval of TAR Request**. NAVPERSCOM (PERS-913) will notify applicant of adjudication in writing, via member's CO. Approval letters will provide the specific date member is authorized to reenlist and the procedures for reenlistment. Disapproval letters will state the reasons for disapproval.

6. **Order Writing Authority**. Enlisted TAR detailing, Naval Reserve Personnel Center (NAVRESPERSCEN) (N4), is the order writing authority for members approved for conversion or recall to active duty in the TAR Program. Members should contact the appropriate TAR detailer for discussion of assignments after receiving a letter of approval.

7. **Declining Conversion or Recall to Active Duty**. The active duty command will report member's decision to decline conversion by active duty applicants to NAVPERSCOM (PERS-913). Supporting reserve activity will report declining of recall to active duty by reserve applicants to NAVPERSCOM (PERS-913).

8. **Processing Procedures**. Applicants who accept conversion or recall to active duty in the TAR program will be processed as follows:

a. Members who convert to USNR (TAR) will reenlist for 4 years per MILPERSMAN 1306-1500.

b. SELRES personnel who have more than 48 months remaining on their current enlistment contract will complete sections 1 and 2 of NAVPERS 1070/622 (Rev. 1-00), Agreement to Recall or Extend Active Duty for the entire period of OBLISERV indicated on the recall authorization.

c. Reservists who do not have 48 months remaining on their current enlistment contract at the time of recall to active duty will be processed using either method described below:

(1) Sign NAVPERS 1060/601 (Rev. 1-00), Immediate Reenlistment Contract for 4 years, completing the Reserve Active Duty Obligation (RADO) block to reflect 48 months.

(2) Sign NAVPERS 1070/621 (Rev. 1-00), Agreement to Extend Enlistment to their current contract to equal 48 months from the date of recall to active duty. This will extend their Expiration of Reserve Enlistment (EREN). Also prepare NAVPERS 1070/622, to equal 48 months from the date of recall to active duty. This document will create an EAOS.

d. The CO of the supporting reserve activity or the officer in charge (OIC) of the Personnel Support Detachment (PERSUPPDET) will issue initial orders to personnel recalled to active duty in the TAR Program. Supporting reserve activity or PERSUPPDET must include the appropriate Naval Reserve Readiness Command (NAVRESREDCOM), Naval Reserve Recruiting Command (NAVRESCRUITCOM) detachment, and NAVRESPERSCEN (N4) as copy to addressees on recall to active duty orders.

9. **Administrative Reduction in Rate**. Service record holders will advise members who voluntarily accept an administrative reduction in rate of the guidance provided in BUPERSINST 1430.16E, para. 216g(2). Members will sign NAVPERS 1070/613

(Rev. 10-81), Administrative Remarks entry per Exhibit 2, acknowledging their reduction in rate.

10. **Availability Processing for TAR Personnel**. Enlisted TAR personnel will be made available for orders to NAVRESPERSCEN (N4) per MILPERSMAN 1306-1700. Orders will not be issued until the member's command or the processing activity submits a complete availability report.

11. **Assignments**. Assignments are dependent upon needs of the Navy and member's desires, and consistent with normal sea/shore rotation tour lengths. Enlisted TAR personnel will submit NAVPERS 1306/63 (Rev. 10-86), Enlisted Duty Preference using the instructions contained in MILPERSMAN 1306-110. Enter the designator "TAR" in the first three spaces of the remarks section. Enter these if applicable:

a. YN/PN/SK/HM personnel who desire an overseas assignment, less Hawaii, must complete the overseas preference section of NAVPERS 1306/63.

b. Personnel who desire to identify additional continental United States (CONUS) shore duty assignments may use the overseas preference section or the remarks section to list additional duty choices.

12. **Duty Involving Flying Aircrew Personnel (DIFCREW) Orders**. DIFCREW orders assign qualified aircrew personnel to aircrew billets (see MILPERSMAN 1306-908 and BUPERSINST 1326.4D). Personnel who desire duty as a TAR aircrewman and meet the requirements of MILPERSMAN 1306-908 and BUPERSINST 1326.4D should submit a request for orders for duty involving flying on NAVPERS 1306/7 to NAVRESPERSCEN (N4) via their CO.

EXHIBIT 1

COMMANDING OFFICER'S ENDORSEMENT FOR NAVPERS 1306/7, ENLISTED PERSONNEL ACTION REQUEST

(Use the proper letter format containing the following.)

From: Commanding Officer,
To: Commander, Navy Personnel Command (PERS-913)

Subj: FIRST ENDORSEMENT ON TAR (CONVERSION OR RECALL TO ACTIVE DUTY) REQUEST ICO

Ref: (a) MILPERSMAN 1306-1500

Encl: (1) Copies of NAVPERS 1070/604 (Rev. 7-91), Enlisted Qualifications History
(2) Copies of NAVPERS 1616/26 (Rev. 7-95), Evaluation Report and Counseling Record
(3) Copies of DD-214(s) (Rev. 02-00), Certificate of Release or Discharge from Military Service
(4) Copies of Physical Fitness Assessments (current three test cycles)

1. Per reference (a) enclosures (1) through (4) are provided.

2. (Commanding officer comments on member's performance and potential as a TAR. Comment on all performance trait marks 1.0 or 2.0, non-judicial punishments (NJPs), civilian convictions, and drug abuse.)

3. The following information is provided:

a. Member's active duty service date (ADSD): _____ (For active duty personnel.)

b. Member's expiration of obligated service (EOS): _____ (For SELRES personnel.)

c. Date member is available for recall to active duty: _____(For SELRES personnel.)

d. Member's total military service: active _____ inactive _____

e. Member's date of birth: _____

f. Member's permanent date of rate: _____

g. Member 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 paygrade, if known. Members selected for advancement may not be eligible for advancement as USNR (TAR). Contact NAVPERSCOM (PERS-812) for a preliminary determination of advancement using USNR (TAR) final multiples and advise member before forwarding member's request.)

h. Selected reenlistment bonus (SRB). (Indicate if member is receiving an SRB and provide date that SRB obligated service will be completed. For Selected Reserve (SELRES) personnel receiving SRBs contact Commander, Naval Reserve Force (COMNAVRESFOR) for recoupment.)

i. Date last released from active service: _____

j. Reenlistment code: _____

k. Date of USNR-R affiliation: _____

l. Member (will/will not) accept administrative reduction in rate to enlist in the TAR program.

m. Complete mailing address to which recall authority should be mailed and name, telephone number, facsimile number, and E-Mail address of point of contact.

Commanding Officer's Signature

NOTE: 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 (conversion/recall to active duty) in the TAR Program as a (paygrade/rating) cannot be approved. Current policy restricts the number of reenlistments for (paygrade) in certain over-manned ratings. I, therefore, voluntarily accept an administrative reduction to (paygrade/rating) in order to qualify for reenlistment into the TAR 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 TIR date has been established as _____.

AUTHORITY: NPC ltr Ser _____ of _____.

_____
Member'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-821)	Phone:	DSN COM FAX	882-3229 (901) 874-3229 882-2622

References	NAVMED P-117, Manual of the Medical Department (MANMED) OPNAVINST 5350.4C DOD 7000.14-R, Department of Defense Financial Management Regulation (DODFMR) NAVSO P-6034, The Joint Federal Travel Regulations (JFTR), Volume 1, Appendix J BUPERSINST 7040.6 BUMEDINST 6320.1E

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, Naval Medical Centers, Branch Medical Clinics, Branch Clinics, and Medical Department.

b. **Non-Naval MTF.** An MTF, foreign or domestic, federal or civilian, not falling within the definition of "Naval MTF."

c. **Outpatient Medical Board.** NAVMED P-117 provides for medical boards to be completed on an outpatient basis. This applies only to members who have not been admitted to the Naval Hospital 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 Navy Drug Rehabilitation Center, Alcohol Rehabilitation Center (ARC), or Alcohol Rehabilitation Service.

e. **Duty Station.** The activity to which the member was attached at the time of hospitalization.

f. **Limited Duty.** 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 NAVMED P-117, chapter 18.

3. **Hospitalization in a Naval MTF.** Commanding officers (COs) shall issue individual orders for each member transferred to a naval MTF. These orders shall be prepared prior to affecting 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 orders may be issued. This report should be transmitted 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 CO of the next duty station to which the member was ordered to report and to the assignment control authority (ACA) (Navy Personnel Command (NAVPERSCOM), Enlisted Assignment Division (PERS-40); Enlisted Personnel Management Center (EPMAC) (EP-47); or Naval Reserve Personnel Center (NAVRESPERSCEN) (Code 30)).

4. **Temporary Additional Duty (TEMADD) under Treatment in a Naval MTF**

a. **Preparation.** The CO of a member's duty station shall prepare TEMADD under treatment orders (NAVPERS 1320/16 (Rev. 11-87), Temporary Additional Duty Travel Orders) under the following circumstances:

(1) **Resident Treatment Programs.** Member is transferred to a resident treatment program at a Drug Rehabilitation Center, ARC, or Alcohol Rehabilitation Service. Time limits in this article do not apply to these programs. For complete information consult OPNAVINST 5350.4C.

(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) MTF shall advise the CO as soon as possible if member is expected to remain under treatment 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 DOD 7000.14-R, 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 DOD 7000.14-R.

b. **Content of TEMADD under Treatment Orders.** TEMADD under treatment 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 under treatment 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 NAVSO P-6034, volume 1,

appendix J) and government transportation to and from the MTF is directed.

(b) TEMADD under treatment 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 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 Temporary Duty (TEMDU) under Treatment in a Naval MTF.** The CO of a Naval Medical Center or Naval Hospital 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 center/Naval Hospital 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 member is no longer fit for full duty and medical board is anticipated. This applies only in cases where the member is permanently assigned to a ship or mobile unit, or 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 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. **Temporary Duty (TEMDU) under Treatment in a Naval MTF.** Upon receipt of notification from MTF that a member's status has changed, the CO of the parent command or the supporting PERSUPP DET, as appropriate, shall prepare TEMDU under treatment 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 under Treatment Orders.** TEMDU under treatment orders shall direct transfer to the MTF for TEMDU (UNTREAT) accounting category code (ACC) 370.

(1) TEMDU under treatment orders must cite appropriate accounting data from BUPERSINST 7040.6.

(2) Members will not be transferred to MTFs for TEMDU under treatment 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 under treatment 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 permanent duty station, 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 under treatment.

(1) The Naval Hospital will notify the ultimate duty station and any intermediate duty stations of the member's

hospitalization, 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 Office of Medical Affairs (OMA) in Great Lakes, IL, **phone number DSN 792-3957 or Commercial (312) 688-3957**. The responsibilities of the OMA are defined in BUMEDINST 6320.1E.

a. **The OMA will**

(1) notify all commands concerned of the member's status;

(2) designate the Naval Hospital 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 Naval Hospital.

b. **The designated naval MTF will**

(1) maintain liaison with the non-naval MTF and the member. The Naval Hospital will monitor and account for the member; however, the OMA 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 Naval Hospital when 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 under treatment,

(2) TEMDU under treatment at a non-military MTF (ACC 372), or

(3) TEMDU under treatment 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 Naval Hospital. The PERSUPP DET will gain the member TEMADD under treatment, TEMDU under treatment at a non-naval MTF (ACC 372), or TEMDU under treatment at Other Uniformed Service MTF (ACC 373) in the Naval Hospital (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 under treatment, or TEMDU under treatment 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 treatment facility.

(5) may request another Navy activity that is 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 United States (U.S.) Consul for accountability and inform Bureau of Medicine and Surgery (BUMED) (MED-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 under treatment or TEMDU under treatment 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 Naval Hospitals and from a Naval Hospital to Another Armed Forces Hospital**

a. **Cost Transfer.** NAVMED P-117, article 11-50 provides for transfer of patients between Naval Hospitals 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 under treatment status desires transfer between Naval Hospitals or from a Naval Hospital 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 Naval Hospitals 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 Naval Hospitals located in different geographical areas or from a Naval Hospital to another Armed Forces hospital, requests shall be submitted to NAVPERSCOM (PERS-40) via the CO of the Naval Hospital, supporting PERSUPP DET, and BUMED (MED-331). Approved requests in the case of non-designated SN/FN/AN will be forwarded by NAVPERSCOM to EPMAC for assignment.

(3) The forwarding endorsement by CO of the Naval Hospital 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 Naval Hospital, 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 Naval Hospital 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.

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 Naval Hospital will change the member's status to ACC 380 and effect the discharge within 7 days.

e. The PERSUPP DET servicing the Naval Hospital 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 NAVMED P-117, 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 Naval Hospital will change the member's status to ACC 355, establish a tickler, and advise the Naval Hospital by message/NAVGRAM with information copies to NAVPERSCOM, Disability Retirement/Limited Duty Branch (PERS-821), BUMED (MED-311), and TRANSMONUNIT if 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 convening authority, 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 Naval Hospital 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 limited duty (LIMDU) for 6 months or less, the PERSUPP DET servicing the Naval Hospital 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 or physical evaluation board proceedings, the PERSUPP DET servicing the Naval Hospital 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 Naval Hospital.

(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 Naval Hospital.

(2) Head, Patient Administration Department will resolve questionable cases within the best interests of the member concerned, the TPU/Others activity, and the Naval Hospital.

(3) In cases where the member remains on board the Naval Hospital pending further treatment or follow-up action upon completion of medical board processing, the PERSUPP DET servicing the Naval Hospital will take appropriate actions regarding ACC change and availability submission.

11. **Disposition of Records**. COs effecting transfer of members to a Naval Hospital or non-Naval Hospital 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 Naval Hospital 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 member is not fit for full duty.

(b) 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) Member is in an ambulatory status and is not in need of nursing procedures, dietary care, or special treatment not normally available outside the Naval Hospital.

(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 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) Member is not in an ambulatory status, is in need of nursing procedures, dietary care, or special treatment not available outside the Naval Hospital; or

(b) Medical condition warrants Convalescent Leave. (Convalescent Leave will not be granted en route to the TPU/Others activity.); or

(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.); or

(d) Members assigned to sea duty commands at Naval Weapons Station, Charleston, SC may be gained to Naval Hospital, Charleston patient account (UIC: 31647) TEMDU (ACC: 355) to await final outcome of medical board proceedings when directed by Naval Hospital, 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 member reports, with follow-up tracers initiated weekly. Ensure appropriate information addressees (parent command, immediate superior in command (ISIC), Naval Hospital, and TRANSMONUNIT) are advised of failure of the parent command to comply with the guidelines herein.

(c) The MTF will ensure a copy of the Medical Boards Reports are forwarded to the PERSUPP DET servicing the TPU/Others activity as specified by NAVMED P-117.

(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-821), BUMED (MED-311), and TRANSMONUNIT. 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 physical evaluation board (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 Physical Evaluation Board 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-821), BUMED (MED-311), and TRANSMONUNIT. Members will remain on the monthly status request until the results of PEB proceedings are received on board.

c. **Chief Petty Officers (E-7 - E-9) found not fit for full Duty.** To ensure that chief petty officers 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) Naval Hospital will request the previous CO to provide a recommendation for the work assignment of a chief petty officer 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 UNDER TREATMENT

(Use the proper message format containing the following.)

FROM NAVMEDCEN PORTSMOUTH VA//JJJ//
TO USS OBANNON
INFO COMNAVPERSCOM MILLINGTON TN//PERS-821//
EPMAC NEW ORLEANS LA//JJJ//
PERSUPP DET PORTSMOUTH VA//JJJ//
UNCLAS//N01306//
SUBJ/TEMDU FOR TREATMENT TRF ICO ET2 JOHN P. JONES, USN, 123-45-6789//
MSGID/GENADMIN/CMD PLA//
REF/A/DOC/CNPC/date//
AMPN/MILPERSMAN 1306-1900//
RMKS/1. STATUS OF SNM CHANGED FROM TEMADD TO TEMDU EFFECTIVE 0800, 26JUN88. REASON FOR CHANGE: EST PERIOD OF HOSP EXPECTED TO EXCEED TIME LIMITS EST REF A. (OR PROVIDE APPROPRIATE GUIDELINE OR ARTICLE 17.023.)
2. REQ TEMDU ORDERS AND DET END EFF 0800, 26JUN88. 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-821//
EPMAC NEW ORLEANS LA//CODE 40//
TPU NORFOLK VA//JJJ//
PERSUPP DET NAVSTA NORFOLK VA//JJJ//
UNCLAS //N01306//
SUBJ/TEMDU TRF ICO QMC U.S. GRANT, USN, 012-34-5678//
MSGID/GENADMIN/CMD PLA//
REF/A/DOC/CNPC/date//
AMPN/MILPERSMAN 1306-1900//
RMKS/1. OUTPATIENT MED BD DICTATED 08MAY87 ICO SNM. MEMO ORDERS ISSUED PER REF A DIR SNM TO RPT NLT 1200, 08MAY87 TO TPU NORFOLK.
A. EFF TIME/DATE OF TRF: 0900, 08MAY87.
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	EPMAC (EP-47,48,TMU)	Phone:	DSN	678-5125
			COM	(504) 678-5125
			FAX	678-5126
	NAVPERSCOM (PERS-40A3)		DSN	874-3553
			COM	(901) 874-3553
			FAX	874-2647
	NAVRESPERSCEN (N40)		DSN	678-1216
			COM	(504) 678-1216
			FAX	678-6211

1. **Policy**. All naval commands are responsible for prompt and accurate submission of availability reports on personnel who are available for assignment or reassignment.

a. The procedures outlined in this article and its sub-articles provide the means by which the Navy can efficiently and expeditiously assign available personnel to duty where their talents, experience, and training, together with their individual preferences, can best be utilized to the ultimate advantage of the individual and the Navy.

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 transfer of the individual. It is imperative that personnel move through the transient system as rapidly as possible.

c. In the case of shore activities, it is the sole responsibility of the servicing Personnel Support Detachment (PERSUPP DET) to submit availabilities. All availabilities will be submitted via the Navy Standard Integrated Processing System (NSIPS) with the exception of "DG" c lass availabilities for submarine disqualification. They are to be entered by Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403F) upon the completion of the disqualification process (enlisted warfare designator removal, NEC removal, rating conversion, etc.).

2. **Scope**. This article and its sub-articles provide information and procedures pertaining to availability processing:

Topic	See MILPERSMAN
Availability Processing - Special Instructions	1306-1702
Availability Processing - Class "D" - Nominations	1306-1704
Availability Processing - Class "F" - Accessions	1306-1705
Availability Processing - Class "H" - Humanitarian Tour Releases	1306-1706
Availability Processing - Class "J" - Graduates of "A" School	1306-1707
Availability Processing - Class "K" - Graduates of "C" School	1306-1708
Availability Processing - Class "L" - Other School Graduates	1306-1709
Availability Processing - Class "N" - School Non-Graduates	1306-1710
Availability Processing - Class "R" - Recruit Training Graduates	1306-1711
Availability Processing - Class "X" - Brig/Disciplinary Releases	1306-1712
Availability Processing - Class "Y" - Medical Releases	1306-1713
Availability Processing - Data Item Descriptions and Definitions	1306-1714
Availability Processing - Message Report Formats	1306-1716
Availability Processing - Submissions	1306-1718

3. **Glossary of Terms**

a. **Assignment Control Authority (ACA).** Organization responsible for personnel assignments.

(1) Navy Personnel Command (NAVPERSCOM): Rated/Designated Enlisted Personnel (Excluding TAR).

(2) Enlisted Placement Management Center (EPMAC): Non-Rated/Non-Designated Enlisted Personnel.

(3) Naval Reserve Personnel Center (NAVRESPERSCEN): Training and Administration of Reserve (TAR).

b. **Assignment Directive.** A document issued by NAVPERSCOM or EPMAC containing a transfer control (TC) number (authority) indicating specific assignment information and instructions pertaining to the transfer of an individual.

c. **Availability Date.** The earliest date on which the individual can be transferred or change duty status.

d. **Availability Report.** A formatted report which contains the necessary information for assigning/reassigning an individual.

(1) Immediate Availability Report. An availability report submitted on personnel whose availability date is less than 21 days in the future.

(2) Regular Availability Report. An availability report submitted on personnel whose availability date is 21 days or more in the future.

(3) Accession Availability Report. An availability report submitted on personnel who are being initially gained to active enlisted naval strength. All accession availability reports are considered immediate.

(a) Member must have full strength record before submitting accession of availability report.

(b) For PERSUPP DET, first complete NSIPS exception gain event.

(c) For units not serviced by PERSUPP DETs, submit exception gain report via naval message, include accession availability report, submit message to NAVPERSCOM, Military Records Military Support Branch (PERS-312G) and Enlisted Assignment Division (PERS-40A3); and EPMAC (EP-47).

MILPERSMAN 1306-1702

AVAILABILITY PROCESSING - SPECIAL INSTRUCTIONS

Responsible Office	EPMAC (EP-47,48,TMU)	Phone:	DSN	678-5125
			COM	(504) 678-5125
			FAX	678-5126
	NAVPERSCOM (PERS-40A3)		DSN	874-3553
			COM	(901) 874-3553
			FAX	874-2647

1. **Service Record Maintenance**. A copy of the availability report must immediately be filed in the individual's service record and remain there until orders, satisfying the availability, are received.

2. **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 (MCA), their agent, or Enlisted Placement Management Center (EPMAC).

3. **Former Aviation Officer Candidates (AOC) and Former Naval Aviation Officer Candidates (NAOC)**. AOCs and NAOCs dropped from the training program prior to commissioning will be processed as follows:

a. Those who have no active duty obligation remaining and who do not volunteer for active duty shall be released from active duty.

b. Those electing enlistment/reenlistment in the Navy or Naval Reserve or are retained on active duty, after completion of classification and outfitting will be

(1) transferred to nearest Naval Training Center (NTC) for recruit training if the candidate has not held a rate higher than E-1 in the Naval Service (excluding service in the training program), or

(2) retained on board current duty station and made available to the appropriate assignment control authority (ACA) for assignment.

4. **Former Officer Candidates (OC)**. OCs dropped from the training program prior to commissioning will be processed as follows:

a. Those whose disenrollment has been approved and who will not be retained on active duty will be separated from the Naval Service.

b. Those retained on active duty, upon completion of classification and outfitting, will be retained on board Naval Education Training Center (NETC), Newport, RI and made available to the appropriate ACA for assignment.

5. **Personnel Disenrolled from Other Officer Programs**

a. U.S. Naval Academy Midshipmen. See MILPERSMAN 1531-020.

b. Other service academies. See MILPERSMAN 1910-184 through 1910-186.

c. Reserve Officer Candidates. See Commander, Naval Reserve Force (COMNAVRESFOR) directives.

d. Aviation Reserve Officer Candidates. See Commander, Naval Air Force Reserve directives.

MILPERSMAN 1306-1704

AVAILABILITY PROCESSING – CLASS "D" - NOMINATIONS

Responsible Office	EPMAC (EP-47,48,TMU)	Phone:	DSN	678-5125
			COM	(504) 678-5125
			FAX	678-5126
	NAVPERSCOM (PERS-40A3)		DSN	874-3553
			COM	(901) 874-3553
			FAX	874-2647
	NAVRESPERSCEN (N40)		DSN	678-1216
			COM	(504) 678-1216
			FAX	678-6211

1. **Class "D" - Nominations**

a. Personnel who are made available for reassignment as a result of disqualification from serving in a type duty, activity drawdown, inactivation, or decommissioning.

b. Ensure that a **complete explanation** is contained in the remarks section of the availability report.

2. **Report Submissions**

a. Availabilities on personnel attached to commands scheduled for decommissioning/deactivation will be submitted 4 to 5 months prior to the individual's loss month per MILPERSMAN 1306-1100 or as directed by Navy Personnel Command (NAVPERSCOM)/Enlisted Placement Management Center (EPMAC).

b. For individuals with less than 24 months obligated service (OBLISERV), include in the availability remarks section the member's OBLISERV intentions.

(a) Will OBLISERV for _____ months.

(b) Will not OBLISERV.

3. **Listing of Availability Codes**. The following table lists all Class "D" availability codes and their description.

Code	Description	Notes
DA	E-1 through E-3 personnel who are not designated strikers and are not school guaranteed or school recommended.	1
DC	Disqualified from the CT rating (submit avail **only** after lateral conversion has been approved).	
DD	Available through draw-down procedures.	
DE	Inactivation of activity with Type Duty Codes "2," "3," or "4."	
DF	Disestablishment of activity with Type Duty Codes "1" or "6."	
DG	Submarine disqualification.	1,2,8
DM	Member marries member. Submit DM class avails, via naval message **only**, to NAVPERSCOM, Enlisted Assignment Division (PERS-40A3). Include availability items 1 through 9. Remarks section **must** contain spouse rate, name, and social security number (SSN) of member not being made available. Also provide date of marriage.	3
DN	Surface nuclear disqualification.	1
DP	Pregnant personnel that, due to their pregnancy, are disqualified from present duty assignment.	4
DR	Recruiter/recruit division commander (RDC) disqualification. Submit **only when** directed by NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010).	1,5,7
DX	Utilize **only when** directed by cognizant NAVPERSCOM code.	1,5,7
DZ	Utilize **only when** directed by authorizing authority. DZ avails will be submitted via naval message **only.** Include availability items 1 through 9.	6,7

Note 1: State reason for disqualification in remarks section.

Note 2: Provide statement concerning retention of member in subject rating/related duty.

Note 3: To be used only when two members stationed on board the same deployable unit (ship/vessel/squadron) marry. The member with the earliest sea duty commencement date (SDCD) will normally be made available for reassignment.

Note 4: State estimated delivery date in remarks section. Ensure justification is contained in remarks section if transfer is required prior to the 20th week of gestation. If early transfer not required, ensure avail date reflects 20th week of gestation.

Note 5: If submitted via naval message, info NAVPERSCOM (PERS-40A3).

Note 6: Authorizing authority: NAVPERSCOM (PERS-40A3), EPMAC (EP-47), and NAVRESPERSCEN (N40).

Note 7: DR, DX, and DZ availability reports submitted without proper authorization will be considered invalid.

Note 8: Submit all "DG" (submarine disqualification) class availabilities via naval message to NAVPERSCOM, Nuclear Power/Submarine Assignment Branch (PERS-403F).

MILPERSMAN 1306-1705

AVAILABILITY PROCESSING – CLASS "F" – ACCESSIONS

Responsible Office	EPMAC (EP-47,48,TMU)	Phone:	DSN	678-5125
			COM	(504) 678-5125
			FAX	678-5126
	NAVPERSCOM (PERS-40A3)		DSN	874-3553
			COM	(901) 874-3553
			FAX	874-2647

1. **Class "F" - Accessions**. Personnel who are accessions and are not covered under the Computer Assisted Assignment System (COMPASS) program.

2. **Report Submissions**

a. Class "F" availabilities are considered immediate and availability report should be submitted as soon as individual arrives at the Naval Receiving Station/Recruit Training Center.

b. Class "F" availability reports must include availability items 1 through 19.

3. **Listing of Availability Codes**. The following table lists all Class "F" availability codes and their description.

Code	Description	Notes
FA	E-1 through E-3 personnel who are not designated strikers and are not school guaranteed or school recommended.	
FD	USNR reporting for active duty (involuntary).	
FE	USN enlistment (from Inactive Reserve).	
FF	USN enlistment or reenlistment (former aviation or officer candidate).	
FG	USN enlistment (RESCORE).	
FH	USNR reporting for active duty (voluntary).	
FK	USN reenlistment (broken service).	
FL	USN reenlistment (continuous service but greater than 24 hours after discharge).	
FO	USN enlistment (from active reserve).	
FP	Fleet Reserve recall (voluntary).	
FQ	Fleet Reserve recall (involuntary).	
FR	TAR recall/conversion.	
FS	USN enlistment from another Armed Forces (OSVET).	

Code	Description	Notes
FV	Commissioned officer reverting to enlisted status and continuing on active duty.	
FZ	Any member commencing active duty not within the criteria of any other Class "F" availability.	1

Note 1: Complete explanation is required in the remarks section.

MILPERSMAN 1306-1706

AVAILABILITY PROCESSING – CLASS "H" – HUMANITARIAN TOUR RELEASES

Responsible Office	EPMAC (EP-47,48,TMU)	Phone:	DSN	678-5125
			COM	(504) 678-5125
			FAX	678-5126
	NAVPERSCOM (PERS-40A3, 40HH)		DSN	874-3553
			COM	(901) 874-3553
			FAX	874-2647

1. **Class "H" – Humanitarian Tour Releases**. Personnel who are completing humanitarian tour assignments.

2. **Report Submissions**

a. Submit 6 weeks prior to humanitarian reasons (HUMS) completion, unless member has submitted a written request to Navy Personnel Command (NAVPERSCOM) for HUMS extension. In this instance, avail will be submitted if HUMS extension is denied.

b. Class "H" availability reports must include availability items 1 through 9.

c. For individuals with less than 24 months obligated service (OBLISERV), include in the availability remarks section the member's OBLISERV intentions.

(1) Will OBLISERV for _____ months.

(2) Will not OBLISERV.

3. **Listing of Availability Codes**. The following table lists all Class "H" availability codes and their description.

Code	Description	Notes
HA	E-1 through E-3 personnel who are not designated strikers and are not school guaranteed or school recommended.	
HD	All other personnel.	

MILPERSMAN 1306-1707

AVAILABILITY PROCESSING – CLASS "J" - GRADUATES OF "A" SCHOOL

Responsible Office	EPMAC (EP-47,48,TMU)	Phone:	DSN	678-5125
			COM	(504) 678-5125
			FAX	678-5126
	NAVPERSCOM (PERS-40A3)		DSN	874-3553
			COM	(901) 874-3553
			FAX	874-2647

1. **Class "J" - Graduates of "A" School**

a. Personnel who are available for assignment as a result of graduation from "A" school.

b. Personnel attending "A" School en route to a duty station already designated in their orders, or on board 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 "J" availability reports must include availability items 1 through 9.

3. **Listing of Availability Codes**. The following table lists all Class "J" availability codes and their description.

Code	Description	Notes
JD	Graduate, STAR/SCORE program.	
JE	Graduate, honor student.	
JF	Graduate, no further school recommended.	
JG	Graduate, recommended for further school.	1
JH	Graduate, submarine school candidate.	
JI	Graduate, diver/EOD candidate.	

Note 1: Provide specifics in remarks section.

MILPERSMAN 1306-1708

AVAILABILITY PROCESSING – CLASS "K" - GRADUATES OF "C" SCHOOL

Responsible Office	EPMAC (EP-47,48,TMU)	Phone:	DSN	678-5125
			COM	(504) 678-5125
			FAX	678-5126
	NAVPERSCOM (PERS-40A3)		DSN	874-3553
			COM	(901) 874-3553
			FAX	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 on board 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	EPMAC (EP-48, TMU)	Phone:	DSN	678-5125
			COM	(504) 678-5125
			FAX	678-5126
	NAVPERSCOM (PERS-40A3)		DSN	874-3553
			COM	(901) 874-3553
			FAX	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 on board 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	EPMAC (EP-47,48,TMU)	Phone:	DSN	678-5125
			COM	(504) 678-5125
			FAX	678-5126
	NAVPERSCOM (PERS-40A3)		DSN	874-3553
			COM	(901) 874-3553
			FAX	874-2647

1. **Class "N" – School Non-Graduates**. Personnel who are available for assignment as a result of non-graduation from any school.

2. **Report Submissions**

a. Class "N" availability reports are considered immediate and should be submitted the same date member is dropped from a course of instruction, except for circumstances where reclassification is deemed appropriate.

b. For members reclassified, availability reports should be submitted on the same day reclassification is completed, but not later than 3 working days from the drop date of the previous course of instruction.

c. Class "N" availability reports must include availability items 1 through 9 and must specify the reason for non-graduation (academic, disciplinary, etc.) in remarks section.

3. **Specific Guidance for Non-Graduates of Nuclear Propulsion Training**

a. For students who report, but are not enrolled, or are non-graduates of a Nuclear Propulsion Training Unit (NPTU) or Naval Nuclear Propulsion Training Command (NNPTC), include as additional information the class number and reason for disenrollment (i.e., academic, disciplinary, physical, etc.). If for physical reasons, briefly indicate reasons (e.g., medical - visual, audio, etc.).

b. The NNPTC/NPTU will submit a report, containing the student's name, rate, social security number (SSN), class, and reason for disenrollment to the activity designated in paragraph 3c. Those designated activities will submit the NF

availability to Navy Personnel Command, Nuclear Power/Submarine Assignment Branch (PERS-403F).

c. Transfer of nuclear power non-graduates:

(1) Non-graduates of NPTU BALLSTON SPA will be transferred to Submarine Base New London, CT, unit identification code (UIC) 31752.

(2) Non-graduates at NNPTC/NPTU CHARLESTON will be transferred to Student Disenrolled Personnel Barracks, UIC 32184.

4. **Listing of Availability Codes**. The following table lists all Class "N" availability codes and their description.

Code	Description	Notes
NA	Non-graduate, E-1 through E-3, not designated strikers, not within the criteria of any other Class "N" availability.	
NB	Non-graduate, Submarine School, non-rated/non-designated.	
NC	Non-graduate, rated/designated, not within the criteria of any other Class "N" availability.	
ND	Non-graduate, Submarine School, rated/designated.	
NF	Non-graduate, Nuclear Power Training.	
NG	Non-graduate, Diver/Explosive Ordnance Disposal (EOD) School (also see NP).	
NH	Non-graduate, Instructor or Recruiter School.	
NI	Non-graduate, recommended for another school.	
NJ	Non-graduate, Weapons System School.	
NK	Non-graduate, Preparatory School.	
NL	Non-graduate, Enlisted Education Advancement Program (EEAP).	
NM	Non-graduate, Selective Training and Reenlistment (STAR)/Selected Conversion and Reenlistment (SCORE) Programs.	
NN	Non-graduate, Class "C" School.	
NP	Non-graduate, Advanced Diver/Explosive Ordnance Disposal (EOD) School, qualified to remain in diving program.	
NR	Aircrew drop/disqualification.	
NX	Non-enrollees.	1

Note 1: Specify school and reason for non-enrollment in remarks section.

MILPERSMAN 1306-1711

AVAILABILITY PROCESSING – CLASS "R" – RECRUIT TRAINING GRADUATES

Responsible Office	EPMAC (EP-47,48,TMU)	Phone:	DSN	678-5125
			COM	(504) 678-5125
			FAX	678-5126
	NAVPERSCOM (PERS-40A3)		DSN	874-3553
			COM	(901) 874-3553
			FAX	874-2647

1. **Class "R" – Recruit Training Graduates**. Personnel who are available for assignment as a result of completion of recruit training.

2. **Report Submissions**

a. Class "R" availability reports for recruit graduates are submitted under the Computer Assisted Assignment System (COMPASS) per procedures promulgated in separate correspondence.

b. If unable to process a Class "R" availability through COMPASS, submit a Class "F" availability and include adequate remarks.

c. Class "R" availability reports are submitted 4 weeks prior to graduation.

3. **Listing of Availability Codes**. The following table lists all Class "R" availability codes and their description.

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 (NAVPERSCOM).	
RD	General assignment (request for Brother Duty (DUBRO)).	
RE	General assignment (designated striker).	
RG	Special assignment (includes those identified for special assignment by request code in the recruit data card).	
RL	Special qualifications assignment.	
RZ	Incorrect input - rejected/unassigned (this code is used only in COMPASS to return data to the NTCs for correction and resubmission).	

MILPERSMAN 1306-1712

AVAILABILITY PROCESSING – CLASS "X" – BRIG/DISCIPLINARY RELEASES

Responsible Office	EPMAC (EP-47,48,TMU)	Phone:	DSN	678-5125
			COM	(504) 678-5125
			FAX	678-5126
	NAVPERSCOM (PERS-40A3)		DSN	874-3553
			COM	(901) 874-3553
			FAX	874-2647

1. **Class "X" – Brig/Disciplinary Releases**

a. Personnel who are completing confinement, or other disciplinary action, of 31 days or more and who are available for assignment.

b. For individuals confined while en route to a new duty station, specify activity name in the remarks section.

c. **Do not** submit a Class "X" availability report

(1) if the individual is to be discharged.

(2) if the individual is to be returned to last duty station (confined 30 days or less).

2. **Report Submissions**

a. Class "X" availability reports will be submitted at least 3 weeks prior to completion of confinement or disciplinary action.

b. Class "X" availability reports must include availability items 1 through 9 and must indicate last permanent duty station (PDS) and new expiration of active obligated service (EAOS) in remarks section.

c. Class "X" availability reports utilizing code "XB" or "XD" **must** indicate period of confinement and date time group of message from appropriate assignment control authority (ACA) that approves command's request for member not to be returned to last PDS.

d. For individuals with less than 24 months obligated service (OBLISERV), include in the availability remarks section the member's OBLISERV intentions.

(1) Will OBLISERV for _____ months.

(2) Will not OBLISERV.

3. **Listing of Availability Codes**. The following table lists all Class "X" availability codes and their description.

Code	Description	Notes
XA	Brig release, E-1 through E-3 personnel, who are not designated strikers and who are to be returned to previous duty station per existing policy.	
XB	Brig release, E-1 through E-3 personnel, who are not designated strikers, and 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/assignment.	1
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 ACA.	1
XE	Disciplinary release (not brig), E-1 through E-3 personnel, who are not designated strikers.	
XF	Disciplinary release (not brig) rated personnel and designated strikers.	

Note 1: For individuals apprehended, convicted, and confined while in a travel status, indicate last duty station and new duty station in remarks section (i.e., SNM ENROUTE FRM RTC GREAT LAKES TO CVN-72, SPCM AWARDED 45 DAYS, VIOL ART 80).

MILPERSMAN 1306-1713

AVAILABILITY PROCESSING – CLASS "Y" – MEDICAL RELEASES

Responsible Office	EPMAC (EP-47,48,TMU)	Phone:	DSN	678-5125
			COM	(504) 678-5125
			FAX	678-5126
	NAVPERSCOM (PERS-40A3)		DSN	874-3553
			COM	(901) 874-3553
			FAX	874-2647

1. **Class "Y" – Medical Releases**. Personnel who are available for assignment as the result of being hospitalized, placed on limited duty (LIMDU), completing hospitalization, or who have appeared before a medical board.

2. **Report Submissions**

a. Class "Y" availability reports will be submitted as soon as member's final status has been determined. Member's date of availability will be the date of the medical board indicated on NAVMED 6100/1 (Rev. 10-83), Medical Board Report Cover Sheet, block 15.

b. Personnel recommended for initial period of LIMDU greater than 8 months, or subsequent period of LIMDU resulting in over 8 months cumulative LIMDU within the last 24 months, will await Navy Personnel Command (NAVPERSCOM), Disability Retirement/Limited Duty Branch (PERS-821) direction **before** submitting Class "Y" availability report.

c. Personnel hospitalized while undergoing a course of instruction at a naval training activity.

(1) Return these personnel to the naval training activity from which received, provided hospitalization has not been for a period in excess of 4 months.

(2) Student personnel requiring LIMDU assignment must be made available.

d. Class "Y" availability reports must include availability items 1 through 9.

e. Class "Y" availability reports utilizing code "YH" for nuclear trained personnel (NEC 335X, 336X, 338X, 339X) will be

followed up with a copy of the medical board (NAVMED 6100/1) to Chief of Naval Operations (CNO), Nuclear Propulsion Branch (N133D).

f. For individuals returning to full duty with less than 24 months obligated service (OBLISERV), include in the availability remarks section the member's OBLISERV intentions.

(1) Will OBLISERV for _____ months.

(2) Will not OBLISERV.

g. **Do not** submit a Class "Y" availability report for the following:

(1) Personnel who are found fit for full duty and who are either awaiting discharge or have less than 3 months active OBLISERV.

(a) Refer to MILPERSMAN 1910-102.

(b) Inform NAVPERSCOM (PERS-821/Enlisted Assignment Division (PERS-40)) by message.

(2) Personnel recommended for retention to complete 20 or more years service. Await direction/instructions from NAVPERSCOM (PERS-821).

(3) Personnel who were hospitalized from recruit training, confinement, or disciplinary status. Return these individuals in the same status to the command from which received (unless otherwise directed by competent authority).

(4) Personnel referred to Central Physical Evaluation Board (CPEB) for final disposition. Await direction/instructions from NAVPERSCOM (PERS-821).

(5) Personnel assigned to shore duty (Type Duty Code "1").

(a) Personnel Support Detachments (PERSUPP DETs) will no longer submit an availability report for enlisted members going to or from a temporary limited duty (TLD) (ACC-105), with the exception of submarine designated and nuclear trained personnel. For those personnel, an YH avail must be submitted to NAVPERSCOM, Nuclear Power/Submarine Assignment Branch (PERS-403). The respective detailer will, in turn, issue orders as directed by EPMAC (TMU) utilizing current assignment procedures. **NOTE: These specific requirements are necessary to**

monitor special pays (Special Duty Assignment Pay (SDAP) and Submarine Pay) which may be paid to a member while on LIMDU, but for specific lengths of time.

(b) If the member's projected potation date (PRD) does not provide sufficient time to cover the entire TLD period, the PERSUPP DET will submit a message to the appropriate assignment control authority (ACA), info NAVPERSCOM (PERS-821), requesting PRD adjustment. **NOTE: EPMAC (TMU) is responsible for adjusting incorrect PRDs for personnel on the first period of LIMDU; these will be reported on the monthly status message.**

(c) The only exception to this is for members assigned to shore duty, found fit for full duty, and who are within 90 days of PRD. In these cases, submit Class "Y" availability report and include the following in remarks "Member within 90 days of PRD."

(6) Personnel assigned to overseas shore duty (Type Duty Code "6").

(a) The member's command/PERSUPP DET will submit a narrative message report to the appropriate ACA, info NAVPERSCOM (PERS-821).

(b) Indicate the availability and adequacy of medical care at the overseas site and provide information as to whether member's condition will/will not permit member to remain onboard current duty station.

(c) Final determination as to whether member will remain at current duty station or be returned to continental United States (CONUS) will be made by the appropriate ACA.

3. **Listing of Availability Codes**. The following table lists all Class "Y" availability codes and their description.

Code	Description	Notes
YA	E-1 through E-3 non-rated/non-designated personnel not within the criteria of any other Class "Y" availability.	
YC	E-1 through E-3 non-rated/non-designated personnel who were under direct assignment control of NAVPERSCOM prior to hospitalization, i. e., Ceremonial Guard, etc.	
YD	Rated/designated personnel not within the criteria of any other Class "Y" availability.	1

Code	Description	Notes
YE	Hospital releases from a non-naval military medical facility.	
YF	Hospital releases from a non-military medical facility.	
YH	Personnel available for first or subsequent consecutive LIMDU, not requiring Bureau of Medicine and Surgery (BUMED) or NAVPERSCOM approval action. State in remarks section number of months LIMDU specified in medical board, layman's description of member's physical condition (international classification of diseases (ICD) codes may be used), physical limitations, geographical limitation, and availability/nonavailability of medical facility/treatment. Include location of family member(s) if applicable. Member is to be made available from the date of the medical board.	1,2,3
YI	For use only when specifically directed by NAVPERSCOM (PERS-821). Recommended for full duty, which required NAVPERSCOM/BUMED/CPEB approval action (reference the NAVPERSCOM authorization in remarks section).	
YJ	Full duty not requiring NAVPERSCOM/BUMED approval action. To be submitted by the PERSUPP DET having cognizance of the member's service record. Submit upon decision of the attending physician to return member to full duty at the conclusion of the TLD period, or anytime prior to conclusion, by recording the findings on an SF 600 (Rev. 06-97), Chronological Record of Medical Care. Submit also upon receipt of the TLD medical board report (NAVMED 6100/5) with the final disposition of fit for full duty.	
YK	Release from drug/alcohol abuse rehabilitation (specify drug or alcohol in remarks section).	
YM	For use only when specifically directed by NAVPERSCOM (PERS-821). Personnel assigned LIMDU designations (i.e., L4, L5, L-M). State in remarks section layman's description of member's physical condition, physical limitations, and geographical limitations. Reference MILPERSMAN 1306-020 and NAVPERSCOM authorization. Submit availability only if one or more of the following conditions exist: (a) Member is not on Type Duty Code "1." (b) Member is in ACC-3XX. (c) There is a valid medical reason to transfer member.	1

Code	Description	Notes
YN	Assigned to nuclear trained personnel (NECs 335X, 336X, 338X, 339X) who require additional screening by BUMED (MED-21) and CNO (N133D), and have completed their required LIMDU period, have been found physically fit for submarine duty, and/or occupational exposure to ionizing radiation. NAVPERSCOM (PERS-403) will direct submission when screening is complete.	
YO	For use only when specifically directed by NAVPERSCOM (PERS-821). Recommended for second, subsequent, or extended period of LIMDU, which required NAVPERSCOM/BUMED approval action. State in remarks section layman's description of member's physical condition, physical limitations, geographical limitations, number of months specified in medical board, and reference NAVPERSCOM authorization. Member is to be made available from the date of the medical board.	1

Note 1: Explanation in remarks section is required.

Note 2: Diary Message Reporting System (DMRS) submissions only allow for two limited lines of remarks. Known/accepted abbreviations, ICD codes, and 3-letter location codes are all acceptable and their use encouraged.

Example REM1: GMO ICD 524.24 NO RUN STAND PRT CLIMB OVS/
Example REM2: MEDAVAIL DEPGJK/

Note 3: For nuclear trained personnel (NECs 335X, 336X, 338X, 339X) forward a copy of the initial medical board (NAVMED 6100/1) to CNO (N133D) when it becomes available.

MILPERSMAN 1306-1714

AVAILABILITY PROCESSING – DATA ITEM DESCRIPTIONS AND DEFINITIONS

Responsible Office	EPMAC (EP-46,48,TMU)	Phone:	DSN	678-5125
			COM	(504) 678-5125
			FAX	678-5126
	NAVPERSCOM (PERS-40A3)		DSN	874-3553
			COM	(901) 874-3553
			FAX	874-2647

1. **Policy**. This article provides detailed descriptions and definitions of all availability report data items.

2. **Definition and Description of Data Items**. The following data items will be utilized when submitting availability reports. The word availability has been shortened to **avail** for the purposes of this article and should be used in its shortened form when submitting messages if identified as such below. Data items 1 through 9 are mandatory on all avail reports. Data elements are as follows:

a. **ITEM 1. Social Security Number (SSN).** Example: SSN: 111 11 1111.

b. **ITEM 2. Name (last, first, middle).** Example: NAME: DOE, John Hopkins.

c. **ITEM 3. Unit Identification Code (UIC).** Five-position element. Ensure the UIC matches the activity name to which the individual will be attached while awaiting the transfer directive. Example: UIC: 03135.

d. **ITEM 4. Availability Rate (AVAIL RATE).** In reporting school graduates, indicate the rate obtained by successful completion of the course, e.g., a seaman (SN) in Class "A" Personnelman course will be reported as a PNSN even though this striker identification has not actually been assigned at the time the report is submitted. This also applies to personnel attending conversion courses and personnel authorized to be advanced to the next higher rate. **Do not** include special program indicators such as "NF" for nuclear field personnel or special designators, such as "SS". Example: RATE: PNSN.

e. **ITEM 5. Expected Navy Enlisted Classification Code (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 four zeros. Example: ENEC: 0000 or ENEC: 9585.

f. **ITEM 6. Availability Source Code (ASC).** Three-position numeric element. Enter the three position numeric code for the Personnel Support Detachment (PERSUPP DET) corresponding to the avail UIC. Precede the PERSUPP DET number with zeros, if required, to submit three numbers. Example: P12 would be submitted as 012. P1 would be submitted as 001. If the avail UIC is not represented by a PERSUPP DET, leave blank.

g. **ITEM 7. Availability Date (AVAIL DATE).** The date the individual will be available for transfer to a new duty station. In the case of assignment to limited duty (LIMDU), the avail date will be the date of the medical board, block 15 of NAVMED 6100/1 (Rev. 10-83), Medical Board Report Cover Sheet. In the case of personnel found fit for full duty, the avail date will be the date in block 25 of NAVMED 6100/1.

h. **ITEM 8. Class of availability (CL AVAIL).** Example: CL AVAIL: LD.

i. **ITEM 9. Activity Name (ACT NAME).** The activity to which the individual will be attached while awaiting the transfer directive. Use short title for activity, not to exceed l6 positions. Ensure the short title matches the UIC specified in item 3. Example: ACT NAME: NAVSTA NORVA OTH.

j. **ITEM 10. Military Spouse.** List pertinent information as follows:

(a) No spouse or spouse is not ACTIVE DUTY military, leave blank.

(b) NAVY ENLISTED spouse, enter E plus spouse's SSN.

(c) NAVY OFFICER spouse, enter O plus spouse's SSN.

(d) OTHER SERVICE spouse, enter E or O plus branch of service; USA, USMC, USAF, or USCG.

(e) Example: MILITARY SPOUSE: OUSMC or MILITARY SPOUSE: E123-45-6789.

k. **ITEM 11. Branch and Class of Service (BR/CL).** Enter appropriate code. Example: BR/CL: 11.

Code	Abbr	Description
11	USN	Regular Navy
15	USN-NAT	Insular Force (Guam or Philippines)
23	USN-S	Inductee
25	USN-MI	Medical Inductee
32	USNR-R	Naval Reserve (Ready)
68	USNFR-F6	Fleet Reserve (from USN)
78	USNFR-F6	Fleet Reserve (from USNR)
90	USN-RET	Retired Regular Navy
96	USNR-RET	Retired Naval Reserve

1. **ITEM 12. Primary Dependency Code (DEPN).** Enter appropriate code. Example: DEPN: 2 or DEPN: B.

Code	Description
0	No primary dependents
1	Spouse, no children
2	Spouse and one dependent child
3	Spouse and two dependent children
4	Spouse and three dependent children
5	Spouse and four dependent children
6	Spouse and five dependent children
7	Spouse and six dependent children
8	Spouse and seven dependent children
9	Spouse and eight or more dependent children
A	One dependent child (no spouse)
B	Two dependent children (no spouse)
C	Three dependent children (no spouse)
D	Four dependent children (no spouse)
E	Five dependent children (no spouse)
F	Six dependent children (no spouse)
G	Seven dependent children (no spouse)
H	Eight or more dependent children (no spouse)
K	Married with military spouse
S	Military spouse and one dependent child
T	Military spouse and two dependent children
U	Military spouse and three dependent children
V	Military spouse and four dependent children
W	Military spouse and five dependent children
X	Military spouse and six dependent children
Y	Military spouse and seven dependent children
Z	Military spouse and eight or more dependent children

m. **ITEM 13. Citizenship Code (CITZ).** Enter the Department of Defense (DOD) code from the following descriptions.
Example: CITZ: CA.

Code	Description
CA	U.S. citizen by birth
CB	U.S. citizen by naturalization (Derivative)
CC	U.S. citizen by birth (Derivative)
CD	U.S. citizen by naturalization
AY	U.S. national
NY	An alien
ZZ	Citizenship unknown

n. **ITEM 14. Security Code (CLEAR).** Enter the code which indicates the results of security investigation.
Example: CLEAR: G.

Code	Description
Blank	None/Unknown
D	Entrance National Agency Check (ENT-NAC) favorably completed or evaluated as satisfactory for clearance purposes.
E	Background Investigation (BI) favorably completed or evaluated as satisfactory for clearance purposes.
G	National Agency Check (NAC) favorably completed or evaluated as satisfactory for clearance purposes.
S	Special Background Investigation (SBI) favorably completed or evaluated as satisfactory for clearance purposes.

o. **ITEM 15. Sex.** Indicate "F" for female and "M" for male.
Example: SEX: F.

p. **ITEM 16. Limited Duty (LIMDU) Code.** Enter appropriate code. Example LIMDU: 1.

Code	Description
Blank	None/Unknown.
1	Foreign National Restriction prescribed by Navy Personnel Command (NAVPERSCOM).
2	Disqualified for flying or submarine duty.
3	Disqualified for combatant vessels, flying, and submarine duty.
4	Disqualified for combatant vessels, flying, submarine duty, and auxiliary vessels.
5	Disqualified for all combatant vessels, flying, submarine duty, auxiliary vessels, and foreign shore duty.
6	Disqualified for assignment to last assigned area.
7	Disqualified for assignment to any duty involving exposure to radiation.
8	Classified as conscientious objector.
9	Sole surviving son.
W	Twice/thrice wounded in action.
T	Temporarily disqualified for combatant vessels, flying, submarine, and auxiliary vessel duty, but qualified for U.S. and foreign shore duty.
M	Disqualified for duty in certain types of units, activities, or geographical locations, miscellaneous reasons, but qualified for all other duties afloat or ashore.
V	Restricted from serving in designated hostile fire zones.

q. **ITEM 17: Enlisted Designator Code (DESIG).** Enter appropriate code. Example: DESIG: 1.

Code	Description
Blank	Not qualified for any designation.
1	(SS) Designated as "Submarine Qualified" USN or USNR.
2	(SU) Designated as Submarine School graduate USN or USNR.
3	(DV) Qualified diver.
4	(PJ) Qualified as parachutist.
5	(SQ) Designated as "Submarine Qualified" USN or USNR but **not** to be assigned to submarine duty without prior approval of NAVPERSCOM.
6	(NAC) Designated as "Naval Aircrewman."
7	(SG) Designated as "Submarine Qualified" but not in submarine source rating.
8	(SP) Designated "Previously Assigned in Submarines" not to be reassigned to submarine duty without prior approval of NAVPERSCOM.
9	(AP) Qualified as aviation pilot.
A	(AW) Designated as "Enlisted Aviation Warfare Specialist" (EAWS).
S	(SW) Designated as "Enlisted Surface Warfare Specialist" (ESWS).

r. **ITEM 18: New Expiration of Active Obligated Service (NEW EAOS/OBLISERV)**. Provide member's new EAOS, if applicable, or advise the detailer if the member will OBLISERV for orders. This must be included in Class X and Y avail reports.
Example: NEW EAOS: 1099 or OBLISERV: 36 MOS.

s. **ITEM 19: Active Duty Service Date (ADSD).** Compute and enter the 2-position month and 2-position year from which total active duty service may be computed. Example: ADSD: 1277 (indicates ADSD of December 1977).

t. **ITEM 20: Navy Enlisted Classification Code (NEC).** Enter the primary and secondary NECs even if they are 0000/0000.
Example: NEC: 3502/0000.

u. **ITEM 21: Additional Remarks/Information**. It is essential that this section of the avail report be used to the fullest extent. Commands submitting avail reports can rarely provide too much additional information in the report. The information submitted in this section is used by NAVPERSCOM/Enlisted Placement Management Center (EPMAC) in making the correct determination concerning the assignment of personnel being made available. As such, it is incumbent upon submitting commands to provide all information pertinent to the individual being made available. The following items should be included in availabilities as applicable:

(a) **Not qualified for assignment to overseas duty or new construction (NQ OSEA or NQ NCON)**. This must be included in all avail reports when applicable. Example: NQ NCON or NQ OSEA/NQ NCON.

(b) **Last permanent duty station/account category code (LPDS/ACC)**. This **must** be included in all Class "X" and "Y" avail reports. Enter the name and month/year member detached from last permanent duty station or duty under instruction. Enter 2-position month and 2-position year. If accounting category code at last duty station/duty under instruction has changed to a temporary duty status, i.e., 342 changed to 320, enter month and year that member transferred from DUINS status. Example: Date TRF 1087. (Indicates TRF date of Oct 87.)

(c) **New expiration of active obligated service (EAOS)**. This **must** be included in all Class "X" avail reports. Example: NEW EAOS: 1099.

(d) **Present location of household goods and dependents (HHG/DEPN)**. Locality and homeport codes are available online

through your command career counselor at https://www.bupersaccess.navy.mil/login.asp. Example: HHG/DEPN: FNO.

(e) **Duty preferences**. Submit member's duty preferences in coded form using codes available online through your command career counselor at https://www.bupersaccess.navy.mil/login.asp and any other information or remarks which are pertinent.

(f) **For AT, AD, AO, AE, and AM ratings**. State whether the member is a volunteer (VOL) or non-volunteer (NON-VOL) for flying duties.

(1) If volunteer, indicate whether the member is physically qualified (PHY QUAL), or not physically qualified (NON-PHY QUAL) for duty involving flying as an aircrewman.

(2) 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).

(3) For volunteers, if security clearance eligibility is unknown, initiate a request for NAC or BI as necessary to grant a secret clearance.

(4) All "A" School identified non-swimmers, indicate (NONSWIM).

(g) **For MS rating**. If considered to have the potential, or is qualified for assignment to duty in the public quarters of a Flag Officer, or in a Flag Mess, so indicate. Example: RECMD FOR ASSIGN TO PQ/FLAG MESS. VOL/NON-VOL (as appropriate).

(h) **For survivors**. Indicate the activity name and UIC of the U.S. Navy ship that sunk or was involved in a disaster that required the crew to abandon ship.

(i) **Choices for non-designated SN, FN, and AN personnel**. Avail reports submitted to EPMAC for non-designated SN, FN, and AN personnel will contain a minimum of three choices for homeport (must be a fleet concentration area), a minimum of three choices for hull type or platform, and three choices for overseas duty in the remarks section. Command career counselors via https://www.bupersaccess.navy.mil/login.asp should assist in obtaining location of homeports and activity codes.

MILPERSMAN 1306-1716

AVAILABILITY PROCESSING – MESSAGE REPORT FORMATS

Responsible Office	EPMAC (EP-47,48,TMU)	Phone:	DSN	678-5125
			COM	(504) 678-5125
			FAX	678-5126
	NAVPERSCOM (PERS-40A3)		DSN	874-3553
			COM	(901) 874-3553
			FAX	874-2647

1. **Policy**. Availability reports must be prepared using the items listed in MILPERSMAN 1306-1714.

a. Accession availability reports must be prepared using, in order, items 1 through 21.

b. Non-accession availability reports must be prepared using, in order, items 1 through 9.

c. Exhibits 1 and 2 provide sample formats for availability messages.

2. **Correction of Availability Reports**. An availability report cannot be modified after it has been processed.

a. Any correction to the report requires resubmission of a new complete availability report.

b. Reference the original report and clearly indicate in the remarks section the title of the data item(s) being corrected and the reasons. **Example: ADDIT REMARKS: Avail date change from 121282 to 170183. Academic setback. Original avail 162359Z OCT 02.**

3. **Cancellation of Availability Reports**. Reference the original report, full identification of the individual, and reason for cancellation. **Example: Cancel YH Availability Report 172359Z OCT 02 ICO AZAN CHRISTOPHER J. WIRTZ, USN, 555-55-5555. Readmitted to hospital.**

4. **Tracer Action on Availability Reports**. Timely tracer action on availabilities is the sole responsibility of the servicing Personnel Support Detachment (PERSUPP DET) of the command to which the individual is attached while awaiting orders.

a. Submit tracer action to the appropriate assignment control authority (ACA).

b. Tracer must include availability items 1 through 9 as identified in MILPERSMAN 1306-1714.

c. Immediate Availabilities

(1) If assignment directive is not received within 14 working days after the date the availability report was submitted, submit tracer.

(2) Submit second/subsequent tracers/adtakes every 10 days starting from the date of original tracer.

(3) All tracer/adtakes should be addressed to Navy Personnel Command (NAVPERSCOM), Enlisted Assignment Division (PERS-40A3/applicable detailer); info Enlisted Placement Management Center (EPMAC), Transient Monitoring Unit (TMU). In the case of class YH or DP avails, the adtakes should be addressed to EPMAC (EP-48) and cognizant detailer for action.

d. Non-Immediate Availabilities. If an assignment directive is not received within 14 working days prior to the availability date, submit tracer.

EXHIBIT 1

EXAMPLE OF NON-ACCESSION AVAILABILITY

(Use the proper message format containing the following.)

UNCLAS//N01306//

SUBJ/ENLISTED AVAILABILITY REPORT

SSN: 123-45-6789 NAME: JONES, JOHN JOSEPH UIC: 12345
RATE: PN3 ENEC: 0000 ASC: 036

AVAIL DATE: 301282 CLASS AVAIL: XC ACT NAME: VP 101

ADDITIONAL REMARKS: LPDS: VP 101 NEW EAOS: 1084. RETURN TO VP 101. RECMD 3 DAYS DELREP. HHG/DEPN: HNO.

EXHIBIT 2

EXAMPLE OF ACCESSION AVAILABILITY

(Use the proper message format containing the following.)

UNCLAS//N01306//

SUBJ/ACCESSION AVAILABILITY REPORT

SSN: 123-45-6789 NAME: JONES, JOHN JEROMY UIC: 12345 AVAIL RATE: PNC ENEC: 0000

ASC: 036 AVAIL DATE: 301282 CLASS AVAIL: FV ACT NAME: NSA NEW ORLEANS MILITARY

SPOUSE: OUSMC BR/CL: 11 DPEN: 1 CITZ: CA CLEAR: G
SEX: M LIMDU: DESIG: EAOS: 1286 ADSD: 0565 NEC:
0000/0000 ADDITIONAL REMARKS: HHG/DEPN: HNO. DESIRES TYPE 2 DUTY, EAST COAST.

MILPERSMAN 1306-1718

AVAILABILITY PROCESSING – SUBMISSIONS

Responsible Office	EPMAC (EP-47,48,TMU)	Phone:	DSN COM FAX	678-5125 (504) 678-5125 678-5126
	NAVPERSCOM (PERS-40A3)		DSN COM FAX	874-3553 (901) 874-3553 874-2647
	NRPC (Code 40)		DSN COM FAX	678-1216 (504) 678-1216 678-6211

References	EPMAC 1080#1 UM-02, 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 Processing System (NSIPS), all availabilities will be submitted using NSIPS. For activities not on NSIPS, submit all availability reports to Enlisted Placement Management Center (EPMAC), "EPMAC DIARY NEW ORLEANS LA," per reporting procedures outlined in DMRSMAN, section 2 and using the formats in DMRSMAN, 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 Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403F).

(3) Training and Administration of Reserve (TAR) availability reports. Submit all TAR availability reports to Naval Reserve Personnel Center (NAVRESPERSCEN) (N40).

(4) Active Duty for Special Work (ADSW). **Do not submit** availability reports on ADSW personnel. Contact NAVPERSCOM, Shore Special Programs Assignment Branch, ADSW liaison (PERS-4010E), 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)	DSN 882-2647 COM (901) 874-2647 Verify receipt: DSN 882-3539 COM (901) 874-3539	5720 Integrity Drive Millington, TN 38055	Pers40a3@ persnet.navy.mil
EPMAC (EP-47)	DSN 678-1122 COM (504) 678 1122 Verify receipt: DSN 678-1781 COM (504) 678-1781	4400 Dauphine Street New Orleans, LA 70149-7800	Ep47@epmac. nola.navy.mil
NAVRESPERSCEN (N40)	DSN 678-6211 COM (504) 678-6211 Verify receipt: DSN 678-1216 COM (504) 678-1216	4400 Dauphine Street New Orleans, LA 70149-7800	nrpc_4reqs@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 1320-010

TYPES OF ORDERS

Responsible Office	NAVPERSCOM (PERS-455)	Phone:	DSN COM FAX	882-4148 (901) 874-4148 882-2693

1. **Change of Duty Orders.** Change of duty orders detaches a member from one duty station and assigns the member to another station. The type of duty from which the member is detached or to which assigned may be either temporary or permanent duty.

a. **Permanent change of station (PCS)** orders involve detachment from one permanent duty station (PDS) and assignment to a new PDS. Periods of temporary duty may be included in orders that assign a new PDS upon completion of the temporary duty.

b. **Temporary duty (TEMDU)** orders involve detachment from one station and assignment to another station or stations for TEMDU pending further assignment to a new PDS or for return to the old permanent station. Members on TEMDU are not attached to any PDS.

2. **Additional Duty Orders (ADDU).**

a. Additional duty orders assign a member to a duty that member is to perform in addition to and in conjunction with that permanent duty. No travel is authorized by ADDU orders unless specifically stated in the orders.

b. The following types of ADDU orders for officers must be issued only by Navy Personnel Command (NAVPERSCOM):

(1) Any ADDU orders that result in an increase in basic pay or allowances of the officer (e.g., hazardous duty, additional duty in a flying status involving operational or training flights (DIFOPS), or duty that entitles the officer to incentive pay).

(2) Any ADDU orders that would entitle the officer to reimbursement for travel expenses.

(3) Any ADDU orders of a permanent or semi-permanent nature (more than 6 months in duration) to a command other than the officer's parent command where they perform paramount duty.

(4) Any ADDU orders to an officer assigning them to command.

c. Any ADDU orders for officers other than those in the above four categories may be issued locally at the discretion of the local CO.

3. **Temporary Additional Duty Orders (TEMADD)**

a. Temporary additional duty orders assign a member to TEMDU in addition to present duties, and direct the member upon completion of this TEMADD to resume regular or temporary duty. When travel is involved, one journey away from the member's duty station to one or more places, and a return journey to the duty station are directed in the orders. TEMADD orders automatically expire when the member returns to the duty station from which the individual proceeded on TEMADD unless such return is incident to necessary change of train or plane en route to the next TEMADD station involved in the orders and no unnecessary delay is taken in making such change unless the member returns for personal reasons in a liberty or leave status. Personnel on TEMADD remain attached to the station from which they initially proceeded on TEMADD, as well as being subject to the command of each CO to whom they may report for TEMADD.

b. Competent orders for members attached to nuclear-powered, two-crew submarines undergoing training or rehabilitation (TRAHAB) away from the submarine or its home port will be worded "for temporary additional duty TRAHAB."

c. Verbal or written TEMADD orders which have the effect of making members on active duty a part of the work force of any Federal activity or agency outside the Department of Defense, may be issued only when those assignments have been approved by NAVPERSCOM. This policy is not to be construed to require NAVPERSCOM approval of the following types of TEMADD orders issued by competent authority for members who are

(1) performing TEMADDINS.

(2) participating in athletic events.

(3) serving as escorts for Congressmen, foreign military officers, and other dignitaries.

(4) attending authorized meetings, conferences, and seminars.

(5) performing TEMADD required to meet the Chief of Naval Operations assigned mission of the activity, e.g., liaison between naval research and development laboratories and other federal activities such as the Federal Aviation Administration.

(6) participation in house hunting in conjunction with PCS orders.

(7) issuance of orders for naval personnel to appear in Federal Court as witnesses on behalf of the Federal Government as guided by the provisions of the Judge Advocate General (JAG) Manual.

4. **Repeat Travel Orders**. Repeat travel orders authorize a member to perform, in addition to present duties, such travel from time to time as necessary for a purpose stated in the orders, the travel being from the duty station to (and from) points designated in the orders. Repeat travel orders are issued only by NAVPERSCOM to members in billets that require regular and frequent trips away from their duty stations in the performance of assigned duties.

5. **First Duty Orders**. First duty orders (first set) assign the following to a PDS:

a. Inactive personnel.

b. Persons being newly commissioned from civilian status.

6. **Temporary Active Duty Orders**. Temporary active duty orders (first set) assign inactive members to TEMDU for a limited or specified period of time, and direct, upon completion, release to inactive duty.

7. **Release From Active Duty Orders**. Release from active duty orders or separation orders are any orders that separate members from active duty in the naval service.

8. **Training Duty Orders**. Training duty orders assign Naval Reserve members to training duty.

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 146210 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	882-4148
			COM	(901) 874-4148
			FAX	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	CNO (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 of two or four;

(2) an “all others” tour; and

(3) overseas accompanied tours, includes from overseas to overseas, but not in same geographical location.

b. Commanding officers of ships changing home port may authorize proceed time only in conjunction with the movement of

(1) household goods, or

(2) a member’s private owned vehicle.

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 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 Chief of Naval Operations (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 List "A" and List "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,
NROTC, or
Naval Academy.

b. To:

Active duty at a permanent duty station.
Temporary duty under instruction of less than 20 weeks.
Temporary duty of 6 months or less and then to a permanent duty station.

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.

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: 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**

a. Permanent duty station (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 temporary duty stations en route to a PDS. Once initiated, proceed time shall be used consecutively whether or not the member avails themself 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 temporary duty station,	the orders shall so indicate,	proceed time shall not be authorized upon detachment from the temporary duty station.
upon detachment from the temporary duty 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 on NAVCOMPT 3068, Reporting (Arrival) Endorsement to Orders - (Officer-Enlisted) (OCR).	
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 Correction of Naval Records (BCNR) with appropriate evidence to support petition.

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-821)	Phone:	DSN	882-3229
			COM	(901) 874-3229
			FAX	882-2622

Governing Directives	BUMEDINST 6320.1E NAVMED P-117, Manual of the Medical Department

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 of the naval hospital from which travel begins, after the transferring naval hospital has received prior approval under procedures set forth in BUMEDINST 6320.1E and NAVMED P-117.

2. **Temporary Additional Duty (TEMADD) Orders**. TEMADD orders for officer and enlisted attendants should be issued by the commanding officer 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 TRANSFER ORDERS (PCSTO) REPORTING POLICY

Responsible Office	NAVPERSCOM (PERS-455F)	Phone: DSN COM FAX	882-4173 (901) 874-4173 882-2693

Governing Directives	NAVPERS 15559B, Officer Transfer Manual NAVPERS 15909J, Enlisted Transfer Manual DFAS DJMS Procedures Training Guide (DFAS PTG) Joint Federal Travel Regulations (JFTR), Volume I OPNAVINST 1000.23B BUPERSINST 1610.10

1. **Policy**

a. Officers reporting for duty in obedience to orders shall comply with Navy regulations regarding presentation and endorsement of orders. Definition of terms and other procedures for processing orders of officers are found in NAVPERS 15559B, chapter 2. Detaching and reporting endorsement procedures are found in DFAS PTG.

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, in addition to proceed time, travel time is allowed under applicable directives. Definition of terms and other procedures for processing orders of enlisted personnel are found in NAVPERS 15909G. Detaching and reporting endorsement procedures are found in DFAS PTG.

2. **Review of Orders Upon Arrival**

a. Each command to which a member reports for temporary duty (TEMDU) shall review the orders upon reporting, including endorsements on orders, to determine whether the member arrived

prior to the time required to commence the TEMDU directed by the orders.

b. If the member arrived 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 TEMDU 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 TEMDU directed by your orders until (date); therefore, per MILPERSMAN 1320-140 and Joint Federal Travel Regulation (JFTR), para. M3050-2-1, your per diem entitlement commences on that date."

c. If early commencement is determined at the TEMDU 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. (MILPERSMAN 1320-080, concerning orders authorizing travel with or without reimbursement, specifies acceptable reasons for early detachment and appropriate endorsements on permanent change of duty station (PCS) orders involving TEMDU en route to a new permanent duty station.)

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. In time of peace, 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, within the knowledge of the command preparing orders or endorsements, such information would disclose a classified location.

b. Member's orders will identify the Pay and Personnel Administrative Support System (PASS) office responsible for their "personnel accounting support." The PASS office will perform all functions specified in OPNAVINST 1000.23B.

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 their administrative command; however, when a member's orders direct them 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, foreign governments, etc.) 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 service and pay records, processing PCS orders and leave accounting. (For administrative commands supported by PASS for either personnel or pay or both, the above functions, as appropriate, will be performed by the supporting Personnel Support Detachment (PERSUPPDET) per OPNAVINST 1000.23B.)

b. Preparing and keeping necessary reports and forms, complete and current, pertaining to the member. (For administrative commands supported by PASS, the servicing PERSUPPDET will prepare and keep certain reports and forms per OPNAVINST 1000.23B.)

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 BUPERSINST 1610.10.

e. Performance and military discipline functions, as applicable.

f. Providing funding for TEMADD travel (e.g., emergency leave, hospitalization, etc.) and preparing TEMADD travel orders.

g. Providing a means of official communication in matter of a uni-services nature.

MILPERSMAN 1320-150

VOLUNTARY RECALL OR CALL TO EXTENDED ACTIVE DUTY FOR RESERVE OFFICERS

Responsible Office	NAVPERSCOM (PERS-80C)	Phone:	DSN	882-3208
			COM	(901) 874-3208
			FAX	882-2738

Governing Directives	5 U.S.C. 301 10 U.S.C. 543 and 549 SECNAVINST 1427.2A SECNAVINST 1420.1A BUPERSINST 1540.41 DOD Directive 1304.19

1. **Procedure for Applying**

a. Reserve officers on inactive duty who desire voluntary extended active duty should submit a NAVPERS 1331/5 directly to the Navy Personnel Command (NAVPERSCOM) (PERS-80C). A duplicate copy of the application should be forwarded for information to the command having custody of the service record. Authority to request this information on this form is derived from 5 U.S.C. 301.

b. Recall applications from officers who are requesting a change of designator must include the following statement: "recall contingent upon approval of change of designator." Applications for recall as a TAR (XXX7) officer shall specifically request an appropriate TAR designator and submit a copy of NAVPERS 1331/5 to the NAVPERSCOM (PERS-4417).

c. Officers desiring to request augmentation may do so per MILPERSMAN 1131-020.

d. Officers without prior active naval service may apply for call to active duty under this article.

e. The purpose is to provide a means for an individual to request voluntary recall to extended active duty, and the information is used to evaluate the individual's request. The form is subsequently filed in the individual's official personnel record for any other routine management action required. Provision of the information requested is voluntary; however, failure to provide all information on the form may result in an inability to process the application.

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2. **Officer Requirements for Recall**

a. Requirements for officers requesting recall are as follows:

(1) Unrestricted line officers, restricted line officers, Supply Corps (3105), Nurse Corps (2905), Medical Service Corps (2305), Civil Engineer Corps (5105), Chaplain Corps (4105), and JAG Corps (2505) officers in the grades of lieutenant commander and junior with a date of rank such that they will be able to complete at least 2 years active duty prior to being considered for promotion to the next higher pay grade. To meet this requirement, applicants may request date of rank adjustment per SECNAVINST 1427.2A. Aviators will normally not be approved for voluntary recall unless they are in a flight status in a unit of the Naval Air Reserve or they apply for extended active duty within 1 year of the date of their release from active duty. 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, according to BUPERSINST 1540.41.

Note: Chaplain Corps officers (4105) must have ecclesiastical endorsement from an endorsing agent approved by DOD Directive 1304.19 authorizing recall to extended active duty.

(2) Medical Corps (2105) and Dental Corps (2205) officers in the grades of commander and junior.

(3) Officers applying for the Training and Administration of Reserves (TAR) Program should not be above the grade of lieutenant commander.

(4) Any officer applying for recall should not have been severed or released as a result of non-selection to promotion to

any grade by a board convened under 10 U.S.C., Chapter 543 or 549.

b. Waiver of these recall requirements may be granted under special circumstances as the needs of the service dictate.

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3. **Retired Officers**. Retired officers (XXX3, XXX9) will not normally be considered for recall.

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4. **Physical Requirements**. Each applicant selected for recall to extended active duty must meet physical standards appropriate to grade as established by the Chief, Bureau of Medicine and Surgery, at the time ordered to active duty.

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5. **Application Processing Procedures**

a. The normal processing time for applications is approximately 6 weeks.

b. Selection is by recommendation of a staff of officers within the Officer Development Organization of the Bureau of Naval Personnel. In addition to service needs, basic criterion for selection is whether, in the opinion of the staff, 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. Officers will receive official notification of the decision reached on their recall request.

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6. **Service Obligation for Recalled Officers**

a. Officers recalled to active duty must agree to remain on active duty for a minimum of 2 years unless otherwise specified in recall orders. The minimum agreement may be for a period of more than 2 years, maximum of 5 years, depending on requirements and/or duty station assignment.

b. Officers recalled into the TAR program will be required to remain on active duty for a period not less than 3 years.

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7. **Administrative Procedures for Orders to Active Duty**

a. Orders to active duty for officers assigned to units of the Naval Air Reserve will be forwarded via the appropriate Naval Air Station or Naval Air Reserve Training Unit. The CO of the NAS/NAR will effect delivery of the orders and direct the place of physical examination.

b. Orders to active duty for officers other than officers in a unit of the Naval Air Reserve will be forwarded via the Naval Reserve Readiness Region Commander, Naval Reserve Readiness Center CO, or Naval Reserve Center CO for the area in which the officer resides. Two copies of the orders will be furnished to the Naval Reserve Personnel Center (NAVRESPERSCEN). NAVERSPERSCEN will forward the service and health record without delay to the appropriate Naval Reserve Readiness Region Commander, Naval Reserve Readiness Center CO, or Naval Reserve Center CO with one copy of the orders. In cases where the officer's records are not held by NAVRESPERSCEN, a copy of the orders with a notation to this effect will be forwarded by NAVRESPERSCEN to the appropriate Naval Reserve Readiness Region Commander, Naval Reserve Readiness Region Commander, Naval Reserve Readiness Center CO, or Naval Reserve Center CO which 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.

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

Governing Directive	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 Chapter 15 of NAVMED P-117. 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. 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 or the officer in charge and upon the recommendation of 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	CNO (N13)	Phone:	DSN	225-3322
			COM	(703) 695-3322
			FAX	225-3311

Governing Directives	Joint Federal Travel Regulations (JFTR), Volume I Paragraph U2145-B, U2145-C, U2150 Joint Federal Travel Regulations (JFTR), Volume I, Chapter 4 Joint Federal Travel Regulations (JFTR), Volume I, Appendix A, B, and D

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 servicemember'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 servicemember:

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,	JFTR, para. U2145-C.

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 6 months.	
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 6 months,	the commands must determine if the contemplated period of TEMADD is 6 months or more.	
the period of TEMADD is reasonably foreseen to be 6 months or more,	permission must be obtained from Navy Personnel Command (NAVPERSCOM) (PERS-454C),	JFTR, para. U2145-B.
periods of TEMADD, initially foreseen as lasting less than 6 months, require extension to a total period of more than 9 months,	the periods must be checked by NAVPERSCOM (PERS-454C).	
the contemplated TEMADD period is over 6 months,	the consecutive sets of orders for just under 6 months will not be issued without permission from NAVPERSCOM (PERS-454C).	

5. **Using Government Mess and Quarters during TEMDU/TEMADD**. Use the rules in the table below to determine servicemember'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,		JFTR, volume 1, 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 JFTR, para. U4400,	government quarters and 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 nonusage of government quarters,	JFTR, volume X, chapter 4, para. U4125.
a member, who has previously received a non-availability of government quarters control number incident to a particular period of TEMDU/TEMADD,	the member need not check in again for an endorsement 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 • the orders contain one of the circumstances listed in JFTR, 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.		
government quarters are available, a government mess, e.g., a galley, is available and use is directed in 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 **Proportional Meal Rate (PMR)** or the **Locality Meal Rate (LMR)** is paid as determined to be appropriate by the Order Issuing Authority.	JFTR, volume 1, para. U4125.

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. Only the Locality Rate is authorized,	75% of the LMR is paid on the first and last day of travel.	
a service member is to attend a formal course of instruction,	the orders must authorize the "school house 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 1320-300

TYPES OF ORDERS

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 Volume 1, Uniformed Service Members (b) BUPERSINST 1320.6F

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 type of orders (Exhibit 1 refers). Other MILPERSMAN articles pertaining to orders and their procedures are as follows:

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) Transfer Order Modification or Cancellation	1320-311
Order Clarification and Claims	1320-312
Temporary Additional Duty (TEMADD) Travel Orders	1320-314
General Court Martial Orders	1320-316
Preparation of Standard Transfer Order (STO) for Separation and Hospitalization	1320-318

Topic	See MILPERSMAN
Permanent Change of Station (PCS) Transfer Order 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 (MSC)	1320-324
Personnel Support Function for NATO Southern Region	1320-326

2. **Types of Orders**

a. NAVCOMPT 536 (Rev. 12-79)/NAVPERS 1326/11 (Rev. 12-79), **Standard Transfer Order** (STO) will be used for local command-initiated transfers.

b. Change of duty orders are orders, which 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) Temporary Duty (TEMDU) Orders.

(4) Additional Duty (ADDU) Orders.

(5) Temporary Additional Duty (TEMADD) Travel Orders.

(6) Temporary Duty Programmed School Input (PSI) Orders.

(7) Active Duty Special Work (ADSW) Orders.

(8) Duty under Instruction (DUINS).

(9) Temporary Duty under Instruction (TEMDUINS).

3. **Permanent Change of Station (PCS) Orders**. (Reference (a), appendix A, refers.) PCS orders assign, detail, or transfer a member or 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. A PDS is the post of duty or official station, including a ship, to which a member is assigned or attached for duty other than TEMDU or TEMADD. The limits of such post of duty or official station will be the ship, or the corporate limits of the city or town in which the member is stationed.

a. **PCS orders include the following**:

(1) Change in homeport of a vessel, afloat staff, or mobile unit.

(2) Change from home or place from which called (or ordered) to active duty to the first PDS.

(3) Change from last PDS to home.

(4) Assignment to course(s) of instruction at one PDS for 20 weeks or more (see reference (a), para. U2145-C).

b. **PCS Orders/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) Assignment to a course(s) of instruction at one PDS for 20 weeks or more (see reference (a), para. U2145-C).

c. **PCS Orders/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 $500. This type of move **always** requires the follow-on assignment of full DOD- or SECNAV-prescribed tour length, as applicable. Specified retainability **is not** waiverable.

(2) A low cost PCS move is any change of PDS for which the **PCS** costs **do not** exceed $500.

d. **North Atlantic Treaty Organization (NATO) Supplemental Travel Orders**

(1) 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. ATEXT 66011 has been applied to each activity unit identification code (UIC) located in a NATO country (except Portugal), which directs the detaching command to prepare NATO travel orders per reference (b). NATO countries are as follows:

Belgium	France	Italy	Norway
United Kingdom	Canada	Greece	Luxembourg
Portugal *	United States	Denmark	Iceland
Netherlands	Turkey	Spain	Federal Republic of Germany

*Since Portugal does not accept facsimile signature on supplemental travel orders, pen-and-ink signature is required for both the order (PCS or TEMADD) and the supplemental travel order when traveling in Portugal (ATEXT A26048).

(2) The agreements require the following:

(a) The NATO order to be written in both English and French.

(b) Members possess and carry arms only when authorized by their orders.

(c) Couriers be in possession of a NATO travel order, which shows the number of dispatches carried and certifies they contain official documents.

(3) 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.

4. **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., an in-place consecutive overseas tour (IPCOT) or a reassignment from the Navy Annex (Arlington) to the Pentagon (Arlington)). There is no entitlement associated with PCA orders, except for consecutive overseas tour (COT) leave travel in the case of IPCOT.

5. **Temporary Duty (TEMDU) Orders**. Orders may include detachment from one station and assignment to another station or stations for TEMDU pending further assignment (ACC: 320, 355) to a new

PDS or for return to the PDS. Members on TEMDU are not attached to any PDS. Reference (a), para. U2145 limits TEMDU assignments to periods not in excess of 180 consecutive days. Orders issued in violation of this restriction will jeopardize a member's entitlement to temporary or permanent duty allowances and are considered of doubtful competency for the purpose of per diem payment. TEMDU issued for consecutive periods of TEMDU at the same place, whether or not broken by short periods at the official PDS, must be approved as follows when it is anticipated the entire period of duty involved is in excess of 180 consecutive days:

a. When a command desires to issue orders for a temporary assignment in excess of 180 consecutive days, it should request authority per reference (a), para. U2145. Secretary of the Navy (SECNAV) has delegated the authority to approve such requests to Navy Personnel Command (NAVPERSCOM). Requests will be submitted to NAVPERSCOM, Officer/Enlisted PCS/TEMDUINS/TAD Fiscal Management Branch (PERS-454C) for processing prior to approval. Upon approval, orders will specifically include such approval either within the basic order itself or by endorsement thereto.

b. Approval prescribed in the preceding paragraph is not required if, during a temporary assignment of 180 consecutive days or less, it is determined that additional time is required to complete the assignment, and the time from the date of the determination to the new date of completion will not exceed 6 months. An extension of a temporary assignment may be authorized by a detailer issuing a modification to orders, or by an authorized commanding officer (CO) with an endorsement on the member's orders, or by an attachment thereto. The endorsement must show the following:

(1) The date the temporary assignment is extended.

(2) The reason for such extension.

(3) The new estimated date of completion of temporary assignment. This cannot exceed 6 months from the date the temporary assignment is extended.

(4) In cases of slippages in a ship's construction schedule, the date of the prospective CO's orders granting the authority.

6. **Additional Duty (ADDU) Orders**

a. ADDU orders assign a member to perform additional duty in conjunction with permanent duty. No travel is authorized by ADDU orders unless specified in the orders.

b. Members are not, in any case, detached from their permanent duty station. The following types of ADDU orders for personnel must be issued by NAVPERSCOM: (ADDU orders for members other than those listed may be issued at the discretion of the local CO.)

(1) Those, which result in an increase in basic pay/allowances for members (e.g., hazardous duty, duty in a flying status involving flying, or duty, which entitles members to incentive pay).

(2) Those that would entitle members to reimbursement of travel expenses.

(3) Those of a permanent or semi-permanent nature (more than 180 days in duration) to a command other than members' parent command where they perform principal duties.

(4) Those assigning members to command of a shore activity.

(5) Exceptions to this policy must be approved by NAVPERSCOM prior to the issuance of ADDU orders.

7. **Temporary Additional Duty (TEMADD) Travel Orders**

a. TEMADD orders temporarily assign a member in addition to present duties for periods not in excess of 180 consecutive days. The same time limitations apply to TAD assignments as with TEMDU assignments as outlined previously in this article. Upon completion of the TEMADD assignment, the member is directed to resume regular or TEMDU.

b. NAVPERS 1320/16 (Rev. 11-87), Temporary Additional Duty Travel Orders will be used for TEMADD. The STO may be used in the event use of NAVPERS 1320/16 would not be applicable. Navy order-writing activities will refrain from using DD 1610 (Rev. 3-01), Request and Authorization for TDY Travel of DOD Personnel when issuing TEMADD orders. Use of other than NAVPERS 1320/16 or STO is authorized only for Navy personnel assigned to a branch of the Uniformed Services, other than Navy, in a "FOR DUTY" status.

8. **Temporary Duty Programmed School Input (PSI) Orders**. Members who will begin entry-level training within 90 days of commissioning or enlistment will be assigned TEMDU (ACC: 150) prior to the training. Members who will not commence entry-level training within 90 days of commissioning or enlistment will be assigned as follows:

a. Any member whose TEMDU assignment prior to entry-level training would not result in entitlement to per diem (e.g., commissioning source, afloat, etc.) 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. Officers assigned PCS to the Washington, DC headquarters activity area will be assigned PCS to NAVPERSCOM (ACC: 108), then TAD to local commands (i.e., Chief of Naval Operations (CNO).

9. **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 members returns home.

10. **Duty under Instruction (DUINS)**. Personnel are ordered to DUINS as PCS. Orders to DUINS apply when the intended cumulative duration of duty is **20 weeks or more** at one location (uninterrupted by TEMDU away from the school or installation). DUINS orders will not be converted to TEMDUINS.

11. **Temporary Duty under Instruction (TEMDUINS)**. 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 TEMDUINS status en route to a PDS. Sometimes unforeseen delays will extend a scheduled course beyond 20 weeks. The CO is responsible for immediately notifying NAVPERSCOM of the circumstances causing the delay of the member completing the TEMDUINS. 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 TEMDUINS orders must be modified by NAVPERSCOM to extend the present period of TEMDUINS or to change the member's status from TEMDUINS to DUINS. This should not be used as a means to avoid ordering the member to DUINS when the originally anticipated TEMDUINS 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 a modification to

(1) extend the present period of TEMDUINS 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 DUINS 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 has remained beyond the assigned period of TEMDUINS without NAVPERSCOM authorization, the CO must notify NAVPERSCOM of the circumstances, which caused the member to remain beyond the assigned period. NAVPERSCOM will (by a modification to the orders) either approve the period the member has remained beyond the authorized period or change the status of the member from TEMDUINS to DUINS when the remaining duration exceeds 20 weeks.

d. When a member has remained beyond 20 weeks without a NAVPERSCOM modification, the 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 DUINS 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 DUINS, as this constitutes a PCS.

f. Conservation of TEMDUINS funds is a primary factor in rotation plans and policies. To the maximum extent possible, training will be collocated with either the old or new PDS.

12. **Duration of Temporary Assignments except for Courses of Instruction**. Reference (a), para. U2145 implementing various Comptroller General decisions, limits TEMDU or TEMADD assignments to periods not in excess of 6 months except in certain circumstances.

a. Orders issued in violation of this restriction will jeopardize members' entitlement to TEMDU allowances; therefore, order issuing authorities will ensure that TEMDU or TEMADD orders are not issued when the contemplated duration is in excess of 180 consecutive days, except as provided for in reference (a). Orders issued in violation of this restriction are not considered competent for the purpose of per diem payment.

b. The issuance of TEMDU or TEMADD orders for consecutive periods of TEMDU at the same place, whether or not broken by short periods at the official permanent duty station, is prohibited when it is contemplated the duty involved will require the same member’s (or different member’s) service in excess of 6 months. PCS orders are required in these circumstances, unless the Deputy Chief of Naval Personnel (Deputy CHNAVPERS) expressly authorized the issuance of TEMADD orders.

c. When an order issuing authority desires to effect a temporary assignment in excess of 180 consecutive days, under conditions where it would be impracticable or uneconomical to effect a PCS, authority will be requested for the issuance of such orders per reference (a), para. U2145-B.

(1) Requests will be submitted to NAVPERSCOM (PERS-454C) for approval by CHNAVPERS.

(2) When approval is granted, orders, which are issued, will specifically reference such approval.

d. There are many instances when a temporary assignment will be contemplated to be of less than 6 months duration, but bonafide extensions will cause the actual duration to extend beyond 6 months.

(1) Such extensions are limited to cases in which there has been a definite change or unforeseen expansion in the duty, or unforeseen delays were encountered, requiring an extension of the TEMDU period.

(2) Approval from NAVPERSCOM is not required in these instances; however, when an anticipated requirement of an additional 6 months remains, action will be taken to fulfill the requirement through PCS action or approval of an extension.

e. An endorsement indicating extension is required on orders when periods of TEMDU or TEMADD are extended beyond that contemplated in the basic orders.

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, TEMDUINS, or TEMADD 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 household goods). (Reference (a), appendix A.)	PERS-4
101	**FAILED TO REPORT FOR DUTY.** NAVPERSCOM, Progression, Performance, and Security Department (PERS-48) is notified by PERSUPP DET/admin unit that member has failed to report. NAVPERSCOM (PERS-48) then updates OMF via a “BY” TAC transaction.	PERS-484
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-4812
104	**HUMANITARIAN DUTY (more than 6 months).** Member assigned per MILPERSMAN 1300-500.	PERS-4
105	**LIMITED DUTY (more than 6 months).** Member’s assignment restricted by medical board for medical reasons. Activities to which assigned considered as a PDS.	PERS-4
106	**DUTY IN CONNECTION WITH CONVERSION, FITTING OUT, OR REACTIVATION (CFO) (more than 6 months).** Member assigned for permanent duty at the Supply Ship (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 Chief of Naval Reserve (CHNAVRES).	PERS-4
108	**DUTY GUARANTEED PROGRAMMED SCHOOL INPUT (PSI) PROGRAM (more than 6 months).** Enlisted member recruited for assignment to a guaranteed programmed school; officer new accession; ensign stashes for 90 days or more; designator transferee, because there are no quotas open in the next class (i.e., Aviation, Submarine, Special Warfare, Supply Schools, etc.) at the time of appointment or change in designator. They are issued an accession order to report to a ship, squadron, etc., for permanent duty. A second PCS order is issued when the school has an opening for the member.	PERS-4
109	**DECLARED DESERTER.** Master file updated by NAVPERSCOM (PERS-48).	PERS-484
150	**TEMPORARY DUTY 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	**TEMPORARY DUTY FOR FURTHER ASSIGNMENT (6 months or less).** Members must be detached from last PDS but their 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 household goods (HHG) or family members until the follow-on order is issued with the new PDS assigned. (Reference (a), paras. U4750/U4760.)	PERS-4
330	**TEMPORARY DUTY FOR FURTHER TRANSFER (6 months or less).** Member is en route to a unit, for permanent duty, that is away from its homeport and cannot report for duty until transportation is available to the unit or its return to its assigned homeport.	PERS-4
340	**TEMPORARY DUTY 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	**TEMPORARY DUTY 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), para. U2146.)	PERS-4
342	**DUTY UNDER INSTRUCTION (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), para. U2146-B.)	PERS-4
350	**TEMPORARY DUTY (not otherwise defined, 6 months or less).** Member assigned at one or more locations, other than the PDS at which other temporary duty under instruction is performed (180-day time limit). (Reference (a), para. U2145-A.)	PERS-4
351	**FAILED TO REPORT FOR TEMPORARY DUTY.** PERSUPP DET/admin unit notifies NAVPERSCOM (PERS-48) by message, NAVPERSCOM (PERS-48) updates master file via a "BY" TAC transaction.	PERS-484
352	**TEMPORARY DUTY 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
354	**TEMPORARY DUTY FOR HUMANITARIAN ASSIGNMENT (6 months or less).** Member assigned under MILPERSMAN 1300-500 while en route to next PDS.	PERS-4
355	**TEMPORARY DUTY AWAITING MEDICAL BOARD/PHYSICAL EVALUATION BOARD (PEB).** Member awaiting formal medical board or PEB proceedings.	PERS-4
356	**TEMPORARY DUTY 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

EXHIBIT 1 (Continued)
STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)

Code	OPM phrases for EAIS and OAIS Orders	Assigned By
358	**TEMPORARY DUTY 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	**TEMPORARY DUTY UNDER TREATMENT.** Member assigned as an in-patient at a Navy medical facility.	PERS-4
372	**TEMPORARY DUTY UNDER TREATMENT.** Member assigned as an in-patient at a non-military Medical Facility	PERS-4
373	**TEMPORARY DUTY UNDER TREATMENT.** Member assigned as an in-patient at an other-than-Navy Uniformed Service medical facility.	PERS-4
380	**TEMPORARY DUTY 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-4
381	**TEMPORARY DUTY PENDING SEPARATION PROCESSING.** Member remains in pay status, but is ordered home awaiting final disposition of PEB. At such time member will be issued appropriate orders.	PERS-4
382	**TEMPORARY DUTY PENDING SEPARATION PROCESSING (Enlisted Only)**. Member's separation, discharge, release from active duty, retirement, is pending a review board approval of Administrative Discharge	PERS-4
390	**TEMPORARY DUTY DISCIPLINARY.** Member is a holdee, but not confined.	PERSUPP DET/ Admin Unit
391	**TEMPORARY DUTY DISCIPLINARY.** Member is confined on a military facility.	PERS-4
392	**TEMPORARY DUTY DISCIPLINARY.** Member is held or confined by civilian or foreign authorities.	PERS-4
393	**TEMPORARY DUTY DISCIPLINARY.** Member is on appellate leave per MILPERSMAN 1050-310.	PERSUPP DET/ Admin Unit
400	**System generated.** When loss from on board activity processed	N/A

MILPERSMAN 1320-302

PREPARATION OF STANDARD TRANSFER ORDER (STO)

Responsible Office	NAVPERSCOM (PERS-454)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	OPNAVINST 4650.15 1080 #1, UM-2, Diary Message Reporting System Users' Manual (DMRSMAN). OPNAVINST 3111.14V United States Navy Regulations, 1990 SECNAVINST 4650.19C OPNAVNOTE 5400, Standard Naval Distribution List (SNDL) Catalog of Naval Shore Activities BUPERSINST 7040.6 NAVSO P-6034-1, Joint Federal Travel Regulations

1. **Policy**. Standard Transfer Order (STO) shall be addressed to the senior member in charge followed by "and (number) personnel as per attached list."

a. When orders are issued to three or more members traveling together, from the same point of origin to the same destination, on either permanent change of station (PCS), temporary duty (TEMDU), or temporary additional duty (TEMADD), the order writing commands shall consider the feasibility of group travel orders. When group travel is utilized, the orders involved must be specifically designated as a "group travel order" and transportation, lodging, and subsistence will be furnished en route.

b. When members are traveling in draft or group movement, the attached list of names shall contain information required by blocks 6, 7, 8, 9, and 10 of the STO. Order writing activities will utilize group travel to the fullest extent possible. Group travel orders will **not** be issued to a member when

(1) exigencies of the service actually prevent the member from traveling with a group.

(2) it is necessary that the member accompany dependents traveling at the same time incident to a PCS.

(3) the member is granted delay en route to count as leave.

(4) the member is authorized to perform travel via privately owned conveyance on PCS. This provision will be employed when necessary to enable members to utilize their privately owned conveyances en route to the new duty station.

(5) the commander directing the travel determines that individual travel is in the best interests of the member and the government.

c. Whenever practicable, government conveyance shall be used when effecting transfers. When this is impracticable, transfers may be made by commercial conveyance at government expense. If practicable, within the time specified in the orders or as prescribed in MILPERSMAN 1326-010, transfers directed by Navy Personnel Command (NAVPERSCOM) shall be made by government expense, unless specific instructions to the contrary are directed.

d. Dissemination of information regarding anticipated movements of government vessels and intelligent use of this information by commanding officers (COs) will result in appreciable economy in the expenditure of funds for transportation. When COs receive orders to transfer a draft to a vessel, they will, if practicable, communicate with the CO of that vessel and arrange for transfer to the point involving lowest transportation costs, taking into consideration needs of the vessel and the time when the transfers can be made.

e. For further details covering passenger transportation see OPNAVINST 4650.15.

f. COs who are transferring members to mobile units must ensure the port to which the members are proceeding is clearly indicated.

(1) Copies of the permanent change of station transfer order (PCSTO) sent to the new command will include estimated reporting dates.

(2) To eliminate unnecessary travel between ports by members reporting to mobile units, COs of mobile units must review the PCSTO of all enlisted members who are reporting to their command.

(3) Every effort must be made to ensure the member is proceeding to the correct port. If member is not, the CO must advise the transferring command or distributor that made the ultimate assignment, by message, of the full particulars, including the member's name, social security number (SSN), rate, transfer authority, leave address, intermediate station, estimated date of arrival, and the expected location of the command at the time. The distributor or transferring command will then take the necessary action and issue a modification if deemed appropriate.

2. **Detailed Instructions for Preparation of the STO**. Strict adherence to the action required per OPNAVINST 4650.15 is directed when applicable. Detailed instructions for the entry of data on the STO are given below.

BLOCK	TITLE	REQUIRED ENTRY
1	Name and Location of Transferring Ship or Station	(a) Enter the complete name and designation of the transferring ship or station at time of preparation of orders. If not inconsistent with security regulations, command should include the geographical location. (b) In cases where an order writing activity, such as a naval station, has received members for further assignment or for further transfer, the complete name of the last permanent duty station (PDS) of the member shall be included in this block, enclosed in parentheses immediately following the name of the order writing activity. (Not applicable on recall to active duty and initial permanent duty assignment for Reserve and Regular Navy members.) Example: Naval Station, San Francisco, CA: (Last Perm. Duty Sta: U.S. Naval Air Station, Agana, Guam.)
2	Number	Enter the individual activity's transfer serial number. (STOs will be numbered consecutively by calendar year. Example: 1-77, 2-77, etc.)
3	Date	Enter the date the orders are prepared. Example: "(PREPARED) 1 June 2003."
4	Authority	Enter the authority for the transfer, including the full title of the originator, file and serial number, date (date/time group/month in the case of a message), and the "TC" number as appropriate, e.g., BUPERS "TC" B1820/G2.
5	Travel Class Code	Enter the customer identification code (CIC).

BLOCK	TITLE	REQUIRED ENTRY
6	Name in Full	(a) Enter each member's last name (in capital letters), first name, middle name, and if applicable, Junior (Jr.), Senior (Sr.), Second (II), etc. If a member has no middle name, indicate by using NMN. If member does not have a first or middle name and uses initials, indicate by enclosing each initial in quotation marks, i.e., "J" "C." (b) In block 6 on line 2 enter the phrase "AND NO OTHERS." If group travel is involved, enter "See attached list" on this line. (c) Immediately following the last line of typing (use blocks 7 through 10), **for members in paygrade E-4 with more than 2 years service**, enter "E-4 with more than 2 years service."
7	Social Security Number (SSN)	Enter each member's SSN opposite their name with hyphens after the third and fifth digits. Example: 123-45-6789.
8	Paygrade, Rate, and NEC	Enter the appropriate paygrade, rating abbreviation, and Navy Enlisted Classification (NEC) code number assigned each member. Example: E5-RM2(2361).
9	Class	Enter the abbreviation of the branch and class of service for each member (USN, USNR, USN-RET, etc.).
10	SR, HR, PR, and PE	(a) Opposite each member's name, enter "1" to indicate the presence, or "0" to indicate the absence, of the service record, health record, pay record, and personal effects. (b) If any of the above records or any personal effects are missing, a statement shall be attached to the STO indicating the reason for absence, the location of the missing items, and when they will be forwarded, if known. Also, attach copies of any correspondence relative to any missing items.

BLOCK	TITLE	REQUIRED ENTRY
11	Intermediate Station	(a) Enter in sequence the complete titles and unit identification codes (UICs) of all intermediate stations to which members will report in carrying out their orders. (b) Include the "report not earlier than but not later than" entry furnished on the transfer. On TEMADD orders, the TEMADD station shall be shown here. (c) Only such transportation at government expense that is necessary to fulfill the requirements of the mission shall be included in the orders. This has special reference to PCS orders involving delay en route to count as leave. (d) Orders must **not** be written to provide for reporting to an intermediate station for onward transportation when the intermediate station will serve no useful purpose incident to transfer to ultimate duty station. Positive action by transferring activities in obtaining travel data, prior to commencement of travel, will do much to eliminate the ordering of members to an intermediate station when the sole purpose is to obtain a travel request. (e) Upon receipt of an Enlisted Personnel Action Document (EPAD) that contains an accounting category code (ACC) in blocks 3, 8, or 13, include the respective ACC in each Intermediate Station block of the STO as appropriate, e.g., block 3 ACC to Intermediate Station 1, block 8 ACC to Intermediate Station 2, etc. (f) Upon receipt of any form of transfer directive other than EPAD (message, speedletter, etc.) issued by NAVPERSCOM, Enlisted Placement Management Center (EPMAC), or Naval Reserve Personnel Center (NAVRESPERSCEN) (N30), transcribe the ACC,

BLOCK	TITLE	REQUIRED ENTRY
11 (Cont)		if present, from the transfer directive to the appropriate "Intermediate Station" block(s) of the STO. (g) If ACCs are not displayed in the transfer directive issued by NAVPERSCOM, EPMAC, or NAVRESPERSCEN, utilize appropriate ACC as indicated in 1080 #1, UM-02 (DMRSMAN). (h) ACC 320, 350, 370, 371, 380, and 391 are to be utilized when transferring members as directed by a non-distribution authority (other than NAVPERSCOM, EPMAC, or NAVRESPERSCEN). (i) ACCs are required to be displayed in each block of the STO containing an intermediate duty station. (j) Members being transferred under TEMADD orders or Active Duty for Training (ACDUTRA) orders **will not** have an ACC included in the orders. They are the only exception to the rule.
12	Nature of Duty	(a) Enter in this block the reason member is reporting to the intermediate station. (b) Abbreviations will **not** be used. Example: Temporary Duty Under Instruction for Further Transfer.
13	Ultimate Destination	(a) Enter the complete title and UIC of the ultimate activity to which member is ordered to report, and, if not inconsistent with security regulations, the geographical location. (b) Indicate port to which members are proceeding for reporting if ordered to a mobile unit, or overseas. (c) Mobile unit receiving commands to which members are ordered to report should

BLOCK	TITLE	REQUIRED ENTRY
13 (Cont)		determine if the members are proceeding to the correct port, from advance copy of STO received. If they are not, the receiving command must advise the assignment control authority (ACA) that made the ultimate assignment, by message, of the full particulars including the member's name, SSN, rate, transfer authority, leave address, intermediate station, estimated date of arrival, and the expected location of the command at that time. The distributor will then take necessary action and issue a modification if deemed appropriate. (d) On transfer to Fleet Reserve, retirement, discharge with severance pay, or involuntary release to inactive duty with readjustment pay (less than 8 years of continuous active duty), and on orders for separation, enter "Home of Record," "Place accepted for Current Enlistment," or "Place from which ordered to Active Duty," as appropriate, and enter the city and state. (e) When a member attends a course(s) of instruction at an installation with a cumulative duration of 20 weeks without interruption by TEMDU/temporary duty under instruction (TEMDUINS) elsewhere, the geographic location of the installation becomes the member's permanent duty station. (f) On separation orders to transfer to Fleet Reserve, retirement, discharge with severance pay, or involuntary release to inactive duty with readjustment pay (immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days) and placement on Permanent or Temporary Disability Retired List, enter "Home of Selection." (g) On TAD orders, the activity shown will be the permanent duty station.

BLOCK	TITLE	REQUIRED ENTRY
13 (Cont)		(h) A member may be directed to report to a vessel at a place, which may not be the homeport of the vessel. If shipment is made to the place to which directed to report, at member's request, in this instance it is considered to be shipment to a point of selection and no further shipment would be authorized at government expense under the same orders. Prior to arranging for shipment of household goods (HHG) in such cases, members transferring should be advised of the homeport of their vessel to avoid temporary or intermediate shipment which would prevent a later shipment to the homeport, or shipment to point of selection. Consult OPNAVINST 3111.14V for determination of homeport. (i) Upon receipt of an EPAD that contains an ACC in block 18, include the ACC in the "Ultimate Destination" block of the STO. (j) Upon receipt of any other form of transfer directive other than EPAD (message, speedletter, etc.) issued by NAVPERSCOM, EPMAC, or NAVRESPERSCEN, transcribe the ACC (if present) from the transfer directive to the "Ultimate Destination" block of the STO. (k) If ACCs are not displayed in the transfer directive issued by NAVPERSCOM, EPMAC, or NAVRESPERSCEN, utilize appropriate ACCs as indicated in 1080 #1, UM-2 (DMRSMAN). (l) ACCs 320, 350, 370, 371, 380, and 391 are to be utilized when transferring members as directed by a non-distribution authority (other than NAVPERSCOM, EPMAC, or NAVRESPERSCEN). ACCs are required to be displayed in the "Ultimate Destination" block of the STO. Members being transferred under TEMADD orders or ACDUTRA orders **will not** have an ACC included in the orders. They are the exception to the rule.

BLOCK	TITLE	REQUIRED ENTRY
14	Nature of Duty	(a) Enter in this block the reason for which the STO has been originated; i.e., "for duty," "for TEMADD in connection with _____," "for separation," etc. (b) In case of orders to TEMDUINS, the course and number of weeks of such course to be attended shall also be included. Abbreviations will **not** be used. (c) Since some entitlements (movement of HHG, dependent's travel, etc.) have been incorrectly based on the classification of the new duty station (e.g., FOR DUTY SEA, FOR DUTY SHORE, FOR DUTY OVERSEAS SHORE), such indication of type duty for rotation credit **shall not** be indicted on the STO.
15	Number of Days Delay Authorized	Enter the total number of days delay authorized to count as leave. If no delay authorized, enter "None." Delay to count as leave shall never be authorized in "group travel" orders.
16	Number of Days Travel/ Proceed Time Authorized	Enter the number of days travel time (MILPERSMAN 1320-100)/proceed time (MILPERSMAN 1320-090) authorized. Example: 03TT, 04PT. If neither travel nor proceed time is authorized, enter "None."
17	Report not later than	(a) Enter the hour and the date members are due to report to the ultimate destination (MILPERSMAN 1050-150). (b) When members are being transferred to mobile units (ships, aircraft squadrons), interview them to determine if they plan to report prior to the "not later than date." If so, indicate this estimated date on the copy of the STO to the new command. (c) Each intermediate station shall enter under "Supplemental Instructions" the hour and date the members are due to report to

BLOCK	TITLE	REQUIRED ENTRY
17 (Cont)		the next intermediate destination or to the ultimate destination, as applicable. If the "Supplemental Instructions" section is full, this information may be entered on the reverse side of the STO. (d) When a "prior" reporting date is specified in the transfer authority, such information shall be entered opposite the reporting activity concerned. **NOTE:** Do **not**, under any circumstances, enter in this block the phrase "As transportation directs." (e) When members in the same metropolitan area of a naval medical facility are transferred thereto for hospitalization, the transferring command shall ensure that, insofar as practicable, the patient reports to such medical facility prior to 1630 hours. Depending upon the circumstances in each case, including the availability of transportation, the earliest practicable hour shall be shown in the "Report not later than" block.
18	Address while on Leave	(a) If applicable, enter the complete address where the member may be contacted while on leave, including the Zip Code and telephone number if available. (b) Do **not**, under any circumstances, enter "En Route."
19	Supplemental Instructions	(a) Enter any supplemental instructions issued to the member. Each instruction shall be signed, in ink, by the CO issuing the instruction or by the signatory authorized to sign per MILPERSMAN or United States Navy Regulations. The rank and title shall be entered, following the signature. In the case of members reporting early for TEMDU assignments, see MILPERSMAN 1320-080.

BLOCK	TITLE	REQUIRED ENTRY
19 (Cont)		(b) Members E-4 and below must submit a special request for advance pay to be approved at local command level. When an enlisted member's request for an advance of pay on PCS is approved, enter "AUTH (NO.) MONTHS ADVANCE PAY." This endorsement will be signed by the CO or an officer designated to sign "By direction" of the CO. (c) Enter the homeport of the afloat new duty station. On PCS orders to sea duty, the homeport of the vessel is considered the duty station for the purpose of shipping HHG. On PCS orders to a ship, shipment of HHG is authorized to the homeport of the vessel or to a place of selection (see SECNAVINST 4650.19C) within the United States. (d) Enter correct mailing address of new duty station; the address shown in OPNAVNOTE 5400 (SNDL), part I; or the Catalog of Naval Shore Activities.
20	PCS Accounting Data	(a) When orders are issued authorizing the expenditure of government funds, accounting data must appear in each set of orders. (b) For PCS (including TEMDU in connection with a PCS), utilize the accounting data furnished on the transfer directive. In cases where accounting data is not furnished, refer to BUPERSINST 7040.6, and enter in this block applicable accounting data as shown therein for each member shown in the travel order, except for enlistee (USN/USNR) transferred to recruit training.

BLOCK	TITLE	REQUIRED ENTRY
20 (Cont)		(c) For TEMADD, enter the applicable accounting data in this block. In addition, the TANGO number assigned by the allottee will be shown immediately following the accounting data. (d) On a permissive travel authorization, enter "NO EXPENSE TO THE GOVERNMENT IS AUTHORIZED IN CONNECTION WITH THESE TRAVEL AUTHORIZATIONS. IN CASE YOU DO NOT DESIRE TO BEAR THE EXPENSE YOU WILL REGARD THIS AUTHORIZATION AS REVOKED." (e) See NAVSO P-6034-1, volume 1, chapter 7, part G and MILPERSMAN 1050-130 concerning emergency leave. (f) To avoid crowding, the above entry may be typed in block 19, "Supplemental Instructions."
21	TEMDUINS Per Diem Accounting Data	Utilize the TEMDUINS accounting data furnished on the transfer directive.
22	Fiscal Data for Trans-portation Request	Enter fiscal data from "PCS Accounting Data" (block 20) as indicated.
23	Transporta-tion is Authorized per the Following	(a) Enter an "X" in the appropriate box. When applicable, enter an "X" in both blocks "INDIVIDUAL" and "PRIVATELY OWNED CONVEYANCE." (b) Enter an "X" in the block marked "COMMERCIAL" when any of the various modes of commercial carriers are to be utilized, or, in the case of individual travel, when the member has an option under NAVSO P-6034-1, volume 1 of obtaining transportation requests or performing travel at own expense subject to reimbursement.

BLOCK	TITLE	REQUIRED ENTRY
23 (Cont)		(c) Enter an "X" in the block marked "GROUP" if the order being prepared involves MILPERSMAN 1050-130 concerning emergency leave. (d) Enter an "X" in the block marked "GROUP" if the order being prepared involves the transfer of three or more members departing from the same station on the same date and proceeding to the same destination, and it is determined by the order writing command that members should travel in a group travel status.
24	Travel as Indicated below is Directed where Available	(a) Travel is directed when indicated in the order issued by the order issuing activity, i.e., NAVPERSCOM/EPMAC or by the various Navy Passenger Transportation Offices for transoceanic travel. (b) Enter an "X" in the block marked "GOV'T AIRCRAFT" when this method of travel is directed. (c) Enter an "X" in the block marked "COMMERCIAL" when this mode of travel is directed.
25	PRIORITY	Enter the description and number of any priority authorized when directed to travel by government aircraft.
26	FROM AND TO	Indicate the geographical locations between which travel is directed by either government or commercial aircraft.
27	Transfer Code No.	Enter the hour and date member is authorized to depart from transferring command. Example: 0001, 2 APR 2003.
28	Authenti-cating Signature, Rank, Title	(a) The signature, in permanent black or blue-black ink or ball point pen, shall be that of the CO of the transferring activity; or, when the CO specifically 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.

BLOCK	TITLE	REQUIRED ENTRY
28 (Cont)		(b) Enter rank and title of signatory signing. The authenticating signature will be affixed only to the original order.
29	Signature of Traveler or Senior in Charge	The signature of the traveler or senior in charge shall be affixed, in permanent black or blue-black ink or ball point pen, after the orders have been read and it is stated that they are understood.
30	Date Orders Delivered	Enter date orders delivered to member or date member notified of orders. Example: "DELIVERED/NOTIFIED on 15 April 2003."

MILPERSMAN 1320-304

PREPARATION OF PERMANENT CHANGE OF STATION TRANSFER ORDER (PCSTO)

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

References	BUPERSINST 7040.6 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 May 2003
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), member's social security number, member's rate, and the desk code of the detailer issuing the order.

```
SUBJ:  NAVPERSCOM ORDER:  1287-000-00-0000/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 03              EDD:  AUG 03
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 03 BUT NLT 17 AUG 03
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 03 GRAD:  24 OCT 03  ENEC:  0926
CDP:  5746
```

```
PERSONNEL ACCOUNTING SUPPORT:  PSD NAVSTA NORFOLK VA UIC 42574

UPON COMPLETION OF TEMDUINS AND WHEN DIRECTED, DETACH EDD OCT 03
```

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 03    EDA: 24 SEP 03
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:  0989
PERSONNEL ACCOUNTING SUPPORT:  PERSUPP DET NAVCAMS WESTPAC UIC:  43463
```

g. **Accounting Data Section**

(1) Customer Identification Code (CIC).

(2) MPN or RPN line of accounting data against which expenditures for household goods shipments, mileage, and TEMDU per diem is to be charged.

(3) 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, EPMAC, and NRPC 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
NAVAL PERSONNEL COMMAND
MILLINGTON, TN 38054

ORIGINAL
NAVPERSCOM-404DG
12 MAY 2002

TO: COMMANDER
MILITARY SEALIFT COMMAND PAC
NAVAL SUPPLY CENTER
OAKLAND, CA 94625-5010

SUBJ: COMNAVPERSCOM ORDER: 2128 000-00-0000/AD1 (NAVPERSCOM-404DG)
CHANGE DUTY ORDER FOR
SAILOR JON Q, USN

***** DETACHING ACTIVITY INFORMATION *****

WHEN DIRECTED DETACH IN MAY 02 EDD: MAY 02
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). (INFO EPMAC IN THE CASE OF NON-RATED, NON-DESIGNATED PERSONNEL.) 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 02                              EDA:  24 SEP 02
TO NAVCAMS WESTPAC GUAM                                      UIC:  70243
PERMANENT DUTY STATION FINEGAYAN, GUAM
FOR DUTY                                                     ACC:  100
ASSIGNED RATE:  AD1       DNEC1:  6401  DNEC2:  8327         PRD:  8909

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
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MILPERSMAN 1320-306

PERMANENT CHANGE OF STATION (PCS) TRANSFER ORDER DELIVERY AND INTERPRETATION

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	NAVSO P-6034-1, Joint Federal Travel Regulations 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 Detachment (PERSUPPDET) assigned to support the member's activity, and to those activities involved in the transfer. Activities not supported by a PERSUPPDET 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 PERSUPPDET 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 PERSUPPDET processes orders, the member being transferred will ensure the PERSUPPDET 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. 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 OPNAVINST 4650.15.

2. **Interpretation**

a. **Detaching Instructions**. 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. When given as a day, month, and year (unless otherwise directed in the orders), detachment must take place no later than 10 days after the date 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 1 Month Past The EDD Month**. The CO may detach the member any time between the first day of the EDD month and the last day of the month immediately following the EDD month. Under no circumstances may the actual detachment cross over into the following fiscal year.

(4) **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.

(5) **Hereby Detached**. The CO will detach the member within 24 hours after the orders are received.

(6) **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.

(7) **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.

(8) **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).

(9) **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).

(10) **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.

(11) **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.

(12) **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.

(13) **Proceed On Or About (date)**. Travel should commence within a period of 10 days on either side of the given date in the orders. **This phrase is used only in temporary additional duty (TEMADD) orders**.

(14) **Proceed In Time To Report NLT (date)**. Travel is to commence and be completed at such times to ensure the member reports on the specified reporting date. **This phrase is used only in TEMADD 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 no later than 10 days after 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/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-454)	Phone:	DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	BUPERSINST 7040.6 NAVSO P-6034, Joint Federal Travel Regulations, Volume 1 BUPERSINST 7040.7

1. **General Information on Transfers**

a. **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 BUPERSINST 7040.6.

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/Detachment (PERSUPPACT/PERSUPPDET), and all additional activities designated are to receive a copy directly from the order issuing authority. The PERSUPPACT/PERSUPPDET supporting the detaching activity will receive the original letter/message order, or be an action addressee on the letter/message order. The PERSUPPACT/PERSUPPDET 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 and privately owned motor vehicles (if applicable)) **and transportation activities** (regarding personal travel, family member(s) travel, dislocation allowance, and trailer allowance). Normally, the following copies are required:

(1) Four copies including one certified copy of the orders are required by the shipping activity for each transportation.

(2) Three copies for issuance of transportation requests.

(3) Two copies for each transportation activity transporting family member(s).

(4) Two copies for reimbursement of dislocation allowance.

(5) Two copies for reimbursement of family separation allowance.

g. **Last Duty Station is shown on Orders**. To eliminate delays and personal hardship to the member regarding shipment of household goods, 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. **Personnel Support Detachment (PSD)**. Members ordered to a command, which is part of PERSUPPACT, shall be informed as to their ultimate duty station and which PERSUPPDET 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 fifty 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 endorsement to PCSTO is being mailed direct to the ultimate destination.

i. **Misconduct**. Members must cooperate with Shore Patrol and Armed Services Police at all times. Misconduct will be cause for disciplinary action.

j. **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.

k. **Clothing for Flights**. Members traveling aboard government owned or operated aircraft (including Military Airlift Command (MAC) 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 the foreign clearance guide. When civilian clothing is worn, it will be in good taste and not in conflict with accepted attire in the overseas country.

l. **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.

m. **Terrorist Briefing**. The recent series of terrorist hijackings provide clear evidence that DOD members are being singled out as targets for attack. Members traveling to or through a high threat area/airport will be briefed on required and recommended precautionary measures.

n. **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.

o. **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 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, Distribution 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.

a. **Travel Overseas**. Normal mode of PCS travel overseas is by air except when travel by air is medically contraindicated. **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 NAVPERSCOM (PERS-4). If circuitous travel is involved, the complete en route travel itinerary must be included in the justification.

b. **Travel in Continental U.S. (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 NAVSO P-6034 on 1 August 2003. NAVSO P-6034 now states servicemembers will be reimbursed for excess baggage transportation costs when "approved after PCS travel by the order-issuing/authorizing official." NAVSO P-6034 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 two (2) pieces of checked baggage, each piece not to exceed 62 linear inches nor 50 pounds. Military members are authorized one (1) seabag not to exceed 70 pounds, and one (1) piece of checked baggage not to exceed 62 linear inches nor 50 pounds. NAVPERSCOM (PERS-454) will monitor original, modified, and cancelled orders for adherence to these policies. Exceptions for special circumstances must be approved by NAVPERSCOM (PERS-454).

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-455D) 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-455D) will take appropriate action to modify the appropriate ATEXT against the approved UICs in Officer Assignment Information System (OAIS) files; to notify assignment officers and detailers of the additions to, or deletions from, an activity of a clothing allowance authorization; and to 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-455D) will notify the appropriate detailer. NAVPERSCOM (PERS-455D) 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-455D) (Order Support Section).

6. **Execution of Orders**

a. When reserving and obligating PCS travel funds, BUPERSINSTs 7040.6 and 7040.7 require each member to submit NAVPERS 7041/1 (Rev. 12-92), Financial Management-PCS Travel Forms Authorization.

b. PERSUPPDET personnel who servicemembers will provide the members with forms and counseling during check-in and check-out. PERSUPPDET 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	882-4198
			COM	(901) 874-4198
			FAX	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-454)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	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, Officer/Enlisted PCS/TEMDUINS/TAD Fiscal Management Branch (PERS-454C) recommending approval and requesting that an approval of action letter be issued to the member via the CO. NAVPERSCOM (PERS-454C) 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 OPNAVINST 4650.15. 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-454)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	NAVSO P-6034, Joint Federal Travel Regulations (JFTR) 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) NAVPERSCOM, Officer/Enlisted PCS/TEMDUINS/TAD Fiscal Management Branch (PERS-454) **for clarifying/interpreting orders as related to member entitlements and TAD**, or

(2) NAVPERSCOM, Entitlements Branch (PERS-332) **for transportation entitlements/assistance**.

b. NAVPERSCOM (PERS-454) 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-454) for staffing controversial travel and per diem claims.

b. NAVPERSCOM (PERS-454) 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 for Distribution (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-454) 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-454) 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 NAVSO P-6034, volume I; OPNAVINST 4650.15; 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 COM FAX	882-4198 (901) 874-4198 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-454) (PERS-841)	Phone:	DSN COM FAX	 (901) 	882-4198 874-4198 882-2693

References	NAVSO P-6034, Joint Federal Travel Regulations (JFTR)

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 Branch (PERS-841) 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 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 NAVSO P-6034-1.

MILPERSMAN 1320-318

PREPARATION OF STANDARD TRANSFER ORDER (STO) FOR SEPARATION AND HOSPITALIZATION

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**. 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, NAVSO P-6034-1, 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 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 13, Ultimate Destination**

(1) Except in the case of transfer to the Fleet Reserve, retirement, placement on Temporary Disability Retired List, 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 Temporary Disability Retired List, 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 Temporary Disability Retired List, 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. 10-81), Administrative Remarks entry

acknowledging 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, Assistant Commander Navy Personnel Command for Progression, Performance, and Security (PERS-8). 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, Uniformed Service Members (b) SECNAVINST 4650.19C

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), para. U7115-B.

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), para. U4105-A. Also see reference (a), para. U4102-G.

(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 reference (a), para. 5222-D and reference (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 reference (a), para. 5222-D, and reference (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), chapter 4, part G.

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, Uniformed Service Members

1. **Policy**. Entitlement to dependent(s) (hereafter referred to as family member(s)) travel and shipment of household goods (HHG) to the old homeport/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 TO (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 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), para. U5120-F1.

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).

MILPERSMAN 1320-324

PERMANENT CHANGE OF STATION (PCS) PROCEDURES FOR FORWARD DEPLOYED COMMANDS OF THE MILITARY SEALIFT COMMAND

Responsible Office	NAVPERSCOM (PERS-451/454) Military Sealift Command (MSC-N15)	Phone:	DSN COM FAX COM DSN	882-4185 (901) 874-4185 882-2693 (202) 685-5218 325-5128

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 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 the 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 the cognizant MSC 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 the respective MSC (LANTFLT or PACFLT) unless otherwise noted in Exhibit 1. The length of the I-stops will be for 2 working days each, unless extenuating circumstances require a longer period. In these cases, a request to extend the I-stop period must be forwarded from the command via the appropriate MSC 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

MSC PAC (62383)			
UNIT	HULL	UIC	HOMEPORT
DIEHL	T-AO 193	46282	San Diego CA
NARRAGANSETT	T-ATF 167	21014	San Diego CA
NAVAJO	T-ATF 169	43618	San Diego CA
KISKA	T-AE 35	39538	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
SIOUX	T-ATF 171	41936	San Diego CA
TIPPECANOE	T-AO 199	48886	San Diego CA
RAPPAHANNOCK	T-AO-204	48891	San Diego CA
PECOS	T-AO 197	46286	San Diego CA
SHASTA	T-AE 33	43055	San Diego CA
CATAWBA	T-ATF 168	43616	San Diego CA
YUKON	T-AO 202	48889	San Diego CA
CONCORD	T-AFS 5	48599	San Diego CA
NIAGRA FALLS	T-AFS 3	48597	San Diego CA
SAN JOSE	T-AFS 7	48601	San Diego CA
*RAINIER	T-AFS 7	4284A	Bremerton WA
*BRIDGE	T-AOE 10	4285A	Bremerton WA
*I-stop will be PSD Bremerton (43137)			

MSC LANT (62381)			
UNIT	HULL	UIC	HOMEPORT
ARCTIC	T-AOE 8	4283A	Earl NJ
APACHE	T-ATF 172	41930	Norfolk VA
BIG HORN	T-AO 198	46287	Norfolk VA
BUTTE	T-AE 27	42843	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
MOWHAWK	T-ATF 170	41935	Norfolk VA
MT BAKER	T-AE 34	39537	Earl NJ
PATUXENT	T-AO 201	48888	Norfolk VA
SUPPLY	T-AOE 6	4153A	Earl NJ
SIRIUS	T-AFS 8	43701	Norfolk VA
SPICA	T-AFS 9	44291	Norfolk VA
SATURN	T-AFS 10	63674	Norfolk VA
LEWIS CLARK	T-AKE 1	4324A	Norfolk VA

MILPERSMAN 1320-326

PERSONNEL SUPPORT FUNCTIONS FOR NATO SOUTHERN REGION

Responsible Office	NAVPERSCOM (PERS-454)	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 (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 U.S. Navy Element, Allied Forces Southern Europe for 7 days temporary duty (ACC 350) en route to the above UICs.

c. U.S. Navy Element, Allied Forces Southern Europe 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 (PERSUPPDET) 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 (4-96), Department of the Navy Family Care Plan Certificates; NAVPERS 1070/602 (Rev. 7/72), Dependency Application/Record of Emergency Data; and any other required entries.

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1321-020

OFFICER FLIGHT ORDERS (NON-AERONAUTICALLY DESIGNATED)

Responsible Office	NAVPERSCOM (PERS-432J)	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 Flight Crew (DIFCREW) orders by the 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 (PERS-43) approval.

3. **DIFCREW Orders**

a. Orders become effective on the day the member reports to the member's commanding officer 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 DIFCREW 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 DIFCREW 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 DIFCREW Order Letter**.

a. The following sample "DIFCREW 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. **DIFCREW Order Letter** (Use the proper letter format containing the following.)

From: Commanding Officer
To: Commander, Naval Personnel Command (PERS-43)
Via: [Type Commander]

Subj: REQUEST FOR ORDERS TO DUTY INVOLVING FLYING (DIFCREW)

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 DIFCREW:
[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 (Code N1/N4)	Phone: DSN COM FAX	882-9126 (901) 874-9126 882-9151

Governing Directives	COMNAVCRUITCOMINST 5400.2D, Standard Operating Procedures Manual (SOPMAN)

1. **Responsibility as the Commanding Officer**

a. The commanding officer 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 the Chief of Naval Personnel in sufficient numbers to meet the officer and enlisted personnel requirements of the Regular and Reserve components of the United States Navy.

b. The commanding officer 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, and enlistments and reenlistments.

b. Guidance for the recruiting of officers and enlisted personnel is provided in COMNAVCRUITCOMINST 5400.2D.

3. **Collateral Duty or Special Duties**

a. Recruiting personnel should not be assigned collateral duties or special duties such as funeral details, casualty assistance calls officers, line of duty investigations, 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 Recruiting Area 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 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 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-454)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

References	OPNAVINST 5700.7G

1. **Orders for Defense Information School (DINFOS) Broadcast Manager Course (BMC) Students**. DINFOS BMC is a 4-week course that provides training in broadcast management techniques to officers who are assigned to or en route to duties with the Armed Forces Radio and Television Service (AFRTS), Navy Broadcasting at the Naval Media Center, or any Navy Broadcasting Detachment.

a. The course is conducted four times per year at Fort Meade, MD and the AFRTS Broadcast Center in Los Angeles, CA.

b. All permanent change of station (PCS) orders written ordering officers for duty with an AFRTS, Navy Broadcasting at the Naval Media Center, or any Navy Broadcasting Detachment, with temporary duty under instruction (TEMDUINS) en route at Fort Meade, MD or Los Angeles, CA, will include the following text:

> P36053 "EXTRA TRAVEL AND PER DIEM EXPENSES RESULTING FROM (1) TRAVEL TO LOS ANGELES, (2) TRAVEL FROM LOS ANGELES TO NEXT ASSIGNMENT, OR (3) RETURN TRAVEL TO MARYLAND TO RETRIEVE PERSONAL POSSESSIONS ARE APPROPRIATELY CHARGEABLE TO MEMBER'S MPN (TRAVEL) AND O&M,N (PER DIEM) ACCOUNTING DATA."

2. **Officer Flight Orders (Non-Aeronautically Designated)**. Non-aeronautically designated officers who are assigned to duty involving flying will be issued Flight Crew (DIFCREW) orders by Navy Personnel Command (NAVPERSCOM). See MILPERSMAN 1321-020 for detailed information on DIFCREW orders and submission of requests.

3. **Orders Contingent on Agreement to Remain on Active Duty (GREEMAINS)**

a. **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 active duty 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, except for service graduates who will be obligated only to their initial wing obligation.

(2) Pilots and NFOs assigned to a squadron, from an FRS, transitioning to new type aircraft (e.g., F-14 to FA-18), incur the same obligation as above.

(3) Officers ordered to a flying billet involving instructor under training (IUT) incur a 2-year obligation following IUT.

(4) Successful completion of the Naval Strike and Air Warfare's Strike Fighter Tactics Instructor (SFTI) program constitutes agreement to remain on active duty 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 Text (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.

b. **Pilots and NFOs Assigned to Squadrons Transitioning to New Model Aircraft.** All pilots and NFOs assigned to a squadron

who transition to a new model aircraft with the squadron will be obligated for at least 12 months upon completion of training.

c. **TAR Pilots to Initial Training of C-9 and C-130 Aircraft**. Acceptance of orders by TAR pilots for initial training in C-9 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), commencing upon reporting to the ultimate duty station following completion of the transition training.

d. **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 will obligate these officers for 24 months of active duty following completion of training.

e. **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 active duty upon course completion. The agreement will run concurrently with any other OBLISERV previously contracted.

f. **Naval Reactors Staff**. Officers ordered to the staff of Naval Reactors will be issued orders contingent upon a 3-year agreement to remain on active duty. The agreement will run concurrently with any other OBLISERV previously contracted.

g. **Surface Warfare Officer Department Head Course**. Officers executing orders to Surface Warfare Officer Department Head Course will incur an obligation of 2 years active service. The 2-year obligation will commence upon completion of the course and is concurrent with the remaining time required by any prior active duty obligation (PTEXT 73006).

h. **NROTC Instructor Billets**. Officers assigned to instructor billets at Naval Reserve Officer Training Corps (NROTC) units must agree to remain on active duty until the projected rotation date (PRD) established by their orders. This applies to orders written on or after **02 May 97**.

i. **U.S. Naval Academy (USNA) Billets**. Officers assigned to billets at USNA must agree to remain on active duty until the PRD established by their orders. This applies to orders written on or after **02 May 97**.

j. **Strategic Studies Group Assignment**. Officers assigned to the Strategic Studies Group in Newport, RI must agree to remain on active duty for 2 years following the Strategic Studies Group assignment. The agreement will run concurrently with any other OBLISERV previously contracted.

k. **Persons Ordered to Critical Acquisition Positions (CAPs).** Critical acquisition positions, identified by the Additional Qualification Designator (AQD) A*C, are billets which require a member of the Acquisition Professional Community who is a commander (CDR) select or senior. Provisions of the Defense Acquisition Workforce Improvement Act (DAWIA) require that persons assigned to CAPs must remain for 3 years. To ensure incorporation in orders of the required OBLISERV provision, NAVPERSCOM, Professional Acquisition Workforce Management Branch (PERS-447) will specify in OAIS using Personalized Text (PTEXT) 73051, indicating a 3-year tenure from the estimated date of arrival (EDA) is required.

l. **Fire Control Officer (FCO) or Combat Information Center Officer (CICO) 2ND Tour Division Officer Tour Lengths for AEGIS Platforms.** All officers executing orders to AEGIS FCO or CICO billets must agree to serve the entire prescribed tour length of 18 months. Lateral transfer, resignation, or voluntary release from active duty (VRAD) requests will not be approved for dates earlier than the 18-month PRD.

4. **Orders to Officers in Exchange/Loan Programs**. Special security restrictions may apply to officers ordered to exchange or loan program billets, or to officers ordered to Foreign Service colleges. In addition, any such officers must be made aware of their status relative to judicial jurisdiction. Refer to OPNAVINST 5700.7G.

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 “barked” 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 are contained in reference (d).

MILPERSMAN 1331-010

OFFICERS VOLUNTARY EXTENSIONS OF ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN	882-3141
			COM	(901) 874-3141
			FAX	882-2693

References	DODD 1304.19 of 22 Nov 1988

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, qualifications, and the needs of Navy. Extension requests for the sole purpose of enhancing retirement benefits will not be approved. Officers will be notified by official letter, or message when a letter response would not be timely, 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. When reassignment to another continental United States (CONUS) activity is involved, an indefinite extension or an extension to cover a full-length tour as prescribed in MILPERSMAN 1301-104 for the activity or area to which assigned will normally be required.

b. Overseas assignments will require extension to cover Department of Defense (DOD) area tour requirements as prescribed in MILPERSMAN 1300-308.

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) (PERS-482). 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. Release from active duty orders will automatically be issued for the revised projected rotation date (PRD) unless the member advises NAVPERSCOM of any complications.

c. 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 granting of such an extension would necessitate the release of one or more other officers in order to meet service requirements (e.g., courts-martial or administrative board action, service end strength requirements).

(3) If the officer is scheduled for release for cause (e.g., courts-martial or administrative board action).

(4) If the officer's release or retirement is scheduled per established policy or statutory provision (e.g., twice failed for selection for promotion to the next higher grade, or retirement eligible).

(5) 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.

d. 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.

e. In order to allow timely consideration, requests for extensions to cover maternity care must be received in NAVPERSCOM no later than 30 days prior to the officer's release from active duty date as specified in official orders, correspondence, or contract. Officers requesting maternity care extensions are not considered to have volunteered to remain on active duty for the purpose of entitlement to separation pay and the request is considered qualified.

4. **Reserve Officers**

a. Requests for extension on active duty beyond minimum service requirement (MSR) are no longer required for Naval Reserve officers. Absence of a release from active duty (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. These officers can be issued orders and will be obligated to no less than the minimum tour for separation (MTS) outlined in MILPERSMAN 1301-104 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 that 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 officer for service beyond MSR plus any additional service obligations.

NOTE: Officer must still file RAD request 9-12 months prior to MSR.

5. **Chaplain Corps Officers**. Chaplain Corps officers (4105) must have ecclesiastical endorsement from an endorsing agent approved per DODD 1304.19 authorizing extension on active duty.

6. **NAVPERS 1301/1, Officer Preference and Personnel Information (OPPI) Card**. An officer volunteering for an additional period of active service contingent upon assignment to a certain type of duty or location, a specific time period, or being tendered a specific type of contract, is not considered to have volunteered to remain on active duty for the purpose of entitlement to separation pay. The submission of NAVPERS 1301/1, which specifies the desired duration of active service, duty preferences, and locations, should be submitted as required by separate regulations.

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1331-030

OFFICER APPLICATIONS FOR CRYPTOLOGIC DUTY ASSIGNMENT

Responsible Office	NAVPERSCOM (PERS-4410)	Phone:	DSN	882-4079
			COM	(901) 874-4079
			FAX	882-2739

1. **Eligibility**. Officers of the line of the Regular Navy and Naval Reserve are eligible to apply for duty with the cryptologic community.

2. **Qualifications**. A bachelor's degree is required. Although it is desired that individuals requesting cryptologic duty have a bachelor's degree in engineering, science, mathematics, physics, information warfare, or computer science, other fields of study will be considered. Applicants will be judged primarily on the merit of their performance record and other professional qualifications. Additionally, applicants and immediate family members must be citizens of the United States.

3. **Request Procedure**. Applicants volunteering for such duty shall submit a request to their respective assignment officer at Navy Personnel Command (copy to PERS-4410) in accordance with MILPERSMAN 1212-010.

4. **Assignments**. Officers selected for duty with the cryptologic community can expect assignment afloat and ashore in the continental United States and overseas. Cryptologic officers serve in a wide variety of billets in the fields of signals intelligence and information warfare.

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	882-3276 (901) 874-3276 882-2751

1. **Policy**. Each officer eligible for consideration for promotion by a selection board may communicate in writing with the selection board.

2. **Contents of Communication**. The written communication 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 contain a written acknowledgment by the eligible officer that they desire such correspondence be presented to the board. Correspondence without such an acknowledgment is considered third-party correspondence and will be returned. Correspondence that contains classified information will not be accepted.

3. **Correspondence Due Date**. Correspondence must arrive not later than the convening date of the board.

4. **Addresses for Correspondence**

a. **Active-duty list officers and chief warrant officers on the active-status list** shall address correspondence to:

President, Active (appropriate FY, Grade, Line or Staff Corps (as applicable)) Promotion Selection Board
Navy Personnel Command (PERS-80)
5720 Integrity Drive
Millington, TN 38053-8000.

b. **Naval Reserve and TAR officers not on the active-duty list** shall address correspondence to:

President, Reserve (appropriate FY, Grade, Line or Staff Corps (as applicable)) Promotion Selection Board
Navy Personnel Command (PERS-80)
5720 Integrity Drive
Millington, TN 38055-8000.

MILPERSMAN 1420-020

FROCKING

Responsible Office	CNO (N13)	Phone:	DSN	223-2329
			COM	(703) 693-2329
			FAX	224-1189

References	DODD 1334.2 of 12 Feb 2002 SECNAVINST 1412.8 SECNAVINST 1420.1A

1. **Policy**. Frocking policy is established per DODD 1334.2. All officer frocking must be approved by Navy Personnel Command (NAVPERSCOM). Commands may request frocking of individual officers if all of the following prerequisites are met:

a. Selection for promotion has been announced by an ALNAV.

b. The Senate has confirmed the nomination for promotion to that grade. (Also announced by ALNAV. Confirmation applies only to O-4 and above active duty officers. Full Time Support (FTS) and Selected Reserve officers require Senate confirmation of selection to the grades of O-6 and above.)

c. Serving in or ordered to a permanent change of station (PCS) billet for the higher grade and already have detached from the previous position. Additionally, the officer with the permanent change of station orders shall begin serving in the position of the higher grade within 60 days.

d. Billet meets one or more of the following criteria listed in order of precedence (officers may not be rotated to qualifying billets in the same command for the purpose of gaining frocking eligibility).

2. **Criteria to Frock**

a. Refer to the table below for the Navy Frocking Billet Category Priority List.

Priority	Billet Category
1	Billets with the title of Commanding Officer (CO), Commander, or Chief (the latter two intended to apply to flag positions only)
2	Billets with the title of Executive Officer (XO) when selection for command is a prerequisite for assignment (commands where the XO "fleets up" to CO)
3	Billets in direct support of the offices of the President and Vice President of the United States
4	Defense attaché and Naval attaché
5	Formal service school billets where the higher grade is a prerequisite for admission
6	Billets on the Joint Chiefs of Staff
7	Joint duty assignment list billets (JDAL) (JD1 or JD2 coded billets)
8	Billets on the staff of the Office of the Secretary of Defense, including the Assistant Secretaries of Defense
9	Billets on the staff of the Office of the Service Secretaries, including the Assistant Secretaries of the Services
10	Acquisition professional major program manager billets
11	Other billets with the title of XO
12	Billets with the title of Officer in Charge

b. Once the above prerequisites are met, requests for frocking may be sent in writing (using the format in para. 7) as follows:

	Active Duty List Officers	**FTS and Selected Reserve Officers**
Mail	Navy Personnel Command (PERS-4802) 5720 Integrity Drive Millington, TN 38055	Navy Personnel Command (PERS-492) 5720 Integrity Drive Millington, TN 38055
Message	NAVPERSCOM (PERS-4802)	NAVPERSCOM (PERS-492)
Facsimile (FAX)	NAVPERSCOM (PERS-4802), Officer Precedence Branch COMM: (901) 874-2675 DSN: 882-2675	NAVPERSCOM (PERS-492) COMM: (901) 874-2910 DSN 882-2910

3. **Frocking Requests**. Requests must come from the command that is requesting frocking. Requests from individual officers desiring frocking will not be processed. All requests shall include the following:

a. Name/SSN/designator of officer to be frocked.

b. Grade to which frocking is desired.

c. Date Time Group (DTG) of ALNAV which announced the officer's selection for promotion.

d. DTG of ALNAV/NAVADMIN which announced Senate confirmation of the officer's selection. (Required for O-4, O-5, O-6, and O-7 active duty list officers only. FTS and Selected Reserve officers require Senate confirmation of selection only to the grades of O-6 and above.)

e. Command name, UIC, and mailing address.

f. Billet for the higher grade which the officer occupies, or to which the member is ordered which may qualify for frocking. Include the title and billet sequence code.

g. Date frocking is requested to begin.

h. Brief justification paragraph describing how billet fits frocking eligibility and extenuating circumstances for frocking date requested.

i. Point of contact, telephone number, and E-Mail address.

4. **Frocking Approval**

a. Frocking authority for Active Duty List officer, O-6 and below, will be delivered by NAVPERSCOM (PERS-480) via letter. Frocking authority for FTS or Selected Reserve officers will be delivered by NAVPERSCOM (PERS-492) via letter.

b. Flag frocking is controlled by Chief of Naval Operations (CNO) and coordinated directly through Bureau of Naval Personnel (BUPERS) Flag Matters (PERS-00F).

5. **Not Eligible for Frocking**. The following officers will not be frocked:

a. Officers eligible to be frocked who elect not to be frocked, or decline promotion.

b. Enlisted personnel selected for officer appointment.

c. Officers not confirmed by the Senate.

d. Officers who do not meet Navy body fat standards.

e. Officers being considered for removal from a promotion list or who are being considered for delay or withdrawal under SECNAVINST 1420.1A or 1412.8.

6. **Entitlements for Frocked Officers**. The following guidelines apply to frocked officers:

a. A frocked officer has not been promoted, and therefore does not accrue any additional monetary entitlements, gain seniority, accumulate time in the higher grade, nor assume the legal authority of the higher grade.

b. A frocked officer will continue to use the title and wear the uniform of the grade to which selected until actually promoted.

c. Obligated service for the officer is calculated from the promotion date, not the frocking date.

d. A frocked officer is entitled to military identification cards and all privileges for the higher paygrade except entitlements restricted by law.

e. Officers will purchase uniforms at their own expense.

7. **Authority Letter**. Frocking will be delivered to the officer in the following format. A copy of this letter will be filed in the officer's service record and a copy provided to NAVPERSCOM (PERS-4802/PERS-492), as appropriate.

From: Commanding Officer (or appropriate commander)
To: (Grade, Name, SSN of officer concerned)

Subj: AUTHORITY TO ASSUME THE TITLE AND WEAR THE UNIFORM OF (APPLICABLE RANK), U.S. NAVY (OR NAVAL RESERVE)

Ref: (a) (Date and Serial number of letter authorizing frocking of this officer)

1. Per reference (a), you are authorized to assume the title and wear the uniform of a (applicable rank), U.S. Navy (or Naval Reserve). You are entitled to all the privileges of that grade except those restricted by law. Specifically, you are not entitled to pay or other allowances of a (applicable rank), or increased disciplinary powers under Uniform Code of Military Justice, Article 15, until actually promoted.

(Signature)

MILPERSMAN 1420-030

REGULATIONS GOVERNING PHYSICAL EXAMINATIONS FOR PROMOTION OF COMMISSIONED OFFICERS AND COMMISSIONED WARRANT OFFICERS

Responsible Office	NAVPERSCOM (PERS-80)	Phone: DSN COM	882-3276 (901) 874-3276

Governing Directive	SECNAVINST 1412.6K

1. **Policy**. No officer of the Regular Navy or the Naval 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 Naval Reserve, this standard constitutes the physical standard for retention in the Naval 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; or an officer in one of the staff corps of the Navy. "Limited duty" as used here means limited duty in the technical fields as distinguished from limited duty 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.

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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.

(4) Classified as fit for limited duty based on the recommendations of a medical board.

(5) Awaiting final action on the recommended findings of a physical evaluation board 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 the Chief, Bureau of Medicine and Surgery, 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.

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4. **Promotion of Ensigns**

a. CO's 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 SECNAVINST 1412.6K.

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-80)	Phone: DSN COM FAX	882-3276 (901) 874-3276

Governing Directives	The promotion of warrant officers is governed by 10 U.S.C. Sections (578 for active duty and 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	882-3276 (901) 874-3276 882-2751

Governing Directives	SECNAVINST 1420.1A SECNAVINST 1412.8 SECNAVINST 1400.1A

1. **Background**

a. The statutory procedures for promotion selection constitutes a competitive system that requires the selection of the best qualified from a group of generally outstanding officers. Any selection board thus considers a group of highly capable officers. This results in a certain number of individuals failing selection one or more times. Proper and timely counseling of these officers, if initiated by their own request, is required.

b. This article provides guidance for counseling Navy officers who fail to select for promotion to grades CWO-3, CWO-4 and O-3 to O-6.

2. **Counseling Procedure**

a. Navy officers desiring counseling under this article are responsible for initiating counseling requests with their respective assignment officers. 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 not being competitive.

c. Counseling will be provided, when requested, 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 SECNAVINST 1400.1A and SECNAVINST 1412.8) as the officer requesting counseling.

d. Officers receiving counseling should be aware that no one actually on a selection board can state with certainty why one 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.

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1420-060

FROCKING OF ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-811)	Phone: DSN COM FAX	882-3224 (901) 874-3224

Governing Directives	BUPERSINST 1430.16E BUPERSINST 1610.10 OPNAVINST 6110.1E

1. **Background**. Frocking is an administrative authorization to assume the title and wear the uniform of a higher paygrade 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, members may be frocked as follows:

Qualified...	may be frocked...
E-8/9 selectees	upon receipt of selection board results.
E-7 selectees	no earlier than the first advancement increment and after completing the Chief Petty Officer Indoctrination Course.
E-5/6 selectees	upon notification of selection from Naval Education and Training Professional Development and Technology Center or Navy Personnel Command.
E-4 selectees	upon receipt of the Enlisted Status Verification Report/Routing Change Authorization and after completing the Petty Officer Indoctrination 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 may elect not to accept frocking.

d. Frocked members are entitled to military identification cards and certain privileges of the higher paygrade, i.e., clubs, messing, berthing, housing, and parking, except as restricted by law.

e. The weight limit for shipment of household goods on permanent change of station orders is the weight limit authorized for the permanent paygrade, not the frocked paygrade.

f. Any administrative or punitive action, e.g., reduction in grade, is based on the member's permanent paygrade.

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. Commanding officers may not frock members who do not meet the physical fitness/weight/body fat requirements per OPNAVINST 6110.1E and NAVADMIN 012/99.

j. All diary entries and pay action documents shall reflect the permanent paygrade. Performance evaluations shall be prepared in the member's frocked paygrade per BUPERSINST 1610.10.

4. **Procedures for Frocking**

a. To effect frocking, make entries on NAVPERS 1070/613, Administrative Remarks as follows:

(DATE): "Selectee for advancement to [rate and paygrade] from participation in (Cycle [#]) Navy-wide examination held in [month, year] and frocked to that rate per BUPERSINST 1430.16E."

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 paygrade.
I further understand that the frocked paygrade is effected at my option and 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.

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), SSN]

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 paygrade for which you have been selected.

4. Congratulations!

(Signature)

MILPERSMAN 1426-010

PERMANENT APPOINTMENT TO ACTIVE DUTY CHIEF WARRANT OFFICER AND LIMITED DUTY OFFICER STATUS

Responsible Office	NAVPERSCOM (PERS-4801G)	Phone:	DSN	882-3170
			COM	(901) 874-3170
			FAX	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.

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1427-010

PRECEDENCE AMONG ENLISTED MEMBERS

Responsible Office	NAVPERSCOM (PERS-811)	Phone:	DSN COM	882-3224 (901) 874-3224

1. **Policy**. 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) 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.

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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.

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1430-010

ACCELERATED ADVANCEMENT OF RECRUIT TRAINING AND CLASS "A" SCHOOL GRADUATES

Responsible Office	NAVPERSCOM (PERS-811)	Phone: DSN COM	882-3224 (901) 874-3224

Governing Directives	OPNAVINST 6110.1D BUPERSINST 1430.16D

1. **Policy**. The Accelerated Advancement Program provides an opportunity for graduates of certain Class "A" schools (other than the Advanced Electronics Field (AEF), Advanced Technical Field (ATF), or Nuclear Field (NF) programs) to elect accelerated advancement to petty officer third class without competing in a Navy-wide advancement examination.

2. **Advancement of Number One "A" School Graduate to Higher Pay Grade**. Training school CO's are authorized to advance the number one "A" school graduate to the next higher pay grade not to exceed E-3. Time-in-rate (TIR) requirements for the purpose of this advancement are waived. Effective date of advancement will be the date of graduation. Furthermore, the number one student may also be included as a candidate for accelerated advancement to E-4 as specified below in "Advancement to Pay Grade E-4." Those 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 according to article 301.12 of the BUPERSINST 1430.16P Advancement Manual.

3. **Recommendation of Top 10% "A" School Graduates for Accelerated Advancement Program**

a. Training school CO's may recommend the upper 10 percent of the qualified candidates in each "A" school graduating class for the Accelerated Advancement Program. Members recommended must elect to participate in the program before or upon graduation from "A" school. Members electing the program will sign a NAVPERS 1070/613, Administrative Remarks (Page 13), entry indicating agreement to incur obligated service as follows:

b. 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 TARs and reservists, an extension of active duty or enlistment in the regular Navy) per MILPERSMAN 1430-010. I must complete all other advancement requirements (except TIR) and be recommended by my commanding officer."

c. Naval 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."

d. A member whose present enlistment, or enlistment as extended, does not provide sufficient active obligated service will execute a NAVPERS 1070/621, Agreement to Extend Enlistment, entering the reason for extension as follows: "Advancement to petty officer third class per MILPERSMAN 1430-010. I understand this extension becomes binding upon advancement and may not be canceled except as per MILPERSMAN 1430-010." If member has previously executed an extension that does not provide the required total active service and that extension is not operative, it may be canceled citing this article as authority.

4. **Accelerated Advancement of Recruit Training**. Commanding officers of recruit training commands may advance the top 10 percent of each graduating class to the next higher pay grade (E-2 or E-3). 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 according to BUPERSINST 1430.16D (ADVMAN), Article 301.12.

5. **Accelerated Advancement Program Candidate Requirements**

a. Candidates must meet body fat and physical readiness standards of OPNAVINST 6110.1D and successfully complete the Military Requirements for PO3 Correspondence Course, Personnel Advancement Requirements, and the Petty Officer Indoctrination Course, prior to advancement.

b. Candidates must be U.S. citizens to be advanced in a rating listed in BUPERSINST 1430.16D as requiring access to classified information.

6. **Abeyance of Accelerated Advancement**. The accelerated advancement will be held in abeyance for 4 to 10 months from the date of "A" school graduation. The candidate's commanding officer 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 PCS leave on TEMDU prior to reporting. The advancement must be effected within 10 months of graduation. For those members who were working in their new rating in the fleet and attended "A" school on TAD orders, the commanding officer may waive the 4-month waiting period.

7. **Advancement to Pay Grade E-4**

a. Accelerated advancement to pay grade E-4 may be effected for qualified candidates whether or not a member is serving in pay grade E-3. Those personnel graduating in the upper percent, recommended for accelerated advancement, are not advanced to E-3 upon graduation unless all other requirements, including time-in-rate, are met. However, time-in-rate requirements may be waived for the number one graduate of each "A" school class as stated above in "Advancement of Number One "A" School Graduate to Higher Pay Grade."

b. 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 or extended drilling obligation.

c. For those members who were designated under the 5-year Obligor Program, they are required to extend an additional year for the Accelerated Advancement Program to E-4 per MILPERSMAN 1160-080.

8. **TIR Date**. TIR date is 1 January for those members advanced to pay grade E4 between 1 January and 30 June; TIR date is 1 July for those advanced between 1 July and 31 December.

9. **CO Administrative Responsibilities**.

a. Commands will ensure submission of Diary Message or Source Date System M63 event for advancement to E-4.

b. If a candidate's advancement is not effected by the end of the 10-month period from "A" school graduation, the commanding officer must make a Page 13 entry stating the reason why the accelerated advancement was not effected and cancel the agreement for additional obligated service.

10. **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 seal training.

11. **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.

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MILPERSMAN 1430-020

ADVANCEMENT AFTER REDUCTION IN RATE

Responsible Office	NAVPERSCOM (PERS-81)	Phone:	DSN COM FAX	882-3224 (901) 874-3224 882-2771

Governing Directives	Uniform Code of Military Justice (UCMJ), Articles 15(d) and 15 (e) 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 Articles 15(d) and 15(e) of the UCMJ, are subject to the normal advancement system unless they are considered by their commanding officers 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 the Navy Personnel Command (NAVPERSCOM) when a request for restoration is received. Requests for members who have been convicted of multiple offenses under the UCMJ, or have been reduced in rate as a result of a vacated, previously suspended sentence; reduced more than one pay grade 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 may submit a letter of request to NAVPERSCOM (PERS-811 or PERS-913 for Reserve personnel) via their commanding officer. 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 commanding officer'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 commanding officer may deny the request with no further action required.

c. If reduction-in-rate occurred as a result of judicial or nonjudicial punishment, commanding officers 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 pay grade E-2 or E-3 is provided for in Article 807e of BUPERSINST 1430.16D.

MILPERSMAN 1440-010

CHANGE IN RATING, AUTHORIZATION

Responsible Office	NAVPERSCOM (PERS-4811)	Phone: DSN COM FAX	882-3205 (901) 874-3205 882-2623

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 rating for which they have greatest aptitude and interest. To 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. 1-30), Enlisted Personnel Action Request, last three evaluations, and the Armed Services Vocational Aptitude Battery (ASVAB) scores. Additional required documentations for a particular rating are listed on the later paragraphs of this article.

2. **Service Requirements**

a. Applicants must:

(1) Be an enlisted member of 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) via Commanding Officer, Navy Reserve Personnel Center (NAVRESPERSCEN) (N30), New Orleans, LA 70149. 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 or below. Commanding officers (COs) are urged to carefully consider requests for change in rating of a petty officer first class before making favorable endorsement, since these members have gained valuable experience and training in their present rating. First class petty officers that are approved for change of rating must be able to carry out duties and responsibilities of a first class petty officer in new rating with a minimum of training.

(3) Be eligible in all respects for transfer. 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 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 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 non-judicial 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 (nondesignated personnel) may be done at the command level with the CO’s approval, at a member’s request, provided that; (1) a greater need exists in desired apprenticeship, (2) a valid billet exists within command, and (3) 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 PN3). 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) via CO, NAVRESPERSCEN (N30), New Orleans, LA 70149.

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):

(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 and DTs 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) For 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 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 paragraph 16e(1) 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 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, or NAVPERSCOM (PERS-4011) will direct administrative separation (ADSEP) processing under MILPERSMAN 1910-156.

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 administrative separation 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) via NAVRESPERSCEN (N30). 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-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 Navy Personnel Command:

(1) (NAVPERSCOM (PERS-481)) Forced conversion to an alternative rating not requested by the member.

(2) (NAVPERSCOM, Enlisted Community Management Branch (PERS-4011)) Direct administrative separation 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 paragraph 16 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 (RP)** ratings are detailed in paragraphs 11-13 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.

c. Nuclear trained personnel 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, or NAVPERSCOM (PERS-4011) will direct ADSEP processing under MILPERSMAN 1910-156.

10. **Religious Program (RP) Specialist 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 Armed Service Vocational Aptitude Battery 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-R (FTS) applicants approved for conversion into RP rating will normally be delayed 6 months to allow NAVRESPERSCEN 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 paragraph 9 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.

g. **Governing Directives**. References (b)and (c).

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.

MILPERSMAN 1440-020

CONVERSION TO THE NAVY COUNSELOR (NC) RATING (LESS CAREER RECRUITER FORCE (CRF))

Responsible Office	COMNAVPERSCOM (PERS-811)	Phone: DSN COM FAX	882-3205 (901) 874-3205 882-2623

Governing Directives	BUPERSINST 1001.39C BUPERSINST 1430.16D, Advancement Manual (ADVMAN) BUPERSNOTE 1418 NAVPERS 15909F, Enlisted Transfer Manual (ENLTRANSMAN)

1. **Background**

a. The NC rating (less CRF) assists commands in organizing and implementing an aggressive enlisted retention program. NCs or Command Career Counselors (CCCs) are the command's principle advisors on policies and regulations related to Navy career planning matters. They evaluate enlisted retention programs within their own command or subordinate commands; supervise and coordinate interviewing and counseling efforts, provide primary technical assistance supporting other members of the command's retention team; maintain awareness of revisions and innovations in retention programs through access to Navy directives, reference materials, experience, and training; counsel individuals and give presentations to civic groups, naval personnel and their family members on the advantages of career opportunities in the Navy; and establish and maintain liaison with Navy public affairs officers and local media. The distinct purpose and nature of duties involved in the NC rating and CCC program require strict adherence to eligibility criteria, procedures, and policy for assignment to duties as CCC or conversion to NC rating.

b. USNR-R applicants should request change of rating per BUPERSINST 1001.39C. The CCC program provides for assignment of personnel in ratings other than NC to perform full time CCC

duties. Screening procedures for converion to NC are contained in NAVPERS 15909F, Chapter 9.

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2. **Service Requirements**

a. Applicants must

(1) be a first class petty officer (USN or USNR) or an exceptionally well qualified second class petty officer serving on second or subsequent enlistment; if petty officer second class, be eligible in all respects to compete for advancement to paygrade E-6.

(2) be eligible under BUPERSINST 1430.16D and current BUPERSNOTE 1418 and be recommended by their commanding officer (CO) for participation in the NCI Navy-wide examination.

(3) be within 1 year of completing the minimum activity tour (MAT); prescribed sea tour, or Department of Defense (DOD) tour, as appropriate. If approval for conversion is granted, the effective date of conversion will coincide with MAT, prescribed sea tour, or DOD tour completion date.

(4) have a minimum of 36 months obligated service remaining on current enlistment from date of conversion to NC rating.

b. USNR-R applicants approved for conversion to the NC rating must agree to recall to active duty for a period of 36 months with the Regular Navy, from date of advancement or conversion.

c. E-6 applicants approved for conversion to NC 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) (PERS-811) to have the conversion reconsidered at the E-7 paygrade.

d. E-5 applicants will be conditionally approved for conversion pending results of the NC1 Navy-wide advancement examination. Applicants selected for advancement will convert to NC1. **Conversion to NC2 is not authorized**. Authorization for conversion via the Navy-wide advancement exam is valid for the next two exam cycles. Members may be authorized to participate in a third advancement exam if not advanced from the first two

with approval from NAVPERSCOM (PERS-811). Requests must include a CO's endorsement and any evaluations submitted since member's original NC conversion package.

e. Personnel currently serving on an enlistment or extension of enlistment for which a Selective Reenlistment Bonus (SRB) was paid must be within 6 months of expiration of active obligated service (EAOS) to request conversion to NC.

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3. **Other Eligibility Requirements**. Applicants must

a. be highly motivated for assignment within the career counseling field; **must have at least 1 year previous experience as CCC or departmental/divisional career counseling petty officer.**

b. have clearly demonstrated excellence in judgment, initiative, flexibility, objectivity, and leadership ability by having obtained willing performance from subordinates.

c. have an excellent command of the English language, both verbal and written. The candidate should also be persuasive in conveying ideas and have the ability to converse intelligently on Navy and general subjects.

d. have no history of drug abuse or excessive use of alcohol.

e. have a clear record, free from conviction by courts-martial, civil court (except for minor, non-repetitious traffic offenses), or nonjudicial punishment during the previous 3 years. Member must be military in bearing and deportment and meet Navy's physical readiness standards.

f. indicate stability in personal affairs without a history of severe domestic or personal problems, or chronic indebtedness.

g. be interviewed and recommended by the CO (use screening checklist, NAVPERS 15909F, Chapter 9, Figure 9A). Willingness to have member serve as his/her CCC should be stated. Personnel desiring conversion to NC rating shall be interviewed by an NC from the immediate superior in command (ISIC) or force retention staff, and the parent CCC (if applicable) with recommendations to the CO.

h. have an ASVAB test score of VE+AR=105 (minimum AR of 50).

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4. **Application Procedures**. Requests for conversion to the NC (less CRF) rating will be reviewed by the rating sponsor (Chief of Naval Operations (CNO) (N130J)). Each applicant's motivation, qualifications, and potential to succeed as a NC will be considered, as well as Navy's needs and the need for additional NCs. Service needs will take precedence. CNO (N130J) will make recommendations, via member's present rating Enlisted Community Manager (ECM) and the NC rating ECM, to NAVPERSCOM (PERS-811) regarding applicant's suitability for conversion to the NC rating. When eligibility criteria is met, **submit**

a. formal letter of application to NAVPERSCOM (PERS-811) via (1) CO, and (2) Echelon 2 command, providing the following supporting documents:

(1) Current black and white 4"x5" photographs (full front and left side profile) in the dungaree or summer white uniform.

(2) Copies of performance evaluations covering the last 3 years.

(3) Certified copy of NAVPERS 1070/604, Navy Occupation/Training and Awards History, indicating completion of all advancement requirements for NC, including NC RTM and NC PARS.

(4) NAVPERS 1306/7, Enlisted Personnel Action Request.

(5) CO screening checklist, NAVPERS 15909F, Chapter 9, Figure 9C.

(6) USNR-R personnel must attach a copy of NAVPERSCOM (PERS-812) authorization for recall to active duty USN and a copy of NAVPERS 1070/613, Administrative Remarks, agreeing to obligate for 36 months upon conversion to NC rating.

b. letter endorsement from ISIC or Force Navy Career Counselor and CCC (if applicant not currently assigned as CCC). A letter of endorsement from the Command Master Chief (CMC) is strongly encouraged, but not required.

5. **E-5 Selectees**

a. Upon approval, E-5 selectees will be authorized to participate in the next two NC1 Navy-wide examination cycles. A copy of the approved message will be provided to Naval Education and Training Program Development Center, Pensacola, FL to validate examination(s). Those personnel who are not advanced from the next two NC1 examinations will not be converted to NC. E-5 selectees may apply to NAVPERSCOM (PERS-811) via the CO for authorization to take a third advancement examination.

b. E-5 selectees will be designated as "prospective NCs" (NEC 2199) for detailing purposes. Orders for duty in a valid NC billet will be via training at the Command Career Counseling Course, Norfolk, VA or San Diego, CA. Members will execute a NAVPERS 1070/613 stating they understand that failure to successfully complete en route training will result in immediate reversion to their original rate and paygrade, or to another undermanned rating listed in the current Career Reenlistment Objectives (CREO).

6. **E-6 Selectees**. E-6 personnel selected will be converted upon successful completion of the CCC course (A-501-0011) or directly converted if they have already completed the school.

7. **Forced Conversions**

a. Forced conversions into the NC rating **will not** be considered. **No waivers will be authorized.**

b. Personnel terminated from CRF are not eligible for reversion/conversion to the NC rating.

8. **No Fault Reversion/Conversion**. Requests for reversion of personnel whose suitability for continued service in the NC rating is questionable should be sent to NAVPERSCOM (PERS-811). 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 rating and be adequately supported, in fact, by enclosures (e.g., evaluations, counseling sheets, witness statements, documentary evidence, etc.). Unsuitability

includes, but is not limited to, failure to maintain eligibility as outlined in "Service Requirements" and "Other Eligibility Requirements" above.

MILPERSMAN 1440-030

CONVERSION TO THE ILLUSTRATOR-DRAFTSMAN (DM) RATING

Responsible Office	CNO (N13)	Phone:	DSN	224-6863
			COM	(703) 614-6863
			FAX	224-6502

1. **Background**. The DM rating is available to personnel interested in various types of drawings and artwork. There is no "A" school or any other formal training for this rating. Accessions into this rating are through lateral conversion only (paygrades E-5 and below).

2. **Eligibility**. All applicants for the DM rating must

a. have normal color perception and vision correction to 20/20.

b. demonstrate the basic skills and aptitude necessary to succeed in the rating by completing a portfolio of artwork.

c. be a U.S. citizen, eligible for a security clearance.

3. **Application**

a. Active duty members in paygrades E-5 and below requesting conversion to DM will submit a NAVPERS 1306/7, Enlisted Personnel Action Request and a portfolio to USJFCOM JO2HQ Graphics.

b. The DM rating portfolio package checklist:

_____ Cover letter from the member's commanding officer certifying that the portfolio is the member's own work.

_____ Copy of any transcripts of completed graphic arts schooling and computer graphics classes (post high school).

_____ A broad range of a maximum of 12 samples of work that are no more than 2 years old, to include:

- freehand lettering
- freehand drawing
- cartooning
- third angle projection
- perspective
- figure drawing
- paste-up samples
- poster work
- computer graphics artwork

c. Applicants are encouraged to combine some of these works; for example, cartooning, lettering, and color. There should be a table of contents listing all artwork and category. All work should have cover sheets and be mounted on the same size illustration board. Overall size of the work should generally not exceed 11 x 14 inches. The portfolio should be placed in a reasonable carrying case. Attention to detail and neatness are critical to a successful portfolio. Offensive, distasteful, or sexually explicit drawings shall not be included in the portfolio.

d. Applicants should include a self-addressed envelope with the package submission to allow for the return of the portfolio.

e. Mailing address for portfolio submission:

JO2HQ GRAPHICS
USJFCOM
1562 Mitschner Avenue, Suite #200
Norfolk, VA 23551
Attn: Senior Navy DM

f. Applicants may resubmit portfolios, but no more than twice in any 12-month period.

g. Applicants will be notified of the status of conversion by Navy Personnel Command (PERS-811), Lateral Conversions Office.

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1440-040

NO FAULT REVERSION TO FORMER RATING

Responsible Office	NAVPERSCOM (PERS-811)	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, Enlisted Personnel Action Request, should be submitted from the member to Navy Personnel Command (NAVPERSCOM) (PERS-811) 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-811) 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.

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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 1440-050

IDENTIFICATION OF STRIKERS

Responsible Office	NAVPERSCOM (PERS-811)	Phone:	DSN COM FAX	882-3224 (901) 874-3224 882-2771
	NAVPERSCOM (PERS-812)		DSN COM FAX	882-4541 (901) 874-4541 882-2675

Governing Directives	BUPERSINST 1430.16E COMNAVRESCRUITCOMINST 1133.1A OPNAVINST 5112.6C NAVPERS 15909F, Enlisted Transfer Manual (ENLTRANSMAN) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards DOD 7000.14-R, Department of Defense Financial Management Regulation (DODFMR)

1. **Purpose**. The specific purpose of the striker identification is to

a. provide a means for identifying strikers in intra-Navy correspondence, records, and documents;

b. regulate the assignment of striker identification on a uniform basis throughout the Navy and the Naval Reserve; and

c. provide a means for controlling the number of strikers in a specific rating when such action is necessary.

2. **Definition**

a. A striker identification is defined as the part of a rate abbreviation that identifies significant skills gained by a member as a result of either formal classroom training or on-

the-job training (OJT) experience, coupled with rate change authorization from Naval Education and Training Program Development and Technology Center (NETPDTC). The identification is added to the abbreviation of a member's rate to form the complete rate abbreviation. Examples:

(1) A Seaman Apprentice (SA) who successfully completes the Operations Specialist (OS) Class "A" school would be identified as an OS striker by the rate abbreviation OSSA.

(2) An Airman (AN) who demonstrated significant mastery of the Aviation Electronics Technician (AT) rating through OJT experience and competition in the Navy-wide advancement examination process could be awarded the rate abbreviation ATAN.

b. Members in the general apprenticeship at paygrades E-1, E-2, and E-3 are identified as strikers for ratings for which they have received formal school training, or through competition in the Navy-wide advancement examination process after demonstrating significant qualification or knowledge via OJT experience.

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3. **Advancement of Strikers**. Designated strikers are eligible for advancement only in their rating unless specifically granted a waiver by Navy Personnel Command (NAVPERSCOM) (PERS-811) (or PERS-812for Naval Reserve personnel (Training and Administration of Reserves (TAR)), Active Duty for Special Works (ADSW)/One-year Recall (OYR), and drilling Naval Reservists).

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4. **OJT Experience**. Commanding officers (COs) should ensure that personnel who have not had the benefit of formal schooling are afforded an opportunity to gain OJT experience in one of the ratings listed as "OPEN" in the current Career Reenlistment Objectives (CREO) NAVADMIN, or for drilling naval reservists, Category A or B in the Naval Reserve Enlisted Career Management Objectives (ECMO) ALNAVRESFOR.

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5. **Restrictions to Entry through OJT and Examinations**. The following restrictions apply for entry into ratings through OJT and competition in Navy-wide advancement examinations:

a. Commanding officers may not assign striker identification without NETPDTC authority following advancement

examination. Striker designation is based on Final Multiple Score (FMS) and quotas set up by NAVPERSCOM or Commander, Naval Reserve Force for drilling Naval Reservists.

b. Commanding officers are encouraged to recommend personnel for advancement into ratings included in the allowance of their unit.

c. For Naval Reserve personnel, approval is required for members who desire entry into a rating not in the allowance of the unit. Requests should be sent to NAVPERSCOM (PERS-812).

d. Members must be physically qualified for the rating per NAVPERS 15909F, have sufficient obligated service for ratings listed in MILPERSMAN 1160-080, and have met all eligibility requirements for taking the E-4 advancement examination as set forth in BUPERSINST 1430.16E and the NAVADMIN governing the current advancement cycle.

e. Members should work in their specific rating area for a period of at least 6 months prior to participating in the advancement examination.

f. The member's general apprenticeship normally will be in the proper path of advancement for the rating concerned per NAVPERS 18068F (e.g., ANs enter aviation ratings, Firemen (FNs) enter engineering ratings, etc.). Commanding officers should carefully weigh all the advantages and disadvantages before authorizing out-of-path advancement examinations, especially if striking for a CREO 3 or ECMO Category C rating for drilling Naval Reservists. Requests to strike for a CREO 3 or ECMO Category C rating should only be considered if member has considerable experience in the requested rating because of the limited advancement and reenlistment opportunities available for those ratings. Commanding officers should not encourage personnel to work in, or strike for, CREO 3 or ECMO Category C ratings.

g. Nondesignated personnel will not be permitted to participate in the E-4 advancement examination for any rating listed as "CLOSED" in the most current CREO NAVADMIN or ECMO ALNAVRESFOR for drilling Naval Reservists. "A" school requests should be submitted to NAVPERSCOM (PERS-4010S). For drilling Naval Reservists, ratings listed as "CLOSED" or "A" school required must be approved by NAVPERSCOM (PERS-812) prior to participation in the Navy-wide examination for that rating.

Nondesignated 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. Likewise, once a member participates in an advancement examination, he/she may not request an "A" school for a different rating until the results of the Navy-wide advancement examination are released.

h. Nondesignated personnel must get authorization from NAVPERSCOM (PERS-811) to participate in the E-4 advancement examination for any rating listed as "Approval Required" in the "Rating Entry for General Apprentices and Career Reenlistment Objectives" messages. Requests may be submitted via NAVPERS 1306/7, Enlisted Personnel Action Request, or message. Armed Services Vocational Aptitude Battery (ASVAB) scores must be included in the request.

i. Commanding officers are authorized to designate Seaman (SN) as Boatswain's Mate Seaman (BMSN) if the individual is fully qualified to participate in the next Navy-wide BM3 advancement examination, and if the number of designated strikers onboard does not exceed the current vacant BM3 billets onboard.

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6. **Administrative Requirements**

a. Personnel selected for advancement to petty officer third (PO3) will be designated as strikers effective 1 June from the March examination, and 1 December from the September examination, regardless of the actual date of notification from NETPDTC. Diary Message Reporting System (DMRS)/Source Data System (SDS) entries are not required.

b. For those individuals who are not selected for advancement, notification of striker identification status may be made by NETPDTC following the advancement examination by Rate Change Authorization (RCA), data mailer, message, or letter. Designation without authority from NETPDTC is not authorized. For those selected for striker identification, striker designation will be effective 1 June from the March examination, and 1 December from the September examination, regardless of the actual date of notification from NETPDTC. DMRS/SDS entries are not required.

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7. **Removal of Striker Designation**

a. NAVPERSCOM (PERS-811) (PERS-812 for TAR/ADSW/OYR and drilling Naval Reservists) must approve all striker designation removals. Situations that could warrant removal of striker designation include insufficient progress or demonstrated lack of proficiency in the rating, medical disqualification, Personnel Reliability Program (PRP) disqualification, etc. Professional incompetency must be fully documented in the individual's service record along with an unsatisfactory performance evaluation in "professional performance." Removal of striker designation is not intended to serve as a punitive measure. Commands invalidating examinations for candidates who have received striker designation can only remove striker designation with approval from NAVPERSCOM (PERS-811) (PERS-812 for Naval Reserve personnel).

b. If a member is designated upon graduation from Class "A" school and reports to a new command where it is discovered that the member does not have sufficient obligated service per NAVPERS 15909F, articles 7.033 and 7.034, notify NAVPERSCOM (PERS-811) (PERS-812 for TAR personnel) for authority to remove the striker designation, if deemed appropriate by NAVPERSCOM (PERS-811 and PERS-812).

c. Strikers reduced in rate for disciplinary reasons will retain their striker identification. Strikers reduced in rate for professional incompetency may have their striker identification removed after authority is received from NAVPERSCOM (PERS-811) (PERS-812 for Naval Reservists). A petty officer reduced to paygrade E-3 or below for disciplinary reasons will be assigned the striker identification of the former rating.

d. Members in the Postal Clerk (PC) rating who are reduced in rate for mishandling postal funds will not retain the PC striker identification (for additional circumstances or reasons warranting removal of the PC designation, refer to OPNAVINST 5112.6C). Members in the Disbursing Clerk (DK), Ship Services (SH), or Mess Management Specialist (MS) ratings reduced in rate for mishandling of funds, committing fraudulent acts, or theft involving government property shall not retain their designations in the rating. For all cases requiring striker designation removal, supporting documentation must be forwarded

to NAVPERSCOM (PERS-811 and PERS-812) for review and authorization.

e. If members received an enlistment bonus/Selective Reenlistment Bonus (SRB) for a rating/Navy Enlisted Classification (NEC) and subsequently had their striker identification removed, DOD 7000.14-R requires cancellation and recoupment of the unearned bonus amount.

f. Removal of striker designation shall be requested by sending a letter or NAVPERS 1306/7 to NAVPERSCOM (PERS-811) (PERS-812for Naval Reservists). Documentation must be included to support striker designation removal.

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8. **Assignment of Striker Designation**. Members who are identified as strikers become a part of the specific rating on a Navy-wide basis. This has a direct effect on the number of personnel available for assignment to the duties of each rating and the distribution of available personnel resources among the ratings. To ensure optimum distribution of available personnel resources among the ratings, Chief of Naval Personnel exercises direct control over the assignment of striker designations. This control is exercised via the most current CREO NAVADMIN, or ECMO ALNAVRESFOR for drilling Naval Reservists, and the competitive advancement examination process. Additional control is exercised by adjusting the number of Class "A" school quotas allocated to each rating to accommodate the projected long term requirements for petty officers in each rating. The effect of these control mechanisms is that a general apprentice has the best prospect of rating identification when assigned and working in an "OPEN" or ECMO Category A rating projected to have good advancement opportunity.

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9. **Reenlistment Under Continuous Service Conditions**. Members reenlisted under continuous service conditions will retain striker identifications. Those reenlisting under broken service conditions shall not retain striker identification except as authorized by COMNAVRESCRUITCOMINST 1133.1 for drilling Naval Reservists.

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10. **Change of Rating**. Change of rating for members who are already identified strikers will be accomplished per MILPERSMAN 1440-010. Identified strikers may not request to have their striker designator removed based solely on lack of interest in their current rating or in order to participate in a Navy-wide advancement examination for a different rating.

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	882-4094
			COM	(901) 874-4094
			FAX	882-2682/80

1. **Policy**. 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 the Chief, Bureau of Medicine and Surgery (BUMED). Announcements of the various education and training programs are made by BUMED.

2. **Application and Selection**. Procedures for application and selection of members are published in BUMED instructions.

3. **Training Development**. Duration and types of education and training are based on the recommendations of training advisory boards as approved by BUMED.

MILPERSMAN 1510-020

CAREER SCHOOLS LISTING (CSL)

Responsible Office	NAVPERSCOM (PERS-811)	Phone:	DSN	882-3215
			COM	(901) 874-3215
			FAX	882-2623

1. **Purpose**

a. The Career Schools Listing (CSL) provides a listing of courses of instruction that will establish eligibility for automatic advancement to petty officer second class. Automatic advancement is applicable to the following programs: Selective Training and Reenlistment (STAR) and Selective Conversion and Reenlistment (SCORE).

b. To be eligible for automatic advancement to E-5 under STAR/SCORE, the "C" school or "C" school package that the member has completed or will complete must be listed on the CSL on the date member reenlists. Refer to the latest NAVADMIN for additions and/or deletions.

2. **Time in Rate**. Time in rate for personnel advanced based on completion of a CSL school will be shown under the guidelines applicable to STAR reenlistees (MILPERSMAN 1160-100).

3. **Categories of Schools**. The CSL schools listed below are in two categories depending on whether the individual is or is not submarine/nuclear qualified.

4. **Schools for Those Not Submarine/ Nuclear Qualified**

a. Class "C" schools for members not submarine or nuclear qualified:

NEC	Course Title	Course Number
6701	Advanced Avionics Integrated Computer Course	C-100-2012
	EM Electrician's Mate	A-662-0017
8427	HM Fleet Marine Force Reconnaissance Corpsman (CDP-429R)	A-431-0076
8493	HM Medical Deep Sea Diving Technician (CDP-3365)	A-433-0020
	PR Aircrew Survival Equipmentman	C-602-2040
0410 (Notes 1 & 2)	MN AN/SLQ-48 (V) Mine Neutralization Systems Operator/Maintenance Technician	J-647-0931
0490 (Notes 1 & 2)	MN AN/SQQ-32 Minehunting Sonar Maintenance Technician	J-130-2565
1101 (Note 1)	FC Fire Control Systems MK-92 MOD 6 CORT Technician	A-113-0217
1428	ET Small Combatant Communications Electronic Subsystems Technician	A-101-0217
1568 (Note 1)	ET AN/TPX-42A (V) 13 Shipboard DAIR Maintenance Technician	C-103-2055
1571 (Note 1)	ET AN/UPX-29 (V) Ship Systems Maintainer	S-102-0209
1671 (Note 1)	FC/DS CG-26/CGN-38/DDG-20/ FFG-7/LHA-1 Class Computer Technician	A-150-0135
1681 (Note 1)	FC/DS FFG-7 Class Display Equipment Maintenance Technician	A-150-0136
5350	Special Warfare Combatant Crewmember	K-060-0030

NOTE 1: Because this NEC is sea intensive, member must complete minimum activity tour (24 months) at sea immediately following successful completion of course.

NOTE 2: Only Minemen with this NEC are eligible.

b. Special warfare EOD and diver class "C" schools:

NEC	Course Title	Course #
	Basic Underwater Demolition SEAL BUDS Training	A-431-0024
	Explosive Ordinance Disposal Basic Navy	A-431-0011
	Diver Second Class	A-433-0022
	Explosive Ordinance Disposal Assistant Navy	A-431-0069

c. Class "C" school package (successful completion of entire package required for automatic advancement):

NEC	Course Title	Course #
5932	BU Basic Underwater Construction Technician Package -	
	Diver Second Class	A-433-0022
	and	
	Basic UCT	A-433-0022
	HM Special Operations Technician Package -	
	Basic Underwater Demolition SEAL-BUDS Training	A-431-0021
	and	
	HM Special OPS Technician	A-431-0021

5. **Schools for Those Submarine/Nuclear Qualified**. Schools for members qualified in Submarine or Nuclear fields:

NEC	Course Title	Course #
EM-3376	Radiological Control Maintenance	S-661-1023
EM-3354/84	Nuclear Propulsion Plant Operator-Electrician	A-661-0013
EM-3377	Nuclear Planner Operation	S-661-1022
EM-4252/4752	Electrolytic Oxygen Generator (MOD 6L16) and Maintenance Technician	A-652-0050
EM-4262	Electrolytic Oxygen Generator (MOD 7L16)	A-653-0051
ET-14CM	SSN Radio Frequency (RF) Equipment Technician	A-101-0291
ET-14EM	SSN ESM Equipment Maintenance Technician	A-233-0117
ET-14NM	Navigation Equipment Maintenance Technician	A-102-0392
ET-14SM	SWS Navigation System Maintenance Technician	A-193-0402
ET-14TM	Trident I/II Radio Frequency (RF) Equipment Maintenance Technician	A-101-0727
FT-1179	AN/BSY-1 Maintenance Pipeline	A-113-0188
FT-1312	CCS MK-2 MOD-0 Maintenance Technician	A-113-0190
FT-1313	VLS CMB Maintenance Pipeline	A-130-0301
FT-1315	CCS MK-2 MOD-3 Maintenance Technician	A-150-0138
ET-3376	Radiological Control Maintenance	S-661-1023
ET-3377	Nuclear Planner Operation	S-661-1022
ET-3353/83	Nuclear Propulsion Operator-Reactor Control	A-661-0012
ET-3373	Nuclear Propulsion Plant Maintenance Supervisor-Electronics	F-191-0010
ET-9526	2M Microminiature Repair Technician	A-100-0073
ET-9527	2M Miniature Repair Technician	A-100-0072

MM-3351	Nuclear Propulsion Plant Operator Welder	A-701-0015
MM-3376	Radiological Control Maintenance	S-661-1023
MM-3377	Nuclear Planner Operation	S-661-1022
MM-0750	MK-48 Heavyweight Torpedo Technician (Note: members must also hold NEC 4232 or 4233)	A-123-0193
MS-3527	Culinary Specialist	A-800-0030
SK-2814	Supply and Financial Management	A-551-0093
STS-0419	AN/BSY-1 (XN-1) (V) Advanced Organizational Maintenance Technician	A-113-0359
STS-0425	AN/BQQ-6 Trident Level III Master Operation and Maintenance Technician	A-130-0360
STS-0495	AN/BQQ-5E Pipeline	A-130-0357

MILPERSMAN 1510-030

ADVANCED ELECTRONICS FIELD, ADVANCED TECHNICAL FIELD, AND NUCLEAR FIELD PROGRAMS

Responsible Office	NAVPERSCOM (PERS-4010)	Phone: DSN COM FAX	882-3864 (901) 874-3864 882-2646

References	(a) COMNAVCRUITCOMINST 1130.8D (b) BUPERSINST 1540.41B (c) NAVMED P-117, Manual of the Medical Department (MANMED) (d) OPNAVINST 6110.1G (e) OPNAVINST 5350.4C (f) SECNAVINST 5510.35A (g) BUPERSINST 1430.16E, Advancement Manual (h) SECNAVINST 5510.30A

1. **Purpose**. The Advanced Electronics Field (AEF), Advanced Technical Field (ATF), and Nuclear Field (NF) programs are incentives for enlistment or reenlistment of enlisted men and women 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 Recruit Training Commands (RTCs) 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/ATF/NF program. Training activities will nominate personnel by naval message to Navy Personnel Command (NAVPERSCOM), "A" School Management Section (PERS-4010S) for USN/USNR, and NAVPERSCOM, Reserve Personnel Management Division (PERS-49) for USNR-TAR. For personnel requesting enrollment into NF, refer to MILPERSMAN 1160-040, 1160-080 (para. 5), and 1236-020.

b. Entrance into these programs provides initial “A” School training and accelerated advancement:

To paygrade...	for personnel enrolled in...
E-2	AEF or ATF upon graduation of recruit training.
E-3	NF upon date of enlistment.
E-3	the CTI-Native (CTI-N) ATF program.

c. Sailors who begin Nuclear Power Training, attrite from the program, and are reclassified into AEF programs are not eligible for any payment of Enlistment Bonus (EB) for their new rating. They are, however, eligible for accelerated advancement to E-2 along with their other AEF/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. **Term**. The term of enlistment or reenlistment will be a total active duty obligation of 6 years, consisting of a 4-year enlistment and a concurrent 24-month extension of active duty. For Navy veterans (NAVETs) or other service veterans, the 6 years will be counted from the date of reentry into Navy and may be accomplished by extension and/or reenlistment.

5. **USNR-TAR Personnel**. USNR-TAR personnel are authorized to remain in the TAR program and are not required to be discharged and reenlisted USN.

6. **Program Ratings**

a. The ratings in the AEF, ATF, and NF programs are determined by NAVPERSCOM and are updated in reference (a) as changes occur. Ratings in the program include:

AEF	ATF	NF
AECF (ET and FC), AT, CTM, EW, MT, and STG	CTI, CTI-N, EN, GSE, GSM, HT, IC, and MM	EM, ET, and MM

b. An individual must volunteer and be qualified for duty in submarines for entry into the MT rating. MM and NF also provide opportunities for duty in submarines.

7. **Types of Training**. Training is 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/ATF personnel, who volunteer and are selected for duty in submarines, will attend submarine school.
(3)	"A" School curricula is basic to the rating and not considered specialized. **Exception**: Personnel in the CTI-N ATF program do not attend Phase I "A" School.

b. **"C" School - advanced 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 CTI Phase II Class "A" School. Graduates of this phase of training are awarded the appropriate NEC for their languages.
(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.

8. **Eligibility Criteria**

a. The following are **minimum eligibility criteria** (eligibility criteria for NF is delineated in reference (b)):

(1)	Must be a U.S. Citizen (except for EN, GSE, GSM, and MM).
(2)	Must successfully complete "A" School training (not applicable for personnel in the CTI-N program).
(3)	Must meet minimum ASVAB test scores as delineated in MILPERSMAN 1160-040, 1160-080 (para. 5), and 1236-020.
(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 in MILPERSMAN 1160-040, 1160-080 (para. 5), and 1236-020 and reference (c).
(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 (PRT) and body fat requirements per reference (d).

c. Personnel with **more than 10 years prior service** in any branch of the armed services **are not eligible** for these programs.

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. NAVPERSCOM (PERS-4010S) (or Nuclear Power/Submarine Assignment Branch (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 (PERS-4010S) for a determination of eligibility (NAVPERSCOM (PERS-403F for submarine duty eligibility).
(3)	A waiver for pre-service drug use or abuse may be granted. The waiver request will be submitted to NAVPERSCOM (PERS-4010S) (waivers for submarine rates will be submitted to NAVPERSCOM (PERS-403), info NAVPERSCOM (PERS-4010S)) 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 in reference (e) will be strictly adhered to.

e. **Additional requirements for the CTI-N ATF program:**

(1)	Must successfully complete advanced CTI training (Phase II Class “A” School).
(2)	Recruits in the CTI-N program must have earned in excess of 66 college credits to be eligible for the CTI-N ATF program.
(3)	PRISE III NAVETS may be nominated for ATF at Phase II Class “A” School. Upon graduation they must obligate for a minimum of 6 years active service from their reentry into Navy.
(4)	Fleet conversions and accessions to the CTI-N program may be nominated for ATG while at Phase II Class “A” School. Upon graduation they must obtain any necessary obligated service (OBLISERV).
(5)	Additional eligibility criteria for the CTI-N program are in reference (a).

9. **Security Clearances**

a. The following ratings require eligibility for a security clearance:

CTI	CTM	DS	ET
EW	FC	HT	IC
OTM	STG	MT	NF

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 (f).

10. **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.

b. Applicants must have an initial 4-year active service obligation and concurrently execute an agreement to extend their active service for 24 months. 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 TAR program are not required to be discharged and reenlisted in the Regular Navy, but must execute an agreement to extend their active service, as a TAR, for a total 6-year active service obligation.

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. When a NAVPERS 1070/621, Agreement to Extend Enlistment, is executed, the following entry will be made in block 10 (narrative reason):

“Training in the Advanced Electronics Field (AEF), Advanced Technical Field (ATF), or Nuclear Field (NF). MILPERSMAN 1160-040, 1160-080, or reference (b) (NF) are governing directives. I understand that this extension of active service becomes binding upon execution and thereafter may not be canceled except as set forth in MILPERSMAN 1160-040.”

11. **Unable to Complete Training**

a. Cancellations or adjustments of NAVPERS 1070/621 will be done under MILPERSMAN 1160-040.

b. If a member is unable to complete “A” School, the 2-year extension will be canceled immediately. The member will then be made available for reassignment to the rating detailer or Enlisted Placement Management Center (EPMAC) as appropriate.

c. If a member is unable to complete “C” School training, the 24-month extension of active duty will be canceled immediately and if required, a new extension of active duty prepared for that portion of training received. MILPERSMAN 1160-080.5 refers. Personnel are then made available for general assignment in their current rating. Personnel are not eligible for accelerated advancement to paygrade E-4.

d. In the case of STG or MT personnel, conversion to another rating in the same paygrade is designated. Submit conversion request to NAVPERSCOM, Enlisted Career Progression Branch (PERS-481).

e. Members who have completed submarine school and are recommended to retain the (SU) designator shall be converted to a submarine related source rating and assigned to submarine duty.

12. **Rate Advancement or Reduction**

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 24-month extension of enlistment is **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 24-month extension of enlistment **is not** canceled.
(3)	**was not** received,	**was** advanced to E-4,	the 24-month extension of enlistment **is canceled** and a 12-month extension of enlistment **is executed** for accelerated advancement.
(4)	**was not** received,	**was not** advanced to E-4,	eligibility for advancement to E-4 **is terminated** and the 24-month extension **is canceled**.

b. Personnel enrolled in these programs are authorized accelerated advancement to paygrade E-2 for AEF or ATF, or to paygrade E-3 for CTI-N ATF, upon completion of recruit training or later acceptance into these programs, or to paygrade E-3 for NF upon date of entry to active duty. This is not to preclude enlistment at paygrades 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 upon successful completion of Phase I training for AEF or ATF programs and NF “A” School training for NF programs. Those in the CTI-N ATF program are authorized accelerated advancement to E-4 upon successful completion of advanced training. All personnel must meet all requirements for advancement in rate, including TIR, course completion, performance appraisal reviews, performance tests (if required), and commanding officer’s (CO’s)

recommendation. Participation in Navy-wide examination is not required. Personnel will be advanced on the 16th of the month, when TIR eligible, per reference (g).

d. If NF "A" School training is not completed, the member will have his paygrade administratively reduced to E-2 or E-1, depending on the member's TIR at the date he was disenrolled.

13. **Disenrollment**

a. Individuals who fail to remain qualified will not be entitled to further training. Refer to reference (b) for NF disenrollments. 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 (Rev. 10-81), Administrative Remarks, and acknowledged by the member. Except as indicated below, all disenrollments must be approved by NAVPERSCOM (PERS-4010S) (Chief of Naval Operations (CNO) (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 Activity Detachment, Recruit Training Command** (**OIC PERSUPP DET RTC**) 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 (h).
(3)	Identified as a drug abuser per reference (e).

c. To preclude 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 (h).
(2)	Identification as a drug abuser per reference (e).
(3)	Disciplinary infractions.
(4)	Academic failure: (a) Personnel who graduate from "A" School training are not considered academic failures for purposes of dropping AEF/ATF. (b) Markedly inferior performance or obvious lack of effort constitutes grounds for disenrollment.

14. **Processing Disenrollees**

a. Those 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. In case of those personnel who fail to complete "A" School training, members will have their paygrade administratively reduced to the paygrade 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 paygrade E-2 or E-3.

(2) This is not to preclude enlistment at paygrades E-2 or E-3 for those individuals who qualified on the basis of other enlistment programs.

d. Assignment to another Class "A" School is not guaranteed and is subject to needs of Navy.

e. Those who are recommended to retain the (SU) designator and not assigned to further training will be ordered directly to submarine duty.

f. 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.

g. Those who do not meet the basic eligibility criteria prescribed here and in MILPERSMAN 1160-040, 1160-080 (para. 5), and 1236-020, subsequent to enlistment or enrollment, are subject to disenrollment, even if the member is not at fault.

h. 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).

15. **Disenrollment Due to Not Meeting Physical Requirements for Submarines**

a. Submarine volunteers who no longer meet the physical requirements for assignment to duty in connection with submarines as specified in reference (c), 15-32, will be disenrolled from the submarine training track, but will be retained in the program in a rating that has both a submarine and a surface track.

b. In those cases where there is no surface track for the rating, the member will be counseled regarding contractual options. All possible effort should be given to retain the member.

c. An individual who subsequently is certified as medically qualified for submarine duty may reapply for submarine duty per MILPERSMAN 1160-040, 1160-080 (para. 5), and 1236-020). Approval will be contingent upon the advanced training received and whether the respective rating detailer concurs in the release from the surface community.

16. **Voluntary Disenrollment**. Personnel may not request voluntary disenrollment.

MILPERSMAN 1520-010

POLICY AND PROCEDURAL GUIDANCE GOVERNING SELECTION AND ASSIGNMENT OF OFFICERS TO SERVICE COLLEGES

Responsible Office	CNO (N731)	Phone:	DSN COM FAX	224-5438 (703) 614-5438 225-5698

1. **What is Considered a Service College**

a. Service Colleges include the Naval War College, National Defense University (comprising the National War College, Industrial College of the Armed Forces, and the Armed Forces Staff College) and the service colleges of the other armed forces.

b. Navy, joint, sister services, and foreign service colleges and selected prestigious fellowships are included in the program.

2. **Purpose of Service College**

a. These colleges historically played a major role in the professional development of the leadership of the Armed Forces of the United States by providing broadening education to prepare them for greater responsibility.

b. The individual service colleges and their varying curricula emphasize different aspects and levels of service and joint functions, resource management, and national strategy and policy.

c. The advanced education provided is intended to enhance the competence of those officers with high potential for promotion who are selected to attend.

3. **Objectives of Navy's Service College Program**

a. Our objective is to develop in selected naval officers, through advanced professional military education, an improved capability to provide intellectual leadership and exercise sound judgment in defense matters.

b. Attendance at a service college is considered a significant milestone in the professional development of a naval officer.

4. **Accredited by Chairman, Joint Chiefs of Staff**. Those institutions which have been accredited by Chairman, Joint Chiefs of Staff, satisfy an officer's requirement for Joint Professional Military Education (JPME), a prerequisite for designation as a Joint Specialty Officer (JSO).

5. **Eligible Officers**

a. Service college programs are for selected regular, reserve, and TAR officers in the grades of commander and captain for senior colleges, and in the grade of lieutenant commander for intermediate colleges.

b. An officer must hold a baccalaureate degree.

c. Attendance at an intermediate college is not a prerequisite to selection for a senior service college; nor should it preclude follow-on attendance at the senior level.

d. An officer is eligible to attend one service college or prestigious fellowship at a given level, intermediate or senior.

6. **Officers Not Eligible**. Limited duty and warrant officers are not eligible since service college attendance is not warranted or essential for effective performance in future assignments.

7. **Selection to Participate**. There are two primary ways for a Naval Officer to be selected to participate in the Service College Program. The majority of the quotas are filled through either Service College Selection Board or selection by nomination.

8. **Selection by Service College Selection Boards**

a. Service college selections in the unrestricted line and supply corps are made by promotion selection boards that have been redesignated at Service College Selection Boards by Navy Personnel Command (NAVPERSCOM) for those officers selected for promotion to commander and lieutenant commander. They are charged to select the best qualified officers from among those

eligible, regardless of their warfare specialties, or current assignments.

b. Quotas are provided to the board as established by NAVPERSCOM in the board's precept. Priority for selection is given to CO/XO screened officers.

9. **Selection by Nomination**. Restricted line and staff corps officers, except Supply Corps, are nominated by their communities, based upon their performance and availability to attend during the next year.

10. **Alternative Selection**

a. Officers in the grade of Captain are considered as selectees to all senior service colleges, unless they have previously attended while holding the rank of Commander.

b. Officers may request a service college administrative screen through their assignment detailer.

11. **Assignment Procedures**

a. New selectees are assigned after the service college quota plan is issued for the fiscal year. Restricted line and staff corps Naval officers attend service colleges as prescribed in the annual service college quota plan. Selectees remain eligible for assignment to a service college for their entire time-in-grade.

b. Officers attending a foreign college should have potential for a utilization tour in the country or area. Officers 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.

c. Participating in the U.S. service college, foreign service college program, or prestigious fellowship will be credited with a Professional Military Education (PME) for the grade they are serving at the time of input. Joint Professional Military Education (JPME) credit, if any, is determined for each program by Chairman, Joint Chiefs of Staff.

d. It is appropriate for an officer to indicate a choice of college in the "Remarks" section of NAVPERS 1301/1, Officer

Preference and Personal Information Card, but it is not necessary to indicate a desire to attend a service college.

e. Sufficient time for payback should be considered in the assignment process.

12. **Service Obligation**

a. Accepting orders to a service college requires an officer to incur an active duty obligation of two years, commencing upon completion of the course of instructions. Additionally, education beyond one year is subject to a two-for-one payback in addition to any other obligated service the officer may have previously incurred.

b. Officers accepting orders to a prestigious fellowship (e.g., Brookings, Council on Foreign Relations, White House Fellows, etc.) incur an active duty obligation of two years for each year, commencing upon completion of the fellowship which is in addition to any other obligated service may have been incurred previously.

c. NAVPERSCOM (PERS-440C) maintains current information on active duty obligations, if any, for specific foreign service colleges.

13. **Declination by Selectees**

a. An officer selected to attend a service college who desires to decline, must do so by official letter to NAVPERSCOM (PERS-440C).

b. The officer will be ineligible for later selection to the category (intermediate or senior) of service college which was declined.

NOTE: Deferral requests for compassionate reasons are not considered declinations.

MILPERSMAN 1520-020

OFFICER EDUCATION REPORTS

Responsible Office	NAVPERSCOM (PERS-312)	Phone:	DSN	882-3402
			COM	(901) 874-3402
			FAX	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 DEPARTMENT HEAD TRAINING

Responsible Office	CNO (N13)	Phone:	DSN	223-2305
			COM	(703) 693-2305
			FAX	224-1189

Governing Directives	OPNAVINST 1412.2G OPNAVINST 5510.1H

1. **Purpose and Course Restrictions**. The Surface Warfare Officer Department Head Course conducted at Surface Warfare Officer 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 long and convenes 4 times a year. Class size is limited to 75 officers. Only surface warfare officers who have demonstrated

a. exceptional ability,

b. adaptability,

c. substantial professional growth, and

d. clear potential

are selected as students.

2. **Consideration**.

a. A Department Head Screening Board convened by the Navy Personnel Command (NAVPERSCOM) comprised of post-commanding officers and post-executive officers will consider those officers who

(1) are designated as Surface Warfare Officer (111X) per OPNAVINST 1412.2G;

(2) are selected for or serving in the grade of lieutenant; and

(3) possess the prerequisite clearance to serve as an unrestricted line officer, as defined in OPNAV 5510.1H.

b. Officers who meet these requirements, upon completion of their post division officer shore tour, will automatically be considered for Department Head.

NOTE: A Surface Warfare Officer whose career path does not afford him or her 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, will not be considered for Department Head training.

3. **Acceptance**

a. Selectees will be placed in the Department Head School bank and ordered to Department Head School under current distribution policies and availability.

b. Officers ordered to the Surface Warfare Officer Department Head Course will be issued permanent change of station 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.

c. Officers under orders to the Surface Warfare Officer Department Head Course will not be considered eligible for transfer to other URL, RL or staff community unless their lateral transfer package was submitted prior to receipt of orders. Acceptance of orders to Department Head School obligates officers to serve on active duty through completion of Department Head School training and for a period of 2 years following graduation.

4. **Screening Board Assembly and Petitions**. The Surface Warfare Officer Department Head Screening Board will convene annually in May to select those considered to be best fitted to assume department head responsibilities. Officers eligible for department head screening will be considered over a 3-year period. Officers not selected during this period may petition the board for additional looks. The decision to accept any such petitions will be left to the discretion of the President of the Department Head Screening Board as defined in the board precept.

MILPERSMAN 1520-050

NUCLEAR PROPULSION TRAINING (SURFACE AND SUBMARINE)

Responsible Office	NAVPERSCOM (PERS-42)	Phone:	DSN	882-4441
			COM	(901) 874-4441
			FAX	882-2648

Governing Directives	NAVMED P-117, Manual of the Medical Department 5 U.S.C. 301 BUPERSINST 1540.41A

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) 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 of NAVMED P-117.

2. **Applicant Counseling**

a. Prior to the submission of an application for nuclear propulsion training, the servicemember 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 nonselection 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 their unrestricted line designator, 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 BUPERSINST 1540.41A.

3. **Contents of Letter Request**

a. Applications for nuclear propulsion training shall contain the following information in proper letter format:

(1) An original SF88, Report of Medical Examination and SF93, Report of Medical History 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
Via: Commanding Officer

Subj: APPLICATION FOR NAVAL NUCLEAR PROPULSION TRAINING

Ref: (a) MILPERSMAN 1520-050
(b) NAVMED P-117, Manual of the Medical Department

Encl: (1) Academic Transcript
(2) Copy of SF 88, Report of Medical Examination
(3) Copy of SF 93, Report of Medical History
(4) Summary of Military Service

1. I hereby apply for nuclear propulsion training according to reference (a). Enclosures (1) through (4) are submitted as evidence of my satisfying the requirements of references (a) and (b).

2. I [do/do not] desire submarine training.

3. I understand the service requirements contained in reference (a), 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. Upon acceptance for nuclear power training, I will agree to remain on active duty for sufficient time to serve a minimum 24-month nuclear division officer tour after completion of nuclear propulsion training.

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 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. 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. Successful completion of the 12 months of instruction will result in the assignment of the additional Qualification Designator **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 Submarine School, Groton, Connecticut for 13 weeks temporary duty under instruction, unless they have previously completed the course or are qualified in submarines as an officer. Assignment to Submarine School will be made immediately following satisfactory completion of nuclear propulsion training.

5. **Service Obligation**

a. Officers selected from the fleet or the shore establishment are required to serve on active duty for a minimum of 2 years upon completion of nuclear propulsion training, or 1 year in addition to any minimum service requirement previously incurred, whichever is longer.

b. Officers selected for immediate assignment to nuclear propulsion training who are newly 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.

c. Newly commissioned officers entering nuclear propulsion training following assignment to any postgraduate program shall have their postgraduate performance reviewed by a board of officers from NAVPERSCOM and Director, Naval Nuclear Propulsion

Program, prior to receiving final orders to training. They are required to serve 5 years from the date of completion of graduate education.

d. All officers, upon acceptance for naval nuclear propulsion training, will agree to remain on active duty for a minimum 24-month nuclear division officer tour following completion of nuclear propulsion training.

e. For those 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 1521-010

JOINT DUTY ASSIGNMENTS

Responsible Office	CNO (N13)	Phone:	DSN	225-3616
			COM	(703) 695-3616
			FAX	224-5308

Governing Directives	10 U.S.C. 619 DODD 1300.19 DODI 1300.20 OPNAVINST 1000.16J

1. **Purpose for Assignment**. An officer on the active duty list of the Navy must complete a full tour of duty in a joint duty assignment to qualify for promotion to flag rank.

2. **Exceptions**. Exceptions to the requirement are described in Title 10 and DODD 1300.19. The Secretary of Defense may waive the requirement for a limited number of officers who have not had the opportunity for joint duty.

3. **Joint Assignments**. The Secretary of Defense approves assignments meeting requirements for promotion to flag rank. These assignments are published in the Joint Duty Assignment List (JDAL). Policy on designating, reviewing, and requesting new billets for the JDAL are contained in OPNAVINST 1000.16J, DODD 1300.19 and DODI 1300.20.

4. **Fitness Reports**. Officers assigned to qualifying billets 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.

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 Naval 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 20315	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 Naval 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 Naval 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 Naval 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 Naval 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	NAVPERSCOM (PERS-83)	Phone: DSN COM FAX	882-3242 (901) 874-3242 882-2622

Governing Directive	Under DOD Directive 1332.23 and implementing directives of the Secretary of the Navy (SECNAV), this article governs the disenrollment of all United States citizens appointed as midshipmen at the Naval Academy. 10 U.S.C. 651 10 U.S.C. 6959 10 U.S.C. 516 10 U.S.C. 6962 10 U.S.C. 6963 BUPERSINST 1900.8 BUPERSINST 1001.39B

1. **Military Service Obligation**. A midshipman who enters the Naval Academy directly from civilian status assumes a military service obligation for a minimum of 6 years under the provisions of 10 U.S.C. 651. A midshipman who fails to fulfill the agreement to complete the course of instruction and accept a commission may be transferred to the Naval Reserve in an appropriate enlisted status and may be ordered to active duty for a period of time not to exceed 4 years as provided in 10 U.S.C. 6959.

2. **Resumption of Enlisted Status**

a. As provided in 10 U.S.C. 516, 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 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 the Navy Personnel Command (NAVPERSCOM), shall resume enlisted status.

b. Time served as a midshipman shall be counted in computing the unexpired portion of an enlistment contract or period of obligated service. 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 obligated service. 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.

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3. **Agreement Upon Acceptance of Appointment as Midshipman, U.S. Navy**. The 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.

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4. **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.

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5. **Types of Disposition at Disenrollment**. Four types of disposition are possible upon disenrollment from the Naval Academy. Disenrollment is authorized by letter from SECNAV directing disposition according to:

a. Transfer to the appropriate Armed Service provided the midshipman entered the Naval Academy from military service. The command holding the enlisted service record shall be notified by the Superintendent, Naval Academy, so proper action may be taken.

b. 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 demonstrated unsatisfactory performance, entry level performance or conduct, or physical disqualification for military service. A midshipman so disenrolled who is already in an enlisted status will be discharged from that status according to 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 3 months or less remaining on an enlistment contract of an 8 year obligation incurred under 10 U.S.C. 651, unless active duty is directed by SECNAV;

(4) Is recommended for discharge from the Naval Academy and from the naval service for unsatisfactory conduct or inaptitude under 10 U.S.C. 6962 and such recommendation is approved by SECNAV. Midshipmen for whom separation from the naval service is not approved by SECNAV will be processed as given elsewhere in this article; or

(5) Is found deficient at any examination and discharged from the naval service as recommended by the Naval Academy Academic Board under 10 U.S.C. 6963. Midshipmen not recommended for discharge from the naval service by the Naval Academy Academic Board will be processed as given elsewhere in this article.

c. Reassignment in the Naval Reserve but not ordered to immediate active duty if the midshipman:

(1) Is a First or Second Classman whose assignment to the Naval Reserve is directed by SECNAV in the separation letter, but for whom the active duty requirement is waived;

(2) Entered the Naval Academy from active duty and has more than 3 months remaining of the total obligation incurred and less than 12 months of active duty obligation remaining as provided in 10 U.S.C. 651;

(3) Entered the Naval Academy from inactive duty in the Naval Reserve, has 12 months or more active duty obligation remaining, and does not request assignment to immediate active duty to complete that obligation. Appropriate naval authorities will order members in this category to active duty within 120 days to complete their obligations; or

(4) Has been granted a deferment of active duty by NAVPERSCOM for the purpose of completing undergraduate degree obligation.

d. Ordered to immediate active duty if the midshipman:

(1) Entered the Naval Academy from active duty in the naval service and has 12 months or more of active duty obligation remaining;

(2) Entered the Naval Academy from active duty in the Naval Reserve, has 12 months or more active duty obligation remaining, and requests assignment to immediate active duty; or

(3) Directed to report for active duty under 10 U.S.C. 6959.

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6. **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 the commencement of the Second Class Academic Year, except for physical disqualification or unsatisfactory performance, will normally be transferred to the Naval Reserve for not less than 2 years of active enlisted service under 10 U.S.C. 6959.

(1) 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 according to this manual when, for reasons of hardship or dependency, further service is considered inappropriate.

b. In the letter or endorsement concerning the disenrollment of a midshipman, the Superintendent, Naval Academy, shall recommend whether the midshipman should be ordered to active duty and, if so, for what period. If it is recommended that the active enlisted service be waived, a specific reason for the waiver shall be included.

c. Unless the midshipman is determined ineligible for enlisted service by reason of physical disability, or academic failure for which the Naval Academy Academic Board has not recommended active enlisted service, each case shall be carefully and individually reviewed by NAVPERSCOM in regard to such service. NAVPERSCOM will then make a recommendation to SECNAV concerning the period of active enlisted service, if any.

d. The period of active enlisted service will normally be as follows:

(1) 2 years when disenrollment occurs prior to commencement of the First Class Academic Year.

(2) 3 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) The guidelines described above will not preclude the recommendations of other periods of active enlisted service in unusual situations; however, the periods recommended should not be for less than 2 years nor more than 4 years.

(5) The hardship on the individual which denial can be expected to cause.

(6) The length of the deferment requested.

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

NAVPERSCOM 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; and

(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 NAVPERSCOM (PERS-82).

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7. **Paygrade**. The paygrade of disenrolled midshipmen (ordered to active duty or inactive duty in enlisted status) shall be

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.

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8. **Deferral of Active Duty**. Disenrolled midshipmen granted a deferral of active duty shall not have the period of deferral included in any seniority computations.

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9. **Processing of Disenrolled Midshipmen Separated from the Naval Service**. Disenrolled midshipmen separated from the naval service shall be processed under the following procedures:

IF ...	**THEN ...**
The midshipman entered the Naval Academy from civilian status ...	Endorse SECNAV's letter authorizing separation. Prepare a DD 214, Certificate of Release or Discharge from Active Duty, according to BUPERSINST 1900.8.
An enlisted member of the naval service with less than 3 months remaining on his or her 8-year, 10 U.S.C. 651, obligation ...	1. Issue a DD 256, Honorable Discharge Certificate as provided for in MILPERSMAN 1910-810; 2. Issue a DD 214 according to BUPERSINST 1900.8; and 3. Dispose of the service record as provided in this article.
An enlisted member of the naval service, who is physically disqualified for further enlisted service, or whose performance or conduct is deemed unsatisfactory ...	The midshipman shall be discharged from the enlisted status as provided for in the appropriate portion of this manual.

10. **Processing of Disenrolled Midshipmen Assigned to the Naval Reserve But Not Ordered to Active Duty**. The command processing disenrolled midshipmen assigned to the Naval Reserve but not ordered to immediate active duty shall:

Step	Action
1	Prepare a NAVPERS 1070/600, U.S. Navy Enlisted Service Record (folder), as specified in MILPERSMAN 1070-100.
2	Prepare a DD 214 according to BUPERSINST 1900.8.
3	Determine whether the midshipman has an obligation to serve in a drill status in the Naval Reserve according to BUPERSINST 1001.39B.
4	Upon separation, issue proper order assigning the midshipman to the Naval Reserve, including an explanation of his or her drill obligation as specified above.
5	Provide a copy of those orders to the Commanding Officer, Naval Reserve Personnel Center. That command will then issue instructions to those members having a drill obligation, except in the case of midshipmen who have an active duty obligation of 12 months or more remaining, in which case instructions will be issued by the Naval Reserve Readiness Commander nearest their homes of record with Naval Reserve responsibilities, or other appropriate naval authority.
6	Forward the service records of midshipmen with no active duty obligation remaining, or with active duty obligation of less than 12 months, to the Commanding Officer, Naval Reserve Personnel Center. If the midshipman has an active duty obligation of 12 months or more remaining, forward the service record to the Naval Reserve Readiness Commander nearest the home of record with Naval Reserve responsibilities or other appropriate naval authority who will order the member to active duty within 120 days.
7	Forward the service records of disenrolled midshipman who have been granted a deferment of active duty to the Naval Reserve Readiness Commander located nearest the home of record with Naval Reserve responsibilities or other appropriate naval authority who will order the member to active duty within 30 days of the completion of degree requirements or the expiration of the deferment, whichever is sooner.

11. **Providing Transportation**. For purposes of providing transportation, a disenrolled midshipman assigned to the Naval Reserve is considered as a midshipman whose appointment has been terminated rather than a Naval 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 will be prepared according to BUPERSINST 1900.8. The station concerned will make the member available to NAVPERSCOM for general detail.

b. Disenrolled midshipmen without prior enlisted service will have a NAVPERS 1070/600 prepared by the Superintendent, U.S. Naval Academy, prior to transfer to Headquarters, Naval District, Washington, D.C. The NAVPERS 1070/600 will be prepared as specified in MILPERSMAN 1070-100. The term of enlistment on the DD 4, Enlistment/Reenlistment Document - Armed Forces of the United States, shall be only for the remaining part of the 6-year obligation incurred under 10 U.S.C. 651 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. The NAVPERS 1070/613, Administrative Remarks, will contain an entry setting forth the circumstances pertaining to disenrollment. Forward the original DD 4 and a copy of the NAVPERS 1070/613 to NAVPERSCOM (PERS-313C).

c. Midshipmen who entered the Naval Academy from inactive duty in the Naval Reserve who desire to remain on active duty will be required to sign a Page 13 agreement to remain on active duty for a minimum of 24-months including time spent at the Naval Academy.

13. **Responsibilities of Superintendent U.S. Naval Academy**. The Superintendent, U.S. Naval Academy, shall submit Report Control Symbol DD-M(A)851(1300) prescribed in DOD Directive 1332.23 to NAVPERSCOM(PERS-82), annually by 1 August.

MILPERSMAN 1533-010

NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC) SCHOLARSHIP PROGRAMS; 4-YEAR SCHOLARSHIP PROGRAM

Responsible Office	COMNAVCRUITCOM (N31)	Phone: DSN COM FAX	882-9465 (901) 874-9465 882-9230

Governing Directives	OPNAVINST 1533.12F OPNAVINST 6110.1F Uniform Code of Military Justice (UCMJ), Subchapter III, Section 815, Article 15

1. **Purpose**. The NROTC Navy-Option Scholarship Programs educate and train well-qualified young men and women for careers as commissioned officers of the U.S. Navy Unrestricted Line (URL) and Nurse Corps, with initial appointment in the Navy in the grade of ensign. Current information and application procedures are published annually in OPNAVINST 1533.12F and the Navy-Marine Corps ROTC College Scholarship Bulletin.

2. **Overview**. The 4-Year NROTC Scholarship Program, including the NROTC Nurse Corps 4-Year Scholarship option, provides qualified students with tuition, books, instructional fees, uniforms, and a subsistence allowance of $150 per month. Room and board expenses are not provided. As enlisted personnel selected for and enrolled in NROTC Scholarship Programs are released from active duty, they are not eligible for active duty pay and allowances, medical benefits, and other active duty entitlements while in these programs. To be eligible for a commission, scholarship students must successfully complete naval science courses, drills, and summer training prescribed by the Chief of Naval Education and Training (CNET) prior to graduation from college. Selectees attend classes full-time during the academic year.

3. **Basic Eligibility Requirements**. An NROTC scholarship applicant must meet the following eligibility requirements, of which only the age requirement may be waived:

a.	Be a U.S. citizen.
b.	Be **under 27 years of age** on **30 June** of the year in which eligible for commissioned status. An age waiver may be granted for prior active military service, on a month-for-month basis, computed as of **1 September** of the year of enrollment in NROTC, provided the applicant will not reach his or her 30th birthday by **30 June** of the year in which graduation and commissioning are anticipated. Command verification of service must be provided to receive an age waiver.
c.	Be a high school graduate or possess an equivalency certificate.
d.	Be physically qualified for the NROTC program as determined by the Department of Defense Medical Examination Review Board (DODMERB).
e.	Possess personal qualities of high moral character and loyalty. Loyalty is defined as having no moral obligations or personal convictions which would prevent conscientiously supporting and defending the Constitution of the United States against all enemies, foreign and domestic.
f.	Have no court-martial convictions or civilian felony convictions. Have no record of disciplinary action under Subchapter III, Article 15, Uniform Code of Military Justice (UCMJ), or conviction by civil court for misdemeanors, except minor traffic violations, during **the 3 years preceding application** for the NROTC Scholarship Program. A fine of **$200.00 or less**, exclusive of court charges, is considered minor. Any substantiated drug abuse while in an enlisted status will result in disqualification. Exceptions will not be considered.

4. **Additional Eligibility Requirements for 4-Year Applications**. Specific additional eligibility requirements and application procedures apply for 4-year applications.

a.	Four-year NROTC Scholarship Program applicants must qualify based on Scholastic Aptitude Test (SAT) or American College Test (ACT) scores. Minimum scores required are published in OPNAVINST 1533.12F. The SAT or ACT tests may be taken through the national testing program or through Defense Activity for Nontraditional Education Support (DANTES).
b.	Scores from tests taken on or after **1 January, 2 years before the year of application**, may be submitted. "Regular" (no extra fee) SAT or Act scores can be released up to **17 November** directly to Commander, Navy Recruiting Command (COMNAVCRUITCOM), from the testing agency by marking "release code 0656" on the test registration form or the additional report request form. Tests administered through DANTES should be taken before **November** in order for scores to be available in time for the next year's NROTC Scholarship Program. Scores must be received in time for processing. Formal Applications must be received by **31 December**.
c.	All processing of applications for NROTC Navy-Option Scholarship Programs is done at Navy recruiting district processing stations. Full details of the 4-Year NROTC Scholarship Program, including a list of participating colleges and universities, are contained in the Navy-Marine Corps ROTC College Scholarships Bulletin and OPNAVINST 1533.12F.
d.	A 4-Year NROTC Scholarship Program applicant must complete the Applicant Questionnaire, located in the back of the ROTC Bulletin, and mail to ensure a postmark not later than **1 December**. The ROTC Bulletin can be obtained from the command career counselor or local Navy recruiter.
e.	An age waiver request, if required, is to be submitted with the Applicant Questionnaire stating the applicant's active duty base data, expiration of active obligated service (EAOS), and actual or anticipated discharge date if different from EAOS. Dates provided must be verified by the applicant's command.

f.	On the Applicant Questionnaire, members must specify the recruiting station where they will report for processing if they are designated selection board eligible. (1) Personnel unable to meet scheduled processing appointments must contact their designated recruiting districts for further advice regarding alternative methods of completing the required processing. (2) Deploying units with anticipated dates of return to their home ports later than **15 December** should encourage their applicants to complete all NROTC scholarship application processing before departure from home port. (3) Commands located overseas for the entire NROTC processing cycle should provide early notification of any unique processing difficulties to the appropriate recruiting district.
g.	Upon determination that all eligibility requirements have been met, an applicant will be notified of selection board eligibility and further application processing requirements. To expedite processing, eligible personnel should provide copies of their high school transcripts and birth certificates as early as possible. When designated selection board eligible, the applicant must complete final application processing through the designated Navy Recruiting District. Four-year scholarship applications must be mailed in time to arrive at COMNAVCRUITCOM by **31 December**.

5. **Additional Documents Required With Application Packages**. In addition to the basic NROTC scholarship application, the following documents are required with all active duty 4-year scholarship application packages.

a.	Commanding officer's endorsement which must include the following: (1) Statement as to whether or not the applicant should be selected for the NROTC Scholarship Program. Commanding officers should recommend only candidates who meet high standards of character, patriotism, sense of duty, personal conduct, and financial responsibility. (2) Evaluation of applicant's leadership potential and motivation. (3) Statement that the applicant's record has been reviewed and found free of disqualifying military or civil offenses. (4) Statement that the applicant has been counseled about the financial limitations of the NROTC Scholarship Program. (5) Evaluation of applicant's ability to handle a college curriculum, including calculus and calculus-based physics, or biological science for nurse candidates, and basis of that evaluation, e.g., high school performance, college courses taken, Navy school performance, etc. (6) Completion of the commanding officer's endorsement by a division officer, department head, executive officer, etc., is **not** acceptable. Unacceptable or incomplete applications will be returned to the command without consideration.
b.	Certified copies of last two observed evaluations. Copies of not-observed evaluations are not required.
c.	Certified copy of NAVPERS 1070/604, Enlisted Qualifications History of the enlisted service record.
d.	Certified copy of NAVPERS 1070/609, Enlisted Performance Record of the enlisted service record (if available).
e.	Reproduced copy of the OPNAV 6110/2, Risk Factor Screening/Physical Readiness Test Result which contains results from the last two tests taken. OPNAVINST 6110.1F applies.
f.	Statement of financial responsibility. Use the format provided in OPNAVINST 1533.12F.

6. **"Other Official's Evaluation of Applicant"**

a. The "Other Official's Evaluation of Applicant" form should be completed by an officer. The form is page 21 in the Application Forms Booklet sent to all 4-year applicants.

b. However, if at least one of the "Math/English Teacher Evaluation of Applicant" forms, pages 17 and 19 in the NROTC Scholarship Program Application Form Booklet, is completed by an officer, the "Other Official's Evaluation of Applicant" form, page 21, may be completed by an enlisted supervisor, E-6 or above, in the applicant's chain of command.

7. **Application and Acceptance at an NROTC Host University**

a. Application and acceptance at an NROTC host institution is the applicant's responsibility. Acceptance by an NROTC university does not guarantee assignment to that university. Assignment to a university other than selectee's first choice may be made, if considered in the best interest of the Navy or the selectee.

b. Nurse Corps Option selectees must gain admittance to an NROTC-affiliated university which offers an NROTC Scholarship Program approved Baccalaureate of Science Degree in Nursing (BSN) program. Admission must be received before the scholarship can be activated.

c. Submit application to desired colleges and universities by **1 January**.

8. **DODMERB Physical**. The names and addresses of selection board eligible applicants will automatically be provided to DODMERB. DODMERB will contact each applicant to schedule a time and location for a physical examination. A DODMERB certification of physical eligibility is required before a scholarship can be activated.

9. **Notification of Selection**. Notification of selection results will be made in the **spring**.

10. **Evaluation Process**

a. NROTC scholarship selection boards evaluate each applicant in two general areas. The selection board will first evaluate the applicant's potential as a future naval officer. Factors considered include professional performance while on active duty, leadership positions or positions of responsibility held, command comments, and the personal statement.

b. The selection board will then evaluate the applicant's academic potential. It will specifically evaluate the applicant's ability to complete a year of calculus and a year of calculus-based physics, which are required before graduation, Nurse Corps Option applicants excepted. Factors considered will be past academic performance as reflected in high school and college transcripts, Navy technical school performance, teacher or instructor comments, and performance on the SAT or ACT. Additional information which may explain or offset any weaknesses in the above areas should be provided with the application.

11. **If PSO Orders Are Received While Application is Pending**

a. Candidates for NROTC who receive permanent change of station orders (PSO) for execution subsequent to the NROTC application deadline should not be transferred until officially notified of selection or nonselection to NROTC. If a transfer directive is received, the commanding officer shall notify the orders originating authority that the individual has applied for NROTC and that the orders are being held in abeyance until notification of selection or nonselection is received. Cite transfer code number.

b. If the applicant is selected, the commanding officer shall notify the orders origination authority that the individual has been selected and that the orders are considered canceled. If the applicant is not selected for NROTC, the command should transfer the individual and notify the orders origination authority that the orders have been complied with, referencing the previous correspondence which held the orders in abeyance.

12. **Status of Enlisted Members Selected for NROTC Scholarship Program**

a. Enlisted members who are selected for NROTC Scholarship Programs will be issued orders from their present day stations to the appropriate NROTC units. After reporting to their units, scholarship recipients will be released from active duty and appointed Midshipmen, U.S. Naval Reserve, for a period of **8 years**.

b. Selectees shall further agree to accept appointments, if offered, as commissioned officers upon successful completion of their program.

(1) Members selected for the 4-Year Scholarship Program must have at least 36 months of active obligated service remaining as of the date they report to their NROTC units or extend their enlistment by the number of months necessary to meet the 36-month requirement.

(2) An Enlisted Navy Career Options for Reenlistment (ENCORE) quota is not a requirement for officer accession programs. Selectees to officer accession programs do not need to request ENCORE reenlistment or extension quotas in order to acquire the necessary obligated service for those programs.

(3) Members who enter NROTC Scholarship Programs from active duty and disenroll **prior to entering their sophomore years** will be ordered back to active duty to fulfill the unexpired terms of their enlisted commitments.

(4) If disenrolled from NROTC Scholarship Programs **after commencement of their sophomore years**, members may be ordered back to active duty or, at the Secretary of the Navy's discretion, be ordered to reimburse the United States for educational expenses.

(5) Upon successful completion of the NROTC Scholarship Program, the minimum active commissioned service requirement is **4 years**. Members who do not complete this obligation may be required to reimburse the United States for educational expenses.

13. **NROTC Nurse Corps Scholarship Selectees**. NROTC Nurse Corps Scholarship Option selectees must sign a NAVPERS 1070/613, Administrative Remarks entry before executing orders to their NROTC unit, acknowledging that they have been selected for the Nurse Corps option only and that they may not transfer their scholarship benefits to the regular NROTC or Marine Corps Option scholarship programs.

14. **G.I. Bill Benefits**

a. Montgomery G.I. Bill benefits are available to eligible individuals who qualify by the date of **fall matriculation** at the university.

b. Eligible individuals who do not qualify by reason of insufficient time-in-service will not be granted an extension on active duty in order to gain Montgomery G.I. Bill benefits.

15. **Navy-Marine Corps ROTC Bulletin**. Automatic distribution of the Navy-Marine Corps ROTC Bulletin is made to all Navy activities. Additional bulletins may be obtained from the nearest Navy recruiting district office or by calling:

COMNAVCRUITCOM
COMM (703)696-4581
DSN 226-4581

16. **Additional Information**. Additional information on the NROTC Scholarship Programs can be obtained from the following:

Application Information:	**Commander, Navy Recruiting Command (703)696-4581 or DSN 426-4581**
NROTC Program Information:	**Chief of Naval Education and Training Selection and Placement 1-800-NAV-ROTC or DSN 922-4957 In Florida call (904) 452-4957**
Medical Qualification Information: (Physical Scheduling or Physical Status)	**Examination Review Board (DODMERB) 1-800-841-2706, (719) 333-3562/3, or DSN 333-3562/3**

MILPERSMAN 1533-020

NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC) SCHOLARSHIP PROGRAMS; 2-YEAR SCHOLARSHIP PROGRAM

Responsible Office	COMNAVCRUITCOM (N31)	Phone:	DSN COM FAX	882-9465 (901) 874-9465 882-9230
	CNET	Phone:	DSN COM	922-4957 (904) 452-4957

Governing Directives	OPNAVINST 6110.1F OPNAVINST 1533.12F Uniform Code of Military Justice (UCMJ), Subchapter III, Section 815, Article 15

1. **Purpose**. The NROTC Navy-Option Scholarship Programs educate and train well-qualified young men and women for careers as commissioned officers of the U.S. Navy Unrestricted Line (URL) and Nurse Corps, with initial appointment in the Navy in the grade of ensign. Current information and application procedures are published annually in OPNAVINST 1533.12F and the Navy-Marine Corps ROTC College Scholarship Bulletin.

2. **Overview**

a. The 2-Year NROTC Scholarship Program, including the NROTC Nurse Corps 2-Year Scholarship option, provides qualified students with tuition, books, instructional fees, uniforms, and a subsistence allowance of $150 per month. Room and board expenses are not provided. As enlisted personnel selected for and enrolled in NROTC Scholarship Programs are released from active duty, they are not eligible for active duty pay and allowances, medical benefits, and other active duty entitlements while in these programs.

b. To be eligible for a commission, scholarship students must successfully complete naval science courses, drills, and summer training prescribed by the Chief of Naval Education and Training (CNET) prior to graduation from college. Selectees attend classes full-time during the academic year.

3. **Basic Eligibility Requirements**. An NROTC scholarship applicant must meet the following eligibility requirements, of which only the age requirement may be waived:

a.	Be a U.S. citizen.
b.	Be **under 27 years of age** on **30 June** of the year in which eligible for commissioned status. An age waiver may be granted for prior active military service, on a month-for-month basis, computed as of **1 September** of the year of enrollment in NROTC, provided the applicant will not reach his or her 30th birthday by **30 June** of the year in which graduation and commissioning are anticipated. Command verification of service must be provided to receive an age waiver.
c.	Be a high school graduate or posses an equivalency certificate.
d.	Be physically qualified for the NROTC program as determined by the Department of Defense Medical Examination Review Board (DODMERB).
e.	Possess personal qualities of high moral character and loyalty. Loyalty is defined as having no moral obligations or personal convictions which would prevent conscientiously supporting and defending the Constitution of the United States against all enemies, foreign and domestic.
f.	Have no court-martial convictions or civilian felony convictions. Have no record of disciplinary action under subchapter III, section 815, article 15, Uniform Code of Military Justice (UCMJ), or conviction by civil court for misdemeanors, except minor traffic violations, during the **3 years preceding** application for the NROTC Scholarship Program. A fine of **$200.00 or less**, exclusive of court charges, is considered minor. Any substantiated drug abuse while in an enlisted status will result in disqualification. Exceptions will not be considered.

4. **Additional Eligibility Requirements for 2-Year Applications**. 2-Year NROTC Scholarship Program additional eligibility requirements are:

a. Be accepted at an NROTC college or university as a junior, or as a fourth-year student if participating in a 5-year curriculum. Proof of acceptance in junior standing by an NROTC host or cross-town college or university must be submitted with the application package. Nurse Corps Option applicants must be accepted into an NROTC Scholarship Program-approved BSN program at a participating NROTC or cross-town affiliated university.

b. Have completed at least **2 years of college** with a **C+ average or better, 2.5 GPA on a 4.0 scale**, before attending the Naval Science Institute (NSI). Have completed 1 year of differential and integral calculus of one real variable with grades of **C or better, 2.0 GPA on a 4.0 scale**, prior to enrollment at NSI. Scholarship students will be required to complete a minimum of 1 year of calculus-based physics covering the classic fundamentals of magnetism and electricity prior to commissioning. Not required for Nurse Corps Option.

5. **Application Procedure**

a. OPNAVINST 1533.12F contains current application information for the 2-Year NROTC Scholarship Program. Applicants must follow the following procedures.

(1) A 2-Year NROTC Scholarship Program applicant must complete all application requirements and mail to:

Chief of Naval Education and Training (CNET)
Attention: NROTC 2-Year Scholarship Selection Board

The deadline date for receipt of completed 2-Year Scholarship applications is **15 March**.

(2) Active-duty applicants who are within reasonable distance of an NROTC unit should apply through those units. Others may apply through their commands. If an applicant applies through his or her command, an NROTC unit will be administratively assigned to provide processing assistance.

b. 2-Year NROTC Scholarship Program applications **shall consist of the following documents and be assembled in the order listed below**. The application file will be fastened together with 2-inch capacity Prestrong or ACCO paper fasteners.

(1)	Commanding officer's endorsement, which must include the following: (a) A statement as to whether or not the applicant should be selected for the NROTC Scholarship Program. Commanding officers should recommend only candidates who meet high standards of character, patriotism, sense of duty, personal conduct, and financial responsibility. (b) Evaluation of applicant's leadership potential and motivation. (c) Statement that the applicant's record has been reviewed and found free of disqualifying military and civil offenses. (d) Statement that the applicant has been counseled about the financial limitations of the NROTC Scholarship Program. (e) Evaluation of applicant's ability to handle a college curriculum, including calculus and calculus-based physics, or biological science for nurse candidates, and basis of that evaluation, e.g., high school performance, college courses taken, Navy school performances, etc. **NOTE**: Completion of the commanding officer's endorsement by a division officer, department head, executive officer, etc., is **not** acceptable. Unacceptable or incomplete applications will be returned to the command without consideration.
(2)	Letter of application. See OPNAVINST 1533.12F for format.
(3)	Official transcripts of all college work completed, reflecting all grades. Two official copies of each transcript should be obtained, one for inclusion in the application and one for filing in the applicant's enlisted service record. Transcripts must bear both the signature of the registrar or designated representative and the raised seal of the educational institution.

(4)	Certified copies of the last two observed evaluations. Copies of non-observed evaluations are not required.
(5)	Certified copy of NAVPERS 1070/604, Enlisted Qualifications History of the enlisted service record.
(6)	Certified copy of NAVPERS 1070/609, Enlisted Performance Record of the enlisted service record (if available).
(7)	Reproduced copy of OPNAV 6110/2, Risk Factor Screening/Physical Readiness Test Results which contains results from the last two tests taken. OPNAVINST 6110.1F applies.
(8)	Statement of financial responsibility. Use the format provided in OPNAVINST 1533.12F.
(9)	Certified copies of all NAVPERS 1070/613, Administrative Remarks entries if the applicant is serving on first enlistment.
(10)	NAVCRUIT 1100/13, Interviewer's Appraisal Sheet. Minimum of two, original of each. Appraisal sheets should be typewritten or legibly handwritten. These sheets should not be given to the applicant.
(11)	Letter of acceptance to an NROTC college or university as a junior in a specific major.
(12)	DD 398-2, Personnel Security Questionnaire (National Agency Checklist). A "yes" answer in block 13 must be explained per instructions that accompany form.
(13)	Proof of U.S. citizenship: a certified copy of birth certificate; a DD 372, Request for Verification of Birth; or commanding officer's certification of personal sighting of citizenship on the applicant's original naturalization papers. Do not send originals.
(14)	Course outline of all courses that will be completed prior to entering the program.
(15)	Any other documents considered pertinent to the selection process.

6. **DODMERB Physical**. Applicants selected for the 2-Year Scholarship Program must complete a DODMERB physical and be determined to be physically qualified or waiverable for the NROTC Scholarship Program. The NROTC unit processing an applicant's application will provide assistance in scheduling a DODMERB physical. Applicants processing their applications at their commands should contact CNET for assistance in scheduling their DODMERB physicals.

7. **NSI**. All physically qualified 2-year scholarship selectees must successfully complete NSI at Newport, Rhode Island in the **summer before their junior year** to receive the scholarship. NSI is a 6 1/2-week course of instruction in naval science and drills similar to that required of NROTC students during their freshman and sophomore years. NSI convenes in **June**.

8. **Evaluation Process**

a. NROTC scholarship selection boards evaluate each applicant in two general areas. The selection board will first evaluate the applicant's potential as a future naval officer. Factors considered include professional performance while on active duty, leadership positions or positions of responsibility held, command comments, and the personal statement.

b. The selection board will then evaluate the applicant's academic potential. It will specifically evaluate the applicant's ability to complete a year of calculus and a year of calculus-based physics, which are required before graduation, Nurse Corps Option applicants excepted. Factors considered will be past academic performance as reflected in high school and college transcripts, Navy technical school performance, teacher or instructor comments, and performance on the SAT or ACT. Additional information which may explain or offset any weaknesses in the above areas should be provided with the application.

9. **If PSO Orders Are Received While Application is Pending**

a. Candidates for NROTC who receive permanent change of station orders for execution subsequent to the NROTC application deadline should not be transferred until officially notified of selection or nonselection to NROTC. If a transfer directive is received, the commanding officer shall notify the orders originating authority that the individual has applied for NROTC and that the orders are being held in abeyance until

notification of selection or nonselection is received. Cite transfer code number.

b. If the applicant is selected, the commanding officer shall notify the orders originating authority that the individual has been selected and that the orders are considered canceled. If the applicant is not selected for NROTC, the command should transfer the individual and notify the orders originating authority that the orders have been complied with, referencing the previous correspondence which held the orders in abeyance.

10. **Status of Enlisted Members Selected for NROTC Scholarship Program**. Enlisted members who are selected for NROTC Scholarship Programs will be issued orders from their present duty stations to the appropriate NROTC units, via NSI in the case of 2-year scholarship selectees. After reporting to their units, scholarship recipients will be released from active duty and appointed Midshipmen, U. S. Naval Reserve, for a period of **8 years**. Selectees shall further agree to accept appointments, if offered, as commissioned officers upon successful completion of their program.

a. An Enlisted Navy Career Options for Reenlistment (ENCORE) quota is not a requirement for officer accession programs. Selectees to officer accession programs do not need to request ENCORE reenlistment or extension quotas in order to acquire the necessary obligated service for those programs.

b. Members who enter NROTC Scholarship Programs from active duty and disenroll **prior to entering their sophomore years** will be ordered back to active duty to fulfill the unexpired terms of their enlisted commitments.

c. If disenrolled from NROTC Scholarship Programs **after commencement of their sophomore years**, members may be ordered back to active duty or, at the Secretary of the Navy's discretion, be ordered to reimburse the United States for educational expenses.

d. Upon successful completion of the NROTC Scholarship Program, the minimum active commissioned service requirement is **4 years**. Members who do not complete this obligation may be required to reimburse the United States for educational expenses.

11. **NROTC Nurse Corps Scholarship Selectees**. NROTC Nurse Corps Scholarship Option selectees must sign a NAVPERS 1070/613 entry before executing orders to their NROTC unit, acknowledging that they have been selected for the Nurse Corps Option only and that they may not transfer their scholarship benefits to the regular NROTC or Marine Corps Option scholarship programs.

12. **G.I. Bill Benefits**. Montgomery G.I. Bill benefits are available to eligible individuals who qualify by the date of **fall matriculation** at the university. Eligible individuals who do not qualify by reason of insufficient time-in-service will not be granted an extension on active duty in order to gain Montgomery G.I. Bill benefits.

13. **Navy-Marine Corps ROTC Bulletin**. Automatic distribution of the Navy-Marine Corps ROTC Bulletin is made to all Navy activities. Additional bulletins may be obtained from the nearest Navy recruiting district office or by calling:

COMNAVCRUITCOM
COMM (703) 696-4581
DSN 426-4581

14. **Additional Information**. Additional information on the NROTC Scholarship Programs can be obtained from the following sources:

Application Information:	**Commander, Navy Recruiting Command (703)696-4581 or DSN 426-4581**
NROTC Program Information:	**Chief of Naval Education and Training Selection and Placement 1-800-NAV-ROTC or DSN 922-4957 In Florida call (904)452-4957**
Medical Qualification Information: (Physical Scheduling or Physical Status)	**Examination Review Board 1-800-841-2706, (719)472-3562/3, or DSN 259-3562/3**

MILPERSMAN 1540-010

REQUIRED SERVICE OF OFFICERS DISENROLLED FROM SPECIAL NAVY TRAINING PROGRAMS

Responsible Office	CNO (N13)	Phone:	DSN	223-2328
			COM	(703) 693-2328
			FAX	224-1189

References	CNO (N1) memo of 25 Nov 2003 USD (P&R) memo of 27 Nov 2002 DODD 1322.10 of 26 Aug 2004 DODD 1322.6 of 22 Apr 2004 OPNAVINST 1420.1A SECNAVINST 1920.6B

1. **Policy**. 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 funded or partially funded graduate/advanced education opportunity, as defined in paragraph 4 below, is to be served concurrently with other obligated service (OBLISERV) incurred before entering the graduate/advanced education program.

2. **Hazardous Duty Training Programs**

a. The following programs are examples of hazardous duty training programs:

- Explosive Ordnance Disposal (EOD)
- Basic Underwater Demolition/Sea-Air-Land (SEAL) (BUD/S) Training
- Salvage Diving Training
- Deep Sea Diving Training
- Submarine Training
- Similar hazardous duty training programs

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 CNO (N1) memo of 25 Nov 2003 on the subject. Refer to this document for specific guidance. 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 with qualifying convictions for domestic violence per USD (P&R) memo of 27 Nov 2002.

(6) 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 Targeted Augmentation Program (TAP) or who did not select for augmentation into the Regular Navy.

(7) Other community-specific requirements approved by CHNAVPERS.

3. **Nuclear Power Training Programs**. An officer disenrolled, either **voluntarily or involuntarily**, from the

a. Surface Nuclear Power Training Program, or

b. Submarine Nuclear Power Training Program,

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).

4. **Graduate/Advanced/Baccalaureate Education Programs**

a. Per DODD 1322.10, officers, who receive a fully funded or partially funded graduate/advanced education and who fail to earn a

(1) graduate degree of the level and discipline that they were selected by the Navy to obtain, or

(2) 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/advanced education program.

b. Per DODD 1322.6, 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/advanced education program.

c. Seaman to Admiral (STA-21) disenrollees will be issued permanent change of station (PCS) 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 OPNAVINST 1420.1A.

5. **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.

6. **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 SECNAVINST 1920.6B 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

NAVAL AVIATION TRAINING

Responsible Office	NAVPERSCOM (PERS-433E)	Phone: DSN COM FAX	882-3984 (901) 874-3984 882-2721

1. **Policy**

a. A board of Naval Aviators will determine selectees for training leading to designation as Naval Aviators (Pilot or Naval Flight Officer). The board will meet quarterly (January, April, July, and October) and will be composed of

(1)	Director, Aviation Officer Distribution Division;
(2)	Head, Aviation Commander Assignment Branch;
(3)	Head, Lieutenant Commander/Junior Officer Assignment Branch;
(4)	Head, Air Combats Unit Placement Branch; and
(5)	Head, Aviation Officer Community Manager.

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/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, or be in training as an officer candidate leading to a commission as ensign, in the line of the Regular Navy or the Navy Reserve, and not presently in the aviation (13XX) community.

b. Applicants for **pilot** training 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.

c. Applicants for **naval flight officer** training 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), on a case-by-case basis as needs of the Navy dictate. Individuals that 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 sending it to NAVPERSCOM:

Chief of Naval Air Training
(N311)
Naval Air Station
Corpus Christi, TX 78419-5100

d. Officers serving in afloat billets 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.). 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 (PRD), whichever occurs earlier.

e. 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 for **pilot** training will attain a minimum score of **"4" on the Academic Qualifications Rating (AQR)** and **"5" on the Pilot Flight Aptitude Rating (PFAR)**.

c. Applicants for **naval flight officer** training will attain a minimum score of **"4" on the AQR** and **"5" on the Flight Officer Aptitude Rating (FOFAR)**.

d. Results are valid for an indefinite amount of time and the minimum time between tests is at least **30 days**. The original examination answer sheet must be sent to Naval Operational Medical Institute (NOMI) (Code 3411) for certification. Continental United States (CONUS) applicants may take the Aviation Selection Test Battery (ASTB) at any recruiting district. Remote CONUS military facilities, 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 must not have passed their 27th birthday at the time of application. 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 must not have passed their 27th birthday at the time of application. 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 commissioning are required to submit a formal waiver request to NAVPERSCOM (PERS-435A).

Navy Personnel Command
Aviation Officer Community Manager
(PERS-435A)
5720 Integrity Drive
Millington, TN 38055-4330

d. 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.

6. **Submission of Request**. Officers who meet the above eligibility requirements may request pilot/naval flight officer training by submitting the request in proper letter format (see "Contents of Letter Request" paragraph below), with a current student flight physical to NAVPERSCOM (PERS-433E) via the chain of command.

7. **Contents of Letter Request**

From: [Grade, name, branch of service, SSN/designator]
To: Commander, Naval Personnel Command (PERS-433E)

Subj: REQUEST FOR [PILOT TRAINING/NAVAL FLIGHT OFFICER TRAINING]

Ref: (a) MILPERSMAN 1542-010

Encl: (1) Copy of SF 88, Report of Medical Examination and SF 93, Report of Medical History

1. I hereby apply for [pilot training/naval flight officer training] under reference (a).

2. Enclosure (1) is forwarded per reference (a). The date of my birth is [date]. [Note: If age is greater than 27 at time of application, submit a separate age waiver request via chain of command to NAVPERSCOM (PERS-435A).]

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, the Navy, or the 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, the Navy, or the Air Force for reasons other than physical or flight failure." [If requesting a waiver for NFO training, indicate reasons for previous disenrollment.]

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]. The original answer sheet was mailed to NOMI (Code-341) on [date] for verification.

7. [For 111X:] 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 physical on [date] at [location/command] and was tentatively found [qualified/unqualified] for aviation training. On [date], this physical was mailed to the following address for final approval.

Naval Operational Medicine Institute
(NOMI-342)
340 Hulse Road
NAS Pensacola
Pensacola, FL 32508-1092

[Note that a copy of the physical is included as enclosure (1).]

9. My home and work phone numbers are: [fill-in]

10. This is my [first/second] request for flight training. [Provide details of previous applications including: programs applied for, command attached to, date and results.]

11. I agree to:

a. [For pilot training:] 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:] 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 Department.

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

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/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, SSN)
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).

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	882-3948
			COM	(901) 874-3948
			FAX	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-68)	Phone:	DSN COM FAX	882-4451 (901) 874-4451 882-2626

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 Article 85 of the Uniform Code of Military Justice (UCMJ); 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) (PERS-68) is notified of the member's death by certificate. 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 the UCMJ. 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 Units (CCU)	1600-110

MILPERSMAN 1600-020

APPREHENSION OF ABSENTEES AND DESERTERS

Responsible Office	NAVPERSCOM (PERS-68)	Phone:	DSN	882-4451
			COM	(901) 874-4451
			FAX	882-2626

References	Uniform Code of Military Justice (UCMJ) Manual for Courts-Martial (MCM)

1. **Policy**

a. Responsibility for coordinating apprehension and return of unauthorized absentees (UA) rests normally with member's commanding officer (CO). Units may request assistance directly from:

Navy Absentee Collection and Information Center (NACIC)
2834 Greenbay Road
North Chicago, IL 60064-3094
1-800-423-7633

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: No Navy activity will cause apprehension of, collect, transport, or facilitate release from civil authorities of a Navy deserter unless authorized by NACIC.

2. **NACIC**. Managed by Navy Personnel Command (NAVPERSCOM) (PERS-68), NACIC operates on a 24-hour a day basis. Responsibilities include control, accounting, and dissemination of information concerning members classified as deserters as well as providing timely and complete deserter information to civil law enforcement agencies, and initiating return of deserters apprehended by civil authorities. NACIC is the only entry point of warrants for desertion into National Crime Information Center, 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 Armed Forces may only apprehend absentees and deserters under circumstances prescribed by UCMJ, article 7(b); and MCM, RCM 302(b).

c. Any civilian officer having authority to apprehend offenders under laws of United States; or of a state, territory, commonwealth, or possession; or District of Columbia is authorized to apprehend deserters from Armed Forces and deliver them to custody of those forces. This authority is derived from UCMJ, article 8; and MCM, RCM 302(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 of jurisdiction of 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.

3. **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.

4. **Military Attachés or Mission Chiefs**. Military attachés or mission chiefs in foreign countries will not accept surrender of a deserter or absentee and return them to military control, unless United States is directly responsible for 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 member departs the foreign country or is deported, the military attaché or mission chief will make arrangements, if possible, when such departure is known, to have member taken into custody upon arrival within a territory where United States military officers have authority to apprehend.

MILPERSMAN 1600-030

ACCEPTANCE AND DISPOSITION OF RETURNED DESERTERS

Responsible Office	NAVPERSCOM (PERS-68)	Phone:	DSN	882-4451
			COM	(901) 874-4451
			FAX	882-2626

1. **Policy**. Any military installation or command, manned by active duty members, may receive absentees and deserters. Absentees/deserters should be subsequently transferred to the nearest installation of their branch of service which has the facilities to process absentees/deserters. Navy Absentee Collection and Information Center (NACIC) will direct the movement of apprehended Navy deserters.

2. **Procedures**

a. **Officers** will be returned to the command from which deserted, regardless of length of absence, unless otherwise directed by NACIC.

b. **Enlisted** personnel, **absent for 179 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 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/surrender.

(2) deserters absent from an overseas shore activity, unit homeported overseas, or 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, absent for 179 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 179 days or less, 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 179 days or less, 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 180 days or more** will be returned to the Navy processing unit closest to the point of apprehension/surrender. Navy processing activities for the purpose of this article are

Transient Personnel Unit, Puget Sound, Silverdale, WA;
Transient Personnel Unit, Jacksonville, FL;
Transient Personnel Unit, Great Lakes, IL;
Transient Personnel Unit, Norfolk, VA;
Transient Personnel Unit, San Diego, CA; and
Transient Personnel Unit, 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) within 48 hours after a member's failure to return via TAO, notify NACIC via naval message of the member's status.

(b) forward member's service and health records to NACIC via registered mail if they have them.

(2) **NACIC** will,

(a) following receipt of the naval message, roll the member's UIC to 41104 (BUPERS Deserter Account).

(b) initiate and transmit a Deserter Declaration message, complete DD 553 (Rev. 5-04), Deserter/Absentee Wanted by the Armed Forces (signed by the OIC/AOIC), and enter a new arrest warrant into the National Crime Information Center (NCIC) system.

(c) escort members assigned to UIC 41104 who are subsequently apprehended to the nearest TPU, regardless of the length of absence/desertion.

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 (RMC) 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 their date of return (excluding hospitalization), notify NACIC, info Navy Personnel Command (NAVPERSCOM) (PERS-68), requesting a waiver of this policy. Waiver request shall be by message, info the parent command and their immediate superior in command.

MILPERSMAN 1600-040

PROCEDURES FOR COMMANDS TO WHICH ENLISTED ABSENTEES ARE ATTACHED

Responsible Office	NAVPERSCOM (PERS-68)	Phone:	DSN COM FAX	882-4451 (901) 874-4451 882-2626

References	U.S. Navy Regulations DFAS-DJMS Procedures Training Guide (DFAS PTG) NAVSO P-3069, Source Data System Procedures Manual (SDSPROMAN)

1. **Procedures upon Initial Absence**

a. Take the following actions:

(1) List member on the daily Absentee Report as prescribed by U.S. Navy Regulations. 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 disbursing officer or Personnel Support Activity Detachment (PERSUPP DET) servicing the command.

(3) Inspect the local living quarters for clues to member's whereabouts.

(4) Question cohorts about possible whereabouts.

(5) Inquire member's local next-of-kin or friends about possible whereabouts.

(6) Check with local disbursing officer/PERSUPP DET for member's requested distribution of funds; inquire of that institution as to recent, large withdrawal of funds.

(7) Inquire of local hospitals (military and civilian).

(8) Inquire of local law enforcement agencies (military and civilian).

(9) Inquire of local transportation management office about member acquiring recent long-distance transportation arrangements.

(10) Inquire of local religious and counseling services as to recent visits and the member's possible over-powering concerns which might have caused or contributed to the absence.

b. If 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 CO will furnish a copy of the DD 553 (Rev. 5-04), Deserter/Absentee Wanted by the Armed Forces, to the nearest consulate of the United States.

e. If UA is less than 24 hours, make a NAVPERS 1070/613 (Rev. 10/81), Administrative Remarks entry to the service record with the exact hours and date, both beginning and ending, and circumstances of UA.

f. If absent over 24 hours, prepare and distribute NAVPERS 1070/606 (Rev. 10-02), Record of Unauthorized Absence, per DFAS PTG or NAVSO P-3069.

2. **Procedures on the 10th Day of Absence**. Take the following actions:

a. Disbursing office will stop all allotments.

b. Notify the member's next-of-kin via the following letter, with a copy to the Staff Chaplain at the appropriate Naval Reserve Readiness Command 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 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, Naval Reserve Readiness Command, (address and telephone)."

3. **Procedures when a Member Fails to Report on Transfer Orders**

a. Take the following action:

(1) Contact the member's previous command to verify member's status and ensure absence is not a result of modification or cancellation of orders.

(2) Make a "Failed to Report" diary entry, as applicable.

(3) Prepare NAVPERS 1070/613 from information contained on the advance copy of transfer orders or the command's EDVR, showing:

b. "(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."

c. Open a skeleton service record, and file the original NAVPERS 1070/613 and all other available documents. Request

duplicate record from Navy Personnel Command (NAVPERSCOM) (PERS-324).

d. Prepare and distribute a NAVPERS 1070/606.

4. **Additional Procedures When Member Misses Movement**. Make the following NAVPERS 1070/613 entry:

"(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.)."

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-68)	Phone:	DSN COM FAX	882-4451 (901) 874-4451 882-2626

References	Uniform Code of Military Justice (UCMJ)

1. **Procedures when Member Returns to Parent Command**. Take the following actions:

a. If absence was less than 24 hours, make NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, entry started per MILPERSMAN 1600-040.

b. If absence was greater than 24 hours, prepare and distribute NAVPERS 1070/606 (Rev. 10-02), Record of Unauthorized Absences, started per MILPERSMAN 1600-040.

c. If member returned after 10 days, notify the next of kin of member's return, with a copy of the letter to the Naval Reserve Readiness Command originally notified per MILPERSMAN 1600-040.

d. Initiate appropriate disciplinary and administrative separation action as appropriate/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, obtain confirmation of member's status.

b. Verify with member date and hour absence began, complying with the UCMJ, Article 31(b) (reading members their rights before questioning).

c. Coordinate transportation for member to return to their 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. Passenger Reservation Requests (PRRs), if used, must state that 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.

d. For surrenderee traveling in connection with funded permanent change of station (PCS)/temporary duty (TEMDU)/TEMADD orders, endorse the orders using NAVCOMPT 3067-6C (Rev. 9-76), Detaching (Departing) Endorsements to Orders, and type in the remarks block:

"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."

e. If member is not in possession of original copy of funded orders, then TAO need to be issued and a NAVPERS 1070/613 entry made indicating member is not in possession of funding (PCS/TEMDU/TEMADD) orders.

f. If surrenderee is not traveling under funded orders, issue TAOs using NAVCOMPT 536 Rev. 12-79), 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)).

g. 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/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:

h. Provide the original TAO, Pay Adjustment Authorization (PAA), and NAVPERS 1070/613 to the member and forward a signed copy of each to the gaining command.

i. Ensure the absentee's appearance does not reflect discredit to the Naval Service. Utilization of a PAA for haircut and clothes may be required.

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1600-060

DECLARATION OF DESERTION

Responsible Office	NAVPERSCOM (PERS-68)	Phone: DSN COM FAX	882-4451 (901) 874-4451 882-2626

References	(a) DODD 1325.2 of 2 Aug 2004 (b) Uniform Code of Military Justice (UCMJ) (c) NAVSUP Publication 485, Naval Supply Procedures, Volume 1, Afloat Supply (d) NAVSUP Publication 490, Transportation of Personal Property, Revision 3, Para. N6005

1. **Policy**. Date and time of desertion always start from the initial unauthorized absence (UA). If UA over leave or liberty, UA/desertion commences at the time leave or liberty expired.

2. **Procedures**. When conditions outlined in MILPERSMAN 1600-010 are met,

a. prepare DD 553 (Rev. 5-04), Deserter/Absentee Wanted by the Armed Forces per reference (a).

NOTE: Write “unknown” in the fields for which information is not available and leave the distribution block of DD 553 blank.

b. declare the member a deserter by transmitting the declaration of desertion message using the format supplied below. Note in the remarks section if this is a case of desertion under aggravated circumstances by meeting any of the following:

(1) As detailed in enclosure (1) of reference (a).

(2) The individual is suspected of other reference (b) violations such as articles 80, 81, 94, 95, 133, or 134.

(3) The individual is in the rank of E-7 or above.

c. file a copy in the member’s service record.

NOTE: If the command does not possess member's service record, obtain a duplicate from Navy Personnel Command (NAVPERSCOM), Records Support Branch (PERS-312).

d. forward DD 553 to Navy Absentee Collection and Information Center (NACIC) either by mail to the address listed below or as an E-Mail attachment to nacic_grlk@navy.mil. Include the following:

(1) A copy of OPNAV 5527/1 (Rev. 6-98), Incident Report, if applicable;

(2) A copy of member's NAVPERS 1070/602 (Rev. 7-72), Dependency Application/Record of Emergency Data;

(3) Enlistment contract;

(4) Photograph of the member (if available); and

(5) A copy of latest leave papers, or last known address.

NOTE: The DD 553 and declaration of desertion message are required to enter the member into the FBI's National Crime Information Computer (NCIC) Wanted Persons File. NACIC is the only activity authorized to enter desertion warrants into the NCIC.

e. if member deserted from a foreign port, forward a copy of DD 553 to the nearest United States (U.S.) consul.

f. if additional information is received, forward it to NACIC. Mailing address:

Officer-in-Charge
Navy Absentee Collection and Information Center
2834 Green Bay Road
North Chicago, IL 60064-3094

3. **Critical Precaution**

a. Desertion cases are complicated because, in most cases, returnees are separated from their field service record. Service records are always required to adjust pay accounts and for evidence to sustain desertion/UA charges. Incorrect service record processing and documentation, including courts-martial

charge sheets, may result in unnecessary delays in bringing offenders to trial and possibly losing a case at a court-martial. Ensure complete, timely, and accurate submission of all documentation.

b. Commands are responsible for the accurate completion and submission of DD 553, declaration of desertion message, and completing appropriate service record entries prior to forwarding records and documents to NACIC. Records received by NACIC that are improperly closed out, or improperly completed, or with inaccurate forms, will be returned to the command for correction and not included in NAVPERSCOM deserter unit identification code (UIC) (41104).

4. **Disposition of Personal Effects and Service Records**

a. **Service Records**: Retain a deserter's record 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
2834 Green Bay Road
North Chicago, IL 60064-3094

Mark outside envelope "**DESERTER – DO NOT OPEN IN MAIL ROOM.**" Ensure the following documents are inserted in the record and are completed accurately to prevent return to the command for reprocessing:

(1) NAVPERS 1070/606 (Rev. 10-02), Record of Unauthorized Absence

(2) NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks

(3) Copy of NAVSUP 29 (Rev. 5-78), Inventory of Personal Effects Lost – Abandoned - Unclaimed

(4) Copy of DD 553 (Rev. 5-04), Deserter/Absentee Wanted by the Armed Forces

(5) Copy of declaration of desertion message

b. 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 shore activities, units home-ported overseas, and deployed units (absent from homeport for more than 90 days consecutively) may forward to NACIC all applicable records and documents after member is declared a deserter and absent 31 days or more. Annotate in the remarks section of the declaration message 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**: Per reference (c), send personal effects to:

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 (d).

5. **Action by NAVPERSCOM**

a. Upon receipt of the declaration of desertion message, NACIC will change the member's on board personnel accounting status to Deserter ACC 109. If member returns to military control within 180 days of the UA date, NACIC will change the member's ACC to the appropriate status. Allow 60 days for this transaction to reflect on command's EDVR. When a member is absent 181 days or more, and NACIC is in receipt of all records, NACIC will then transfer member to NAVPERSCOM Deserter UIC (41104). In the case of deployed units and commands overseas, NACIC will transfer member to NAVPERSCOM Deserter UIC (41104) upon receipt of all records.

b. Replacements will be provided according to priorities in the requisition system and availability of assets.

6. **Message Format**. Use the following formatted message:

```
FROM:  (Originating activity)
TO:    NAVPERSCOM DET NAVABSCOLLINFOCEN GREAT LAKES//.001//

INFO:  COMNAVPERSCOM MILLINGTON TN//PERS-68//
               EPMAC NEW ORLEANS LA//JJJ//
               DFAS CENTER CLEVELAND OH//JJJ//
               FISC CHEATAM ANNEX WILLIAMSBURG VA //JJJ//
BT
UNCLAS//01626//
SUBJ:  REPORT CONTROL SYMBOL BUPERS 1600-3, REPORT OF DECLARATION OF
DESERTION (PERS-68)
MSGID/GENADMIN/(Originator)//
POC//Name/Rate/Rank/Telephone//
RMKS/1.  (Member's rate, full name, branch/class, SSN.)
2.  DECL DESERTER (date), HAVING BEEN ON UNAUTHORIZED ABSENCE SINCE
(unauthorized absence time and date) FROM (activity name and UIC).
3.  MEMBER IS CURRENTLY CARRIED IN ACCOUNTING CATEGORY CODE (ACC) ON
COMMAND'S EDVR.
4.  IDENTIFYING INFORMATION: (Items A-H required items.)
    A.  HEIGHT (in inches):
    B.  WEIGHT:
    C.  COLOR HAIR/COLOR EYES:
    D.  SEX/RACE:
    E.  CITIZENSHIP (U.S., immigrant, alien, non-immigrant,
alien/Filipino, etc.):
    F.  VISIBLE SCARS, MARKS, AND TATTOOS (verify by medical record):
    G.  ALIAS(ES) (if known/suspected):
    H.  DATE AND PLACE OF BIRTH:
    I.  HOME OF RECORD:
    J.  DRIVER'S LICENSE NUMBER, STATE OF ISSUE:
    K.  EAOS:
5.  DD 553 MAILED TO NACIC.  (If not, expected date of mailing.)
6.  MEMBER'S CURRENT SECURITY CLEARANCE:  (Level/special access
program(s).)  Info COMNAVINTCOM/COMNAVSECGRU as appropriate.
7.  NEXT OF KIN (NOK) AND READINESS COMMAND CHAPLAIN HAVE BEEN
NOTIFIED.  (If not, action being taken to notify them.)
8.  POV DATA (If known, license plate number, state of plate, year,
make and model, color, and other identifying information.)
9.  REMARKS:  (Suspected to be armed and dangerous/suicidal
tendencies, has mental disorder, fled to avoid trial (include
charges and any amplifying data), etc., and include any details.
Provide any information that could assist law enforcement in
attempting to locate and/or apprehend the member, including
information such as NOK names, addresses, phone numbers, etc.)//BT
```

NOTE: Assigned REPORT CONTROL SYMBOL BUPERS 1600-3, REPORT OF DECLARATION OF DESERTION.

MILPERSMAN 1600-070

DECLARATION OF RETURN FROM DESERTION

Responsible Office	NAVPERSCOM (PERS-68)	Phone:	DSN COM FAX	882-4451 (901) 874-4451 882-2626

References	18 U.S.C. 922 DODD 1325.2 of 2 Aug 2004

1. **Procedures**

a. MILPERSMAN 1600-050 provides actions to be taken upon return of a deserter to military control. The activity to which a member returns will submit **DD 616 (Rev. 12-99), Report of Return of Absentee** to all recipients of **DD 553 (Rev. 5-04), Deserter/Absentee Wanted by the Armed Forces** as detailed in MILPERSMAN 1600-060, and the following message to report the member's return to military control. This message must be submitted even if the deserter has been (or will be) discharged.

```
FROM:  (Originating activity)
TO:    COMNAVPERSCOM DET NAVABSCOLLINFOCEN
       GREAT LAKES IL//001//
       (Member's parent command)
INFO:  COMNAVPERSCOM MILLINGTON TN//PERS-68//
       EPMAC NEW ORLEANS LA//JJJ//
       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-68)//
MSGID/GENADMIN/(Originator)//
POC/Name/Rate or Rank/Telephone//
RMKS/1.  (Member's rate, full name, branch, SSN)
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 HAVE 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

b. The deserter's parent command to which they are assigned for disciplinary action or disposition is responsible for completing NAVPERS 1070/606 (Rev. 10-02), Record of Unauthorized Absence.

c. In addition to those actions listed in MILPERSMAN 1600-050:

(1) **Surrenderees.** Members who surrender will not be placed in civilian jails. Commander, Navy Personnel Command (COMNAVPERSCOM) (PERS-68) or Officer in Charge, Navy Absentee Collection and Information Center (NACIC) may grant an exception in unusual circumstances.

(2) **Apprehendees**

(a) Commands will not pick up or escort deserters unless authorized by NACIC. NACIC will determine disposition and transport/coordinate with the nearest shore patrol if an escorted local move is required. Do not accept deserters from civilian authorities until approval is obtained from NACIC.

(b) If member is being held by civil authorities for civil charges, NACIC must be advised. NACIC will issue a military detainer and arrange escorts upon their 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.

d. Per 18 U.S.C. 922 (Brady Bill), 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 to NACIC the deserter's final disposition via message within 60 days of the deserter's return. Describe venue (non-judicial 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 GREAT LAKES IL//001//.

2. **Information**

a. If a member was declared erroneously, notify NACIC and Defense Finance and Accounting Service (DFAS) Cleveland by message **immediately** to prevent undue financial hardship, and to prevent member from being entered, or to remove member from the FBI National Crime Information Center 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 must, however, prepare the Return to Military Control message to clear member from the deserter files. Indicate in the remarks section the authority used for discharge in absentia.

c. It is imperative when a declared deserter is discharged from Navy, placed on the Temporary Disability Retired List (TDRL), or starts Appellate Leave after physically returning to a command, a Return to Military Control Message; 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 (NCIC).

MILPERSMAN 1600-080

WHEN A DESERTER SURRENDERS/IS DELIVERED TO A NAVAL HOSPITAL

Responsible Office	NAVPERSCOM (PERS-68)	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 where 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-68)	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-06)	Phone: DSN COM FAX	882-3164 (901) 874-3164 882-2615

Governing Directives	10 U.S.C. 972 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.

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 per DOD 7000.14-R, volume 7A.
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 commanding officer. 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 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 DOD 7000.14-R, volume 7A 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 his or her 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 commanding officer (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-68)	Phone:	DSN	882-4689
			COM	(901) 874-4689
			FAX	882-2626

References	SECNAVINST 1640.9B, Department of the Navy Corrections Manual SECNAVINST 1640.7D, Administering Correctional Custody, DON Corrections Manual OPNAVINST 1640.7A, Manual for the Operation of a Waterfront Brig/Correctional Custody Unit (CCU)

1. **Policy**. The correctional custody program is designed to provide a means of disposing of minor disciplinary infractions (normally 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 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, 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 Offenses.** • **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);

c. upon member’s return, ensure the member is assimilated back into the command in a positive and productive manner.

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-432Z)	Phone:	DSN	882-3969
			COM	(901) 874-3969
			FAX	882-2721

Governing Directives	OPNAVINST 3710.7Q OPNAVINST 5350.4B SECNAVINST 1920.6A DOD 7000.14-R, DOD Financial Management Regulation NAVCOMPT 3062, Orders for Hazardous or Special Duty

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 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 OPNAVINST 3710.7Q, 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 1st 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 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 should submit an official request for a new officer designator code to NAVPERSCOM.

(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 OPNAVINST 5350.4B (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 SECNAVINST 1920.6A.

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 commanding officer and directed to submit, within 5 days, an official request for such termination to NAVPERSCOM (PERS-43C). 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 (MILPERSMAN 1212-010). The date of suspension of flight status shall be included in the commanding officer'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. Commanding officers should counsel officers concerned that a voluntary termination of flight status is considered permanent by NAVPERSCOM and requests for reinstatement will not normally be approved.

6. **Field Naval Aviator Evaluation Boards (FNAEBs) – Definition**. Field Naval Aviator Evaluation Boards (FNAEB) 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" blocks of this article, through the chain of command to the type commander. These boards are not bound by formal rules of evidence and may consider and include in the record any matter of reasonable believability or authenticity which is relevant to the case. These boards are not 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 a FNAEB shall be kept completely separate from such boards.

7. **Conditions for Convening an FNAEB**. A FNAEB will normally be convened by the immediate superior in command, if present, or by the commanding officer of the individual concerned when any of the following conditions are considered to exist:

a. The aviator has demonstrated faulty judgment in flight situations. This may be evidenced by violations of flight discipline, mishaps involving aeronautical judgment, 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 evidence 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 a 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 Naval Aviator Evaluation Board 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 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 the mature judgment required. 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 a 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 blocks.

11. **Recommendations - Type A**. Type A - Continuation in a Flight Status, appropriate sub-recommendations:

a. Retain in present duty assignment.

b. Transfer to another activity not within the same administrative command operating similar or different type aircraft.

c. Probationary flight status for a definite 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 commanding officer 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. Retention of right to wear the insignia.

b. 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.

13. **Record of the Proceedings**. A record of the proceedings shall be prepared on 8-1/2 x 11 inch paper. The record shall include the following:

a. A summary of the facts pertinent to the case.

b. The total flight hours, total hours last 3 months, total hours by model for last 3 months, and the type of aircraft presently qualified to fly.

c. A statement in the proceedings that the member concerned was accorded the privilege of appearing in person before the board and making such statements pertinent to the case as the member desired. Should it be impractical for appearance in person, a written statement shall be attached to the proceedings unless both privileges are waived. Convening of the board shall not be delayed by more than 30 days for the purpose of obtaining the personal appearance or statement of the member concerned.

d. Finding(s) and opinion(s) of the board.

e. A recommended classification of the member (Type A or B). When the board members are not unanimous regarding the classification and recommendation, a minority report shall be included.

f. All members of the board shall sign the report.

g. A statement by the individual acknowledging the purpose of the board shall be attached as an enclosure.

h. The convening document shall be enclosure (1).

i. Statements of witnesses and other pertinent information shall be attached as enclosures.

j. A flight surgeon’s evaluation shall be an enclosure.

14. **Aviation Career Incentive Pay (ACIP)**. According to DOD 7000.14-R, an officer’s Aviation career Incentive Pay (ACIP) may be suspended when the status of future aviation service is

uncertain. The commanding officer shall suspend the member's ACIP effective on the date of the first Type B recommendation by submitting NAVCOMPT 3062, Orders for Hazardous or Special Duty. 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.

15. **Distribution of Record of Proceedings**. The record of proceedings shall be sent to the type commander, or equivalent, via the commanding officer of the member concerned and the chain of command according to the following:

a. Upon convening a Naval Aviator Evaluation Board, the convening authority is directed to send a copy of the approving letter to the type commander.

b. The senior board member of each board shall submit to the first endorser the report of board proceedings not later than 14 work days from the receipt of the convening authority direction to implement proceedings.

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. Each endorser shall send the formal record of proceedings within 3 working days from the date of receipt. Requests for extensions by originators or endorsers shall be submitted to the type commander.

e. Besides a recommended classification, the commanding officer's endorsement should contain an assessment of the member's past performance and potential capabilities as an aviator.

f. Additional relevant information, including but not limited to, any additional documents submitted by the officer concerned should be included as enclosures to reviewing authority endorsements, especially when such documents were considered by either the board or any of the reviewing authorities.

g. When recommendations made by the board or subsequent endorsers are implemented and within purview, the type commander

or equivalent may take appropriate action and the matter shall be considered closed.

h. When recommendation of the field board or subsequent endorsers is limited to reassignment or further training within the same administrative command, the type commander may coordinate such reassignment with NAVPERSCOM. The matter shall be considered closed when action has been completed and final "action taken" has been sent to the NAVPERSCOM for information.

i. When action cannot be completed as indicated above, the case shall be sent via the chain of command to NAVPERSCOM who will refer it to the Naval Aviator Evaluation Board. This Board shall be composed of representatives of the Navy Personnel Command, the Chief of Naval Operations, the Chief, Bureau of Medicine and Surgery, and such officers as NAVPERSCOM may designate. Individuals may be afforded the opportunity to appear before this Board in person if desired, but at no cost to the Government, and provided no excessive delay ensues.

j. An individual letter of notification of the final action as approved by NAVPERSCOM shall be sent to the member.

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 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 blocks. 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 the Chief of Naval Air Training to the Chief, Bureau of Medicine and Surgery, with a copy to NAVPERSCOM.

17. **Reinstatement of Flight Status**

a. A former naval aviator will not normally 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 Naval Aviator Evaluation Board 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. 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, 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. 12-94), NAVY EQUAL OPPORTUNITY (EO)/SEXUAL HARASSMENT (SH) FORMAL COMPLAINT FORM

Responsible Office	NAVPERSCOM (PERS-00H)	Phone: DSN COM TOLL FREE WITHIN U.S. FAX	882-4561 (901) 874-4561 (800) 253-0931 882-2617

Governing Directives	U.S. Navy Regulations, Chapter 11, Section 5, Article 1150 Uniform Code of Military Justice (UCMJ), Subchapter 9, Section 938, Article 138 OPNAVINST 5354.1D

1. **Purpose**. NAVPERS 5354/2 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

(1) U.S. Navy Regulations, chapter 11, section 5, Article 1150.

(2) UCMJ, subchapter 9, section 938, article 138.

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 OPNAVINST 5354.1D, 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;

b. courts-martial;

c. administrative board or selection board procedures and results;

d. general policies of Department of Defense and Department of the Navy, including the instructions and other documents promulgating such policies;

e. complaints that may be redressed under other Department of the Navy procedures (i.e., Board for Correction of Military Records); 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 OPNAVINST 5354.1D. NAVPERS 5354/2 may be obtained through normal supply channels (stock number 0106-LF-019-2500).

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
(703) 614-2735

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	882-4424
			COM	(901) 874-4424
			FAX	882-2625

References	BUPERSINST 1610.10 Navy Regulations, Article 1122 Uniform Code of Military Justice (UCMJ), Article 15 Manual of the Judge Advocate General (JAGMAN) DOD Instruction 1332.40 NAVSUP P-1, Naval Supply System Command Manual NAVMED P-117, Manual of the Medical Department Navy and Marine Corps Military Pay Procedures Manual

1. **General Provisions**. General provisions applicable to all officer cases involving performance or conduct:

a. If it is expected that disciplinary action, military or civilian, may be taken against an officer, the officer should not be transferred until such action has been resolved. When a modification of orders is necessary, the Navy Personnel Command (NAVPERSCOM) (PERS-83 and PERS-4) should be notified of the circumstances, provided with recommendations and requested to issue orders as may be appropriate.

b. Although the release from active duty of Reserve officers generally renders them no longer subject to jurisdiction under the Uniform Code of Military Justice (UCMJ) (but see MILPERSMAN 1620-020), there is no authority to retain Reserve officers beyond their normal release from active duty date unless court-martial charges have been preferred. A request to retain a Reserve officer beyond the normal release from active duty date in order to impose nonjudicial punishment will not be granted. If it is not practicable to impose nonjudicial punishment prior to the officer's release from active duty, the reporting senior should make appropriate comments in the officer's detaching report of fitness.

c. When misconduct or deficiencies in the performance of an officer are discovered after the submission of the officer's report of fitness, a supplemental report of fitness according to BUPERSINST 1610.10 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. In cases where an officer has a right to respond, an 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 officer, 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 them. Direct the officer's attention to Navy Regulations, Article 1122 for guidelines regarding such statements.

e. NAVPERSCOM (PERS-83) should be informed and kept apprised by appropriate means of communication of incidents involving officer performance or conduct which may be of widespread public interest or those which will require action by NAVPERSCOM concerning the officer's status. Unless indicated otherwise, these reports are intended for information and appropriate action and not for inclusion in an officer's official record. Point of contact information should 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 should be designated "For Official Use Only" and transmitted in double envelopes. The outer envelope should be addressed to NAVPERSCOM (PERS-83) and the inner envelope marked "Officer Performance, For Official Use Only."

2. **Misconduct- General Courts-Martial**. When court-martial charges have been preferred against an officer, their commanding officer will immediately send a copy of the charges and specifications with explanatory information to NAVPERSCOM (PERS-83). The commanding officer will keep NAVPERSCOM (PERS-83) 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 officer's official record.

3. **Misconduct- Nonjudicial Punishment**

a. Whenever nonjudicial punishment (NJP) is imposed upon an officer, the authority imposing the punishment shall immediately notify NAVPERSCOM (PERS-83) by letter (Nonjudicial Punishment Report) 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 decided.

b. If the officer imposing NJP is not a flag officer, the letter report shall be submitted via the first flag officer in the administrative chain of command. This does not prevent fleet commanders-in-chief or type commanders from requiring letter reports of NJP to be forwarded to NAVPERSCOM through command channels. These required reports are separate and distinct from any reported NJP, which may be contained in investigations or other correspondence.

c. The officer's commanding officer or the authority imposing the punishment will include, in the letter report of NJP, recommendations on the following issues:

(1) Whether the officer should be detached from the command.

(2) Whether the officer's misconduct warrants promotion delay or removal (if on a promotion list).

(3) Whether the officer should be required to show cause for retention.

(a) If any recommendation is negative, forward the report via the officer concerned for acknowledgment and an opportunity to submit a statement. The command will be the second via addressee and will provide appropriate comments on the officer's statement.

(b) The letter report should be forwarded up the administrative chain for flag endorsement as mentioned above.

d. If the officer is recommended for immediate transfer (Detachment for Cause), notify NAVPERSCOM (PERS-8 and PERS-4) by

message immediately following disciplinary proceedings. NAVPERSCOM (PERS-4) will initiate action to order in a relief for the officer concerned per current officer transfer directives.

e. Punishment which includes a punitive letter. If the NJP included a punitive letter, the following should be forwarded with the report:

(1) The punitive letter;

(2) Any statement submitted by the officer concerning the letter or the officer's written declination to submit a statement;

(3) A copy of the investigation and other documents which were considered at NJP, to include rights statements; and

(4) A copy of the letter denying the appeal or the officer's written declination to appeal.

(5) A copy of the NAVPERS 1626/7 (Report and Disposition of offenses).

f. Punishment, which does not include a punitive letter, shall include the following:

(1) Offenses for which the punishment was awarded;

(2) A brief description of the circumstances surrounding offenses;

(3) The punishment awarded;

(4) A copy of the investigation and other documents, which were considered at NJP, to include, rights statements;

(5) A copy of the NAVPERS 1626/7 (Report and Disposition of offenses);

(6) A summary of the statement, if made by the officer at NJP;

(7) A copy of the letter denying an appeal or the officer's written declination to appeal; and

(8) A dated acknowledgment by the officer that they have seen the letter report of NJP.

g. Upon receipt of the letter report:

(1) If the NAVPERSCOM/Show Cause Authority (SCA) determines the officer will show cause for retention, relief will be provided when immediate transfer of the officer is desired.

(2) If the officer is not required to show cause for retention, NAVPERSCOM will take action on the recommendation of the commanding officer and flag officer.

(3) When an appeal has been made and there is no NJP approved by the reviewing authority, the letter report will merely forward a copy of the letter granting the appeal since no documentation is included in the officer's official record.

4. **Misconduct- Civil Offenses** In civil action cases where an officer has been arrested in connection with, or charged with a civil offense which, if punished under the UCMJ carries a maximum punishment of confinement for 1 year or more or a punitive discharge or dismissal, the commanding officer shall report initial pertinent information to NAVPERSCOM (PERS-83) by message (Civil Action Report). Subsequent status reports shall be submitted as appropriate. When the results of the civil action become final, the commanding officer shall submit a final report to NAVPERSCOM by letter (Final Civil Action Report). Since this letter may become a part of the officer's official record, it will include the following:

(**NOTE**: UCMJ, Article 15 authorizes a punitive discharge for drunk, impaired or reckless driving. Related civil arrests must be reported.)

a. A brief description of the incident for which the officer 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. The command action being taken or recommended.

f. A dated acknowledgment by the officer that they may, within 5 days of the acknowledgment, make a statement concerning the matter and, if made, a copy thereof.

NOTE: An officer's failure to submit a statement within the time period shall not be cause for a delay in forwarding the letter report to NAVPERSCOM (PERS-83). If the officer submits a statement after the letter report is forwarded, send the statement under separate cover or by letter of transmittal.

5. **Misconduct- Pay Matters**. Commanding officers or commanders will report to the DFAS Cleveland Center the results of all cases of unauthorized absences and any punishment, which involves a forfeiture or fine from NJP or court-martial. 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. This report shall be submitted to the disbursing officer for forwarding to the DFAS Cleveland Center.

6. **Nonpunitive Actions Administered Orally or by Letter of Caution**. Nonpunitive actions administered orally or by letter of caution not intended for inclusion in the departmental records of the addressee are not "punishment" within the purview of UCMJ, Article 15 but are considered nonpunitive measures as described in JAGMAN 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.

7. **"Matter of Interest" Holdings**

a. Navy Personnel Command determines whether records or reports of Formal or Informal Investigations or of Courts of Inquiry or other matters should be held to contain "matter of interest" to the official records of any present, former, or potential officer. A "matter of interest" holding ensures 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 to future reviewing, examining, or selection authorities. "Matter of interest" holdings 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 reports of fitness.

b. In cases where additional information regarding an officer's performance becomes available subsequent to their detachment and transfer to another command, or after a report of fitness 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 holding. In those cases in which a "matter of interest" holding has been recommended and the information might be construed to reflect derogatorily on an officer involved, they 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 will be made by NAVPERSCOM after receipt of the entire case, including the officer's statement.

8. **In Case of an Adverse Report of Fitness**

a. In case of an adverse report of fitness, following Navy Regulations, adverse matter will not be placed in an officer's record without their knowledge.

b. If a fitness report contains matter considered to be adverse, it shall be referred to the officer concerned for such official statement as they may choose to make in reply. If the officer reported upon does not desire to make a statement, they shall state this officially in writing. The reporting senior shall endorse the original statement and forward it, together with the report, directly to NAVPERSCOM.

c. If a report referred to an officer for a statement is not returned to the reporting senior within a reasonable length of time, the reporting senior shall forward a signed duplicate report to NAVPERSCOM with an explanation of the circumstances. The officer reported upon should be informed when this is done. If the officer on whom an adverse report is made has been detached, the report shall be forwarded to them directly and not via the new reporting senior, except when the officer has been hospitalized. If the address of the officer reported upon is not known, the report shall be forwarded to NAVPERSCOM for referral.

d. In all cases in which matter may be construed as possibly reflecting adversely against an officer, CHNAVPERS resolves the issue in favor of the officer concerned and gives them the benefit of seeing the material with the opportunity to comment thereon.

9. **Homosexual Conduct**. For interim guidance, see DOD Instruction 1332.40 and NAVADMIN 094/00.

10. **Information Which Alleges Indebtedness, Nonsupport, or Paternity**

a. When a commanding officer 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 commanding officer that an officer under their command has

(1) flagrantly mishandled their 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 as 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 commanding officer shall take such action as indicated below.

b. Being guided by the merits of each case, a commanding officer should consider

(1) an appropriate notation in the officer's next regular report of fitness;

(2) a commanding officer's nonjudicial punishment; or

(3) referral to court-martial.

c. The mere involvement of an officer in any dependency, paternity or indebtedness situation should not, of itself, be the sole factor for considering action outlined above. When an

officer's conduct in such cases does, in fact, bring discredit upon the naval service, a commanding officer's action per this paragraph is considered to be appropriate since an officer must be morally as well as professionally and physically qualified for their present rank and for promotion to the next higher grade.

11. **Cases of Unauthorized or Unexplained Absence-Policy**

a. 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 commanding officer shall immediately notify NAVPERSCOM (PERS-83) by message, Report Control Symbol BUPERS 1611-7, of all facts and circumstances surrounding the officer's absence.

b. When a naval officer has been absent for 10 days and has not been declared a deserter, notify the next-of-kin by letter as shown in the "Unauthorized Absence-Sample Letters" block. If the member returns prior to being declared a deserter, notify the next-of-kin of such return. When a naval officer has been absent for more than 30 days, DD 553, Deserter/Absentee Wanted By Armed Forces, will be issued on the 31st day of absence. DD 553 shall be issued immediately if it initially appears that an officer may have intended to desert or defect, or they are 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.

12. **Unauthorized Absence - Sample Letter**

"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 station 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."

13. **Distribution of DD 553**

a. The original DD 553 shall be forwarded to NAVPERSCOM (PERS-84) indicating the distribution made. Distribution shall include the Director, Naval Investigative Service; next of kin; the recruiting station nearest the absentee's home of record; headquarters of the state police of the absentee's home state; chief of police in the city given as home address, as well as each of the cities in and adjacent to the port in which the absence occurred; and any other place where it is believed that the absentee may be located (such as a leave address previously used, if other than home address). Maximum notification to Armed Forces agencies in the vicinity of the place where the unauthorized absence occurred will be made; and in foreign ports, when the assistance of civil authorities is required, the commanding officer 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 Department of State, Attn: Visa Officer-SCA/VO, State Annex No. 2, Washington, D.C. 20520. For U.S. citizens believed to be in a foreign country, send a copy to the Department of State, Passport Office/PTLS, 1425 K Street, N.W., Washington, D.C. 20524. 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 concerning officer absentees. When unusual circumstances exist, such as unauthorized absentees who are escaped prisoners or are dangerous, the local commanding officer may notify the FBI.

14. **Absentee's Personal Effects**. When DD 553 is issued, the commanding officer 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 the NAVSUP P-1, Naval Supply System Command Manual. The personal effects of an absentee will be held at their parent command for 3 months, after which they will be disposed of per the NAVSUP P-1. If an officer returns to naval jurisdiction within 3 months after commencement of absentee status, their personal effects will be returned to them at their expense, should they so

desire. If the absentee returns to naval jurisdiction after 3 months following commencement of unauthorized absence, their personal effects may be forwarded at own expense provided they are still in naval custody.

15. **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 the DD 616, Report of Return of Absentee, will be issued.

16. **Absentee's Health and Pay Records**. The absentee's health and pay records will be handled following instructions contained in the NAVMED P-117, Manual of the Medical Department and the Navy and Marine Corps Military Pay Procedures Manual, respectively. The officer's service record, containing a copy of DD 553, will be forwarded to NAVPERSCOM (PERS-84) following 30 days absence, but for administrative purposes the absentee will remain attached to their parent command until further instructions are received from NAVPERSCOM. Officers who become absentees subsequent to detachment but prior to reporting to a new duty station are, for administrative purposes, attached to the first activity to which they have been ordered to report for duty.

17. **Upon the Absentee's Return**. Upon an absentee's return from unauthorized absence, the commanding officer receiving the absentee shall report the circumstances by message to NAVPERSCOM, 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. Appropriate disciplinary action as warranted shall be initiated by the commanding officer 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 commanding officer and issue appropriate orders. Any checkage of pay or the loss of earned leave credit in cases of unexcused absence will be initiated by the commanding officer of the officer concerned. Reports of such action will be submitted to the disbursing officer for forwarding to the DFAS Cleveland Center.

MILPERSMAN 1611-020

OFFICER DETACHMENT FOR CAUSE (DFC)

Responsible Office	NAVPERSCOM (PERS-83)	Phone:	DSN	882-4418
			COM	(901) 874-4418
			FAX	882-2625

References	BUPERSINST 1001.39B JCS Pub 2, Chapter 3, Section IV Uniform Code of Military Justice (UCMJ), Article 15 U.S. Navy Regulations, 1990, Article 1122 BUPERSINST 1610.10

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 his or her current duty assignment before the planned rotation date. An approved DFC waives Minimum Tour for Separation (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**. DFC's generally are not appropriate

a. when the officer is at projected rotation date (PRD) and in receipt of PCS orders, or if an assigned relief has arrived on board who is in a position to assume the duties of the billet.

b. when a reasonable alternative exists to resolve the situation within the command, whatever the cause. As a matter of policy, the Navy Personnel Command considers shore commands, particularly those in the continental United States, capable of dealing with a problem officer without resorting to a request for a DFC.

(1) Exceptions to this policy might be the case of an officer whose repeated conduct while assigned to a relatively independent, isolated area has reflected adversely on the Navy; or

(2) when the seniority or designator of the officer precludes reassignment within the command.

c. for, or instead of, disciplinary action. Appropriate disciplinary action should be taken when warranted. In cases when misconduct is adjudicated at court-martial or mast, the commander or commanding officer 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.

d. 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 or in a disciplinary proceeding.

e. in a case of Selected Reserve officers, review BUPERSINST 1001.39B 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 unsatisfactory performance when extensive documentation is necessary.

3. **Reasons for Requesting the DFC**. Reasons for requesting a DFC include

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. If no disciplinary

action is taken, the rationale for not taking action must be included in the request for the DFC.

b. unsatisfactory performance involving one or more significant events resulting from gross negligence or complete disregard of duty. It is the occurrence of a significant event(s) and the officer's performance during the event(s), which forms this basis for a DFC request.

(1) Contrast this with an Engineering Officer who prepares for an Operational Propulsion Plant Examination (OPPE) and fails it. Unless the Engineering Officer was grossly negligent or completely disregarded his or her duties in preparing for or during the OPPE, a DFC would not be appropriate under this reason. If, however, the command has noted deficiencies in performance and provided meaningful counseling and guidance before the OPPE, a DFC may be appropriate by reason of unsatisfactory performance over an extended period of time as discussed below.

(2) When an officer requests to be relieved, this action will be classified as a significant event.

c. unsatisfactory performance of duty over an extended period of time. There is no fixed time period for this reason; 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 reason 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 possesses; his or her role in shaping morale, good order, and discipline within the command; and his or her influence on mission requirements and command readiness make it 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. Commanding officers must guide and motivate members of their commands. 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. The deficiency is not reasonably susceptible to correction by counseling, training, guidance, or by authorized command disciplinary measures. If abuse of alcoholic beverages is involved, every possible means, including medical treatment or disciplinary action, should be taken to correct the problem since a DFC may only relocate the problem and thus serve no useful purpose.

d. All allegations must be adequately supported by appropriate inquiry or documentation.

e. Where nonjudicial punishment 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.

f. When the DFC request is based on one or more significant events, ensure that the details of the events are adequately documented. An officer requesting to be relieved will be advised by his or her commanding officer of the seriousness of such a request and its impact on the officer's career before the request is accepted.

g. When unsatisfactory performance of duty over an extended period of time is involved, make sure 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.

h. 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 provided will vary depending on the seniority and experience of the officer involved. In many cases frank and meaningful discussion will achieve the desired improvement but, in such cases, a memorandum for the record should be considered.

i. 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. (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).

j. The officer must be given a reasonable period of time to improve and achieve a satisfactory and acceptable 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 relates.
3	Provide a detailed statement describing the facts and circumstances, which support the reason(s) for the request. For requests based on a significant event, describe the event involved, the officer's duties, and the complete disregard or gross negligence associated with the performance of those duties.
4	If the request is made by reason of unsatisfactory 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. Do not submit a special report of fitness to support the DFC request. However, the request should provide a chronology of events leading up to the request and evidence of command counseling and guidance.
5	Indicate whether or not disciplinary action has been taken and, if not, why not. 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 actions may not be mentioned in, or included as, enclosures to the request. The facts, which gave rise to those actions, however, may be mentioned in the request, if relevant. LOIs are not considered to be punitive actions and should be included to document command counseling and guidance.
7	Indicate in the request or in an endorsement to the request, that a copy of the request is being referred to the officer for a written statement concerning the DFC request and that the officer is being given a specific amount of time (normally 15 calendar days) within which to respond to the request.

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., that it may be included in the officer's official record, and that the officer has a right to submit a written statement concerning the DFC); indicate on the acknowledgment form that the officer was advised of the process and refused to acknowledge it; 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 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 him or her.

9. **Submission Process**. When the determination has been made to request the detachment for cause of an officer, notify NAVPERSCOM (PERS-83/PERS-4) by message. Briefly state the reasons and the nature of the DFC. Indicate "For Official Use Only." Preliminary action will commence, but in all cases the command must submit 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 its own enclosures.

b. Unless the inclusion of classified information is necessary to comply with other requirements of this article, the letter should be unclassified. To ensure privacy in handling, mark the letter "For Official Use Only" and mail it in double envelopes. Address the outer envelope to NAVPERSCOM (PERS-83), and mark the inner envelope, "Officer Performance, For Official Use Only."

10. **DFC for Misconduct when Punishment is not awarded at Mast or Court-Martial**. DFC for misconduct when punishment is not awarded at mast (NJP) or court-martial will continue to be processed per this article. When punishment is awarded, incorporate the detachment request in the command's report of court-martial/nonjudicial punishment.

a. Expand the letter report to include the command's recommendation as to

(1) whether the officer should be detached.

(2) whether the officer's misconduct warrants promotion delays or removal (if on a promotion list).

(3) whether the officer should be required to show cause for retention.

b. In cases of court-martial, when dismissal is not awarded, provide a cover letter to the court-martial order that addresses the aforementioned issues.

c. If a recommendation is negative, forward the request to NAVPERSCOM (PERS-83) via the officer for comment.

(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 his or her 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.

11. **All Other DFC Requests**. All other DFC requests must be sent to NAVPERSCOM (PERS-83) via the administrative chain of command (to include at least a flag officer) and the officer concerned, for acknowledgment and an opportunity to submit a

statement. This does not prevent fleet commanders-in-chief or type commanders from requiring DFC requests to be forwarded through their chain of command.

a. The officer should normally be the first via addressee on the request and the requesting command will be the second via addressee.

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.

NOTE: The same is true if any later 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-83), via the officer concerned, with copies to the administrative chain of command and the operational commander.

e. Requests originated by commander-in-chief or commanders of joint staffs may be addressed directly to NAVPERSCOM (PERS-83) 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-83) via the officer concerned and the applicable Marine Corps chain of command.

g. Requests on officers serving with Army or Air Force units are contained in MILPERSMAN 1300-060 and JCS Pub 2, Chapter 3, IV.

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 rotating 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 Article 15, Uniform Code of Military Justice (UCMJ). Department head equivalent billets will not be considered as officer in command; therefore, the loss-of-confidence basis would not be appropriate. Executive officers detailed to automatically fleet up to the commanding officer billet may be detached under this paragraph.

(2) When a determination has been made to request the DFC of an officer in command, NAVPERSCOM will be notified by message, briefly setting forth the reasons therefor, whether the officer has been in fact relieved, and the name of the acting commanding officer. The message will have the chain of command as information addressees. In order to ensure privacy in handling the message, the originator should use the special handling designator "Personal for Navy Personnel Command." The officer concerned will be personally informed of the essential facts, which preclude his or her continuation in command prior to or upon transmittal of the message.

b. Appropriate action will be taken in response to the message, 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 this matter.

Liaison with the appropriate superior will determine the timing for providing a relief.

c. The message request will be followed by a letter request. This letter will be forwarded via the officer concerned for his or her statement as described above and will then be forwarded via the type commander and the administrative chain of command to NAVPERSCOM (PERS-83). The type commander will send the request to NAVPERSCOM with copies to the fleet commander. This does not prevent the commander-in-chief from requiring such requests to be forwarded via him or her.

d. Although an officer may have been detached from command, NAVPERSCOM will not characterize a detachment and record that fact in an officer's record until the request, statement of the officer concerned, and endorsements have been reviewed.

e. In addition to the request for detachment, the circumstances may indicate the necessity for an investigation under the JAG Manual or other type of inquiry. If such an investigation is convened, send an advance copy of the appointing order, the report, and each endorsement to NAVPERSCOM (PERS-82).

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 request for the DFC initiated by the superior in command under this article.

13. **Requirements Governing Prospective Officers in Command (PCOs) Under Investigation**

a. Requirements governing prospective officers in command (PCOs) under investigation (including a prospective officer in charge) include PCOs under investigation for conduct or performance, which may lead to disciplinary action or adverse administrative action, will not be permitted to assume command. After the investigation has been completed, they will be re-evaluated 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 him or her and that he or she 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 no less than 15 calendar days of receipt of written notification or any other designated time period or date.)
3	Forward copies of the notification, any details of circumstances surrounding the allegations, and the officer’s statement (if any) to Pers-82 via the administrative chain of command.

c. The investigation will be conducted on a priority basis, to be completed within 30 days.

d. PCOs will continue to progress through the appropriate training pipeline during the investigation, unless they specifically request a transfer.

e. Results of the completed investigation will be forwarded by the responsible command to NAVPERSCOM (PERS-82) via type commander, for resolution and final determination of the PCOs fitness for command.

f. In those unusual cases where a completed investigation and determination of fitness for command cannot be obtained in time to provide an orderly assumption of command, the type commander will forward a request for reassignment of PCO and assignment of a qualified officer to command. This request will be forwarded to NAVPERSCOM (PERS-4).

(1) The PCO concerned will be notified in writing of an approved request and the circumstances, which necessitated the action.

(2) If the DFC is not approved, priority action will be taken to normalize the PCO’s career and place him or her 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 referenced in fitness reports until a final decision on it has been made. The commanding officer may, however, comment on the performance or conduct which led to the DFC request. The requirements of U.S. Navy Regulations, 1990, Article 1122 apply.

b. When a DFC request has been initiated or, in special circumstances, contemplated, the officer concerned may be assigned in a temporary additional duty status to a nearby command provided the cognizant type commander agrees. For officers in command, see the "Additional Requirements Governing the DFC of an Officer in Command" block, 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 according to the succession-to-command provisions of U.S. Navy Regulations, 1990.

d. See BUPERSINST 1610.10 for policies concerning detachment fitness reports in case of DFC.

15. **Officer's Response to DFC**

(DATE)

I have received the letter requesting my detachment for cause and I understand that 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)

16. **Command's Letter for DFC**

From: (requesting command)
To: Commander, Navy Personnel Command (PERS-83)
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. 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) within which to do so.

(SIGNED BY CO)

Copy to: (with or without enclosures, as appropriate)
(as necessary or required by regulation)

MILPERSMAN 1616-010

DETACHMENT FOR CAUSE (DFC) OF ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Policy**

a. Detachment for Cause (DFC) is the administrative removal from an assignment for substandard behavior or substandard performance of duty. 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.) may also be considered for DFC. As a matter of policy, Chief of Naval Personnel (CHNAVPERS) considers that shore commands, particularly those in the continental United States (CONUS), should be capable of dealing with problem petty officers without resorting to Detachment for Cause.

b. Detachment for Cause 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. Detachment for Cause 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. Detachment for Cause is not necessarily a bar to retention or reenlistment eligibility.

c. Substandard 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 also be given a reasonable period of time to correct the deficiencies. Unsatisfactory performance of duty should be documented by evaluation reports.

2. **Detachment for Cause Request**. The first flag officer in the member's chain of command (normally the command's General Court-Martial Convening Authority (GCMCA)) is the approval authority for enlisted DFCs. The member's command must submit the DFC request by letter to the approval authority, via the member who is being considered for DFC. DFC requests will contain the following:

a. The reason 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 substandard 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 substandard behavior or performance, if applicable.

e. A statement of disciplinary action taken, or contemplated, if any.

f. Location of member pending DFC request (if not a parent command).

g. Any other supporting documentation relevant to the case.

3. **Member's Endorsement**. 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.

4. **Response**

a. Upon receipt of the DFC request, the approving authority will respond by message using the template below. If appropriate, the member shall be made available for transfer. The approving authority shall forward a copy of all approved cases to Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Section (PERS-4832) for review and inclusion in the member's permanent record.

b. Approval authorities should use this message format to promulgate DFC decisions (use proper message format):

FM: (Flag officer in the chain of command)
TO: (Command submitting DFC request)
INFO: NAVPERSCOM MILLINGTON TN//PERS40//PERS4832//
EPMAC NEW ORLEANS LA//JJJ//
NAVRESPERSCEN NEW ORLEANS LA//30//(For TAR personnel)
SUBJ/DFC REQ ICO MMCM JOHN DOE, USN, 123-45-6789//
REF/A/LTR/USS NEVERSAIL/4JUL96//
AMPN/REF A IS DFC REQ//
(For approved DFC request)
RMKS/1. REF A DETACHMENT FOR CAUSE (DFC) DUE TO (state reason) IS APPROVED.
2. COUNSEL MMCM DOE REGARDING THE SEVERITY OF DFC. WARN SNM FURTHER SUBSTANDARD PERFORMANCE MAY RESULT IN OTHER ADMIN ACTION. ENTER NAVPERS 1070/613 IN MBR'S SERVICE RECORD STATING SNM WAS DETACHED FOR CAUSE AND HAS BEEN COUNSELLED CONCERNING THE GRAVITY OF THIS ACTION.
3. TRANSFER TEMDU PENDING REASSIGNMENT. SUBMIT ENLISTED MANNING INQUIRY REPORT (EMIR) AND IMMEDIATE AVAIL CITING THIS MSG AS AUTH FOR TRANSFER.
4. SNM SHOULD CONTACT RATING DETAILER FOR ASSIGNMENT OPTION.

(For disapproved DFC request)
RMKS/1. REF A DETACHMENT FOR CAUSE (DFC) DUE TO (state reason) IS DISAPPROVED.
2. ALTHOUGH DFC REQUEST IS NOT APPROVED, IT IS IN THE BEST INTEREST OF ALCON THAT SNM BE REASSIGNED. TRANSFER TEMDU PENDING REASSIGNMENT. SUBMIT EMIR AND IMMEDIATE AVAIL CITING THIS MESSAGE AS AUTH FOR TRANSFER.
3. MBR SHOULD CONTACT RATING DETAILER FOR ASSIGNMENT OPTION. (If DFC is disapproved and mbr will remain onboard NAVPERSCOM, EPMAC and NRPC need not be notified).

MILPERSMAN 1616-020

LOW QUALITY RECRUIT REPORT

Responsible Office	COMNAVCRUITCOM (Code 00IG)	Phone:	DSN	882-9042
			COM	(901) 874-9042
			FAX	(901) 874-9047

1. **Purpose**. The Low Quality Recruit Report assists Commander, Navy Recruiting Command (COMNAVCRUITCOM) in providing quality recruits to the fleet and shore activities.

2. **Definition - Recruit**. For the purpose of this article, a **recruit** is defined as any member within the first 9 months on board the member's first permanent duty station.

3. **Responsibilities**. Commanding officers (COs) will submit Low Quality Recruit Reports when the recruit

a. does not respond to command leadership and indoctrination,

b. lacks potential for continued naval service, and

c. should not have been enlisted in the Navy.

4. **In the Report**. COs will submit reports to COMNAVCRUITCOM (Code 00IG). Reports must include the following:

a. Place and date of enlistment;

b. For personnel with prior service, branch of service;

c. Copy of member's NAVPERS 1070/605 (Rev. 10-89), History of Assignments;

d. Copy of member's NAVPERS 1070/604 (Rev. 7-91), Enlisted Qualifications History;

e. Brief summary of professional and personal performance/behavior since reporting on board;

f. Specific information or circumstances which could have been recognized by recruiting, MEPS, and recruit training personnel;

g. Specific command leadership, indoctrination efforts, and duration of each action employed in the effort to integrate the recruit into the command team; and

h. Disciplinary or administrative separation processing action taken or contemplated.

NOTE: Ensure copy is provided to:

Chief of Naval Education and Training
Navy Personnel Command (PERS-313C)
Command Immediate Superior in Command
Commanding Officer, Recruit Training Command
Commanding Officer, Service School Command (if appropriate)

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 1620-010

INTERROGATION AND SEARCH OF SERVICEMEMBERS

Responsible Office	NAVPERSCOM (PERS-06)	Phone:	DSN	882-3164
			COM	(901) 874-3164
			FAX	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 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-06)	Phone:	DSN COM FAX	882-3164 (901) 874-3164 882-2615

Governing Directives	Manual for Courts-Martial (MCM), 1984 JAGINST 5800.7C

1. **Jurisdiction - General Rule**

a. Members of reserve components on active duty (including any form of annual training (AT) or active duty for training (ADT) or performing inactive duty training (IDT) are subject to the Uniform Code of Military Justice (UCMJ). Termination of a period of active duty or IDT, does not relieve them of amenability to UCMJ jurisdiction for an offense committed during such period, and they may later be involuntarily ordered to active duty for the purpose of

(1) investigation under UCMJ article 32;

(2) trial by court-martial; or

(3) nonjudicial punishment.

b. UCMJ articles 2(a)(3), 2(d), and 3(d) provide further guidance.

c. Retired personnel of the Naval Reserve are subject to the UCMJ only when they are receiving hospitalization from an Armed Force. See UCMJ article 2(a)(5).

2. **Jurisdiction – Exceptions**. There are jurisdiction exceptions:

a. A complete termination of military status by discharge at the end of a member’s term of enlistment, even if followed by immediate reenlistment, terminates jurisdiction over the member

for offenses committed during the prior period of service and amenability to trial by court-martial therefor.

(1) See U.S. ex. rel. Hirshberg v. Cooke, 336 U.S. 210 (1949).

(2) UCMJ article 3(a)-(c) provides factors which override this exception.

b. A reenlistment before the end of a member's term of enlistment does not terminate jurisdiction over the member for offenses committed during that prior period of service. See U.S. v. Clardy, 13 M.J. 308 (CMA 1982).

3. **Jurisdiction - Summary Court - Martial Limitation**. Only commissioned officers on active duty may serve as summary court-martial officer as prescribed in UCMJ article 25(a).

4. **Command Responsibilities**

a. Commanding officers are responsible for the discipline of Reserve members of their command whether such members are performing active duty, AT, ADT, or IDT with their command.

b. Unless otherwise specified, "commanding officer" as used here refers to a commander, commanding officer, or officer in charge. To impose nonjudicial punishment, a command relationship must exist between the commander and the accused, i.e., orders to that command (AT, ADT, TAD, Modified Drill, etc.).

c. Commanding officers of reserve units have the same authority under the UCMJ during periods of IDT as that of commanding officers of active duty commands, except authority to convene general and special court-martial.

5. **Discipline**. Discipline shall be administered in the same manner as for active duty personnel, with modifications required by the conditions under which inactive duty reservists serve. The following limitations apply to inactive duty reservists:

a. If a restraint-type punishment (e.g., confinement, restriction, extra duties) pertains to inactive duty reservists who have been ordered to active duty for disciplinary proceedings, the period of active duty may not be extended for the purpose of serving such punishment, nor may a sentence to

confinement be ajudged, unless the order to active duty received Secretarial approval (generally **Assistant Secretary of the Navy, Manpower and Reserve Affairs (ASN(M&RA))**, but may be Secretary of the Navy, Under Secretary of the Navy, or any ASN).

NOTE: For the purpose of this article, all reference to the Secretary will be to ASN(M&RA). See UCMJ article 2(d)(5); and MCM, 1984, Rules for Court-Martial, Rule 1003(c)(3) (hereafter referred to R.C.M.).

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 active duty. See R.C.M. 1003(c)(3). (Note that confinement may not adjudged on IDT. See subparagraph c(1).)

c. If pretrial confinement is involved, see the "Pretrial Confinement of IDT Reservists" paragraph below.

6. **Breach of Discipline**. When a breach of discipline is such to warrant trial by special or general court-martial, the accused may be retained in the present duty status, as circumstances warrant, until completion of action in the case to avoid loss of jurisdiction over the offender (in instances where a complete termination of military status is pending) or because of the gravity of the offense (considerations here include, but are not limited to, potential damage to national security, harm to others, and risk of flight). Positive action with a view to trial (i.e., apprehension, arrest, confinement or other restraint, or referral and receipt of charges) should be taken immediately. See R.C.M. 202; and the “Holdover in Current Status” paragraphs of this article.

7. **Determination for the Release Reservist**. If a command or unit at which a reservist is performing active duty, AT, ADT, or IDT determines the member should not be retained in the service by reason of unsatisfactory performance, homosexuality, security, or misconduct, a recommendation to that effect, with specific facts supporting that recommendation, shall be made to the member’s reserve unit commanding officer.

8. **Procedures for Involuntary Recall to Active Duty – Introduction**. The following paragraphs detail procedures to be used for involuntary recall to active duty. The topics describe

a. who may request an order to involuntary active duty 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 active duty,

e. how the request may be submitted under exigent circumstances, and

f. how to schedule the required consultation with the local judge advocate.

9. **Procedures for Involuntary Recall to Active Duty - Who May Request**

a. Only commanding officers who exercise court-martial convening authority may submit a request for an order to involuntary active duty of an inactive-duty reservist for disciplinary action.

b. The submitting command may be either the accused's reserve command or unit or the active duty 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 the Staff Judge Advocate, Commander, Naval Reserve Force (COMNAVRESFOR) (Code 003), is strongly encouraged.

10. **Procedures for Involuntary Recall to Active Duty - To Whom Submitted**

	IF...	THEN...
a.	The submitter is a reserve component commanding officer,	the request should be submitted to • Commander, Naval Air Reserve Force (COMNAVAIRESFOR) (Code N00J), or • Commander, Naval 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-92 and PERS-06L), and • other appropriate commands.
b.	The submitter is a commanding officer of an active duty command,	the request should be submitted to • COMNAVRESFOR (Code 003) **Copies** should be provided to • Navy JAG (Code 20); • NAVPERSCOM (PERS-92 and PERS-06L), • 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.	**NOTE 1 -** Pretrial confinement is involved, or confinement as a punishment is sought,	ASN (M&RA) must approve the order to active duty (see Step 7 of "Procedures for Involuntary Recall to Active Duty - How Submitted," and "Procedures for Involuntary Recall to Active Duty - Exigent Circumstances" below). COMNAVRESFOR, COMNAVSURFRESFOR, or COMNAVAIRESFOR (hereafter referred to as appropriate RESFOR commander) shall coordinate with NAVPERSCOM (PERS-92 and PERS-06L) for such approval.
d.	**NOTE 2 -** The case involves national security matters as defined in JAGINST 5800.7C, section 0159,	notice requirements and disposition limitations of JAGINST 5800.7C, section 0126(b) apply. This does not, however, limit the authority to order the member to active duty.

	IF...	THEN...
e.	Pretrial confinement is involved, or confinement as a punishment or pretrial confinement is sought,	ASN (M&RA) must approve the order to active duty (see Step 7 of "Procedures for Involuntary Recall to Active Duty - How Submitted," and "Procedures for Involuntary Recall to Active Duty - Exigent Circumstances," below. COMNAVRESFOR, COMNAVSURFRESFOR, or COMNAVAIRESFOR (hereafter referred to as appropriate RESFOR commander), shall coordinate with NAVPERSCOM (PERS-92 and PERS-06L) for such approval.
f.	The case involves national security matters as defined in JAGINST 5800.7C, section 0159,	Notice requirements and disposition limitations of JAGINST 5800.7C, section 0126(b) apply. This does not, however, limit the authority to order the member to active duty.

11. **Procedures to Submit Involuntary Recall to Active Duty**. 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, 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 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 nonjudicial punishment.
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 active duty and why the order to active duty 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 active duty; 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 Active Duty - To Whom Submitted."

12. **Procedures for Involuntary Recall to Active Duty - Authority to Order to Active Duty**

a. The command to which a request is submitted is authorized to order the reservist to active duty for disciplinary action and to issue such orders. For administrative and centralized accounting purposes, however, COMNAVRESFOR (Code 003) with NAVPERSCOM (PERS-92) 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 active duty.

(2) If contemporaneous ASN (M&RA) approval for the orders is requested, NAVPERSCCOM (PERS-92) will coordinate with NAVPERSCOM (PERS-06L) 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 active duty 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), NAVPERSCOM (PERS-92 and PERS-06L).

13. **Procedures for Involuntary Recall to Active Duty - 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 active duty 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 active duty and pretrial confinement if warranted. Notification to all concerned (i.e., ASN (M&RA), JAG (Code 20), NAVPERSCOM (PERS-92 and PERS-06L), 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 active duty 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 active duty GCMA, under exigent circumstances, with or without prior judge advocate consultation, are valid.

14. **Procedures for Involuntary Recall to Active Duty - 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-06), or Navy JAG (Code 20). Since situations will arise on weekends, the following duty office phone numbers are provided:

DUTY OFFICE	PHONE NUMBERS
COMNAVRESFOR	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	DSN: 225-0231 COMM: (703) 695-0231

15. **Holdover in Current Status - An Inactive Duty Reservist who is on Active Duty**. An inactive duty reservist who is on active duty (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 R.C.M. 202(c). A reservist may not be heldover for nonjudicial punishment.

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-92 and PERS-06L) of such action by the most expeditious means available (see "Notice" paragraph below).

16. **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 active duty GCMA;

c. immediate action is taken to order the accused to active duty; 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 heldover for nonjudical punishment.

NOTE (1): The requirement for holdover past IDT is similar to ordering the reservist to involuntary active duty; i.e., judge advocate consultation (if reasonably available) and active duty GCMA order. Consequently, the reservist may be ordered to active duty rather than heldover 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 active duty.

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.

17. **Holdover in Current Status - Release from Active Duty of IDT Reservists Held under This Article**

a. Except as provided in the "Exception" paragraph of this article, inactive-duty reservists heldover on active duty 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 active duty no later than the close of business one 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 heldover on IDT and ordered to active duty for disciplinary action:

(1) Must be released from active duty no later than the close of business one full workday after completion of disciplinary proceedings, i.e., announcement of the sentence by

a court-martial, if the order to active duty for disciplinary action was effected without ASN (M&RA) approval.

(2) May be retained on active duty 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 the order to active duty received ASN (M&RA) approval. In such cases the reservist must be released from active duty no later than the close of business one full work day after the completion of disciplinary action, including service of punishment.

18. **Exception**. If retention on active duty of inactive duty reservists is authorized because of the commission of additional offenses, such reservists may be retained on active duty for further disciplinary action as warranted by the circumstances. See R.C.M. 202(c).

19. **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 active duty with ASN (M&RA) approval, to include pretrial confinement, is sought and obtained not later than two-full working days past the end of IDT. See R.C.M. 304 and 305; and Note 1 of the "Pretrial Confinement of IDT Reservists;" Step 7 of the "Procedures for Involuntary Recall to Active Duty - How Submitted;" and " Procedures for Involuntary Recall to Active Duty - Exigent Circumstances" paragraphs of this article. Consultation with a judge advocate, if reasonably available, is required; liaison with COMNAVRESFOR (Code 003) is encouraged.

b. An inactive duty reservist ordered to active duty for disciplinary action shall not be placed in pretrial confinement unless

(1) the order to active duty 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 active duty related (where it did not initially include pretrial confinement) within two-full workdays of its imposition; or

(3) the member, while on active duty, commits an offense which warrants pretrial confinement. See R.C.M. 304 and 305.

20. **Release from Active Duty**

a. Inactive duty reservists ordered to active duty without ASN (M&RA) approval must be released from active duty no later than the close of business one-full work day after completion of disciplinary proceedings (i.e., announcement of the sentence by a court-martial or the award of punishment), unless retention on active duty is authorized by other authority (commission of additional offenses). See R.C.M. 202(c) and MILPERSMAN 1160-050.

b. Inactive duty reservists ordered to active duty with Secretarial approval may be retained on active duty 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 active duty is authorized by other authority (commission of additional offenses), such persons must be released from active duty no later than the close of business one-full work day after completion of disciplinary proceedings or service of the sentence to confinement or other restraint on liberty, as appropriate. See UCMJ, article 2(d)(5); R.C.M. 202(C); and MILPERSMAN 1160-050.

21. **Notice**

a. Notify ASN (M&RA), JAG (Code 20), COMNAVRESFOR (Code 003), NAVPERSCOM (PERS-92 and PERS-06L), 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;

(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 active duty).

22. **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 phone 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 active duty period covered by the orders and the disruption the duty period will cause the member. Exigent circumstances, however, (national security issues, danger to others, etc.), 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	882-4445
			COM	(901) 874-4445
			FAX	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-68)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

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 Enlisted Members Temporary Additional Duty (TEMADD)	1640-060
When to Transfer Enlisted Members Temporary Duty (TEMDU)	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
Employment of Prisoners	1640-120
Restoration Program for Prisoners at Naval Consolidated Brigs	1640-130
Escaped Prisoners	1640-140

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MILPERSMAN 1640-010

CONFINEMENT POLICY

Responsible Office	NAVPERSCOM (PERS-68)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

References	Manual for Courts-Martial United States (MCM) Uniform Code of Military Justice (UCMJ) Manual of the Judge Advocate General (JAGMAN) United States Navy Regulations (NAVREGS) DODD 1325.4 of 17 Aug 2001 DODI 1325.7 BUPERSINST 1640.19 OPNAVINST 1640.7A OPNAVINST 1640.8 OPNAVINST 1640.9 SECNAVINST 1640.7D SECNAVINST 1640.9B SECNAVINST 1640.11C SECNAVINST 5800.14

1. **Policy**. Navy Personnel Command (NAVPERSCOM) is responsible for administration 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. 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 are responsible for careful observance of MCM, chapter II, Rules for Courts-Martial; and UCMJ 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 reduction of brig population. Correctional custody is a key element in the restoration program and is awarded as a nonjudicial punishment under UCMJ, article 15.

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MILPERSMAN 1640-020

WHEN CONFINEMENT IS NOT APPROPRIATE

Responsible Office	NAVPERSCOM (PERS-68)	Phone:	DSN COM FAX	882-4444 (901) 874-4444 882-2626

References	Uniform Code of Military Justice UCMJ) Manual for Courts-Martial United States (MCM) Manual of the Judge Advocate General (JAGMAN) United States Navy Regulations (NAVREGS) DODD 1325.4 of 17 Aug 2001 SECNAVINST 1640.11D

1. **Policy**. Per the above references, 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 UCMJ, 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 or disposed of at nonjudicial punishment (NJP).

MILPERSMAN 1640-030

TYPES OF CORRECTIONAL FACILITIES AND CONFINEMENT PARAMETERS

Responsible Office	NAVPERSCOM (PERS-68)	Phone:	DSN COM FAX	882-4444 (901) 874-4444 882-2626

References	SECNAVINST 1640.9B Uniform Code of Military Justice (UCMJ)

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 SECNAVINST 1640.9B, article 2101.2).

b. **Detention Facility (DETFAC)**. Authorized for short-term detention (see SECNAVINST 1640.9B, 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 administrative/judicial credit, good conduct time, etc.) of 30 days or less.

d. **DOD Level I Confinement Facility**. Authorized for pretrial confinement and post-trial confinement of members serving adjusted sentences (court-ordered sentence minus administrative/judicial credit, good conduct time, etc.) of 6 months or less.

e. **DOD Level II Confinement Facility**. Authorized for pretrial confinement and post-trial confinement of members serving adjusted sentences (court-ordered sentence minus administrative/judicial credit, good conduct time, etc.) of 5 years or less.

f. **DOD Level III Confinement Facility**. Authorized for pretrial confinement and post-trial confinement of members serving adjusted sentences (court-ordered sentence minus

administrative/judicial credit, good conduct time, etc.) of greater than 5 years.

g. **Correctional Custody Unit (CCU)**. The basic authority to impose the punishment of correctional custody is contained in UCMJ, article 15. Correctional custody is the physical restraint of a person, served in a facility designated specifically for that purpose, which has no special security features. Navy CCUs are integrated into local brigs. The term "brig/CCU" refers to a Navy waterfront brig/CCU and indicates that the brig and CCU are co-located. The PCF in Yokosuka, Japan also has a co-located CCU.

2. **Locations**. Below are the locations of Navy correctional facilities, depicting type, DOD designation (where applicable), and gender capabilities:

a. **Detention Facilities (DETFACS) (see Note 1)**

NAS Keflavik
NAVSTA Anacostia
NAS Lemoore
NAS Corpus Christi
NAVSTA Newport RI
SUBASE Bangor
COMFLEACT Yokosuka
COMFLEACT Sasebo
COMNAVMARIANAS Guam
NAVSUPPACT Naples
NAVSUPPFAC Diego Garcia

b. **Afloat Brigs (see Note 1)**

USS KITTY HAWK (CV 63)	USS TARAWA (LHA 1)
USS CONSTELLATION (CV 64)	USS SAIPAN (LHA 2)
USS JOHN F. KENNEDY (CV 67)	USS BELLEAU WOOD (LHA 3)
USS ENTERPRISE (CVN 65)	USS NASSAU (LHA 4)
USS NIMITZ (CVN 68)	USS PELELIU (LHA 5)
USS DWIGHT D. EISENHOWER (CVN 69)	USS WASP (LHD 1)
USS CARL VINSON (CVN 70)	USS ESSEX (LHD 2)
USS THEODORE ROOSEVELT (CVN 71)	USS KEARSARGE (LHD 3)
USS ABRAHAM LINCOLN (CVN 72)	USS BOXER (LHD 4)
USS GEORGE WASHINGTON (CVN 73)	USS BATAAN (LHD 5)
USS JOHN C. STENNIS (CVN 74)	USS BON HOMME RICHARD (LHD 6)
USS HARRY S. TRUMAN (CVN 75)	USS IWO JIMA (LHD 7)
USS RONALD REAGAN (CVN 76)	

c. **Ashore Correctional Facilities**

(1) **Pretrial Confinement Facilities (PCFs)**

PCF	Great Lakes, IL
PCF	SUBASE New London, CT
PCF/CCU	COMFLEACT Yokosuka, Japan
PCF	Guantanamo Bay, Cuba

(2) **Waterfront Brig/Correctional Custody Units (CCUs) (Level I)**

Brig/CCU	Jacksonville, FL
Brig/CCU	Bangor, WA (**see Notes 2 and 3**)
Brig/CCU	Pearl Harbor, HI (**see Note 2**)
Brig/CCU	Pensacola, FL

(3) **Naval Consolidated Brigs (NAVCONBRIGs) and Brig/Correctional Custody Unit (CCU) Norfolk (Level II)**

NAVCONBRIG	Charleston, SC
NAVCONBRIG	Miramar, CA (**see Notes 2 and 4**)
Brig/CCU	Norfolk, VA (**see Notes 2, 3 and 5**)

(4) **Naval Consolidated Brig (NAVCONBRIG) (Level III)**

NAVCONBRIG	Miramar, CA (**see Notes 2 and 4**)

d. **Other Confinement Facilities**

U.S. Army Confinement Facility	Mannheim, Germany (**see Note 2**)
U.S. Disciplinary Barracks	Fort Leavenworth, KS
Federal Bureau of Prisons (Level III)	

e. **Civilian Facilities (See SECNAVINST 1640.9B, 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 CCU capable.

4. Level III female capable.

5. Post-trial confinement shall not exceed 3 years confinement beyond the adjudged date.

MILPERSMAN 1640-040

DESIGNATION OF PLACES FOR CONFINEMENT

Responsible Office	NAVPERSCOM (PERS-68)	Phone:	DSN COM FAX	882-4444 (901) 874-4444 882-2626

References	SECNAVINST 1640.9B 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 or most convenient PCF/Level I/Level II confinement facility, **NOTE:** Females will only be confined in facilities authorized to confine females. **NOTE:** For servicemembers assigned to ships with brigs, the afloat brig may be used until servicemember can be transferred to an ashore confinement facility. **NOTE:** In Roosevelt Roads, Guam, and Keflavik, the local detention facility may be used until servicemember can be transferred to an ashore confinement facility.	not available, then use of a civilian confinement facility may be authorized (see SECNAVINST 1640.9B, article 7104.4). **NOTE:** Prisoners in civilian facility will receive initial reviews, health and comfort issues, 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/ judicial credit, good conduct time, etc.) of 30 days or less	the ship's brig, for servicemembers assigned to ships, or the nearest or most convenient ashore confinement facility, **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), Corrections and Programs Division (PERS-68) of the **officer** confinement for designation of place of confinement. **NOTE:** Convening authorities shall initially designate place of confinement according to facility type and confinement parameters (see MILPERSMAN 1640-030). NAVPERSCOM (PERS-68) will further 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 SECNAVINST 1640.9B, article 7104.4). **NOTE:** Prisoners in civilian facility will receive initial reviews, health and comfort issues, and other necessities as required by the governing directive.
on bread and water or diminished rations		
for correctional custody	correctional custody unit (CCU) listed in MILPERSMAN 1640-030,	

WHEN member is confined	THEN use	UNLESS
serving an adjusted sentence of 31 days or **more**	Initially use the ship's brig, for servicemembers assigned to ships, or most convenient PCF/Level I/ Level II confinement facility. The initial confinement facility will arrange further transfer to an ultimate facility, if required, **NOTE:** Convening authorities shall initially designate place of confinement according to facility type and confinement parameters (see MILPERSMAN 1640-030). NAVPERSCOM (PERS-68) will further 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 SECNAVINST 1640.9B, article 7104.4). **NOTE:** Prisoners in civilian facility will receive initial reviews, health and comfort issues, and other necessities as required by the governing directive.

WHEN member is confined	THEN use	UNLESS
to serve 5 or more years	**NOTE:** Male prisoners sentenced to 5 or more years will normally be confined at U.S. Disciplinary Barracks, Ft. Leavenworth, KS; or Federal Bureau of Prisons; once authorized by NAVPERSCOM (PERS-68). **NOTE:** In the case of **officer** confinements, the officer's command and the initial confinement facility will notify NAVPERSCOM (PERS-68) for designation of place of confinement using the format below. **NOTE:** Females will only be confined in facilities authorized to confine female members consistent with confinement parameters listed in MILPERSMAN 1640-030. Navy Consolidated Brig (NAVCONBRIG) Miramar, CA is a Department of Defense (DOD) designated Level III female confinement facility.	

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-68)

Subj: REQUEST FOR DESIGNATION/REDESIGNATION OF PLACE OF CONFINEMENT ICO (FULL NAME, RANK/RATE, COMPONENT, SSN, DESIGNATOR)

Ref: (a) MILPERSMAN 1640-040

1. Per reference (a), request designation/redesignation of a place for confinement.

2. The following information is provided:

a. Type Court/Date of Court:

b. UCMJ articles found guilty of:

c. Sentence:

(1) Confinement Length: (Years/Months/Days)

(2) Forfeiture of Pay:

(3) Discharge/Dismissal: (YES/NO)

(4) Type 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 ENLISTED MEMBERS TEMPORARY ADDITIONAL DUTY (TEMADD)

Responsible Office	NAVPERSCOM (PERS-68)	Phone:	DSN	882-4444
			COM	(901) 874-4444
			FAX	882-2626

1. **Policy**. When an enlisted member has been sentenced to confinement for **30 days or less**, regardless of any pretrial confinement served or "good conduct time" earned; 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 (TPU) 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 consolidated brig (CONBRIG), TPU, 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 brig)."

MILPERSMAN 1640-070

WHEN TO TRANSFER ENLISTED MEMBERS TEMPORARY DUTY (TEMDU)

Responsible Office	NAVPERSCOM (PERS-68)	Phone:	DSN	882-4444
			COM	(901) 874-4444
			FAX	882-2626

1. **Policy**. An enlisted member shall be transferred temporary duty (TEMDU) to the designated confinement facility when the adjusted sentence to confinement (reduced by administrative/ judicial credit, good conduct time, and any other post-trial credits) is for **31 days or more.**

2. **Orders for Enlisted Members**. Prepare TEMDU using NAVCOMPT 536 (Rev. 12-79)/NAVPERS 1326/11 (Rev. 12-79), 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 Submarine Base, Bangor (UIC 32180) for (number) years, months, days confinement at Waterfront Brig Puget Sound, Naval Submarine Base, Bangor and further disposition.

(2) ACC: 391 Transient Personnel Unit, Naval Station, Pearl Harbor (UIC 32003) for (number) years, months, days confinement at Waterfront Brig, Naval Station, Pearl Harbor and further disposition.

(3) ACC: 391 Transient Personnel Unit, Yokosuka, Japan (UIC 31907) for (number) years, months, days confinement at Commander, Fleet Activities Yokosuka, Pretrial Confinement Facility and further disposition.

(4) ACC: 391 Transient Personnel Unit, Naval Station, Norfolk (UIC 32002) for (number) years, months, days confinement at Naval Brig/Correctional Custody Unit (CCU) Naval Station, Norfolk and further disposition.

(5) ACC: 391 Transient Personnel Unit, Naval Air Station, Jacksonville (UIC 31916) for (number) years, months, days confinement at Waterfront Brig/CCU, Naval Air Station, Jacksonville and further disposition.

(6) ACC: 391 Transient Personnel Unit, Great Lakes (UIC 32458) for (number) years, months, days confinement at Naval Training Center, Great Lakes, Pretrial Confinement Facility and further disposition.

(7) ACC: 391 Naval Air Station, Pensacola (UIC 33319) for (number) years, months, days confinement at Pretrial Confinement Facility/CCU Naval Air Station, Pensacola and further disposition.

(8) ACC: 391 Naval Submarine Base New London (UIC 00129) for (number) years, months, days confinement at Naval Submarine Base New London, Pretrial Confinement Facility and further disposition.

(9) ACC: 391 Naval Station Guantanamo Bay, Cuba (UIC 60514) for (number) years, months, days confinement at Naval Station Guantanamo Bay, Pretrial Confinement Facility and further disposition.

(10) ACC: 391 Naval Consolidated Brig Charleston, SC (UIC 47999) for (number) years, months, days confinement and further disposition.

(11) ACC: 391 Naval Consolidated Brig Miramar, CA (UIC 47968) for (number) years, months, days confinement and further disposition.

c. **BLOCK 12:** TEMPORARY DUTY (CONFINEMENT)

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1640-080

OFFICER TRANSFER FOR CONFINEMENT

Responsible Office	NAVPERSCOM (PERS-68)	Phone:	DSN COM FAX	882-4444 (901)874-4444 882-2626

References	SECNAVINST 1640.9B

1. **Policy**. Notification of all officer confinements shall be forwarded expeditiously by the officer's command to Navy Personnel Command (NAVPERSCOM), Corrections and Programs Division (PERS-68). The initial notification should be made immediately by telephone to DSN 882-4444 or commercial (901) 874-4444, or by message.

a. When it is necessary to place an officer in pretrial confinement, the nearest or most convenient 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 governing directives. If a brig cannot administer confinement requirements separately, officers may be confined in civilian facilities (see SECNAVINST 1640.9B, article 7104.4).

b. When an officer is adjudged confinement, NAVPERSCOM (PERS-68) will be requested by the officer's command to designate a place of confinement.

c. Midshipmen, cadets, and officer candidates will be administered the same manner as warrant officers and commissioned officers.

d. If these actions are not feasible, NAVPERSCOM (PERS-68) 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 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-68) (see MILPERSMAN 1640-040), where appropriate.
3	NAVPERSCOM (PERS-68) will respond by message or letter designating a place of confinement.
4	NAVPERSCOM (PERS-68) will coordinate with the officer's detailer for issuance of temporary duty (TEMDU) orders or will direct the member's command to issue temporary additional duty (TEMADD) orders.

MILPERSMAN 1640-090

WHO PAYS FOR THE TRANSFER

Responsible Office	NAVPERSCOM (PERS-68)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

References	BUPERSINST 7040.6

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 BUPERSINST 7040.6.

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.

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MILPERSMAN 1640-100

WHAT THE MEMBER NEEDS UPON INITIAL TRANSFER TO CONFINEMENT

Responsible Office	NAVPERSCOM (PERS-68)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

References	NAVSO P-6034, Joint Federal Travel Regulations (JFTR) Manual for Courts-Martial (MCM)

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 (11-99), 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 MCM, Rules for Courts-Martial (RCM), 305(h)(2)(B).

c. Copy of NAVPERS 1626/7 (Rev. 12-88), 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 (if applicable);

h. Copy of Pre-trial Agreement (if applicable);

i. Copy of Letter of Deferment (if applicable);

j. Service, pay, medical, and dental records; and

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 where a member in a pay status does not have required items, the member should be required to purchase the missing items using DD 504 (Rev. 9/01), 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 (HHG) and dependents' transportation refer to NAVSO P-6034, paras. U5317, U5370-D1, and U5370-D8 (see also paras. U5240-D2, item h; and U5370-J).

MILPERSMAN 1640-105

TRANSFERRING PRISONERS BETWEEN CONFINEMENT FACILITIES

Responsible Office	NAVPERSCOM (PERS-68)	Phone:	DSN COM FAX	882-4444 (901) 874-4444 882-2626

References	SECNAVINST 1640.9B BUPERSINST 7040.6

1. **Policy**

a. Transfers shall not normally be made when disciplinary 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 (such as witness at an ensuing court-martial, ongoing medical treatment), 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 (11-99), Receipt of Prisoner or Detained Person. A new DD 2707 (11-99), 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 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 convening authority action, the brig initiating the transfer shall notify the convening authority of the transfer. When the convening authority 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**

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's escorts 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 an activity as a place of confinement constitutes authority to transfer a prisoner and to issue temporary additional duty (TEMADD) orders for escort.

4. **Accounting Data for Escorts**. When transfers occur between local brigs/Correctional Custody Units (CCUs), accounting data and funding for prisoner escorts is chargeable to the transferring activity's account. When transfers occur from brigs/CCUs to Naval Consolidated Brigs (NAVCONBRIGs), NAVCONBRIGs will normally provide accounting data and funding for prisoner escorts.

5. **Accounting Data for Prisoners**. Accounting data for prisoners in a temporary duty (TEMDU) status (31 or more days confinement) is contained in BUPERSINST 7040.6. 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-68)	Phone:	DSN COM FAX	882-4444 (901) 874-4444 882-2626

Reference	(a) SECNAVINST 1640.9B

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**. COs are responsible for ensuring only personnel who have received specialized training and experience are assigned as prisoner escorts. For more information see reference (a).

3. **Proper Clothing**

a. To avoid embarrassment to the Navy when transporting members in custody who may be exposed to public view, escorts shall be instructed to ensure that such members are properly clothed prior to departure from the pick up point from which the member will be transported. 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).

b. 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.

Article Deleted. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1640-120

EMPLOYMENT OF PRISONERS

Responsible Office	NAVPERSCOM (PERS-68)	Phone:	DSN COM FAX	882-4444 (901) 874-4444 882-2626

References	Manual for Courts-Martial (MCM)

1. **Policy**. The policy of Secretary of the Navy (SECNAV) is that all able-bodied prisoners in naval brigs, who are not otherwise assigned, shall be employed in useful work. This employment is essential to aid in prisoners' reformation. The full-time employment of prisoners shall be in the following comprehensive and diversified programs:

a. Education

b. Military training

c. Vocational training in maintenance, repairs, and industries

d. Plain hard work

2. **Commanding Officers (COs)/Officers in Charge (OICs) and Chief Petty Officers in Charge (CPOICs) Responsibilities**

a. COs, OICs, and CPOICs of brigs shall provide both work useful to the government and training programs commensurate with prisoner's rank or paygrade. Commanders of other naval activities shall utilize the available labor of prisoners at nearby naval brigs to the maximum extent feasible.

b. COs, OICs, and CPOICs operating brigs shall ensure that local commands have easy access to prisoner working parties and that these working parties are available for extended, uninterrupted periods of time each day.

3. **Work Projects**. Work projects shall be chosen to benefit the government and rehabilitate and train the prisoner. Suitable work for prisoners includes, but is not limited to,

a. maintenance and repair of the institution;

b. salvage, repair, and conversion of government property;

c. services for nearby government establishments; and

d. manufacture of articles for government use.

4. **Prisoner Work Schedule**

a. Prisoner work schedules should be modeled on the average Navy Standard Workweek at Sea (approximately 60 hours per week). Where staffing or work constraints preclude attaining this schedule, a minimum prisoner workweek will be 40 hours.

b. Although the work and training of prisoners should not be less strenuous than that of other personnel at the same naval activity, this schedule should not be so rigorous as to interfere with a prisoner's daily need for 7 hours of sleep and time to eat the full ration served.

c. Sunday and national holidays shall normally be days of rest except for routine housekeeping, and police and emergency work that must be performed for the command.

5. **Pretrial Detainees**. Pretrial detainees must not be required to observe either duty hours or training schedules devised as punitive measures and they must not be required to perform punitive labor (MCM, Rules for Courts-Martial (RCM), 1003(b)). Since only the assignment of training or labor as punishment is prohibited, this does not prevent their assignment to full-time schedules of employment, but it does mean the following:

a. They must not work with sentenced prisoners outside the facility. Inside the facility they also work separately, but in cases of necessity, may be placed together on housekeeping or other assignments not designed to be punitive.

b. Instructions governing employment of prisoners must clearly distinguish between the employment of pretrial detainees and sentenced prisoners.

Article Deleted. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1640-130

RESTORATION PROGRAM FOR NAVY PRISONERS AT NAVAL CONSOLIDATED BRIGS

Responsible Office	NAVPERSCOM (PERS-68)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

References	10 U.S.C., Chapter 48, Section 951(c) Manual of the Judge Advocate General (JAGMAN) Uniform Code of Military Justice (UCMJ) Manual for Courts-Martial (MCM) United States

1. **Purpose**

a. The naval restoration program is established to meet the requirements of 10 U.S.C., chapter 48, section 951(c) which requires the commanding officer (CO) of a major military correctional facility to employ offenders "...with a view to their restoration to duty, enlistment for future service, or return to civilian life as useful citizens."

b. A routine of work and programs to assist offenders with their individual problems is required. Offenders who are determined to be candidates for return to active duty are required to participate and resolve their problems.

c. Officers and enlisted members who have day-to-day contact with the offenders will identify and certify which prisoners have developed the self-control required to return to the fleet.

2. **General Court-Martial (GCM) Authority**. Navy Personnel Command (NAVPERSCOM) is the GCM authority immediately superior in the chain of command to each of the Naval Consolidated Brigs (NAVCONBRIGs) and is empowered to remit or suspend any part or amount of the unexecuted portion of any sentence, except as limited by JAGMAN, section 0159.

3. **Submission to Program**. The following procedures will be observed in the submission of a prisoner to the program:

Step	Action
1	The Navy prisoner will forward request to NAVPERSCOM, Corrections and Programs Division, (PERS-68) via CO, NAVCONBRIG. A brief statement on why restoration is requested and why it should be granted will be included.
2	CO, NAVCONBRIG will comment and make a recommendation on the request as appropriate and submit the package to NAVPERSCOM (PERS-68). Enclosures to the package will include copies of the prisoner's Performance Records. Record of trial. Record of investigation. Court-martial order. Copy of Naval Clemency and Parole Board (NC&PB) action (if available). Report of prisoner's progress. Certification by staff of prisoner's progress. Date of expiration of active obligated service (EAOS). CO, NAVCONBRIG will inform the original convening authority (CA) of the requested restoration. In order to allow sufficient time for CA response, inform the CA as soon as a final decision is made to recommend restoration.
3	The CA will comment and make a recommendation on the request, if desired.

4. **Navy Personnel Command Responsibility**

a. NAVPERSCOM will act on a request, denying it or granting it in whole or in part. Actions approved shall be by supplementary court-martial order.

b. If part of a granted request requires action on an approved and executed reduction in rate, NAVPERSCOM may temporarily and conditionally advance prisoner to the pre-sentence rate or any intermediate rate. The advancement shall become permanent after the successful completion of this suspension period for the punitive discharge.

5. **Punitive Discharge**. If restored to duty, the punitive discharge will be suspended, generally, for 1 year.

6. **Term of Service**. Before restoration and temporary advancement may be effected, the prisoner must have a sufficient amount of obligated active service remaining to accommodate the suspension term. If not, as a condition of granting restoration, the prisoner shall extend enlistment, at a minimum, to equal the suspension term.

7. **Conditions of Suspension and Temporary Advancement**

a. The prisoner shall not engage in misconduct, which could subject the prisoner to punishment under the UCMJ, or punishment by civil authorities (including traffic violations involving alcohol/drug abuse or recklessness).

b. Proceedings to vacate a suspension shall be governed by MCM, Rules for Courts-Martial (RCM), 1109, and shall also serve as proceedings to revoke a temporary advancement effected under this program.

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1640-140

ESCAPED PRISONERS

Responsible Office	NAVPERSCOM (PERS-68)	Phone:	DSN COM FAX	882-4444 (901) 874-4444 882-2626

References	SECNAVINST 5800.11A Manual for Courts-Martial (MCM) SECNAVINST 1640.9B

1. **Policy**. An escape by a prisoner is 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 command/installation authorities with information available at the time, which might assist in the apprehension.
2	Immediately notify the nearest military and civilian law enforcement agencies. 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/witness program. 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) 792-2106 or toll free 1-800-423-7633**
4	Notify victim/witness required by SECNAVINST 5800.11A.

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 the Navy Absentee Collection and Information Center, the prisoner's CO, the scheduled receiving activity, and local civilian and military authorities.
2	The prisoner's CO shall immediately declare the prisoner a deserter.
3	Victim/witness notification procedures will be followed, as required by SECNAVINST 5800.11A.

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 have previously been notified of the escape. 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, and the CO thereof 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 Division (PERS-68) 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 to 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 MCM, 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 MCM, para. 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 escapees by personnel who have been

a. convicted by general court-martial, or

b. confined as a result of the alleged commission of an offense punishable by confinement in excess of 1 year, or

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 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 (Rev. 11-02), 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 SECNAVINST 1640.9B, 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.

(3) The firearms may be loaded but ammunition shall not be carried in the chamber.

b. The authority of armed escorts to fire weapons is considered justified only to disable, and then only under conditions of extreme necessity, and as a last resort when all lesser means have failed or cannot reasonably be employed. Extreme caution must be exercised to ensure that 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.

(4) when it has been specifically authorized by competent authority and reasonably appears to be necessary to prevent the escape of a prisoner.

MILPERSMAN 1700-010

POLITICAL ACTIVITY OF MEMBERS ON ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-06)	Phone:	DSN	882-3164
			COM	(901) 874-3164
			FAX	882-2615

Governing Directives	10 U.S.C. 973(b) DOD Directive 5500.7-R of Aug 93 DOD Directive 1344.10 of 15 Jun 90

1. **Guidance**. The political activities of active duty members are restricted by statute, as well as DOD and Navy regulation. 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-06)	Phone:	DSN	882-3164
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Governing Directive	NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Guidance**. Naval personnel 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 while in uniform under the following circumstances:

a. During hours when they are required to be present for duty,

b. When they are in uniform,

c. When they are on military reservations,

d. When their activities constitute a breach of law and order, or

e. When violence is reasonably likely to result.

2. **Restrictions in Uniform**. NAVPERS 15665I 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 (N1G)	Phone:	DSN	224-4438
			COM	(703) 614-4438
			FAX	224-4725

Governing Directives	SECNAVINST 1730.7A SECNAVINST 1730.3G

1. **Policy**. Commanding officers (COs) may appoint a lay leader to supplement the personnel resources necessary to meet identified religious rights and needs.

2. **Appointment**. The appointment, in writing, helps the command to meet the requirement to provide for the free exercise of religion by all personnel of the command. The appointment responds to an identified need and conveys no ecclesiastical status to the servicemember appointed.

3. **Terms of Appointment**. Appointment by command implies the authority to terminate such appointment and remove an individual from participation in a leadership role in the command religious program. Ordinarily, the appointment ends when a particular need no longer exists, e.g., at the end of an underway period or when the lay leader is transferred. Also, the command will terminate the appointment when the conduct of the individual hinders accomplishment of the command religious program or reflects adversely upon the command.

4. **Responsibilities**. The lay leader primarily assists in obtaining the services of a chaplain or ordained civilian clergy, or, when this is not possible or practical, assists in arranging a "church party" to an appropriate service in the vicinity. Lacking these opportunities, the lay leader provides a service consistent with his or her lay status. The command should facilitate lay leader training by a chaplain or other qualified clergy.

5. **Distinctions**. Lay-led divine services are integral to the command religious program and consequently subject to chaplain supervision. In most cases, lay-led services constitute a temporary accommodation of specific religious needs.

6. **Offerings**

a. Offerings should not be taken at lay-conducted services, except as authorized by the CO. Any monies collected will be part of the command religious offerings fund and shall be used for religious benevolence purposes only.

b. Command appointment of lay leaders permits command supervision to ensure accountability for funds collected, disbursement under the intent of SECNAVINST 1730.7A, and protection of the rights of donors.

7. **Qualifications/Training**

a. Commands shall appoint lay leaders on the basis of volunteerism, high moral character, motivation, and religious interest. COs shall ensure that lay leaders are trained to serve effectively.

b. Religious Program Specialists shall not be assigned as lay leaders.

8. **Administering Sacraments/Religious Rites**

a. Military chaplains and other clergy acquired under SECNAVINST 1730.3G shall be the only persons to administer sacraments aboard Navy ships or in Navy/Marine Corps activities.

b. In cases of necessity, COs may permit lay leaders or other servicemembers, empowered by a specific religious body and coordinated by the command chaplain or lay leader under the command religious program, to provide certain religious rites, administer sacraments or services to the members of that religious body. A statement of certification or approval from that religious body must be provided by the lay leader or servicemember.

c. Although religious authority to administer may be granted to a lay leader or other servicemember by a particular faith group, permission to administer sacraments in a naval vessel or Navy/Marine Corps activity rests solely with the CO.

MILPERSMAN 1731-010

OBSERVANCE OF THE SABBATH

Responsible Office	CNO (N1G)	Phone:	DSN	224-4438
			COM	(703) 614-4438
			FAX	224-4725

1. **Policy**

a. The Sabbath shall be observed on Sunday, except by members of the naval service whose religious convictions require them to observe some day other than Sunday as their day of worship. Those whose day of worship is other than Sunday are entitled to respect for their religious convictions and practices.

b. Where excused from duty on a day other than Sunday, the workweek of such individuals should not be less than that of any other individual and may include work on Sunday.

c. Except by reason of compelling military necessity, personnel who celebrate the Sabbath on a day other than Sunday will be afforded the opportunity to observe the requirements of their religious principles.

MILPERSMAN 1731-020

OBSERVANCE OF RELIGIOUS HOLY DAYS

Responsible Office	CNO (N1G)	Phone:	DSN COM FAX	224-4438 (703) 614-4438 224-4725

1. **Policy**. Consistent with the exigencies of the service, commanding officers are encouraged to give favorable consideration of applications for leave from those who may desire to observe significant holy days of their faith with their families. This is particularly important where appropriate services are unavailable in the local areas.

2. **Examples of Holy Days**. Examples of days of religious obligation are the

Festival of Passover, High Holy Days of Rosh Hashanah, and Yom Kippur for individuals of the Jewish faith; Ramadan and 'Idul-Adha for individuals of the Moslem faith; and Easter for individuals of the Orthodox faith.

3. **For Assistance**. Chaplains are available to render assistance and advice.

MILPERSMAN 1740-010

ASSIGNMENT OF A SPONSOR UPON TRANSFER

Responsible Office	CNI (N212)	Phone: DSN COM FAX	882-4386 (901) 874-4386 882-2630

1. **Introduction**

a. Commanding officers (COs) will maintain an effective sponsor program designed to ease relocation and reception of members and their families when transferred on permanent change of station (PCS) orders.

b. Commands will develop a command Navy Sponsor Program instruction specifically tailored to their command, which addresses both incoming and departing personnel.

2. **Receiving Activity**

a. A sponsor will be assigned by the receiving activity for all PCS transfers. The command will ensure the incoming member receives sponsor notification and specific area information at least 30 days prior to detachment from their previous command. Upon receipt of PCS orders the receiving activity will

(1) notify the individual by the most expeditious manner of their sponsor's name, mailing address and commercial/DSN telephone numbers.

(2) send activity and area information materials to the member.

(3) advise each member reporting to deployable commands of the commander’s representative ashore or Ombudsman.

(4) provide member with command’s schedule when available and unclassified.

(5) take other action as necessary to assist members and their families getting established in the new area.

b. Where Department of Defense (DOD) Family Service Centers are established, local area information is available via the Standard Installation Topic Exchange Service (SITES).

3. **Transferring Activity**. Upon receipt of PCS orders the transferring activity will

a. provide administrative support to assist member in making contact with member's new command such as access to a DSN telephone line.

b. if necessary, allow transmission of sponsor request message via Streamlined Automated Logistics Transmission Systems, or through command sponsor representative on BUPERS ACCESS Automated Information System Navy Sponsor Forum.

c. provide information to the receiving command regarding transferring service member and any changes to arrival dates.

d. inform member of Relocation Assistance Program services such as SITES available at local Fleet and Family Support Centers.

4. **Summary**. Specific action, such as communication with the member to explain local conditions, assistance in relocating, on-site introduction, and welcome of the member and family are left to the ingenuity and initiative of each sponsor and/or CO. Receipt of current information prior to transfer of a member is essential for proper planning and morale.

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 1741-010

PUBLIC LIABILITY INSURANCE

Responsible Office	NAVPERSCOM (PERS-06)	Phone:	DSN	882-3164
			COM	(901) 874-3164
			FAX	882-2615

Governing Directives	SECNAVINST 1740.2D OPNAVINST 5560.10B

1. **Service Member's Responsibility**. Military personnel should be counseled regarding their responsibilities to the public at large which accompany the privilege to operate a motor vehicle. These responsibilities include action for proper disposition of all legal matters which arise out of automobile accidents. Leave or liberty should be granted, when appropriate and not interfering with assigned military duties, to provide time, if needed, to meet obligations which result from auto accidents.

2. **Operation of a Private Vehicle on a Military Installation**

a. Evidence of insurance meeting the requirements of SECNAVINST 1740.2D is a requirement for issuance of a permanent permit to operate a private motor vehicle on a military installation.

b. If a service member is unable to obtain adequate public liability insurance, their attention should be invited to the availability of "assigned risk" insurance which may be obtained through appropriate state authorities.

3. **Insurance Solicitation**. Solicitation for the sale of insurance on board a Navy ship or installation shall be "prior appointment only" and subject to the provisions of SECNAVINST 1740.2D.

MILPERSMAN 1741-020

GOVERNMENT LIFE INSURANCE

Responsible Office	NAVPERSCOM (PERS-621)	Phone: DSN	882-2501
		COM	(901) 874-2501
		TOLL FREE WITHIN U.S.	(800) 368-3202
		FAX	882-6654

References	(a) P.L. 106-419, Section 312 of the Veterans Benefits and Health Care Improvement Act of 2000, November 1, 2000 (Increase in Coverage, Eligibility of IRR Members) (b) 38 U.S.C., Part II, General Benefits, Chapter 19, Insurance (c) 10 U.S.C. Chapter 1223, Retired Pay for Non-Regular Service, Section 12731, Age and Service Requirements (d) P.L. 104-275, 9 Oct 96, Veterans' Benefits Improvements Act of 1996 (e) P.L. 105-368, Section 302 of the Veterans Programs Enhancement Act of 1998, Accelerated Benefit Option (f) Servicemembers' and Veterans' Group Life Insurance Free Beneficiary Financial Counseling Services, SGLI Pamphlet GL.99.646-7M

References	(g) P.L. 107-14, Sections 4 and 5 of the Veteran's Survivor Benefits Improvements Act of 2001, Family SGLI and Retroactive Coverage (h) 38 U.S.C. 101 (i) P.L. 93-289, National Service Life Insurance (VA Pamphlets 29-3, 29-9A, 29-20) (j) National Service Life Insurance Act, as amended, Section 21 (k) National Service Life Insurance, VA Pamphlets 29-3, 29-9A, 29-20 (l) Servicemembers' and Veterans' Group Life Insurance, VA Handbook, H-29-98-1 (m) Defense Finance and Accounting Service Procedures Training Guide (DFAS PTG)

Forms	**DD 214** (02-00), Certificate of Release or Discharge from Active Duty **NAVPERS 1070/602** (07/72), Dependency Application/Record of Emergency Data **NAVPERS 1070/613** (10-81), Administrative Remarks **SGLV 8285A** (12-01), Request for Family Coverage **SGLV 8286** (12-01), Servicemembers' Group Life Insurance Election and Certificate **SGLV 8286A** (08-01), Family Coverage Election **SGLV 8714** (05-01), Application for Veterans' Group Life Insurance **VA 29-336** (01-99), Designation of Beneficiary - Government Life Insurance **VA 29-353** (09-95), Application for Reinstatement

1. **Servicemembers' Group Life Insurance (SGLI)**. Reference (a) has increased the maximum of SGLI to **$250,000** effective 1 April 2001. Reference (b) provides additional benefits information.

2. **Members Covered**

a. Each member serving on **Active Duty (ACDU)**, **performing Active Duty for Training (ACDUTRA)**, or performing **inactive duty training** is automatically insured to $250,000, unless otherwise reduced by the member.

b. **Naval Reserve Officer Training Corps (NROTC) midshipmen** are fully covered **only while on training cruises**.

c. **Naval Academy midshipmen** are covered on a **full-time basis**.

d. **Members of the Selected Reserve**, and **those assigned to a nonpay unit scheduled to perform at least 12 drills annually**, are covered on a **full-time basis**.

e. Other members of the **Individual Ready Reserve (IRR)** are covered **only during the period of their ACDUTRA**.

f. Members assigned to, and who upon application would be eligible for assignment to, the **Retired Reserve**, **who have not reached their 61st birthday, but who have completed at least 20 years of satisfactory service creditable for Reserve retired pay under reference (c)**, are eligible for coverage under the Veterans' Group Life Insurance (VGLI) program. Reference (d) converted the Retired Reserve coverage to Veterans Group Life Insurance coverage.

3. **Accelerated Benefit Option (ABO)**. The ABO was enacted under reference (e), with an effective date of 9 February 1999. If the insured member has been certified by a physician as "**terminally ill**", member may elect under SGLI or VGLI the ABO. **The member may receive a lump sum payment of up to 50 percent of the SGLI or VGLI coverage or $125,000**. 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. A third party can request the claim package and it will be mailed only to the "insured," directly from the Office of Servicemembers' Group Life Insurance (OSGLI). The benefit is tax-exempt and can be used for any purpose. By electing the

benefit, the total amount of SGLI/VGLI benefits otherwise payable at death will be reduced by the amount paid by OSGLI as a reduced benefit. Also, any amount that can be converted to an individual policy will be reduced by the amount of the accelerated benefit. Questions regarding the ABO can be directed to **OSGLI at (800) 419-1473**.

4. **Updating Designations**. Beneficiary and settlement option designations should be updated whenever SGLV 8286 is completed.

5. **Declining Coverage**. Members may decline coverage or request reduced coverage in any increment of $10,000 by completing, in their own handwriting, SGLV 8286. When members request reduction or cancellation, they shall be counseled as to the effect of their action and an appropriate entry shall be made on NAVPERS 1070/613 of their service record.

6. **Termination of SGLI**

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 Naval Reserve; and for members of the Selected Reserve, or nonpay members assigned to a Reserve unit which performs at least 12 drills annually as defined above, on the 120th day after the member is separated from a drilling status.

(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.

(c) confined by military authorities under a court-martial sentence involving total forfeiture of pay and allowances.

(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. Members who decline to be insured or elect reduced amounts of insurance may become insured or increase their coverage within the permitted amounts upon approval of their written application and compliance with such other terms as may be prescribed by the insurer. This requires completion of SGLV 8286.

b. Insurance, beneficiary designation, and any election of settlement in effect prior to any period of unauthorized absence in excess of 31 days, confinement by civil authorities in excess of 31 days under a sentence adjudged by a civilian court, or military confinement involving total forfeiture of pay will automatically be revived as of the date the member is restored to duty with pay.

8. **Extension of SGLI Coverage for Disability**. A member on ACDU or ACDUTRA under calls or 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 1 year 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 the following:

a. Members of the Ready Reserve not scheduled to perform at least 12 drills annually, who, when authorized or required by competent authority, assume an obligation to perform for less than 31 days, ACDU, ACDUTRA, or inactive duty training, and for NROTC midshipmen while on training cruises.

b. Members performing ACDU or ACDUTRA. Coverage becomes effective from the first day of such period through midnight local time of the last day of such period.

c. Members performing in ACDUTRA. Coverage is in effect during that part of the day during which inactive duty is performed.

d. For both Reserve active periods and inactive periods, SGLI is also in effect while the member is proceeding directly to or returning directly from the place where such duty is performed.

e. The cost of SGLI for members in this category is **$.80 per year for each $10,000 coverage**. **The maximum coverage is $250,000 in increments of $10,000**.

f. If a member covered during a Reserve active period incurs a disability or aggravation of a pre-existing disability, SGLI shall remain in force for 120 days following the Reserve active or inactive period during which the disability was incurred or aggravated.

10. **SGLI Conversion**. Under current law, the conversion privilege is as follows:

a. Members on ACDU who are entitled to full-time coverage and who have SGLI in force at the time of separation or release from ACDU are eligible for VGLI in the same amount, or lesser amount, as the SGLI held at the time of separation or release. A member has **1 year and 120 days** to apply for VGLI 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 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.

b. Members of the Selected Reserve, or Reserve members assigned to nonpay units scheduled to perform at least 12 drills annually, with full-time coverage at the time they complete their 20 years of service for retirement purposes, and who are eligible for assignment to the Retired Reserve, may either continue their SGLI coverage by paying the required premium, or convert to an individual commercial policy. The option to

convert to commercial insurance exists **only prior to obtaining SGLI coverage**. After receiving SGLI coverage, the option to convert is forfeited. No evidence of insurability is required within 120 days. (See Retired Reserve coverage.)

c. Members insured under part-time coverage who incur a disability or aggravate a pre-existing disability during a reservist active or inactive period can, within the 120-day period following the period during which the disability was incurred, convert their SGLI coverage to VGLI coverage. Proof of disability must be submitted together with an application and initial premium.

11. **Continuity of SGLI Elections and Designations**

a. This applies to a member's election not to be insured, or to be insured in a reduced amount, and to designations of beneficiaries and elections of installment settlements, unless and until such elections or designators are changed by the member in prior form.

b. **Full-Time Coverage**. For members insured under full-time coverage as the result of performing ACDU or ACDUTRA under calls or orders which do not specify a period of 31 days or less, elections and designations are effective only during the period of such duty for 120 days thereafter. If, at the end of the 120-day period, the member elects to be insured under the VGLI program, the beneficiary election will remain in effect for 60 days after the effective date of the VGLI coverage. (For members who are totally disabled on termination of duty, elections and designations may be extended following separation or release.)

c. **Part-Time Coverage**. For these members, elections and designations continue in effect during periods of continuous obligations to perform duty in the same uniformed service including periods of ACDU or ACDUTRA which entitle the members to full-time coverage. If the member acquires full-time coverage, an election or designation continues to be effective during the coverage period (generally 120 days) following separation or release from such duty and continues in effect for part-time coverage thereafter, if the member immediately resumes the obligation to perform duty existing prior to the period of ACDU or ACDUTRA which made member eligible for full-time coverage. If, by reason of an incurred or aggravated disability, part-time coverage is extended for 120 days

following a period of ACDU, ACDUTRA, or inactive duty training, an election or designation is effective throughout that extended period also. Any such election or designation made within the 120-day period, except the amount of coverage to which the member is entitled during the 120-day period, is not reduced in any event.

d. A new period of coverage begins and new elections or designations must be submitted, if desired, when

(1) a member resumes an obligation to perform duty or reenters on duty in the same uniformed service more than 1 day following termination of a previous obligation of duty; or

(2) a member resumes an obligation to perform duty or enters on duty in a different uniformed service at any time.

(3) a member's status changes from the Selected Reserve to the Retired Reserve.

e. The insured, under a NSLI contract, may designate as a beneficiary any person or persons, firm, corporation, or their legal entity, including their estate, either individually or as a trustee. The member may request the insurance be paid to the beneficiary in a lump sum or in 36 equal monthly installments.

f. Under no circumstances may a member indicate "by law" as a beneficiary. If the member designates a lump sum, or makes no selection, the beneficiary may elect either a lump sum or 36 monthly installments. A designation of beneficiary and/or mode of settlement is to be made on SGLV 8286. If the member is on ACDU, the form should be sent to the member's personnel officer for processing. If the designation is made during the period the insurance remains in force following separation from ACDU, the form should be sent to the following:

Office of Servicemembers' Group Life Insurance
290 W. Mt. Pleasant Avenue
Livingston, NJ 07039-2747

g. Retired reservists should also send any changes of beneficiary requests to OSGLI.

12. **Financial Counseling**. SGLI becomes most important to the family if a member dies, and can assist the family for years to come. To assist in the handling of this large amount of money,

survivors may partake of free beneficiary financial counseling services through a contracted agency. Reference (f) contains related information.

13. **Distribution of SGLV 8286 Copies**. Reproduce official copies before signing the form. Wording and format of form may not be altered. Forms altered from the original wording and format are subject to acceptance 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 Navy Personnel Command (NAVPERSCOM) (PERS-313C) for filing in the Permanent Personnel Record.

b. **First Copy**. Provide to the member for personal use.

c. **Second Copy**

(1) For **officers** - file in the command's correspondence files.

(2) For **enlisted members** - promptly file behind NAVPERS 1070/602 in the member's service record.

14. **Choosing a Beneficiary**

a. When a member is likely to be survived by family members or parents, and designates some other person (friend, etc.), the personnel officer or a Navy Counselor petty officer of the command shall counsel the member, reminding the member that SGLI was specifically designed to provide a form of security for their family members or parents; and member should be encouraged to designate such family members or parents as beneficiaries. If an unusual designation is nevertheless made, the following NAVPERS 1070/613 entry should be placed in the member’s record:

“After appropriate counseling, member desires to designate (list name of person (friend, etc.)) as their beneficiary to receive the proceeds of their SGLI insurance.”

b. This notation should be signed by the member and witnessed by a designated individual. Under no circumstances

should a member be compelled to designate any beneficiary other than one of the member's own choosing.

c. When a member cancels a previous designation of beneficiary, the old SGLI election form shall be removed from the member's service record and destroyed. When a member asks the old SGLI Designation of Beneficiary form be returned, an obvious notation on the face of the form shall be made to the effect that it was canceled or withdrawn at the member's request. This notation shall be made by a responsible member of the command, dated, and signed before it is delivered to the member.

d. SGLI designation of beneficiary(ies) will be reviewed and verified according to MILPERSMAN 1070-200 for officers and enlisted members.

15. **SGLI Coverage for Retired Reserve**

a. Members assigned to, and who upon application would be eligible for assignment to the Retired Reserve who have not received the first increment of retired pay and have not reached their 61st birthday but who have completed at least 20 years of satisfactory service creditable for Reserve retired pay under reference (c) are eligible for coverage under the VGLI program in increments of $10,000 up to the maximum coverage of $250,000 provided the member submits SGLV 8714 and the required premium to the following:

Office of Servicemembers' Group Life Insurance
290 W. Mt. Pleasant Avenue
Livingston, NJ 07039-2747

b. Application for this coverage must be made within 120 days from separation or release from the Selected Reserves.

c. Termination of insurance occurs upon receipt of the first increments of retired pay or the 61st birthday, whichever occurs first.

16. **FSGLI**. Family coverage under the SGLI program was created by reference (g) and became effective on 1 November 2001. This program automatically covers spouses and dependent children of members participating in SGLI. Dependent children (as defined by reference (h)) of members participating in SGLI are automatically covered for $10,000. 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. Premiums for spousal coverage are automatically deducted from the member's pay unless coverage is declined. The ABO discussed in para. 2 of this article also applies to family coverage. SGLV 8286A should be used for member's initial election of coverage. SGLV 8285A should be used to request family coverage any time after the member's election. For more information concerning family coverage see:

www.va.gov/sglivgli/sglifam.htm

For information concerning FSGLI claims, see MILPERSMAN 1770-250, or contact **NAVPERSCOM (PERS-62) at (800) 368-3202**.

17. **VGLI**. VGLI was created by reference (i) and became effective on 1 August 1974. Veterans' Group Life Insurance is a 5-year renewable term policy which has no cash, loan, paid-up, or extended values. Effective 1 January 1986, individuals in the IRR are entitled to VGLI coverage. They also may renew their coverage as long as they remain in the IRR. Members in the IRR who have VGLI and desire to renew their coverage must submit an application and a copy of their orders or enlistment contract with the initial premium to the following:

Office of Servicemembers' Group Life Insurance
290 W. Mt. Pleasant Avenue
Livingston, NJ 07039-2747

18. **VGLI Availability**. VGLI is available to the following:

a. Individuals being released from ACDU or ACDU training under calls or orders that do not specify a period of 31 days or less. Members in this category must submit an application, a copy of DD 214, and a check for the first month's premium directly to the following:

Office of Servicemembers' Group Life Insurance
290 W. Mt. Pleasant Avenue
Livingston, NJ 07039-2747

b. Prior to 120 days after their release or separation. Application, designation of beneficiaries, and settlement options should be made on SGLV 8714 (veterans separated 120 days or less). VGLI may be paid by allotment from service pay or by

deductions from veterans' benefits. The insured will be billed for future premium payments directly from OSGLI. Proof of insurability is not required.

c. Reservists insured under part-time coverage who incur a disability or aggravate a pre-existing disability while performing ACDU or ACDUTRA under calls or orders specifying a period of 31 days or less, or inactive duty training can, within the 120-day period following separation, apply for VGLI insurance. Proof of disability must be submitted together with an application and the initial premium to OSGLI. VGLI coverage will be effective on the 121st day.

d. A member with full-time SGLI coverage which is extended because of total disability may request VGLI to be effective the end of 1 year following separation, or the date the member ceases to be totally disabled, whichever is earlier. In these cases, evidence of the total disability that existed is required.

e. The insurance is not available to retired reservists or to members of the Ready Reserves who, under the law, qualify for full-time coverage.

f. At the end of the VGLI term period, the member may convert to an individual commercial policy with one of the participating companies. This individual policy will be issued regardless of the state of health for not more than the amount of VGLI coverage held. The OSGLI will notify the insured in sufficient time so that conversion of the VGLI policy can be made if the insured so desires. A list of participating companies will also be furnished.

19. **Combined SGLI and VGLI**. It is important to note that no person may carry a combined amount of SGLI and VGLI in excess of $250,000 at any time. Any member insured under VGLI who again becomes insured under SGLI may, within 60 days after becoming so insured, 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 $250,000.

20. **VGLI Conversion**. At the end of each 5-year term period, VGLI insured (except IRR insured) have the right to convert VGLI to an individual commercial policy with any of the participating

companies without proof of insurability. This conversion privilege is identical to that which existed under prior law and applies to all VGLI coverage; however, to be eligible to convert, the policy must be in force at the end of the 5-year period.

21. **National Services Life Insurance (NSLI)**

a. Service Disabled Veterans Insurance (SDVI) (policy numbers prefixed with **RH**) is the only NSLI program of insurance currently open to new issues.

b. Any member who is released from active service under other than dishonorable conditions and who is found by Secretary of the Department of Veterans' Affairs (DVA) to be suffering from a disability or disabilities for which compensation would be payable if 10 percent or more in degree, but is otherwise in good health, may apply within 2 years from the date such service connection is established by the DVA. Insurance may be issued on any of the following plans:

(1) 5-year Level Premium,

(2) Ordinary Life,

(3) Modified Life at Age 65,

(4) Modified Life at Age 70,

(5) 20-Payment Life,

(6) 30-Payment Life,

(7) 20-Year Endowment,

(8) Endowment at Age 60, and

(9) Endowment at Age 65.

c. Totally disabled personnel may apply for any of the above plans except the endowment plans.

22. **Designating a Beneficiary under NSLI**. The insured, under a NSLI contract, may designate as a beneficiary any person or persons, firm corporation, or their legal entity, including their estate, either individually or as a trustee. The insured

may cancel and change the beneficiary designation at any time without the consent or knowledge of the beneficiary. (Use VA 29-336 for designation or change of beneficiary.)

23. **Settlement Options**. Individuals insured under a NSLI policy may elect one of the following four settlement options for payment of insurance benefits upon their death, or may elect that part of the proceeds be paid under one option and the balance under another option. Methods of Payment are

a. **Option 1**. Payment In One Lump Sum.

b. **Option 2**. Equal Monthly Installments (for a specified period.

c. **Option 3**. Monthly Installments for Life (120 months for certain).

d. **Option 4**. Monthly Installments for Life (refund life income).

24. **NSLI Disability Policy**. NSLI policies basically provide for the waiver of premiums in the event the insured becomes totally disabled for 6 consecutive months prior to attaining age 65. No further premiums need be paid on the policy as long as the disability continues. All NSLI policies except SDVI (RH), provide for the addition of a Total Disability Income Provision on the basic policy. Application must be made before the insured's 55th birthday. Upon evidence of insurability (good health) and payment of an additional premium, the provision may be added to the policy.

25. **Reinstating Lapsed Policies**

a. NSLI permanent plan policies, which have lapsed and have not been surrendered for cash or paid-up insurance, may be reinstated at any time by the payment of all premiums in arrears with interest and by compliance with the health requirements. Any indebtedness against the policy which existed at the date of lapse must be reinstated or paid. A lapsed policy which is in force under extended insurance may be reinstated without health statement or other medical evidence if application and payment or premiums and interest will expire (see VA 29-353 for explicit and full details on health requirements for reinstatement).

b. NSLI on the 5-year level premium term plan, except insurance issued under reference (j) may be converted to a permanent plan without a physical examination, at any time within the term period, for NSLI in the same or less amount, in multiples of $500, minimum $1,000 on

(1) Ordinary Life,

(2) Modified Life at Age 65,

(3) Modified Life at Age 70,

(4) 20-Payment Life,

(5) 30-Payment Life,

(6) 20-Year Endowment,

(7) Endowment at age 60,

(8) Endowment at age 65 plan,

except that conversion to an endowment plan may not be made while the insured is totally disabled.

26. **Converting a NSLI Policy**. A NSLI policy while in force under premium-paying conditions, may be converted to a policy of the same or a lesser amount, in multiples of $500, minimum of $1,000. The premiums on the permanent plan will be at the rate for attained age of the insured on their birthday nearest the effective date. The effective date of the converted insurance may be as of the date the current premium on the term insurance is due; or as of the date any prior premium became due, including the original date such term insurance became effective, by payment of the reserve on the permanent plan policy, less the reserve if any, on the term policy. If the cash required to back-date the policy is a substantial sum, it is pertinent to point out the insured may prefer to convert as of a current date and use the same amount to pay premiums in advance, which is generally more advantageous.

27. **Commanding Officers**

a. Commanding officers shall ensure members under their command are informed of the benefits provided for members and their families, especially of the provisions and benefits of

NSLI, SGLI, FSGLI, VGLI, and the benefits available from the DVA and other government agencies. Such information should be provided by the command in conjunction with the program of General Military Training. Life insurance agents shall not be permitted to address or attend meetings, classes, or mass formations, or any other assembly of naval personnel.

b. Major commands shall designate one or more benefits and insurance officer(s) who may be commissioned or warrant officers or master, senior, or chief petty officers. (A major command is one with 500 or more permanently assigned members unless further defined by the cognizant area coordinator.) The officer so designated shall become thoroughly familiar with all matters relating to benefits and insurance and shall be available to advise members of their command or commands for whom support is provided.

c. Reference material available through normal supply channels includes the following:

(1) National Service Life Insurance, VA Pamphlets 29-3, 29-9A, 29-20 (reference (k)).

(2) Servicemembers' and Veterans' Group Life Insurance, VA Handbook, H-29-98-1 (reference (l)).

(3) 38 U.S.C. Part II, General Benefits, Chapter 19, Insurance (reference (b)).

(4) DFAS PTG (reference (m)).

MILPERSMAN 1742-010

VOTING

Responsible Office	NAVPERSCOM (PERS-662)	Phone:	DSN COM FAX	 (901) 	882-4369 874-4369 882-2630

Governing Directive	42 U.S.C. 1973ff, Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)

1. **Purpose**. Freedom and the right of Americans to elect their representatives are the fundamental basis of our democracy. The Department of the Navy's policy is to assist U.S. citizens covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) 42 U.S.C. 1973ff to register and vote, by absentee ballot, in all elections in their legal state of residence. Those covered include

a.	members of the Uniformed Services.
b.	merchant Marines.
c.	their spouses and dependents.
d.	civilians residing outside the U.S.

2. **Sponsorship**. General supervision and direction of the Navy's Voting Assistance Program is under the sponsorship of the Navy Personnel Command (NAVPERSCOM). The NAVPERSCOM will ensure that voters covered by UOCAVA are provided all necessary voting information including

a.	voting age requirements,
b.	election dates,
c.	officers to be elected,
d.	constitutional amendments,
e.	other ballots to be voted on, and
f.	absentee registration and voting procedures.

3. **Commanding Officer**

a. Commanding officers/officers in charge shall designate, in writing, voting assistance officers and counselors at every level of command with one senior voting officer (O-4 or above), where possible, on each installation to coordinate the programs of subordinate and tenant command voting assistance officers.

b. When petty officers (E-4 and above) are designated as voting assistance officers, they are authorized to administer oaths in connection with voting registration and voting.

4. **Voting Assistance Officer**

a. Voting Assistance Officers or counselors shall be readily available and equipped to give personal assistance to

(1) voters for Federal, state, and local elections.

(2) any voters who appear to need assistance in understanding the English language.

b. During Federal election years, all members shall receive at least one training period devoted to absentee registration and voting. Emphasis should be placed on the availability of voting information, supporting materials, personal assistance, and why every vote counts. All available means should be used to carry out the spirit and the intent of the program, such as

(1) ship or station newspapers.

(2) plan-of-the-day notes and public address system announcements.

(3) written, audio, or video products from Navy Media Center and Armed Forces Radio and Television Service.

5. **Federal Post Card and Registration Absentee Ballot Request**. SF-76, Post Card Registration and Absentee Ballot Request (FPCA), is used to register and request absentee ballots for all elections and shall be issued by in-hand delivery to all eligible personnel well in advance of the **November** general election. Ensure that the FPCA is issued to personnel overseas by **15 August** and to personnel in the United States by **15 September**. The in-hand delivery of the card is a requirement by law to ensure that all military personnel are given the

opportunity to apply for an absentee ballot. FPCA forms with a revision date earlier than 1988 are obsolete and should be destroyed.

6. **Federal Write-in Absentee Ballot (FWAB)**. FWAB has been authorized to provide an alternative to overseas voters, civilian and military, who do not receive the regular state absentee ballot.

a. To be eligible for the FWAB, voters must have made timely application for the regular absentee ballot. The FWAB would be submitted and processed in the manner provided by law for absentee ballots in the state involved.

b. A voter must make an application for a regular absentee ballot which must be received by local election officials not less than 30 days before the general election.

c. If overseas voters don't receive the regular state ballot in time, they may use the FWAB and write in the name of the candidate or name of the political party.

d. An overseas voter who submits a FWAB and later receives a state absentee ballot may submit the state ballot, but will be responsible for informing the appropriate local election official that they have submitted more than one ballot.

e. The FWAB can be submitted only from locations outside the United States. FPO addresses, except where states have expanded use of the FWAB, refer to NAVPERS 15562, Voting Assistance Guide, Chapter 3.

7. **Voter's Residence**. Voting residence is the legal residence or domicile in which the voter could vote if present. Every state requires a minimum period of residence as a prerequisite to voting. These requirements vary from state to state. The state, city or county (township) in which a person lived before entering the Navy usually is considered their legal residence for voting purposes unless they have established a legal residence elsewhere. Time spent in the Navy counts in meeting total residency requirements. Additional information may be found in NAVPERS 15562 and from the activity Voting Assistance Officer.

8. **Administering the Program**

a. Personnel charged with administering the Navy Voting Program shall not, in the performance of these duties, attempt to influence any member in

(1) their choice of candidates, or

(2) their vote on any issue included on the ballot.

b. The actual marking of the ballot (voting) must be done secretly as required by law. Guidance on possible political activities by military personnel is included in MILPERSMAN 1700-010.

9. **Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)**. The UOCAVA requires a biennial report by Secretary of Defense to the President and to Congress covering the voting program in the Armed Forces and statistical data relating to voting. The data will be gathered by a sampling survey of individual personnel and unit voting officers subsequent to general elections.

10. **Supplemental Information**. Supplemental information concerning the Navy Voting Program will be provided to all ships and stations through the Navy Directives System or other communications.

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

Governing Directive	NAVSUP P-486, Food Service Management

1. **Description**. Active duty enlisted members, who are entitled to meals at government expense in a general mess ashore, are issued a NAVSUP 1105, Meal Pass.

a. **Purpose:** A meal pass permits the holder to consume meals at government expense in any Navy general mess.

b. **Requisitioning Blank Meal Passes:** This meal pass is requisitioned from Cog 1L stock in the desired color.

c. **Appearance:** 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 Activity Detachment (PERSUPPDET):** The PERSUPPDET is responsible for the actual issue and control of NAVSUP 1105. In the absence of a PERSUPPDET, the issue and control of meal passes is the responsibility of the command performing personnel and administrative functions.

b. **Responsible Commanding Officer (RCO):** The RCO establishes policies and guidelines for issue and use of meal passes 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 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) **Use of Color**: The RCO specifies the colors used for each category of personnel and coordinates control procedures for meal passes with the PERSUPPDET. Different colored meal passes are used to identify Naval Reserve and other military personnel as follows:

(a)	**Naval Reserve Training and Administration of the Reserves (TAR) enlisted personnel on active duty** are assigned different colored meal passes for general mess accounting purposes.
(b)	**Naval 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 Naval Reserve (TAR) personnel on active duty.
(c)	Different color meal passes are assigned to **enlisted members of other service categories** according to 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/TDY) having a per diem allowance. This facilitates meal sales and ensures collection of proper charges.

3. **Ineligible Personnel Categories**. Meal passes are not issued to the following:

a. **Personnel Receiving BAS at Government-Mess-not-Available Rate:** Personnel receiving basic allowance for subsistence at the rate based on the non-availability of a government mess.

b. **Inactive Reserve Personnel:** Local procedures must be developed for other than permanent meal passes to manage meal passes for inactive reserve personnel entitled to subsistence in kind.

4. **Issue and Control Instructions**. Meal passes are issued and controlled by instructions found in NAVSUP P-486. The following table contains guidelines for 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, 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 plan accountability is checked during audits and inspections.

6. **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	225-3322
			COM	(703) 695-3322
			FAX	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	882-4606
			COM	(901) 874-4606
			FAX	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-06)	Phone:	DSN COM FAX	882-3164 (901) 874-3164 882-2615

Governing Directive	BUPERSINST 1610.10

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 every day 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 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.

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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 if entitled, but does not include hazardous duty pay, sea or foreign duty pay, incentive pay, or basic allowance for subsistence.

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.

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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 the 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, the 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, Ohio 44199

A request must include a complete statement of the facts including substantiating evidence and comments or recommendation of the commanding officer. Substantiating evidence may consist of:

(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.

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6. **Basic Allowance for Housing (BAH)**

a. Family members, for whom basic allowance for housing are 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 basic allowance for housing is not payable.

b. Entitlement of members to basic allowance for housing on behalf of family members is provided by statute. No member shall be denied the right to submit a claim or application for basic allowance for housing 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. Commanding officers 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.

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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 commanding officer 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.

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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 its or their minority.

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9. **Noncompliance**. Noncompliance with court ordered child support and/or alimony could result in the garnishment of the member's pay under Public Law 93-647.

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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 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.

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11. **Commander's Responsibilities**

a. The responsibility of every commanding officer 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 the Navy Department 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. A complaint of nonsupport or insufficient support concerning an officer shall be acted on by the commanding officer, 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 commanding officer shall have

the officer interviewed for the purpose of instructing them as to the Navy Department'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 commanding officer shall, after obtaining the officer's written statement, promptly advise the writer of the Navy Department'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 commanding officer shall obtain from the officer a written statement and return it to the senior naval authority. Prior to forwarding the officer's statement, the commanding officer 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 commanding officer, 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 commanding officer may consider nonjudicial punishment 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.

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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 commanding officer, 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.

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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 the Uniform Code of Military Justice. Comments in fitness and evaluation reports must pay due regard to the prohibitions in BUPERSINST 1610.10 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

CASUALTIES AND SURVIVOR'S BENEFITS

Responsible Office	NAVPERSCOM (PERS-62)	Phone: DSN TOLL FREE WITHIN U.S. FROM OVERSEAS FAX	882-2501 1 (800) 368-3202 (901) 874-2501 874-6654

1. **In This Chapter**. This chapter covers reports, notifications, and assistance.

Topic	See MILPERSMAN
Personnel Casualty Reporting	1770-010
Personnel Casualty Report in the Event of "DUSTWUN" or Missing Status	1770-020
Personnel Casualty Report Procedures	1770-030
Death of Members of the Naval Reserve	1770-040
Death of Members of the Fleet Reserve and Retired Members of the Navy who are Receiving Retired Pay	1770-050
Judge Advocate General Manual (JAGMAN) Reporting Requirements and Status Investigation Reports (SIRs)	1770-060
Notification of Next of Kin of Terminally Ill, Seriously/Very Seriously Ill/Injured Members	1770-070
Personnel Casualty Reports for Terminally Ill, Seriously Ill/Very Seriously Ill/Injured Personnel	1770-080
Suicide Attempts, Gestures and Other Unique Situations Requiring Personnel Casualty Reports (PCR)	1770-090
Reporting Requirements in the Event of a Naval Disaster	1770-100
Reporting Requirements in the Event of a Joint Services Disaster	1770-110
Reporting Requirements for Suicides, Suicide Attempts, and Suicide Gestures	1770-120
Instructions Regarding Casualties during Hostilities or as a Result of Hostile Acts which could Result in an International Incident	1770-130
Commanding Officer's Letter to Next of Kin	1770-140
Release of Names of Casualties	1770-150
Casualty Assistance Calls Program (CACP)	1770-160
Notification of Next of Kin in Case of Death, Missing, or Duty Status Whereabouts Unknown (DUSTWUN) Casualties	1770-170
Notification of Next of Kin Depending Upon Location of Casualty	1770-180

Topic	See MILPERSMAN
When Personal Notification Cannot be Made	1770-190
Disposition of Mail and Personal Effects of Casualties	1770-200
Manual for Escort of Deceased Naval Personnel	1770-210
Allotments in Cases of Missing Persons	1770-220
Transportation of Next of Kin to the Bedside of Seriously Ill or Injured Members	1770-230
BUPERSINST 1770.3, Casualty Assistance Calls Program (CACP) Manual	1770-240
Death of Naval Dependents	1770-250

MILPERSMAN 1770-010

PERSONNEL CASUALTY REPORTING

Responsible Office	NAVPERSCOM (PERS-624)	Phone: DSN TOLL FREE WITHIN U.S. COM FAX	882-2501 1 (800) 368-3202 (901) 874-2501 882-6654

References	DODI 1300.18 of 18 Dec 2000

1. **Policy**

a. Per DODI 1300.18, a personnel casualty report (PCR) is required on

(1) members of Navy;

(2) certain former members;

(3) certain Navy family members (the report submitted shall be the same as that of active duty personnel, appropriately modified);

(4) other members of the Armed Forces and civilians serving with or attached to Navy commands; and

(5) individuals so incapacitated as to be unable to communicate with their next of kin (irrespective of condition).

b. Judge Advocate General (JAG); Chief, Bureau of Medicine and Surgery (BUMED); officer in charge of Naval Health Care Support Office; and line commander of the area wherein the casualty occurred should be information addresses. Include items ALPHA through INDIA (see MILPERSMAN 1770-030) and request the member's command submit a complete report.

c. For all casualties fax a copy of the member's NAVPERS 1070/602 (Rev. 7-72), Record of Emergency Data; and SGLV 8286 (9-02), Servicemembers' Group Life Insurance Election and Certificate to **Navy Personnel Command (NAVPERSCOM) (PERS-62) at (901) 874-6654 or DSN 882-6654. After hours, fax documents to the NAVPERSCOM Duty Office at (901) 874-2652 or DSN 882-2652.**

2. **Definition of a Casualty**

a. **A casualty is broadly defined as a person whose services are lost to Navy due to the following:**

(1) Serious illness or serious injury (SI).

(2) Very seriously ill or injured (VSI).

(3) Incapacitating illness or injury (III).

(4) Wounds received in action (WIA) whether serious or not.

(5) Physical absence and unaccounted for, where it cannot be immediately determined if the absence is voluntary or involuntary (i.e., a member's status is so uncertain the unit commander must first gather and evaluate the facts to make a proper determination). Such members should initially be reported in an interim category of "duty status - whereabouts unknown" (DUSTWUN). Do not use DUSTWUN to account for persons who appear to be unauthorized absence (UA) rather than a casualty. MILPERSMAN 1770-020 provides further explanation of DUSTWUN.

(6) Missing, including missing in action (MIA); interned or detained in a foreign country; and captured, beleaguered, or besieged by a hostile force.

(7) Death (for suicides see MILPERSMAN 1770-120).

(8) Dependent death of Active or Reserve Navy member (see MILPERSMAN 1770-250).

b. **Casualties may also include the following:**

(1) Families of Navy members on active duty, or

(2) Qualified civilian Navy employees and their family members in a foreign country who are unaccounted for, and shall be reported together with a complete account of the circumstances surrounding their disappearance or death.

3. **Definition of the Term "Members of the Navy."** The following categories of personnel are defined as "members of the Navy:"

a. Personnel on active duty, active duty for training, inactive duty training, or traveling directly en route to or from such duty at the time the individual becomes a casualty.

b. Personnel who have been provisionally accepted for entry on active duty, 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.

c. Personnel of Naval Reserve Officers Training Corps who are injured or die from injury in the line of duty while performing authorized travel to, from, or while engaging in flight instruction.

d. Midshipmen of the Naval Academy, including those authorized to travel to or from such service.

e. Members of the Regular Navy or Naval Reserve who die after discharge or release from active duty while a patient in a U.S. Government hospital, provided hospitalization has been continuous from date of discharge/release from active duty to date of death.

f. Retired members of the Regular Navy or Naval Reserve who die while a patient in a U.S. Government hospital provided they became a patient in such hospital while serving on active duty for a period of more than 30 days and continue as a patient through date of death.

g. Individuals who die en route directly to their home after discharge or release from a period of active duty.

h. Members or former members of Navy who die during the 120-day period beginning the day following the date of discharge or release from active duty, active duty training, or inactive duty training, transfer from drilling status to Not Physically Qualified, or Records Review Status.

i. Members of the Naval 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 active duty; those who

have performed active duty, active duty for training, or inactive duty training; and those who are retired without pay. (Refer to MILPERSMAN 1770-040 to report death.)

j. Members of the Fleet Reserve or retired members of the Regular Navy or Naval Reserve who die while in an inactive duty status and while entitled to receive retainer/retired pay.

4. **Definitions of the Terms "Next of Kin (NOK)," "Primary Next of Kin (PNOK)," and "Secondary Next of Kin (SNOK)."** The terms NOK, PNOK, and SNOK are defined for use in this and succeeding articles only for the purpose of determining the person(s) who will decide the disposition of remains. The eligible beneficiary(ies) for survivor benefits are not based upon a PNOK/SNOK determination. In addition, the recipient of personal effects is not based upon a PNOK/SNOK determination.

a. **NOK** includes spouse, minor children residing outside the immediate household of the member, and parents. If member does not have a spouse, adult children will be considered NOK. Brothers and sisters will only be considered NOK if member has no spouse, children, or parents.

b. **PNOK** is a legal spouse or, if no spouse, the eldest child over the age of majority (including a child or children by prior marriage). If no child is over the age of majority, then the member's father or mother; if none of these, then the eldest sibling, or other blood relative, in that order. When parents are living together, or separate after the member has entered the service, the elder parent is the PNOK. When parents separate or divorce before the member's entry into service, the parent having legal custody of the member (if he/she was under the age of majority) at time of entry into Navy is the PNOK. If parents divorced or separated after the member's entry into service and neither parent had legal custody, the parent with whom the member last resided prior to entry into service is PNOK. When doubt exists as to the individual from whom disposition instructions should be requested, additional guidance should be obtained from **Military Medical Support Office (Code 09A) at 888-647-6676 or DSN 792-3950.**

c. **SNOK** include minor children who reside outside the immediate household of the member; parents (if not PNOK); and anyone named on NAVPERS 1070/602 or DD 93 (08-98), Record of Emergency Data as beneficiary for Servicemembers' Group Life Insurance (SGLI), death gratuity, or unpaid pay and allowances.

If the member has no spouse, the eldest adult child is PNOK and all other children are SNOK. Brothers and sisters are NOK only if the member has no spouse, children, or parents; or if designated as a beneficiary. Not everyone will have SNOK.

5. **Casualty Report Status**. Personnel casualty reports shall list **members, or family members (deceased only)**, in one of the following statuses:

a. **Serious illness or serious injury (SI)**

b. **Very seriously ill or injured (VSI)**

c. **Incapacitating illness or injury (III)**

d. **Wounds received in action (WIA)**

e. **Duty status - whereabouts unknown (DUSTWUN)**

f. **Missing (including MIA, interned or detained, and captured)**

g. **Deceased**

NOTE: When it involves family members, it is in death cases only.

MILPERSMAN 1770-020

PERSONNEL CASUALTY REPORT (PCR) CONTENT IN THE EVENT OF "DUSTWUN" OR RECOMMENDING "MISSING" STATUS

Responsible Office	NAVPERSCOM (PERS-62)	Phone: DSN TOLL FREE WITHIN U.S. COM FAX	882-2501 (800) 368-3202 (901) 874-2501 882-6654

References	Joint Publication (JP) 1-02, DOD Dictionary of Military and Associated Terms, 12 April 2001, as amended through 7 Oct 2004 10 U.S.C. 1501-1513 37 U.S.C. 551-559 Joint Federal Travel Regulations, Articles U5372

1. **Policy**. In the event of **Death Duty Status - Whereabouts Unknown (DUSTWUN)**, or **Missing Status**, the title of the required report shall be **Personnel Casualty Report (PCR)**. Submit information per the report format contained in MILPERSMAN 1770-030 within 4 hours of the casualty.

2. **Definitions**

a. **Duty Status - Whereabouts Unknown (DUSTWUN)**. JP 1-02 defines "DUSTWUN" as a temporary designation, applicable to military members only, used when the reason for a member's absence is uncertain and it is possible that the member may be a casualty whose absence is involuntary, but there is not sufficient evidence to make a determination that the member's actual status is 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 servicemember's disappearance. "DUSTWUN" has no effect on pays or allowances and differs by definition and legal entitlement from the "Missing" casualty status.

b. **Missing**. A member who is not present at member's duty location due to apparent involuntary reasons and whose location

may or may not be known. A servicemember may be placed in a "Missing" casualty status after an initial board of inquiry is convened by Chief of Naval Personnel (CHNAVPERS) and the board's casualty status recommendation has been approved by Secretary of the Navy (SECNAV) per provisions of 10 U.S.C. 1501-1513 (Hostile Loss Incidents), or 37 U.S.C. 551-559 (Non-Hostile Loss Incidents). A CO may make a recommendation to put a member in a "Missing" status if the facts so suggest. Changing a member's status from "DUSTWUN" to "Missing" requires a Casualty Assistance Calls Officer (CACO) visit to the Primary Next of Kin (PNOK)/Secondary Next of Kin (SNOK) to inform them of the casualty status change. There are specific entitlements and requirements of law in cases involving members placed in a "Missing" status. Navy Personnel Command (NAVPERSCOM) (PERS-62) will provide necessary guidance and assistance to the CACO in all "Missing" cases. Included among these are the following:

(1) Authorization for relocation of family member(s) after the member has been officially listed in a "Missing" status for a period of 29 or more days (JFTR, article U5241).

(2) Authorization for relocation of household goods (HHG) after the member has been officially listed in a "Missing" status for a period of 29 or more days (JFTR, article U5372).

(3) Continuation of base pay and all authorized entitlements to the servicemember's designated beneficiary as listed on the servicemember's DD 93 (Rev. 8-98), Record of Emergency Data.

(4) SECNAV, or his designee, by law, must conduct a subsequent board of inquiry on or about 1 year after the date the casualty status recommendation was forwarded by the unit commander.

(5) The PNOK's right to notification of an impending board of inquiry.

(6) The PNOK's right to a reasonable opportunity to attend the proceedings of the board, with or without an attorney at their own expense.

(7) The PNOK's right to reasonable access to information upon which a casualty status change may be based.

(8) The PNOK's right to present information, which the PNOK considers relevant, at the proceedings of the board.

3. **Special Instructions when the Status of Absent Member is Uncertain**

a. This status will not be used in lieu of apparent unauthorized absence (UA). No later than 4 hours following receipt of information that a member should be placed in this status, a PCR must be submitted, then modified as necessary. Unknown or unconfirmed information in the initial personnel casualty message will be so labeled and clarified in supplemental reports. Include in the message a statement of the status of the search.

b. Daily supplemental search reports are required, unless not feasible for security reasons. The search reports shall furnish the extent, progress, and other pertinent information in order to keep the next of kin informed. Submission of search reports shall continue until a report is sent stating the search has been discontinued and the member involved is one of the following:

(1) Recovered alive and returned to military control.

(2) Reported in a "Missing" status because evidence of death or UA is not considered conclusive.

(3) Placed in an UA status (date of absence will be initial date of disappearance).

(4) Reported dead because remains are recovered or search efforts were unsuccessful, but evidence of death is considered conclusive.

4. **Conclusive Evidence of Death**

a. Conclusive evidence of death may be considered to exist when information (eyewitness statements, circumstances of disappearance, results of immediate search, local conditions, terrain) overcomes any reasonable doubt or logical possibility that a "DUSTWUN" category member may have survived. Such conclusive evidence need not be predicated upon recovery of remains since situations may arise in which the remains cannot be recovered.

b. If after immediate search, evidence of death does exist, the responsible command has the authority and duty to submit a report of death. The date of death will be the date the member was placed in a "DUSTWUN" status unless the circumstances indicate subsequent survival.

c. If conclusive evidence of death is not established after the immediate and extensive search, and the remains are not recovered, the available evidence should be carefully reviewed to determine if it warrants a change in the member's status to UA (the date of UA **must** be the date of disappearance).

5. **Determination of Status**. Final casualty status determinations under 10 U.S.C. 1501-1513 or 37 U.S.C. 551-559 are the responsibility of SECNAV, or his designated representative.

6. **"Missing" Casualty Status**

a. COs must not retain the member in "DUSTWUN" casualty status for more than 10 days. If circumstances warrant, the CO will submit a recommendation to change the status to "Missing" by submission of a PCR. 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.

b. Within 5 days after the member is placed in a "Missing" casualty status, a written report, furnishing all available details, shall be submitted to NAVPERSCOM (PERS-62).

c. The report shall include the following:

(1)	Latitude and longitude.
(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 attendant circumstances.
(6)	Opinion and recommendation of the CO as to the proper casualty status.

MILPERSMAN 1770-030

PERSONNEL CASUALTY REPORT PROCEDURES

Responsible Office	NAVPERSCOM (PERS-624)	Phone: DSN TOLL FREE WITHIN U.S. COM FAX	882-2501 (800) 368-3202 (901) 874-2501 882-6654

1. **Purpose**. The paragraphs below provide amplifying information regarding preparation and submission procedures for the Personnel Casualty Report (PCR).

2. **Reporting Procedures**

a. PCR submission via DMS message traffic is not required if the reporting command has E-mail/fax capability. A PCR that is signed by a cognizant command official can be electronically scanned and submitted via E-mail to MILL NavyCasualty@navy.mil. This mailbox will automatically distribute the PCR to offices involved in the casualty process including regional casualty coordinators. Be sure to include your chain of command as info addressees on the E-mail. Additionally, include the full name, rank, title, and telephone number of the approving official. **Submit PCR within 4 hours by commander, commanding officer (CO), or immediate superior in command (ISIC) of a member who suffers the casualty.**

b. If the reporting command does not have E-mail/fax capability, submit PCRs by immediate precedence message within 4 hours by commander, CO, or ISIC of a member who suffers the casualty. Submit PCR to **COMNAVPERSCOM MILLINGTON TN// PERS-621//.** This message PCR will be routed internally via E-mail to MILL NavyCasualty@navy.mil. This mailbox will automatically distribute the PCR to all the offices involved in the casualty process including regional casualty coordinators. Be sure the appropriate chain of command is included on the PCR as info addressees.

c. If a casualty occurs to a member while away from member's command, the local Navy activity apprised of the circumstances shall verify the casualty, and notify the member's command and Navy Personnel Command (NAVPERSCOM) (PERS-621).

d. For all casualties, fax a copy of the member's NAVPERS 1070/602 (7-72), Record of Emergency Data; and SGLV 8286 (9-02), Servicemembers' Group Life Insurance Election and Certificate to **NAVPERSCOM (PERS-62) at (901) 874-6654 or DSN 882-6654.** After-hours, fax documents to the **NAVPERSCOM Duty Office at (901) 874-2652 or DSN 882-2652.** Faxing of these documents can and should precede submission of the PCR.

e. In cases where the member's command is unknown, the naval activity shall inform NAVPERSCOM of the death (with JAG as an information addressee). Include the statement the member's command is unknown, and request the member's command be notified and instructed to make the complete report. Any supplemental messages should indicate the member's name and social security number in the subject line.

3. **Personnel Casualty Report Format and Amplifying Instructions**

CASUALTY REPORTING COMMAND:
DATE/TIME GROUP:
TYPE OF CASUALTY: Death/Missing
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.
CHARLIE: Hostile (KIA/POW) - Non-Hostile (peacetime casualties)
DELTA: Date - local time of casualty incident – place Circumstances of casualty incident: Cause of death:
ECHO: Location of remains: funeral home 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., children by former marriage)
GOLF: Notification of next kin: PNOK: Date - time - notified by whom
SNOK: Date - time - notified by whom
HOTEL: N/A
INDIA: Date of Dependency Application/Record of Emergency Data

4. **Amplifying Instructions**

a. **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).

b. **BRAVO**

(1) **Status and duty station:** Active duty, active duty for training, inactive duty training; point of contact; telephone number (if appropriate) and Unit Identification Code (UIC).

(a) If duty station is a deployable unit, also furnish UIC of command where unit is currently located.

(b) If member has been an unauthorized absentee in excess of 30 days and through an administrative oversight had not been declared a deserter, the mark of desertion shall be retroactively entered in the member's field record.

(c) In the case of active duty for training or inactive duty training, indicate period for which such training was authorized.

(d) If the casualty occurs en route to or from active duty for training or inactive duty training or after discharge or release of a member of the USN or USNR from a period of active duty indicate the

- hour on which the member began to proceed or return.
- hour on which member was scheduled to arrive or the hour which member ceased to perform such duty.
- method and manner of travel employed.
- itinerary.
- immediate cause of death (when known).
- duty station.

(2) Complete copies of orders shall be mailed immediately to NAVPERSCOM (PERS-621). If the casualty is in an absentee status, indicate commencement of absence, and, if absence exceeds 30 days, indicate whether the casualty had been officially declared a deserter.

c. **CHARLIE**

(1) **Type of casualty:**

(a) **Hostile** - Killed in Action (KIA), Missing in Action (MIA), Duty Status - Whereabouts Unknown (DUSTWUN), or Died of Wounds received in Action (DOW).

(b) **Non-Hostile** - DUSTWUN, Missing or deceased (if deceased, state cause). If death was the result of a previously sustained injury or illness, specify that fact.

(c) Do not report only the immediate cause, such as "coronary arrest," when death was, in fact, the result of major injuries sustained at a prior time. Indicate whether the casualty is considered dead, DUSTWUN, or missing.

(d) Do not use indefinite statements such as "Lost Overboard" or "Missing and Presumed Dead."

(2) A report of change of status shall be submitted in those cases where a member originally listed as an absentee or deserter is subsequently found to be missing or dead. When applicable, indicate how identification was established.

d. **DELTA**. **Date, time (local time), place, circumstances:**

(1) If a motor vehicle accident, specify type of vehicle (car, truck, motorcycle, etc.), whether single or multiple vehicle accident, whether member was the driver or a passenger, and list all other servicemembers and family members involved in the accident.

(2) If at sea or in a remote area, state latitude and longitude unless security precludes. Give concise, but ample, explanation of circumstances surrounding the casualty for immediate explanation to the next of kin (NOK).

(3) Whenever the circumstances or cause of death are not immediately known, furnish details by supplemental message as soon as possible. Graphic details concerning the death or details 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 NAVPERSCOM, Bureau of Medicine and Surgery (BUMED), Casualty Assistance Calls/Funeral Honor Support (CAC/FHS) Program Coordinator who has cognizance over the geographical area where the NOK reside, and the command assigned to provide the Casualty Assistance Calls Officer.

(4) If more than one, but not more than 15 casualties are involved, include in the first casualty report the name, rank/rate, social security number, designator for an officer,

and casualty status of others involved. Casualties in excess of 15 should be reported as provided in MILPERSMAN 1770-100.

e. **ECHO**

(1) **If deceased:**

(a) Provide location and disposition of remains.

(b) Give complete name, telephone number, and address of mortuary or funeral establishment where remains are located. Medical/dental records (on all continental United States (CONUS)/overseas fatalities) are to accompany the remains until positive identification is established; thereafter, the records are to be mailed to NAVPERSCOM (PERS-621).

(c) If remains are to be transferred to another establishment, give name and address of such establishment and when transfer will be made. Include disposition instructions of NOK when known.

(d) If remains are not recovered, state this and advise status of search.

(2) **If Seriously Ill or Injured:** Provide condition and prognosis: Condition (terminally ill, serious, or very serious) and prognosis (guarded, poor, fair, good, excellent). Always state if presence of NOK is medically warranted. Medical officer shall determine if condition of patient is of such nature as to necessitate presence of NOK. If member is in imminent danger of loss of life, state this.

(3) **If DUSTWUN or Unaccounted-for:** See MILPERSMAN 1770-020.

f. **FOXTROT**. **Primary and secondary next of kin** (PNOK/SNOK) as defined in MILPERSMAN 1770-010: Full name, address, and relationship to the member. If NOK is involved in the same accident and injured or killed, state casualty status and present whereabouts. If there is no SNOK indicate this fact. When parents reside together they should be reported together as either PNOK or SNOK as appropriate. List full name of each parent or indicate if either is deceased.

g. **GOLF**. **NOK notification:** State whether or not both PNOK and SNOK have been officially notified in person by a naval

representative. If both PNOK/SNOK are aware of the casualty, advise how notification was made.

h. **HOTEL**

(1) If casualty occurred in a hostile fire zone or area authorized overseas pay, enter date the member commenced the current tour.

(2) If the member is serving on an extension of normal tour, the date must be followed by the notation "(EXTENSION)."

(3) If casualty was "not the result of hostile action" but occurred in a hostile fire zone, it must be so noted.

(4) In the case of a Seriously Ill or Seriously Injured person, provide:

(a) Hospital where patient transferred.

(b) Name and telephone number of point of contact (POC) at hospital.

(c) If evacuation to CONUS is contemplated, state estimated time of arrival, and request cognizant command inform the Armed Services Medical Regulating Office (ASMRO) or a Joint Medical Regulating Officer (JMRO), as appropriate.

(5) Enter N/A in all other cases.

i. **INDIA**

(1) **Record of Emergency Data and Servicemen's Group Life Insurance (SGLI) Election Form:** Specify dates of latest NAVPERS 1070/602 (or DD 93 (8-98), Record of Emergency Data) and SGLI election form. Immediately fax those forms to:

Primary Casualty Response Branch (PERS-621)
NAVPERSCOM
(901) 874-6654
DSN: 882-6654

NAVPERSCOM Duty Office After Hours
(901) 874-2652
DSN: 882-2652

Additionally, mail a copy of that form separately from the service record and indicate date mailed to:

Navy Personnel Command (PERS-621)
5720 Integrity Drive
Millington, TN 38055-6210

(2) In the case of a seriously ill or seriously injured person, provide disposition of records and personal effects specifying the location and disposition of the member's service, health, and pay records; and location of personal effects.

5. **Special Information**

a. Initial PCR need not be complete but must include the member's name, SSN, rank/rate, casualty status, cause and circumstances, and if known, NOK information and if NOK have been notified. Supplemental reports can be submitted as necessary. The key is to promptly engage the casualty assistance chain of command.

b. Telephonic reports of casualties do not replace the requirement to submit a PCR. A PCR must be submitted within 4 hours of learning of the event. While a telephone call to the NAVPERSCOM Duty Office or NAVPERSCOM (PERS-62) will alert them to the casualty, the PCR is required.

c. A classified SITREP does not replace the PCR. A PCR must be submitted via unclassified means.

6. **Service Records Disposition**: Estimated date service record to be closed out and forwarded to NAVPERSCOM (PERS-621). (The notation "DECEASED" or "DUSTWUN," as appropriate, should be printed in large letters diagonally across the service record cover prior to mailing. Indicate on bottom left side of mailing envelope "DO NOT OPEN IN MAIL ROOM.")

a. Medical/dental records disposition:

(1) **Missing member**: Mail records to NAVPERSCOM (PERS-621) in same manner as service record.

(2) **Deceased member**: Print the word "deceased" in large letters diagonally across each record cover. Immediately below it, affix an adhesive-backed label on which you have typed the annotation "upon completion of positive identification, mail

this record to Navy Personnel Command, 5720 Integrity Drive, Millington, TN 38055-6210."

b. If available, a copy of the Civil Death Certificate should be placed in the medical record. If the cause of death is different from that reported on the PCR, advise NAVPERSCOM of the change by message. If the Civil Death Certificate becomes available after the medical record is no longer available, mail certificate to:

Navy Personnel Command
5720 Integrity Drive
Millington, TN 38055-6210

MILPERSMAN 1770-040

DEATH OF MEMBERS OF THE NAVAL RESERVE

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	BUPERSINST 1770.3, Appendix A-4

1. **Policy**. Death of members of the Naval Reserve who are retired without pay, members in a drill pay status, members in a drill non-pay status, and members in the Sea and Air Mariner (Delayed Entry) Program must be reported to Navy Personnel Command (NAVPERSCOM) in order that their names may be removed from the rolls of the Navy Department, their records closed, their accounts, if applicable, settled and action taken to assist surviving family members in applying for survivor benefits.

2. **Reporting Requirement**

a. The commanding officer (CO) of the Naval Reserve unit of a member in a drill-pay or in a drill non-pay status or the Recruiting District of a member in the Delayed Entry Program is responsible for immediately submitting a personnel casualty report and, in the case of drilling reservists, for contacting the next of kin to advise them of available survivor benefits and to offer assistance. If the reporting command is unable to provide additional assistance requested by the surviving family, it should report this to NAVPERSCOM (PERS-621).

b. The CO of any Navy activity who receives information of the death of a retired Naval Reserve member is responsible for verification of the death, submission of a personnel casualty report by message, and contacting the next of kin to advise them of available survivor benefits and to offer assistance. If the reporting command is unable to provide additional assistance requested by the surviving family, it should report this to NAVPERSCOM (PERS-621).

3. **Personnel Casualty Report**

a. The personnel casualty report shall be submitted to NAVPERSCOM with information copies to the following:

Naval Reserve Personnel Center.
Local State Department representative when death occurs in a foreign country.
DFAS Cleveland Center.
Casualty Assistance Calls/Funeral Honors Support Program Coordinator in whose area death occurred. (See BUPERSINST 1770.3, appendix A-4.)
Bureau of Medicine and Surgery.

b. The Personnel Casualty Report (see MILPERSMAN 1770-030), Report Control Symbol BUPERS 1770-4, shall contain only items ALPHA through GOLF and item OSCAR, except in the case of a member who dies while on active duty, inactive duty training, or during the time necessary for the member to proceed to their home by the most direct route following such active duty or inactive duty training, in which case a full personnel casualty report (items ALPHA through QUEBEC) shall be submitted. For a member in a drill (pay or non-pay) status (inactive duty training), report in item BRAVO

(1) whether member was scheduled to perform at least 12 drills during current year;

(2) number of drills performed; and

(3) date of last drill performed and a point of contact at the unit.

MILPERSMAN 1770-050

DEATH OF MEMBERS OF THE FLEET RESERVE AND RETIRED MEMBERS OF THE NAVY WHO ARE RECEIVING RETIRED PAY

Responsible Office	NAVPERSCOM (PERS-62)	Phone: DSN	882-4307
		COM	(901) 874-4307
		TOLL FREE WITHIN U.S.	(866) 827-5672
		FAX	(901) 874-6654

1. **Policy**. The death of retired Sailors, including reservists and those assigned to the Fleet Reserve and Temporary Disability Retired List/Permanent Disability Retired List (TDRL/PDRL), must be reported to

a. Defense Finance and Accounting Service-Cleveland Center (DFAS-CL);

b. Navy Personnel Command (NAVPERSCOM), Casualty Assistance Division (PERS-62); and

c. Navy Reserve Personnel Center (NAVRESPERSCEN) in the case of reservists.

2. **Reporting Requirement**. The area Casualty Assistance Calls (CAC)/Funeral Honor Support (FHS) Program Coordinator or the commanding officer (CO) of any local naval activity who receives information of the member's death shall report the following:

a. **For Sailors who are assigned to the Fleet Reserve or the TDRL/PDRL**, notify **DFAS-CL at 1-800-321-1080** and provide the information per MILPERSMAN 1770-030, items ALPHA and FOXTROT.

b. **For reservists who are not 60 years of age who elected Reserve Component Survivor Benefit Plan (RCSBP) coverage**, contact **NAVRESPERSCEN at 1-866-250-4778**.

c. **For Sailors who die within 120 days after release from active duty**, submit a complete Personnel Casualty Report (PCR) per MILPERSMAN 1770-030.

d. **For TDRL/PDRL members**, notify **NAVPERSCOM (PERS-62) at 1-800-368-3202** and **DFAS-CL at 1-800-321-1080**.

d. Within 14 days of a death notification, DFAS-CL will send information and claim forms to the next of kin for any unpaid pay and allowances, the Survivor Benefit Plan (SBP), or the Retired Serviceman's Family Protection Plan (RSFPP) if applicable. To aid in the completion of claim forms, contact the local **Retired Activities Office (RAO), or Veterans Administration Affairs Offices**. If additional assistance is needed contact **NAVPERSCOM, Retired Activities/GI Bill Programs Branch (PERS-675) at 1-866-827-5672.**

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
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MILPERSMAN 1770-070

NOTIFICATION OF NEXT OF KIN OF TERMINALLY ILL, SERIOUSLY/VERY SERIOUSLY ILL/INJURED MEMBERS

Responsible Office	NAVPERSCOM (PERS-621)	Phone: DSN TOLL FREE WITHIN U.S. FROM OVERSEAS FAX	882-2501 (800) 368-3202 (901) 874-2501 882-6654

1. **Policy**

a. Notification of next of kin will be made in cases of casualties to naval personnel diagnosed as terminally ill, or seriously/very seriously ill/injured.

b. The next of kin shall be notified by the most appropriate rapid means of communication available.

2. **Next of Kin**. For definitions of who is considered next of kin see MILPERSMAN 1770-010.

3. **Command Responsible for Notification**. The following table delineates which command is responsible for notifying next of kin:

If the...	then...
member is hospitalized in a Navy hospital in continental United States (CONUS),	the commanding officer (CO) of that facility will notify the next of kin.
member is hospitalized in CONUS in a non-Navy hospital,	the naval command holding the member's service record will notify the next of kin.
member is hospitalized • overseas in a non-naval hospital, • in a Navy or non-naval hospital, overseas or CONUS due to a naval disaster or accident (as defined in MILPERSMAN 1770-100), or on-board a deployed naval vessel,	the command holding the member's service record will notify the next of kin. If unable to make notification, contact Navy Personnel Command (NAVPERSCOM) for assistance.

4. **Follow-up Actions**. The following table provides information on the submission of follow-up and prognosis reports:

Submit a report when...	Means of notification of the Next of Kin
any appreciable change in the condition of a seriously/very seriously ill or injured member occurs (or at least once a week).	Use the most appropriate rapid means of communication available.
the member is listed in "imminent danger of loss of life" and hospitalized overseas away from the next of kin.	
the patient is removed from the serious list and is capable of communicating with the next of kin.	Use the most appropriate rapid means of communication available to advise of the member's removal from the serious list. The patient shall also be advised to communicate directly with next of kin.

5. **When a Member is Admitted to a Foreign Hospital**. When a member is admitted to a foreign hospital and it is necessary for the member's ship to depart (and no other United States Navy ship remains) the following is required (irrespective of the condition of the member):

a. Submission of a PCR including subsequent prognosis and progress reports in the same manner and format as that prescribed for reporting terminally ill, seriously/very seriously ill or injured members.

b. Inform the nearest United States Consular Office and include that office as an information addressee on all messages.

6. **Evacuation from Overseas to a CONUS Hospital**

a. At the time a terminally ill or seriously ill/injured patient is being evacuated from overseas to a CONUS hospital, a telephonic notification will be made to the next of kin.

b. The notification will be made by the CO of the Navy hospital in which the member is hospitalized.

c. The notification is to advise next of kin

(1) the patient is being evacuated to a hospital in the United States (naming the hospital when known); and,

(2) due to uncertainties of transportation, the next of kin should not travel to the hospital until notified by the receiving hospital that the patient has arrived.

MILPERSMAN 1770-080

PERSONNEL CASUALTY REPORTS FOR TERMINALLY ILL, SERIOUSLY ILL/VERY SERIOUSLY ILL/INJURED 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	BUPERSINST 1770.3

1. **Reporting Requirements**. A personnel casualty report (PCR) shall be submitted within 4 hours by the receiving Armed Forces Medical Command (or the member's duty station if admitted to a civilian hospital) on those members whose degree of injury or illness is categorized as follows:

Category	Degree of Injury or Illness
1	Terminally ill (as diagnosed by an Armed Forces Medical Officer - only initial report is required unless otherwise deemed appropriate).
2	Seriously ill or seriously injured - A casualty whose illness or injury is of such severity that there is cause for immediate concern but there is no imminent danger of loss of life.
3	Very seriously ill or very seriously injured (imminent danger of loss of life) - A casualty whose illness or injury is of such severity that the member is not medically expected to survive the immediate 24 hours or whose death is presumed to occur within 2 weeks.

2. **Message Addresses**.

a. The report (initial and subsequent prognosis and progress) shall be submitted by immediate message to

(1) Navy Personnel Command.

(2) Casualty Assistance Calls/Funeral Honors Support Program Coordinator, as appropriate, who has cognizance over the geographical area in which the next of kin resides (see BUPERSINST 1770.3, appendix A-4).

b. The information addresses are as follows:

(1) Chief, Bureau of Medicine and Surgery.

(2) Naval Safety Center, if the casualty is the result of an accident.

(3) Chief of Naval Operations, if casualty is incidental to naval operations.

(4) The appropriate home port station, type commander, Fleet Commander in Chiefs, and other appropriate operational and administrative commands.

(5) Judge Advocate General.

(6) Military Medical Support Office, Great Lakes, IL.

(7) American Red Cross, Washington, DC.

3. **Report Format**. The initial PCR will contain items (as appropriate) ALPHA through KILO, except JULIET. Provide clarifying information in the following blocks as required, along with standard format found in MILPERSMAN 1770-030.

a. CHARLIE. Indicate whether member is Seriously Ill or Seriously Injured (show title by diagnostic class). Also, indicate Hostile or Non-hostile.

b. FOXTROT. If next of kin is involved in the same accident and injured or killed, state casualty status and present location. If there is no secondary next of kin, so state. When parents reside together they should be reported as either primary or secondary next of kin as appropriate. List full name of each parent or indicate if either is deceased.

c. GOLF. The following information should be provided in section GOLF of the initial PCR:

(1) Does member desire to have next of kin listed in item FOXTROT notified? (yes or no). If member only desires certain next of kin notified, provide name(s) of individual(s).

(2) Have next of kin been notified (yes or no)? Advise means of notification.

(3) Is next of kin at bedside or planning to travel to bedside (yes or no)? If affirmative specify which next of kin.

MILPERSMAN 1770-090

SUICIDE ATTEMPTS, GESTURES AND OTHER UNIQUE SITUATIONS REQUIRING PERSONNEL CASUALTY REPORTS (PCR)

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. **Unique Situations**. A Personnel Casualty Report (PCR) (see MILPERSMAN 1770-010), shall also be submitted on members who

a. attempt suicide or make other suicidal gestures (see MILPERSMAN 1770-120).

b. suffer psychotic or other serious psychiatric disorders.

c. suffer major amputations or disfigurements.

d. sustain extensively diminished vision or hearing.

2. **Submission of PCR**

a. The PCR shall be submitted in the same manner and format as that required for reporting seriously/very seriously ill/injured casualties (MILPERSMAN 1770-080). Unless the member states next of kin are not to be notified, notification of the next of kin shall be accomplished in the same manner as that concerning notification of next of kin of seriously/very seriously ill or injured members. Periodic follow-up reports are not required, unless the member is seriously/very seriously ill.

b. Reports are required whether or not the member's condition is considered serious/very serious. The member's command will submit the PCR in cases of other than serious/very seriously ill where the member is hospitalized in a military treatment facility.

MILPERSMAN 1770-100

REPORTING REQUIREMENTS IN THE EVENT OF A NAVAL 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

1. **Definition of a Naval Disaster**

a. 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.

b. The first and most immediate problems in a major disaster are the saving of lives, evacuation of casualties, damage control, and the safety of the ship or installation.

2. **Notification of Next of Kin**. When information becomes available to the news media before the next of kin of all personnel casualties have been notified, many families are distressed and contact Navy Personnel Command (NAVPERSCOM) for information concerning members believed to be involved in the disaster.

a. If only Navy personnel are involved in the incident, to ensure NAVPERSCOM can notify the next of kin before they learn of the disaster unofficially, all commanders will send a message report of the highest precedence consistent with operational demands to Chief of Naval Operations (information copy to NAVPERSCOM and Judge Advocate General) listing the rank/rate, name, branch of service, social security number, and status of all personnel involved who are dead, missing, duty status - whereabouts unknown, or injured.

b. If an individual is injured, indicate whether it is very serious, serious, or minor injury and any immediate medical evacuation plans. Individual personnel casualty reports shall be sent as soon as possible thereafter via immediate precedence. An immediate message should be sent as soon as possible

providing a list of individuals who are uninjured and accounted for.

c. If records are believed to be lost or destroyed, so state. Navy Personnel Command maintains an Emergency Coordination Center which will be activated when a major naval disaster or accident occurs.

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 1770-120

REPORTING REQUIREMENTS FOR SUICIDES, SUICIDE ATTEMPTS AND SUICIDE GESTURES

Responsible Office	NAVPERSCOM (PERS-621)	Phone: DSN	882-2501
		TOLL FREE WITHIN U.S.	(800) 368-3202
		COM	(901) 874-2501
		FAX	882-6654

1. **Definitions**. For clarification of reporting requirements the following definitions are provided:

a. **SUICIDE:** Intentional, self-induced death.

b. **SUICIDE ATTEMPT:** An intentional act, causing physical self-harm, where death would have occurred without the direct intervention of another individual.

c. **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.

2. **Reporting Requirements**. The reporting requirements of MILPERSMAN 1770-010 will be used for suicides and MILPERSMAN 1770-080 for suicide attempts or gestures. For cases where the member's condition is other than serious/very serious, the member's command will submit the report.

3. **Suicide Epidemiological Data**. Upon receipt of the Personnel Casualty Report, Report Control Symbol BUPERS 1770-4, the member's parent command will be contacted by Navy Personnel Command (PERS-60) with a request for specific supplemental information used to compile suicide epidemiological data.

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 NAMES OF 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

Governing Directive	SECNAVINST 5720.44A

1. **Policy**

a. Public release of names, grade/rate, date of birth, unit to which assigned, and home of record, of military personnel who become casualties, should be withheld until confirmation is received that the next of kin have been notified. Further specific guidance on the release of information should be obtained from SECNAVINST 5720.44A, article 0808.

b. During hostilities, only Department of Defense is authorized to release information contained in the above paragraph as it applies to casualties listed as missing in action, captured, detained, interned, beleaguered, or besieged.

2. **Non-Military Members**. Local public affairs offices should be contacted concerning the release of names of casualties who are not military members. This will need to be coordinated with the next of kin of the non-military members.

MILPERSMAN 1770-160

CASUALTY ASSISTANCE CALLS PROGRAM (CACP)

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 Directives	BUPERSINST 1770.3 NAVPERS 15607D, Casualty Assistance Calls Officer Handbook NAVSUP P-485, Transportation of Personal Property Afloat NAVSUP P-490, Transportation of Personal Property Ashore NAVSO P-6034, Joint Federal Travel Regulations, (JFTR), Volume 1 DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures for Active Duty and Reserve Pay NAVMED P-117, Manual of the Medical Department

1. **Policy**

a. The Casualty Assistance Calls Program (CACP) requires that a uniformed Navy representative (an officer with a minimum of 2 years active duty or a senior enlisted member, E-7 through E-9) be designated to assist the primary and secondary next of kin of members who die, are reported as "duty status-whereabouts unknown" (DUSTWUN) or become missing while on active duty (or active duty for training or inactive duty training) with respect to rights, benefits, and privileges to which they may be entitled.

b. Stand-by Casualty Assistance Calls Officer (CACOs) are assigned in all active duty cases when the member

(1) is placed on the very seriously/seriously ill/injured list,

(2) is in imminent danger of loss of life (as defined in MILPERSMAN 1770-080), and

(3) is hospitalized overseas from the next of kin.

c. The stand-by CACO is assigned in the same manner as a CACO for a deceased or missing member, except that the stand-by CACO will be assigned through the responsible Casualty Assistance Calls/Funeral Honors Support (CAC/FHS) Program Coordinator at the direction of Commander, Navy Personnel Command (PERS-621). The stand-by CACO will not contact the next of kin unless directed by the Commander, Navy Personnel Command or the appropriate CAC/FHS Program Coordinator. The CACO will be kept apprised of the patient's condition/prognosis until removed from the very seriously ill or injured list.

2. **CAC/FHS Program Coordinator**. The primary responsibility for implementation of this program lies with the appropriate CAC/FHS Program Coordinator who has responsibility over the geographical area in which the next of kin resides. In some cases the next of kin may reside in close proximity to a naval activity which is located within the boundaries of a neighboring coordinating authority. The responsible CAC/FHS Program Coordinator may, at that member's discretion, request the neighboring CAC/FHS Program Coordinator to provide assistance in such cases.

3. **Duties of the CACO**. The duties of the designated naval representative are dependent upon the status of the service member and are delineated in the following table:

Status of Service Member	Duties of CACO
Deceased	• Offer condolence on behalf of the Navy. • Provide needed advice and counsel on funeral arrangements. • Assist in obtaining emergency financial assistance. • Provide needed assistance in filing claims for such benefits as death gratuity, unpaid pay and allowances, dependent identification cards, reimbursements for burial expense, transportation of family members, government and/or commercial life insurance, Veteran's Administration and Social Security benefits, transportation of household effects, and government marker or headstone.
Reported as "DUSTWUN"	• Act as liaison between the Navy and next of kin while the search is underway.
Missing	• Act as liaison between the Navy and next of kin. • Determine allotment changes required for those next of kin who are in fact dependents of the missing member. • Contact the next of kin of a long-term missing member at least once a month to obtain knowledge of new problems.
Very seriously ill or injured	• Be on stand-by in the event next of kin must be contacted. • Make contact with the next of kin and assume the full range of CACO duties in the event of the member's death or when directed by the Navy Personnel Command, or appropriate CAC/FHS Program Coordinator.

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 1770-190

WHEN PERSONAL NOTIFICATION CANNOT BE MADE

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. **Guidelines for Notification via Message**

a. The sample message shown in Example 1 is to be used only when personal notification cannot be accomplished. This initial message is to be sent to primary next of kin.

b. The sample message shown in Example 2 is to be used after receipt of the report of delivery of Example 1 message, or other indication of receipt, such as a phone call from the family. Verify the address where Example 1 message was delivered and send Example 2 to the primary next of kin or person entitled to receive remains.

c. Delivery report is required for both messages.

2. **Example 1**. (Use proper message format.)

"I deeply regret to inform you on behalf of the United States Navy that your (relationship - grade/rate, name, social security number) died on (date)/at/aboard (location) as a result of (briefly state cause of death). Your (relationship) died while serving (his or her) country. Please accept my most heartfelt sympathy in your great loss. If I can be of any assistance to your or if you have any special requests you may get in touch with me immediately by telephone (number) at (location) or by collect telegram at (location). (Grade, name, and title of commander, commanding officer, or officer in charge of the activity sending notification message.)"

3. **Example 2**. (Use proper message format.)

"This second communication is sent in connection with the death of you (relationship - grade/rate, name, branch of service) and with the hope that we can be of assistance to you in your bereavement. Although you are experiencing grief and shock at the loss of your loved one, the following information may be of comfort to you. If you desire, and at no expense to you, we will make all preparations and transport the casket with an escort to any place you designate. A letter setting forth the circumstances of death will follow. I wish to assure you of every possible assistance together with the heartfelt sympathy of myself and your (relationship's) shipmates. Should you have any special requests you may contact me immediately by telephone (number) at (location). (Grade, name, and title of the commander, commanding officer, or officer in charge of the activity sending confirmation message.)"

MILPERSMAN 1770-200

DISPOSITION OF MAIL AND PERSONAL EFFECTS OF 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

Governing Directives	NAVSUP P-485, Transportation of Personal Property Afloat, Volume 3, Paragraph 1302 NAVSUP P-490, Transportation of Personal Property Ashore, Paragraph 9004.4

1. **Shipping of Personal Effects**. NAVSUP P-485 and NAVSUP P-490 provide information to afloat/ashore commands on the handling and shipping of personal effects.

2. **Disposition of Personal Effects**. Use the following table to determine the disposition of personal effects:

IF...	THEN...
the member is hospitalized,	the commanding officer (CO) will have personal effects inventoried and placed in safekeeping to protect against pilferage until member is returned to duty station or until disposition instructions are received from the member or their guardian (if declared incompetent). If guardian has not been appointed and next of kin is requesting the personal effects, contact the responsible CAC/FHS Program Coordinating Authority (or Navy Personnel Command (NAVPERSCOM) (PERS-621) for guidance.
the member is deceased, missing, captured, or interned,	the CO will have personal effects • inventoried. • clothing cleaned and laundered. • shipped to the proper recipient by registered mail or via appropriate Fleet and Industrial Supply Center (FISC). Shipment must be made within 2 weeks after casualty occurs (if not feasible, inform NAVPERSCOM (PERS-621)).
two or more persons (i.e. divorced parents or children) are entitled to receive the personal effects but cannot agree among themselves or if one is going to be appointed Administrator of the Estate,	send effects to appropriate FISC.

3. **Handling of Mail**

a. All mail addressed to members who are deceased will be held until next of kin have been notified of the death, then returned to sender under a cover letter from the CO. Under no circumstances will the mail of deceased personnel be opened, without authorization from NAVPERSCOM (PERS-621).

b. Mail addressed to members who are missing, captured, or interned will be forwarded to NAVPERSCOM (PERS-621).

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 1770-220

ALLOTMENTS IN CASES OF MISSING PERSONS

Responsible Office	NAVPERSCOM (PERS-62)	Phone: DSN TOLL FREE WITHIN U.S. COM FAX	882-4303 (800) 255-8950 (901) 874-4303 874-2611

Governing Directive	37 U.S.C. 551-559

1. **Authority**. Duties and authorities pertaining to the administration of the Missing Persons Act, as amended, with respect to personnel in the Navy, have been delegated by Secretary of the Navy (SECNAV) to Navy Personnel Command (PERS-62).

2. **Missing Person's Act**

a. In cases involving service personnel on active duty in a missing status, missing in action, beleaguered by a hostile force, interned in a foreign country, captured by a hostile force, or detained in a hostile country against their will, allotments executed prior to the beginning of the absence may be continued under the provisions of the Missing Persons Act (37 U.S.C. 551 559).

b. The act specifically provides that in the absence of an allotment, or where an allotment is insufficient for an authorized purpose, new allotments or increases may be authorized by SECNAV (or his designee) when the circumstances warrant. Secretary of the Navy may also direct the suspension, resumption, discontinuance, or decrease of that allotment when the circumstances justify such action.

MILPERSMAN 1770-230

TRANSPORTATION OF NEXT OF KIN TO THE BEDSIDE OF SERIOUSLY ILL OR INJURED MEMBERS

Responsible Office	NAVPERSCOM (PERS-331)	Phone:	DSN COM FAX	882-3460 (901) 874-3460 882-2722
	NAVPERSCOM (PERS-62D)	Phone:	DSN COM FAX	882-4297 (901) 874-4297 882-6654

Governing Directives	Joint Federal Travel Regulations (JFTR), Volume 1, Paras. U5212 and U5246 OPNAVINST 4650.15

1. **Policy**. Funded round-trip transportation is authorized for not more than two family members to visit a seriously ill or injured active duty member, hospitalized in or outside the United States. Such transportation is authorized when the attending physician/surgeon and the commander/head of the military medical facility exercising military control over the member determine in writing that the presence of family members is medically necessary for the health and welfare of the member concerned.

2. **Eligible Travelers**

a. Eligible travelers are

(1) spouse.

(2) children (including step, adopted, and illegitimate).

(3) siblings of the member.

(4) parents of the member (includes fathers and mothers through adoption and persons who have stood in loco parentis to the member for a period of at least 1 year immediately before the member entered the Uniformed Service).

b. The spouse shall be afforded first opportunity for such transportation and the option to determine the other eligible traveler. The child(ren) will be given the next option. When there is no surviving spouse or child(ren), the member's biological parents will be given the next transportation option. If only one parent can travel at government expense, Navy Personnel Command (NAVPERSCOM) (PERS-621) will decide which parent will be provided transportation.

3. **Transportation Arrangements**

a. When NAVPERSCOM (PERS-621) is advised that presence of next of kin is medically warranted, the eligible traveler(s) will be contacted via telephone, issued travel orders and advised that arrangements have been made for their transportation. Government/government-procured transportation will be used to the maximum extent practical especially in connection with international/transoceanic travel (which should be arranged through a Navy Passenger Transportation Office (NAVPTO)). See OPNAVINST 4650.15.

b. Navy Personnel Command (PERS-621) will contact the host command or naval activity nearest the facility where the member is hospitalized for assignment of a courtesy Casualty Assistance Calls Officer (CACO) to meet the traveler's flight(s), transport them to the member's bedside, arrange lodging/hotel accommodations and provide assistance while they are visiting the member.

c. Upon completion of family member travel, courtesy CACOs will be assigned to assist family members in completing travel claims. Contact NAVPERSCOM, Casualty Assistance Branch (PERS-621) for additional guidance or assistance.

4. **Reimbursable Expenses**

a. Reimbursement for privately owned vehicle travel is authorized upon completion of travel for the driver of the vehicle only.

b. Reimbursement for the cost of personally procured commercial transportation may not exceed the cost of government procured transportation.

c. Reimbursement of expenses outlined in NAVSO P-6034, volume 1, para. U5212 is authorized in connection with this travel.

5. **Non-Reimbursable Expenses**. Per diem is not payable in connection with such travel.

MILPERSMAN 1770-240

BUPERSINST 1770.3, NAVY CASUALTY ASSISTANCE CALLS PROGRAM (CACP) MANUAL

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. **Guidelines**. This manual gives instructions and guidance principally to the Casualty Assistance Calls Officer who personally contacts the next of kin when a member is reported dead or missing. It gives information concerning

personal notification,
funeral arrangements,
memorial services,
immediate financial assistance,
completion and submission of claims by dependents,
disposition of personal property,
dependent escorts,
health benefits programs, and
other benefits and assistance that are available to survivors.

MILPERSMAN 1770-250

DEATH OF NAVAL DEPENDENTS AND CIVILIAN NAVAL EMPLOYEES

Responsible Office	NAVPERSCOM (PERS-62)	Phone: DSN TOLL FREE WITHIN U.S. COMM FAX	882-2501 (800) 368-3202 (901) 874-2501 874-6654

References	(a) P.L. 107-14, 5 Jun 01 (b) NAVADMIN 281/01 (c) NAVMEDCOMINST 5360.1

Forms	**NAVPERS 1070-602** (07-72), Dependency Application/ Record of Emergency Data **SGLV-8283A** (03-02), Claim for Family Coverage Death Benefits

1. **Purpose**. This article provides procedures for reporting the death of a servicemember's dependent when covered by Family Servicemembers' Group Life Insurance (FSGLI) (see references (a) and (b)) and civilians that died in the line of duty (see below).

2. **Reporting Requirement for Dependents**. The Active Duty or Navy Reserve member's commanding officer (CO) is responsible for submitting a casualty report. The report should be submitted via E-Mail to MILL_NavyCasualty@navy.mil. Initial and any supplemental messages should indicate the servicemember's name, rank, and social security number (SSN) in the subject line.

3. **Initial Reporting of Dependent Deaths**. The initial message should contain the following information:

a. Dependent's name/SSN/relationship to servicemember.

b. Command representative assisting the servicemember: Name/rank/phone/facsimile (fax)/E-Mail.

c. Specify "Dependent Death."

d. Specify date of death/place/circumstances.

e. Location of remains.

f. Specify if the deceased dependent was insured under the FSGLI program. If the deceased dependent was a spouse, specify the amount of SGLI coverage the servicemember maintained. If unknown, so state.

g. Date/time servicemember was notified of dependent's death.

4. **Example format for Naval Dependent Death Personnel Casualty Report (PCR)** (Use proper message format.)

```
FROM PERSUPPACT LANT NORFOLK VA//N00//
TO COMNAVPERSCOM MILLINGTON TN//PERS 62//
INFO CNI WASHINGTON DC//JJJ//
PERSUPP DET NEW LONDON CT
UNCLASS//N01770//
MSGID/GENADMIN/PERSUPPACT LANT NORFOLK VA//
SUBJ/REPORT OF DEPENDENT DEATH ICO CT1(AW) MACINERNV, SCOTT M.
USN, 123-45-6789//
REF/A/DOC/MILPERSMAN/5APR05//
AMCT/REF A IS MILPERSMAN ART 1770-250//
RMKS/1.  FOLLOWING INFO SUBMITTED PER REF A:
A.  DEPENDENT INFO:  MACINERNV, MICHELLE, 012-34-5678, DAUGHTER,
DOB 1994JUL08
B.  POC:  CTC (SW/AW) PAUL IKERMAN, WORK (518) 583-1901 CELL
(518) 322-6447 FAX (518) 583-1029,
EMAIL:  PAUL.IKERMAN@NAVY.MIL.
C.  DEPENDENT DEATH
D.  DATE OF DEATH:  10 MAY 2005.  PLACE OF DEATH:  2B DOLPHIN
TERRACE JACKSON SPRINGS, NV 12866 CIRCUMSTANCES:  AT APPROX
0001, 10 MAY 2005, FAMILY MEMBER WAS INVOLVED IN A FATAL TRAFFIC
ACCIDENT.
E.  LOCATION OF REMAINS:  JACKSON HOSPITAL, JACKSON SPRINGS NV
12866.
F.  FSGLI:  DEPENDENT IS INSURED UNDER FSGLI.
G.  MEMBER NOTIFIED 10 MAY 05 1800.
```

NOTE: For a dependent child 18 years of age or older, the report must include evidence that (1) the child was, before attaining age 18, declared permanently incapable of self-support; or (2) evidence stating the child was 22 or below and actively pursuing a course of instruction at an approved educational institution.

5. **Required Documentation in Dependent Death Cases**. The following items are required for FSGLI claims processing:

a. **SGLV-8283A** - Must be completed and signed by the servicemember. This form may be obtained online at www.insurance.va.gov or PERS 62 Forms and documents.

b. **Death Certificate** – Final death certificate specifying cause of death.

c. **Verification of Dependency** – Servicemember's NAVPERS 1070/602 indicating the dependency of the deceased dependent. In cases where the NAVPERS 1070/602 has been changed and no longer indicates dependency, contact Navy Personnel Command (NAVPERSCOM), Casualty Assistance Division (PERS-62) for further instructions.

d. In the case of spousal deaths, the servicemember's **Leave and Earning Statement** will be required to show proof of premium payments.

6. **Claim Processing in Dependent Death Cases**. Applicable items should be **transmitted by fax** to:

Navy Personnel Command (PERS-62)
(901) 874-6654 (Commercial)
882-6654 (DSN)

Upon receipt of all applicable items, NAVPERSCOM (PERS-62) will certify, validate, and forward required documentation to Office of Servicemembers' Group Life Insurance.

7. **Death of Civilian Employees of the Navy**

a. **Reporting**. The following circumstances involving the death of a Navy civilian must be reported by priority message to Bureau of Medicine and Surgery (BUMED):

(1) Death occurring on a naval installation or aboard a naval vessel.

(2) Death occurring while an employee is in a travel or temporary duty (TDY) status away from his or her employing activity.

(3) Death occurring during a period of employment outside the country, territory, or possession of the decedent's place of actual residence.

Reference (c) provides additional details.

b. **Notification**. If the next of kin (NOK) resides within commuting distance of the employing activity, a responsible designated representative of that activity will make notification in person. When the NOK resides outside commuting distance, NAVPERSCOM (PERS-62) will direct the area Casualty Assistance Calls/Funerals Honor Support (CAC/FHS) Program Coordinator to assign a Casualty Assistance Calls Officer (CACO) from a naval activity located in the vicinity of the NOK's residence to make personal notification of the death. Normally after personal notification has been made, the CACO will be relieved of further responsibility. The local Human Resources Office will provide follow-on advice and assistance to the NOK.

MILPERSMAN 1800-010

GENERAL GUIDELINES FOR CONDUCTING CEREMONY FOR RETIREMENT OR TRANSFER TO THE FLEET RESERVE

Responsible Office	NAVPERSCOM (PERS-482)	Phone:	DSN COM FAX	882-3246 (901) 874-3246 882-2762

References	(a) DOD 7000.14-R, Department of Defense Financial Management Regulation (b) SECNAVINST 5603.2D

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 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 servicemember 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 (see sample letter below) early enough to allow for adequate planning.

3. **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) Video taping? (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

4. **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 permanent duty station 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 and use of accountable funds is authorized per reference (a).

d. Command 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 the spouse shall receive the appropriate retirement documents prescribed below at an informal presentation ceremony.

5. **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 (Rev. 9-01), Certificate of Retirement	Transmitted to the command by NAVPERSCOM. The command will complete the certificate.
NAVPERS 1830/3 (Rev. 10-99), 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 1650/80N (Rev. 4-00), Certificate of Appreciation (Spouse Retirement) (USN)	For presentation to the spouse, stocked in the Navy supply system (NSN 0106-LF-983-1700), prepared at the command and signed by the CO.
NAVPERS 1650/79NR (REV. 4-00), Certificate of Appreciation (Spouse Retirement) (USNR)	For presentation to the spouse, stocked in the Navy supply system (NSN 0106-LF-983-0500), prepared at the command and signed by the CO.
DD 2542, (Rev. 5-01), 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.

6. **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 the Vice-Chairman of the Joint Chiefs of Staff (JCS) 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.

7. **NAVPERSCOM, Retirements Branch (PERS-482) Responsibility**. NAVPERSCOM (PERS-482) will be responsible for mailing the Certificate of Retirement for officer retirements and 30-year enlisted retirements.

8. **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.

9. **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 invitations and printing for official retirement ceremonies. Invitations may be mailed to guests of the member as provided in reference (b).

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.

10. **Ceremony Procedures**. The executive officer (EO) 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 the member (with spouse) 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.)
5	During arrival of principals, ship’s company (and/or staff) will remain at attention. (See Note 2.)
6	After arrival honors, if rendered, MC orders the colors paraded and MC announces the National Anthem. (See Note 3.)
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 the member’s spouse. Citations and certificates shall be read by the MC as they are presented. (See Note 4.)
11	Gifts presented at this time. MC introduces member and the member may make remarks. (See Note 5.)
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 spouse, 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 or 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 permanent duty station 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 the spouse, etc., are to paid by separate resources and not appropriated or non-appropriated funds.

11. **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 permanent duty station and not by the activity to which transferred.

12. **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 the Navy Reserve Personnel Center (NAVRESPERSCEN) (Code 25), New Orleans, LA, an advance DD 363.

MILPERSMAN 1800-020

EFFECTIVE DATE OF RETIREMENT, ISSUANCE OF RETIREMENT ORDERS AND AUTHORIZATION

Responsible Office	NAVPERSCOM (PERS-82)	Phone:	DSN COM FAX	882-3245 (901) 874-3245 882-2622
	NRPC (N221)	Phone:	DSN COM FAX	678-5535 (504) 678-5535 678-5470

1. **Statutory 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 the Secretary of the Navy.

c. Retirement orders and authorizations for personnel on inactive duty are issued by:

Commanding Officer
Naval Reserve Personnel Center (N221)
4400 Dauphine Street
New Orleans, LA 70149-7800

COMM (504) 678-5535
DSN 678-5535
FAX (504) 678-5470

2. **Types of Orders Effective Dates, and When Issued**. The following table outlines the types of orders, effective retirement date and when orders 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 Secretary of the Navy (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.
Fleet Reservist placed on the Retired List due to physical disability.	The date on which the 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.

MILPERSMAN 1800-030

RETIRED PERSONNEL SERVICE RECORD AND GENERAL INFORMATION

Responsible Office	NAVPERSCOM (PERS-62)	Phone: DSN	882-4307
		COM	(901) 874-4307
		TOLL FREE WITHIN U.S.	(800) 255-8950
		FAX	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 1800-050

MATERIALS AVAILABLE TO ASSIST MEMBERS SCHEDULED FOR RETIREMENT OR TRANSFER TO THE FLEET RESERVE

Responsible Office	NAVPERSCOM (PERS-62)	Phone: DSN	882-4307
		COM	(901) 874-4307
		TOLL FREE WITHIN U.S.	(800) 255-8950
		FAX	882-2611

Governing Directive	NAVPERS 15617B, The Uniformed Services Survivor Benefit Plan NAVSO P-1778, Reference Guide to Post-Government Service Employment Activities of Naval Personnel

1. **Pre-retirement Counseling**. Materials described below are to be used by:

a. Personnel Officers,

b. Administrative Officers, and

c. others responsible for pre-retirement counseling to assist members scheduled for retirement or transfer to the Fleet Reserve. These materials are not distributed by Chief of Naval Personnel directly to members scheduled for retirement or transfer to the Fleet Reserve.

2. **Commanding Officers (COs)**

a. COs are responsible for making the below described materials available to retiring personnel. Copies of the Retired Military Almanac and NAVPERS 15617B may be ordered in sufficient quantity to permit one copy for each member scheduled for retirement or transfer to the Fleet Reserve.

b. Other materials are not available in such quantity and should be requisitioned by ships and stations only in amounts needed to have copies readily accessible for use in

(1) personnel offices,

(2) administrative offices,

(3) libraries, or

(4) other convenient central locations.

3. **Retired Military Almanac**

a. The Retired Military Almanac is a comprehensive handbook which contains answers to most of the questions that arise after retirement or transfer to the Fleet Reserve. Included is detailed information concerning:

(1) retirees,

(2) their service records,

(3) pay records,

(4) medical care,

(5) use of base facilities, and

(6) other rights, benefits, privileges, and restrictions.

b. Also covered are benefits administered by Department of Veterans Affairs, Social Security Administration, and other governmental agencies, as well as information concerning assistance available to retired personnel through private organizations such as the Navy/Marine Corps Relief Society and the American Red Cross. A copy of this publication is provided to career personnel prior to retirement. After retirement, current editions may be purchased from:

Retired Military Almanac
P.O. Box 4144
Falls Church, VA 22044

c. Ships and stations may order copies through the Defense Distribution Depot, Susquehanna, PA, using NPFC P-2002D, Unabridged Navy Index of Publications and Forms.

4. **Survivor Benefit Plan (SBP)**. All members must be counseled about the SBP and receive a copy of NAVPERS 15617B (Stock Number 0500-LP-210-3600). In situations in which the retiring member and the member's spouse are geographically separated, a copy of

this publication should be mailed to the member's spouse no later than 60 days prior to the member's retirement.

5. **Post Government Employment**.

a. NAVSO P-1778, Reference Guide to Post-Government Service Employment Activities of Naval Personnel includes a compilation and discussion of the more pertinent statutes, rulings, decisions, opinions, and regulations concerning the

(1) Dual Compensation Act of 1964,

(2) so-called "Conflict of Interest Laws,"

(3) miscellaneous criminal restrictions, and

(4) restrictions on foreign employment.

b. This pamphlet is not available in large quantities. Copies may be obtained by writing to:

Department of the Navy
Office of the Judge Advocate General
200 Stovall Street
Alexandria, VA 22332-2400

MILPERSMAN 1800-060

AUTHORIZATION OF NAVAL RESERVE RETIREMENT POINT CREDIT FOR INSTRUCTION RECEIVED IN CONNECTION WITH PROFESSIONAL CONVENTIONS OR SIMILAR MEETINGS

Responsible Office	NAVPERSCOM (PERS-91)	Phone:	DSN COM FAX	882-4481 (901) 874-4481 882-2909

Governing Directive	BUPERSINST 1001.39D, Chapter 20

1. **Policy**. Commander, Naval Reserve Force (COMNAVRESFOR) is authorized to grant retirement point credit for attendance of naval reservists as 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 naval reservists who are Selected Reservists, Individual Ready Reservists, or Standby Reserve-Active (USNR-S1) members.

3. **Procedures**

a. A request from a naval reservist and/or the meeting sponsor shall be submitted together with a copy of the agenda or proposed agenda to the appropriate Naval Reserve program sponsor. A request for credit by an individual naval reservist shall be submitted directly to COMNAVRESFOR.

b. Upon determination by the Naval 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 Naval Reserve, a request from that sponsor shall be submitted to COMNAVRESFOR for consideration.

c. Retirement point credit shall be granted to a naval reservist only when

(1) the meeting is of at least 3 hours' duration and is sponsored, supervised, and conducted by one or more of the military departments, or designated by the Navy Department as being of such military value that the instruction received would enhance the reservist's professional development and broaden their qualifications for duties to which they may be expected to be assigned upon mobilization, or the qualifications of those whose work they may supervise.

(2) inactive duty retirement point credit for attendance has been previously approved, without exception, by COMNAVRESFOR.

(3) the reservist registers with a designated monitor representing the Navy Department, 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 Naval Reserve program.

d. After completion of the convention/seminar, members attached to a unit will report retirement point credit through the Reserve Standard Training Administration Readiness Support 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 Naval Reserve Personnel Center (Code N21) via Commander, Naval Air Reserve Force/Commander, Naval Surface Reserve Force, as appropriate.

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-823)	Phone:	DSN	882-3247
			COM	(901) 874-3247
			FAX	882-2762

Governing Directive	10 U.S.C. 6326 EPMAC Document 1080 #1, Diary Message Reporting System Manual NAVSO P-3069, Source Data Systems Program Manual 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 (10 U.S.C. 6326). The effective date of retirement is always the first day of the month as authorized by Chief of Naval Personnel.

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, 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) (PERS-823), following instructions in EPMAC Document 1080 #1 or NAVSO P-3069.

4. **Responsibility of NAVPERSCOM (PERS-823)**. Authorization for placement on the Retired List will be issued. A package containing DD 363N, Certificate of Retirement; DD 2542, 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, 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:

Naval Reserve Personnel Center
New Orleans, LA 70149

6. **Responsibility of Disbursing Office**. Complete the disbursing data entries on DD 214.

7. **Responsibility of Retirees**. The retiree must

a. keep CO, Naval Reserve Personnel Center (NAVRESPERSCEN), New Orleans, LA, informed of the home address.

b. inform CO, NAVRESPERSCEN, New Orleans, LA, 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 NAVPERS 15665I.

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-822)	Phone: DSN COM FAX	882-4206 (901) 874-4206 882-2622

Governing Directives	SECNAVINST 1811.4E SECNAVINST 1920.7 DFAS-CL (NAVSO-P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy) (PAYPERSMAN), 10287 DOD 7000.14-R, DOD Financial Management Regulations (Military Pay Policy and Procedures Active Duty and Reserve Pay) (DODFMR), Table 4-4-2

1. **Introduction**. Naval officers may be (1) concurrently retired and voluntarily retained on active duty or (2) voluntarily recalled from retirement and ordered to active duty solely in the interest of the service and the government.

2. **Circumstances for Recall or Retention in a Retired Status**. Recall or retention in a retired status is not a special privilege for any individual. Billets assigned to retired officers on other than a temporary basis are statutorily limited to a maximum of twenty-five quotas at any time (no limits on quotas for the following designators 230X, 210X, 220X, 290X, and 410X). Approval of these requests is granted only in unique operational circumstances or when unique qualifications are required.

3. **Requirements**. Requirements for officers requesting retention on or recall to active duty in a retired status are as follows:

a. An authority designated by the Secretary of the Navy (SECNAV) may recall a member to active duty at any time with the consent of that member.

b. A retired member of the Regular Navy or a member of the Retired Reserve who has completed at least 20 years of active service may be ordered to active duty by SECNAV at any time.

c. Except in time of war or national emergency declared by the Congress or President, not more than fifteen retired flag officers of the Navy may be on active duty at any one time. A retired flag officer ordered to active duty for a period of 60 days or less is not counted.

d. Retired members shall be ordered to active duty in their retired grades; however, if a member's retired grade is above the grade of rear admiral, that member shall be ordered to active duty in the highest permanent grade held by that member while serving on active duty.

e. Retired officers on active duty are not eligible for promotion.

f. Recall or retention for a period greater than 180 days is authorized by SECNAV. For periods of 180 days or less, NAVPERSCOM is the approving authority. The maximum period of retention is one year within the first two years of retirement.

g. Retired officers may be retained or recalled for a specific billet with identified qualifications that cannot be met by the active force or by continuation (See SECNAVINST 1920.7.)

h. Retired officers may not be retained or recalled in numbers, which will exceed the authorized strength or affect the promotion opportunity in any competitive category during the anticipated period of active duty.

i. The period of retention or recall will normally be of a fixed duration not to exceed 1 year.

j. Officers who are retiring may be temporarily retained on active duty in the billets they occupied at the time of their retirement if such action is necessary to affect orderly relief.

k. Exceptions to the above requirements, except those specified by statute, may be recommended in unusual cases where the needs of the Navy or the successful accomplishment of a mission clearly dictate.

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4. **Regular Navy Officers Desiring Retention on a Retired Status**. Regular Navy officers should submit a request for retention in a retired status via their commanding officer to Navy Personnel Command (NAVPERSCOM) (PERS-822). Requests should be submitted 6-9 months in advance of the retention period being requested and include the following:

a. The period of time being requested.

b. Justification

c. The officer's retirement date.

d. A copy of the officer's retirement request.

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5. **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. The following actions must be completed:

(1) Preparation and election of the Survivor Benefit Plan (SBP). The personnel office or Personnel Support Detachment responsible for processing the retirement can assist with this. DFAS-CL (NAVSO-P) 3050.2, DFAS Pay/Personnel Procedures Manual (Navy) (PAYPERSMAN), 10287 refers.

(2) Preparation of SDS event by the servicing Personnel Support Detachment to reflect a retired status.

(3) Advisement to the officer who retires and is immediately retained on active duty that there is no entitlement to sell leave upon retirement per Table 4-4-2 of DOD 7000.1-R,

DOD Financial Management Regulations (Military Pay Policy and Procedures Active Duty and Reserve Pay) (DODFMR).

b. An officer will receive full pay and allowances while on active duty and that time will be creditable toward retired pay to the maximum of 75 percent of the base pay (30 years).

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6. **Officer Interested in Requesting Recall in a Retired Status**. Officers interested in requesting recall in a retired status should be advised to first contact the appropriate community detailer in NAVPERSCOM (PERS-4) to determine (1) that there is a bona fide need in the Navy for their particular designator and (2) that there is a billet the officer would be willing to accept as a recalled officer. Requests for recall in a retired status should be submitted to NAVPERSCOM (PERS-822) 6-9 months in advance of the period being requested and should include the following:

a. The officer's date of retirement.

b. The officer's rank on the date of retirement.

c. The period of time being requested.

d. Any stipulations concerning the recall (i.e., will only accept a particular duty assignment).

e. Unique qualification.

f. A copy of the most recent DD 214, Certificate of Release or Discharge from Active Duty.

g. Copies of the last three fitness reports.

h. A copy of the request for retirement if requesting recall in a retired status prior to actual retirement.

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7. **Consideration of Requests**. Requests for retention or recall in a retired status must be considered by an Administrative Retention Board convened by NAVPERSCOM. A letter of notification of approval or disapproval will be sent to each officer once formal board proceedings have been finalized.

MILPERSMAN 1820-010

RETIREMENT OF MEMBERS OF THE FLEET RESERVE

Responsible Office	NAVRESPERSCEN (Code N3)	Phone:	DSN	678-5605
			COM	(504) 678-5605
			FAX	678-5893/0112

Governing Directive	10 U.S.C. 6151, 6331, and 6334

1. **Policy**. Transfer from the Fleet Reserve to the Retired List under the Provisions of 10 U.S.C. 6331 will be effected by the Naval Reserve Personnel Center, New Orleans, LA, without application as follows:

a. Upon 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. The member may, upon notification by Chief of Naval Personnel, be transferred to the Retired List, or if serving on active duty and when otherwise qualified therefor, placed on the Temporary or Permanent Physical Disability Retired List per 10 U.S.C., chapter 61.

2. **Grade Determination**

a. Transfer from the Fleet Reserve to the Retired List will be effected in the enlisted grade held at the time transfer is effected. The member will be entitled to retired pay at the same rate as the retainer pay in effect at the time of retirement from the Fleet Reserve.

b. If the member concerned had previously served satisfactorily under a temporary appointment in a warrant or commissioned or a higher enlisted grade, then the member will be entitled to retired pay at the same rate as the retainer pay to which entitled to at the time of retirement from the Fleet Reserve is effected. Upon retirement from the Fleet Reserve, member will be advanced on the Retried List under authority contained in 10 U.S.C. 6151 and 6334 to the highest temporary

warrant or temporary commissioned or higher enlisted grade satisfactorily held as determined by Secretary of the Navy.

3. **Service Computation**

a. Service for transfer of members of the Fleet Reserve to the Retired List is computed by adding the

(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.

(3) years of service, active duty and inactive duty, in the Fleet Reserve.

b. A member advanced to the highest temporary warrant or temporary commissioned or higher enlisted grade satisfactorily held will be entitled to retired pay based on the applicable basic pay of the grade to which advanced. Such retired pay will be

(1) at the rate of 2-1/2 percent of the basic pay of the grade to which advanced.

(2) determined by the same period of service used to determine the basic pay of the grade upon which the member's retainer pay was based.

(3) multiplied by the number of years of service creditable for the member's retainer pay at the time of retirement.

c. The retirement pay may not be more than 75 percent of the basic pay upon which the computation of retired pay is based.

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MILPERSMAN 1830-010

MEMBERS OF FLEET RESERVE SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE

Responsible Office	NAVPERSCOM (PERS-83)	Phone:	DSN COM FAX	882-4427 (901) 874-4427 882-2624

Governing Directive	Uniform Code of Military Justice

1. **General**. Members of the Fleet Reserve are subject to the Uniform Code of Military Justice 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-823)	Phone:	DSN COM FAX	882-3242 (901) 874-3242 882-2622

Governing Directives	10 U.S.C. 6485 NAVPERS 15559B, Officer Transfer Manual NAVPERS 15909G, Enlisted Transfer Manual SECNAVINST 1850.4D

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) (PERS-82) 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-82) 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, selection for early retirement) will not be delayed unless 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 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 (SECNAVINST 1850.4D). If delay of retirement is required based on the above, the commanding officer will advise NAVPERSCOM (PERS-82) of member's situation and request modification of retirement date.

c. Commanding officers 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 orders should be obtained from the appropriate senior commander as outlined in NAVPERS 15559B, or NAVPERS 15909G, as appropriate. 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. Commanding Officer (CO), Naval Reserve Personnel Center (NAVRESPERSCEN) 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, 10 U.S.C. 6485 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, a fleet reservist shall inform CO, NAVRESPERSCEN, New Orleans, LA of any significant changes of his/her 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 Naval Reserve.

MILPERSMAN 1830-040

TRANSFER TO FLEET RESERVE AND RELEASE FROM ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-4823)	Phone:	DSN	882-3247
			COM	(901) 874-3247
			FAX	882-2762

References	10 U.S.C. 6330 SECNAVINST 1811.3M SECNAVINST 1850.4E NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. Enlisted members who have completed 20 years of active service may, at their request, be transferred to the Fleet Reserve (10 U.S.C. 6330). Once submitted, a member's date may be changed only upon member's authorization or due to national security.

2. **Creditable Service**

a. Active service is defined as 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 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.)

3. **Eligibility Requirements**. Approval of a request for transfer to the Fleet Reserve will normally be withheld until the member has completed

a. 20 years of active service by requested date of transfer to the Fleet Reserve.

b. current assignment.

c. current Department of Defense (DOD) area tour.

d. 24 months time in grade for paygrades E-7 and above (may be waived up to 12 months) (SECNAVINST 1811.3M).

e. 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 projected rotation date (PRD).

f. Members are to request a Fleet Reserve transfer date that does not exceed the normal PRD from their current assignment. In the case of a Sailor who requires a short-term extension of no greater than 3 calendar months beyond their normal PRD to reach Fleet Reserve eligibility (20 years active duty service), an extension will be considered. Requests for such short-term extension must be received at NAVPERSCOM 12-18 months in advance of the requested Fleet Reserve date. All other requests for a Fleet Reserve date beyond member's normal PRD will be returned without action, and with NAVPERSCOM direction to resubmit for a date to coincide with PRD.

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 (PERS-48).

(5) awaiting administrative discharge action, or

(6) serving in a limited duty (LIMDU) status (unless authorized a permanent LIMDU status to complete 20 years of active service). **NOTE:** Local approval of LIMDU is not authorized which will retain a member beyond 20 years of service. LIMDU can only be approved by NAVPERSCOM (PERS-4821)

to exceed 20 years. Members, at their own request, desiring transfer to Fleet Reserve instead of continuing in a LIMDU status may waive treatment and/or disability evaluation processing.

(7) they are currently in receipt of hardcopy PCS orders. Since both PCS orders and Fleet Reserve message of intent 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 will be held pending resolution. Once status is resolved, the command shall notify, by message, Commander, Navy Personnel Command (COMNAVPERSCOM) (PERS-4823) 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-4823). If it appears that member will require prolonged treatment which could defer transfer to the Fleet Reserve more than 60 days beyond the authorized date, the commanding officer (CO)/officer in charge (OIC) of the appropriate Naval Medical Treatment Facility (MTF) shall make a specific report of the circumstances to NAVPERSCOM (PERS-4823)..

b. Member who requests or 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-4821). Normally, a member found unfit will be retained until member qualifies for disability retirement subject to the conditions set forth in SECNAVINST 1850.4E. The law requires that member completes 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, advise COMNAVPERSCOM

(PERS-4823) by message. If the member is found unfit and waives disability benefits, notify by message COMNAVPERSCOM (PERS-4823), with information copy to President, Central Physical Evaluation Board of the waiver.

c. Members who continue to perform duties of their office, rank, grade, or rating until commencing processing for nondisability retirement shall be presumed "Fit for Duty" unless it can be overcome by a preponderance of evidence that members, in fact, were physically unable to perform duties of their office, rank, grade, or rating. The PEB will make the determination. (See SECNAVINST 1850.4E, article 3305.)

d. Member who has reached high year tenure, 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 President, PEB for processing under SECNAVINST 1850.4E, article 3710.

6. **Deferment or Cancellation of Transfer to Fleet Reserve for Member Pending Disciplinary or Administrative Action**. The following is applicable for members pending disciplinary or administrative action:

a. Member awaiting disciplinary action, serving sentence of a court-martial (including time on probation), awaiting civil action, specific unresolved Family Advocacy issues, awaiting action on an administrative discharge, or undergoing checkage of pay on authorized date of transfer, action on the Fleet Reserve transfer will be withheld and COMNAVPERSCOM (PERS-4823) shall be advised by message of the circumstances. Under unusual circumstances, Chief of Naval Personnel (CHNAVPERS) may direct transfer notwithstanding pending action.

b. Once member's case has been resolved, notify COMNAVPERSCOM (PERS-4823) 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-4823) if member is serving in an authorized billet and a relief is not on board. COs may 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 COMNAVPERSCOM (PERS-4823), 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-4823) may offer an alternate date for transfer. In these cases, member may accept the alternate date or request reconsideration of the original date.

8. **Request Submission**. The following are guidelines for submission of a member’s request for transfer to Fleet Reserve:

a. Members in paygrades E-6 and below should submit request **6 to 18 months prior** to requested Fleet Reserve transfer date. Members in paygrades E-7 – E-9 should submit the request 6 to 24 months prior to the requested Fleet Reserve transfer date.

b. Member submits NAVPERS 1336/3 (Rev. 5-96), 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. Forward request to the appropriate personnel office. The personnel office will ensure request is submitted to NAVPERSCOM (PERS-4823), following the Source Data Systems Program Afloat (SDSA) or the Officer Personnel Information System (OPINS).

9. **Responsibility of NAVPERSCOM (PERS-4823)**

a. Once the request for transfer to the Fleet Reserve has been approved by detailer, rating assignment officer, and enlisted community manager, NAVPERSCOM (PERS-4823) will transmit a message of intent authorizing movement of dependents and/or shipment of household goods.

b. NAVPERSCOM (PERS-4823) will issue the authorization as soon as possible, but no later than 120 days prior to the Fleet Reserve transfer date. Under no circumstances should member be released from active duty without the final transfer authorization.

10. **Responsibility of the Personnel Support Office or the Administrative Office**

a. Upon receipt of the message of intent, ensure members have sufficient obligated service (OBLISERV) to reach their authorized Fleet Reserve date. If a conditional reenlistment is required due to having over 48 months of extensions on a current enlistment, submit a conditional reenlistment request to NAVPERSCOM (PERS-4811).

b. Personnel support or administrative offices must receive a copy of the Fleet Reserve authorization at least 120 days prior to requested date.

c. Upon receipt of authorization, forward a copy to member, career counselor, and other interested individuals at the command.

d. Prepare release from active duty orders and DD 214, Certificate of Release or Discharge from Active Duty and forward, with transfer authorization, to appropriate disbursing office.

e. Close member's service record and forward to:

Naval Reserve Personnel Center (NAVRESPERSCEN)
New Orleans, LA 70149

Ensure a copy of member's Fleet Reserve transfer authorization is filed in closed-out service record.

11. **Responsibilities of Disbursing Office**

a. Prepare second endorsement on Fleet Reserve transfer authorization message.

b. Complete disbursing data entries on DD 214.

12. **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 CO, NAVRESPERSCEN, New Orleans, LA informed of home address.

(3) Inform CO, NAVRESPERSCEN, New Orleans, LA of travel or residency outside United States for a period in excess of 30 days.

(4) Promptly respond to all letters addressed to them by proper authority.

(5) Inform CO, NAVRESPERSCEN, New Orleans, LA 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 in NAVPERS 15665I.

MILPERSMAN 1830-050

TRANSFER TO THE FLEET RESERVE AND RETENTION ON ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-823)	Phone:	DSN	882-3247
			COM	(901) 874-3247
			FAX	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-823)	Phone:	DSN COM FAX	882-3186 (901) 874-3186 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 Commanding Officer, Naval Reserve Personnel Center, New Orleans, LA. 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 Naval Uniform**. A member of the Fleet Reserve shall not wear their Naval 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 Navy Personnel Command 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 Naval Attaché of the U.S., as appropriate. 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-823)	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 Naval 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 the 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 Naval Reserve, Fleet Commanders in Chief, Naval Force Commanders, and Commanding Officer, Naval Reserve Personnel Center.

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-821)	Phone: DSN COM FAX	882-3229 (901) 874-3229 882-2622

Governing Directives	10 U.S.C. 1201 and 1202 SECNAVINST 1850.4D

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1. **Policy**. Statutory authority for retirement of members of the Navy or the Naval Reserve for service-incurred disabilities is contained in 10 U.S.C. 1201 and 1202. 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 SECNAVINST 1850.4D.

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

RETIREMENT OF 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	10 U.S.C. 1211

1. **Policy**. Per the provisions of 10 U.S.C. 1211, officers on the Temporary Disability Retired List (TDRL) found physically fit remain on the TDRL and continue to draw retired pay until reappointed, separated, or until they have reported to active duty (ACDU).

a. If their names are not sooner removed, the disability retired pay of members whose names are on the TDRL terminates 5 years after the date their names are initially placed on the list.

b. The law also requires that their TDRL status and retirement pay be terminated "as soon as practicable" after being found physically fit.

2. **Procedures**. Considering the foregoing and other factors, 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. NAVPERSCOM, Disability Retirement/Limited Duty Branch (PERS-821) receives from the Central Physical Evaluation Board (PEB) the names of United States Navy (USN)/United States Naval Reserve (USNR) officers on the TDRL who have been found physically fit to perform the duties of their office and grade.

b. NAVPERSCOM (PERS-821) draws the officer's record and refers the case with a brief sheet to NAVPERSCOM (Progression, Performance and Security Department (PERS-8), Retirement Fleet Reserve/Disability Retirement Division (PERS-82)), community sponsor, and division director for a recommendation as to the member's eligibility for reappointment; and requests by memo that NAVPERSCOM (PERS-82) perform a routine check for any pending disciplinary actions.

c. NAVPERSCOM (PERS-821) then notifies by letter the officer has been found physically fit to perform the duties of the officer's office and grade, and does the following:

(1) Solicits the officer's desires as to whether the officer does or does not consent to being ordered to ACDU and to being reappointed in the USN or USNR as soon thereafter 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 the officer that, if the officer accepts reappointment, the officer may return to ACDU provided it is requested within 60 days of receipt of the initial letter.

(4) If the member is a Reserve officer who has not completed the initial ACDU obligation or was not scheduled for release from ACDU, the officer is so informed and told the officer will be reappointed in the USNR on inactive duty; and, if the Reserve officer is eligible for a non-disability retirement with pay, will be so informed and the procedures necessary for requesting retirement are explained.

(5) Depending upon the officer's reply or lack of reply, NAVPERSCOM (PERS-821) takes one of the following actions:

(a) If a negative reply is received from a USN officer or a USNR officer tenders resignation, NAVPERSCOM, Officer Performance and Separations Branch (PERS-834)/Naval Reserve Personnel Center (NAVRESPERSCEN) (N3211) are notified and requested to effect the officer's separation. Copies of the separation document are sent to NAVPERSCOM (PERS-821)/ NAVRESPERSCEN (N3211) and to Commander, Defense Finance and Accounting Center (DFAS). If no reply is received within 35 days from the date of the notification letter, NAVPERSCOM (PERS-834)/ NAVRESPERSCEN (N3211) are requested to effect the separation (the 35-day grace period recognizes the time involved between mailing a reply and receipt in NAVPERSCOM (PERS-821)). Copies of the separation documents are sent to NAVPERSCOM (PERS-821)/ NAVRESPERSCEN (N3211) and to DFAS.

(b) Expeditious liaison is conducted with DFAS to terminate the Reserve officer's pay no later than the 30-day limit referenced in the notification letter and on the date of separation in the case of the regular officer.

(c) If an affirmative reply is received from a USN officer, the officer's detailer is requested to order the officer to temporary ACDU pending reappointment, and Commander, Navy Recruiting Command (COMNAVCRUITCOM) is notified and requested to prepare the reappointment.

(d) If an affirmative reply is received from a USNR officer, the reply and record are staffed by NAVPERSCOM (PERS-834) per the procedures in MILPERSMAN 1301-602 to determine whether the officer meets requirements for recall to ACDU.

(6) The following actions are then taken by the applicable detailer and Navy Recruiting Command (NAVCRUITCOM):

(a) The orders from the detailer are mailed directly to the officer concerned with a copy to the prospective commanding officer (CO) and COMNAVCRUITCOM.

(b) COMNAVCRUITCOM prepares the reappointment and mails it to the Regular officer's CO or to the closest naval command to the Reserve officer's home.

(c) COMNAVCRUITCOM notifies the officer's detailer when the officer has accepted reappointment. The officer's detailer then notifies the appropriate grade/staff corps liaison desk of the officer's availability for reassignment.

(7) In cases where a USNR officer is being recalled to ACDU, the assignment officer insures 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 Training and Administration of the Reserve (TAR) when placed on the TDRL, redesignation as a TAR is included in the recall orders.

(8) 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).

MILPERSMAN 1900-010

LIST OF DEFINITIONS

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

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. **Bisexual**: A person who engages in, attempts to engage in, has a propensity to engage in, or intends to engage in homosexual and heterosexual acts.

c. **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.

d. **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.

e. **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.

f. **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.”

g. **Convening Authority**: A CO empowered to convene a special court-martial has the authority to convene an administrative board.

h. **Discharge**: Complete severance from all military status gained by the member’s enlistment or inductions.

i. **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.

j. **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.

k. **General Court-Martial Convening Authority**: Reference (a), article 22 and reference (b), section 0120a define and list general courts-martial convening authorities.

l. **Homosexual**: A person, regardless of sex, who engages in, attempts to engage in, has a propensity to engage in, or intends to engage in homosexual acts.

m. **Homosexual Act**:

(1) Any bodily contact, actively undertaken or passively permitted, between members of the same sex for the purpose of satisfying sexual desires; and

(2) Any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an act described above.

n. **Homosexual Conduct**: A homosexual act, a statement by the servicemember that demonstrates a propensity or intent to engage in homosexual acts, or a homosexual marriage or attempted marriage.

o. **Homosexual Marriage or Attempted Marriage**: Marriage or attempted marriage to a person known to be of the same

biological sex (as evidenced by the external anatomy of the persons involved).

p. **Individual Counsel**: Counsel requested specifically by the respondent to represent him or her before an administrative board in lieu of the appointed counsel.

q. **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).

r. **Member**: An enlisted personnel of the Regular or Reserve component of the United States Navy.

s. **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.

t. **Military Record**: An individual's overall performance while a member of a military service, including personal conduct and performance of duty.

u. **Naval**: The term means of, relating or belonging to, connected with, or used in the Navy, including its Reserve components.

v. **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.

w. **Noncombatant Training**: Any training not concerned with the study, use, or handling of arms or weapons.

x. **Pattern of Misconduct**: Two or more NJPs, courts-martial, or civil convictions (or combination thereof) within the current enlistment.

y. **Propensity**: Propensity to engage in homosexual acts means more than an abstract preference or desire to engage in homosexual acts; it indicates a likelihood that a person engages in or will engage in homosexual acts.

z. **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.

aa. **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).

bb. **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.

cc. **Respondent**: A member of the Naval Service who has been notified that action has been initiated to separate him or her.

dd. **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.

ee. **Separation Authority**: An official authorized by the Secretary of the Navy to take final action with respect to a specific type of separation.

ff. **Service Record**: The official history of an enlisted member's service in a Regular and/or Reserve component of the Navy.

gg. **Sexual Orientation**: An abstract sexual preference for persons of a particular sex, as distinct from a propensity to engage in sexual acts.

hh. **Special Court-Martial Convening Authority**: Reference (a), article 23 and reference (b), section 0120b define and list special courts-martial convening authorities.

ii. **Statement that a member is a Homosexual or Bisexual or Words to that effect**: Language or behavior that a reasonable person would believe was intended to convey the statement that a person engages in, attempts to engage in, or has a propensity or intent to engage in homosexual acts.

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

Governing Directives	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 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, 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. **<u>The Hearing</u>**

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	882-4431/4428 (901) 874-4431 882-2754
	NAVPERSCOM (PERS-4834) Officer	Phone: DSN COM FAX	882-3197 (901) 874-3197 882-2621
	NAVPERSCOM (PERS-4913) Inactive Enlisted Members	Phone: DSN COM FAX	882-4503 (901) 874-4503 882-2673

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 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 of this article 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 enlisted, or Officer Performance and Separations Section (PERS-4834) for 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 1900-808

PHYSICAL EXAMINATION FOR SEPARATION

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

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)
Washington Navy Yard
Washington, D.C. 20374-5000

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-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

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-4832)	Phone:	DSN COM FAX	882-4433 (901) 874-4433 882-2624

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 servicemembers 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,

b. members separated on the basis of homosexual conduct or defective enlistment or induction, or

c. 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 1910-100

REASONS FOR SEPARATION

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Voluntary Reasons**. The following are reasons for administrative separation that are considered voluntary (COG refers to Convenience of the Government.)

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 or Childbirth	1910-112
COG - When a Reservist Becomes a Minister	1910-118

2. **Involuntary Reasons**. The following reasons for administrative separation 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 Enlistment	1910-132
Defective Enlistments and Inductions - Fraudulent Entry into the Naval Service	1910-134
Delayed Entry Program (DEP)	1910-136
Misconduct - Minor Disciplinary Infractions	1910-138
Misconduct - Pattern of Misconduct	1910-140
Misconduct - Commission of a Serious Offense	1910-142

Reason	See MPM
Misconduct - Civilian Conviction	1910-144
Misconduct - Drug Abuse	1910-146
Homosexual Conduct	1910-148
Alcohol Abuse 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
Fleet Reserve/Retired List/Retired Reserve in Lieu of Administrative Separation Processing	1910-166
Physical Disability	1910-168

3. **Other Reasons**. The following are other reasons for administrative separation, 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

MILPERSMAN 1910-102

SEPARATION BY REASON OF CHANGES IN SERVICE OBLIGATION (ACTIVE DUTY AND INACTIVE NAVAL RESERVIST)

Responsible Office	NAVPERSCOM (PERS-4832) Active enlisted members	Phone: DSN COM FAX	882-4431 (901) 874-4431 882-2754
	NAVPERSCOM (PERS-4913) Enlisted inactive duty reservists	DSN COM FAX	882-4503 (901) 874-4503 882-2673

References	(a) BUPERSINST 1001.39D (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 de-mobilization or a reduction in authorized strength.

(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 for separation within 90 days of EAOS enlisted personnel 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 (TEMDU) 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 who 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, who is awaiting separation at a separation activity (MILPERSMAN 1910-812 refers) by reason of EAOS, and member has not indicated a desire to reenlist.

(5) unit is deactivating. Separation date must be during 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, a 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 (6 months or more).

(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

(1) who, in the judgment of the CO, cannot be spared.

(2) who does not desire early separation.

(3) who is a reservist undergoing active duty for training.

(4) whose EAOS will occur during the period above as a result of any other early release program.

(5) who is scheduled for transfer to Fleet Reserve or retirement.

(6) who is returning from a permanent overseas duty station and does not desire early separation.

(7) who is serving overseas and is entitled to and elects transportation to an area outside 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 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 which COMNAVPERSCOM determines to be undermanned.

d. a contact relief is not required and command is willing to gap the billet.

e. early separation will not effect 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 NAVPERSCOM, Enlisted Performance and Separation Section (PERS-4832) using NAVPERS 1306/7 (Rev. 1-03), 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 (CREO) 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, member must request separation via their CO to Navy Personnel Command (NAVPERSCOM) (PERS-4832) using NAVPERS 1306/7 and include 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. Navy reservists may request a discharge via DD 368 (Rev. 11-94), Request for Conditional Release. Requests from members who fall into the below categories will be adjudicated per reference (a):

(1) Have been accepted for enlistment in a Reserve component of another branch of Armed Forces for purpose of enrolling in an officer training program.

(2) Desire a transfer to enroll in an officer candidate program, including college level Reserve Officer Training Corps (ROTC), and the prospective gaining component accepts member. Requests will be approved provided the Navy reservist has no mandatory drilling obligation.

(3) Have not received an enlistment or reenlistment bonus for current term of enlistment.

(4) Have been accepted for appointment to commissioned status in a Regular or Reserve component of any branch of the Armed Forces.

(5) Have been accepted for enlistment in Regular Army, Marine Corps, Air Force, or Coast Guard.

(6) Reservist is enrolled in the Non-Prior Service (NPS) Program.

b. NAVPERSCOM, Reserve Enlisted Personnel Section (PERS-4913) is the authority to separate members listed above.

c. Reserve activity COs are authorized to grant clearance/separate Reserve members who are accepted for enlistment into Regular Navy component (including NPS personnel).

d. When the Reserve activity CO recommends disapproval to any request, forward request to NAVPERSCOM (PERS-4913) for final determination.

NOTE: Once permission is granted, an interservice 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 interservice 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 (Rev. 1-01), 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 (NSIPS) loss entries are entered without delay.

8. **Characterization of Separation**. Using Notification Procedures (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 (ELS). (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

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

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-4832), Enlisted active duty members	Phone: DSN COM FAX	882-4431 (901) 874-4431 882-2754

References	(a) DOD Directive 1332.14 of 21 Dec 93 (b) BUPERSINST 1900.8A

1. **Separation Authority**

a. Per reference (a), commanding officers (COs) with Special Courts-Martial Convening Authority (SPCMCA) or higher serve as separation authority (SA) for education separation requests that are within 90 days of member's expiration of active obligated service (EAOS).

b. Commander, Navy Personnel Command (COMNAVPERSCOM) serves as separation authority for all education separation requests for more than 90 days.

2. **Command Level Separation**. Member may request separation to attend an institution of higher education (college or university) or vocational or technical school. Performance of duty must meet Honorable 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 gap.

3. **Navy Personnel Command Separation**. Member must submit the separation request in writing via NAVPERS 1306/7 (Rev. 1/03), Enlisted Personnel Action Request, via members chain of command. 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 (include registration and class convening dates) in a full-time course of instruction leading to an Associate, Baccalaureate, or higher degree (correspondence or Internet courses do not meet this criteria).

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 (include registration and class convening dates) in a full-time course of instruction of not less than 3 months duration (correspondence or Internet courses do not meet this criteria).

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

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 EAOS could cause an undue hardship or failure to meet requirements for course completion/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 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, unless they are to be transferred to inactive duty in a reserve component.

8. **Characterization of Separation**. The characterization of separation will be Honorable.

9. **Separation Program Designator (SPD)**. Per reference (b), the following SPD codes are to be used:

SPD CODE	EXPLANATION
KCF	Voluntary discharge allowed by established directives.
MCF	Voluntary release or transfer to another service component.

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

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

References	(a) DODD 1332.14 of 21 Dec 93 (b) SECNAVINST 1000.10 (c) BUPERSINST 1900.8A

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. **Counseling**. Prior to any separation action, counsel the member concerning maternity care benefits after separation per MILPERSMAN 1740-030.

4. **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 Navy Personnel Command (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.

5. **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.)

6. **Separation Program Designator (SPD)**. Per reference (c), the following SPD codes are to be used:

SPD CODE	EXPLANATION
JDF	Involuntary discharge, no board entitlement.
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)	Phone	DSN COM FAX	882-4502/3 (901) 874-4502/3 882-2673

Governing Directive	10 U.S.C. 12681 and 12682 NAVPERS 15560C, Naval Military Personnel Manual

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 Naval Reserve per 10 U.S.C. 12681 and 12682. The member must satisfactorily establish

(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 the Navy Personnel Command (PERS-91), 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 an Entry Level Separation or 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-4832) Active enlisted members	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

References	(a) BUMEDINST 1300.2 (b) NAVMED P-117, Manual of the Medical Department (c) SECNAVINST 1850.4E (d) DODD 1332.14 of 21 Dec 93 (e) SECNAVINST 5300.30C (f) BUPERSINST 1900.8A

1. **Separation Authority**

a. Commanding Officer, Recruit Training Command (NAVCRUITRACOM) serves as separation authority for recruit personnel.

b. Commanding officers (COs) with Special Courts-Martial Convening Authority 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)	Personality Disorders (not meeting criteria to justify separation under MILPERSMAN 1910-122).
(11)	Mental retardation.
(12)	Adjustment Disorders.
(13)	Impulse Control Disorders.
(14)	Sexual Gender and Identity Disorders paraphilias.
(15)	Factitious Disorder.
(16)	Obesity.
(17)	Overheight.
(18)	Psuedofolliculitis barbae of the face and/or neck.
(19)	Medical Contraindication to the Administration of Required Immunizations.
(20)	Significant allergic reaction to stinging insect venom.
(21)	Unsanitary habits.
(22)	Certain anemias – in the absence of unfitting sequelae – including G6PD deficiency, other inherited Anemia Trait, and Von Willebrand's Disease.
(23)	Allergy to Uniform Clothing or Wool.
(24)	Long Sleeper Syndrome.
(25)	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 servicemember has been notified formally with NAVPERS 1070/613

(Rev. 10-81), Administrative Remarks concerning performance deficiencies related to the physical/behavioral condition and advised of medical resources (if applicable) that may assist in the member's retention. The CO must provide the member reasonable time to overcome deficiencies (if possible) as reflected in appropriate counseling or personnel records.

(2) **Servicemember-initiated request**: 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. 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 servicemember-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 (PERS-40/49) can direct separation processing under this article for any member who is not worldwide assignable due to medical limitations.

3. **Procedures**. Administrative separation packages must include the following:

a. NAVPERS 1070/613 which specifically addresses performance deficiencies related to physical or behavioral condition and resources available, unless servicemember has requested the separation.

b. Request for separation from servicemember, if initiated by servicemember.

c. Administrative notification per MILPERSMAN 1910-402, if initiated by command.

d. Letter of transmittal (recommendation for administrative separation) 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.

f. If applicable, administrative separation (ADSEP) processing message from NAVPERSCOM (PERS-40) based on operational unsuitability or assignment screening findings.

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 Chief of Naval Operations (CNO) (N13), and retention will be determined based on needs of Navy.

4. **Characterization of Service**. Honorable, unless an Entry Level Separation (ELS) (MILPERSMAN 1910-308) or General (Under Honorable Conditions) (MILPERSMAN 1910-304), is warranted. Selected Reserve 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.

SAMPLE PACKAGE
COMMAND-INITIATED SEPARATION

Letter of Transmittal Format
(Use proper letter format containing the following.)

(date)

From: Commanding Officer (unit name)
To: Commander, Navy Personnel Command (PERS-4832) (PERS-4913)

Subj: (RATE/NAME/USN (R)(TAR)/SSN); RECOMMENDATION FOR ADMINISTRATIVE SEPARATION

Ref: (a) MILPERSMAN 1910-600

Encl: (1) NAVPERS 1070/613, Administrative Remarks
(2) Administrative Separation Notification
(3) Medical Evaluation with separation recommendation
(4) BUPERS directed Administrative Separation message
(5) Other enclosures 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; expiration of active obligated service (EAOS)/expiration of service (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; 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 applicable).

d. Summary of military and civilian offenses (if applicable).

e. Findings of administrative board (if applicable).

f. Recommendations of administrative board (if applicable).

g. Type of discharge recommended by administrative board (if applicable).

h. Comments of commanding officer (CO). (Must include why member's condition renders member incapable of completing obligated service (OBLISERV) in any capacity.)

i. Point of contact/location of command/telephone (DSN/COMM/E-Mail).

_____
CO/Acting CO signature
(not By direction)

Copy to:
DON CAF, WDC (29A)
(ISIC, TRANSITPERSU, PERSUPP DET where applicable)

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, if applicable.

For example, it is unrealistic to counsel someone that they are "too tall" and to correct the problem. In this case, simply state the deficiency and why it prevents member from full performance. This is an administrative warning to the member that discharge may be pending as a result of a deficiency, if alternate accommodations (transfer to a different type of ship, for example) cannot be found.

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/warning 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 actually counseled member)

NOTE: If the member refuses to sign, document such and have a commissioned officer sign NAVPERS 1070/613 as a witness.

Ensure the following "Notification Procedure" from MILPERSMAN 1910-402 is used when administrative separation is command-initiated.

ADMINISTRATIVE SEPARATION PROCESSING NOTIFICATION PROCEDURE	DATE
From:	UIC
To:	

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING	MILPERSMAN REF
1)	
2)	
3)	

The least favorable characterization of service possible is GENERAL (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of U.S. Navy.

YOU ARE ENTITLED TO THE BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)	ELECT	WAIVE
To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)		
To submit a written statement for consideration by the separation authority.		
To obtain copies of documents that will be forwarded to separation authority supporting the basis for proposed separation. (Classified documents will be summarized in unclassified form.)		
To request an administrative board, if you have 6 or more years of total active and/or Reserve military service. (Failure to appear without good cause constitutes a waiver of right to be present at the administrative board.)		
To representation at the administrative board by qualified counsel, if you have 6 or more years of total active and/or Reserve military service.		
To representation at the administrative board by civilian counsel at your own expense, if you have 6 or more years of total active and/or Reserve military service.		
If applicable - to request transfer to the Fleet Reserve/Retired/Retired Reserve List, understanding that you have the right to an administrative board to recommend retirement in your current or a reduced paygrade. If you waive such board, a reduction to a reduced paygrade upon transfer may be directed if you are being processed for misconduct, security, or homosexual conduct.		
To General Courts-Martial Convening Authority (GCMCA) review, if you have less than 6 years of total active and/or Reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-4832) for review.		

ADDITIONAL NOTICE
For members on active duty not in civilian confinement: You are advised separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
For members who are Reservists not on active duty: You are advised separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally, or received at your designated mailing address, in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised characterization of service upon transfer to IRR, also, will constitute the tentative characterization of service upon discharge at the completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve, and you participate satisfactorily as a drilling member of Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals the period of obligated service. If you submit evidence of completion of the above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, the characterization of service is the same as the characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
For members subject to reimbursement: You are advised you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
For members in civil confinement: You are advised separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise the rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, the proceedings will continue in your absence; in this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

NAME OF MILITARY COUNSEL	ADDRESS OF MILITARY COUNSEL	PHONE

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)	YES	NO	N/A
Do you intend to file an appeal?			
Do you request separation before your appeal is decided or the time for appeal has passed?			

COMMAND CERTIFICATION	SIGNATURE	DATE
Commanding Officer or "By direction."		
MEMBER CERTIFICATION		
I acknowledge receipt of this notice.		
My response to this notice is complete.		
COUNSEL CERTIFICATION (if applicable)		

SAMPLE PACKAGE
ADMINISTRATIVE SEPARATION PER MEMBER'S REQUEST
(Use proper letter format containing the following.)

(date)

From: (Rate/Full Name/Branch/SSN)
To: Separation Authority (Special Courts-Martial Convening Authority 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:

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/her incapable of completing obligated service in any capacity.

6. **Separation Program Designator (SPD)**. Per reference (f), the following SPD codes are to be used:

SPD CODE	EXPLANATION
GFV	Involuntary discharge, approved recommendation of an administrative board.
HFV	Involuntary discharge directed in lieu of further processing or convening of an administrative board (board waiver). (Use when administrative board was waived.)
JFV	Involuntary discharge, no administrative board entitlement.
KFV	Voluntary discharge allowed by established directives.

MILPERSMAN 1910-122

SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT – PERSONALITY DISORDER(S)

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 Reservists	Phone: DSN COM FAX	882-4503 (901) 874-4503 882-2673

References	(a) Diagnostic and Statistical Manual of Mental Disorders, 4th Ed. (DSM IV), 1994 (b) NAVMED P-117, Manual of the Medical Department (c) DODD 1332.14 of 21 Dec 93 (d) SECNAVINST 6320.24A (e) BUPERSINST 1900.8B

1. **Separation Authority**. Commanding officers (COs) with Special Court-Martial Convening Authority (SPCMCA).

a. For Selected Mobilization Reserve personnel not on extended active duty (e.g., Active Duty for Special Work (ADSW), Active Duty for Training (ADT)), Navy Personnel Command (NAVPERSCOM), Reserve Enlisted Personnel Section (PERS-4913) is the separation authority.

b. If on extended active duty or diagnosed to be a danger to self or others, separate locally.

2. **Policy**

a. Per references (a) through (d), 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 naval 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.

b. Separation for personality disorder is not appropriate when separation is warranted for any other reason (e.g., member meets minimum criteria for misconduct processing).

c. Member must receive a mental health evaluation (MHE) from a mental health professional (MHP).

3. **Procedures for Requesting a MHE**

a. 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 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 MHP for inclusion in the member's medical record.

From: Commanding Officer
To: (Rate/Rank, Name, Branch, SSN)

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 (POC) 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 (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, SSN
To: Commanding Officer

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 action, if appropriate.

5. **MHP Assessment**

a. A MHP is a medical officer specializing in psychiatry or is a clinical psychologist. 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 whistleblowing 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 his/her 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. 10-81), Administrative Remarks counseling and warning (MILPERSMAN 1910-204), and be given an opportunity to overcome his/her deficiencies in performance and conduct prior to any administrative separation action for a personality disorder.

EXCEPTION: If the member is diagnosed by competent MHP to be a danger to him/herself or others, the requirement for a NAVPERS 1070/613 counseling and warning **does not apply**.

NOTE: Recommendation by the MHP for immediate discharge when the member is either (1) **not** diagnosed as a threat to him/herself or others, **or** (2) **not** diagnosed as having a personality disorder, will not be processed under this article.

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, if applicable.

e. Forward all complete cases by letter of transmittal to NAVPERSCOM, Enlisted Performance and Separations Section (PERS-4832) for active duty, or NAVPERSCOM (PERS-4913) for Reserves, for review and/or final determination.

7. **Characterization of Separation**. Honorable, unless an Entry Level Separation or General (Under Honorable Conditions) is warranted per MILPERSMAN 1910-300 to 1910-308.

8. **Separation Program Designator (SPD)**. Per reference (e), the following SPD codes are to be used:

SPD CODE	EXPLANATION
GFX	Involuntary discharge, approved recommendation of an administrative board.
HFX	Involuntary discharge directed in lieu of further processing or convening of an administrative board (board waiver). (Use when administrative board was waived.)
JFX	Involuntary discharge, no administrative board entitlement.
KFX	Voluntary discharge allowed by established directives.
LFX	Involuntary release or transfer to another service component.

MILPERSMAN 1910-124

SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT – PARENTHOOD

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

References	(a) OPNAVINST 1740.4B (b) BUPERSINST 1900.8B

1. **Separation Authority**

a. Navy Personnel Command (NAVPERSCOM) for all personnel with greater than 1 year remaining on their enlistments, and for all dual military couples.

b. Commanding officers (COs) with Special Courts-Martial Convening Authority (SPCMCA) 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 Ready Reserve must be ready to deploy throughout the world on short notice and be able to fully execute their military duties.

b. Both members of a dual military couple and single military members who have responsibility for a child (under 19 years of age) or other family members unable to care for themselves in the member's absence are required to complete NAVPERS 1740/6 (Rev. 7-03), Department of the Navy Family Care Plan Certificate (FCPC) per reference (a).

c. Commands may also require married servicemembers with civilian spouses to complete an FCPC. The FCPC provides

commands with a detailed family care plan to ensure members can fulfill military duties to include deployment, normal and extended work hours, temporary additional duty (TAD) assignment, weekend duty, etc.

d. The FCPC requires provisions for deployment regardless of current type duty assigned (shore duty, sea duty, Reserves, etc.).

e. Members must submit a new or updated FCPC upon reporting to a new duty station or a change in caregiver/personal/family circumstances (birth or adoption of a child, assumption of sole care for an elderly or disabled family member, etc.). Commands must verify the FCPC 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. Non-compliance does not equate to mandatory separation processing.

(1) **For those cases where CO is separation authority**: CO can retain the servicemember until expiration of OBLISERV in spite of an inability to fully execute an FCPC, 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 servicemember and he/she refuses to avail him or herself of available resources/options, e.g., affordable child care, flexible work schedule, or even shore duty orders, separation is warranted. Navy Personnel Command (NAVPERSCOM) will assess the voluntary/involuntary nature of all separations under their cognizance and resultant impact on separation entitlements by examining the unique facts and circumstances of the respondent. Selective Reenlistment Bonus/Enlistment Bonus, if applicable, will be recouped.

(2) **For those cases where NAVPERSCOM is the separating authority**: 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 Chief of Naval Operations (CNO) (N13) and retention will be determined based on the needs of Navy.

g. If separation is the final option, refer as follows:

(1) **Active duty** enlisted dual military couples, servicemembers married to civilians, single servicemembers with more than 1 year remaining on their enlistments, servicemembers who received benefits (specialized training or monetary), or serving in a critical Navy Enlisted Classification (NEC) rating: forward administrative separation package(s) to NAVPERSCOM (PERS-4832).

(2) **Reserve** dual military couples, servicemembers married to civilians, or single servicemembers: forward administrative separation package(s) to NAVPERSCOM (PERS-4913).

h. 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, paragraph 1j (see Exhibit 1). 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.

(4) not worldwide assignable.

i. In the case of a dual military couple, Commander, Navy Personnel Command (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. Servicemembers 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 NAVPERSCOM 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 military) showing

(a) member wrote "I cannot comply" on any of items 1 through 11 and signed and dated in signature block (with details as to why member cannot comply).

(b) CO's signature certifying the member did not make adequate dependent care arrangements. This requirement cannot be delegated. (Amend part V, block 15 to read as follows: "has not made adequate family care....")

(c) CO's comments as to why the member cannot comply and a statement of the command's efforts to confirm and alleviate the member's situation.

(d) CO's recommendation with regard to administrative separation.

(2) NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks (from each member, if dual military) which specifically addresses noncompliance (see Exhibit 2). Example: Your failure to maintain an up-to-date FCPC can result in separation processing.

(3) Copy of each member's NAVPERS 1070/602 (7-72), Dependency Application/Record of Emergency Data.

(4) Administrative Notification per MILPERSMAN 1910-402 (for each member, if dual military) (see Exhibit 3).

(5) Letter of transmittal with recommendation (from each member's command, if dual military) per MILPERSMAN 1910-600.

b. **Administrative separation packages for <u>dual military couples</u> 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 in accordance with sample format provided and submitted together to NAVPERSCOM for final disposition.**

4. **<u>Characterization of Separation</u>**. 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. **Separation Program Designator (SPD)**. Per reference (b), the following SPD codes are to be used:

SPD CODE	EXPLANATION
GDG	Involuntary discharge, approved recommendation of an administrative board.
HDG	Involuntary discharge directed in lieu of further processing or convening of an administrative board (board waiver). (Use when administrative board was waived.)
JDG	Involuntary discharge, no administrative board entitlement.
KDG	Voluntary discharge allowed by established directives.
LDG	Involuntary release or transfer to another service component (excludes reversion to inactive or retired list).
MDG	Voluntary release or transfer to another service component.

EXHIBIT 1
SAMPLE LETTER OF TRANSMITTAL FORMAT

Use this format when submitting an administrative separation case to NAVPERSCOM (PERS-4832) (PERS-4913):
(Use proper letter format.)

(date)

From: Commanding Officer (unit name)
To: Commander, Navy Personnel Command (PERS-4832) (PERS-4913)

Subj: (RATE/NAME/USN (R)(TAR)/SSN); RECOMMENDATION FOR 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.

(1) Active duty start date

(2) Date of current enlistment

(3) Expiration of active obligated service/expiration of service

(4) Race/ethnicity

(5) Marital status and dependents

(6) Months on board

(7) Date and amount of most recent enlistment/reenlistment bonus

(8) Deployment status: deployed/pending deployment (number of months)/not deployed; is member pending orders (YES/NO/NA)

(9) Age

(10) Total service (active, inactive)

(11) Participated in Montgomery GI Bill (YES/NO/NA)

(12) specialized training (i.e., nuclear power)

c. Involvement with civil authorities (if none, annotate NA).

d. Summary of military and civilian offenses (if none, annotate NA).

e. Findings of the Administrative Board (if applicable).

f. Recommendations of Administrative Board (if applicable).

g. Type of discharge recommended by Administrative Board (if applicable).

h. Psychiatric or medical evaluation as required.

i. Most recent NAVPERS 1070/613, Administrative Remarks warning (critical if required under reason for processing).

j. Comments of commanding officer. Provide comprehensive discussion of what, when, and why. Address specifics of childcare availability on base or in local community, and what actions command took to investigate/alleviate member's claims.

k. Point of contact/location of command/telephone (DSN/COMM/E-Mail).

_____
Commanding Officer/
Acting Commanding Officer
signature (not By direction)

Copy to:
DON CAF, WDC (29A)
(ISIC, TRANSITPERSU, PERSUPP DET where applicable)

EXHIBIT 2
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.

EXHIBIT 3 (Page 1 of 2)

ADMINISTRATIVE SEPARATION PROCESSING NOTIFICATION PROCEDURE	DATE	
From:	UIC	
To:		
REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING	**MILPERSMAN REF**	
1)		
2)		
3)		
The least favorable characterization of service possible is GENERAL (Under Honorable Conditions).		
If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve component, transfer from the Selected Reserve to the Individual Ready Reserve (IRR), or release from custody or control of U.S. Navy.		
YOU ARE ENTITLED TO THE BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)	**ELECT**	**WAIVE**
To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)	☐	☐
To submit a written statement for consideration by the separation authority.	☐	☐
To obtain copies of documents that will be forwarded to the separation authority supporting the basis for the proposed separation. (Classified documents will be summarized in unclassified form.)	☐	☐
To request an administrative board, if you have 6 or more years of total active and/or Reserve military service. (Failure to appear without good cause constitutes a waiver of right to be present at the administrative board.)	☐	☐
To representation at the administrative board by qualified counsel, if you have 6 or more years of total active and/or Reserve military service.	☐	☐
To representation at the administrative board by civilian counsel at your own expense, if you have 6 or more years of total active and/or Reserve military service.	☐	☐
If applicable - to request transfer to the Fleet Reserve/Retired/Retired Reserve List understanding you have the right to an administrative board to recommend retirement in your current or a reduced paygrade. If you waive such board, a reduction to a reduced paygrade upon transfer may be directed if you are being processed for misconduct, security, or homosexual conduct.	☐	☐
To General Courts-Martial Convening Authority (GCMCA) review, if you have less than 6 years of total active and/or Reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (NAVPERSCOM) (PERS-4832) for review.	☐	☐

EXHIBIT 3 (Page 2 of 2)

ADDITIONAL NOTICE

For members on active duty not in civilian confinement: You are advised separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.

For members who are Reservists not on active duty: You are advised separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your designated mailing address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to the IRR, you are advised the characterization of service upon transfer to the IRR, also, will constitute the tentative characterization of service upon discharge at the completion of Naval Service obligation, unless you take affirmative action to affiliate with a drilling unit of the Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals the period of obligated service. If you submit evidence of completion of the above, the separation authority may assign a more favorable characterization of service. If you do not submit such evidence, the characterization of service is the same as the characterization of service upon transfer from active duty or the Selected Reserve to the IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.

For members subject to reimbursement: You are advised you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.

For members in civil confinement: You are advised separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise the rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, the proceedings will continue in your absence; in this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

NAME OF MILITARY COUNSEL	ADDRESS OF MILITARY COUNSEL	PHONE

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)	YES	NO	N/A
Do you intend to file an appeal?	☐	☐	☐
Do you request separation before your appeal is decided or the time for appeal has passed?	☐	☐	☐

COMMAND CERTIFICATION	SIGNATURE	DATE
Commanding Officer or "By direction."		
MEMBER CERTIFICATION		
I acknowledge receipt of this notice.		
My response to this notice is complete.		
COUNSEL CERTIFICATION (if applicable)		

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

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

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

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-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

References	(a) NAVMED P-117, Manual of the Medical Department (MANMED) (b) SECNAVINST 1850.4E (c) BUPERSINST 1900.8B

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 Personnel Section (PERS-4913).

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.

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 (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 Procedures**

a. The notification procedure (MILPERSMAN 1910-402) will be used. If, after discovering a member’s enlistment may be erroneous and SPCMCA 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 Performance and Separations Section (PERS-4832) for active duty personnel and NAVPERSCOM (PERS-4913) for Reserve personnel.

b. Forward all completed cases by letter of transmittal to NAVPERSCOM (PERS-4832) for active duty personnel or NAVPERSCOM (PERS-4913) 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 Activity Detachment (PERSUPP DET) to determine pay entitlement.

b. Within 24 hours, Commanding Officer, 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).

9. **Separation Program Designator (SPD)**. Per reference (c), the following SPD codes are to be used:

SPD CODE	EXPLANATION
GFC	Involuntary discharge, approved recommendation of a board.
HFC	Involuntary discharge directed in lieu of further processing or convening of a board (board waiver).
JFC	Involuntary discharge, no board entitlement.
LFC	Involuntary release or transfer to another service component.

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

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 1910-134

SEPARATION BY REASON OF DEFECTIVE ENLISTMENTS AND INDUCTIONS – FRAUDULENT ENTRY INTO NAVAL SERVICE

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4432/2303 (901) 874-4432 882-2624
	NAVPERSCOM (PERS-4913) Inactive Enlisted Members	Phone: DSN COM FAX	882-4503 (901) 874-4503 882-2673

References	(a) COMNAVCRUITCOMINST 1130.8F (b) BUPERSINST 1900.8A

1. **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.

2. **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 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 (DD), Bad Conduct Discharge (BCD), or OTH discharge, and crimes of violence.

c. If fraudulent enlistment is detected immediately after 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.

3. **Limitation**. Separations for fraudulent entry may not be suspended.

4. **Granting a Waiver**. A General Court-Martial Convening Authority (GCMCA) may grant a processing waiver when

a. CO desires member to be retained, and

b. defect is no longer present.

EXCEPTIONS	
Only Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Section (PERS-4832) 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

5. **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 issue, and why issue was not disclosed at recruit training's Moment of Truth (MOT).

e. CO’s statement addressing fraudulent enlistment issue, member's performance of duty, and potential for further service.

6. **If Waiver is Approved**

a. GCMCA shall direct requesting command to prepare the following NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks (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).**"

b. A complete copy of waiver package, to include approval and NAVPERS 1070/613, will be submitted to NAVPERSCOM (PERS-4832) for filing in member's permanent record.

7. **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.

8. **Exception to Rule for Recruit Training Command (NAVCRUITRACOM)/Naval Training Center (NTC) Great Lakes**

a. Recruits must be administratively separated and assigned an RE-3J reenlistment code provided they

(1) failed entry-level drug testing **for marijuana only** upon arrival,

(2) were direct-ships (less than 30 days in Delayed Entry Program), and

(3) confessed to **use of marijuana only** during MOT.

b. This Chief of Naval Operations (CNO) 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 this criteria, process for all other reasons for which minimum criteria is met, and assign an RE-4 reenlistment code.

9. **Separation Program Designator (SPD)**. Per reference (b), the following SPD codes are to be used:

SPD CODE	EXPLANATION
GDA – Fraudulent Entry GDT – Fraudulent Entry (Drug Abuse) GDU – Fraudulent Entry (Alcohol Abuse)	Involuntary discharge, approved recommendation of a board. (Use when administrative board was held.)
HDA – Fraudulent Entry HDT – Fraudulent Entry (Drug Abuse) HDU – Fraudulent Entry (Alcohol Abuse)	Involuntary discharge in lieu of further processing or convening of a board. (Use when administrative board was waived.)
JDA - Fraudulent Entry JDT - Fraudulent Entry (Drug Abuse) JDU - Fraudulent Entry (Alcohol Abuse)	Involuntary discharge, no board entitlement. (Use when member has less than 6 years of total active service.)

MILPERSMAN 1910-136

SEPARATION FROM THE DELAYED ENTRY PROGRAM (DEP)

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4432 (901) 874-4432 882-2624

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. If the reason is for homosexual conduct, then members have the right to submit evidence on their behalf that they do not engage in, attempt to engage in, or have a propensity to engage in homosexual acts. MILPERSMAN 1910-148 provides further information on homosexual conduct.

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-4832)	Phone: DSN COM FAX	882-4432/2303 (901) 874-4432 882-2624
	NAVPERSCOM (PERS-4913) Inactive Enlisted Members	Phone: DSN COM FAX	882-4503 (901) 874-4503 882-2673

References	(a) Uniform Code of Military Justice (UCMJ) (b) Manual for Courts-Martial (MCM) (c) BUPERSINST 1900.8A

1. **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 (reference (b), appendix 12 refers);

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 (NJP); and

e. member has violated a NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks counseling/warning (MILPERSMAN 1910-204).

2. **Exception to this Policy**. If the member is in Entry Level Status as defined in MILPERSMAN 1910-010, and the reasons for processing are based solely on minor violations of reference (a) and do not meet eligibility of any other type of misconduct, the processing should then be under Entry Level Performance and Conduct (MILPERSMAN 1910-154).

3. **Procedures**. Notice of Notification Procedures (MILPERSMAN 1910-402) shall be used.

4. **Characterization of Separation**. The least favorable and accepted characterization is General (Under Honorable Conditions), although Honorable may be assigned if appropriate.

5. **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-4832)	Phone: DSN COM FAX	882-4432/2303 (901) 874-4432 882-2624
	NAVPERSCOM (PERS-4913) Inactive Enlisted Members	Phone: DSN COM FAX	882-4503 (901) 874-4503 882-2673

References	(a) BUPERSINST 1900.8A

1. **Policy**

a. Members may be separated when during the current enlistment they have

(1)	two or more nonjudicial punishments (NJP), court-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; and
(5)	violated a NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks counseling/warning (MILPERSMAN 1910-204) specifically addressing the non-support.

b. A member must have violated a NAVPERS 1070/613 warning prior to processing. A counseling and warning is legally binding on the Navy. The typical correct sequence is NJP - NAVPERS 1070/613 – 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 a NAVPERS 1070/613 warning.

c. All offenses processed or considered under Pattern of Misconduct must have occurred in the current enlistment.

2. **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 OTH per MILPERSMAN 1910-300,	Administrative Board Procedures (MILPERSMAN 1910-404).
the CO believes the circumstances surrounding the offense do not warrant an OTH,	Notification Procedures (MILPERSMAN 1910-402).

3. **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 GEN per MILPERSMAN 1910-300.
the Administrative Board Procedure is used,	is OTH per MILPERSMAN 1910-300.

b. If the member has less than 180 days of service an Entry Level Separation may be appropriate. See MILPERSMAN 1910-308 for further guidance.

4. **Separation Program Designator (SPD)**. Per reference (a), the following SPD codes are to be used:

SPD CODE	EXPLANATION
GKA	Involuntary discharge, approved recommendation of a board. (Use when administrative board was held.)
HKA	Involuntary discharge in lieu of further processing or convening of a board. (Use when administrative board was waived.)
JKA	Involuntary discharge, no board entitlement. (Use when member has less than 6 years of total active service.)

MILPERSMAN 1910-142

SEPARATION BY REASON OF MISCONDUCT - COMMISSION OF A SERIOUS OFFENSE

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4432/2303 (901) 874-4432 882-2624
	NAVPERSCOM (PERS-4913) Inactive Enlisted Members	Phone: DSN COM FAX	882-4503 (901) 874-4503 882-2673

References	(a) Manual for Courts-Martial (MCM) (b) BUPERSINST 1900.8A

1. **Policy**

a. Members may be separated based on commission of a serious military or civilian offense when

(1) specific circumstances of offense warrant separation; and

(2) offense would warrant a punitive discharge per reference (a), appendix 12 for 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 (NCIS) investigation, etc.).

2. **Mandatory Processing**. Processing is mandatory for

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. illicit use of inhalants (huffing) and excessive use (beyond what is normal, sufficient, or prescribed) of prescription and/or over-the-counter drugs and medications.

c. deviant sexual behavior (lewd and lascivious acts; forcible heterosexual 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 (CNI) Detachment Millington
Counseling, Advocacy and Prevention Branch

and

Navy Personnel Command (NAVPERSCOM)
Conduct and Separation Branch (PERS-483)/
Reserve Enlisted Personnel Section (PERS-4913).

Administrative processing is mandatory if case is substantiated for child sexual abuse.

(2) If member is ultimately retained, NAVPERSCOM (PERS-483) will forward case to

CNI Detachment Millington
Counseling, Advocacy and Prevention Branch

for evaluation and recommendation of long-term treatment. Regardless of acceptance into rehabilitation, NAVPERSCOM (PERS-483/4913) may direct separation of member at expiration of active obligated service (EAOS) with an RE-4 reenlistment code.

(3) If member is accepted, but later evaluated as a rehabilitation failure, reprocess per MILPERSMAN 1910-162.

d. Sexual harassment under 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 UCMJ, could result in a punitive discharge.

3. **Procedures**. Use this table to determine processing procedures.

WHEN...	THEN use	EXCEPT when...	THEN use..
offense requires mandatory processing or commanding officer (CO) believes circumstances surrounding offense warrants an OTH per MILPERSMAN 1910-300,	Administrative Board Procedure (MILPERSMAN 1910-404),	offense 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.
offense does not require mandatory processing and CO believes circumstances do not warrant an OTH per MILPERSMAN 1910-300,	Notification Procedure (MILPERSMAN 1910-402).		

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 least favorable characterization is...
Notification Procedure is used,	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.

5. **Separation Program Designator (SPD)**. Per reference (b), the following SPD codes are to be used:

SPD CODES	EXPLANATION
GKD-Misconduct (AWOL) GKF-Misconduct (Desertion) GKL-Misconduct (Sexual Perversion) GKQ-Misconduct (Serious Offense)	Involuntary discharge, approved recommendation of a board. (Use when administrative board was held.)
HKD-Misconduct (AWOL) HKF-Misconduct (Desertion) HKL-Misconduct (Sexual Perversion) HKQ-Misconduct (Serious Offense)	Involuntary discharge in lieu of further processing or convening of a board. (Use when administrative board was waived.)
JKD-Misconduct (AWOL) JKF-Misconduct (Desertion) JKL-Misconduct (Sexual Perversion) JKQ-Misconduct (Serious Offense)	Involuntary discharge, no board entitlement. (Use when member has less than 6 years of total active service.)

MILPERSMAN 1910-144

SEPARATION BY REASON OF MISCONDUCT - CIVILIAN CONVICTION

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4432/2303 (901) 874-4432 882-2624
	NAVPERSCOM (PERS-4913) Inactive Enlisted Members	Phone: DSN COM FAX	882-4503 (901) 874-4503 882-2673

References	(a) Manual for Courts-Martial (MCM) (b) SECNAVINST 5820.4G (c) BUPERSINST 1900.8B

1. **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).

2. **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 heterosexual 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 Installation (CNI) Detachment Millington
Counseling, Advocacy and Prevention Branch

and

Navy Personnel Command (NAVPERSCOM)
Career Progression Division (PERS-48)/
Reserve Personnel Management Division (PERS-49)

Administrative processing is mandatory if case is substantiated for child sexual abuse.

(2) If member is ultimately retained, NAVPERSCOM (PERS-48/49) will forward case to

Commander Navy Installation (CNI) Detachment Millington
Counseling, Advocacy and Prevention Branch

for evaluation and recommendation of long-term treatment. Regardless of acceptance into rehabilitation, NAVPERSCOM

(PERS-48/49) 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.

3. **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 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).		

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 least favorable characterizations is...
Notification Procedure is used,	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.

5. **Separation Program Designator (SPD)**. Per reference (c), the following SPD codes are to be used:

SPD CODE	EXPLANATION
GKB	Involuntary discharge, approved recommendation of a board. (Use when administrative board was held.)
HKB	Involuntary discharge in lieu of further processing or convening of a board. (Use when administrative board was waived.)
JKB	Involuntary discharge, no board entitlement. (Use when member has less than 6 years of total active service.)

MILPERSMAN 1910-146

SEPARATION BY REASON OF MISCONDUCT - DRUG ABUSE

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4432/2303 (901) 874-4432 882-2624
	NAVPERSCOM (PERS-4913) Inactive Enlisted Members	Phone: DSN COM FAX	882-4503 (901) 874-4503 882-2673

References	(a) OPNAVINST 5350.4C (b) BUPERSINST 1900.8A

1. **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 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, Navy Personnel Command (NAVPERSCOM), Fleet Support Department (PERS-6) 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 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.

(3) **Drug Trafficking** - the sale, transfer, or possession with the intent to sell or transfer controlled substances.

2. **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/rehab.

(4) Naval Reservists testing positive on accession test into the Reserve program.

(5) Prior service applicants for Selected Reserve enlistments/reenlistments whose break in service from a Selected Reserve or Regular component is more than 6 months.

b. 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.)

c. If member waives right to administrative board, under administrative board procedures, only General Court-Martial Convening Authority or higher serves as separation authority.

3. **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	Yes	Yes	Yes
• Unit sweep	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	No	Yes	No
• Competence for duty (See Rule 1)	No	Yes	No
• Mishap/safety investigation	No	Yes	No
Service-directed			
• Treatment facility staff (military)	Yes	Yes	Yes
• Alcohol rehab testing	No	Yes	No
• Naval brigs	Yes	Yes	Yes
• Entrance testing	No	Yes	No (See Rule 2)
• Accession training pipeline	Yes	Yes	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 only (except Delayed Entry Program participants).

4. **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 GEN per MILPERSMAN 1910-308.
Administrative Board Procedure is used,	is OTH per MILPERSMAN 1910-300.

If active duty member has less than 180 days of service, an Entry Level Separation may be appropriate. See MILPERSMAN 1910-308 for further guidance.

5. **Separation Program Designator (SPD)**. Per reference (b), the following SPD codes are to be used:

SPD CODE	EXPLANATION
GKK	Involuntary discharge, approved recommendation of a board. (Use when administrative board was held.)
HKK	Involuntary discharge in lieu of further processing or convening of a board. (Use when administrative board was waived.)
JKK	Involuntary discharge, no board entitlement. (Use only per para. 2a above.)

MILPERSMAN 1910-148

SEPARATION BY REASON OF HOMOSEXUAL CONDUCT

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4432 (901) 874-4432 882-2624

References	(a) CNO WASHINGTON DC 281833Z OCT 99 (NAVADMIN 291/99) (b) CNO WASHINGTON DC 010300Z MAR 94 (NAVADMIN 033/94) (c) Uniform Code of Military Justice (UCMJ), Article 31(b) (d) Manual for Courts-Martial (MCM) United States (e) CNO WASHINGTON DC 131430Z APR 00 (NAVADMIN 094/00) (f) BUPERSINST 1900.8A

1. **Policy**. **Separation processing is mandatory** if the commanding officer (CO) believes, based on **credible information**, the servicemember has committed **homosexual conduct** as defined in MILPERSMAN 1900-010.

2. **Separation Authority**. Commander, Navy Personnel Command (COMNAVPERSCOM) serves as separation authority for **all** cases involving homosexual conduct.

3. **Separation Basis**

a. Homosexual conduct exists if a servicemember has

(1) engaged in a homosexual act;

(2) married or attempted to marry a person of the same biological sex; or

(3) stated that he/she is a homosexual or bisexual, or made other statements indicating a propensity or intent to engage in homosexual acts.

b. Sexual orientation (e.g., heterosexual, homosexual, and bisexual) is considered a personal and private matter, and is

not a bar to continued service unless manifested by homosexual conduct as defined in MILPERSMAN 1900-010.

c. Processing is not required if member committed homosexual conduct to avoid or terminate military service, and separation is not in the best interest of Navy.

4. **Fact-Finding Inquiries**

a. If the CO questions the credibility of evidence of homosexual conduct, a fact-finding investigation may be necessary. **An investigation is not mandatory and only a CO can authorize it**. Sole purpose of an investigation is to uncover further information to assist the CO in determining whether the alleged homosexual conduct actually occurred.

b. As explained in reference (a), before a CO authorizes an investigation concerning alleged homosexual conduct, the command's judge advocate should consult with the senior judge advocate assigned to the general court-martial convening authority or higher authority. COs without assigned judge advocates should consult directly with a senior judge advocate in their chain of command, or seek assistance in securing such advice from Navy Trial Service Offices or Navy Personnel Command (NAVPERSCOM). **Consultation should occur prior to initiation of any investigation.**

c. COs may personally conduct the inquiry or appoint an investigating officer.

d. As explained in reference (b), members shall not be asked nor required to reveal their sexual orientation; however, when credible information indicates homosexual conduct, members may be asked if they engaged in such conduct. **Prior to any questioning, members suspected of homosexual conduct should be advised of the Department of Defense (DOD) policy on homosexual conduct and apprised of their rights per reference (c), if applicable.**

e. If a CO has credible evidence of possible criminal conduct, the procedures outlined in reference (d) and other Secretary of the Navy (SECNAV) regulations/directives must be followed.

f. Where a servicemember has stated that he/she is a homosexual or bisexual and does not contest separation, little

or no investigation should be necessary. A commander who suspects that a servicemember has made such a statement for purpose of seeking separation from Naval Service in order to avoid a service obligation, and who believes the member is not a person who engages in, attempts to engage in, has a propensity to engage in, or intends to engage in homosexual acts, may initiate a more substantial investigation **only when authorized by SECNAV (Assistant Secretary of the Navy, Manpower and Reserve Affairs (ASN(M&RA)).**

g. A **request for authorization** may be forwarded to NAVPERSCOM, Enlisted Performance and Separations Section (PERS-4832) for coordination with SECNAV (ASN(M&RA)). Request will provide facts surrounding disclosure, an explanation of why further inquiry is appropriate, and an assessment of any potential disadvantage of an extended inquiry.

h. **The following is a definition of "substantial inquiry"**: As explained in reference (e), a substantial inquiry to determine whether a statement was made for the purpose of seeking separation from the military service in order to avoid a service obligation is an inquiry that extends beyond questioning the member who made the statement, and/or a third party who reports that a member made a statement, individuals suggested by the member for interview, and the member's immediate supervisory chain of command.

5. **Credible Information**. This table provides some examples of when credible information exists or does not exist to support initiating fact-finding inquiries:

Credible information...	WHEN...
does not exist	• the only information is the opinion of others that a member is homosexual; • information is based on rumor, suspicion, or capricious claims concerning a member's sexual orientation; or • the only known information is associational activity such as frequenting homosexual bars, possessing/reading homosexual publications, associating with known homosexuals, or marching in a homosexual rights rally in civilian clothes. (Such activity, in and of itself, does not provide evidence of homosexual conduct.)

Credible information...	WHEN...
does exist	• member states they are homosexual/bisexual, or married to a member of the same sex, or have engaged in homosexual acts; • a reliable person has observed or heard a member engaging in homosexual acts; • a reliable person states they heard, observed, or discovered a member make a spoken/written statement that a reasonable person would believe was intended to convey the fact they engage in, attempt to engage in, or have a propensity to engage in homosexual acts; or • a reliable person states they have observed behavior that amounts to a non-verbal statement by a member they are homosexual or bisexual (i.e., behavior that a reasonable person would believe was intended to convey the member engages in, attempts to engage in, or has the propensity to engage in homosexual acts).

6. **Processing Procedures**. Administrative Board Procedure (MILPERSMAN 1910-404) must be used. Least favorable characterization for cases based on homosexual acts and/or marriage must state Under Other Than Honorable (OTH). For cases where sole basis for processing is an admission by the servicemember that he/she is a homosexual or bisexual, least favorable characterization may be General (Under Honorable Conditions) (GEN).

7. **Verbatim Processing Reasons**. Reason for processing cited on member's notice of an Administrative Board Procedure must state the member is being processed for:

"HOMOSEXUAL CONDUCT AS EVIDENCED BY: (one or more of the following phrases in its entirety)

a. member's statement that he/she is a homosexual or bisexual, or words to that effect, which creates a rebuttable presumption that he/she engages in, attempts to engage in, has a propensity to engage in, or intends to engage in homosexual acts; and/or

b. member engaging in, attempting to engage in, or soliciting another to engage in a homosexual act(s); and/or

c. member's marriage or attempted marriage to a person known to be of the same biological sex."

8. **Mandatory Separation**. Use this table to determine when separation is mandatory.

A member must be...	WHEN there is an approved finding the...	UNLESS there are further approved findings that...	THEN the administrative board may recommend...
separated	member made a statement that he/she is a homosexual or bisexual, or words to that effect	the member has demonstrated that he/she does not engage in, or have a propensity to engage in, homosexual act(s). (See Notes 1 and 2.)	retention
	member committed homosexual act(s)	• such acts are a departure from the member's usual behavior; and • such acts are unlikely to recur; and • such acts were not accomplished by use of force, coercion, or intimidation; and • under the particular circumstances of the case, the member's continued presence in Navy is consistent with Navy's interest in good order and discipline, and morale; and • the member does not have a propensity to engage in homosexual acts. (See Note 1)	retention using the homosexual conduct board findings/ recommendations sheet per MILPERSMAN 1910-516.
	member married or attempted to marry a person known to be of the same biological sex	(See Note 1.)	
retained	board does not find sufficient evidence that homosexual conduct exists (See Note 1.)	the case involves another basis for separation (e.g., misconduct, etc.) which member was notified of and a basis for separation is recommended.	separation for the other basis

NOTES:

1. The member bears the burden of proving by a preponderance of the evidence that retention is warranted.

2. In determining whether a member has successfully rebutted the homosexual acts presumption, the following (not all inclusive) may be considered:

a. Whether the member has engaged in homosexual acts.

b. Member's credibility.

c. Nature and circumstances of member's statement.

d. Testimony from others regarding member's past conduct, character and credibility.

9. Characterization of Separation

a. Use this table to determine characterization of service.

WHEN...	THEN separation type...
during the current term of service, the member attempted, solicited, or committed a homosexual act with aggravating circumstances as follows: • by using force, coercion, or intimidation; • with a person under age 16; • with a subordinate in circumstances that violate customary naval superior-subordinate relationships; • openly in public view; • for compensation; • aboard a naval vessel or aircraft; or • in another location subject to naval control, under aggravating circumstances that adversely impact good order and discipline; or morale-comparable to the impact created by such activity aboard a vessel or aircraft	can be OTH per MILPERSMAN 1910-300
processing by reason of statement (see Note) or homosexual acts or marriage do not meet criteria for OTH consideration cited above	may be GEN or Honorable (HON) per MILPERSMAN 1910-300

NOTE: Characterization of service is based on service record in cases of homosexual conduct with no evidence (including admissions) of aggravating circumstances.

b. If the member has less than 180 days of service, an Entry Level Separation may be appropriate. See MILPERSMAN 1910-308.

c. MILPERSMAN 1910-300 provides additional characterization guidance.

10. **Separation Program Designator (SPD)**. Per reference (f), the following SPD codes are to be used:

SPD CODES	EXPLANATION
GRA-Homosexual Conduct (Acts) GRB-Homosexual Conduct (Statement) GRC-Homosexual Conduct (Marriage or Attempted Marriage)	Involuntary discharge, approved recommendation of a board. (Use when administrative board was held.)
HRA-Homosexual Conduct (Acts) HRB-Homosexual Conduct (Statement) HRC-Homosexual Conduct (Marriage or Attempted Marriage)	Involuntary discharge in lieu of further processing or convening of a board. (Use when administrative board was waived.)

MILPERSMAN 1910-152

SEPARATION BY REASON OF ALCOHOL REHABILITATION FAILURE

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4432/2303 (901) 874-4432 882-2624
	NAVPERSCOM (PERS-4913) Inactive Enlisted Members	Phone: DSN COM FAX	882-4503 (901) 874-4503 882-2673

References	(a) OPNAVINST 5350.4C (b) Uniform Code of Military Justice (c) BUPERSINST 1900.8A

1. **Policy**. Commands shall process for administrative separation all members considered to be treatment failures unless a written waiver is obtained. Request for waiver will be submitted to

Navy Personnel Command (NAVPERSCOM)
Enlisted Performance and Separations Section (PERS-4832)/
Reserve Enlisted Personnel Section (PERS-4913)

via

NAVPERSCOM, Service and Support Division (PERS-67).

2. **Treatment Failure**. Per reference (a), the following are examples of treatment failures:

a. Any serious alcohol incident occurring subsequent to treatment that was precipitated by a previous incident. (For purposes of this provision, **treatment** shall include all Medical Treatment Facility (MTF) or Alcohol Treatment Facility (ATF) directed early intervention services provided within the Continuum of Care, e.g., Alcohol Impact or equivalent.

b. Willful failure to complete medically prescribed treatment or failure to complete medically prescribed treatment due to a subsequent alcohol incident. (Conduct which amounts to

a refusal, failure to complete, or non-amenability must be determined by the licensed independent practitioner (LIP) or medical officer (MO). Conduct, which amounts to a second 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 the 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) and the MTF/ATF.)

d. Any member who returns to alcohol abuse at any time during member's career following treatment, and is determined to be a treatment failure by an appropriate LIP or MO.

3. **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.

4. **Waiver Requests**. Waiver requests must contain the following:

a. CO's statement addressing member's performance of duty and potential for further service.

b. A description of the alcohol treatment failure determination.

5. **Procedures**. The Notice of Notification Procedure (MILPERSMAN 1910-402) shall be used to process this type of separation.

6. **Characterization of Separation**. The characterization of separation should be Honorable, unless an Entry Level Separation (ELS) (MILPERSMAN 1910-308) or General (Under Honorable Conditions) is warranted per MILPERSMAN 1910-304.

7. **Separation Program Designator (SPD)**. Per reference (c), the following SPD codes are to be used:

SPD CODE	EXPLANATION
GPD	Involuntary discharge, approved recommendation of a board. (Use when administrative board was held.)
HPD	Involuntary discharge in lieu of further processing or convening of a board. (Use when administrative board was waived.)
JPD	Involuntary discharge, no board entitlement. (Use when member has less than 6 years of total active service.)

8. **Waiver Request Format**: Use this format when submitting a waiver request.

1910
(date)

From: (Originating Command)
To: Commander, Navy Personnel Command (PERS-4832/4913)

Via: Commander, Navy Personnel Command (PERS-67)

Subj: WAIVER FROM ADMINISTRATIVE SEPARATION PROCESSING FOR ALCOHOL REHABILITATION FAILURE ICO (RATING/FULL NAME/SSN/PNEC/SNEC)

Ref: (a) MILPERSMAN 1910-152

Encl: (1) Drug and Alcohol Abuse Reports (DAAR)
(2) Substance Abuse Rehabilitation Program (SARP) Screening Results and Treatment Recommendations
(3) Substance Abuse Rehabilitation Program (SARP) Treatment Summary
(4) Statement from servicemember addressing reason for treatment failure

1. Per reference (a), request a waiver from administrative separation processing for alcohol rehabilitation failure in the case of (RATING/FULL NAME). Enclosures (1) through (4) are submitted per reference (a).

Subj: WAIVER FROM ADMINISTRATIVE SEPARATION PROCESSING FOR ALCOHOL REHABILITATION FAILURE ICO (RATING/FULL NAME/SSN/ PNEC/SNEC)

a. 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).

b. Involvement with civil authorities. (If none, annotate NA.)

c. Summary of military and civilian offenses during current enlistment. (If none, annotate NA.)

d. Summary of each incident, screenings and treatments received, aftercare plan (including comments on member's participation), and current SARP recommendation on servicemember's prognosis and potential for further military service without future alcohol-related incidents. (Ensure copies of DAARs and SARP screening results/treatment recommendations are included as enclosures (1) through (3).)

e. Comments of the commanding officer. (Address member's performance of duty and potential for further service.)

f. Point of contact/location of command/telephone (DSN/COMM)/E-mail:

/s/ CO or ACTING CO
(**not By direction**)

Copy to:
ISIC

MILPERSMAN 1910-154

SEPARATION BY REASON OF ENTRY LEVEL PERFORMANCE AND CONDUCT

Responsible Office	NAVPERSCOM (PERS-4832)	Phone:	DSN COM FAX	882-4432 (901) 874-4432 882-2624

Reference	(a) BUPERSINST 1900.8A

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 on the date of notification of administrative separation 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. 10/81), 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.

4. **Separation Program Designator (SPD)**. Per reference (a), use SPD code JGA (involuntary discharge, no board entitlement).

MILPERSMAN 1910-156

SEPARATION BY REASON OF UNSATISFACTORY PERFORMANCE

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4432/2303 (901) 874-4432 882-2624
	NAVPERSCOM (PERS-4913) Inactive Enlisted Members	Phone: DSN COM FAX	882-4503 (901) 874-4503 882-2673

Reference	(a) BUPERSINST 1900.8B

1. **Policy**. Members may be separated when they are unqualified for further Naval Service as demonstrated by

a. one or more enlisted performance evaluation with 1.0 marks for any performance trait; or

b. denial or revocation of security clearance (for cause), thereby precluding ability to perform duties in assigned rating (Note: For information regarding rate conversions, see MILPERSMAN 1440-010.); and

c. violating a NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks counseling/warning that specifically addresses these 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 ...).

2. **Policy Exception**

a. If the member is in Entry Level Status (ELS) as defined in MILPERSMAN 1900-010, process under Entry Level Performance and Conduct (MILPERSMAN 1910-154).

b. Do not process under this article if the member qualifies for misconduct processing.

3. **Procedures**. The Notice of Notification Procedure (MILPERSMAN 1910-402) shall be used to process the member for separation.

4. **Characterization of Separation**. The characterization of separation should be Honorable, unless an Entry Level Separation (ELS) (MILPERSMAN 1910-308) or General (Under Honorable Conditions) is warranted per MILPERSMAN 1910-304.

5. **Separation Program Designator (SPD)**. Per reference (a), the following SPD codes are to be used:

SPD CODE	EXPLANATION
GHJ	Involuntary discharge, approved recommendation of a board. (Use when administrative board was held.)
HHJ	Involuntary discharge in lieu of further processing or convening of a board. (Use when administrative board was waived.)
JHJ	Involuntary discharge, no board entitlement. (Use when member has less than 6 years of total active service.)

MILPERSMAN 1910-158

SEPARATION BY REASON OF UNSATISFACTORY PARTICIPATION IN THE READY RESERVE

Responsible Office	NAVPERSCOM (PERS-4913)	Phone: DSN COM FAX	882-4470 (901) 874-4470 882-2673

References	(a) DODI 1215.18 of 17 Jul 2002 (b) BUPERSINST 1001.39E (c) COMNAVRESFORINST 3500.1 (d) BUPERSINST 1900.8B

1. **Separation Authority (SA)**

a. For personnel with military service obligation (MSO) remaining, Navy Personnel Command (NAVPERSCOM), Reserve Enlisted Personnel Section (PERS-4913) is SA.

b. For personnel with more than 8 years of service, active and inactive (no MSO remaining), Special Court-Martial Convening Authority (SPCMCA) is SA.

2. **Policy**. Per references (a) and (b), members may be separated when they acquire at least nine unexcused absences from scheduled training in a 12-month period or when they fail to

a. satisfactorily complete required annual training,

b. report for a physical examination,

c. submit additional information in connection with a physical examination,

d. keep the commanding officer (CO) advised of pertinent mobilization information,

e. respond to official documentation, or

f. satisfactorily complete Basic Military Training Equivalency or Navy Reserve Accession Course (NRAC) within the required time frame per reference (c).

3. **Procedures**. The Notice of Notification Procedures in MILPERSMAN 1910-402 shall be used. When COs determine discharge isn't warranted, they may recommend transfer to the Individual Ready Reserve (IRR) or transfer to the Standby Reserve (Inactive) (S-2). This recommendation should be included in the CO's Letter of Transmittal (LOT) to NAVPERSCOM (PERS-4913).

4. **Characterization of Separation**. The characterization of separation should be Honorable or General (Under Honorable Conditions) per MILPERSMAN 1910-304.

5. **Separation Program Designator (SPD)**. Per reference (d), an SPD code of JND shall be used.

MILPERSMAN 1910-160

SEPARATION BY REASON OF SUPREMACIST OR EXTREMIST CONDUCT

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4432/2303 (901) 874-4432 882-2624
	NAVPERSCOM (PERS-4913) Inactive Enlisted Members	Phone: DSN COM FAX	882-4503 (901) 874-4503 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 Section (PERS-4832) or Reserve Enlisted Personnel Section (PERS-4913) 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-83CC)	Phone: DSN COM FAX	882-3729 (901) 874 3729 882-2625

Governing Directive	NAVPERS 15560C, Naval Military Personnel Manual

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 Navy Personnel Command (NAVPERSCOM) (PERS-661D) 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 shall normally process rehabilitation failures for administrative separation. In those cases where Commanding officers determine retention of the service member is warranted, they shall forward their recommendation to NAVPERSCOM (PERS-8), who will make the final determination.

c. All substantiated child sexual abuse allegations 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, child abuse, or child sexual abuse should be processed under misconduct due to commission of a serious offense.

2. **Procedures**. Contact NAVPERSCOM (PERS-83) for processing guidance for cases involving FAP rehabilitation failure. Cases will normally be processed under Best Interest of the Service pending establishment of a Separation Program Designator by Department of Defense 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-4832)	Phone: DSN COM FAX	882-4432/2303 (901) 874-4432 882-2624
	NAVPERSCOM (PERS-4913) Inactive Enlisted Members	Phone: DSN COM FAX	882-4503 (901) 874-4503 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 Section (PERS-4832) 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 Honorable, unless an Entry Level Separation (ELS) is required in MILPERSMAN 1910-308, or General (Under Honorable Conditions) per MILPERSMAN 1910-300 to 1910-306.

MILPERSMAN 1910-166

FLEET RESERVE/RETIRED LIST/RETIRED RESERVE IN LIEU OF ADMINISTRATIVE SEPARATION (ADSEP) PROCESSING

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4432/2303 (901) 874-4432 882-2624
	NAVPERSCOM (PERS-4913) Inactive Enlisted Members	Phone: DSN COM FAX	882-4503 (901) 874-4503 882-2673

Reference	(a) Uniform Code of Military Justice

1. **Policy for Active Duty Personnel**. Reference (a) refers.

a. Active duty members with 20 or more years of total active federal military service (TAFMS), but less than 30 years, may request transfer to Fleet Reserve, and those members who have 30 years or more may request to be transferred to Retired List.

b. Personnel in following categories may request a waiver of administrative separation (ADSEP) processing in order to be eligible to request transfer to Fleet Reserve/Retired List:

(1) Awaiting disciplinary action.

(2) Serving sentence of a court-martial (including time on probation).

(3) Awaiting civil action.

(4) Awaiting family advocacy action.

(5) Awaiting administrative discharge action.

c. Such requests do not preclude/suspend disciplinary action at discretion of their commanding officers (COs). In all cases, be sure that servicemembers are informed that they have the right to present case before an administrative board, which

will make a recommendation to Secretary of the Navy (SECNAV), on paygrade at retirement.

d. Regardless of any recommendation by member's chain of command; an administrative board; or Navy Personnel Command (NAVPERSCOM); SECNAV may transfer member in current or reduced paygrade, as deemed appropriate.

2. **Policy for Reservists**

a. Inactive duty Navy reservists with 20 or more years of qualifying service, and less than 60 years of age, who are otherwise eligible, may request a waiver of ADSEP processing in order to be eligible to request transfer to Retired Reserve (without pay).

b. Inactive duty Navy reservists with 20 years of qualifying service having reached 60 years of age, who are otherwise eligible, may request a waiver of ADSEP processing in order to be eligible to request transfer to Retired Reserve (with pay).

c. Modify active duty procedures as follows:

(1) Send requests to

Commanding Officer
Navy Reserve Personnel Center (NAVRESPERSCEN)
New Orleans, LA

via

NAVPERSCOM (PERS-4911) for **officers**, and
NAVPERSCOM (PERS-4913) for **enlisted**;

(2) modify subject line: "Retired Reserve (with/without pay);"

(3) add subparagraph 2f to First Endorsement, reflecting total satisfactory service creditable towards retirement; and

(4) modify NAVPERS 1070/613 (10-81), Administrative Remarks: "Retired Reserve (with/without pay) vice Fleet Reserve/Retired List."

3. **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.

4. **Member's Request for Waiver of ADSEP Processing**. Member's request should be in following format:
(Use proper letter format.)

(Date)

From: (Rate/name/branch/SSN)
To: Commander, Navy Personnel Command (PERS-482 and PERS-483)
Via: Commanding Officer/Commander

Subj: REQUEST FOR WAIVER OF ADMINISTRATIVE SEPARATION PROCESSING IN ORDER TO BE ELIGIBLE TO REQUEST TRANSFER TO FLEET RESERVE/RETIRED LIST

Ref: (a) MILPERSMAN 1910-166
(b) MILPERSMAN 1830-040

1. Per reference (a), I request that administrative separation processing be waived in order to be eligible to request transfer to Fleet Reserve/Retired List/Retired Reserve. I understand that my request to transfer in current paygrade may be accepted or Secretary of the Navy (SECNAV) may approve transfer in a reduced paygrade. 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 request transfer to Fleet Reserve/Retired List 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 administrative discharge board that has prerogative of recommending to SECNAV that I retire in current paygrade, which recommendation SECNAV may accept or reject, and that I expressly and knowingly waive that right.

3. If making this request following convening of an administrative discharge board, I acknowledge that recommendation of administrative board as to paygrade 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 paygrade at retirement, I request transfer to Fleet Reserve in paygrade of _____.

SIGNATURE OF MEMBER

5. **Command's First Endorsement**. Command's first endorsement is to be prepared in following format: (Use proper letter format.)

FIRST ENDORSEMENT on (member's rate/name/branch/SSN) request of (date of request)

From: Commanding Officer/Commander
To: Commander, Navy Personnel Command (PERS-482 and PERS-483)

Subj: REQUEST FOR WAIVER OF ADMINISTRATIVE SEPARATION PROCESSING IN ORDER TO BE ELIGIBLE TO REQUEST TRANSFER TO FLEET RESERVE/RETIRED LIST

1. Forwarded, recommending approval/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, and
e. Total active federal military service as of (date):

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/court-martial (CM), reason/offense, including Uniformed Code of Military Justice 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 current, or a reduced paygrade.)

SIGNATURE OF CO/ACTING
NOT BY DIRECTION

6. **If Waiver is Approved**. If authority is granted to allow member (in lieu of ADSEP processing) to transfer to Fleet Reserve/Retired List/Retired Reserve, prepare following NAVPERS 1070/613 entry for inclusion in member's record:

"I understand that I have been afforded opportunity to transfer to Fleet Reserve/Retired List/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-821)	Phone:	DSN	882-3229
			COM	(901) 874-3229
			FAX	882-2622

Governing Directives	SECNAVINST 1850.4D 10 U.S.C. 1214 SECNAVINST 1770.3B

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 SECNAVINST 1850.4D.

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 Naval 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 SECNAVINST 1770.3B.

4. **Policy - Members in the Naval Reserve**

a. Members not physically qualified for active duty or retention in the Naval 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 his or her physical status is resolved, the member may be administratively retained in the service beyond the expiration date with his or her consent.

c. When such action is necessary, the retention and the expression of consent shall be set forth in writing on NAVPERS 1070/613, Administrative Remarks and shall be signed by the member. If mental incompetency or other impairment precludes his or her 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 naval reserve readiness commander, 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 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)
(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 Naval 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 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**. The member shall reply to the commander/commanding officer (CO), within 30 days of receipt of his letter, using the following format: (Use proper letter format.)

From: (rate, first, middle, last name; branch of service; social security number)
(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 Naval 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 the Reservist of his or her 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 the Naval Reserve Personnel Center.
transfer to the Retired Reserve is requested and the Reservist is eligible…	he or she will be transferred.
a Physical Evaluation Board (PEB) review is desired	authorization will be issued by the Naval 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 the Commander, Naval Reserve Force, as appropriate, to issue authorization orders for the Reservist to appear before the hearing panel nearest his or her home (either Bethesda, Maryland 20014; Great Lakes, Illinois 60088; or San Diego, California 92134). 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:

From: Commander/Commanding Officer
To: (rate, first, middle, last name; branch of service; Social Security Number)
(street address)
(city, state, zip code)
Via: President, Hearing Panel (insert appropriate mailing address)

Subj: AUTHORIZATION TO APPEAR BEFORE A HEARING PANEL

Ref: (a) SECNAVINST 1850.4D, Department of the Navy Disability Evaluation

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 therefore, 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-821 and PERS-913)

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 10 U.S.C. 1214, which states that no member of the Armed Forces may be retired or separated for physical disability without a full and fair hearing if he or she 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 Naval 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 (PERS-821) shall be notified of this fact together with return of the BUMED recommendation or request.

11. **Separations for Members on Inactive Duty**

a. Navy Personnel Command (PERS-913) 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 commanding officer.

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 FAILURE

Responsible Office	NAVPERSCOM (PERS-4832)	Phone:	DSN COM FAX	882-4431 (901) 874-4431 882-2754
	NAVPERSCOM (PERS-4913)	Phone:	DSN COM FAX	882-4470 (901) 974-4470 882-2673

Reference	(a) NAVADMIN 180/05

1. **Policy**. Members can be processed for administrative separation (ADSEP) when they do not achieve prescribed physical readiness standards by failing to pass three physical fitness assessment (PFA) cycles in a 4-year period. Mandatory ADSEP processing will begin July 2006. Per reference (a), ADSEP processing schedule as follows:

a. **July 2005**: Commanding officers (COs)/officers in charge (OICs) are authorized, with immediate superior in command (ISIC) concurrence, to start ADSEP processing of personnel who failed the PFA three or more times in a 4-year period, regardless if there was a change in branch class code status, and in their judgment, are not trying or indicate they are unwilling to try to meet standards.

b. **January 2006**: COs/OICs shall review personnel who have failed the PFA three or more times in 4 years and failed the Fall 2005 PFA. COs/OICs are authorized, with ISIC concurrence, to initiative ADSEP processing for those Sailors who are not making reasonable progress toward meeting standards.

c. **July 2006**: Mandatory ADSEP processing for personnel who have failed the PFA three or more times in 4 years and failed the Spring 2006 PFA or a subsequent PFA. COs/OICs may request an ISIC waiver for ADSEP processing for special cases.

2. **Procedures**

a. The Notification Procedure (MILPERSMAN 1910-402) will be used. The following documents shall be submitted with the separation package:

(1) Copy of member's Physical Readiness Information Management System (PRIMS) 4-year history/PFA results to include at least three official PFA failures. Copies of fitness reports (FITREPS)/evaluations (EVALS) documenting the failures may be used if PRIMS is unavailable.

(2) Copy of all NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks counseling member and placing member on the Fitness Enhancement Program (FEP). A minimum of one NAVPERS 1070/613 for the first or second PFA failure is required.

(3) Member's statement if submitted.

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.

(2) A summary of action taken by the command, member's progress, and counseling offered.

3. **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. Entry Level Separation (ELS) does not apply to selected reservists.

4. **Separation Program Designator (SPD) Codes**. The following SPD codes shall be used:

SPD CODE	DESCRIPTION
JFT	Involuntary Discharge, no board entitlement (less than 6 years of total active military service).
HFT	Involuntary Discharge directed in lieu of further processing or convening of a board (board waiver).
GFT	Involuntary Discharge, approved recommendation of a board.

MILPERSMAN 1910-182

DISPOSITION OF ENLISTED PERSONNEL DISENROLLED FROM A NAVY OFFICER CANDIDATE PROGRAM (INCLUDING THE NAVAL ACADEMY)

Responsible Office	NAVPERSCOM (PERS-832)	Phone:	DSN COM FAX	 (901) 	882-4431 874-4431 882-2754

1. **Policy**. Members may be separated from a Naval Officer Candidate Program, including the Naval Academy 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 (Chief of Naval Education and Training)**

a. Chief of Naval Education and Training serves as separation authority for

(1) Aviation Officer Candidate (AOC).

(2) Naval Flight Officer Candidate (NFOC).

(3) Air Intelligence Officer Candidate (AI).

(4) Aviation Maintenance Officer Candidate (AMDOC).

(5) Aviation Reserve Officer Candidate (AVROC).

b. Chief of Naval Education and Training may delegate approval authority to Commander, Naval Recruiting Command (CNRC) and Commanding Officer, Naval Aviation Schools Command.

3. **Separation Authority (CNRC)**

a. Commander, Naval Recruiting Command serves as separation authority for inactive members who no longer meet eligibility criteria and are awaiting attendance at

(1) Officer Candidate School (OCS).

(2) Aviation Officer Candidate School (AOCS).

(3) other officer accession programs.

b. Commander, Naval Recruiting Command may delegate approval authority to commanding officer of the recruiting district.

4. **Separation Authority (Navy Personnel Command)**. Navy Personnel Command (PERS-834) serves as separation authority for members disenrolled from the Naval Academy and the Nuclear Power Officer Candidate (NUPOC) program.

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-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Scope**. This guidance applies to all enlisted administrative separations. 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. 10-81), Administrative Remarks, for Counseling/Warning	1910-204
Temporary Duty (TEMDU) Transfer for Separation Processing	1910-206
Administrative Separation (ADSEP) Processing for Members Beyond 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	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-4832)	Phone:	DSN COM FAX	882-4433 (901) 874-4433 882-2624

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. A formal NAVPERS 1070/613 (10/81), Administrative Remarks counseling and warning (MILPERSMAN 1910-204) identifies deficiencies in performance or behavior, provides recommended corrective action, indicates who is available to help with guidance, provides a timeframe for completing corrective action, and provides alternatives should the individual not complete the necessary corrective actions. The purpose is to provide an opportunity to overcome deficiencies. A NAVPERS 1070/613 is valid throughout a member's current enlistment, and does not preclude administrative separation (ADSEP) processing for any of the mandatory reasons listed in MILPERSMAN 1910-233. A member must be given a NAVPERS 1070/613 and a reasonable period to comply with the counseling. The member must have violated the counseling before processing is initiated for the following reasons:

(1) Convenience of the Government (COG) – parenthood,

(2) COG - personality disorder,

(3) COG - physical or mental conditions,

(4) Entry level performance and conduct,

(5) Weight control failure,

(6) Unsatisfactory performance,

(7) Misconduct - a pattern of misconduct, or

(8) Misconduct - minor disciplinary infractions.

2. **Violating Counseling**. A NAVPERS 1070/613 may be considered violated based on further misconduct or deficiencies in performance or 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

References	(a) Uniform Code of Military Justice (UCMJ)

1. **Preparation**. Reference (a) refers. MILPERSMAN 1070-320 provides general information on the preparation of NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks and disposition. Use this format when preparing NAVPERS 1070/613, to document administrative counseling:

(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 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/warning 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 actually counseled member)

NOTE: If the member refuses to sign, a notation shall be indicated and signed by an officer.

MILPERSMAN 1910-206

TEMPORARY DUTY (TEMDU) TRANSFER FOR SEPARATION PROCESSING

Responsible Office	NAVPERSCOM (PERS-4832)	Phone:	DSN COM FAX	882-4433 (901) 874-4433 882-2624

References	(a) OPNAVINST 5400.24D

1. **Policy**

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 TEMDU (not temporary additional duty) 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.

MILPERSMAN 1910-208

ADMINISTRATIVE SEPARATION (ADSEP) PROCESSING FOR MEMBERS BEYOND EAOS

Responsible Office	NAVPERSCOM (PERS-4832)	Phone:	DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Policy**

a. Members may not be involuntarily extended beyond expiration of active obligated service (EAOS) for the sole purpose of administrative separation processing (this includes members who are held beyond EAOS for Special Court Martial/General Court Martial and do not receive punitive discharges); however, voluntary extensions may be requested from Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Section (PERS-4832).

b. Members who have voluntarily extended service beyond their EAOS 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-4832) (MILPERSMAN 1910-218).

MILPERSMAN 1910-210

PROCESSING FOR ALL REASONS

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

References	(a) Uniform Code of Military Justice, Subchapter 10

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 to approve separation for the most appropriate reason and prevents processing a member one offense at a time.

b. Separation authorities may, if necessary to approve the most appropriate reason for separation, direct reprocessing when commands fail to process members for all reasons.

NOTE: Dual processing is intended to describe separate events/incidents, not the same situation. For example do not use:

(1)	Homosexual conduct as evidenced by member engaging in, attempting to engage in, or soliciting another to engage in homosexual acts and misconduct due to commission of a serious offense as evidenced by reference (a), article 134 (indecent assault).
(2)	Misconduct due to drug abuse and misconduct due to commission of a serious offense as evidenced by reference (a), article 112a.
(3)	Defective enlistments and inductions due to fraudulent entry and misconduct due to commission of a serious offense as evidenced by reference (a), article 83.

MILPERSMAN 1910-212

FACTORS CONSIDERED IN RETENTION OR SEPARATION

Responsible Office	NAVPERSCOM (PERS-4832)	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-4832)	Phone:	DSN	882-4433
			COM	(901) 874-4433
			FAX	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. For example, a member who committed child abuse 10 years ago may be processed for erroneous enlistment if an interim reenlistment occurred and competent authority was unaware the offense occurred. Conversely, if a member was disciplined for drug abuse in a prior enlistment, and not processed for administrative separation, member cannot be processed in the current enlistment for that offense.

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-4832)	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 processing.

b. Punitive or administrative separations for misconduct take precedence over medical disability considerations. In such instances, completion of

(1) SF 88 (Rev. 10/94), Report of Medical Examination, or

(2) SF 93 (Rev. 6/96), 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 Section (PERS-4832) 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

Responsible Office	NAVPERSCOM (PERS-4832)	Phone:	DSN	882-4433
			COM	(901) 874-4433
			FAX	882-2624

1. **Policy**. A member assigned to limited duty 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 Section (PERS-4832) to retain the servicemember for further medical treatment.

2. **Exception**. For members on limited duty while awaiting medical board action for disability consideration, refer to MILPERSMAN 1910-216.

MILPERSMAN 1910-220

LIMITATIONS ON SEPARATION ACTIONS

Responsible Office	NAVPERSCOM (PERS-4832)	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 proceeding resulting in a final determination by a separation authority 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-4832)	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 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 separation authority that the goal of rehabilitation has been achieved.

MILPERSMAN 1910-224

ACTION DURING THE PERIOD OF SUSPENSION

Responsible Office	NAVPERSCOM (PERS-4832)	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 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. 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 separation authority, the matter shall be reviewed by a judge advocate or civilian lawyer employed by Navy prior to final action by the separation authority.

MILPERSMAN 1910-226

CONDITIONAL WAIVERS

Responsible Office	NAVPERSCOM (PERS-4832)	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) 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 General 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-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Policy**. Discharge in absentia may be effected by the separation authority (SA) (MILPERSMAN 1910-700) provided the member has been properly given notice of the administrative separation (ADSEP) action. At a minimum this means

a. 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 General Court-Martial Convening Authority (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.

MILPERSMAN 1910-232

PRE-SEPARATION TREATMENT FOR DRUG/ALCOHOL DEPENDENT PERSONNEL

Responsible Office	NAVPERSCOM (PERS-4832)	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 (10/81), 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-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

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 using administrative board procedures per MILPERSMAN 1910-404. Commanding officers (COs) must process for separation individuals who have committed the following, based on reliable evidence:

		MILPERSMAN
a.	Deviant Sexual Behavior	1910-142 and 1910-144
b.	Sexual Harassment	1910-142
c.	Misconduct - civil or military offenses that could result in death or serious bodily injury	1910-142 and 1910-144
d.	Misconduct - civil conviction for offenses that could result in death or serious bodily injury	1910-144
e.	Misconduct - drug abuse	1910-146
f.	Illicit use of inhalants and excessive use of prescription and/or over-the-counter drugs	1910-142
g.	Homosexual Conduct	1910-148
h.	Supremacist/Extremist Conduct	1910-160
i.	Alcohol Rehabilitation Failure, unless waiver is obtained from Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Section (PERS-4832)	1910-152

2. **Policy**. Navy Personnel Command (NAVPERSCOM) retains authority to direct separation processing. In cases where an administrative board makes findings of no misconduct or recommends retention or suspended separation, forward case to NAVPERSCOM (PERS-4832) for final action.

NOTE: A NAVPERS 1070/613 (10/81), Administrative Remarks, Counseling and Warning issued after an incident which requires mandatory processing is considered to be invalid and will not preclude ADSEP processing.

MILPERSMAN 1910-300

GUIDELINES ON CHARACTERIZATION OF SERVICE

Responsible Office	NAVPERSCOM (PERS-4832)	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-4832)	Phone:	DSN COM FAX	882-4438 (901) 874-4438 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, grade, aptitude, and physical and mental condition.

MILPERSMAN 1910-304

DESCRIPTION OF CHARACTERIZATION OF SERVICE

Responsible Office	NAVPERSCOM (PERS-4832)	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 General 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 or the health and welfare of other servicemembers of the military service, those punishable by punitive discharges, extended unauthorized absence, drug abuse and drug distribution (trafficking). OTH can be awarded only if administrative board procedures were used, regardless of whether the board was held or member requests OTH in lieu of trial by court-martial (see MILPERSMAN 1910-106). 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-4832)	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-4832)	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 entry-level status (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** is authorized under reasons for separation and is warranted by circumstances of the case.

(2) **Honorable** 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 Honorable 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 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-4832)	Phone:	DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Two Types of Administrative Separation**. A member may be processed for administrative separation 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; and that he or she has a right to elect an administrative board only if he or she 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; and that he or she 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, and separation activities are urged to pursue adherence at every level to the established Navy administrative separation 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
Notice of 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-4832)	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 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. 09-01), 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.

MILPERSMAN 1910-404

NOTICE OF ADMINISTRATIVE BOARD PROCEDURE

Responsible Office	NAVPERSCOM (PERS-4832)	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. 09-01), 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.

MILPERSMAN 1910-406

CONSULTATION WITH COUNSEL PRIOR TO ELECTING RIGHTS

Responsible Office	NAVPERSCOM (PERS-4832)	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-4832)	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-4832)	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-4832)	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

Responsible Office	NAVPERSCOM (PERS-4832)	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-4832)	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	1910-516
Findings and Recommendations	1910-518

MILPERSMAN 1910-502

ADMINISTRATIVE BOARD COMPOSITION

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

References	(a) DODD 1332.14 of 21 Dec 93 (b) OPNAVINST 1752.2A

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 to respondent.	member is a reservist, to include any of the following categories, USNR (Active); USNR-R (Selected/ Individual Ready Reserves); 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 (CO) and executive officer (XO) 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.

From: Convening Authority
To: (senior member (or member) of board - rank, name, component)

Subj: APPOINTMENT OF AN ADMINISTRATIVE BOARD FOR (RATE, NAME, COMPONENT, SSN) 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-4832)	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-4832)	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-4832)	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 convening authority (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-4832)	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-4832)	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-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Policy**

a. When processing includes

(1) any court-martial conviction; or

(2) a civilian conviction, or finding tantamount to a finding of guilty by a civil court system;

the board may not render its own findings because these matters have already been judicially 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 convictions from foreign nations which are not binding on administrative boards.

MILPERSMAN 1910-516

RECORD OF PROCEEDINGS FOR ADMINISTRATIVE SEPARATION BOARDS

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

References	(a) Uniform Code of Military Justice (UCMJ), Article 27(b), 31 (b) Manual for Courts-Martial (2000 ed.) (C) JAGINST 5800.7C, Sections 0145 and 0146

1. **Preparation of the Records**. References (a), (b), and (c) pertain.

a. The record of proceedings shall be kept in summarized form unless the convening authority or the separation authority directs that a verbatim record be kept.

EXCEPTION: When the case involves child sexual abuse or homosexual conduct, a verbatim record shall be kept. Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Section (PERS-4832) 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, _____, 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 convening authority:
_____

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 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 convening authority (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 convening authority 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 convening authority, 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 convening authority 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 convening authority 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 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 convening authority, 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. 10/81), 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 convening authority 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		Reason number
		Supports	Does Not Support	
				(1)
				(2)
				(3)
				(4)

Specific evidence considered relating to acts, omissions, or circumstances alleged in the Letter of Notification includes:

_____

_____

_____

_____

Recommendations (separation or retention):

By a vote of		Supports reason number	For (retention, separation, or suspended separation for ( ) months)

Recommendation (only one (1) characterization if recommending separation):

By a vote of		The board recommends (ELS/HON/GEN/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):

By a vote of		The board recommends transfer to Fleet Reserve/Retired Reserve/Retired List (as applicable) in:	
		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 convening authority no later than the end of the fifth working day (or more if approved by the convening authority 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. Convening authorities 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 separation authority. 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.

HOMOSEXUAL CONDUCT
BOARD FINDINGS/RECOMMENDATIONS SHEET

Findings:

By a vote of		The preponderance of evidence		Reason number
		Supports	Does Not Support	
				(1)
				(2)
				(3)
				(4)

Specific evidence considered relating to acts, omissions, or circumstances alleged in the Letter of Notification includes:

_____
_____
_____
_____

Affirmative Defense: The respondent has raised an affirmative defense for which you must make specific findings as to each of the following:

	By a vote of		Yes	No
Is this behavior the member's usual and customary behavior?				
Under all of the circumstances, are the behaviors likely to recur?				
Were the acts accomplished by use of force, coercion, or intimidation?				
Is the member’s continued presence in the Naval Service inconsistent with the interest of the Naval Service in proper discipline, good order, and morale?				
Does the member have a propensity or intent to engage in homosexual acts?				

If you answer **Yes** to any of the above questions, then the respondent has not proven the affirmative defense. You **MUST** recommend separation, and you should proceed to the section on characterization.

Recommendations (separation or retention):

By a vote of		Supports reason number	For (retention, separation, or suspended separation for ( ) months)

Recommendation (only one (1) characterization if recommending separation):

By a vote of		The board recommends (ELS/HON/GEN/OTH)

Recommendation (regarding transfer to 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):

By a vote of		The board recommends transfer to Fleet Reserve/Retired Reserve/Retired List (as applicable) in:	
		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 convening authority no later than the end of the fifth working day (or more if approved by the convening authority 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. Convening authorities 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 separation authority. 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-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

1. **Board Guidelines**. The board shall determine its findings and recommendations in closed sessions with only voting members present.

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 Navy Personnel Command (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.

<table>
<tr><td>2</td><td>Determine whether the findings warrant separation.
<table>
<tr><th>IF</th><th>THEN</th></tr>
<tr><td>the findings warrant separation</td><td>recommend separation and GO TO STEP 3.</td></tr>
<tr><td>the findings do not warrant separation</td><td>recommend retention. No further action required for non-mandatory reason(s). Mandatory processing reason cases must be forwarded to NAVPERSCOM.</td></tr>
</table></td></tr>
<tr><td>3</td><td>Recommend characterization of service or description of separation using the guidelines of MILPERSMAN 1910-300 and the reason for separation.</td></tr>
<tr><td>4</td><td>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 or from the Selected Reserve. Personnel separated by reason of

• drug abuse,
• homosexual conduct, or
• 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.</td></tr>
<tr><td>5</td><td>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.</td></tr>
</table>

MILPERSMAN 1910-600

FORWARDING CASES TO THE SEPARATION AUTHORITY (SA)

Responsible Office	NAVPERSCOM (PERS-4832)	Phone:	DSN COM FAX	882-4433 (901) 874-4433 882-2624

Reference	(a) SECNAVINST 5212.5D

1. **Methods**. Processing activities may forward most cases to the separation authority (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 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 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. 10/81), Administrative Remarks (if required under the reason for processing).

e. Drug laboratory message.

f. NAVPERS 1070/606 (10/00), Record of Unauthorized Absence.

g. NAVPERS 1070/607 (12/75), 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. 11-03), 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. 1-98), 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 administrative separation cases for 2 years, per reference (a).

3. **Letter of Transmittal Format**. Use this format when submitting an administrative separation case to the SA via letter, or when forwarding the case to Navy Personnel Command (NAVPERSCOM) in cases where member was locally discharged. (Use proper letter format.)

From: Command
To: Separation Authority (or NAVPERSCOM)

Subj: (RATE/NAME/USN (R)(TAR)/SSN); RECOMMENDATION FOR 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. Psychiatric or medical evaluation as required.

i. Most recent NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks warning (critical if required under reason for processing).

j. Comments of the commanding officer. (Ensure a clear picture of what/when/why is provided.)

k. If member was separated locally under authority granted by MILPERSMAN 1910-700, provide date, reason, characterization, and separation program designator (SPD) code (ensure a copy of DD 214 (Rev. 2-00), Certificate of Release or Discharge from Active Duty is attached as an enclosure).

l. Point of contact/location of command/telephone (DSN/COMM)/ E-Mail:

/s/ CO or ACTING CO
(**not by direction**)

Copy to:
DON CAF, WDC (29A)
(ISIC, TRANSITPERSU, PERSUPP DET where applicable)

4. **Message Format**. Use this format when submitting an administrative separation 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: DON CAF WASHINGTON DC//29A//
(ISIC, TRANSITPERSU, PERSUPP DET WHERE APPLICABLE)
BT
UNCLAS //N01910//

SUBJ/(RATE, NAME, USN(R), (R-TAR), SSN): RECOMMENDATION FOR 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. IAW 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. MEDICAL EVALUATION AS FOLLOWS. (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. 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 BEEN ISSUED TO MBR - SO STATE.)

14. 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).)

15. STATE LOCATION OF SNM IF TRANSFERRED TEMADD/TEMDU SUBSEQUENT TO COMPLETION OF CASE PROCESSING. (INCLUDE AS INFO ADDEE.)

16. LOCATION/HOMEPORT OF COMMAND: (DEPLOYED OR (FILL IN)). UIC: (FILL IN.)

17. POC E-MAIL: (FILL IN.)

18. CO SENDS. (MSG MUST BE RELEASED BY CO OR ACTING CO.)// BT

NOTES:

(1) Forward a complete copy of the administrative separation 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-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

References	(a) SECNAVINST 5820.4G

1. **Separation Authority (SA)**

a. 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) Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Section (PERS-4832) or Reserve Enlisted Personnel Section (PERS-4913) as appropriate, or

(4) Secretary of the Navy (SECNAV) (via NAVPERSCOM (PERS-4832 or PERS-4913) as appropriate).

b. 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:

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 Conditions 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, General, or Entry Level) 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 the member committed the 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 the member committed the reason for processing, but votes to retain, and the SA concurs, direct the CA to issue a NAVPERS 1070/613 (10/81), Administrative Remarks counseling/warning per MILPERSMAN 1910-202, outlining the deficiency, (i.e., the board's findings and recommendations).

c. If the board finds the member did not commit 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 can’t 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 a NAVPERS 1070/613.

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1910-704

DETERMINING SEPARATION AUTHORITY

Responsible Office	NAVPERSCOM (PERS-4832)	Phone:	DSN COM FAX	882-4433 (901) 874-4433 882-2624

References	(a) 10 U.S.C. 12686

1. **Separation Authority (SA)**. Use this table to determine SA. (NOTE: COG refers to Convenience of the Government.) Exceptions to these rules are noted in the "rule" section that follows.

NOTE: 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 (EAOS) • 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	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 OTH • 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. Navy Personnel Command (NAVPERSCOM), Conduct and Separations Branch (PERS-483) is SA if request is based on homosexual conduct referred to court-martial.
• 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 • Homosexual conduct	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 a recommendation for retention or suspended separation is made and the SA above supports the recommendation.

b. **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 and 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	882-4433
			COM	(901) 874-4433
			FAX	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
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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-832)	Phone:	DSN COM FAX	 (901)
				882-4433 874-4433 882-2754

References	10 U.S.C. 1218

1. **Policy**

a. According to 10 U.S.C. 1218, 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 21-526e, 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 21-526e

(2) DD 214, 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, 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, Chronological Record of Medical Care**

a. When the member does not desire to file a claim, request them to sign the following statement on the SF 600, Chronological Record of Medical Care:

"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 Naval Reserve Personnel Center 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 according to 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-4832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members

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 (10/81), 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	Brunswick, ME
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
Puerto Rico	Naval Station, Roosevelt Roads, PR

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-4832).

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 (reference (a) refers).

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 1910-900

DISPOSITION OF PERSONNEL AWAITING FINAL ACTION ON PHYSICAL EVALUATION BOARD (PEB) PROCEEDINGS

Responsible Office	NAVPERSCOM (PERS-821)	Phone:	DSN COM FAX	882-3229 (901) 874-3229 882-2622

Governing Directives	NAVPERS 15909G, Enlisted Transfer Manual SECNAVINST 1850.4D

1. **Policy**

a. A member (except a Reservist called or ordered to perform active duty for training for 30 consecutive days or less, or inactive duty training or active duty for training for any duration) who has been found by a Physical Evaluation Board (PEB) to be unfit to perform the duties of the office, grade, rank or rating, has unconditionally accepted the findings of unfit and is awaiting final action on the case by Secretary of the Navy, may, at the member's request and with the approval of the member's commanding officer (CO), be placed in a home-awaiting orders status during the interim period.

b. The CO of such members shall utilize to the maximum extent possible the services of those members who do not desire to be placed in a home-awaiting orders status and whose physical conditions do not warrant continued treatment.

2. **Disposition Pending Final Action on the Proceedings of the Board**. Pending final action on the proceedings of the board, the member shall do one of the following:

IF...	THEN...
the member has not been detached from their permanent duty station and has been ordered to appear before a formal PEB,	regardless of whether the board's recommendation is a finding of "fit for duty" or "unfit for duty," the member shall be returned to their permanent duty station pending final action on the proceedings of the board.
the member has been detached from a permanent duty station and has been found "fit" by a PEB,	the CO of the Naval medical treatment facility shall issue, at their discretion within the purview of regulations governing the disposition and placement of personnel and without prior approval of Navy Personnel Command (NAVPERSCOM), appropriate temporary additional duty orders assigning the member to temporary duty locally or within the immediate vicinity where a minimum of travel will be incurred. An Enlisted Availability Report must be submitted within 15 days of NAVPERSCOM notification of "fit" finding.

3. **Unconditional Acceptance of PEB Findings of Unfit by the Member**

a. Upon the unconditional acceptance of PEB findings of unfit, a member may request to be placed in a home-awaiting orders status during the period awaiting final action by the Secretary of the Navy. Some factors that should be considered prior to approval of such a request are

(1) member's leave balance,

(2) physical ability to perform a service, and

(3) whether the member's service could contribute to the overall mission of the command.

b. Some members are not eligible to be placed in a home-awaiting orders status. See "Personnel Not Eligible to be Placed in a Home-Awaiting Orders Status" block for more information.

c. If an enlisted member requests and is eligible in all respects, the responsible CO has full authority to approve or disapprove this request without reference to NAVPERSCOM provided it does not involve a transfer from inside to outside of the 50 states and the District of Columbia. Provided otherwise eligible, enlisted personnel may be placed in a home-awaiting orders status from overseas locations, if they are returning to the 50 states or the District of Columbia.

d. Orders placing members in a home-awaiting orders status shall be directive in nature and shall not contain permissive language. Orders placing members who request and are granted permission to proceed home in an awaiting orders status pending final action on PEB findings shall be prepared following the sample contained in NAVPERS 15909G.

e. Cost of such travel for all initial orders to home-awaiting orders status shall be charged to permanent change of station funds. Members are entitled to mileage allowances for any travel performed pursuant to orders for reexamination or reevaluation in connection with disability separation proceedings which may be required while in an awaiting orders status, chargeable to the temporary additional duty funds of the command maintaining the records of the member concerned.

4. **Final Action of PEB Proceedings Involving Separation or Retirement**

a. It is not mandatory that a member be placed in an awaiting orders status as, under certain conditions, it might be expedient and proper to retain the member while waiting for final action. Final action of PEB proceedings involving separation or retirement is normally completed within 45 days after the hearing is completed. When a member has been in an awaiting orders status for 30 days and retirement orders or other directives from NAVPERSCOM have not been received, the command holding the member’s record should request information from NAVPERSCOM (PERS-821) as to the current status of the case. The member concerned should be cautioned to request advice from the activity holding their records when no word is received within the above period.

b. The records and accounts of a member who has been placed in an awaiting orders status shall be retained by the responsible activity until final action has been taken and

disposition is directed by NAVPERSCOM. Records and accounts shall not be forwarded to another activity unless such action is directed by NAVPERSCOM.

5. **Prior to Member's Departure for Home**. Prior to departure of a member to member's home upon being placed in an awaiting orders status, those portions of the separation processing requiring the presence of the member shall be completed so that if separation or retirement is directed, such action can be done by mail. The member shall not be required to return to the command for actual retirement, discharge, or release from active duty.

6. **Personnel Not Eligible to be Placed in a Home-Awaiting Orders Status**. Personnel not eligible to be placed in a home-awaiting orders status, as indicated below, shall be retained in an appropriate duty status pending final action by the Secretary of the Navy and disposition instructions from NAVPERSCOM:

a. Personnel with a drug or alcohol problem having a need for, but who have not yet been afforded an opportunity for, rehabilitation at a rehabilitation center (Naval Alcohol Rehabilitation Center (NAVALREHCEN)).

b. Personnel in a disciplinary or administrative hold status.

c. Personnel precluded in view of geographical limitations listed above.

d. Personnel previously retained by the Secretary of the Navy under special circumstances.

7. **Personnel in Home-Awaiting Orders Status Subsequently Involved with Civil Authorities**. Personnel who have been placed in home-awaiting orders status and subsequently are involved with civil authorities will be recalled from that status at the earliest practical date by the CO holding the member's records or as directed by NAVPERSCOM. Members recalled under this paragraph will then be retained by the responsible command while awaiting final action and are not eligible to return to home-awaiting orders status.

8. **Procedure**. To ensure compliance with the existing regulations governing the use of ID cards and forwarding of retirement or separation documents, the following procedures are hereby established for personnel being placed in home-awaiting orders status:

Step	Action
1	Prior to the member's departure from responsible separation activity, the member's Armed Forces of the United States Identification Card (DD Form 2) (ACT), (RES), and Uniformed Services Identification and Privilege Card (DD Form 1173), if appropriate, will be destroyed and temporary cards will be issued for a maximum period of 120 days. This action is not required if authorized cards have an expiration date of 6 months or less.
2	A tickler file shall be maintained by responsible separation activity to ensure that all identification (ID) cards are returned as required. If the member is being transferred to the Disability Retired List (Permanent or Temporary), official notification of destruction and reissuance of ID cards will suffice. If cards are not returned or official notification of destruction is not received within 60 days, all pertinent facts will be reported to Naval Investigative Service (NIS), Tricare Management Activity (TMA), and NAVPERSCOM (PERS-332). If member is still in possession of an ID card beyond date of separation, notify servicing Personnel Support Detachment (PSD) or NAVPERSCOM (PERS-332) to have member's record terminated in Defense Enrollment Eligibility Reporting System (DEERS).
3	Personnel will be required to sign a statement that they have been counseled as to when and how the ID cards are to be returned and official action will be taken if they are not returned promptly. Self-addressed envelopes for return of cards should be provided by separation activity.
4	Upon receipt of the retirement or separation documents from NAVPERSCOM, prompt notification to the member via their CO is required using the sample format contained in NAVPERS 15909F. Notification via certified mail should be utilized to ensure receipt. After retirement or separation action is completed, all pertinent documents should be mailed promptly to the member via certified mail. These documents are required to assist the separated member in applying for VA benefits, procuring employment, and other actions necessary to ease the readjustment to civilian status.

9. **Officers' Request for Home-Awaiting Orders Status**

a. Officers who desire to be placed in a home-a3waiting orders status should submit their request via their CO to NAVPERSCOM (PERS-821) with a copy to NAVPERSCOM (PERS-82). Facsimile and message submissions are acceptable and responsible separation activity should be an info addressee.

b. The following information is to be provided:

(1) Grade, name, branch and class of service, social security number/designator.

(2) Date of unconditional acceptance of PEB findings.

(3) Recommended findings of the board.

(4) CO's recommendations as to temporary disposition of the officer while awaiting final action. If awaiting-orders status is recommended, include the officer's home city and state, a specific statement that the officer has or has not agreed to go home in an awaiting-orders status with the full knowledge that while in such status the member shall be using accrued leave, the present command of the officer, and other comments desired, if any.

10. **Additional Information**. Additional information regarding disposition of personnel awaiting final action on physical evaluation board proceedings may be found in SECNAVINST 1850.4D.

MILPERSMAN 1916-010

RELEASE FROM ACTIVE DUTY OF RESERVE AND RETIRED ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-913)	Phone:	DSN COM FAX	882-4501 (901) 874-4501 882-2673

Governing Directives	NAVPERS 15909G, Enlisted Transfer Manual 10 U.S.C. 6330, 12308, 12313, and 12731

1. **Policy**

a. During war or national emergency enlisted Naval 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 Naval 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) According to 10 U.S.C. 12686, a member of the Naval 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. **Training and Administration of Reserves (TAR) Program Personnel**

a. During peacetime, Naval Reservists on active duty in the TAR program, except as otherwise indicated here, may not be retained on active duty without the prior approval of NAVPERSCOM (PERS-913) beyond the day they became eligible for immediate receipt of retired or retainer pay, whichever is earlier, under 10 U.S.C. 6330, or other provisions of the law.

b. An exception to this policy is those paygrade E-7 through E-9 personnel who elect retention on active duty for 26 years, and those paygrade E-6 personnel who elect retention on active duty for 20 years, according to NAVPERS 15909G, chapter 22.

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. Training and Administration of Reserves personnel who do not have an authorization for retention on active duty, as outlined in the NAVPERS 15909G, chapter 22, will be released from active duty or discharged on the day they become eligible for retainer or retired pay.

e. Naval Reserve personnel on active duty in the TAR program who accept advancement to paygrade E-7/8 will be required to complete active obligated service incurred through advancement without regard to the retention limitations noted above.

3. **Retirement Provisions**

a. Naval Reservists who qualify for retirement with pay under 10 U.S.C. 12731, 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 10 U.S.C. 12308.

b. Navy Personnel Command 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 882-4420 COM (901) 874-4420 FAX (901) 874-2625 E-Mail: P834d@persnet.navy.mil

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) (PERS-834), via naval message 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 (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 assigned TAD period.

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1920-020

INVOLUNTARY SEPARATION PAY (NON-DISABILITY) - OVERVIEW

Responsible Office	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	225-3311
	NAVPERSCOM (PERS-83)	Phone:	DSN	882-4427
			COM	(901) 874-4427
			FAX	882-2624

Governing Directives	10 U.S.C. 1174 DOD Instruction 1332.29 DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A (DODFMR) SECNAVINST 1900.7G

1. **Introduction**. This article on the 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

   a. commanders,

   b. commanding officers, and

   c. officers in charge

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 (directives listed above apply):

Topic	See MPM
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	225-3304
			COM	(703) 695-3304
			FAX	225-3311
	NAVPERSCOM (PERS-83)	Phone:	DSN	882-4427
			COM	(901) 874-4427
			FAX	882-2624

Governing Directives	10 U.S.C. 1174 DOD Instruction 1332.29 DOD 7000.14-R, DOD Financial Management Regulation, (DODFMR), Volume 7A SECNAVINST 1900.7G

1. **Introduction**. This article contains the definitions of the key terms/phrases and a broad statement of policy and its intent pertaining to the 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.

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4. **Definition: Not Accepted for an Additional Tour of Active Duty for Which One Volunteered**. Refers to a member of the Naval 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.

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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 shall ensure that the DD Form 214, Certificate of Release or Discharge from Active Duty, separation code reflects a "voluntary" separation, according to BUPERSINST 1900.8.

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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 separation pay, an enlisted servicemember is advancement eligible if they meet the following criteria as of the separation date:

(1) **Criterion 1:** Must have commanding officer's recommendation for advancement and retention.

(2) **Criterion 2:** Must have taken and passed the most recent advancement examination before discharge:

(a) For example, if HYT is in August, servicemember must have taken and passed the March examination. Servicemember's commanding officer may waive this requirement if circumstances beyond the servicemember's control prevent participation in the "most recent" examination. In this case, the prior advancement examination must have been taken and passed.

(b) Per OPNAVINST 1160.5C, commanding officers are authorized to extend servicemembers on active duty for up to

4 months pending advancement examination results. Failure to extend to await advancement examination results will disqualify the servicemember for 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 commanding officer'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.

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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.

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1920-040

INVOLUNTARY SEPARATION PAY (NON-DISABILITY) - ELIGIBILITY CRITERIA AND RESTRICTIONS

Responsible Office	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	225-3311
	NAVPERSCOM (PERS-83)	Phone:	DSN	882-4427
			COM	(901) 874-4427
			FAX	882-2624

Governing Directives	10 U.S.C. 1174 DOD Instruction 1332.29 DOD 7000.14-R, DOD Financial Management Regulation, (DODFMR), Volume 7A SECNAVINST 1900.7G

1. **Introduction**. 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, and

   c. Restrictions on eligibility for separation pay.

2. **Full-Pay Policy**

   a. "Retention eligible" Servicemembers are entitled to full separation pay

      (1) if they 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" Servicemembers 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. Servicemember 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 Servicemembers 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. Servicemember has completed an initial term of enlistment or period of obligated active service.
A Servicemember

(1) who reaches the end of their initial term of active obligated service, and extends or reenlists, **has** fulfilled this requirement.

(2) who is not allowed to reenlist or extend beyond their initial term of active obligated service **has not** fulfilled this requirement.

(3) whose initial active obligated service consists of an enlistment and an extension required to qualify the Servicemember 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, Servicemembers 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 Servicemember's entitlement to separation pay.

(2) If the Servicemember 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 Servicemember completes this obligation. See MILPERSMAN 1920-050.

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4. **Half-Pay Policy and Policy Exception**

a. Servicemembers "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 may award full separation pay to a Servicemember 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 Servicemember's service have been such that denial of full pay would be clearly unjust.

Example: A Servicemember 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 Servicemember's command and be forwarded to the Secretary of the Navy (M&RA) via the chain of command and the Chief of Naval Personnel (N13) 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 Servicemembers "not retention eligible" separated at their Expiration of Active Obligated Service (EAOS) or HYT. Servicemembers 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. **Weight/Physical Readiness**: Weight control failure or failure to maintain prescribed physical readiness standards (PRT failure).

d. **Homosexual Conduct**.

e. **Drug Abuse Rehabilitation Failure**.

f. **Alcohol Abuse Rehabilitation Failure**.

g. **National Security Interests**: Retention is not consistent with the interest of national security.

6. **Separation Pay Eligibility Restriction Policy**

a. Servicemembers separated under any of the restrictions or circumstances listed below are not eligible for separation pay.

b. **Ineligibility Counseling:** Servicemembers should be counseled as to the reason for their ineligibility, according to 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 Naval Reserve discharged while on inactive duty.

(2) Servicemember released from active duty for training.

(3) Upon separation, Servicemember is immediately eligible for retired or retainer pay.

(4) Upon separation, Servicemember is retained on active duty in either an officer or enlisted status.

(5) Servicemembers separated during an initial enlistment or period of obligated service.

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 Servicemembers 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) Servicemembers "not retention eligible", except when half pay is authorized under the half-pay criteria above.

c. **Servicemember's Career Management Decisions**:

(1) Separation initiated by the Servicemember (voluntary separation).

(2) Servicemember refuses to enter into a written agreement to serve 3 years in the Ready Reserve as a precondition to entitlement to separation pay.

(3) Servicemember 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 Naval Reserve who did not "volunteer for an additional tour of active duty" under MILPERSMAN 1920-050.

NOTE: In extraordinary cases, the Secretary of the Navy may determine that an otherwise eligible Servicemember 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

INVOLUNTARY SEPARATION PAY (NON-DISABILITY) - RESERVE REQUIREMENTS AND OBLIGATIONS

Responsible Office	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	225-3311
	NAVPERSCOM (PERS-811H)	Phone:	DSN	882-4024
			COM	(901) 874-4024
			FAX	882-2771

Governing Directives	10 U.S.C. 1174 DOD Instruction 1332.29 DOD 7000.14-R, DOD Financial Management Regulation, (DODFMR), Volume 7A SECNAVINST 1900.7G

1. **Reserve Officer Requirement to Volunteer to Remain on Active Duty**

a. **Policy:** For a Reserve officer to remain on active duty, it is necessary that the officer submit a voluntary request to remain on active duty. This voluntary request must be for unqualified assignment commensurate with the member's rank, designator, or specialty. Submission of:

(1) **Contingent Request**: Submittal of a request contingent upon assignment to a certain type of duty or location, or being tendered a specific type of contract, is not considered to have volunteered to remain on active duty, for the purposes of entitlement to separation pay.

(2) **Officer Preference Card**: NAVPERS 1301/1, Officer Preference and Personal Information Card which specifies the desired duration of active service, duty preferences and locations, should be submitted as required by separate regulations but does not, in itself, satisfy the requirement of an unqualified request to remain on active duty.

b. **Request Process:** A Reserve officer, including a TEMAC officer, shall submit a written request via the individual's immediate commanding officer to Assistant Chief of Naval Personnel for Distribution (PERS-4), acting for the Navy Personnel Command.

c. **Submit request**

(1) at least 6 months before the last day of the month of the officer's Projected Rotation Date (PRD)/Minimum Service Requirements (MSR) (whichever is later); or

(2) within 1 month of the issuance of notification of the Navy's intent to separate the officer from active duty when the 6-month requirement cannot be met in order to become entitled to separation pay.

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2. **Reserve Enlisted Member Requirement to Volunteer to Remain on Active Duty**

a. **Policy:** For a Reserve enlisted member to remain on active duty, it is necessary that the member submit a voluntary request to remain on active duty. These requests for general assignment orders should specify that the member would accept any assignment, commensurate with rate, rating, and Navy Enlisted Classification (NEC). Submission of:

(1) **Contingent Request**: Submittal of a request, contingent upon assignment to a certain type of contract, is not considered to have volunteered for an additional tour of active duty for the purposes of entitlement to separation pay.

(2) **Enlisted Duty Preferences**: NAVPERS 1306/63, Enlisted Duty Preferences, or NAVPERS 1070/613, Administrative Remarks, entry, as appropriate, which specifies the desired duration of active duty, type duty preference and locations, should be submitted as required by separate regulations, but does not, in itself, satisfy the requirement of an unqualified request to remain on active duty.

b. **Request Process:**

(1) **Routing of Reserve Enlisted/TEMAC Member Requests**: A request for general assignment with the Regular Navy by a Reserve enlisted member, including a TEMAC member, shall be

submitted to Navy Personnel Command (NAVPERSCOM) (PERS-811H), via the individual's immediate commanding officer, per the NAVPERS 15909F, Enlisted Transfer Manual (ENLTRANSMAN).

(2) **Routing Canvasses Recruiter Requests**: TEMAC Canvasser recruiters should submit requests for general assignment with the Regular Navy to NAVPERSCOM (PERS-811H), via the individual's immediate commanding officer, Commander, Navy Recruiting Command, and Commander, Naval Reserve Readiness Command or Chief of Naval Reserve, as appropriate.

(3) **Request Timing**: Submit request no later than 3 months prior to the member's release date, or within 1 month of the issuance of notification of Navy's intent to refuse the member an additional tour of active duty when this 3-month requirement cannot be met.

(4) **"Not in the Best Interest of the Service" Request**: If an endorsee of the member's request is convinced that general assignment orders for the member are not in the best interest of the service, they shall endorse the request "recommending disapproval" and forward the request as specified in the NAVPERS 15909F, ENLTRANSMAN. Should the member's request be disapproved, the member's ensuing separation is on the basis of one not eligible for retention or reentry. A member who is so separated is eligible for half separation pay, provided all other conditions of this article have been met.

---

3. **Reserve Obligation Processes for Officers**

a. **Policy:**

(1) As a condition of eligibility for separation pay officers must agree to serve for 3 years in the Ready Reserve, in addition to any other remaining obligated service.

(2) Failure to be accepted into the Naval Reserve does not affect an officer's entitlement to separation pay.

b. **Process for Regular Officers:**

(1) Regular officers will be tendered a Naval Reserve appointment,

(2) must agree to serve in the Ready Reserve for a minimum of 3 years in addition to any remaining service obligation, and

(3) payment of separation pay shall not be authorized until the reserve oath of office has been signed by the officer at the separating facility.

c. **Process for Reserve Officers:**

(1) Reserve officers must agree to serve in the Ready Reserve for a minimum of 3 years in addition to any remaining service obligation, and

(2) payment of separation pay shall not be authorized until such an agreement has been signed by the officer at the separating facility.

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4. **Reserve Obligation Processes for Enlisted Members**

a. **Policy:** As a condition of eligibility for separation pay, enlisted servicemembers must agree to serve for 3 years in the Ready Reserve, in addition to any other remaining obligated service.

b. **Agreement to Serve:** All enlisted servicemembers eligible for full separation pay are required to sign the following NAVPERS 1070/613, Administrative Remarks, service record entry as a condition of eligibility for separation pay:

"I hereby agree to enlist or extend in the Ready Reserve for a period of 3 years in addition to any remaining military service obligation. I understand this agreement is made without regard to the reason for my separation or my eligibility for affiliation with the Ready Reserve. Further, should I be accepted for enlistment or extension in the Naval Reserve, I must execute the enlistment or extension contract as a condition of qualifying for separation pay. I understand that if I enlist in the Ready Reserve, I may request to become a servicemember of the Selected Reserve by applying for affiliation at a Naval Reserve Recruiting Office. I also agree, if accepted, that I will keep the Commanding Officer, Naval Reserve Personnel Center (code 42), New Orleans LA 70149-8900 informed of any changes in my address, physical status, or dependency status."

5. **Guidelines on Eligibility for Acceptance into Naval Reserve**

a. **Policy:** Commanding officers shall determine if enlisted members are eligible for acceptance into the Naval Reserve, based on the following guidance:

(1) **Half-Pay Eligible**: members eligible for half separation pay under half-pay criteria shall not be enlisted in the Naval Reserve. Failure to be accepted into the Naval Reserve does not affect a member's entitlement to separation pay; the appropriate separation pay is authorized to be paid on the date of separation.

(2) **Full-Pay Eligible**: Retention eligible members, who are eligible for full separation pay under full-pay criteria, are required to enlist or extend in the Naval Reserve as a precondition of receiving separation pay. Eligible members must agree to enlist or extend in the Naval Reserve for 3 years plus any remaining service obligation at the time of separation.

6. **Naval Reserve Processes for Members Present at Separating Command.**

a. Following the servicemember's discharge from active duty and prior to a payment of separation pay, the commanding officer shall immediately enlist the eligible servicemember in the Ready Reserve for the appropriate period, using a non-OCR enlistment contract NAVPERS 1070/601, Immediate Reenlistment Contract (Page 1).

b. Type the following entry in the "remarks" section:

(1) "I agree to remain a servicemember of the Ready Reserve during the period of this enlistment unless relieved earlier by proper authority.

(2) I understand the provisions and acknowledge that no promises of any kind, except as noted, have been made to me."

c. Make the following NAVPERS 1070/613 service record entry in the servicemember's record:

(1) "Member has enlisted in the Ready Reserve as a condition of acceptance of separation pay.

(2) Enlistment will be recorded in IMAPMIS by Naval Reserve Personnel Center."

d. Forward the

(1) **executed enlistment contract**, as well as the servicemember's

(2) **service**,

(3) **health**, and

(4) **dental records** to

Commanding Officer
Naval Reserve Personnel Center
New Orleans, LA 70149-8900.

e. No further processing of the NAVPERS 1070/601 is required by the separating activity.

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7. **Special Naval Reserve Processes for Members not Present at Separating Command.** Special processes are required for members not present at their separating command on the date of separation. Because a reserve enlistment contract may only be executed after a member has been separated from active duty, the following special processes must be followed for members who will be away from their separating activity (e.g., on terminal leave) on their date of separation from active duty.

a. Prepare a non-OCE NAVPERS 1070/601 and forward it under letter of explanation to the Naval Reserve Activity of the servicemember's choice.

b. If time constraints preclude mailing the contract to the Reserve activity, the contract and letter of explanation may be hand-carried by the servicemember.

c. The separating activity shall maintain the servicemember's record for 30 days, or until receipt of the contract, whichever comes first.

d. The Naval Reserve Activity shall

(1) administer the oath,

(2) annotate the NAVPERS 1070/601 with the name of the officer administering the oath, and

(3) mail the completed contract to the separating command for further disposition.

e. Upon receipt of the completed contract, the separating command shall

(1) prepare the appropriate service record entry,

(2) mail the servicemember's records to

Commanding Officer
Naval Reserve Personnel Center
New Orleans LA 70149-8900, and

(3) forward appropriate separation payment to the Servicmember's designated forwarding address.

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

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-83)	Phone:	DSN	882-4427
			COM	(901) 874-4427
			FAX	882-2624

Governing Directives	10 U.S.C. 1174 DOD Instruction 1332.29 DOD 7000.14-R, DOD Financial Management Regulation, (DODFMR), Volume 7A SECNAVINST 1900.7G

1. **Calculation of Full Pay**. 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 weight control 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 ears 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 weight control failure. Thus, 0.05 x 11.42 years x 12 months x $1742.70 = $11,940.98.

5. **Payment Documentation**. Per BUPERSINST 1900.8, when completing the separation documents, commanding officers shall ensure the DD 214 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.

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 1920-070

SEPARATION OF OFFICER PERSONNEL BY REASON OF SUPREMACIST OR EXTREMIST CONDUCT

Responsible Office	NAVPERSCOM (PERS-82)	Phone:	DSN	882-3242
			COM	(901) 874-3242
			FAX	882-2622

Governing Directive	SECNAVINST 1920.6A

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 the Uniformed Code of Military Justice (UCMJ), including but not limited to

(1) disobedience and orders violations (Articles 90 and 92), including violations of lawful general regulations as set forth in Navy Regulations 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 UCMJ 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.

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2. **Characterization of Service**. Characterization of service will be determined using the guidelines set forth in SECNAVINST 1920.6A, enclosure (5).

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3. **Separation Procedures**. As circumstances warrant, use either Notification Procedures or Administrative Board Procedures. Processing requirements are provided in enclosures (7) and (8) of SECNAVINST 1920.6A.

MILPERSMAN 1920-080

RELEASE OF OFFICERS FROM ACTIVE DUTY PRIOR TO COMPLETION OF MINIMUM REQUIRED SERVICE

Responsible Office	NAVPERSCOM (PERS-834)	Phone: DSN COM FAX	882-3197 (901) 874-3197 882-2621

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 for detachment sufficiently early to ensure necessary travel and 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. 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-4834)	Phone: DSN COM FAX	882-2085 (901) 874-2085 882-2621

References	SECNAVINST 1920.6B

1. **Procedures**. A Naval Reserve officer (designation XXX5) desiring release from active duty (RAD) at or beyond their minimum service requirement (MSR) must notify Navy Personnel Command (NAVPERSCOM) (PERS-4834) by letter at least 9 months but not more than 12 months prior to the month RAD is desired. A RAD request is subject to being returned without action if the officer does not comply with the 9 to 12 month submission time frame. An officer desiring to resign from the Naval Reserve should consult SECNAVINST 1920.6B and MILPERSMAN articles 1920-190 and 1920-200.

2. **Requests for RAD**. If the RAD request is delayed in reaching NAVPERSCOM (PERS-4834) 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, the RAD request should be submitted as early as possible, but within the time frame explained above.

3. **Contents of Letter Request**. The proper letter format for a RAD request is as follows:

Date

From: [Rank, Name, USNR, SSN/Designator]
To: Commander, Navy Personnel Command (PERS-4834F)
Via: Commanding Officer, [present duty station]

Subj: REQUEST FOR RELEASE FROM ACTIVE DUTY

Ref: (a) MILPERSMAN 1920-090

Encl: (1) Reason for Submission of Request

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 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 (is/are) provided in enclosure (1).

4. I do/do not desire to affiliate as a member of the Selected Reserve. I do/do not request to be contacted by a representative of Navy Recruiting Command to discuss my benefits and options as a member of the Navy's Reserve. Present command, daytime telephone number (DSN/commercial), and E-Mail address are:

5. Home of record (city and state recorded as home of the officer when commissioned, reinstated, appointed, inducted, or ordered to a 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)/Navy Enlisted Scientific Educational Program (NESEP) graduates, the place of entry is the city and state of the college or university attended) is:

[Signature]

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.).

(5) Recommended: The CO should summarize the officer's professional performance, perceptions of the reasons the officer cites for leaving Navy, and a recommended disposition of the request.

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 above at ultimate duty station when a RAD request is received by NAVPERSCOM (PERS-4834) following the date of issuance or notification of 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-834)	Phone:	DSN	882-3197
			COM	(901) 874-3197
			FAX	882-2621

Governing Directive	SECNAVINST 1920.6A

1. **Policy**

a. Reserve officers completing their minimum required service (or extension) may request release in accordance with SECNAVINST 1920.6A.

b. Reserve 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 reserve 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 to them under applicable law or that they agreed to serve, whichever is longer.

2. **Procedures**. Reserve officers desiring release from active duty shall submit their request to the appropriate detailer via their commanding officer. 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	882-3242
			COM	(901) 874-3242
			FAX	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.

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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."

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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 1920-150

FINAL ENDORSEMENT ON AN OFFICER'S SEPARATION ORDER

Responsible Office	NAVPERSCOM (PERS-834)	Phone: DSN COM FAX	882-3197 (901) 874-3197 882-2621

1. **Required Forms**

a. Commands will use NAVPERS 1920/14, Officer Separation Orders (Final Endorsement) on officer separation orders. This form has been designed to account for most situations involved in separating an officer.

b. Should a situation occur which is not indicated on NAVPERS 1920/14, commands may use Block 49 of NAVCOMPT 3067, Detaching (Departing) Endorsement to Orders - (Officer-Enlisted) (OCR) to annotate a paragraph which should apply to the situation. When Block 49 of NAVCOMPT 3067 is used, ensure a copy of the NAVCOMPT 3067 is attached to NAVPERS 1920/14.

MILPERSMAN 1920-160

SEPARATION OF NAVAL RESERVE OFFICERS ON INACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-91)	Phone:	DSN	882-4482
			COM	(901) 874-4482
			FAX	882-2753

Governing Directive	SECNAVINST 1920.6A

1. **Policy and Procedures**. Policy and procedures pertaining to this subject are contained in detail in the governing directive.

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-834)	Phone:	DSN	882-3197
			COM	(901) 874-3197
			FAX	882-2621

Governing Directive	10 USC Chapters 104 & 105 SECNAVINST 1920.6A SECNAVINST 1520.8A SECNAVINST 1500.8A

1. **Introduction**

a. The President may, within authorized strengths, permit officers of the Regular Navy and Naval Reserve on active duty to resign their commissions contingent upon acceptance into medical training programs as Naval Reserve officers with reappointment, at the completion of the required medical training, into a specific Navy staff corps in a health profession (under chapters 104 and 105 of 10 USC, beginning at sections 2112 and 2120 respectively). The Secretary of the Navy, 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 the Secretary of the Navy regarding the resignation of an officer of the Regular Navy or the Naval Reserve on active duty is set forth in a SECNAVINST 1920.6A.

c. Policies regarding admissions and acceptance to the AFHPSP and USUHS medical training programs are set forth in SECNAVINST 1520.8A and 1500.8A, respectively.

d. Before submitting a contingent resignation, an officer must meet the criteria in SECNAVINST 1520.8A or 1500.8A. 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 the Secretary of the Navy via the commanding officer and Navy Personnel Command (NAVPERSCOM) (PERS-834F), 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-834F) 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.

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2. **Resignation Request**

a. All resignation requests must provide the original and one copy of the following documents as enclosures:

(1) SF 88, Report of Medical Examination

(2) SF 93, Report of Medical History

(3) DD 398, Statement of Personal History, or superseding DD 398, Personnel Security Questionnaire (BI/SBI)

(4) OPNAV 5520/20, Certificate of Personnel Security Investigation, Clearance and Access, or if a National Agency Check Request, or superseding DD 398-2, Personnel Security Questionnaire (National Agency Checklist)

b. Any additional documents needed should be available in the officer's official record. 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 microfiche record is the responsibility of the officer. Upon

written request, NAVPERSCOM (PERS-313) can provide to an officer a microfiche copy of official records for review, and update any information as necessary.

c. The commanding officer 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 "change duty for" orders for those officers accepted to USUHS. NAVPERSCOM (PERS-834F) will send the Reserve Appointment and Discharge Certificate to the detaching Personnel Support Detachment (PERSUPPDET)/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 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 the Secretary of the Navy. Should an officer desire to remain on active duty, a withdrawal request must be sent to NAVPERSCOM (PERS-834F) 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-834F). Such officers will continue on active duty and be made available to the 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 COM FAX	882-3197 (901) 874-3197 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.

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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.

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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.

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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.

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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.

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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.

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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.

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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-4834)	Phone:	DSN COM FAX	882-2085 (901) 874-2085 882-2621

References	SECNAVINST 1920.6B OPNAVINST 1040.8D 10 U.S.C. 651

1. **Unqualified Resignation from Active Duty**. Unqualified resignation is resignation by an officer under honorable conditions, subject to the award of a certificate of honorable discharge. The following statements, in the order shown, shall be included in a letter submitting unqualified resignation:

a. "I hereby submit my resignation from the Naval Service of the United States, and request that it be accepted. I have been informed and understand that if this resignation is accepted, I will subsequently receive a certificate of honorable discharge from the Naval Service. I desire detachment in (fill-in desired month/year)."

b. "To my knowledge, I am (not) financially indebted to the government of the United States." (If knowledge of indebtedness to the government does exist, this statement should indicate the amount of indebtedness and the schedule established for repayment.) "The following information is provided and correct to the best of my knowledge."

c. Date of birth.

d. Commissioning source and completion date of minimum required active duty service obligation. (The minimum required active duty service 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 NAVPERS 1000/4 (5-02), Officer Appointment Acceptance Oath of Office, Block 9.

e. Active commissioning base date. (The date when all active commissioned service in any of the U.S. Armed Services and their reserve components could begin if service was continuous to present.) See NAVPERS 1070/877 (3-86), Statement of Service, ACBD block.

f. 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 an incentive pay, continuation pay, or bonus.

g. Date reported to present command and date of completion of 1 year on station or DOD prescribed area tour. (For DOD area tours indicate accompanied or unaccompanied tour length as appropriate.)

h. Projected rotation date (PRD).

i. Grade and date of rank. (Provide present grade and date of rank and frocked rank, if appropriate.) See NAVPERS 1421/7 (9-02), Delivery of Temporary/Permanent Appointment.

j. 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 active duty). See NAVPERS 1070/74 (9/75), Officer's Report of Home of Record and Place From Which Ordered to a Tour of Active Duty.

k. Place of entry. (The 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 NROTC/NESEP graduates, the place of entry is the city and state of the college or university attended.) See NAVPERS 1070/74.

l. Command Unit Identification Code (UIC).

m. "I do (not) desire appointment in the Naval Reserve." (The foregoing statement is required. For those officers who have not fulfilled their 8-year military service obligation as prescribed in SECNAVINST 1920.6B, favorable action on the resignation will be contingent upon acceptance of an appointment in the Naval Reserve, if tendered. Those officers who have

completed the total military service obligation will be considered for appointment in the Naval Reserve if they state that such appointment is desired. Those officers tendering a resignation in lieu of administrative show cause procedures or administrative separation processing will not be considered for appointment in the Naval Reserve regardless of the time remaining on their statutory obligation. Additional information is contained in the article concerning appointment in the Naval Reserve of former Naval officers.)

n. "I do/do not desire to affiliate as a member of the Selected Reserve. I do/do not request to be contacted by a representative of Navy Recruiting Command to discuss my benefits and options as a member of the Navy's Reserve. Present command, daytime telephone number (DSN/Commercial), and E-Mail address are:"

o. "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, Navy is interested in learning, for its own information and for the Congress, why officers voluntarily leave the Navy. Although the requirement exists in OPNAVINST 1040.8D 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.)

2. **Unqualified Resignation from Inactive Duty**

a. Unqualified resignation is resignation by an inactive duty Naval Reserve officer under honorable conditions, subject to the award of a certificate of honorable discharge. The following statements, in the order shown, shall be included in the resignation letter to:

Commanding Officer
Attn: Code N211
Naval Reserve Personnel Center
New Orleans, LA 70149

(1) "I hereby submit my resignation from the Naval Service of the United States, and request that it be accepted. I have been informed and understand that if this resignation is accepted I will subsequently receive a certificate of honorable discharge from the Naval Service. I desire detachment in (fill-in desired month/year)."

(2) "To my knowledge, I am (not) financially indebted to the government of the United States." (If knowledge of indebtedness to the government does exist, this statement should indicate the amount of indebtedness and the schedule established for repayment.) "The following information is provided and correct to the best of my knowledge."

(3) Current address and phone number.

(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:

b. For officers who have not completed 8 years of military service as prescribed in 10 U.S.C. 651, resignation will normally not be approved until completion of required service. Exceptions may be granted by Navy Personnel Command (NAVPERSCOM) per SECNAVINST 1920.6B to meet the mobilization needs of the service. Members assigned to Naval Reserve units shall submit their requests via their local Reserve activity.

3. **Qualified Resignation**

a. Qualified resignation is any resignation other than that provided for above.

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.

c. The following is acceptable form for the submission of a qualified resignation with provision for issuance of a general discharge certificate:

"I hereby submit my resignation from the Naval Service of the United States, 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 certificate of general 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 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."

4. **Resignation for the Good of the Naval Service**

a. The following is acceptable form for the submission of a resignation for the good of the Naval Service:

"I hereby submit my resignation from the Naval Service of the United States 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 United States, 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."

b. Resignations for the good of the Naval Service may be accepted in some cases of misconduct wherein trial before a general court-martial may not be warranted or practical. Officers whose resignations are so accepted will subsequently be awarded a certificate of discharge (under conditions other than honorable).

5. **Resignation of an Active Duty or Inactive Duty Naval Officer for the Good of the Naval Service and to Escape Courts-Martial**

a. The following is acceptable form for the submission of a resignation, which is both for the good of the Naval Service and to escape trial before a general court-martial:

"I hereby submit my resignation from the Naval Service of the United States for the good of the Naval Service and to escape trial before a general court-martial. I have been informed and understand that if my resignation for the good of the service and to escape trial before a general court-martial 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 United States; 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."

b. As this form of resignation indicates, it is submitted by the officer concerned as an alternative to facing trial before a general court-martial and to prevent subjecting himself or herself to the ever present possibility that such a trial may result in conviction with the ensuing sentence perhaps extending to dismissal from the Naval Service and imprisonment. Whenever practical, an officer desiring to submit such resignation should be given, and should receipt for, a set of sample charges and specifications alleging offenses for which he/she might be brought to trial. It usually will be required prior to permitting an officer to resign in this manner, that he/she submit with the resignation a complete, detailed statement in the nature of a confession of the offenses concerned and matters

pertaining thereto. It is desirable that there accompany the papers in the case, a statement by a naval psychiatrist, or by a naval medical officer if a psychiatrist is not conveniently available, setting forth their professional observant impressions concerning the apparent mental and physical condition of the officer submitting the resignation. An officer, whose resignation for the good of the Naval Service and to escape trial before a general court-martial is accepted, will subsequently be awarded a certification of discharge (under conditions other than honorable).

MILPERSMAN 1920-200

RESIGNATION OF AN OFFICER

Responsible Office	NAVPERSCOM (PERS-834C)	**Phone:**	DSN COM FAX	882-3197 (901)874-3197 882-2621

Governing Directives	SECNAVINST 1920.6A NAVPERS 15559, Officer Transfer Manual, Chapter 5

1. **Policy**. Officers of the Regular Navy and Naval 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 his 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 Naval Reserve on active duty is set forth in SECNAVINST 1920.6A.

3. **Naval Reserve Officers on Active Duty**. Naval 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) as detailed in MILPERSMAN 1920-090.

4. **Resignation of a Naval Reserve Officer Not on Active Duty**. The resignation of a Naval Reserve officer not on active duty may be accepted by SECNAV under this Manual concerning separation of Naval Reserve officers on inactive duty.

5. **Officer Submitting a Resignation Request in Lieu of Administrative Separation**. An officer being allowed to submit a resignation request in lieu of processing for administrative separation shall address their resignation to SECNAV via the

commanding officer, the convening authority when applicable, and the Navy Personnel Command (NAVPERSCOM) (PERS-834).

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6. **Requests for Unqualified Resignations**

a. Requests for unqualified resignations shall be addressed to SECNAV via the commanding officer and NAVPERSCOM (PERS-834F), with a 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. Letters of resignation should 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 is subject to being 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 3 months in advance of the desired detachment month, the resignation should be submitted as early as possible with the 9 to 12 month submission time frame.

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7. **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 who will not have active-duty obligated service remaining in the requested detachment date. Waivers of obligated service, tour lengths, incentive pay and bonus contracts, or other service obligations will not be approved unless a bona fide hardship exists.

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8. **Approval Requirements**. Approval of resignation 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) DOD area tour if assigned overseas. (For this purpose, Alaska and Hawaii are considered to be outside the continental United States).

(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 active duty 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 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. Two years active duty following a reserve officer's acceptance of a transfer to the Regular Navy; or,

d. Obligated service 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.

9. **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 active duty service requirement (MSR), or

(2) officers who are beyond their MSR and have incurred an additional active duty 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) 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.

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10. **Commanding Officer's Endorsement**

a. The following outlines the minimum and mandatory inclusions required for a properly drafted Command Endorsement Letter:

(1) Commanding officers must forward the resignation request by endorsement within 10 days and must certify that the information provided in the officer's resignation letter is correct.

(2) The commanding officer's endorsement shall comment on the circumstances of all resignations submitted by officers within his/her command.

(3) The commanding officer's endorsement must contain an assessment of the need for a qualified relief, whether an appointment in the Naval Reserve is recommended, whether the billet can be gapped, and if so, the maximum acceptable duration.

(4) The commanding officer'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, shipment, separation leave, deployment, etc.).

(5) Recommended: The commanding officer 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.

b. All information concerning an officer's resignation must be provided to NAVPERSCOM and Secretary of the Navy so that 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 commanding officer 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.

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11. **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. The commanding officer shall notify NAVPERSCOM (PERS-834F) by message upon receipt of an officer's withdrawal request and 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.

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12. **Expungement of Resignation from Officer's Record**. When submitting a request to SECNAV for withdrawal of a resignation, or at any time later, an officer may specifically request that the resignation letter and related correspondence be expunged from their official record, provided the request for withdrawal is approved. Letters of intent to resign, disapproved resignations, or other resignation-related correspondence approved for removal from the records, except fitness reports, may be expunged at any time. Requests for removal of such matters should be sent to NAVPERSCOM (PERS-313D), Military Records Control Branch.

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13. **Requests for Extension**. Extension requests to remain on active duty 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. Commanding officers shall notify NAVPERSCOM (PERS-834F) via message when an officer requests an extension or change in detachment month and forward the request with endorsement within 10 days.

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14. **Resignation Requests for Humanitarian Reasons or For Hardship**. 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 NAVPERS 15559, Chapter 5. RAD requests must be in compliance with MILPERSMAN 1920-090 and NAVPERS 15559 and forwarded to the appropriate assignment division within NAVPERSCOM (PERS-4).

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15. **Officers Who Have Resigned their Commissions and Returned to Extended Active Duty**

a. Those officers who have voluntarily resigned their commissions from the naval service and who return to extended (recall) active duty may request expungement of resignation-related material that contains reasons for resignation which might prejudice success after return to active duty 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 active duty. 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 will not be expunged.

b. Requests for removal of such matters should be sent to NAVPERSCOM (PERS-834F), Officer Resignations Section, which will prepare the appropriate record changes and submit the changes to NAVPERSCOM (PERS-313D) for action.

MILPERSMAN 1920-210

TYPES OF DISCHARGE FOR OFFICERS

Responsible Office	NAVPERSCOM (PERS-834D)	Phone:	DSN	882-3242
			COM	(901) 874-3242
			FAX	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.

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2. **Administrative Separation**. The authority recommending the administrative separation of an officer shall also recommend the type of discharge per the above paragraphs.

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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 882-4420 COM (901) 874-4420 FAX (901) 874-2625 E-mail: p834d@persnet.navy.mil

Governing Directives	10 U.S.C. 1161, 1207, and 12684 5 U.S.C. 8311-8322 SECNAVINST 1920.6B 10 U.S.C. Chapter 61

1. **Introduction**. Certain statutes make provision 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**. 10 U.S.C. 1161 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. 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.

3. **Reserves: Separation for Absence without Authority or Sentence to Imprisonment**. 10 U.S.C. 12684 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 5 U.S.C. 8311-8322 for offenses involving the national security, perjury or subornation of perjury. 5 U.S.C. 8319 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 5 U.S.C. 8311-8322.

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 SECNAVINST 1920.6B.

5. **Separation of a Member Who Incurs Disability Through Misconduct or Neglect**. 10 U.S.C. 1207 provides that a member of the Armed Forces shall be separated from the Armed Force without entitlement to any benefits under 10 U.S.C. Chapter 61 (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 4050-010

PRIVATELY OWNED VEHICLE (POV) SHIPMENT ENTITLEMENT POLICY

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

Governing Directives	Joint Federal Travel Regulations (JFTR), Volume 1 Chapter 5, Part D Chapter 4, Part H Paragraph U5380 Paragraph U5375-B Paragraph U4770 Paragraph U5375-B

1. **Household Goods Shipment Policy**

a. Incident to **Permanent Change of Station (PCS)**. Servicemembers are entitled to shipment of HHG incident to PCS orders (see MILPERSMAN 1300-xxx), per JFTR, volume 1, chapter 5, part D.

b. Incident to **Temporary Duty (TEMDU)/Temporary Additional Duty (TEMADD)**. Shipment of a lesser weight of HHG is authorized incident to TEMDU or TEMADD (see MILPERSMAN 1320-200), per JFTR, volume 1, chapter 4, part H.

2. **Nontemporary Storage (NTS) Policy**. Instead of shipment, NTS is authorized in connection with PCS orders per JFTR, para. U5380.

3. **Temporary Storage Policy: In Connection with PCS**.

a. Temporary storage is storage authorized in connection with a shipment of HHG. It is

(1) cumulative; that is, items may be stored at origin point, in transit, at destination, or any combination of the above.

(2) normally for a period of 90 days.

b. If a longer storage period is needed, the member must request authorization or approval as per following table:

WHEN storage time required is...	**AND...**	**THEN submit request to...**	**AND...**
180 days or less,		Personal Property Shipping Office (PPSO). **NOTE:** The request should be in writing and state the reasons why an additional 90 days is required; e.g., serious illness of the member or dependent, nonavailability of suitable civilian housing, or awaiting completion of residence under construction.	
270 days or less,	the member is either deployed or has TEMDU for a period in excess of 90 days or for an indefinite period,	member's commanding officer (CO),	the CO makes notification of any such extensions beyond 180 days to the PPSO having control of the shipment.
	For other members,	the PPSO.	
more than 270 days,		Naval Supply System Command (NAVSUP-053). **NOTE:** This request is due to circumstances which are beyond the member's control, such as an impending assignment to government quarters. JFTR, para. U5375-B refers.	

4. **Temporary Storage Policy: Not in Connection with PCS**. Temporary storage of HHG not in connection with PCS is also authorized when servicemembers are ordered to TEMDU or deployment for more than 90 days. JFTR, para. U4770 applies.

a. This special storage is available for servicemembers who must vacate government quarters ashore due to deployment or TEMDU.

b. Servicemembers living off-base, i.e.,

(1) servicemembers without dependents, assigned ashore, for whom no government quarters are available; or

(2) servicemembers without dependents, in paygrades above E-6, assigned afloat, who are authorized to live ashore;

may also receive this storage during deployment.

c. The special storage is generally limited to servicemembers who do not draw basic allowance for quarters (BAQ) or who will lose entitlement to BAQ during TEMDU or deployment in excess of 90 days.

d. Additionally, servicemembers who have always resided separately from dependents, such as servicemembers receiving BAQ at with-dependent rate due to child support, or single parents who relocate dependents with friends or relatives, may be entitled to temporary storage due to deployment or TEMDU.

5. **Policy for Single E-7 and Above**. Single servicemembers in paygrades E-7 and above, who elect not to occupy government quarters, including shipboard quarters, and who retain entitlement to BAQ without regard to length of deployment or TEMDU, are not entitled to temporary storage. If such servicemembers give up their BAQ entitlement, by moving on board a ship prior to deployment, then temporary storage according to JFTR, para. U4770 is authorized.

6. **Temporary Storage Extensions**. Once temporary storage of HHG due to deployment or TEMDU is granted, extensions beyond the 90- and 180-day limits may be authorized or approved by the CO, per JFTR, para. U5375-B.

MILPERSMAN 4650-010

ENTRY INTO AND DEPARTURE FROM THE UNITED STATES BY ALIEN MEMBERS OF THE NAVY AND THEIR FAMILIES

Responsible Office	NAVPERSCOM (PERS-06)	Phone: DSN COM FAX	882-3164 (901) 874-3164 882-2615

Governing Directives	8 U.S.C. 1101(a)(15)(B), 1151(b)(2), 1153(a)(2), 1182(a)(7)(B), and 1354

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 8 U.S.C. 1354.

b. 8 U.S.C. 1354 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 8 U.S.C. 1151(b)(2). 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 8 U.S.C. 1153(a)(2). 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 8 U.S.C. 1101(a)(15)(B) 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 8 U.S.C. 1182(a)(7)(B).

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 International Law Division, Office of the Navy Judge Advocate General at (703) 697-9161, DSN 227-9161.

MILPERSMAN 4650-020

PASSPORT INFORMATION

Responsible Office	CNO (N413B)	Phone:	DSN	664-9949
			COM	(703) 604-9949
			FAX	664-0033

Governing Directives	DODI 4500.54-G of Jan 92 DODD 1000.21-R of Apr 97 OPNAVINST 4650.15

1. **Guidance**.

a. DODI 4500.54-G provides passport and visa requirements for travelers proceeding to a foreign country.

b. When a no-fee passport is required in connection with the official travel of Navy personnel and their family members, and civilian employees and their family members, contact the nearest Navy Passenger Transportation Office or Personnel Support Activity Detachment for assistance. A designated passport agent should be available to process passport/visa applications per DODD 1000.21-R and OPNAVINST 4650.15.

MILPERSMAN 4650-030

NAVY PASSENGER TRANSPORTATION

Responsible Office	CNO (N413B)	Phone:	DSN	664-9949
			COM	(703) 604-9949
			FAX	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	224-5465
			COM	(703) 614-5465
			FAX	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-332)	Phone:	DSN	882-3050
			COM	(901) 874-3050
			FAX	882-2773

References	SECNAVINST 5216.5D United States Government Printing Office (GPO) Style Manual

1. **Purpose**. This article provides basic editorial policies and instructions to be used in preparation and submission of changes to the MILPERSMAN.

2. **Background**. 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.

3. **NAVPERS 5602/7 (Rev. 3-04), MILPERSMAN Change Request**. All MILPERSMAN changes must be submitted to Navy Personnel Command (NAVPERSCOM), Directives, Printing, and Publications Section (PERS-332) via NAVPERS 5602/7. It is available on

a. FormFlow,

b. BUPERS CD under "FORMS" (may be completed on screen and printed), and

c. BUPERS CD, MILPERSMAN, under "CHANGE PROCEDURES" on sidebar bookmarks (may be completed on screen and printed).

4. **Responsible Office**

a. The owner of an article is termed the **responsible office**, and is responsible for required updates. Assignments of responsibility/ownership are listed at the top of each

MILPERSMAN article and on the MILPERSMAN Table of Contents. Some articles are **jointly owned** and both offices must coordinate and provide chops/authorization on article changes.

b. Responsible offices must review and update as required, at least annually, MILPERSMAN articles under their cognizance for the following:

(1) Accuracy of policy and/or procedures.

(2) Currency of forms, publications, and directives referenced within articles.

(3) Incorporating BUPERS instructions into the MILPERSMAN, and their cancellation, when appropriate.

(4) Consolidation of articles whenever possible.

(5) Deletion of articles, or portions thereof, that are no longer applicable and have served their purpose.

(6) Writing all articles in direct, simple language so that personnel at all levels of personnel administration can understand them.

5. **Interested Party Clearances**

a. Responsible offices must clear proposed MILPERSMAN changes by all interested parties/offices/organizations having a valid interest. Their operation may be impacted by a change to the article, or they may need to provide input concerning a change. Their chops must be obtained on NAVPERS 5602/7 **prior** to submission to NAVPERSCOM (PERS-332).

b. 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 (exception - administrative changes).

6. **Schedule**. MILPERSMAN changes will be issued shortly after approval via the Bureau of Naval Personnel (BUPERS) CD web site, and quarterly on the BUPERS CD ROM. Adherence to the following schedule is essential due to lengthy lead-time for article submission, coordination processes, and CD contractor preparation.

NAVPERSCOM (PERS-332) must receive NLT	CD Contractor's Due Date	For CD Published
15 OCT	27 OCT	JAN
15 JAN	26 JAN	APR
15 APR	27 APR	JUL
15 JUL	27 JUL	OCT

NOTE: If the information needs to be issued prior to its incorporation into the MILPERSMAN, the responsible office to disseminate the information may initiate a NOTICE or NAVADMIN. To ensure timely inclusion in the MILPERSMAN on CD, and to avoid duplication of effort, the NOTICE or NAVADMIN should be accompanied by the proposed MILPERSMAN change when sent for concurrence and signature.

7. **Types of MILPERSMAN Changes and Approvals Required**:

Type Change	Definition	Approvals Required
POLICY AND/OR PROCEDURE(S) CHANGE	Amends portion(s) of an article that effects a change to policy or procedures.	• Responsible office Division Director • Responsible office Staff Office Director/Assistant Commander Navy Personnel Command (ACNPC) • Interested parties • NAVPERSCOM (PERS-332) • NAVPERSCOM, Office of Legal Counsel (PERS-00J) • NAVPERSCOM, Secretariat Office (PERS-00S) • Deputy Chief of Naval Personnel (DCNP) Flag Secretary (PERS-00FS) • DCNP Executive Assistant (PERS-00BA) • DCNP (PERS-00B)
NEW ARTICLE	New material added to MILPERSMAN.	
DELETED ARTICLE	Article removed from MILPERSMAN.	
RESPONSIBLE OFFICE CHANGE	Changes ownership and functional responsibility for an article from one organization code to another.	Same as above except **both current and proposed** responsible office Division Director and Staff Office Director/ACNPC approvals are required.
MINOR ADMINISTRA-TIVE CHANGE	Amends non-substantive portions of an article such as grammatical corrections, minor wording changes for clarity, updates references and forms, or **corrects** telephone contacts and organization codes. Minor administrative changes are not listed on the quarterly change summary listing, nor are they posted on the CD web site updates. They will appear on the next quarterly CD.	• Responsible office Division Director • NAVPERSCOM (PERS-332)

8. **Procedures for Submitting MILPERSMAN Changes**:

Office	Action
OFFICE REQUESTING CHANGE **(May be the same as Responsible Office.)**	• For **minor changes**, print a copy of the article from the BUPERS CD and annotate pen-and-ink proposed changes. • For **major changes**, (1) print a copy of the article from the BUPERS CD, annotate pen-and-ink proposed changes, and provide lengthy new or revised portions typed on an attached sheet; or (2) request an electronic version of the article from NAVPERSCOM (PERS-332F) and enter changes. (**NOTE**: You must use the **"Track Changes" feature of Word**, which shows edits to the document with underlines and strike-throughs. This electronic version must be returned to NAVPERSCOM (PERS-332F) after the change request is completed by the responsible office.) • Set up **new** articles using **Word, Courier New**, **12-pitch**, with **1-inch margins all around**. Print **new** articles on letter size bond. • Complete NAVPERS 5602/7 for each article, to include a summary of the change and a statement or reference explaining what brought about the required change. • Submit the following to the **responsible office** owning the article (hard-copy documents, facsimile transmission, disc, and/or electronic documents as applicable): **NAVPERS 5602/7.** **New article, changed article with edits showing, or article to be deleted.**

Office	Action
RESPONSIBLE OFFICE	• In addition to the above submission requirements, review entire article (not just changed portion(s)), update references, forms, etc., as required, and apply editorial guidelines provided in this article. • Obtain all departmental authorizations and interested party clearances. • Obtain advance clearance from NAVPERSCOM (PERS-00J) for **new articles or extensive revisions**. • Submit the following to NAVPERSCOM (PERS-332) (via hard-copy documents, facsimile transmission, disc, or electronic documents (with edits showing) as applicable): **NAVPERS 5602/7, with all chops/ authorizations.** **New article, article with edits showing, or article to be deleted.**

Office	Action
NAVPERSCOM (PERS-332)	• Review article change submission for compliance with established editorial practices, coordinate/resolve any deficiencies or questions with responsible office, and prepare smooth article and change summary paragraph. • Route hard-copies of NAVPERS 5602/7, article with edits showing, smooth article with edits inserted, and change summary paragraph for review and approval to the following: **NAVPERSCOM (PERS-00J)** **NAVPERSCOM (PERS-00S)** **DCNP (PERS-00FS/00BA/00B)** • When approved article is received back, enter approval date and change number on article and change summary paragraph electronic documents. • E-Mail electronic article and change summary paragraph to CD contractor for posting on BUPERS CD web site and next quarterly CD release. • Compile a quarterly change summary listing for inclusion on the next CD release. • Maintain permanent hard-copy documentation on MILPERSMAN changes.

9. **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. Established policy may be quoted, interpreted, and implemented provided there are no conflicts with the MILPERSMAN or other regulations taking precedence. The MILPERSMAN is for authorized distribution.

b. The following table provides some guidelines for maintaining and changing MILPERSMAN articles. Writers should **strive for consistency** in style, use of terms, etc. SECNAVINST 5216.5D may be used for writing standards and the GPO Style Manual may be used when it is not in conflict with standards herein.

Item	Specific Guidance
ACRONYMS	• Write acronyms in capital letters. **SECNAV** **OPNAV** **NAVPERSCOM** **BUMED** • Spell out the complete official title of an activity the first time it is used in an article. **Navy Personnel Command** • If the activity will be cited again in the article, follow the first usage with its acronym, enclosed in parenthesis. For the remainder of the article, use only the acronym, without parenthesis. **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**

ADDRESSES	• When referring to the location of an installation or activity, use the command name and location as stated in the Standard Navy Distribution List (SNDL). Do not use its mailing address. **Naval Station, Guantanamo Bay, Cuba** **Naval Air Station, Pensacola, FL** • If an activity **is not** listed in the SNDL, 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 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**
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)** **outside continental United States (OCONUS)** • If required for clarification, specify one of the following: **The 48 contiguous United States ...."** **If Alaska or Hawaii is to be included, so specify.** **If the 50 States are intended, use the "United States."** **If appropriate, add "and the 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**

LISTS - **COMPLETE INTRODUCTORY SENTENCE --** **LIST ITEMS ARE NOT COMPLETE SENTENCES**	• 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. • 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 TAR officer program: a. Fleet Support Officer (1107) b. Surface Warfare (1117) c. Submarine Warfare (1127)

LISTS - **COMPLETE INTRODUCTORY SENTENCE --** **LIST ITEMS ARE COMPLETE SENTENCES**	• 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. • 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 his/her 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.

LISTS - **INCOMPLETE INTRODUCTORY SENTENCE**	• 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. • 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. 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. **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); and d. copy of the NAVPERS 1070/613 counseling/warning, if applicable.

NAVAL RESERVE	• Use "reservist," when referring to a member of the Naval Reserve.
NUMBERS	• Spell out numbers less than 10 except **where reference is made to such items as numbered paragraphs.** **units of measurement and time (age, time, clock time, and dates).** **formal titled documents.** **When 2 or more numbers appear in a sentence and 1 of them is 10 or larger, figures are used for each number. (Example: 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 U.S.C. 671**
QUOTATION MARKS	• Limit use of quotation marks to essential quotes and other required usage.

REFERENCES - **FEDERAL STATUTE**	• United States Code requires title number, "U.S.C.," and section number. **28 U.S.C. 1498** • When the title of the act is used. **Military Personnel and Civilian Employees' Claims Act, 31 U.S.C. 3721** • Code of Federal Regulations requires title number, "CFR," part or chapter number, and section number (optional). **41 CFR 201-45.000** • Federal Register requires volume number, "FR," and page number. **21 FR 623** • Executive Order requires "E.O." and order number. **E.O. 12564**
REFERENCES - **FORMS**	• Refer to forms initially within the body of an article by the identification number, date or revision date, and title. **NAVPERS 1900/2 (11-01), Separation Travel Orders** **NAVPERS 5602/7 (Rev. 3-04), MILPERSMAN Change Request** • Thereafter, use only the identification number. **NAVPERS 1900/2** **NAVPERS 5602/7** • Do **not** list a form in the governing directives block of an article. • Do **not** use the word "form" in conjunction with any form identification.

REFERENCES - **INSTRUCTIONS**	• Refer to instructions in the governing directives block or initially within the body of an article, and thereafter, by only the identification number. **BUPERSINST 1306.79** • 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.
REFERENCES - **DOD PUBLICATIONS**	• When listing DOD instructions, directives, and publications/manuals in the governing directives block, provide date of the basic publication (not date of latest change). Do not list DOD publication titles. **DODI 1308.3 of 30 Aug 95** **DODD 1304.24 of 20 Apr 84** **DOD 1341.1-M of 28 May 82**
REFERENCES - **OTHER PUBLICATIONS AND MANUALS**	• Refer to publications in reference block, or initially within the body of an article, by the identification number and title. **NAVEDTRA 12061, Catalog of Nonresident Training Courses (NRTCs)** • Thereafter, use only the identification number. **NAVEDTRA 12061**

REFERENCES - **MILPERSMAN AND ARTICLE NUMBERS**	• Within this manual, refer to it by its title. **MILPERSMAN** • Refer to articles in this manual by their 7-digit identification number consisting of the Standard Subject Identification Code (SSIC) and a 3-digit extension number. **5712-010** • 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 governing directives block of an article.
REFERENCES - **PARTS OF PUBLICATIONS:** **PARAGRAPHS, ARTICLES, CHAPTERS, SECTIONS, PAGES, FIGURES, VOLUME, PART, ETC.**	• In the references block of an article, use **uppercase** letters when citing **parts** of directives such as article, chapter, figure, etc. **Uniform Code of Military Justice, Article 38, 10 U.S.C. 838** **NAVPERS 15665I, United States Uniform Regulations, Chapter 2, Section 2, Page 2-9, Figure 2-2-1** • In the **body** of an article, use **lowercase** letters when citing parts of directives. **Uniform Code of Military Justice, article 38, 10 U.S.C. 838** **NAVPERS 15665I, United States Uniform Regulations, chapter 2, section 2, page 2-9, figure 2-2-1** • When citing a paragraph or subparagraph, use abbreviation and write numbers and letters without periods or spaces. **Para. 2d(3)** (in governing directives) **para. 2d(3)** (in body of article)

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.
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** • One word **servicemember** • Always capitalized: **Sailor** • Used to refer to both male and female personnel: **member** **petty officer** **student** **personnel** **spouse** **applicant** **officer** **(or similar terms)** • Pronouns used only when reference is made to a specific sex: **he** **she** • 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**

MILPERSMAN 5216-010

CONGRESSIONAL CORRESPONDENCE

Responsible Office	NAVPERSCOM (PERS-00ZC)	Phone:	DSN	882-3036
			COM	(901) 874-3036
			FAX	882-2604

Governing Directive	SECNAVINST 5216.5D

1. **Guidance**. Use the procedures in SECNAVINST 5216.5D when handling congressional inquiries. Send a blind copy of any interim replies and the final reply to Navy Personnel Command (PERS-00ZC) and Chief of Legislative Affairs (Code LA-23).

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. **Military Personnel**

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	CNI (N2122)	Phone: DSN COM FAX	882-4387 (901) 874-4387 882-2054

References	(a) 8 U.S.C. 1439 and 1440 (b) DODD 5500.14 of 30 Oct 70 (c) SECNAVINST 5510.30A of 3 Oct 99

1. **Naturalization of Members Lawfully Admitted to United States (U.S.)**

a. 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. Service may be active duty, inactive duty, or a combination of both. 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.

b. The servicemember's command is the primary source of assistance for those who intend to submit citizenship applications. With aid of command representative, Personnel Support Activity Detachment (PERSUPP DET)/personnel offices, command/staff judge advocates, and/or Naval Legal Service Offices, 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. Copies of "**THE U.S. NAVY GUIDE TO NATURALIZATION APPLICATIONS BASED UPON QUALIFYING MILITARY SERVICE**" is available at the following web site:

https://wwwa.nko.navy.mil/portal/splash/index.jsp

- Click on NKO Library,
- click on JAG Main Page tab,
- under the Legal Assistance to Sailors heading click on Immigration Law,
- then click on Navy Immigration Guide.

2. **Naturalization of Members not Lawfully Admitted to U.S**.

a. Per references (a) and (b), 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 United States 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.

(6) Any future period of armed conflict with a hostile foreign force, as designated by Executive Order of President.

b. Residence in U.S., or a specified period of physical presence in U.S., is not required.

c. **Conditions**: 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**. Members who meet above criteria, and desire to obtain U.S. citizenship, should contact their command representative for assistance with processing. Once processing is completed, applicant must appear before

United States Citizenship and Immigration Service (USCIS) for interview and processing. 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. Once processing is completed, applicant must appear before USCIS on scheduled date for citizenship admission.

4. **Overseas Assignment**. Citizenship testing, interviews, and 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. **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 only.
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
FD-258, Fingerprint Card	Submit two cards. Overseas only. 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 application support center, and that office will process the fingerprints separately.
N-426, Request for Certification of Military or Naval Service	Submit in triplicate. Military members will fill out front of form, and submit entire form to their local PERSUPP DET/personnel office.

NOTE: Command submits all forms **except original G-325B** to **Nebraska Service Center**. Submit original G-325B **only** to Office of Judge Advocate General.

7. **Security Clearance**. Security clearance and access to classified information, for an immigrant alien or foreign national, is limited as provided in reference (c).

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 also be obtained from same source. The forms are also available on line at http://uscis.gov/graphics/formsfee/forms/index.htm.

MILPERSMAN 5352-020

NATURALIZATION OF ALIEN SPOUSE AND/OR ALIEN ADOPTED CHILDREN OF MILITARY PERSONNEL ORDERED TO A FOREIGN COUNTRY

Responsible Office	CNI (N2122)	Phone:	DSN COM FAX	882-4387 (901) 874-4387 882-2054

References	(a) 8 U.S.C. 1430b and 1433 (b) DODD 5500.14 of 30 Oct 70

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 reference (a), and is per reference (b).

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.

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 90 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 90 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.

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	CNI (N2122)	Phone: DSN COM FAX	882-4387 (901) 874-4387 882-2054

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. of a prospective alien spouse does not 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
COMUSNAVEUR	Europe, United Kingdom, Africa, Middle East
COMNAVAIRLANT	Iceland, Bermuda, Azores
COMUSNAVSO	Caribbean, Central/South America
COMNAVFORJAPAN	Japan
COMNAVFORKOREA	Korea
COMNAVFORMARIANAS	Pacific, Philippines, Hong Kong, Macau, China, Singapore, Vietnam, Thailand, Cambodia, Australia, New Zealand
CO, NAVSUPPFAC, DIEGO GARCIA	Indian Ocean
COMNAVREGNW/COMNAVREGNE	Canada
COMNAVREGSW	Mexico

b. Contact Commander, Navy Installations (N2122) for guidance in determining appropriate area commander for any areas not listed above.

c. If the prospective alien spouse resides in a country where no military investigative or medical facilities are available, the U.S. consular officials in the country concerned may be asked to conduct the necessary premarital investigations.

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	NAVPERSCOM (PERS-00J)	Phone:	DSN	882-3164
			COM	(901) 874-3164
			FAX	882-2615

References	DOD 5500.7-R of Aug 93

1. **Policy**

a. DOD 5500.7-R, chapter 3, section 3, provides information regarding personal participation in non-Federal entities. Chapter 8 provides information regarding seeking other 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.

3. **Guidance**. Questionable situations should be discussed with supervisors and/or ethics counselors.

MILPERSMAN 5370-030

RESTRICTIONS ON CIVILIAN EMPLOYMENT OF RETIRED MEMBERS

Responsible Office	NAVPERSCOM (PERS-06)	Phone:	DSN	882-3164
			COM	(901) 874-3164
			FAX	882-2615

Governing Directives	NAVSO P-1778 (Rev. 3-97), Reference Guide to Post-Government Service Employment Activities of Naval Personnel DODD 5500.7-R of 30 Aug 93

1. **Guidance**

a. Various laws restrict the activities of retired Navy and Naval 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 consult with their local ethics counselor (judge advocate or general counsel attorney) for further information.

Update in Effect. Make Selection from the Updated Milpersman Articles Menu

MILPERSMAN 5510-010

SECURITY CLEARANCE REQUIREMENTS AND PROCEDURES FOR MEMBERS SCHEDULED TO ATTEND CLASSIFIED COURSES OF INSTRUCTION

Responsible Office	NAVPERSCOM (PERS-831)	**Phone:**	DSN	882-4438
			COM	(901) 874-4438
			FAX	882-2624

Governing Directives	OPNAVINST 5510.1H NAVPERS 15909F, Enlisted Transfer Manual NAVPERS 15559, Officer Transfer Manual NAVEDTRA 10500, Naval Formal Schools Catalog (CANTRAC) 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 who is Transferring the Student**. The commanding officer 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** …
there is sufficient evidence in the service record to indicate **completion** of a valid, satisfactory security investigation, but the results have **not been properly documented**,	the commanding officer shall submit OPNAV 5510/413, Personnel Security Action Request, request for verification to DON CAF per OPNAVINST 5510.1H.
the required investigation has **not** been conducted,	the commanding officer shall immediately initiate the following procedure: For each member requiring an investigation, prepare and forward the appropriate forms per OPNAVINST 5510.1H. Where members are eligible and accepted for assignment to CT training at the Naval Communications Training Center, Pensacola, FL, the required forms shall be forwarded to the Commander, Naval Security Group Command. 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 OPNAVINST 5510.1H and a request is immediately submitted for the investigation necessary to issue a final clearance.

4. **OPNAV 5520/20, Certificate of Personnel Security Investigation, Clearance, and Access**. The commanding officer of the transferring command shall also make sure that an OPNAV 5520/20, Certificate of Personnel Security Investigation, Clearance, and Access, is issued for access to Confidential, Secret, or Top Secret information and that it is placed in the service record for all prospective students whose eligibility for a clearance has been determined, along with the appropriate DON CAF adjudication message. If a Confidential clearance is based solely upon a local record check conducted under OPNAVINST 5510.1H, the certificate shall so state.

5. **Service Record Requirements**

a. The service record should accompany enlisted members being transferred to a service school as otherwise provided in this Manual. When an interim clearance for Top Secret or Secret has been granted, the service record shall contain suspense copies of DD 1879, Request for Personnel Security Investigation or SF-86, Personnel Security Questionnaire, as appropriate, to indicate that the required security investigation has been initiated. The commanding officer of the transferring command shall examine the service record immediately prior to transfer of the member to make sure this requirement has been met. The standard transfer orders for enlisted members shall include a statement certifying the member's security clearance as outlined in NAVPERS 15909F.

b. When officers or enlisted members are transferred for temporary additional duty under instruction, a statement concerning their security clearance shall be placed in the orders per NAVPERS 15559, for officer personnel and NAVPERS 15909F as well as NAVEDTRA 10500, Navy Formal Schools Catalog (CANTRAC) 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 CANTRAC to ascertain and comply with any additional security requirements listed there for the training command concerned.

6. **Members Whose Schools Involve Preparation for Nuclear Weapons Billets**. Requests for background investigations shall be submitted as required by SECNAVINST 5510.35 for members being assigned to schools involving preparation for assignment to or critical nuclear weapons billets.

7. **If the Report of the Investigation is Received after the Member has Transferred**. If the DON CAF adjudication message is received subsequent to the transfer of a member, and the member was transferred with records and accounts, the message shall be readdressed to the command conducting the investigation for action, or forward the message using a letter of transmittal when appropriate. If the personnel records of the member have been retained, a clearance shall be issued or denied and the command conducting the investigation appropriately informed.

8. **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 Naval 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.)

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9. **Responsibilities of the Commanding Officer to Whom Members Report for Instruction**. Commanding officers 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 OPNAV 5510/413 via message to DON CAF for adjudication. The following additional action shall be initiated as appropriate:

(1) Initiate procedures per OPNAVINST 5510.1H 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 Commander, Naval Security Group Command.

(3) A name check may be requested per OPNAVINST 5510.1H.

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 OPNAVINST 5510.1H.

c. When information is received which would preclude continuance or issuance of a security clearance for a student who is onboard for instruction, the commanding officer of the school shall disenroll the student immediately and take the following action: (Disenrollment constitutes a denial or termination of clearance and a report of termination or denial per OPNAVINST 5510.1H is mandatory.)

(1) Students in temporary additional duty under instruction status shall be returned to the parent command.

(2) Students in temporary duty or temporary duty under instruction status shall be made available to the Chief of Naval Personnel for further assignment.

(3) Students shall not normally be returned to their parent commands solely because they arrived without proper security clearances.

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10. **Acceptance of Clearance from Command to Command**. Personnel security clearances are normally issued by DON CAF to commanding officers 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-4832)	Phone: DSN COM FAX	882-4427 (901) 874-4427 882-2624

References	(a) Uniform Code of Military Justice (UCMJ) (b) Manual for Courts-Martial (MCM) (c) JAGINST 5800.7D, Manual of the Judge Advocate General (JAGMAN)

1. **Policy**. This article applies to both officer and enlisted personnel. Per reference (a), article 15(d); reference (b), Part V, para. 6; and reference (c), section 0118; the nonjudicial punishment (NJP) authority who imposed punishment, the commander who imposes NJP, or a successor in command over the person punished may set aside punishment. Follow guidance provided in governing directives. Although reference (b), Part V, para. 6 states that set aside should ordinarily be accomplished within 4 months of NJP, this does not preclude commanders from taking action at a later date due to unusual circumstances. Reasons for set aside will be set forth in Letter of Notification (LON) and forwarded to Navy Personnel Command (NAVPERSCOM) (Enlisted Performance and Separations Section (PERS-4832) for enlisted; Officer Performance and Separations Section (PERS-4834) for officers). If effected by a command other than imposing command, send an information copy to command which initially imposed punishment.

2. **Action**. To set aside an NJP, NJP authority shall prepare and personally sign (not “by direction”) a LON in format below and ensure all local records are purged of any notations of NJP hearing/punishments awarded which have been set aside, and their residual effects. NAVPERSCOM (PERS-4832/4834) will, upon receipt of LON, direct NAVPERSCOM, Records Management/Policy Section (PERS-312E) to remove all references to matters set aside from member’s permanent personnel record. NAVPERSCOM (PERS-4832/4834) will subsequently notify NJP authority and member when action has been completed.

NOTE 1: **Mitigation of punishment** is a reduction in either quantity or quality of a punishment, its general nature

remaining same; therefore, to mitigate punishment per reference (b), Part V, para. 6b and MILPERSMAN 1070-310, a NAVPERS 1070/607 (12/75), Court Memorandum; or NAVPERS 1070/613 (10/81), Administrative Remarks (if no pay involved); will be issued as a correction to original document. Reduction in paygrade may be mitigated to forfeiture of pay only within 4 months after date of execution. This time limit was established to preclude payment of excessive back pay. If a reduction in rate is set aside per reference (b), Part V, para. 6d, date of restoration must revert to original date of advancement and time in rate, thereby entitling member to full reimbursement of back pay. 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 or setting aside part of a punishment.

NOTE 2: **Correction of pay and allowances** is to be accomplished by the command personnel office or servicing Personnel Support Activity Detachment (PERSUPP DET) immediately after authorization by commander/commanding officer (CO) per MILPERSMAN 1070-310 and the Navy Standard Integrated Personnel System (NSIPS). NAVPERSCOM (PERS-4832/4834) does not act as approval authority or have capability to correct or adjust pay and allowances. Correspondence regarding those matters should be addressed to:

NSIPS Help Desk
DSN: 647-5110
Toll Free: 1-877-589-5991
Fax DSN: 674-0342
E-Mail: nsipshelp@cnrf.navy.mil.

NOTE 3: 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.

3. **Sample LON**. Use this LON for setting aside an NJP in its entirety. (Use proper letter format.)

From: (Command setting aside punishment)
To: Navy Personnel Command (PERS-4832 or PERS-4834, as appropriate)

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 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: (Indicate using guidelines below)

(If different from command setting aside, indicate by Standard Navy Distribution List (SNDL) long title and forward a copy of LON to that command.)

d. Rationale for set aside: (Indicate)

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, E-Mail).

Signature of NJP Authority
(not "By direction")

Copy to:
(command which imposed punishment)
(cognizant personnel office)
(cognizant disbursing office if pay affected)
(member concerned)

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 5800.7C

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, health, and pay records, DD 214, and other documents in the prisoner's personnel file,	retain DD 214 until confinement (to include supervised release or parole) is completed,	
	if the member is in confinement, retain service, health, and pay records, DD 214, and other documents in the prisoner's personnel file and 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-491)	Phone: DSN COM FAX	882-4482 (901) 874-4482 882-2753

References	(a) BUPERSINST 1001.39E (b) NAVMED P-117, Manual of the Medical Department (MANMED)

1. **Policy**

a. Per references (a) and (b), Navy Personnel Command (NAVPERSCOM) assigns Physical Risk classifications to officer and enlisted personnel based on the professional recommendations of Chief, Bureau of Medicine and Surgery (BUMED). The Physical Risk classifications are recorded both in the member's official record and in the Inactive Manpower and Personnel Management Information System (IMAPMIS) data base. When a member is not assigned a Physical Risk classification the individual is normally considered to be physically qualified for mobilization.

b. Physical Risk classifications, once assigned, will remain in effect unless changed by NAVPERSCOM. A member may request reconsideration of a Physical Risk classification by submitting additional medical information to NAVPERSCOM (PERS-4911/4913) via BUMED.

2. **Classification Categories**

a. NAVPERSCOM (PERS-4911/4913) assigns **Physical Risk A** classification to a member who is, in general, physically qualified for assignment to, or retention in, the Navy Reserve and all duties consistent with grade and designator. The member has a minor physical defect or condition that must be monitored per NAVPERSCOM direction provided in the letter that notifies the member of the Physical Risk A classification. A member classified as Physical Risk A is generally considered to be physically qualified for mobilization.

b. NAVPERSCOM (PERS-4911/4913) assigns **Physical Risk B** classification to a member who is, in general, physically qualified for assignment to, or retention in, the Navy Reserve and duties consistent with grade and designator. The member has a physical defect or condition that restricts the member's mobilization assignment. NAVPERSCOM notifies members of the restrictions placed on their Navy Reserve participation at the time they assign the Physical Risk B classification. A member classified Physical Risk B has substantive restrictions placed on mobilization potential.

c. NAVPERSCOM (PERS-4911/4913) assigns **Physical Risk C** classification to a member who has a physical defect or condition which is normally disqualifying, but the member can satisfactorily perform a unique skill that supports a mission-based requirement of the Navy. NAVPERSCOM will transfer the member to the Standby Reserve-Active. The member is limited to non-pay participation in the Navy Reserve. A member classified Physical Risk C has substantial restrictions placed on mobilization potential.

d. NAVPERSCOM (PERS-4911/4913) assigns **Physical Risk Four** classification to a member who is not physically qualified at the current time for active duty, transfer to, or retention in the Ready Reserve. Members so classified have evidence of physical defects or conditions which may or may not be permanently disqualifying. NAVPERSCOM 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. NAVPERSCOM will transfer a Ready Reserve member to the Standby Reserve-Active and will normally restrict the member's participation to correspondence courses pending disposition of the case. While assigned a Physical Risk Four classification, a member is not considered to be physically fit for mobilization.

e. NAVPERSCOM (PERS-4911/4913) assigns **Physical Risk Five** classification to a member who is not physically qualified for retention in the Navy Reserve. NAVPERSCOM will notify members that they are Physical Risk Classification Five and give them the option of retiring, if eligible, resigning their commission, or requesting a Physical Evaluation Board (PEB). NAVPERSCOM will also transfer the member to the Standby Reserve-Active and will normally restrict participation to correspondence courses pending disposition of the case. NAVPERSCOM (PERS-4911/4913) will refer members who fail to elect one of the options to the

Navy Reserve Officer Mobilization Disposition Board. Members so classified Physical Risk Five are not physically qualified for active or inactive duty and are not considered to be physically fit for mobilization.

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:	DSN COM FAX	882-3510 (901) 874-3510 882-2647

References	(a) OPNAVINST 1300.15 (b) OPNAVINST 6000.1B (c) NAVMED P-117, Manual of the Medical Department (MANMED) (d) BUMEDINST 1300.2

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 WAIVERS

Responsible Office	BUMED (MED-24)	Phone:	DSN	762-3495
			COM	(202) 762-3495
			FAX	762-3490

Governing Directive	SECNAVINST 1920.6B BUMEDINST 6230.15

1. **Policy**. Waivers of immunization requirements are granted for administrative reasons and will ordinarily be granted only in the case of legitimate religious objection to immunization.

2. **Authority**. Authority to grant permanent waiver of immunization requirements is vested in the Chief, Bureau of Medicine and Surgery (BUMED), Washington, D.C.

3. **Application Procedure**. Members requesting a permanent waiver of immunization requirements will forward a request to BUMED (MED-24) via the member's commanding officer (CO).

4. **Contents of Request**. The request will include the following:

a. Full name, grade, SSN (and designator for officers);

b. Name of the recognized religious organization and the date of the applicant's affiliation;

c. Supporting certification signed by an authorized personal religious counselor (such as the member's minister) who attests

(1) applicant is presently an active member of the espoused religious organization in good standing,

(2) applicant regularly adheres to tenets consistent with espoused religious beliefs,

(3) the religious organization has a tenet or belief opposing immunizations, and

(4) the religious counselor believes that the member is sincere in commitment to this religious faith.

d. Recommendation from a chaplain who has counseled the applicant; and

e. A formal statement in the following format: (Enlisted members will use NAVPERS 1070/613, Administrative Remarks.)

"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 therefrom 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**. Commanding officers 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;

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 waivers 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**. Commanding officers 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 (MED-24) by message as soon as possible.

7. **Administrative Actions**

a. Service members who do not request a waiver or whose waiver has been disapproved, and refuse to take immunizations may be subject to administrative and disciplinary actions as deemed appropriate by COs.

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 SECNAVINST 1920.6B 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-832)	Phone:	DSN COM FAX	882-4439 (901) 874-4439 882-2624

Governing Directives	JAGINST 5800.7, Manual of the Judge Advocate General (JAGMAN) 15 U.S.C. 1601 42 U.S.C. 659 12 CFR 226, Federal Reserve Board Regulation Z

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 42 U.S.C. 659.

2. **Enforcement of Private Obligations**

a. The enforcement of private obligations is a matter for civil authorities. A commanding officer 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 Soldier and Sailors Relief Act, as amended, provides for certain privileges and benefits for members of the Naval service.

b. The extent to which commanding officers may cooperate with creditors is limited to administrative referral of correspondence to the member. The commanding officer shall

ensure the member communicates their intentions regarding the creditor. Under the Fair Debt Collection Practices Act (15 U.S.C 1601), contact by a debt collector with third parties, such as commanding officers, 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.

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3. **Creditor's Obligations**

a. The following requirements should be met by creditors prior to assistance in collecting debts:

(1) Creditors subject to 12 CFR 226, 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, 15 U.S.C. 1601.

(2) A creditor not subject to 12 CFR 226, 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 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 12 CFR 226, 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; 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).

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4. **Commanding Officer's Obligations**. The commanding officer shall ensure members of their command are instructed in financial responsibility, suggested via the command's General Military Training 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 the Department of the Navy 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 advise beforehand or who otherwise encounter difficulties in paying their debts should be encouraged to consult with a Legal Assistance Officer per JAGINST 5800.7 (JAGMAN).

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.

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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 commanding officer concerning funds advanced to a member are made only after repeated unsuccessful attempts have been made to communicate

with the member. The NMCRS requests commanding officers 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 commanding officers, 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).

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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 members 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.

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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 Department of the Navy, 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

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

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 the 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

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

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 Soldier's and Sailor's Civil Relief Act.

Sincerely,

Encl: (correspondence in this case.)

LETTER L-5

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 he take action on his part to resolve the issue immediately.

Sincerely,

Encl: (Standards of Fairness forms for Full Disclosure/Certificate of Compliance.)

LETTER L-6

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

(Commands are advised to keep a copy of this memorandum for one year.)

LETTER L-8

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 Title 5, USC, Section 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	224-4520
			COM	(703) 614-4520
			FAX	224-8687

Governing Directives	BUPERSINST 7040.6 BUPERSINST 7040.7

1. **Guidelines**. Guidelines for the administration and accounting for costs incident to permanent change of station travel are established under BUPERSINSTs 7040.6 and 7040.7. 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-82)	Phone:	DSN	882-3242
			COM	(901) 874-3242
			FAX	882-2622

Governing Directive	DOD 7000.14-R, Department of Defense Financial Management Regulation, Volume 7A

1. **Policy**. The monthly basic pay for naval personnel is established within each pay grade according to cumulative service.

2. **Cumulative Service for Officers on Active Duty**. Cumulative credit for years of service (pay entry base date (PEBD)) for an officer on active duty is set up by Navy Personnel Command (NAVPERSCOM) (PERS-822) within 6 months after reporting for active duty. A Statement of Service is issued as notification the officer's PEBD has been set up and entered in the Master Military Pay Account. Once the Statement of Service is issued, the PEBD will reflect on the officer's Leave and Earnings Statement (LES) within two cycles. The Statement of Service 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-822).

3. **Cumulative Service for Inactive Officers**. Computation of or correction to an inactive officer's PEBD is provided by NAVPERSCOM (PERS-911). Inquiries regarding establishment of or correction to an inactive officer's PEBDs should be addressed to NAVPERSCOM (PERS-911). Cumulative credit for qualifying years of reserve service is under the purview of Commanding Officer, Naval Reserve Personnel Center (N21). A Statement of Service to show an inactive officer's anniversary date is provided by NAVPERSCOM (PERS-911) when required.

4. **Cumulative Service for Enlisted Personnel**. Cumulative service for the determination of basic pay for enlisted personnel is computed from the date of enlistment. Detailed instructions concerning any adjustments of cumulative service are contained in DOD 7000.14-R, Volume 7A.

5. **In Case of Reenlistment with Broken Service**. In case of reenlistment with 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 statement of service to NAVPERSCOM (PERS-312F). Specify the statement of service is required in the computation of service for pay purposes. Do not use discharge certificates for the purpose of computing cumulative service. Retain a copy of DD 214, or NAVPERS 1070/878, Statement of Service 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-822)	Phone:	DSN	882-3242
			COM	(901) 874-3242
			FAX	882-2622

Governing Directive	NAVSO P-3050.2M, DFAS-CL Pay/Personnel Procedures Manual (Navy)

1. **Guidance for Active Duty Pay**

a. Professional Service Dates (PSD) for Medical and Dental Corps officers on active duty are established by Navy Personnel Command (NAVPERSCOM) (PERS-822). This date is used for computing special pay and is also used in conjunction with establishing the Health Professions Pay Entry Date (HPPED).

b. The PSD is reflected on the Statement of Service. Once the Statement of Service is issued, Chief, Bureau of Medicine and Surgery (MED-512) will establish the HPPED.

c. Regulations governing special pay are contained in NAVSO P-3050.2M.

2. **Guidance for Reserve Pay**. Special pay for inactive reservists is computed in accordance with NAVSO P-3050.2M and eligibility is noted on the Statement of Service at the time of computation by NAVPERSCOM (PERS-911).

MILPERSMAN 7220-040

COMPUTATION OF RETIRED PAY FOR OFFICERS

Responsible Office	NAVPERSCOM (PERS-822)	Phone:	DSN COM FAX	882-3242 (901) 874-3242 882-2622

Governing Directive	37 U.S.C. 205(a)(7)and (8) 10 U.S.C. 6371, 6372, 6376, 6377, 6379, or 6380

1. **For 30 or More Years of Active Service**

a. An officer who is voluntarily retired under law which requires 30 or more years of active service for retirement is entitled to retired pay computed at the rate of 75 percent of the basic pay grade in which he or she retired or to which he or she advanced on the Retired List.

b. If a permanent warrant officer is retired in, or advanced upon retirement to, a grade above CWO, W4, their retired pay shall be computed on either the applicable basic pay of their warrant grade or the grade to which advanced, whichever provides the higher retired pay.

2. **For more than 20 but Less than 30 Years of Active Service**. An officer who is voluntarily retired under law which requires at least 20 but less than 30 years of active service for retirement or who is involuntarily retired for age or statutory service is entitled to retired pay at the rate of 2 ½ percent of the basic pay of the grade in which retired or to which advanced on the Retired List multiplied by the sum of the following:

a. Total years of service creditable for basic pay purposes as of 31 May 1958.

b. Total years of active service, including active duty for training, performed subsequent to 31 May 1958.

c. For an officer of the Medical Corps, total years of constructive service credited for basic pay purposes by 37 U.S.C. 205(a)(7) and (8).

d. Total years of service, not included in the above, which are derived from **adding all authorized days credited** (a member is entitled to 1 day's credit, with a maximum of 60 days credit for any 1 anniversary year, for each point earned as a member of a reserve component subsequent to 30 June 1949 through attendance at drills performed as authorized by competent authority, completion of correspondence courses, and 15 points per year gratuitous credit for Reserve membership) **and dividing the sum by 360**. A part of a year that is 6 months or more which may be obtained by adding the total service outlined above shall be credited as a whole year for multiplier purposes. Retired pay may not be more than 75 percent of the basic pay upon which the computation of retired pay is based.

3. **To Determine the Multiplier**

a. An easy method of determining the multiplier to be used in computing retired pay for those members who have been on active duty continuously from 1 June 1958 or earlier is to subtract the pay entry base date as shown in the current NAVPERS 15018, Register of Commissioned and Warrant Officers on the Active Duty List from the last day of active duty. Add to the result obtained the time (such as active service as an aviation midshipman) which is creditable as active service but is not creditable service for basic pay purposes.

b. For example, a commander to be retired on 1 July 1970 has a pay entry base date of 12 October 1948 and has 2 years of active service as an aviation midshipman. Last day of active duty, 30 June 1970; pay entry base, 12 October 1948; the difference equals 21 years, 8 months, 19 days (including credit for both the 12th and the 30th since on active duty those days); plus 2 years, no months, no days active duty as aviation midshipman equals 21 years, 8 months, 19 days total service for multiplier purposes. (If more than 23 years and 6 months, the multiplier is 24.)

c. The commander's retired pay is computed at the rate of 2 ½ percent of the monthly basic pay of a commander with over 20 but less than 22 years creditable for basic pay purposes, multiplied by 24.

4. **Minimum Retired Pay**. The retired pay of an officer commissioned in the Regular Navy under the Act of 18 April 1946 (66 Stat. 92) or commissioned in the Regular Navy after 8 September 1939 while serving on active duty as an officer of

the Naval Reserve or Marine Corps Reserve may not be less than 50 percent of the basic pay upon which retired pay is based if retired under any of the following: 10 U.S.C. 6371, 6372, 6376, 6377, 6379, or 6380.

MILPERSMAN 7220-050

COMPUTATION OF DISABILITY RETIRED PAY

Responsible Office	NAVPERSCOM (PERS-82)	Phone:	DSN COM FAX	882-3242 (901) 874-3242 882-2622

Governing Directive	10 U.S.C. 1201-1221

1. **Policy**. A member who is retired for physical reasons, either temporarily or permanently, under authority contained in 10 U.S.C. 1201-1221, is 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 10 U.S.C. 1208. 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 which would provide greater retired pay, such pay will automatically be adjusted to the greater pay by the Commanding Officer, DFAS Cleveland Center, Cleveland. 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 so long (not to exceed 5 years) as the member's name is carried on the Temporary Disability Retired List.

MILPERSMAN 7220-060

CAREER SEA PAY AND CAREER SEA PAY PREMIUM

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

Governing Directives	DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A SECNAVINST 7220.77D DFAS-DJMS Procedures Training Guide (DFAS PTG)

1. **Background**. The present Career Sea Pay (CSP) legislation was established by Congress in December 1980 as an entitlement designed to compensate the member for the inherent arduous nature of sea duty and to provide as a retention incentive for the member to accrue periods of longevity and consecutive sea service greater than 36 months.

2. **Definition of Career Sea Pay Premium (CSPP)**. The law entitles payment of CSPP, a $100 per month premium or "kicker," to a member who has been entitled to 36 consecutive months of CSP and continues to serve in consecutive monthly sea service without losing the basic entitlement to CSP.

3. **Definition of CSP Entitlement Categories**. By law, there are two CSP entitlement categories, continuous and non-continuous. Determination of entitlement is based upon where the assigned ship's primary mission is accomplished:

IF the ship's primary mission is accomplished...	THEN assigned members are entitled to...
underway,	continuous CSP.
in port,	non-continuous CSP.

4. **Comment**. In 1988, the enlisted CSPP was incorporated in the present CSP pay chart (DOD 7000.14R, volume 7A, table 18-4B) while the officer CSPP remained a separate $100 per month premium.

5. **CSP Eligibility**

a. Members are eligible for CSP when they meet assignment eligibility criteria in accordance with SECNAVINST 7220.77D and the following pay grade or sea duty credit criteria:

Enlisted members in pay grade E-4 and above,
Warrant officers,
Officers in pay grade O-1E through O-3E, with over 3 years of cumulative sea duty credit, or
Officers in pay grade O-1 through O-6, with over 3 years of cumulative sea duty credit.

b. Some or all of the officer creditable sea duty may have accrued while in an enlisted or warrant status.

6. **Accounting Procedures**. Career Sea Pay and CSPP administrative accounting procedures are explained, in detail, in DFAS PTG.

7. **Disbursing Officer Responsibilities**. The Disbursing Officer maintaining the member's record is responsible for

a. reporting the initial cumulative sea duty figure, and

b. correcting the cumulative sea duty figure

in accordance with DFAS PTG.

8. **Reporting CSP for Intermittent Periods of Sea Duty**. Reporting CSP for intermittent periods of sea duty shall be accomplished in accordance with the DFAS PTG.

MILPERSMAN 7220-070

SPECIAL PAY FOR HARDSHIP DUTY

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, Chapter 17

1. **General Provisions**. The Secretary of Defense 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 Secretary of Defense 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 the 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 U.S. service member remains.

3. **Hardship Location Entitlement**. An area outside the 48 contiguous United States and the District of Columbia may, upon specific approval of the Secretary of Defense, qualify for designation as a hardship duty location.

4. **Restriction on Concurrent Receipt of Pays**. A servicemember may not receive both HDP-L and career sea pay for the same period of service. If a servicemember qualifies for both HDP-M and HDP-L, payment may not exceed the maximum total for HDP set by the Secretary of Defense in DOD 7000.14-R.

5. **Criteria for Submitting Requests for Addition or Deletion of Hardship Location.** Chief of Naval Operations (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. the concurrence of other services having personnel assigned to the area.

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	225-3304
			COM	(703) 695-3304
			FAX	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	CNO (N13)	Phone:	DSN	225-6408
			COM	(703) 695-6408
			FAX	224-6491

Governing Directive	DOD 7000.14R, DOD Financial Management Regulation, Volume 7A, Chapter 13

1. **Background**. Command Responsibility Pay was established to provide tangible recognition to enhance the status of the at-sea commander 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, challenging positions of unique responsibility, current authority limits entitlement of Responsibility Pay to commanding officers (COs) in direct control of sea going, deploying units.

b. Generally only officers commanding activities which entitle them to wear the Command at Sea insignia are entitled to the pay.

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 need not be rectified each time the unit has a change of command.

3. **Command Responsibility Qualifying Units**. Commanding officers and commanders in pay grades O-3 through O-6 of the following type units are entitled to Command Responsibility Pay:

a. Command at sea insignia qualifying units listed in MILPERSMAN 1210-170.

b. Other type or specific named units:

Submarine Group 7
Military Sealift Command, Office Indian Ocean
Naval Mobile Construction Battalions
Naval Construction Force Support Units
Naval Construction Regiments, except 20th, 21st, and 31st

4. **Officers Not Authorized Responsibility Pay**. Responsibility Pay 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 designated "Officer in Charge" billets other than those specifically listed above.

c. Inactive duty commanders or COs except during periods of special active duty for training and annual active duty for training.

d. Officers frocked to pay grade O-3.

e. Commanding Officer, USS CONSTITUTION.

5. **Submitting Request for Authorization**. Other officers who believe they meet the eligibility criteria to wear the "Command at Sea" insignia may submit a request for authorization to Chief of Naval Operations (N13), if on active duty; or Navy Personnel Command (PERS-91), if inactive. Such requests should provide justification and be forwarded via the officer's administrative chain of command per MILPERSMAN 1210-170.

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 7220-120

FAMILY SEPARATION ALLOWANCE (FSA)

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, Chapter 27

1. **Conditions of Entitlement**. The conditions, types and purpose of entitlement to Family Separation Allowance (FSA) are contained in the governing directive; however, this article addresses guidance specific to the Navy concerning entitlement to FSA incident to overhaul and/or unaccompanied tours. Additionally, specific guidance is provided on how to request a waiver for unusual family or operational circumstances.

2. **Authorization of FSA Incident to Overhaul**. Members serving in any pay grade as a member with dependents are authorized payment of FSA Type II (FSA-R) 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, 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 or until post-overhaul home port of (USS) is issued by CNO."

8. **FSA Type II Accrual Effective Date**. FSA Type II (FSA-R) will accrue from the date members elect not to move their dependents at Government expense or begins 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 Type II (FSA-R). Entitlement to FSA Type I remains unaffected in accordance with the DOD 7000.14-R, volume 7A.

b. Secretary of the Navy has authorized continuing entitlement to FSA Type II (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 unaccompanied tour based on number of dependents; or

(5) who are married to other service members and who are separated by military orders either in CONUS or out CONUS.

10. **Waivers in Unusual Family or Operational Circumstances**. Requests for waivers due to unusual family or operational circumstances not covered above may be forwarded to CNO (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	CNO (N130C)	Phone:	DSN	225-3005
			COM	(703) 695-3005
			FAX	225-3311

Governing Directives	37 U.S.C. 402 DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A

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 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; or

c. When assigned to duty under emergency conditions where no messing facilities of the United States are available.

3. **Officer BAS**. Officers entitled to basic pay are entitled to BAS at all times on a monthly basis.

4. **Basic Allowance for Subsistence Rates, Procedures, Criteria**. Applicable payment rates, procedures, and detailed entitlement criteria are contained in DOD 7000.14-R, volume 7A, chapter 25.

5. **Scope of this Article**. This article addresses specific Navy procedures and policies within the constraints of Public Law and DOD 7000.14-R, volume 7A.

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	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. **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.

2. **Responsible Commanding Officer (RCO) Responsibilities**

a. **Authorizing BAS:**

(1) The RCO is charged with ensuring that commands serviced by his or her mess(es) are authorized BAS according to 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 according to the guidance contained in this article and DOD 7000.14-R, volume 7A.

c. **Auditing and Reverifying BAS Authorizations:** Annual audits and reverification of all BAS authorizations are required. Commanding officers and RCO's 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 according to guidance contained in this article and DOD 7000.14-R, volume 7A.

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. **Chief of Naval Operations (CNO) (N13) Responsibility**. Chief of Naval Operations (N13) has been designated by Secretary of the Navy as the only authority who 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 CNO (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**. Commanding officers 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. **BAS During Contingency Operations**. Refer to DOD 7000.14-R, volume 7A for procedures for BAS during contingency operations.

MILPERSMAN 7220-170

BASIC ALLOWANCE FOR SUBSISTENCE (BAS) - EMERGENCY CONDITIONS

Responsible Office	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	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 7220-190

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 7220-200

BASIC ALLOWANCE FOR QUARTERS IN BEHALF OF DEPENDENTS

Responsible Office	NAVPERSCOM (PERS-621)	Phone: DSN COM TOLL FREE WITHIN U.S. FAX	882-2501 (901) 874-2501 (800) 368-3202 882-6654

References	(a) 37 U.S.C. 403

1. **Provision**. Reference (a) provides that all members of the uniformed services entitled to receive basic pay will be entitled to receive a basic allowance for quarters (BAQ) on behalf of eligible dependents.

2. **Purpose**. The purpose of the allowance is to provide a member with a pay supplement where it is necessary for the member to obtain private quarters for the member and eligible dependents in cases where the government is unable to furnish the member with family quarters at the member's duty station.

3. **Complete Instructions**. Complete instructions concerning determinations of entitlement to BAQ and the preparation and submission of NAVPERS 1070/602, Dependency Application/Record of Emergency Data are contained in pay directives.

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	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

Governing Directive	NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Chapter 5, Part G

1. **Dislocation Allowance Policy for Military Couples**

a. Dislocation allowance entitlement for a servicemember married to another servicemember is described in JFTR, volume 1, table U5G-1.

(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 quarter (BAQ).

(3) The other parent's DLA entitlement would be per JFTR, table U5G-1.

b. See MILPERSMAN

(1) 7220-240, Overseas Station Allowances Policy.

(2) 1300-090 through 1300-140, Permanent Change of Station (PCS) Entitlement Policy.

(3) 1300-150 through 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 DLA Limitation and Exceptions**. Only one DLA entitlement is authorized during a fiscal year.

a. **SECNAVFIND Exception:** Secretary of the Navy finds (SECNAVFIND) that more than one PCS requiring a DLA payment is required during the current fiscal year.

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 (see JFTR, para. U5355-B) occurs only when the new commanding officer 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 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	CNO (N131U)	Phone:	DSN	223-0936
			COM	(703) 693-0936
		Fax:	DSN	224-5077
			COM	(703) 614-5077

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 servicemembers, 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 servicemembers 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 servicemember 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 servicemember 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 servicemember 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 servicemembers 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 servicemembers 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	224-5635
			COM	(703) 614-5635
			FAX	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	224-5635
			COM	(703) 614-5635
			FAX	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	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

Governing Directive	NAVSO P-6034, Joint Federal Travel Regulations, Volume 1, Chapter 9

1. **Description**. The OHA system provides an allowance to uniformed members assigned to overseas locations, which defrays a significant amount of housing costs. Overseas housing allowance is based on the difference between basic allowance for quarters (BAQ) or family separation allowance (FSA) Type 1 and total housing costs not to exceed a maximum amount set for a servicemember's pay grade (see NAVSO P-6034, volume 1, appendix K).

2. **Type BAQ to Use in OHA Computation**. Servicemembers 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 BAQ at the **without dependents** rate used for any OHA computation. See NAVSO P-6034, para. U9100-F2b.

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 NAVSO P-6034, para. U9000-E.

4. **Overseas Housing Allowance/BAQ Advance Payment Policy**. Instructions for advance payment of OHA/BAQ are in NAVSO P-6034, para. U9102-A. No cost associated with purchase of a residence will be considered when determining whether an advance payment of OHA/BAQ should be made, or the amount of the advance.

5. **Overseas Housing Allowance Continuation Policy**. When dependents depart an overseas station after the servicemember sponsor has departed,

a. OHA may continue for as long as 60 days following the servicemember's effective date (as defined in NAVSO P-6034, volume 1, appendix 1A) of PCS orders.

b. continuation may be granted only if delayed departure resulted from circumstances in NAVSO P-6034, para. U9100-C2. See MILPERSMAN 7220-240, Overseas Station Allowances Policy.

MILPERSMAN 7220-270

OVERSEAS TEMPORARY LODGING ALLOWANCE (TLA) 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 11101.13J

1. **Definition**

a. Temporary lodging allowance 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.

2. **Restrictions on Payment of TLA**. Temporary lodging allowance cannot be paid

a. at the same time as Overseas Housing Allowance or overseas Cost-of-Living Allowance except under conditions in NAVSO P-6034, para. U9102.

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. **Temporary Lodging Allowance 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 NAVSO P-6034, para. U9204-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**. Temporary lodging allowance is payable under NAVSO P-6034, para. U9200 after the servicemember has vacated quarters.

a. **Vacate**, as defined in OPNAVINST 11101.13J, is

> "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 vacating of quarters does not result in reinstatement of basic allowance for quarters (BAQ)."

b. When computing TLA under NAVSO P-6034, paras. U9201-B2 and U9207-E, BAQ and basic allowance for subsistence 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 NAVSO P-6034, para. U9207-H.

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. **Temporary Lodging Allowance 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 46 percent of the applicable per diem rate. See NAVSO P-6034, paras. U9207-E1 and U9207-H.

8. **Declaring Apartments or Houses as Temporary Lodging**. Overseas commander 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 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 NAVSO P-6034, para. U9200. A copy of the instruction will be sent to both the Chairman, Per Diem, Travel and Transportation Allowance Committee, and Navy addressee in NAVSO P-6034, para. U1110.

11. **Advanced Payment**. See NAVSO P-3034, volume 1, para. U9204.

MILPERSMAN 7220-280

CONTINENTAL UNITED STATES (CONUS) TEMPORARY LODGING EXPENSE (TLE) 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 5, Part H

1. **Purpose**. Temporary lodging expense 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, as defined in NAVSO P-6034, volume 1, appendix A, and private or commercial lodgings in the vicinity of either the old or new permanent duty station (PDS) within CONUS may be occupied by the servicemember 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 within-CONUS or outside-CONUS 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 outside CONUS,	5 days.

b. The total TLE reimbursement to the servicemember together with documentation required is outlined in NAVSO P-6034, para. U5710.

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 servicemember 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 in NAVSO P-6034, para. U5705-C.

6. **Temporary Lodging Expense not Payable if Per Diem is Payable**. Temporary lodging expense is not payable to the servicemember 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 under NAVSO P-6034, para. U5700 even though member has not reported.

MILPERSMAN 7220-300

ADVANCE PAY ON PERMANENT CHANGE OF STATION

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

a. Each member of the Navy on active duty, 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 active duty, 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.

d. Detailed instructions concerning the lump-sum payment for accrued leave are contained in pay directives.

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 DOD 7000.14-R, volume 7A, 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:

a. **Officers or Enlisted Members**

(1)	Members of the Naval Reserve released to inactive duty for the purpose of reporting for active duty 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.

b. **Officers Only**

(1)	An officer retires, immediately re-enters on active duty or separated, on a day other than the end of the specified period of active duty, for the purpose of re-entering on active duty in any status within any uniformed service.
(2)	Officers of the Regular Navy or Naval Reserve transferring to another branch of service, or the reserve components thereof.

c. **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 active duty 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 active duty after retirement or is recalled to active duty service.
(7)	Enlisted members transferred to the Fleet Reserve and continued on active duty after transfer without a break in active duty service.

d. **Midshipmen/Students**

(1)	Midshipmen discharged from the Naval Academy or elsewhere.
(2)	Students of the Naval Reserve Officers Training Corps.

e. **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	225-3304
			COM	(703) 695-3304
			FAX	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-82)	Phone:	DSN	882-3242
			COM	(901) 874-3242
			FAX	882-2622

1. **Policy**. Pay accounts of retiring personnel are closed upon final detachment and forwarded to the Defense Finance and Accounting Service Cleveland Center. All requests for information concerning retired pay matters arising after retirement should be addressed to the commanding officer of that activity.

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	225-3304
			COM	(703) 695-3304
			FAX	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 7220-400

RECOUPMENT OF ENLISTMENT AND REENLISTMENT BONUSES

Responsible Office	NAVPERSCOM (PERS-811)	Phone: DSN COM FAX	882-3215 (901) 874-3215 882-2623

Governing Directives	DOD 7000.14R, Financial Management Regulations, (DODFMR), Volume 7A DFAS-DJMS Procedures Training Guide (DFAS PTG)

1. **Policy**

a. Recoupment of unearned portions of enlistment bonuses and reenlistment bonuses (regular and selective) is required

(1) when a member voluntarily, or because of misconduct, does not complete the term of enlistment, reenlistment, extension of enlistment, or anniversary year for which bonus was paid.

(2) when a member is not technically qualified in the skill for which a bonus was paid (other than a member who is not qualified because of injury, illness, or other impairment not the result of misconduct).

b. Members discharged 3 months or less before expiration of enlistment for reasons set forth in DODFMR, section 090403N, are considered to have completed the terms of enlistment, reenlistment, extension of reenlistment, or anniversary year for which the bonus was paid.

2. **Rationale**. Reasons for recoupment of enlistment and reenlistment bonuses are contained in DFAS PTG and DODFMR, sections 090403 through 090405.

3. **Retention of Members in the Service**. Members shall not be retained in the service beyond the date they would otherwise be discharged solely for the purpose of recoupment of reenlistment bonus.