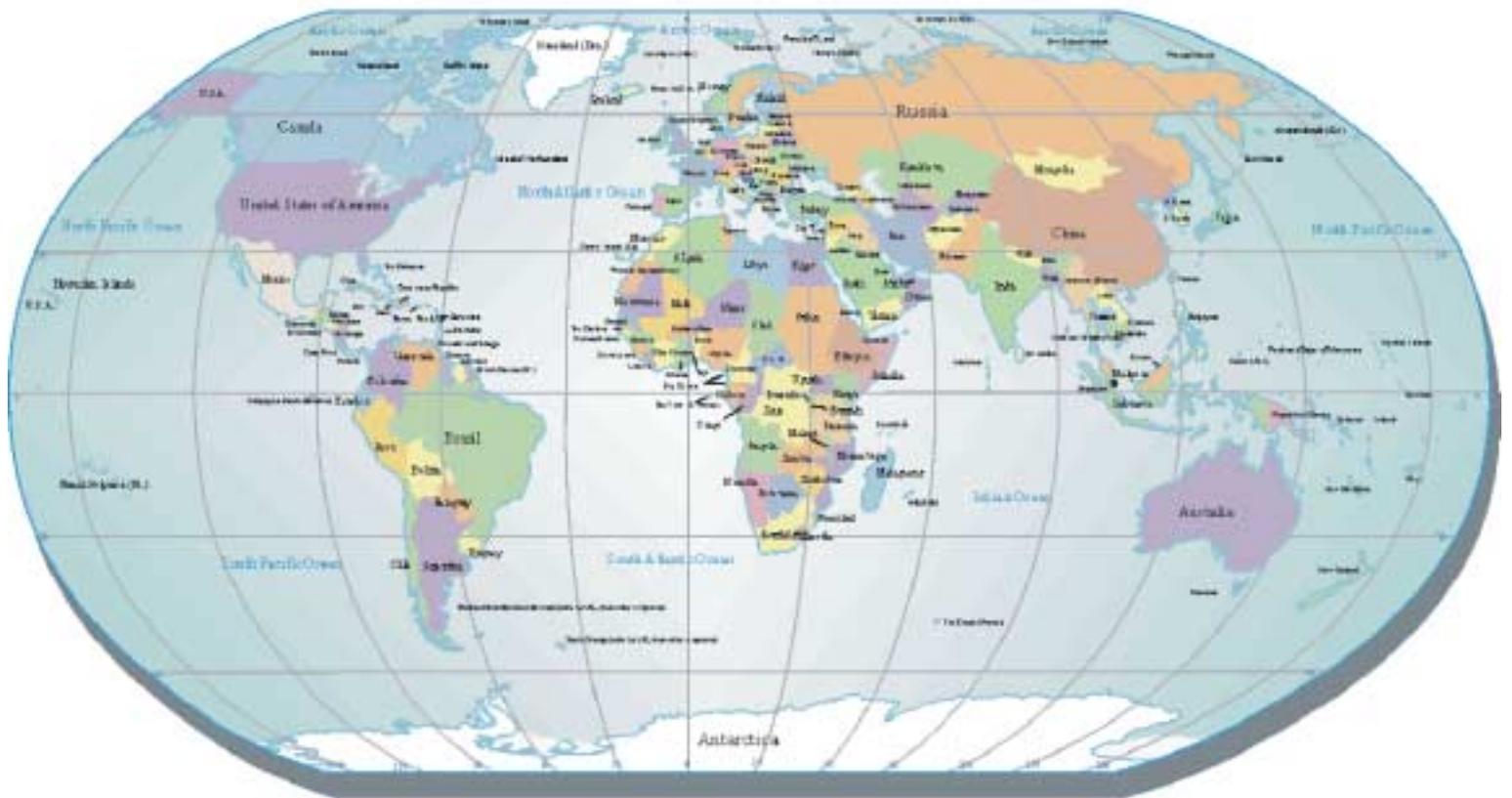


ENLISTED TRANSFER MANUAL



FOR DISTRIBUTION AND ASSIGNMENT
OF ENLISTED PERSONNEL OF THE US NAVY

NAVPERS 15909G

COGNIZANCE/INTEREST OF RESPONSIBILITY
FOR REVIEWING AND SUBMITTING CHANGES
TO THE ENLISTED TRANSFER MANUAL

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	ADDENDUM A SEPARATION AND REENLISTMENT INDEX	PERS-814/N132

REQUESTING CHANGES TO THE ENLTRANSMAN

Submit change request through your respective chain of command to the cognizance Dept/Command listed above. The cognizance Dept/Command will then review/make recommendations and forwards the request to the Interested and Approving Authority. Once the request is approved, forward to Navy Personnel Command PERS-451 to be included into the Enlisted Transfer Manual.

DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
ATTN PERS 451
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-4000

NOTE: CHANGES AFFECTING SERVICE RECORD ENTRIES SUCH AS ADDITIONAL INFORMATION, DELETION INFORMATION, OR UTILIZATION OF EXISTING FORMS, MUST BE APPROVED BY PERS-3.

ETM CHANGE REQUEST
 Complete one request for each article IAW MILPERSMAN 5215-010

From: (Office requesting change)

Originator:	POC Name:	POC Phone:	Date:
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To: NAVY PERSONNEL COMMAND (PERS-451)

Via: (Office responsible for article)

<input type="checkbox"/> CHANGE	ETM Article # <input type="text"/>	Article Title:
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<input type="checkbox"/> NEW	Recommend new article follow ETM Article # <input type="text"/>	Article Title:
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Reference requiring this submission (Law, Regulation, Conference, Directive, Message, etc.):

Complete Summary of Changes (*provide exact wording to be used on official OTM Change Summary to be signed by DCNP*):
 Attach additional pages as needed

INTERESTED PARTY CLEARANCES REQUIRED
 (Responsible office must obtain chops prior to submission to PERS-451)

Originator:	Initials:	Date:	N13 for policy changes:	Initials:	Date:
Cognizant Code:	Initials:	Date:	ORG Code:	Initials:	Date:

AUTHORIZED SIGNATURE

Staff Office Director/ACNPC:	ORG Code:	Date:
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The changes to the Enlisted Transfer Manual included in Change No. 03/01 are effective upon receipt unless otherwise indicated.

Tommy D. Klepper
Director, Distribution Management,
Allocation, Resources and
Procedures Division

ARTICLE	INCORPORATED BY	DESCRIPTION
<u>Chapter 1</u>		
1.012/1.014/1.04	PERS-451	Revised EPMAC name.
FIGURE 1A	PERS-451	Revised diagram.
FIGURE 1F	PERS-451	Revised reference/EPMAC name.
FIGURE 1G	PERS-451	Realigned figure columns.
<u>Chapter 2</u>		
All	PERS-451	Complete chapter revision with 1306 electronic submission.
<u>Chapter 3</u>		
All	PERS-451	Deleted tour length figure revising text reference to latest NAVADMIN/revised figure numbers/titles.
3.022	PERS-451	Deleted article and combined TOS under 3.07.
3.027	PERS-451	Deleted outdated manual.
3.031	PERS-451	Revised type designation.
3.044	PERS-451	Revised TEMADD type duty credit for clarification.
3.051	PERS-451	Clarified CNO Priority 2 billet examples.
3.0611	PERS-451	Clarified order writing window.
3.0613	PDM 05-N132-01	Revised First Termer PRD assignment.
3.067	PERS-451	Deleted/no longer applicable.
3.07	PERS-451	Combined TOS and OBLISERV to clarify requirements.
3.08	PERS-451	Deleted article and combined OBLISERV under 3.07.
3.14	PERS-451	Revised OPHOLD requirements.
<u>Chapter 4</u>		
All	PERS-451	Deleted overseas screening requirements related to related to MSC vessels (op screening required)/deleted NAVPERS 1070/613 (page 13)

ARTICLE	INCORPORATED BY	DESCRIPTION
4.012	PERS-451	requirement to document overseas screening. Clarified Physical Fitness Assessment/deleted performance trait average requirement/added TRICARE info concerning screening.
4.021	PERS-451	Added note that Page 13 not acceptable for overseas OBLISERV.
4.023	PERS-451	Deleted "homebasing initiative."
4.05	PERS-451	Revised nuclear operators/techs to "Trident".
4.0512	PERS-451	Deleted double sea duty credit for MSC vessels.
4.10	PERS-451	Revised article reference.
4.11	PERS-451	Revised as extension of DOD tour length.
FIGURE 4F	PERS-451	Updated PLADs/realigned columns/added COMSIXTHFLT Rep Toulon France info.
<u>Chapter 7</u>		
7.01	PERS-451	Revised GENDET "A" school application per MILPERSMAN.
7.02	PERS-451	Updated ASVAB requirements/eligible ratings for JOBS.
7.03	PERS-451	Clarified document requirement for OBLISERV.
7.033	PERS-451	Updated 5YO ratings.
7.07	PERS-451	Revised reference.
7.071	PERS-451	Clarified ASVAB/various A-school requirement packages.
7.08	PERS-451	Revised GTEP/clarified article.
7.16	N132	Revised ASVAB/other requirements for various ratings.
<u>Chapter 8</u>		
All	PERS-451	Revised to allow lower priority/specific assignments under GUARD 2000.
<u>Chapter 9</u>		
9.27	PERS-64	Realigned columns/revised secondary instruments.
9.38	PERS-451	Added "A" school recruiting to WHCA.
9.66	PDM 01-N132-03	New article on NMCI assignment to NOCs.
<u>Chapter 16</u>		
16.04	PERS-451	Revised EPMAC name.
16.052	PERS-451	Revised reference.

Brief of Changes 03/01.

CHAPTER 1

ENLISTED DISTRIBUTION MANAGEMENT SYSTEM

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ENLISTED DISTRIBUTION MANAGEMENT SYSTEM

1.0 GENERAL.

Billet control, personnel procurement, training and distribution. Authorized billets are the Navy's yardstick for measuring personnel management's ultimate objective of placing the right person in the right job.

The addition and deletion of manpower requirements can be defined and published more rapidly than can the procurement, training and distribution of individuals to fill these requirements. Hence procurement and training managers are continually striving to build the personnel base to support the requirements while personnel distributors are faced with the challenge of how to best assign personnel excesses and shortages to most nearly meet the billet requirements.

This Chapter addresses the Enlisted Distribution Management System for active duty USN/USNR personnel. Training and Administration of Reserve (TAR) personnel is addressed in Chapter 20.

1.01 DISTRIBUTION MANAGEMENT CONTROLS.

1.011 GENERAL. To support the Deputy, Chief of Naval Personnel (DCNP) in exercising his responsibility for controlling the assignment of enlisted personnel and the responsibility of the Fleet Commanders-in-Chief (CINC) for the 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. Additionally, all activities are assigned to one of the four Manning Control Authorities (MCA). Generally, continental U.S. shore activities are under one of two MCAs; ships, squadrons and activities in the Pacific Ocean area are under an MCA; and ships, squadrons and activities in the Atlantic Ocean area are under another MCA.

1.012 ALLOCATION CONTROL. Allocation control is the function of allocating available personnel resources to the four Manning Control Authorities. This control is exercised by COMNAVPERSCOM (PERS-45) for all designated strikers and petty officers. Commanding Officer, Enlisted Placement Management Center (EPMAC) exercises allocation control for SN, FN and AN.

1.013 MANNING CONTROL. Manning Control consists of two functions, manning and placement. This control is exercised by the Manning Control Authority (MCA). COMNAVPERSCOM (PERS-453) is MCA for most continental U.S. activities; COMNAVRESFOR (Code 02A) is MCA for most continental U.S. activities which are primarily concerned with the training of Naval Reservists; CINCPACFLT is MCA for activities in the Pacific Ocean area; and CINCLANTFLT is MCA for activities in the Atlantic Ocean area. An individual becomes an asset under the control of the Manning Control Authority (MCA) from the time of issuance of orders to transfer to an activity belonging to the MCA until three months prior to the individual's Projected Rotation Date.

- Manning is the function of determining the quality, quantity and priority for assignment of personnel to all billets within a composite. 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.

1.014 ASSIGNMENT CONTROL. Assignment control is the selecting, detailing and ordering of particular individuals to fill billets in accordance with manning levels and priorities designated by the MCA. COMNAVPERSCOM (PERS-40) is the assignment control for designated strikers and all petty officers. Naval Reserve Personnel Center (NAVRESPERS-CEN) (Code 30) is the assignment control authority for all enlisted TAR personnel. Commanding Officer, Enlisted Placement Management Center (EPMAC) is the assignment control for SN, FN and AN. An individual becomes an asset available to the Assignment Control Authority for detailing purposes three months prior to the individual's Projected Rotation Date.

1.02 SUPPORTING INFORMATION SYSTEMS.

To support the allocation, manning, and assignment control functions, three automated personnel management information systems have been developed. They are the Projection System, supporting the allocation control function; the Navy Manning Plan (NMP), supporting the manning function; and the Personnel Requisition, which supports the placement function.

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. Following is a general description of these personnel management information systems:

1.021 PROJECTION SYSTEM.

- Functions. The Projection System has two major functions. The first is to predict what the Navy distributable personnel strength will be nine months in the future. These predictions are based on the number of personnel already assigned to billets, a survey of individuals who are under orders to be transferred from one billet to another and a measurement of personnel available for assignment. The second function is to equitably allocate available personnel assets to each composite.
- Distributable Communities. For distribution purposes, Navy enlisted personnel are assigned to distributable communities. Distributable communities are specified NEC or rating communities composed of personnel and billets who are onboard for duty, and not in the individuals account as students, transients, patients, prisoners, or holdees, and who are counted using the assigned rate fields or distribution NEC fields as shown on the EDVR.

COMNAVPERSCOM (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. Normally, personnel assets and billets are managed by ratings. However, because of highly specialized training, certain individuals and billets are managed by NEC independent of rating. When COMNAVPERSCOM (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.

- Closed Loop and Transitory NECs. The Closed Loop NEC distributable community consists of personnel who are projected and assigned to consecutive tours within that NEC skill area. 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 his general rating experience. This person is managed based solely on this NEC skill.

By contrast, the Transitory NEC distributable community consists of an amalgam of ratings sharing a common supplemental skill which may not be generically associated with the individual's actual rating. This individual 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 his primary rating. A complete list of distributable community NECs and ratings is provided at Figure 1G and Figure 1H respectively. All enlisted personnel and billets belong either to an NEC distributable community or a rating distributable community. 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. 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. COMNAVPERSCOM (PERS-45) also maintains the pseudo distributable community NEC listing. See Figure 1I.

- Detailing Composites. Having determined the individuals and billets which will be managed by rating or NEC, the total Navy billet structure is subdivided into detailing composites. 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. If an activity has a sea/shore code of 1 (continental U.S. shore duty), 6 (overseas preferred shore duty), the activity's billets are placed in the shore composite. The remainder of the billets (in sea/shore codes 2, 3, and 4) are placed in the sea composite. The sea composite is further subdivided into submarine billets and non-submarine billets. The non-submarine composite is termed the "sea-surface/air" composite. The shore, sea-surface/air, and sea-submarine composites are again subdivided into seven pay grades (pay grades E-1 through E-3 are considered one pay grade in this division). Finally each pay grade is subdivided into four Manning Control Authorities (MCAs) representing the billets for which each of the MCAs has responsibility. The subdivision process described above creates some 26,000 potential categories into which an individual or billet could be counted. Figure 1A depicts these subdivisions. The end result is to project future personnel strength and allocate personnel assets to each MCA by pay grade 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. (See Figure 1A).

1.022 NAVY MANNING PLAN (NMP).

- Function. 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. Solution of this problem requires a "manning plan" which will determine how shortages and excesses shall be distributed. This plan is termed the Navy Manning Plan (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.

- Normal and Directed Manning. The manning plan of an activity is determined under either "normal" or "directed" manning procedures. 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. Directed manning indicates a CNO or MCA decision to man the activity at a level other than normal manning. The procedure under which an activity's manning plan has been determined is indicated by the NMP rule displayed in Section 5 of the Enlisted Distribution and Verification Report (EDVR). A numeral one or two as the first digit of the NMP rule indicates the activity's Manning Plan was determined under directed manning procedures. One, manning at a level other than 100%, and; two, 100% manning of billets authorized. The numeral nine 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. 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 MCA (See Figure 1B). The remainder of the discussion of NMP will be directed toward the computational techniques used in determining normal manning.
- Plan Constraints. Three basic constraints are placed upon the determination of a normal manning plan for a detailing composite at an activity. The first is that activities with the same total billets authorized will receive the same total manning plan. The second is that, insofar as is possible, activities with the same billet pay grade structure will receive the same pay grade manning plan. The third constraint is that the substitution of manning plan pay grades will be limited to plus or minus one pay grade in relation to the billet pay grade.
- Activity 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 that activities with like total billets authorized will have identical total manning plans.
- Target Manning Plan. The second step is to develop a pay grade target manning plan based on the activity's billet pay grade structure. Since the activity's total manning plan in relation to the total billets authorized represents a percentage of manning, then ideally, each pay grade within the billet structure should be manned at the same percentage. This ideal manning of each pay grade within the total is termed a pay grade target manning plan. The sum of the pay grade target manning plans must equal the total manning plan for a composite. (See Figure 1C).
- Actual 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 pay grades, but the predicted percentage level of assets for each pay grade is rarely identical. Since sufficient assets are available to cover the total plan, it is necessary to determine how much of the pay grade target plan for a composite can be filled by assets of the same pay grade and how much of the remaining target plan must be filled by borrowing assets from an adjacent pay grade. A target composition percentage is computed by balancing predicted pay grade assets against the pay grade target plan, adhering to a plus or minus one pay grade substitution constraint (See

Figure 1D). The actual activity manning plan is determined by applying the target composition percentages to the pay grade target manning plan for each activity (See Figure 1E). 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 pay grade assets within the total plan.

- Plan Stability. Every attempt is made to maintain an activity manning plan as stable as practicable. However, certain factors influencing the manning plan of an activity must be accommodated. The most obvious factor is that in which the Allocation Control Authority, COMNAVPERSCOM (PERS-45), is predicting an increase or decrease in the total assets for a composite. The normal manning plan of all activities 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. 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 pay grade, a new manning plan for the activity is computed. Unless otherwise directed by the MCA, all changes to an activity manning plan become effective nine 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 individuals and the command.

1.023 PERSONNEL REQUISITION.

-Function. 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 his activities qualitative and quantitative personnel needs to the Assignment Control Authority (ACA). This communication is provided by the Personnel Requisition System. The personnel requisition's function is to measure activity personnel needs to bring the activity first to its manning plan and second, if unpredicted assets become available, from manning plan to full billets authorized. These needs are communicated as personnel requisitions. A second function is to communicate to the ACA in what sequence personnel are to be assigned to activities to fill their requisitions.

- Activity Personnel Requisitions. The Personnel Requisition System measures the personnel needs of each activity for the forthcoming nine months by comparing projected onboard assets to the NMP and NMP to billets authorized. 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 individual is required onboard. The requisition specifies whether the individual is needed to bring the activity to NMP ("N" requisition); billets authorized ("A" requisition); or represents a pay grade imbalance ("P" requisition).

- Requisition Priorities. 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. OPNAVINST 1000.16J contains a detailed explanation of these priorities, their usage and how personnel assets are allocated to meet the priorities. 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 zero indicates no priority while a 1, 2, or 3 indicate a CNO priority 1 or 2, and MCA Priority 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 individual is needed, the activity's percentage of manning, deployment status, and mission assignment. 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.

1.03 SYSTEM DYNAMICS.

1.031 GENERAL. 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.

1.032 ACCURACY OF PERSONNEL ACCOUNTS. 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 OPNAV 1000/2, Enlisted Distribution Verification Report (EDVR) and Manpower Authorization, to ensure their accounts are accurate and up-to-date.

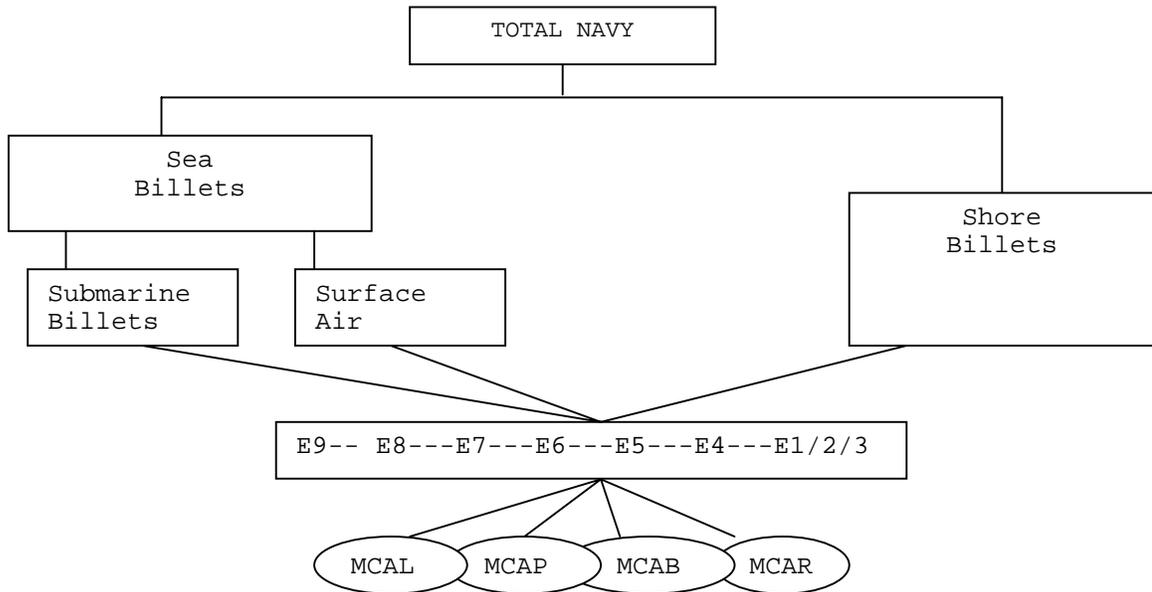
1.033 REASSIGNMENT PRIOR TO PRD. The reassignment of personnel prior to established PRD impacts adversely on unit stability and individual morale; therefore reassignments will not be made solely for the purpose of "leveling" where excesses have been created as a result of advancements or minor changes to billets authorized. 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. Should normal rotation of personnel not satisfy a critical manning situation, reassignments of individuals prior to PRD may be required. Such reassignments shall be kept to a minimum and will be accomplished only upon the direction of EPMAC acting as agent for the Manning Control Authority. Reassignment due to decommissioning/inactivation or major billet reductions shall be in accordance with the procedures set forth in Chapter 12.

1.034 ORDER MODIFICATIONS. The Assignment Control Authority, in responding to the needs and desires of individuals, must issue orders as far in advance as practical. The Manning Control Authority, 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 Assignment Control Authority, the operational requirements of the Manning Control Authority will be a primary factor in the process.

1.04 INQUIRIES AND CORRESPONDENCE.

Since the Assignment Control Authority (ACA) responds only to deficiencies and priorities identified and directed by the Manning Control Authorities, activities must ensure that all inquiries and correspondence regarding unit enlisted manning are addressed to the Enlisted **Placement** Management Center (EPMAC) in New Orleans which performs the placement function as agent for the MCA's. Figure 1F provides the addressee and reference for correspondence concerning enlisted personnel matters that affect unit manning.

DETAILING SUBDIVISION PROCESS



1. Distributable Communities: 102 ratings and 212 NECs (102 + 212 = 314)
2. Composites: Shore, Sea-Surface/Air, Sea-Submarine
3. MCAs: COMNAVPERCOM, LANT, PAC, CNRF
4. Detailing Composites: (314 X 3 X 4 = 3768)
5. Paygrades: 7 paygrades (E1 - E3 combined)
6. Detailing subdivisions: (7 X 3768 = 26376)

FIGURE 1A

NORMAL MANNING BILLETS AND ASSETS

	<u>BILLETS</u>	<u>PREDICTED ASSETS</u>	<u>%</u>
MCA TOTAL	600	458	76.33
COMMITTED TO DIRECTED MANNING	158	142	90.00
AVAILABLE FOR NORMAL MANNING	442	316	71.49

FIGURE 1B

ACTIVITY TARGET MANNING PLAN

<u>PAY GRADE</u>	<u>E9</u>	<u>E8</u>	<u>E7</u>	<u>E6</u>	<u>E5</u>	<u>E4</u>	<u>E3</u>	<u>TOT</u>
BILLETS AUTHORIZED				5	23			28
TOTAL NMP								20
TOTAL %								71.43
PG TARGET MANNING PLAN				4	16			20

(PAY GRADE TARGET MANNING PLAN = TOTAL % X PAY GRADE BILLETS AUTHORIZED)

FIGURE 1C

<u>BALANCE OF TARGET PLAN AND PREDICTED ASSETS</u>							
<u>PAYGRADE</u>		<u>PREDICTED</u> <u>NMP</u>	<u>ASSET</u>		<u>TARGET</u>		<u>TARGET</u>
			<u>(+)</u>	<u>EXCESS/</u> <u>ASSETS</u>	<u>(-)</u>	<u>NMP</u> <u>(PG)SHORTAGE</u>	<u>COMPOSITION</u> <u>%</u>
E9	7	11	+	4	E9	7	100
					E8		
E8	10	22	+	12	E9	4	40
					E8	6	60
					E7		
E7	67	87	+	20	E8	16	24
					E7	51	76
					E6		
E6	120	101	-	19	E7	36	30
					E6	84	70
					E5		
E5	83	56	-	27	E6	17	21
					E5	56	67
					E4	10	12
E4	21	16	-	5	E5		
					E4	6	29
					E3	15	71
E3	8	23	+	15	E4		
					E3	8	100
TOTAL:	316	316		0		316	

NOTE: Excess assets are "PASSED DOWN" to the next lower pay grade. Assets are "BORROWED" from the next lower pay grade, when shortages exist.

FIGURE 1D

<u>DETERMINATION OF ACTUAL ACTIVITY MANNING PLAN</u>								
<u>PAY GRADE</u>	<u>E9</u>	<u>E8</u>	<u>E7</u>	<u>E6</u>	<u>E5</u>	<u>E4</u>	<u>E3</u>	<u>TOT</u>
BILLETS AUTHORIZED				5	23			28
TARGET PLAN				4	16			20
COMPOSITION %				30/70	21/67/12			
COMPOSITION			1	3				
				3	11	2		
ACTUAL NMP			1	6	11	2		20

FIGURE 1E

POLICY FOR INQUIRIES AND SUBMISSION OF CORRESPONDENCE CONCERNING ENLISTED
PERSONNEL MATTERS

3 3 3 3	3 3 3 3	SUBJECT	3 3 3 3	SUBMIT TO	3 3 3 3	REFERENCE	3 3 3 3
3	3	Billets Authorized	3	NAVMAC	3	OPNAVINST 1000.16J	3
3	3	Change, Revision	3	Via: Manpower Claimant	3		3
3	3	or Correction	3		3		3
3	3	Priority Manning	3	N130	3	OPNAVINST 1000.16J	3
3	3		3	Via: Activity MCA, Info:	3		3
3	3		3	other 3 MCA's & PERS-45	3		3
3	3	Directed Manning	3	MCA	3		3
3	3		3	Via: TYCOM	3		3
3	3		3	Info: EPMAC	3		3
3	3	Navy Manning Plan (NMP)	3	MCA	3		3
3	3	Change, Revision	3	Via: TYCOM	3		3
3	3	or Correction	3	Info: EPMAC	3		3
3	3	Manning Deficiencies	3	EPMAC	3		3
3	3	Command Readiness	3	Info: MCA and TYCOM	3		3
3	3	or Replacement	3		3		3
3	3	Enlisted Manning	3	EPMAC	3	ENLTRANSMAN CHAP 23	3
3	3	Inquiry Report	3	MSG IAW Reference	3		3
3	3		3	Info: TYCOM,	3		3
3	3		3	COMNAVPERSCOM, MCA	3		3
3	3	Requisitions	3	EPMAC	3		3
3	3	Change, Revisions,	3	Info: MCA and TYCOM	3		3
3	3	Correction, Priority	3		3		3
3	3	Individual Requests	3	ACA	3	ENLTRANSMAN 2.02	3
3	3		3	Info: EPMAC	3	(ENLTRANSMAN CHAP 20	3
3	3		3		3	FOR TARS)	3
3	3	Personnel Accounting	3	EPMAC	3	DMRSMAN	3
3	3	(EDVR corrections)	3		3	EDVRMAN	3
3	3		3		3		3
3	3		3		3		3

ACA Assignment Control Authority
 COMNAVPERSCOM Commander, Navy Personnel Command
 EPMAC Enlisted Placement Management Center
 MCA Manning Control Authority
 NAVMAC Navy Manpower Analysis Center
 TYCOM Type Commander

FIGURE 1F

DISTRIBUTABLE COMMUNITY NECs

The following NECs are managed as distribution communities independent of ratings (see Article 1.021).

I. Transitory NECs

<u>Group</u>	<u>NECs</u>	<u>Remarks</u>
Classifier	2612	
Aircrew (AW)	7815, 7821, 7824, 7825, 7826, 7827, 7831, 7841, 7845, 7846/T7851, 7861, 7871, 7872, 7873, 7874/A/T 7876	Sea Only
Aircrew	8202, 8202A, 8202T, 8288, 8294, 8295, 8300, 8300A, 8300T 9401/A/T, 9402/A/T, 9403/A/T	Shore Duty
Maintenance MCPO	8300/T	Sea Duty
Instructor	9508, 9515, 9518	
3-M System Coordinator	9512, 9517	
Counselor	9519, 9522, 9585, 9589	
Master-At-Arms	2005, 2005A, 2005T, 2006, 2006A, 2006T 8202, 8202A, 8202T 8288, 8294	Shore Only
Security/Law Enforcement	9545, 9575, 9541, 9575A, 9575T	
Snap II Ship/System Coord	9573, 9573A, 9573T	
Special Warfare Combatant Craft Crewmember	9533A, 9533T	Sea/Shore Composite Only
Basic Combatant Crewmbr	5350	Sea/Shore
Intermediate Combatant Crewmember	5351	Sea/Shore
Command Master Chief	9579, 9580	
NRD Recruiter/Classifier	9586, 9586A, 9586T	
Special Series	9999	

II. Closed Loop NECs

<u>Group</u>	<u>NECs</u>	<u>Remarks</u>
Harbor/Docking	0215, 0216	

FIGURE 1G-1

<u>Group</u>	<u>NECs</u>	<u>Remarks</u>
Career Recruiter	2186, 2186T	
Writers	2514	
Strategic Weapons Systems	3303, 3314, 3328, 3342	
Navigation Electronics Technician	3322-3328, 3332, 3334, 3336	
Nuclear Propulsion	3353-3356, 3363-3366, 3383-3386, 3393-3396	
Diver/Special Warfare	5311, 5320, 5323-5327, 5331-5337, 5341-5343, 5346, 5348, 5348T, 5375, 5375T	
Special Warfare Combatant Crewmember (SWCC)	5352	
Construction	5633, 5931, 5932	
Aircrew	7834, 7843, 7863, 8211, 8215, 8216, 8225, 8226, 8235-8238, 8241, 8243, 8245, 8250, 8251, 8252, 8258, 8261, 8262, 8263, 8264, 8265, 8267, 8269, 8271-8276, 8272T, 8278, 8279, 8284, 8284T, 8289	
Medical	8401, 8402, 8403, 8405, 8405T, 8406, 8407, 8408, 8409, 8416, 8425, 8427, 8427A, 8427T, 8432, 8433, 8445, 8446, 8451, 8452, 8454, 8463, 8466, 8467, 8467A, 8467T, 8472, 8477, 8478, 8479, 8482, 8483, 8485, 8486, 8489, 8492, 8493, 8494, 8495, 8496, 8501, 8503, 8505, 8506, 8541	
Dental	8703, 8703A, 8703T, 8732, 8752, 8753, 8765, 8783, 8783A, 8783T	
Linguist	9192, 9192A, 9192T, 9193, 9193A, 9193T, 9194, 9194A, 9194, 9194T, 9195, 9195A, 9195T, 9196, 9196A, 9196T, 9197, 9197A, 9197T, 9198, 9198, 9198A, 9198T, 9201-9204, 9207-9209, 9211-9213, 9215, 9216, 9230-9237, 9240-9243, 9246, 9310, 9310A, 9310T, 9311, 9311A, 9311T, 9312, 9312A, 9312T, 9313, 9313A, 9313T, 9314, 9314A, 9314T, 9315, 9315A, 9315T	
Foreign Language Translator	9520	
Special Series Group	9901	

FIGURE 1G-2

DISTRIBUTABLE COMMUNITY RATINGS

<u>RATING</u>	<u>RCN</u>	<u>RATING</u>	<u>RCN</u>	<u>RATING</u>	<u>RCN</u>
AB	6700	DC	4500	MR	3900
ABE	6704	DK	2100	MS	2200
ABF	6705	DM	3200	MT	0810
ABH	6706	DT	8300	MU	3300
AC	6600				
AD	6200	EA	5100	NC	1400
AE	6800	EM	4100		
AF	6080	EN	3800	OM	1200
AG	7100	EO	5410	OS	0300
AK	7300	EQ	5380		
AM	6900	ET	1000	PC	2700
AME	6903	EW	0350	PH	7600
AMH	6902			PN	1800
AMS	6901	FC	0700	PR	7000
AN	7800	FN	5000		
AO	6500	FT	0800	QM	0200
AS	7500				
AT	6300	GM	0600	RP	2500
AV	6180	GS	4400		
AW	6400	GSE	4401	SH	2490
AZ	7400	GSM	4402	SK	2000
				SM	0250
BM	0100	HM	8000	SN	3600
BU	5600	HT	4300	STG	0401
				STS	0404
CE	5300	IC	4200	SW	5700
CM	5500	IM	1100		
CN	6000	IS	2300	TM	0500
CTA	1622	IT			
CTI	1666			UC	5280
CTM	1633	JO	2600	UT	5800
CTO	1644				
CTR	1655	LI	3100	YN	1700
CTT	1611	LN	1750		
CU	5080				
		MA	0150		
		MM	3700		
		MN	0900		

FIGURE 1H

PSEUDO Distributable Community NEC LISTING

<u>PSEUDO DNEC</u>	<u>SPECIAL CATEGORY</u>
0051	Seaman, Male
0052	Seaman, Female
0053	Seaman, Excess (either/or Male/Female)
0071	Fireman, Male
0072	Fireman, Female
0073	Fireman, Excess (either/or Male/Female)
0091	Airman, Male
0092	Airman, Female
0093	Airman, Excess (either/or Male/Female)
00CA	Conditional Assignment
0054	Pregnant Females, Reassigned sea to shore

FIGURE 1I

CHAPTER 2

DUTY PREFERENCES AND SPECIAL REQUESTS

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DUTY PREFERENCES AND SPECIAL REQUESTS

2.0 BACKGROUND.

Recognizing that the sea/shore rotation requirements of naval service necessitate permanent changes of station during a career, the Navy has provided a vehicle by which members may express their reassignment desires by using the Enlisted Duty Preference form, NAVPERS 1306/63. Duty preference forms provide the assignment control authorities with valuable, timely information to consider when effecting their reassignment decisions. Detailers often have a range of reassignment options available in a given circumstance. It is too often the case that they are faced with assigning individuals who have no duty preferences on file. In those cases, assignments are made to the highest priority requirement.

To provide an opportunity for members to request participation in programs of a more immediate nature, another vehicle, the Enlisted Personnel Action Request form (NAVPERS 1306/7) was developed.

2.01 NAVPERS 1306/63, ENLISTED DUTY PREFERENCE.

Detailing is a process whereby the detailer matches available personnel assets with existing Navy-wide requirements. It is evident that if an individual has no duty preferences on file the detailer will assign you to the top priority billet. It is emphasized that the submission of duty preferences is an individual's responsibility. **A sample is shown in Figure 2A.**

2.011 PROPER SUBMISSION. The preferred method of submitting the Enlisted Duty Preference is through the online version <https://www.bupersaccess.navy.mil/>. This method updates the Enlisted Assignment Information System (EAIS), requires no manual intervention, and is readily displayed by the detailers.

The form can also be obtained through the BUPERS CD-ROM or <http://buperscd.technology.navy.mil/> for local use or requests that need to be submitted to activities not listed in this paragraph.

2.013 REMARKS SECTION. Although NAVPERS 1306/63 was designed to reflect most information pertinent to an individual's assignability, it is recognized that no form of this type can be all encompassing. Accordingly, a 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:

- Any skills possessed by the member not identified by NEC.
- Volunteers for overseas duty should list all community supportive skills possessed by dependents (e.g., teacher, nurse, dental technician, secretary, hairdresser, etc.).
- EFM and IEP affected family members.
- Expected delivery date if wife is pregnant.
- Date and term of reenlistment when an individual reenlists on board within 24 hours.

2.014 WHEN SUBMITTED. Individuals should submit their duty preference upon completion of six months of duty at their current duty station. A member may submit subsequent duty preference forms anytime thereafter. Revisions should be submitted any time the member's duty preferences change and must be

submitted when changes in significant personal data occur (dependency status, location of household goods, etc.), and when an individual reenlists.

Personnel made available for reassignment due to medical releases, pregnancy tour releases and school attrites, should indicate their duty preferences in the remarks section of the availability report in accordance with chapter 18.

Non-designated SN/FN/AN under the detailing control of EPMAC shall use NAVPERS 1306/63 to submit their duty preferences to EPMAC (Code 47)

2.02 NAVPERS 1306/7 ENLISTED PERSONNEL ACTION REQUEST.

This form was devised to provide a standard Navy-wide format for the submission of requests to cognizant **Assignment Control** Authority. It was designed to present standardized pertinent information necessary to properly assess the request. It is imperative that personal data, i.e., SSN, Name, etc., be verified for accuracy. Multiple requests on the same form are not allowed. **A sample is shown in Figure 2B.**

2.021 FORWARDING OF REQUESTS. All requests shall be processed and forwarded to the cognizant **Assignment Control** Authority. The on-line version <http://www.buperaccess.navy.mil/> will be used to submit request to COMNAVPERSCOM, EPMAC or NRPC and provides pull down menus to aid in submitting requests to the correct department. This version provides the request in text form directly to the department selected and provides a copy to the submitting command. Additionally, electronic (on-line) submissions provide personnel security, requires the command representative to submit the request, and eliminates mailing and faxing requests.

The forms can also be obtained through the BUPERS CD-ROM or <http://buperscd.technology.navy.mil/> for local use or request that need to be submitted to activities not listed in this Paragraph.

Requests will be sent directly to:

- EPMAC for non-designated personnel,
- COMNAVPERSCOM (PERS-403) for Submarine program volunteers, and
- COMNAVPERSCOM (PERS-815) for the STAR, SCORE, or Lateral Conversion Programs;

whether the command endorsement is favorable or unfavorable. However, ineligible members shall be informed, in person, of the reason of their ineligibility, by their Command.

Attachments for the electronic 1306/7 can be made after the "submit request" has occurred. The command 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 in and forwarded with the request to the cognizant department.

2.022 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. Accordingly, when a reasonable length of time has passed since original submission and no reply has been received, resubmission is in order.

2.023 CANCELLATION OF REQUESTS. To cancel a request, submit a new 1306/7, message or letter 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.

2.024 LIMITATIONS OF NAVPERS 1306/7 USAGE. Although the title NAVPERS 1306/7 Enlisted Personnel Action Request implies universal application to requests of any nature, in many cases usage of the form is incorrect. 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). The most common misuse of NAVPERS 1306/7 is the unsubstantiated request for reassignment. Unless an individual has sufficient justification to warrant reassignment prior to PRD, such desires are properly brought to the cognizant detailing authority's attention via NAVPERS 1306/63, Enlisted Duty Preferences.

2.025 ENDORSEMENT CONSIDERATIONS. This manual will not dictate the command's in-house process for submitting an electronic 1306/7 via BUPERSACCESS. However, requests submitted by the command's designated person(s) will be considered endorsed by the Commanding Officer unless otherwise indicated on the request.

Paper request will be endorsed by the C.O./OIC or by direction authority as required. Some programs require the C.O. or OIC signature only and by direction signatures or unauthorized signatures will cause delay or member may not be considered for the program requested.

2.026 ADDITIONAL CLERICAL INSTRUCTIONS. To ensure a timely and correct response is afforded each individual member submitting a request via NAVPERS 1306/7, 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 if not filled in correctly. Using the on-line version delays in obtaining the correct data and lengthy periods without data entry may cause the system to time out without processing the request.

- Invalid Points of Contact address, incorrect phone numbers, and e-mail address cause serious problems when the command cannot be contacted and missed opportunities occur.
- Submitting the request to the wrong department. This severely impacts submissions that require deadlines. While this seems trivial NPC, EPMAC, and NRPC are large organizations with many departments which handle many administrative tasks. Use LINK and the online sites to help you locate the correct department, <http://www.bupers.navy.mil/>.
- Verify accuracy of SSN, NAME, RATE etc.

FIGURE 2A

FIGURE 2A-2

FIGURE 2B

CHAPTER 3

ENLISTED ASSIGNMENT SYSTEM

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ENLISTED ASSIGNMENT SYSTEM

3.0 OBJECTIVES OF CENTRALIZED ASSIGNMENT SYSTEM.

The system for the planned reassignment of personnel among the various types of duty is designed to:

- Promote maximum readiness and stability both afloat and ashore.
- Permit equitable opportunity for personnel to serve in duty they consider desirable.

3.01 GENERAL INFORMATION.

a. Detailers are to be guided by the basic policy that non-performance or problem personnel should not be transferred from command to command in response to command efforts "to get rid of them." In all cases of reassignment for cause, the case must be fully documented and a determination on the advisability of processing for discharge will be made prior to assignment. PERS-40 must approve all transfers for cause. In large measure, the quality of the Navy enlisted community results from the determinations concerning unsuitability reached in cases such as those covered in this section.

b. In all cases where suitability for further service is a significant factor, PERS-8 and PERS-40 approval will be obtained prior to issuing orders.

Rotation among sea, shore, and overseas activities is directly influenced by the number of personnel available for assignment, billets authorized, the qualifications of the individual, Time-on-Station and PCS funding. Requiring obligated service to complete the tours prescribed enhances stability. Using projected authorizations, personnel inventory projections and historical data, sea/shore tour lengths have been developed for all communities. DOD has established overseas tour lengths for all overseas areas where Navy personnel are stationed and generally reflect the desirability of duty in that area.

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 an individual's Projected Rotation Date (PRD). The PRD is a planning date and reassignment may occur at other than the PRD due to participation in programs described in other chapters of this manual, or as a result of unanticipated needs of the Navy.

The type of duty to which an individual will be reassigned upon completion of a tour is dependent upon completion of the sea tour or shore tour as specified in this chapter. The normal rotation pattern throughout a career is a repetition of assignments at sea and ashore. To the maximum extent possible, initial assignments will be to sea duty afloat upon completion of initial entry training.

This sea/shore rotation pattern may be modified in individual cases due to many variables such as assignment to duty overseas (either at sea or ashore) or, modified for an entire rating with a billet orientation that is primarily CONUS and Overseas (OUTUS). Urgent service requirements sometimes dictate variance from the normal rotation pattern (See Article 3.19 for rotation of enlisted women).

3.02 ASSIGNMENT POLICY.

In discharging the responsibilities assigned to them by higher authority, Assignment Control Authorities will adhere to the following policies

pertaining to the assignment of enlisted members. Neither race, creed nor color, national origin, nor sex (except where stipulated in title 10 U. S. Code 6015, based on Navy needs or as imposed by host countries), will be factors in the nomination and assignment of naval personnel.

3.021 POSSESSION OF REQUIRED SKILLS. The primary consideration in assignment of personnel to a billet is that the members possess the required skills necessary to fill that billet.

3.022 DELETED (see 3.07 for TIME-ON-STATION (TOS)).

3.023 CONSERVATION OF FUNDS. Also of prime consideration in rotation plans and policies is the conservation of PCS funds. All cost factors involved in the execution of PCS orders will be considered by Assignment Control Authorities with a view of minimizing monetary expenditures while maximizing the effective use of personnel skills and qualifications. Assignments or reassignments involving permanent change of station (PCS) moves will not be authorized and 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.

3.024 EQUITABLE DISTRIBUTION. Members shall 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.

3.025 EQUITABLE AND DIVERSIFIED ASSIGNMENTS. Members will be assigned to a variety of duty assignments in order to gain the experience necessary to advance and excel within their rating, and to equitably share any hardship duty that exists.

3.026 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 purposes of conducting civil or military hearings, trials, etc., the member will not normally be reassigned from the area. For purposes of this article only, the following circumstances constitute reassignment:

- Transfer to a new duty station.
- Expiration of TAD 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.)
- If member is attached to a mobile activity (ship, squadron, etc.) departure of the activity from the area.

COMNAVPERSCOM desires to maintain strict control of transfers of this nature. Accordingly, requests for disposition instruction in such cases shall be forwarded via the chain of command to COMNAVPERSCOM (PERS-40). Requests on non-designated SN/FN/AN will be addressed to EPMAC info COMNAVPERSCOM. Requests must include details of the circumstances surrounding the case and recommended course of action. In the event that a unit's departure is imminent, a message, including the aforementioned information, should be utilized.

3.027 REQUIRED ACTIVE DUTY PRIOR TO OVERSEAS ASSIGNMENT. Section 671, Title 10, USC 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 twelve weeks of basic training or its equivalent."

3.028 CROSS DECKING, DIVERT, TEMADD ASSIGNMENTS. Cross decking is the reassignment of personnel prior to PRD for the purpose of improving the manning in critical skill areas. It should be considered as a last resort action when manning deficiencies cannot be resolved through the normal assignment process. In keeping with this chapter, PCS costs will be considered when cross decking and the use of personnel already in the same homeport will be maximized.

Cross decking overseas is considered a Consecutive Overseas Tour (COT) and entitles the member to leave travel as described in article 4.023. A minimum period of six months between deployments is required for personnel who are cross-decked from one ship or squadron to another (except SSBN's). Personnel who volunteer may be reassigned earlier than the six-month period between deployments. Because of the unique nature of SSBN operations, a minimum period of 30 days in an off-crew status is required for personnel who are cross-decked from an SSBN to another submarine.

Diverts are order modifications of personnel due to elimination of requirements or emergence of higher priority requirements. Diverts must have MCA concurrence.

TEMADD is a short-term additional duty assignment directed and executed by type commander as authorized by the appropriate Manning Control Authority.

- In the interest of personnel stability and the individuals affected by cross decking, it is essential that such practice be strictly controlled by MCA's. Accordingly, actions will be effected with the following criteria:
 - Between units of generally similar type duty.
 - Individual has a minimum of seven months obligated service remaining except when the proposed transfer is a cost transfer outside the same homeport/corporate limits in which case the individual must have a minimum of 12 months obligated service remaining.
- Based on readiness requirements, the MCA's may authorize personnel cross-decks from New Construction Ships after commissioning prior to members' completing 24 months on board with COMNAVPERSCOM waiver.

3.029 FLAG LEVEL REVIEW OF AN ENLISTED ASSIGNMENT. Officers in command may request a Flag Level review of a member's assignment when normal avenues of appeal have been exhausted.

A request for a Flag Level review may be made only by officers in command and only after prior attempts to reach a resolution by consulting with the appropriate assignment branch head and division director have been exhausted.

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 Assistant Commander, Navy Personnel Command for Distribution (PERS-4), with information copies to the chain of command. The minimum information required from the commanding officer requesting the Flag Level Review is:

- The member's name and social security number,
- Specific reasons the commanding officer believes the member was unfairly treated,

- The results of the command's discussions with the appropriate assignment branch head and division director,
- Any additional information considered pertinent.

Flag Level review requests received that do not contain all of this necessary information 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.

3.030 PCS OF MEMBERS WITH SCHOOL AGE CHILDREN. To the maximum extent practicable, the Navy will transfer personnel who have family members in primary or secondary school during school breaks to reduce disruption of the school schedule.

3.03 TYPE DUTY CLASSIFICATION CODES.

Five types of duty designations are used to establish sea/shore rotation. Each of these types of duty is credited as sea or shore duty for rotation purposes. The types of duty are reflected in each command's EDVR as a sea/shore code (SSC). These codes are assigned and, when required, changed by COMNAVPERSCOM (PERS-4). To determine type duty codes, the following criteria applies:

- Shore Duty (Sea/Shore Code 1) - (1) Duty performed in the United States (including Hawaii and Anchorage AK) 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. (2) Long term schooling of 18 or more months.
- Sea Duty (Sea/Shore Code 2) - (1) Duty performed in commissioned vessels and deployable squadron's homeport in the United States (including Hawaii Anchorage AK). (2) 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.
- Overseas Remote Land-based Sea Duty (Sea/Shore 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 due to the relative undesirability of the geographic area.
- Non-rotated Sea Duty (Sea/Shore Code 4) - (1) Duty performed in commissioned vessels and deployable squadrons' homeported overseas. (2) Overseas land-based activities and embarked staffs, which require members to operate away from their duty station in excess of 150 days per year.
- Overseas Shore Duty (Sea/Shore 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.

3.031 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. Submit the request to COMNAVPERSCOM (PERS-451) via the appropriate chain of command. The appropriate Immediate Superior in the Chain of Command (ISIC) and manpower claimant must endorse all requests. Minimum supporting documentation must include:

- Mission description.
- ITEMPO concerns.

- For Sea/Shore Code 3 requests, completed Tour Site Survey Data Sheet (included in OPNAVINST 1300.15).

- Tabulation of number of days away from parent command during the last 2 years (6 months for newly established commands), using the format below. Divide number of days away by the total number of billet incumbent(s). 24 hours = 1 day.

UIC: 01234

From: 1 October 1998

To: 1 October 2000

<u>BSC</u>	<u>AUTH BILLETS</u>	<u>#PERS ASSIGNED</u>	<u>#DAYS AWAY</u>
0010-PNC	1	1	150
0020-YNC	1	1	160
0030-SK1	<u>1</u>	<u>0</u>	<u>0</u>
TOTAL	3	2	310

310/2 = 155

3.0311 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. Request must be submitted using the OPNAVINST 1300.15 Tour Site Survey Data Sheet in addition to the guidelines established in Article 3.031. When two or more activities are in the same geographic area, the Area Coordinator (SNDL Part 2 Section 4) is responsible for submitting a coordinated request. 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.

3.032 REVIEW OF TYPE DUTY DESIGNATION. Periodic reviews of type duty designations will be requested to ensure compliance with the criteria established in Article 3.03. Change requests, following the guidelines established in Article 3.031, will be submitted to COMNAVPERSCOM (PERS-451).

3.04 VARIATIONS IN LENGTH OF SEA AND SHORE TOURS.

The length of tours at sea and ashore for each rating depends primarily on the ratio of shore billets to sea billets. In order to provide both personal and command stability, every effort is being made to achieve a CNO goal of a 3-year sea/3 year shore rotation pattern as feasible. Currently the minimum tour at sea is 3 years and the maximum tour at sea is 5 years. Tour lengths for all rates and certain NECs are contained in **the latest effective NAVADMIN.**

3.041 SEA INTENSIVE RATINGS. A sea intensive rating is defined as a rating that has a sea/shore rotation of 48/36 or greater. Sea/shore rotation ratios of 47/36 or 48/37 are not classified as sea intensive.

3.042 SEA/SHORE ROTATION AND OVERSEAS TOUR LENGTH CHANGES. To ensure personnel do not experience 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 personnel within 6 months of PRD will not be affected. If sea or shore tour is decreased, the change will be structured to ensure those with a PRD in the next fiscal year will remain in that fiscal year and not be changed to a time which would require a PCS move in the current fiscal year.

3.043 RESERVED FOR FUTURE USE.

3.044 PROCEDURES FOR CREDITING PERSONNEL FOR TEMADD SPENT AT SEA WHILE ATTACHED TO SHORE. Personnel who are assigned to an activity classified as Shore Duty (Sea/Shore Code 1 or 6) and are directed by higher authority to perform TEMADD aboard an activity classified as Sea Duty (Sea/Shore Code 2, 3, 4) may request compensation for the period of TEMADD from COMNAVPERSCOM (PERS-451D) and will be given credit as outlined below:

TEMADD FROM TYPE DUTY	TO TYPE DUTY	ACTION
1	2, 3, or 4	Extension of current PRD or reduction of PST upon return to sea duty as desired by member. Personnel under orders at time of request will have their PST reduced for the TEMADD period (see adjustment scale I below).
6	2, 3, or 4	Extension of current PRD or reduction of PST upon return to sea duty as desired by member. Personnel under orders to sea duty will have their PST adjusted for the TEMADD period (See adjustment scale II below).

ADJUSTMENT SCALE I

DAYS TEMADD	ADJUSTMENT IN MONTHS
1 - 30	0
31 - 60	1
61 - 90	2
91 - 120	3
121 - 150	4
151 - 180	5
181 - 210	6
211 - 240	7

ADJUSTMENT SCALE II

DAYS TEMADD	ADJUSTMENT IN MONTHS
*	
1 - 150	0
151 - 160	1
161 - 170	2
171 - 180	3
181 - 210	4
211 - 240	5
	etc.

NOTE: Upon completion of TEMADD, a copy of travel authority, travel orders and copy of service record NAVPERS 1070/605 (page 5) must be forwarded with request for determination of compensation for TEMADD spent at sea.

3.05 ACTIVITY TOUR (UPON COMPLETION OF DEPARTMENT OF DEFENSE (DOD) AREA TOUR OVERSEAS).

Members in certain ratings who have otherwise completed the required DOD area tour may still have time remaining on their Prescribed Sea Tour (PST) or Normal Shore Tour (NST). The following procedures are in effect in the reassignment of such members.

3.051 PROCEDURES FOR PERSONNEL COMPLETING DOD AREA TOUR (TYPES 3, 4 DUTY). Personnel who complete a DOD area tour and have time remaining on their PST will be reassigned per the following:

- 0-6 months:

-- Voluntarily remain onboard to complete PST or longer tour; or

-- Transfer to shore duty for normal tour. Personnel must have or agree to acquire a minimum 12 months obligated service (OBLISERV) to be eligible

for assignment ashore. Personnel who do not desire to acquire necessary OBLISERV will be extended on board to complete PST or EAOS whichever is less.

- 7-11 months, with PST remaining:

-- Remain onboard to complete PST or longer tour; or

-- Transfer to CONUS sea duty to complete 12 month minimum tour. For those personnel with 5 year sea tour (MST) the activity tour will be 12 months or completion of MST whichever is longer, remaining PST may be waived by COMNAVPERSCOM for additional Obligated service. Personnel must have or agree to acquire a minimum of 12 months-obligated service at new command to be eligible for assignment to CONUS. If member elects a CNO priority two shore assignment (i.e., Recruiting, Physical Security, RDC billet), a waiver of up to 24 months of PST will be considered.

- 12 months or more:

-- Remain onboard to complete PST or longer tour; or

-- Transfer to CONUS sea duty with PRD established to provide 12 months at new command or to complete PST, whichever is longer. Personnel must have or agree to acquire a minimum of 12 months-obligated service at new command to be eligible for assignment to CONUS. If member has less than 24 months remaining on PST, waiver of up to 24 months will be considered if member elects a CNO priority two shore assignment (i.e., Recruiting, Physical Security, RDC Billet). See NOTE 2.

NOTE 1: The maximum involuntary extension for sea duty aboard a unit homeport in any overseas area will not exceed Prescribed Sea Tour (PST) or EAOS whichever is less. Personnel whose EAOS is within 11 months after the PRD from the member's current area tour will be automatically extended to EAOS if necessary obligated service is not acquired for normal rotation.

NOTE 2: Personnel assigned from Overseas units (type 4 duty less Hawaii) to CONUS-based sea duty to complete their Prescribed Sea Tours (PST) will be ordered for a period of one year or time required to complete PST, whichever is longer. Personnel must have or agree to acquire a minimum of twelve months-obligated service at new command to be eligible for assignment to CONUS.

3.052 PROCEDURES FOR PERSONNEL COMPLETING DOD AREA TOUR (TYPE 6 SHORE DUTY LESS HAWAII). Personnel who complete a DOD area tour and have time remaining on their NST will be offered the following options:

- 1-6 months:

-- Remain onboard to complete NST; or

-- Transfer to sea duty to start PST. Requires 12 months retainability (See Article 4.05).

- 7-11 months:

-- Remain onboard to complete NST; or

-- Transfer to sea duty to start PST. Requires 12 months retainability (See Article 4.05); or

--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. Personnel must have or agree to acquire a minimum of 12 months-obligated service at new command to be eligible for assignment to CONUS. (See Article 3.052, Note 1.)

- 12 months or more:

--Remain on board to complete NST; or

--Transfer to sea duty to start PST; or

--Transfer to another shore duty activity near a FLEET concentration area for completion of NST.

3.06 PROJECTED ROTATION DATE (PRD).

3.061 ESTABLISHMENT. A PRD for a member's next duty station is established when assignment orders are written. This PRD is based on an individual's pay grade or projected pay grade (in the case of selectees) at the time orders are written and the community in which member will serve at the new duty station. Advancement or reduction in rate will not affect PRD(s). A PRD will not normally be changed once established unless there is a change made to the sea/shore tours for an entire community.

3.0611 GENERAL RULES FOR ESTABLISHING PRDs:

- All PRD determinations are based upon distribution rates/NEC, except for spouse collocation and overseas area(s), which are based on DOD requirements.

- PRD never exceeds Estimated Date of Loss to Navy (EDLN).

- PRD is determined without regard to OBLISERV, except for overseas tours.

- Detailers may issue orders 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 Sailors to match to requirements, improving fleet readiness by reducing billet gaps of key positions at sea and correcting sea/shore imbalances in some ratings.

- PRDs are established as follows:

-- CONUS - Month Member reports

-- OUTUS - Month member departs CONUS (see chapter 4 for exceptions).

3.0612 SEA DUTY (TYPE 2) ASSIGNMENT RULES.

- PRD based on full PST.

3.0613 FIRST-TERM PERSONNEL PRD ASSIGNMENT.

CONUS

- Members initially assigned to CONUS shore duty will be assigned a 24 month tour. Set PRD for a 24 month shore tour. First-term Sailors will be assigned to sea duty (type 2 or 4) upon completion of an initial assignment to a 24 month shore tour.

- Members assigned to sea duty homeported in CONUS will be assigned a tour length to either match their EAOS as extended or Prescribed Sea Tour (PST), whichever is less. Set PRD to match whichever is less - EAOS as extended or PST. Exception - ships and units homeported in CONUS but operate in an overseas area for one year or more - set PRD for a one year tour.

OVERSEAS

- 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 and/or commands. After completion of the 36 month tour, first term Sailors will be assigned in accordance with the first term limitations outlined in this manual and OPNAVINST 1300.15.

- Members assigned to overseas type 3 or 6 duty will be assigned a tour length to match the applicable DOD tour established by DOD Directive 1315.7. Set PRD for the applicable (accompanied or unaccompanied) DOD area tour. Extensions will not normally be authorized.

RATINGS WITHOUT SEA/SHORE ROTATION

- Ratings identified as having a CONUS/OUTUS rotation (i.e., AG, CT, LN, and certain NEDCs for HM and DT) vice sea and shore will be assigned per the latest effective NAVADMIN for sea/shore rotation tour lengths (see notes section). All OUTUS shore duty assignments must comply with DOD Area Tour lengths listed in DOD Directive 1315.7.

INITIAL SHORE TOUR

- Members ordered to shore duty for their first tour (duty types 1, 3 and 6) will normally be for a maximum of 24 months. While it is recognized that there will be exceptions, the assignment process goal is for first-term Sailors to be available for assignment to sea duty during their first enlistment.

3.062 RECORDING. When assignment orders are written, the PRD will be reflected in the ultimate activity's Enlisted Distribution and Verification Report (EDVR).

3.063 VERIFICATION AND CHANGE. PRD will be verified in conjunction with service record and EDVR verification. If PRD has not been assigned, appears erroneous, the individual is entitled to special tour options (additional OBLISERV, unaccompanied tours, etc.), submit a PRD adjustment request. A certified copy of NAVPERS 1070/605, History of Assignments (Page 5) is to be forwarded to the Assignment Control Authority, COMNAVPERSCOM (PERS-40) or EPMAC for non-designated/non-rated personnel. PRD cannot be changed by personnel diary entry.

- Request for PRD adjustment for the following reasons will be addressed to EPMAC (Code 10):

-- Operational Hold (OPHOLD) requested from a command.

-- Enlisted Manning Inquiry Report (EMIR) for a careerist indicating intention not to reenlist at Expiration of Active Obligated Service (EAOS).

-- Discrepancies found by SPOC/readiness monitor when staffing PERSMARS or EDVR updates.

-- Personnel assigned to new construction or transitioning unit in order to comply with this manual.

EPMAC (Code 42) will continue to process request for submarine designated 1 and 2 personnel. All inquiries for non-designated SN/AN/FN will be addressed to EPMAC (Code 47). Inquiries on above double billets for Hospital Corpsman, Dental Technician, SEABEE, EOD, Divers and SEALS will be addressed to EPMAC (Code 44). PRD inquiries for situations not listed above will be addressed to the appropriate COMNAVPERSCOM code.

3.064 SPECIAL PROCEDURES FOR PRD MANAGEMENT OF ADVANCED ELECTRONIC FIELD (AEF) PROGRAM PERSONNEL. AEF Program personnel 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. The PRDs for these personnel are phased to ensure that sufficient personnel return to training to fill established "C" school quotas. Consideration for adjustment of these PRD's 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.

3.065 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 dependents travel within six weeks on either side of estimated delivery date. If special circumstances warrant, extensions beyond six weeks may be granted. A doctor's statement is not required by COMNAVPERSCOM; however, command approval should be based on locally available documentation. Requests shall be submitted to the appropriate ACA (EPMAC or COMNAVPERSCOM) via UNODIR message (info all concerned) and shall provide estimated delivery date in addition to any substantiating information.

3.066 BROKEN SERVICE. Personnel separated from the 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:

- 0-6 months remaining on PST:

-- Assigned to shore duty.

- 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.

Personnel serving ashore and electing to be separated from active duty in lieu of reenlisting on board current duty station, the shore tour will be considered completed regardless of the amount of time which would have been remaining on NST had member elected to reenlist on board. In the event such an individual later reenlists, they will normally be reassigned to sea duty.

3.067 SPECIAL PROCEDURES FOR SURFACE NUCLEAR TRAINED PERSONNEL. While prescribed sea tours for surface nuclear trained personnel remain unchanged, Projected Rotation Dates (PRDs) will be set at 36 months for all initial sea tour personnel. All sea returnees will have their PRDs set in accordance with prescribed sea tours. The effect of this policy is to provide more latitude in distributing sea experienced surface nuclear assets. This policy will permit redistribution of senior E5 and E6 assets to fill critical fleet, training, and support billets.

3.07 TIME ON STATION (TOS) AND RETAINABILITY/OBLIGATED SERVICE (OBLISERV) POLICY.

When considering members for PCS transfer, TOS and retainability must be reviewed. The following general policies apply to the assignment and reassignment of individuals unless exempted by other articles within this manual, or a waiver is specifically approved by COMNAVPERSCOM. Authority to deviate from these policies rests with COMNAVPERSCOM.

3.071 TIME ON STATION (TOS) REQUIREMENT FOR REASSIGNMENT.

GENERAL: TOS is the minimum amount of time a Sailor is required to spend in the same geographic area (30-mile limit) within CONUS before executing a PCS transfer. The TOS requirement is established to stabilize the lives of service members and their families, and to help reduce PCS costs. When all other factors are equal, TOS is the primary consideration in selecting Sailors for reassignment.

REQUIREMENT: The 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. For example, 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. 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. TOS is computed from the month of arrival to the month of departure, inclusive.

EXCEPTIONS: Waivers of TOS requirements may be granted on a case-by-case basis by COMNAVMILPERSCOM. Members may also be reassigned within or from CONUS before completing the minimum TOS requirement under certain circumstances. In the case of 2 PCS transfers within the same fiscal year, see Chapter 15 (SECNAVFIND). Authorized exceptions to TOS requirements are:

TOS EXCEPTION	REQUIRED TOS BEFORE TRANSFER	NOTES
DECOMMISSION OR DISESTABLISHMENT OF COMMAND	NONE	IF NO OTHER BILLETS EXIST IN THE AREA
REASSIGNED TO AN OVERSEAS, SEA OR DEPLOYMENT-DESIGNATED FMF UNIT TOUR FROM SHORE DUTY	NONE	
MEMBERS IN SEA-INTENSIVE SKILLS REASSIGNED TO SEA DUTY FROM SHORE	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 1 ST 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 & LOCATION IN CONJUNCTION W/REENLISTMENT (I.E., SCORE)	12 MONTHS	

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 HUMS TOUR	NONE	
REASSIGNED TO DIFFERENT DUTY STATION IN PREPARATION FOR A UNIT DEPLOYMENT	NONE	
FIRST TERM SAILORS	NONE	
DISQUALIFICATION (LOSS OF SECURITY CLEARANCE, CERTIFICATION, ETC.)	NONE	IF NO OTHER BILLETS EXIST IN THE AREA

3.072 RETAINABILITY/OBLISERV REQUIREMENTS FOR REASSIGNMENT.

GENERAL: Retainability is the minimum amount of obligated active military service (OBLISERV) a member must have upon arrival at a new duty station after a PCS transfer, both in CONUS and overseas.

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 COMNAVMILPERSCOM.

Sailors shall not be transferred from their present duty station without obtaining the required OBLISERV for the prescribed tour. The transferring command is required to obtain the applicable OBLISERV, or report non-compliance via naval message to COMNAVPERSCOM (info COMNAVRESCUITCOM) within 30 days of receipt of PCS orders. If PCS orders do not specify any required OBLISERV, the minimum standards listed in this manual will apply.

REQUIREMENT: The following requirements are minimums only. Additional OBLISERV may be required for special programs or schools and are detailed in Chapters 4 (Overseas), 5 (Submarine), 7 (Service Schools), 8 (Reenlistment Incentives), 9 (Special Programs) and 10 (New Construction/Conversion) of this manual. 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

OBLISERV will be acquired by reenlistment or extension of enlistment. Early SRB reenlistment/extension can be granted for personnel in receipt of PCS orders to meet the OBLISERV requirement (see OPNAVINST 1160.6A). In certain circumstances, COMNAVPERSCOM (PERS-451) will authorize the use of a NAVPERS 1070/613 (Page 13) entry in lieu of extension or reenlistment. Page 13s may be requested by (preferred) email (p451@persnet.navy.mil), naval message, letter, or fax (DSN 822-2693). Page 13s are not authorized without written approval from PERS-451. OBLISERV requirements will only be satisfied by reenlistment or extension and NOT by Page 13 for the following:

- Assignment to overseas duty (land-based or afloat)
- Initial enlistment school assignment programs: school guarantee, occupational specialty, nuclear field, advanced electronics field, programmed school input, non-school enlistee in recruit training, obligating for school assignment.
- STAR program
- Class "A" and "C" schools and factory/contractor training.
- Advancement to E-7, E-8, or E-9
- Accelerated advancement program
- Assignment to school as a reenlistment incentive under Article 8.03

NON-COMPLIANCE/PERSONNEL ARRIVAL WITHOUT OBLISERV: Activities receiving personnel with insufficient OBLISERV shall report OBLISERV violations via a Personnel Arrival Without OBLISERV report (FIGURE 3B) to transferring command info COMNAVPERSCOM (appropriate Detailer and PERS-451) and cognizant Manning Control Authority. 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.

3.073 PERMANENT CHANGE OF STATION (PCS) AND PERMANENT CHANGE OF ACTIVITY (PCA) MOVE DETERMINATION. Moves are classified as either PCS or PCA as defined below:

- Permanent Change of Station (PCS) "The assignment, detail, or transfer of a member of a unit to a different permanent duty station (PDS) under competent orders which neither specify the duty as temporary nor provide for further assignment to a new PDS, or direct return to the old PDS..."
- Permanent Duty Station (PDS). "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." 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..."
- Permanent Change of Activity (PCA) "Any no-cost (zero cost) assignment, detail, or transfer of a member from one UIC to another UIC within the same PDS".

Moves are further classified according to their associated costs as follows:

- Cost PCS Move 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.

- Low-cost PCS Move Any change of PDS for which the PCS costs do not exceed \$500 and there is no change in PRD. There is never a no-cost PCS. Normally we would refer to the move from the Navy Annex to Naval Station, Anacostia as a no-cost move. However, it is actually a change of permanent duty station and members executing this move are entitled to travel and one day's per diem.
- No-Cost PCA Moves. 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). There are no entitlements associated with PCAs, except for Consecutive Overseas Tour (COT) leave travel in the case of IPCOT.

3.08 DELETED (see 3.07 FOR OBLISERV).

3.09 PRESCRIBED SEA TOUR (PST).

Sea tours are prescribed for communities as reflected in the current NAVADMINs. Normally, the sea tour shall not exceed five years or be less than three years in duration. Once a member commences a sea tour, they will complete the PST for the rate/pay/rating held (or selectee rate 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). Sea tours listed in latest effective NAVADMIN are subject to revision as manning considerations allow. See article 3.06 for PRD changes when sea/shore rotation changes for entire community. PST for first-term personnel will be established in accordance with Article 3.20. Rotation for female personnel is outlined in Article 3.19.

3.10 SEA DUTY COMMENCEMENT DATE (SDCD).

A tour of sea duty starts when an individual reports to a permanent duty station classified as sea duty. 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:

- Unauthorized Absence (UA).
- Duty Under Instruction (DUINS).
- Temporary Duty as student (TEMDUINS).
- Limited Duty (LIMDU).
- Temporary Duty in a Pre-Commissioning Status (PRECOM).
- Humanitarian Assignment (HUMs).
- Temporary Duty in Disciplinary Status.
- Temporary Duty as a patient.
- Continuous periods of Temporary Additional Duty (TEMADD), 6 months or more.
- Separation from active naval service for a period of up to 3 months.
- Pregnancy tour.

The adjustment period is computed from the day the member departs from a sea duty command to the day the member reports back to sea duty command. Only full 30-day periods will be counted. For example:

DETACH DATE	REPORT DATE	TOTAL TIME SPENT	ORIGINAL SDCD	NEW SDCD ADJUSTMENT
11 NOV 96	8 FEB 97	2 months, 29 days	OCT 94	+ 2 months = DEC 94
25 FEB 97	28 MAR 97	1 month, 4 days	JAN 97	+ 1 month = FEB 97
5 APR 96	17 FEB 99	2 years, 10 months, 13 days	DEC 94	+ 2 years & 10 months = OCT 97

Sea tours will be terminated upon an individual'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 three months. Procedures for precommissioning and fitting out are in Article 10.06.

Historically, individuals reverting to enlisted status from Warrant or Limited Duty Officer have been immediately assigned to sea duty to start the PST for their rating. Since new Warrant or Limited Duty Officers are initially assigned to sea duty, this will result in a double sea tour in some cases. Members reverting to enlisted status will receive consideration for sea duty served as an officer.

The SDCD must be recorded on the History of Assignments (Page 5) in the service record using the following sample format: SDCD: 99NOV.

To correct SDCD, forward requests by letter, fax or E-mail to PERS-451D3 using the sample format below. A point of contact with E-mail address and/or phone number is required on all requests. Copies of the page 5 are not required nor desired unless specifically requested by PERS-451D3. Address requests to Navy Personnel Command, 5720 Integrity Drive, Millington, TN 38055. Fax (DSN) 882-2693 or (COM) 901-874-2693, E-mail: P451D3@persnet.navy.mil.

From: Commanding Officer, USS NEVERDOCK (USS 00)
To: Commander, Navy Personnel Command (PERS-451D3)

Subj: REQUEST FOR SEA DUTY COMMENCEMENT DATE (SDCD) CORRECTION

Ref: (a) ENLTRANSMAN 3.10

1. Request adjustment of the following SDCDs per reference (a):

RATE	NAME	SSN	FROM	TO	REMARKS
MM2	SAILER, JOHN Q.	123-45-6789	DEC 94	MAR 95	TEM DU ACC 330 3 SEP 97 - 17 DEC 97
SK3	JONES, BOB J.	012-34-5678	JUN 93	DEC 93	LIM DU ACC 105 6 JAN 94 - 20 JUL 94
AT1	SMITH, SLIM D.	987-65-4321	APR 97	JUL 97	TEM DUINS ACC 341 OCT 97 - 13 JAN 98

2. POC: PN1 J. P. JONES, DSN 444-1234. Email: jonesjp@neverdock.navy.mil.

I. M. ATSEA
By direction

3.11 TOUR EXTENSIONS.

3.111 VOLUNTARY TOUR EXTENSION. (Also see Art 4.11, Overseas Tour Extension Incentives Program (OTEIP)).

3.112 PROCEDURE. Members desiring to extend their current tour of duty should initiate individual requests to COMNAVPERSCOM (PERS-40). Each request should be submitted between nine to twelve months prior to the member's PRD and be recommended by the member's Commanding Officer.

3.113 ELIGIBILITY. To be eligible for consideration of tour extension under the provisions of this Article, personnel must:

- Not be in receipt of PCS orders.
- Have Commanding Officer's Recommendation.

NOTE: Requests from personnel serving on types 3, 4, and 6 duty must contain a statement concerning suitability for continued overseas service in accordance with Chapter 4. The suitability determination shall include family member considerations if on an accompanied tour.

3.114 APPROVAL CRITERIA:

- Extensions will normally be granted in 12-month increments on a case basis, considering fleet/sea/shore balances for each rating.

NOTE: After approval of extension by COMNAVPERSCOM (PERS-40), the extension will not normally be canceled unless an exceptional hardship exists.

- Extensions of less than 12 months in length may be approved in special circumstances. (e. g., to complete deployment, etc.).
- Requests 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 (BA) in the command's Manpower Authorization (MPA) for the member's rating.
- Requests for extension in current command (type 6) is normally not solicited nor approved, except in times of PCS constraints.
- Non-career designated personnel must incur sufficient OBLISERV to complete tours as extended.
- 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.
- 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:
 - A minimum of two years OBLISERV will be required.

-- Where en route training in excess of four weeks is necessary, a minimum of two years OBLISERV plus training time will be required.

- 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.

3.115 SUBMISSION OF REQUESTS. Personnel shall utilize Enlisted Personnel Action Request (NAVPERS 1306/7), submitted via the chain of command to request sea tour extensions, in accordance with the above requirements.

3.116 INVOLUNTARY TOUR EXTENSIONS. During period of PCS funding constraints, COMNAVPERSCOM may be required to extend personnel involuntarily on tours in same unit or homeport/area.

3.117 PROCEDURE. COMNAVPERSCOM will ensure the following guidelines are adhered to when an individual's tour is extended involuntarily.

- Maximum DOD area tour for accompanied by family member/all others will not be exceeded, except as provided IAW Article 4.051.
- Member considered suitable for continued overseas service in accordance with Chapter 4.

3.12 SPLIT TOUR.

Split tours are defined as permanent change of station assignment between two activities in the same geographic location, the 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. Any PCS move that exceeds the \$500.00 becomes a cost move and is considered as an assignment outside of the geographic location. 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 CONUS or OUTUS tour. Members whose sea or shore, CONUS or OUTUS, tour is less than 49 months may request a split tour after 24 months if they agree to serve 24 months (regardless of PST/NST) at the second assignment and have sufficient obligated service to complete the 24 months. Split tour assignments will be made at no cost to the government. Approval of request for split tours, including Guard 2000 reenlistments.

3.121 Eligibility Requirements. The following requirements must be met prior to submission of request for a split tour:

- Overall evaluation of no lower than 3.0 for past 24 months.
- No mark below 3.0 in the past 24 months.
- Have a clear record, no non-judicial punishment during previous 24 months.
- Recommended for advancement and retention.

Favorable consideration of the above requests 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. Eligible personnel should submit requests utilizing NAVPERS 1306/7, Enlisted Personnel Action Request. Approved requests will be effected 5 to 7 months after receipt of requests in order to program a relief. Split tour assignment is contingent upon member's prior execution of NAVPERS

1070/613, Administrative Remarks (Page 13), entry acknowledging the conditions of the assignment and by executing a NAVPERS 1070/621, Agreement to Extend Enlistment, to acquire sufficient obligated service, if required, prior to transfer.

NOTE: Split tour requests should not be confused with inter-fleet transfer requests.

3.13 INTER-FLEET TRANSFERS.

Inter-fleet transfers are part of the Enlisted Assignment System and requests for such assignments are submitted using NAVPERS 1306/63, Enlisted Duty Preference. 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. Preference for inter-fleet transfers will be considered by COMNAVPERSCOM (PERS-40) for petty officers and designated strikers as a normal process of assignment.

3.14 COMMANDING OFFICER SHIPBOARD OPERATIONAL HOLDS (OPHOLDS).

This policy applies to individuals 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 considered to be an absence (excluding overhaul periods) from homeport of at least 120 days.

Commanding officers of Type 2 duty units may hold in abeyance (See Article 3.142) orders received for individuals scheduled to be transferred during the period starting 3 months preceding deployment (departure from CONUS or homeport) and ending the month deployment will be completed. Orders for individuals serving in Type 4 duty units may be held in abeyance at any time but OPHOLDS in these cases shall not extend more than two months beyond the area tour applicable to the individual. OPHOLD requests will be submitted as outlined below and referred to the appropriate MCA by EPMAC for concurrence.

3.141 OPHOLD GUIDANCE. Commanding officers may request OPHOLD status for individuals in the following circumstances:

- When the loss of the individual results in or exacerbates a C-3 personnel readiness condition on a deployed (120 days from homeport) Type 2/Type 4 unit.
- When the loss of an individual results in or exacerbates a C-3 personnel readiness condition on a deployable (excluding overhaul periods) Type 2 unit.
- When in the opinion of the CO, other appropriate justification exists.

NOTE: EXCEPTIONS. Commanding Officers should not request OPHOLD in the following circumstances:

- If the services of the individual can be spared without affecting mission accomplishment.
- Personnel may not be involuntarily extended beyond their EAOS without specific approval. MILPERSMAN 1160-050 refers.
- Non-designated SN, FN, and AN.

3.142 OPHOLD REPORTING. Commanding Officers who wish to delay orders in

accordance with this Article will **request** such action by message to EPMAC with a copy to unit commander, type commander, fleet commander, COMNAVPERSCOM and receiving command if member is under orders Report Control Symbol COMNAVPERSCOM 1306-145. This report is to be made as soon as the necessity for an OPHOLD is determined.

Except in emergency situations, this report should be made at least 60 days prior to transfer month. This report will indicate the month and year orders should be delayed. 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. Effecting an OPHOLD will not by itself be justification for order cancellation. (Report Control Symbol COMNAVPERSCOM 1306-145 is effective for three years from date of this change).

3.15 NORMAL SHORE TOUR (NST).

Normal shore tours (NST) are prescribed for each rate and some NECs as reflected in the **latest effective NAVADMIN**. The tour length is directly affected by the ratio of sea billets to shore billets. In order to provide stability and an opportunity for a reasonable period of time ashore with family and friends, a minimum normal CONUS shore tour of 24 months is established.

3.16 SHORE DUTY COMMENCEMENT DATE (SHDCD).

Tours of shore duty commence when an individual first reports "For Duty" at an activity designated type 1 duty, and terminates when the individual completes the NST for his/her rating or voluntarily returns to sea duty prior to completion of NST.

3.161 DETERMINATION AND RECORDING OF SHDCD. If last permanent duty station was classified sea duty (type 2, 3, or 4 duty), SHDCD will be established as MO & YR reported.

- If last permanent duty station was classified shore duty (type 1 duty), SHDCD should already be recorded in service record and no further entry need be made. If SHDCD is not recorded, request determination from COMNAVPERSCOM (PERS-451D).

SHDCD will be automatically recorded by COMNAVPERSCOM; however, commands should enter newly established SHDCDs on page 5, Enlisted Service Record, upon the member's reporting aboard. The date should be verified once reflected in the EDVR.

- If last permanent duty station was classified as sea duty (type 2, 3, or 4 duty), SHDCD will be established as MO & YR reported. If last permanent duty station was classified as shore duty (type 1 duty), SHDCD should already be recorded in service record and MAPTIS and no further entry need be made.

3.162 VERIFICATION AND CORRECTION OF SHDCD. SHDCD will be reviewed when service record is verified. In the event SHDCD cannot be determined or it appears to be erroneous, request determination from COMNAVPERSCOM (PERS-451D). Establishment, or modification (if necessary), will be entered in MAPTIS by COMNAVPERSCOM. When SHDCD is reflected in the EDVR, make entry in page 5, Enlisted Service Record, citing EDVR as authority. No diary entry required.

3.17 SHORE DUTY CURTAILMENT.

Personnel serving on a NST who desire to return to sea duty may submit a request, using a NAVPERS 1306/7, Enlisted Personnel Action Request, to

COMNAVPERSCOM via their Commanding Officer for shore tour curtailment. Favorable consideration will be given such requests provided:

- Member is not serving in a critical billet, i.e. MAGG, Joint Command, Company Commander, etc.
- Member is serving on type duty classified as Sea/Shore Code 1.
- Non-career member agrees to obligate for at least 24 months from date of reporting on board new command.
- Member will have completed at least 24 months onboard at transfer.
- Such transfer is in the best interest of the Navy.
- Requirement of remaining onboard current shore duty for two years will be waived on a case-by-case basis. Factors that will affect a waiver of the two-year onboard requirement are:
 - Projected manning at present duty station.
 - Sea-to-shore manning of member's rate/rating.
 - PCS costs for member and required relief.
 - Whether or not a SECNAVFIND is required.

Requests that would require PCS move at cost to the government will not be approved. 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. 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.

Request for voluntary shore duty curtailment by members on Recruiting duty shall be submitted by the member via his or her chain of command to PERS-4010, Enlisted Shore Special Programs. Each case will be evaluated by COMNAVPERSCOM based upon available PCS funds and overall manning at sea in the member's rating. Upon approval, the Sailor will be transferred to sea duty without a relief. The command will not receive a relief prior to the member's original PRD.

3.18 RESERVED FOR FUTURE USE.

3.19 ROTATION FOR ENLISTED WOMEN.

The rotation pattern for enlisted women is defined as sea/shore (formerly identified as CONUS/OUTUS). The sea/shore rotation pattern will parallel their male counterparts, but sea duty opportunities will not be the same as their male counterparts because women are not authorized assignments onboard submarines or SEAL Team Special Boat Units (SBU's).

- Shore duty is defined as Type Duty Code 1 (CONUS SHORE).
 - Female personnel, both first termers and careerists, initially assigned to CONUS shore duty will have PRD's assigned consistent with the normal shore tour established by Article 3.15 and reflected in the **latest effective NAVADMIN** for their rate/rating.
 - Female personnel, both first termers and careerists, assigned to

OVERSEAS DUTY will serve the DOD area tour length as prescribed in Figure 4A.

- Sea duty is defined as Type Duty Code 2, 3, or 4 (see article 3.03), a combination of sea duty (2 and 4), and overseas shore duty (3).
 - Women assigned to overseas shore duty (Type 3) will serve the prescribed DOD area tour length for that location. In cases where the DOD area tour does not satisfy their PST, they will be assigned IAW article 3.051.
 - Women assigned to non-rotated sea duty (Type 4) will serve the prescribed Navy area tour. They will be eligible for additional sea duty if this tour does not complete their PST.
 - First term women will be assigned to (type 4) IAW Art 3.20.
- All Navy enlisted women are eligible for shipboard assignments. Restriction, such as accommodation constraints and prohibition from serving on certain types of ships, may preclude assignment to sea duty at prescribed PRD.
 - Women serving on shore duty will be looked at for sea duty at their PRD in accordance with their normal rotation pattern.
 - If a valid sea duty billet exists 6 months prior to PRD, the woman will be ordered to that billet.
 - If no sea duty billet exists 6 months prior to PRD, the woman will be extended onboard 3 months beyond the current PRD.
 - Six months prior to newly established PRD: If no sea duty assignments are available on the current requisition (reflecting 9 months out), Detailers will obtain an ADREQ from EPMAC and the Manning Control Authority or a release of "A" requisition onboard a sea duty unit which is a priority fill based on female manning. If an ADREQ is not approved, the woman will be available for other assignments with priority being given to overseas duty.
 - Women will be informed of the possibility of extension onboard requirements at the beginning of their shore tour.

See Article 3.10 for recording and determination of sea duty commencement date and Article 3.161 for recording and determination of shore duty commencement date (SHDCD).

3.191 ASSIGNMENT OF PREGNANT NAVY MEMBERS. A member serving in the naval service with family members or in a pregnancy status is expected to retain a high degree of commitment to concurrently fulfill full professional responsibilities. No exemption from other personnel policies or preferential treatment by virtue of dependency or pregnancy status is expected. Commanding Officers shall ensure that the provisions of MILPERSMAN Article 1740-020 (Information Concerning Pregnant Members and Members with Dependents), OPNAVINST 1740.4A, and OPNAVINST 6000.1A are brought to the attention of any member desiring to serve in the Naval service while pregnant. Knowledge of these policies will eliminate possible conflicts between the role of maintaining the Navy's readiness and mobility posture and the role of parenthood. The following assignment policies apply:

- Pregnant women who are eligible for an overseas assignment will not be deferred from such assignment during pregnancy unless adequate

military/civilian medical facilities with obstetrical capabilities are not available, housing (including alternate civilian housing) is not available or if member is in the advanced stage of pregnancy (7th-9th month). Transfer must be executed such that member arrives overseas prior to the 7th month.

- Pregnant women assigned to overseas activities where adequate military/civilian medical facilities with obstetrical capabilities housing (including alternate civilian housing) is available will remain at those activities for completion of the tour.
- Women who become pregnant while assigned to overseas activities where adequate medical facilities, housing (including alternate civilian housing) are not available will be reassigned PCS to the nearest activity with a valid billet available. In these cases, the Commanding Officer of the pregnant woman will submit an availability report (Class Avail: DP) to the cognizant assignment control authority in accordance with Article 18.04. If member is sent PCS back to CONUS, her sea/shore rotation will be deferred during pregnancy and for four months following childbirth, unless she volunteers for earlier rotation.
- Women who become pregnant while assigned to NAVSUPPFAC Antigua (UIC: 47277) shall be transferred prior to the 20th week of gestation.
- Overseas tour lengths are as listed in Figure 4A.
- Women who become pregnant while assigned to shipboard duty (units identified in SECNAVINST 1300.12) will not be immediately reassigned PCS to duty ashore, but may serve onboard up to the 20th week of pregnancy. As soon as a medical officer determines that a service member is pregnant, the Commanding Officer of the unit afloat will submit an Availability Report (Class Avail: DP) to the cognizant assignment control authority in accordance with Article 18.04. Ensure that the enlisted availability report includes the date the pregnant member will be in her 20th week of gestation, or the medical officer's determination that the member is unable to continue to perform shipboard duty, and in the case of deploying units, the date of deployment.

The unit health care provider in consultation with the Commanding Officer, shall decide in what capacity the individual may safely continue her shipboard assigned duties. This decision will be based on the health care provider's knowledge of potential hazards within the individual's workplace and possible effects of these hazards upon both the member and her unborn child. If there is any question regarding medical risks associated with exposure to certain work environments, the unit health care provider will consult an occupational medicine physician. The unit health care provider should also communicate with an OB/GYN physician responsible for prenatal care to determine whether there are special conditions that must be considered. The unit health care provider in consultation with the Commanding Officer shall determine whether the individual may safely continue her normal duties, continue to work aboard ship with duty modifications, or whether the member must be reassigned ashore. A pregnant member shall not remain aboard ship beyond the 20th week of gestation, or when the ship is underway if the time for medical evacuation of the member to a treatment facility capable of evaluating and stabilizing obstetric emergencies is greater than six hours. This six hour rule is not intended to allow pregnant women to routinely operate at sea, but rather to provide Commanding Officers flexibility during short underway periods such as changes in ship's berth, AMMO/Stores/Training anchorage's, transits to and from local shipyards, ETC. See OPNAVINST 6000.1A for additional guidance. No later than the 20th week, member will be reassigned ashore where adequate medical facilities are available and where government housing (or alternate

civilian housing) is available.

- Women reassigned from shipboard duty, whose pregnancy does not come to term will be reassigned to shipboard duty. Reassignment following childbirth will be accomplished four months after childbirth following medical officer determination that member is fit for full duty, unless the individual volunteers for early rotation.
- Women assigned to shipboard duty will be credited with the time served on board prior to transfer due to pregnancy and will subsequently be reassigned only to complete the balance of their PST or a minimum 1 year tour, whichever is longer. For reassignment guidance see Chapter 2.
- Pregnant women may be transferred to schools provided projected delivery or known complications will not interfere with completion of course of instruction. Personnel enrolled in school will remain provided delivery date or medical condition as documented by medical officer, will allow uninterrupted completion of course of instruction. Questionable cases for "A" school assignment should be submitted to COMNAVPERSCOM (PERS-4010) and "C" schools to rating detailer with recommendation from medical officer.
- Women who become pregnant while assigned to aviation squadrons will be managed in accordance with OPNAVINST 6000.1.

3.192 ASSIGNMENT INVOLVING TEMADD. Assignment of women to ships for TEMADD is authorized wherever required in the performance of military duties or in support of required training. Such circumstances include but are not limited to, warfare orientation, assignment to AOE/AOR as members of Helicopter Combat Squadron (HC) detachments, assist teams, inspection teams, repair teams, planning conferences, etc.

- Accommodations for female personnel assigned to ships should be essentially the same as that provided males of similar pay grade. Sleeping quarters must be separate, with privacy provided by rigid bulkheads. Privacy in the use of head facilities must be assured. Access to these facilities should not entail violation of sleeping compartment privacy.

3.193 SHIPBOARD/SQUADRON GENDER INTEGRATION EMBARKATION CONFERENCE. A Gender Integration embarkation conference will be held approximately nine months prior to the scheduled embarkation of women. The conference will normally be convened and chaired by the Type Commander's representative, with attendees from the Manning Control Authority, COMNAVPERSCOM, EPMAC and the ship/squadron due to embark females. The conference will be held to review shipboard/squadron manning requirements, identify shipboard/squadron personnel who desire to cross deck or split tour in order to generate a requisition for a female to fill, and to identify females for possible assignment.

3.20 FIRST-TERM PERSONNEL ASSIGNMENT POLICY.

First term personnel are those who are serving on their first enlistment contract including operative extensions.

Members will be assigned a PRD per article 3.06.

Members on an 3-year or less contract will be given no more than one assignment (exclusive of initial basic and skills training) before their EAOS. If required to serve in a restricted tour overseas, they will be assigned to no more than 2 different geographic locations before their EAOS.

Members on an initial enlistment of more than 3 but less than 4 years will be given no more than one CONUS assignment before their EAOS following initial basic skills training. If assigned overseas, member will be given no more than 2 assignments before their EAOS.

Members on an initial enlistment of 4 or more years will be given no more than 2 assignments in different locations before their EAOS following initial basic and skills training regardless of tour length or location.

Members on their second assignment can be ordered overseas if they have the required obligated service for the DOD area tour.

Sailors electing to reenlist will complete their PST unless authorized to curtail their sea tour by negotiating through a reenlistment incentive program.

Floating Dry Dock Assignment:

- 4 YO Personnel - First two years of enlistment will encompass entry level training (RTC "A" school) and floating dry dock duty. Last two years of enlistment, member will be assigned to sea duty.
- 3 YO Personnel - Will not be detailed to floating dry dock.

HM "A" school graduates assigned an initial tour for clinical experience in CONUS will be reassigned to sea/OUTUS after completion of 24 months of active service. HMs assigned initial OUTUS tour will be available for reassignment to sea upon completion of the DOD area tour.

Individuals with six years initial obligated service, 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 (see Article 3.064). Upon completion of training and reassignment to sea duty, Sea Duty Commencement Date (SDCD) will be reestablished and PRD set to coincide with their EAOS or completion of PST whichever is less.

3.21 MILITARY COUPLE ASSIGNMENT POLICY.

The Chief of Naval Personnel supports the collocation of Navy members married to other military members. Every reasonable effort will be made for military couples to move together and/or serve together whenever possible. 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 and/or immediate reassignment may not always be possible. Collocation of Navy members with members of other uniformed services or services of other countries are much more difficult and also may not always be possible. Additionally, spouse collocation policy does not provide for assignment to duty near a civilian spouse, including civilian government employees.

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, SSN of spouse, and number of current dependents. Each member must submit a copy of their spouse's request with their request to expedite communication between the respective detailers. Additionally, both members must be in agreement that collocation is desired. If not in agreement, each member will be detailed in accordance with their desires, consistent with the needs of the Navy. When requested, spouse collocation becomes the highest priority and main duty preference consistent with the needs of the Navy. 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.

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:

- Member requesting to be transferred has completed at least one 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 one year of request. However, requirements regarding prescribed sea tours, obligated service/retainability, recently acquired skills and training will all be considerations in the processing of the request.
- 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 help facilitate spouse collocation at the completion of the training assignment.
- A valid billet/requisition for which the member is qualified is available.
- Sea/shore rotations will be maintained whenever possible. 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 personnel, may be involuntarily assigned to simultaneous sea duty. Military couples with dependents are required to maintain a current, workable dependent care plan.
- When one member is already on an OUTUS DOD tour, their PRD will be extended to match the PRD of the joining spouse.

When marriage occurs and/or requests are submitted after orders have been issued, orders may remain in effect. 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.

If the member is required to execute their orders, collocation action will be considered after 1 year, if collocation is still desired.

Members requesting training must be advised that they may not be eligible for spouse collocation consideration in conjunction with this training assignment. Additionally, 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.

Military couples will not be permanently assigned to the same ship or the same shipboard deployable command (e.g. tender with multiple UICs or carrier and its associated carrier air wing). Additionally, members will not be assigned to the same command ashore with the same reporting senior without the gaining Commanding Officer's concurrence. Unusual circumstances may result in a couple being temporarily assigned to the same afloat activity. This paragraph does not require transfer of the members to rectify such a temporary situation.

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.

Military couples will not normally be involuntarily assigned to simultaneous sea duty tour (type 2 or 4). However, military couples comprised of first term personnel or initial accessions may require assignment to simultaneous sea duty consistent with the needs of the Navy and the member's training. Additionally, members that 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.

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. PRDs will reflect a 36-month rotation, regardless of PST or NST. It is imperative that military couples maintain a current, workable dependent care plan which can be utilized when needed.

Those individuals requesting spouse collocation that results in simultaneous sea duty must forward a copy of the following appropriate page 13 entry with their spouse collocation request. A copy is also to be retained in the member's service record. Appropriate page entry is:

- Military couples with dependents:

Date: "I have read and understand the Military Couple Assignment Policy as contained in the Enlisted Transfer Manual. I understand that simultaneous sea duty (Type 2 or 4) with my spouse requires me to complete the normal tour length of my assignment. My spouse and I have developed a dependent car plan which will be utilized when necessary."

Members' signature

Witnessed by: S. M. ROSATI
LCDR, USN, Personnel Officer

- Military couples without dependents:

Date: "I have read and understand the Military Couple Assignment Policy as contained in the Enlisted Transfer Manual. I understand that by being assigned to simultaneous sea duty (Type 2 or 4) with my spouse that I am required to complete the normal tour length of my assignment and that BAQ entitlements will only be paid to the senior member (if E5 or below) for that period."

Member's signature

Witnessed by: S. M. ROSATI
LCDR, USN, Personnel Officer

3.211 OPTIONS IF ASSIGNMENT WITHIN IMMEDIATE AREA OF SPOUSE 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) COMNAVPERSCOM will normally disapprove applicant's request. The following options may be offered:

- Resubmission in 6 months for reconsideration.
- Assignment to the nearest available requirement within area of spouse's present assignment. It must be noted that 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.

3.212 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 and Adak). Such assignment is with the understanding that both husband and wife will be treated as individual service members and quarters for joint residence may not be available. Isolated duty areas are dependent restricted and dependent children are not authorized.

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.

3.213 REASSIGNMENT TO DIFFERENT ACTIVITIES. It is the desire of COMNAVPERSCOM that, when practicable. 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 over riding military needs for the retention in the same unit. Requests for reassignments from enlisted personnel to be separated from a member of the same family shall reference this article and be submitted on the NAVPERS 1306/7, Enlisted Personnel Action Request. 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 the needs of the service.

3.22 ASSIGNMENT OR REASSIGNMENT OF MEMBERS OF THE SAME IMMEDIATE FAMILY (EXCLUDING SPOUSE).

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.

Policies governing deferment of Navy personnel from duty in hostile fire zones are contained in OPNAVINST 1300.15. For the purposes of this article, family members include: Father, mother, sons and daughters, and all sisters and brothers in the following categories:

- A brother or sister of whole blood.
- A brother or sister of half blood.
- A brother or sister by adoption.

All personnel desiring shipboard family duty are required to sign the following page 13 entry:

Date: "I understand the potentially hazardous implication of family duty but desire this assignment."

Member's Signature

Witnessed by: S. MCLAMB
LCDR, USN, Personnel Officer

3.221 REQUIREMENTS FOR COST TRANSFER. COMNAVPERSCOM is desirous of favorable consideration by distribution authorities on official requests for transfer to serve with a member of an immediate family if individuals requesting transfers are otherwise eligible for reassignment under current distribution directives

(i.e., near PRD) and provided:

- Urgent service requirements do not preclude approval.
- The receiving activity has an authorized requirement for the rate/rating/NEC concerned.
- The member requesting transfer has sufficient obligated service to serve a minimum of two years at the activity requested.
- Neither member is in receipt of PCS orders.
- Except for personnel in recruit or student status, members requesting transfer must complete a minimum of one year at the current duty station prior to the requested date of transfer.
- Requests submitted more than six months in advance of eligibility for transfer will be returned to originator.
- Member must have a clear record for the previous 12 months.

3.222 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 provided the following criteria are met:

- Urgent service requirements do not preclude approval.
- The receiving activity has an authorized requirement for the rate/rating/NEC concerned.
- 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 12 months service at the receiving activity.
- The member requesting transfer has sufficient obligated service to serve a minimum of one year at the activity requested. 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.
- Neither member is in receipt of PCS Orders.
- Except for personnel in recruit or student status, member requesting transfer must complete a minimum of one year at current duty station prior to the requested date of transfer.
- Requests submitted more than six months in advance of eligibility for transfer will be returned to originator.
- Member must have a clear record for the previous 12 months.
- 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. Fleet Commanders may authorize utilization of fleet units for transportation where practical and feasible.

3.223 SUBMISSION OF REQUEST FOR ASSIGNMENT OF MEMBERS OF THE IMMEDIATE FAMILY. The request for assignment to duty with another member of the

immediate family shall be submitted on a NAVPERS 1306/7, Enlisted Personnel Action Request to the appropriate Assignment Control Authority, via both member's Commanding Officers, and the non-requesting member. Requests from non-designated (SN/FN/AN) personnel shall be addressed to EPMAC via the Commanding Officer. In addition to the information required by the NAVPERS 1306/7, the request shall also include the following information:

- Requested date of transfer.
- Name, rate, social security number, PRD, and duty station and homeport (if applicable) of the other family member.

3.224 When the member originating the request for transfer is not eligible for reassignment under cost conditions, the following statement shall be executed on the Administrative Remarks (page 13):

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 POC shipment) and government transportation, including the use of Military Airlift Command is not authorized for myself and/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: L. HENRY GUYCON
LCDR, USN, Personnel Officer

3.225 FORWARDING ENDORSEMENT ON REQUEST FOR TRANSFER TO BE NEAR FAMILY MEMBER. Each commanding officer shall make positive comment/recommendation as to desirability of having the family members serve together.

- Indicate if service record entry required by Article 3.224 has been executed.

3.226 ASSIGNMENT WHEN ONE MEMBER IS AN OFFICER. 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 requirements of Article 3.221 or 3.222 are met.
- Transfer is not to the same military command, provided there are at least two commands in the immediate areas.

3.23 SINGLE PARENTS.

Single parents are assigned utilizing the same procedures as other enlisted personnel. COMNAVPERSCOM 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. 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 for reason of hardship or dependency may be submitted to COMNAVPERSCOM in accordance with MILPERSMAN 1910-110.

3.24 ROTATION FOR CONSTRUCTION RATING PERSONNEL.

Personnel reporting to Type 6N commands on or after 01 June 94 will get credit for a neutral tour. Personnel reporting prior to 01 June 94 will receive credit for sea duty. Every Seabee can expect to complete an isolated tour sometime during a career. Personnel assigned to isolated tours can expect a split sea tour by beginning a prescribed sea tour (PST) on isolated duty, and then completing a follow on sea tour, generally in a Naval Mobile Construction Battalion. Based on the nature of Seabee assignments, occupation field 13 personnel assigned to isolated tour are no longer eligible for advanced assignment guarantee of paragraph 4.091. Personnel shall be assigned to the sea components of Amphibious Construction Battalion (ACB) without regard for gender.

3.241 SEA COMPONENT OF THE AMPHIBIOUS CONSTRUCTION BATTALIONS (ACB) ASSIGNMENT POLICY

- Personnel shall be assigned to the sea component of (ACB) without regard for gender.

3.25 POST CONFINEMENT ASSIGNMENT PROCEDURES.

Members transferred to a brig are divided into two separate types of transfers (1) Members being transferred for 30 days or less, who are assigned under TAD orders and (2) Members who are assigned for 31 days or more who are assigned under TEMDU orders. MILPERSMAN 1640-060 through 1640-1000 and 1626-030 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. In these cases Commanding Officers should at the time of confinement, submit a message request that the individual not be returned to the command, to COMNAVPERSCOM/EPMAC who will institute action for reassignment for the individual to another comparable duty assignment. This message shall be submitted in accordance with the below guidelines:

- For Rated/Designated personnel the message shall be sent to COMNAVPERSCOM (PERS-452) with an information copy to EPMAC. For Non-rated/Non-designated personnel the message shall be sent to EPMAC (Code 47).
- 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 in accordance with Chapter 18.
- 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, i.e., loss of security clearance, loss of NEC qualification, morale and/or his/her return would cause high security risk of his/her well being.

The Chief of Naval Personnel may suspend a punitive discharge of members confined in Naval Consolidated Brigs. The Commanding Officer of a consolidated brig will request reassignment of such a member to a duty station other than the member's duty station at the time of court-martial. If applicable, a reassignment request by the brig will address loss of security clearance, loss of NEC qualifications, and change in rate.

3.26 CHIEF PETTY OFFICER (E-7/8/9) SEA/SHORE ROTATION.

Sea/shore rotation for Chief Petty Officers (E-7/8/9) with 19 years active service consists of the rate tours as listed in Figures 3A, but the shore tour will not be less than 36 months.

3.27 COMPTOUR/REASSIGNMENT OF EXCESSES ASHORE.

A COMPTOUR is the reassignment of excess personnel prior to PRD from one shore activity to another for the purpose of resolving a critical manning situation.

It is used as a last resort action when manning deficiencies cannot be resolved through the normal process. 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. A nominee for this type of reassignment must be in the requested pay grade and have 12 or more months remaining until PRD. All attempts will be made to make the reassignments no cost PCS moves. Reassignments that incur PCS cost must be IAW provisions of Article 3.07.

3.28 ASSIGNMENT WHEN NOT IN COMPLIANCE WITH PHYSICAL READINESS STANDARDS.

OPNAVINST 6110.1 (series) and current NAVADMINs describes the administrative action to be taken for members who are in non-compliance with physical readiness standards. Failure of physical fitness assessment's (PFA) will not limit assignments except when a member cannot obligate for the minimum obligated service. Members who are out of standards may transfer; however, assignment to certain duties (i.e. instructor, recruiting, etc.) will continue being restricted to members who are within standards.

3.29 SECURITY LIMITATIONS FOR SURFACE NUCLEAR POWERED SHIPS.

Personnel who are not U.S. citizens will not be assigned to surface nuclear powered units in commission, overhaul, or new construction with exception of those personnel from the following ratings: ABE, ABH, AD, AM, AK, AME, AMH, AMS, AS, AF, PR, and DK. Non-U.S. citizens shall not have access to Naval Nuclear Propulsion Information and the nuclear propulsion plant spaces. The above ratings, if assigned to an NNPI UIC, shall only be assigned to CVNs.

3.291 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).

3.30 GENDETS ADVANCED TO AN AVIATION RATING, SEA/SHORE ROTATION.

GENDETS advanced to aviation rating in activities where no billets exist will be reassigned using the flow chart contained in **Figure 3B**. 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.

3.31 FLEET SURGICAL TEAMS (FST).

Two year tour lengths for all enlisted personnel. Assignment to FSTs will satisfy the prescribed sea tours for enlisted members.

3.32 TRANSFER OF PERSONNEL TO OPERATIONAL DUTY.

Personnel being transferred to operational commands (type duty codes 2) must be screened to ensure they are able to perform the duties to which they are being assigned. An Operational Suitability Screening will be completed for the service member only, on a priority basis in accordance with BUMEDINST 1300.2(series).

3.321 The suitability screening process and report will be completed within 30 days of receipt of orders. The transferring command will notify the gaining command and NAVPERSCOM of the screening results using **FIGURE 3C**. 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.

3.322 For significant medical issues identified during screening contact the gaining command for acceptance in-accordance-with BUMED 1300.2.

Note: Any reports of unsuitability will require that the transferring command provide detailed reason(s) for the finding. Recommendation from both the transferring command and the screening MTF for probable suitable assignment locations or other type units for any member found to be unsuitable for assignment to a specific location are highly desirable. Additionally provide any administrative action taken (i.e. MED HOLD, MEDBOARD, LIMDU, or ADSEP etc...).

PERSONNEL ARRIVAL WITHOUT OBLISERV REPORT

FM RECEIVING COMMAND//JJJ//
TO PREVIOUS DUTY STATION//JJJ//
PREVIOUS DUTY STATION PSD (IF APPLICABLE)//JJJ//
INFO Appropriate Manning Control Authority
COMNAVPERSCOM MILLINGTON TN//Appropriate Detailer/PERS-45//
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/COMNAVPERSCOM/01JAN90//
AMPN/NAVPERS 15909G/ENLTRANSMAN CHAP 3//
RMKS/1. IAW 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.
F. OBLISERV REQUIREMENT IN ORDERS/COMPLY WITH ITEM.
G. HAS MEMBER ELECTED TO INCUR OBLIGATED SERVICE.
H. AMPLIFYING REMARKS.//
BT

FIGURE 3A

FLOW CHART FOR GENDET ADVANCEMENTS TO AVIATION RATINGS

GENDETS ADANCED

IS MEMBER IN A
VALID BILLET

NO

YES

OJT
REMAIN TO
PRD

WILLING TO
OBLISERV

NO

TIME TO EAOS

<9 MONTHS

REMAIN AT
COMMAND IN
EXCESS

YES

>9

*TRF (NO/LOW COST) TO
+VALID BILLET FOR 12
MONTH, OJT

+ TRF TO VALID
BILLET TILL
EAOS

WILLING TO
REENLIST

"C" SCHOOL

REENLIST AT
EAOS

"C" SCHOOL

"C" SCHOOL

*TRF TO VALID BILLET FOR
+COMPLETION OF OJT TOUR

SEA DUTY

FOLLOW ON
TOUR IAW
SEA/SHORE
ROTATION

SEA DUTY

*Total time will not exceed sea time spent or NST whichever is less.
+TRFs will be no cost/low cost (\$500.00 or less) same as for split tour.

FIGURE 3B

OPERATIONAL SUTIABILITY SCREENING REPORT

Suitable

FM Transferring command
TO COMNAVPERSCOM MILLINGTON TN (applicable detailer) or EPMAC NEW ORLEANS LA
//EP 47//
INFO COMNAVPERSCOM MILLINGTON TN//PERS 814//
Gaining command (if applicable)
BUMED WASHINGTON DC//MED-02//
BT
UNCLAS //N01326//
MSGID/GENADMIN//
SUBJ/SUITABILITY FOR OPERATIONAL SCREENING ICO name, rate/ssn//
REF/A/DOC/CNPC/YMD//
REF/B/DOC/BUMED/17FEB00//
REF/C/DOC/NPC/YMD//
REF/D/DOC/BUPERS ORDERS/YMD//
NARR/REF A IS ENLISTED TRANSMAN, REF B IS BUMEDINST 1300.2
OPERATIONAL SCREENING REQUIREMENTS, REF C IS MILPERSMAN ARTICLE 1306.030
OPERATIONAL SCREENING PROCESS, REF D IS ORDERS dtg//
POC/name/rank/unit identifier/TEL:DSN/comm/email if app.// **MANDATORY**
RMKS/1. OPERATIONAL SCREENING IAW REFS A THRU D COMPLETED. SNM IS SUITABLE.
2. REASON FOR SCREENING:
 (A) ORDERS IN HAND TO TYPE 2,3, OR 4 DUTY
 (B) 12 MOS PRIOR TO PRD/PCS TO TYPE 2,3, OR 4 DUTY
 (C) CONCLUSION OF TLD AND IF WITHIN 12 MOS OF COMPLETION OF SHORE TOUR AS
 ADJUSTED
 (D) FOUND "FIT FOR DUTY" BY PEB AND IF WITHIN 12 MOS OF COMPLETION OF SHORE
 TOUR AS ADJUSTED
 (E) 12 MOS PRIOR TO EAOS AND PRIOR TO OBLISERV
3. REASON FOR DELAY OF SCREENING, if applicable.//
BT
NNNN

Note: all lower case characters require input.

FIGURE 3C-1

Unsuitable

FM Transferring command
TO COMNAVPERSCOM MILLINGTON TN//PERS 814//
INFO COMNAVPERSCOM MILLINGTON TN (applicable detailer)
EPMAC NEW ORLEANS LA//EP 48//
EPMAC NEW ORLEANS LA//EP 47//(non-rate detailer)
Gaining command (if applicable)
Gaining and screening MTF
BUMED WASHINGTON DC//MED-02//
BT
UNCLAS //N01326//
MSGID/GENADMIN//
SUBJ/UNSUITABILITY FOR OPERATIONAL SCREENING ICO name, rate, ssn//
REF/A/DOC/CNPC/YMD//
REF/B/DOC/BUMED/17FEB00//
REF/C/DOC/CNPC/YMD//
REF/D/DOC/BUPERS ORDERS/YMD//(if applicable)
NARR/REF A IS ENLISTED TRANSMAN, REF B IS BUMEDINST 1300.2 OPERATIONAL
SCREENING REQUIREMENTS, REF C IS MILPERSMAN ARTICLE 1306.030 OPERATIONAL
SCREENING PROCESS, REF D IS ORDERS dtg//
POC/name/rank/unit identifier/TEL:DSN /TEL:DSN/comm/email if app.// **MANDATORY**
RMKS/1. OPERATIONAL SCREENING IAW REFS A THRU D COMPLETED. SNM IS UNSUITABLE
FOR (list specific UIC/billet - THIS WILL APPLY TO 2(A) BELOW) or (OPERATIONAL
DUTY IN GENERAL - THIS WILL APPLY TO 2(B) BELOW).
2. REASON FOR SCREENING:
 (A) ORDERS IN HAND TO TYPE 2,3, OR 4 DUTY
 (B) 12 MOS PRIOR TO PRD/PCS TO TYPE 2,3, OR 4 DUTY
 (C) CONCLUSION OF TLD AND IF WITHIN 12 MOS OF COMPLETION OF SHORE TOUR AS
 ADJUSTED
 (D) FOUND "FIT FOR DUTY" BY PEB AND IF WITHIN 12 MOS OF COMPLETION OF SHORE
 TOUR AS ADJUSTED
 (E) 12 MOS PRIOR TO EAOS AND PRIOR TO OBLISERV
3. REASON FOR UNSUITABILITY: (medical officer's diagnosis)
4. RECOMMENDATION FROM MTF, CO, AND FLEET MEDICAL OFFICER (PER REF B):
 (A) ALTERNATE OPERATIONAL PLATFORM
 (B) OTHER OVERSEAS ASSIGNMENT/LOCATION
 (C) CONUS SHORE DUTY
 (D) LIMDU
 (E) PEB
5. COMMANDING OFFICER'S RECOMMENDATION
BT
NNNN

Note: All fields require input.

FIGURE 3C-2

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OVERSEAS SERVICE

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OVERSEAS SERVICE

4.0 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. Hawaii is considered an overseas area, but is exempt from personnel screening requirements (except Type 3) as stated in Article 4.011. Overseas service may be categorized as: Overseas Duty (Sea/Shore Code 6), Overseas Remote Land-Based Sea Duty (Sea/Shore Code 3), Non-rotated Sea Duty (Sea/Shore Code 4).

- Based on the accessibility of health care services, the Bureau of Medicine and Surgery and the Navy Personnel Command determined the following locations in the United States are remote and require suitability screening for service and family members before transfer: Alaska - Adak, Juneau, Kodiak; California Bridgeport, San Clemente Island, San Nicholas Island; Florida - Key West; Hawaii - Barking Sands; Maine - Cutler, Winter Harbor; Nevada - Fallon; and West Virginia - Sugar Grove.

- Units comprising the Overseas Family Residency Program (OFRP) are defined as Non-rotated Sea Duty (Sea/Shore Code 4), except for those units located in Hawaii. See articles 4.071 and 3.051, NOTE 2.

- The prescribed tour for all first-term personnel assigned to overseas duty will be a minimum 36 months or to coincide with their EAOS (four years or less active duty), exceptions are dependent restricted locations when the PRD will be set to the prescribed DOD area tour, refer to article 3.06 and 3.20 .

- All first-term personnel assigned to overseas for a minimum of 36 months will be eligible for *the Overseas Tour Extension Incentives Program (OTEIP) following completion of the first 24 months of their tour and do not have dependents on station. This is *NOT AUTOMATIC, and must be requested!

- First term personnel on their second assignment can be ordered overseas if the member has the required obligated service to complete the applicable DOD tour length.

- Enlisted personnel in pay grades E-3 and below, with family members including pregnancy, will not be assigned to duty in an overseas area, including Hawaii, on afloat or shore-based activities. However MBR's can be assigned unaccompanied based on readiness needs.

- Accompanied/unaccompanied tours are now authorized for COMIDEASTFOR. For tour lengths see Bahrain Island, FIGURE 4A. All forms in this chapter are available on the COMNAVPERSCOM web-site at www.bupers.navy.mil.

4.01 SELECTION OF PERSONNEL FOR OVERSEAS SERVICE.

4.011 GENERAL SCREENING PROCEDURES. 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 members 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. This determination must be based on a series of steps beginning with a detailer at COMNAVPERSCOM (PERS-40)/EPMAC (for non-designated SN/AN/FN) nominating the member for overseas duty and ending with a message to COMNAVPERSCOM (PERS-40/PERS-451)/EPMAC (for non-designated SN/AN/FN with INFO to COMNAVPERSCOM) from the CO indicating the suitability of the member and family members for overseas duty. Suitability screening includes reviewing the members' service

records, physical readiness status, checking medical and dental fitness of individuals and their family members and conducting command review (FIGURE 4B) to determine suitability. In recruit training and service school environments, the training school command is responsible for scrutinizing the training records of personnel 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 service member and family members is highly desirable. If this is not feasible, the CO must ensure that such an interview is conducted by an experienced, knowledgeable representative. In all cases, the CO must sign the NAVPERS 1300/16, Report of Suitability for Overseas Assignment. This authority shall not be delegated except to that officer "Acting" or to the OIC of isolated detachments. Upon request of the CO, a skilled interviewer (such as a chaplain, Command Career Counselor, Command Master Chief, Navy social worker, or specified Family Service Center staff member) may also be included to determine overseas suitability.

- Single Parents/Military Couples With Family Members. The unique situation of those individuals with family members who are single parents or military members married to other military members does not in itself disqualify them for overseas duty. However, in these cases this fact should be pointed out to COMNAVPERSCOM (PERS-40/PERS-451)/EPMAC (for non-designated SN/AN/FN) upon submission of certification of screening. Members married to other military members with family members and single parents being considered for overseas assignment will be required in accordance with OPNAVINST 1740.4 (series).

NOTE: Overseas screening is a requirement of all transferring commands whether transfer is from CONUS to overseas or consecutive overseas tours from overseas (sea/shore) to overseas (sea/shore). See Article 4.023 (COT) screening requirement.

4.012 SUITABILITY DECISION FACTORS. The CO of the transferring command shall ensure that the following factors are addressed and used as the basis for the overseas suitability decision:

- Medical Fitness. Both the service member and family members 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 members are medically disqualified, the urgency of the requirement may require that 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/MTF is required for medical problems. Use BUMED 1300/1 for guidance which is available on www.bupers.navy.mil/pers4/pers45/pers451 and <http://navymedicine.med.navy.mil/>

NOTE: Foreign National spouses, who require a medical screening and reside at locations where TRICARE or DOD medical facilities are unavailable, shall satisfy the medical screening requirements as listed on the BUMED 1300/1 by utilizing a local physician. The completed BUMED 1300/1 will be forwarded to the screening MTF for final disposition. The service member will be responsible for any costs associated with this requirement if costs are not already covered under current entitlements.

- 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 members are not co-located with the service member, the Commanding Officer of the transferring command shall request assistance from the nearest

naval activity. If Navy facilities are not readily available for screening family members, assistance shall be requested from other military facilities or appropriate civilian practitioner. Other service MTFs and civilian practitioners will complete BUMED 1300/1 forward it to the transferring command's MTF for review and signature.

- Service and family members who use TRICARE network providers to conduct medical, dental and educational suitability screening for overseas, remote duty or operational assignments must coordinate with the MTF Suitability Screening Coordinator and Beneficiary Counseling and Assistance Coordinators prior to using a TRICARE provider to ensure that TRICARE will cover any costs associated with the screening.

-- If member's family member(s) refuse to be screened, refer to 4.015.

-- When issues of custody pertain to a member's/family member's suitability, refer to 4.035.

-- Exceptional Family Member (EFM) Program. If, during overseas screening process, a service member's family member is identified as a possible EFM, comply with OPNAVINST 1754.2 (series). Exceptional Family Member Program) contained in Chapter 25 of this manual is required. Submit these completed NAVPERS forms to COMNAVPERSCOM (PERS-66). EFMs are described as handicapped or exceptional family members who require special medical care and/or 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 Chapter 25 for EFM program guidance. In addition, the following also apply:

Personnel with a known EFM will not be transferred overseas without PERS-4, 662, gaining MTF approval.

Personnel with an EFM shall be transferred only to overseas locations that can provide necessary educational and/or 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 sponsor's career, if not assigned overseas, will a member be proposed for overseas assignment to a location where requisite EFM services are not provided.

NOTE: Laws and instructions require that:

* EFMs be identified before execution of overseas assignments of active duty members.

** EFMs medical and educational needs be considered during selection of overseas assignment.

*** Enrollment in the EFM Program is mandatory. Application forms contained in Chapter 25 must be completed and submitted to COMNAVPERSCOM (PERS-66).

- 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," he/she will be eligible for duty overseas.

- Dental Fitness. Dental conditions will not normally preclude overseas assignment except in those extreme cases where personnel are prevented from performing assigned duties. When members are diagnosed as Dental Class 3, the transferring medical/dental treatment facility should ensure that any needed care/treatment can be provided at the ultimate activity. Elective orthodontic

treatment will not cause an assignment liability and is not disqualifying for overseas assignment. Members ordered to isolated overseas locations, isolated CONUS stations with limited dental capabilities or USS LA SALLE, COMIDEASTFOR and COMSTANAVFORLANT (staff) should have no dental defects which are likely to require extensive or prolonged treatment. Members in a Class 3 Dental status should not be transferred to these isolated locations or to any unit listed above. 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 dental problems disqualify them for transfer to an overseas area, the urgency of the requirement may require that the member serve an unaccompanied tour. Dental care will be available to family members to the extent that active duty requirements permit.

NOTE: Overseas dental activities are manned to a level only to maintain family member oral health.

- Physical Fitness. Failure of PFA's (formally PRT) will not limit assignment except when a member cannot obligate for the minimum sufficient obligated service to complete the prescribed overseas assignment.
- Drug Related Problems. Members/Family Members with documented drug abuse or drug related offenses are unsuitable for overseas duty within last 24 months for member waiver for enlisted.
- Alcohol Related Problems. Personnel with a documented history of alcohol abuse or dependency may be considered eligible for overseas duty under certain conditions. Members who have completed an education or early intervention program because of an alcohol-related incident have no specific restrictions for an overseas assignment. Members who have completed treatment and have been released from the Continuing Care portion of treatment are considered suitable for overseas assignment. Members assigned to or receiving the Continuing Care portion of treatment, usually in an outpatient setting, may be eligible for overseas assignment providing the overseas assignment is to a geographical location where treatment services can be provided (Counseling and Assistance Centers (CAACs)). Commanding Officers must have clear and convincing reasons why a member is not suitable for overseas assignment. In such cases, the Commanding Officer shall advise COMNAVPERSCOM (PERS-40BB) of the rationale for an unsuitability recommendation. In all cases COMNAVPERSCOM (PERS-40BB) will make the final determination of suitability.
- Psychiatric Disorders. Members/Family Members, 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 one year may be judged suitable for overseas duty. Personnel with two or more hospitalizations for psychiatric disorders will be considered unsuitable for overseas duty.
- Performance. Personnel with a history of unsatisfactory or below standard in the last two years may be considered unsuitable for overseas assignment (personnel whose performance criteria is progressing or recommended shall be considered eligible for overseas assignment/COT. If a Commanding Officer feels there are extenuating circumstances that may render an individual eligible/ineligible for overseas assignment, he shall advise COMNAVPERSCOM (PERS-40BB) of circumstances and command action taken to correct deficiencies for final determination of suitability.
- Disciplinary History. History of courts-martial, non-judicial punishment or involvement with civil authorities in the previous two years may be considered disqualifying for overseas assignment. (Prior service offenses and pre-service offenses that were waived for reenlistment or enlistment respectively

are normally not disqualifying). A one-time serious offense (a serious offense is defined in MILPERSMAN 1910-140) in the current enlistment are considered disqualifying. Commanding Officers may determine that one time non-judicial punishment is not disqualifying.

- 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 third 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. COMNAVPERSCOM (PERS-40)/EPMAC 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 in accordance with BUMEDINST 1300.2 prior to transfer.

- Financial Stability. (**E6 and above**) Serious financial problems or indebtedness which have not been reconciled, or a documented history of indebtedness over a period of the last three years may be considered disqualifying (i.e. bankruptcy). (**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.

4.013 OVERSEAS SCREENING PROCEDURES. The Commanding Officer shall:

- Ensure that each individual and family members being assigned overseas is screened within 15 days after receipt of the transfer directive.

- Conduct command review in accordance with the provisions of this chapter and OPNAVINST 1300.14, utilizing FIGURE 4B, to determine if the individual and their family members (if any) meet the eligibility requirements and additional criteria of Article 4.011.

- During command review, brief member and family members on Standard Installation Topic Exchange Services (SITES) data available at Family Service Centers (FSCs). 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 stations. For members that are assigned and have elected an all others tour, ensure member is familiar with MILPERSMAN Article 1300-150 through 1300-210 concerning command sponsorship of family members.

- Determine suitability/unsuitability based on member/family member(s) medical and command review and any other reliable information (chain of command, chaplain, Family Advocacy Representative, Command Financial Specialist, etc.). If waiver is required, refer to Article 4.015.

- Ensure that the member has sufficient obligated service to complete appropriate accompanied/ unaccompanied DOD area. (NAVPERS 1070/613, Administrative Remarks (Page 13), entries for obligated service are not authorized. See Article 4.021.) For SRB issues refer to NAVADMIN 271/99.

4.0131 REPORTING PROCEDURE. Concurrent with the release of overseas orders, transferring command will receive a "personal for" message from PERS-4 that will direct a 15-day mandatory update. Readdress this "personal for" message to the servicing medical treatment facility (MTF). Initiate the overseas screening process immediately. For the 15-day status report, utilize Figure

4C (Suitability/Unsuitability Report). If service or family members are determined unsuitable, gaining command or MTF confirmation is required. Utilize Figure 4C to report unsuitability. If suitability determination can not be completed within 15 days, provide status message with reason for delay and anticipated completion date. Use the same addressees as the unsuitability message (Figure 4C). This report will also be filed in the member's field service record.

4.0132 SCREENING REQUIREMENTS FOR PERSONNEL ASSIGNED TO REMOTE CONUS LOCATIONS.

These remote locations require transferring commands to conduct modified overseas screening. Complete Parts I and II and the endorsing CO's signature in Part III of NAVPERS 1300/16, Overseas Screening Report, send suitability message to COMNAVPERSCOM (PERS-451/PERS-40). Personnel who are in a Class III Dental status normally are not suitable for assignment due to limited dental capabilities.

4.014 CHANGE OF SUITABILITY DETERMINATION.

Once a member has been successfully screened by the detaching command, if any subsequent information, misconduct or emergent medical condition renders them unsuitable (occurring at the transferring command or at any intermediate activity en route), hold orders in abeyance and notify COMNAVPERSCOM immediately (info EPMAC in the case of non-designated SN/FN/AN). Ensure the member (and family members) are aware of their responsibility to report any circumstances that may change their suitability status and **responsibility** under UCMJ art. 107 for failing to do so.

4.015 WAIVERS OF SCREENING REQUIREMENTS. 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 CO's 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 technically qualified for overseas assignment, but the CO considers that a waiver is in order, submit waiver to COMNAVPERSCOM PERS-40 or EPMAC (for non-designated SN/AN/FN), info COMNAVPERSCOM PERS-45 and gaining command. Do not transfer member until written authorization granting waiver message is obtained from COMNAVPERSCOM/EPMAC (Commanding Officer waivers for Legal custody do not require COMNAVPERSCOM endorsement). File waiver in member's service record.

- For divorced personnel whose children are in the legal custody of the ex-spouse, and for the family members of a member separated from the spouse and the spouse has custody of any family member children, and the spouse/ex-spouse refuses to cooperate in family member overseas screening, participation of those family members in the overseas screening process may be waived by the CO. In all such cases:

-- Record the results using the Report of Suitability for Overseas Assignment (FIGURE 4C), interview the member to identify existing conditions that are likely to preclude the service member from completing the overseas assignment.

-- Make the following entry on NAVPERS 1070/613, Administrative Remarks (Page 13), of the member's service record:

"I understand that family member overseas screening has been waived due to refusal of my family members to participate in the screening process. I have indicated all known conditions of those family members that may interfere with my serving the appropriate tour length. I understand that any pre-existing disqualifying family member screening factors can not serve as the basis for

my early return to CONUS from overseas. If later my family members desire to accompany or join me overseas, I understand that they must be screened and family member entry approval granted (where applicable) before they leave CONUS. I understand that I will be required to serve the appropriate tour length in accordance with Enlisted Transfer Manual Article 4.051."

Witnessed:

Member's Signature

M. Melvin
LTJG, USN, Personnel Officer

- In cases where family members refuse screening in other than a divorce/separation situation notify COMNAVPERSCOM (PERS-40). Provide circumstances and recommendation of member's suitability/unsuitability. Member should sign the same NAVPERS 1070/613, Administrative Remarks (Page 13), entry as above if PERS-40 grants waiver. Family members will not accompany nor join member overseas unless they have been screened and family member entry approval is granted (if applicable).

4.016 REASSIGNMENT DUE TO UNSUITABILITY. If reassignment (early return) of the member is desired due to unsuitability, the report shall be submitted as an Overseas Screening Deficiency Report for early return (FIGURE 4D) by message to COMNAVPERSCOM PERS-40 or EPMAC (non-designated SN/FN/AN), area commander, MCA and info PERS-451C3/PERS-662 and BUMED WASHINGTON DC 31BAS if medical). Provide a copy of the Report of Suitability for Overseas Screening (NAVPERS 1300/16) with request for early return to COMNAVPERSCOM (PERS-40DD).

This procedure shall not be used as a means of transferring personnel in lieu of appropriate disciplinary or administrative action, but shall be restricted to those cases where transfer is the only feasible solution.

For service members with medical issues utilize MEDIVAC process vice early return.

Each case will be decided on its merits by COMNAVPERSCOM/EPMAC. If transfer is approved, ensure appropriate service record entry NAVPERS 1070/613, Administrative Remarks (Page 13), indicating unsuitability for overseas duty and reasons for disqualification.

Upon approval of early return, forward availability report and include all factors of the transfer. Personnel determined to be unsuitable for continued overseas service will, upon approval of COMNAVPERSCOM/EPMAC (for non-designated SN/AN/FN), be transferred to duty for which they are eligible. For pregnancies that occur after arrival, submit pregnancy avail (DP) availability report only. For screening deficiencies involving pregnancy, submit DP avail and OSD R Figure 4D.

- Service members with Exceptional Family Member(s) (EFMs) will complete forms at Figures 28A, B and C IAW article 28.02. Complete this step in conjunction with the request for early return. EFM category will determine the approval of early return requests.

4.017 OVERSEAS SCREENING DEFICIENCIES REPORT. The OSD R (FIGURE 4D) is sent to the transferring MCA and transferring command info COMNAVPERSCOM (PERS-451/PERS-40DD or EPMAC //47// (for non-designated SN/FN/AN), BUMED 31 (for medical deficiencies), servicing PSD, and gaining MCA when an overseas command receives improperly screened personnel/family members. This message is used to report discrepancies in the screening conducted by the transferring command that will not require early return of the member and/or family members.

- The MCA shall task the ISIC of the transferring activity to correct those conditions that cause the improper screening.

4.018 ANTITERRORISM/FORCE PROTECTION AWARENESS.

All Sailors, DON Civilian Personnel and adult family members shall receive Mandatory Antiterrorism Awareness Level I Training prior to travel OUTUS. This training consist of two (2) video films, a briefing with slides and two (2) handouts. A third video for young children is provided and recommended. In addition, an AOR specific briefing is required for those traveling to or through an area with a Threat Level of Medium, High, or Critical. This training consist of information provided by the United (Geographic) CINC, i.e. EUCOM, PACOM, SOCOM, etc. All Level I training must be conducted within six (6) months prior to travel by a trained and qualified Antiterrorism Training Officer (ATTO).

a. Service Record Page 13 entry verifying completion for service member and adult family members is required. Page 13 entry will state level of training, date completed and who attended the training.

b. SECNAVINST 3300.3(series), OPNAVINST 3300.53(series), and CNO message 212050Z FEB 98 provides guidance. If your command does not have an Antiterrorism Training Officer (ATTO), contact the local Navy Family Service Center or DSN 253-7293 at EWTG LANT/DSN 526-7759 at FTC San Diego for assistance.

4.02 OBLIGATED SERVICE.

4.021 REQUIREMENTS. Transferring activities are responsible for ensuring that members executing orders acquire sufficient obligated service (OBLISERV) to complete the prescribed tour and report compliance on the Report of Suitability for Overseas Assignment (FIGURE 4C). Attainment of obligated service for overseas duty is defined as actual reenlistment or extension of enlistment. If member is undecided as to which tour (accompanied/all others) he/she desires, member is required to obligate enough service to complete the "all others" tour for the area ordered.

Regardless of member's pay grade or length of service, personnel ordered to an overseas activity must in all cases have sufficient obligated service to complete the prescribed tour length for the applicable area (accompanied/all others tour length, as appropriate) prior to execution of orders.

Transferring command must ensure the following is performed:

- Hawaii, although exempt from overseas screening, does require members to reenlist or extend for the DOD tour length (36 months). Page 13 intent statement is not acceptable.

- OBLISERV must be obtained from the individual within 30 days of orders receipt (or prior to transfer, whichever is less) and appropriate obligated service documentation (i.e., NAVPERS 1070/601 or 621) submitted to COMNAVPERSCOM (PERS-3).

NOTE: OBLISERV requirements may be satisfied by (1) reenlistment or (2) Agreement to Extend (NAVPERS 1070/621). Page 13 entry stating agreement to obligate is prohibited for overseas orders. For SRB issues refer to NAVADMIN 271/99.

- Additionally, a Page 13 entry must be prepared and entered in the member's service record indicating that (1) Member has been counseled regarding OBLISERV, (2) Member has completed/not completed (as appropriate) OBLISERV, and (3) (if answer to (2) is "not completed"), An OBLISERV waiver has been

granted by COMNAVPERSCOM. (Signature), PSD OINC/Personnel Officer (Signature for this entry shall not be delegated below the PSD OINC/Personnel Officer level).

- If member does not desire to obligate additional service, advise COMNAVPERSCOM (PERS-40) or EPMAC for non designated/non rated personnel by message, with information copy to PERS-451 and PERS-814, indicating member refuses to obligate service.

- For USNR personnel required to obligate service, member must reenlist or prepare NAVPERS 1070/622 CACDU Agreement and ensure EAOS does not exceed expiration of reserve enlistment EREN.

- USN and USNR personnel extension total cannot exceed 48 months on current contract (NAVPERS 1070/621/2).

Activities receiving personnel with insufficient OBLISERV shall report failure to comply violations via a "Personnel Arrival Without OBLISERV" report (contained at FIGURE 4E) to COMNAVPERSCOM (PERS-451) within 30 days after reporting, info the cognizant Manning Control Authority. 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.

4.022 PERSONNEL APPROACHING FLEET RESERVE/RETIREMENT ELIGIBILITY. Personnel who have completed 17 or more years active duty, in addition to obligated service requirement, must sign a page 13 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.

Transfer to the Fleet Reserve or Retired List will not normally be authorized prior to completion of the prescribed overseas tour. Personnel approaching retirement eligibility are cautioned of the fact that the requirement to complete the applicable tour for the overseas area may disallow their eligibility to request a twilight tour.

4.023 CONSECUTIVE OVERSEAS TOURS (COTS). A Consecutive Overseas Tour occurs when a sailor is moved PCS from one overseas duty station to another and may be an In-Place, Intra-theater or Inter-theater reassignment as defined in DoD Directive 1315.7. Sailors under COT orders will serve the full follow-on tour on both the initial and follow-on shore tour(s) (either accompanied or all others, as appropriate). In the case of involuntary consecutive overseas tours in different areas, travel of family members, command-sponsorship, and shipment of household goods to the follow-on area are authorized at government expense, provided the sailor has at least 12 months to serve in the area after scheduled arrival of family members and/or household goods.

OVERSEAS SCREENING REQUIREMENTS. For all overseas to overseas assignments, transferring commands must re-screen service members and family members 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 medical treatment facility and no medical disqualifying issues exist.

Service members assigned to consecutive overseas tours may be eligible for leave travel between assignments under provisions of the Joint Federal Travel Regulations, Volume 1, par. U7200. The following policy applies to COT leave travel eligibility:

- An In-Place Consecutive Overseas Tour (IPCOT) (no-cost permanent change of activity (PCA) move), as described in article 3.074, 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.

-- For intra-theater and inter-theater COTs (cost PCS), as described in article 3.074, the two tours must be at least the equivalent of two unaccompanied tour lengths, and the second tour must be ordered for the FULL DOD or SECNAV tour length (accompanied or unaccompanied, as appropriate). Request for COTs are also encouraged and will be approved when possible.

-- Members reassigned under the low-cost move provisions described in article 3.074 are not entitled to COT leave travel if they are not assigned to a full DOD follow-on tour.

-- 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 Secretary of the Navy to authorize COT leave travel. However, the second tour must be for a full DOD area tour, either accompanied or unaccompanied.

Entitlement for COT Leave Travel. To be entitled to COT leave travel the member must complete the appropriate DOD or SECNAV area tours listed in Figure 4A whether assigned to a land-base activity or afloat unit. Family members are entitled to COT leave travel only when they are residing with their sponsor who will serve consecutive accompanied by family member tours. Family members 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 until after he/she reports for the second overseas tour of duty. As an exception, a member on PCS orders requiring him/her and/or family members to traverse CONUS to complete the PCS must perform the COT leave travel at that time unless a deferment is authorized or approved by COMNAVPERSCOM (PERS-40C). Requests will only be approved for unusual circumstances, which preclude the member and/or family members from taking COT leave while in CONUS and must be submitted, and authorization received prior to member's transfer.

In all cases, the leave travel prescribed by JFTR, para. U7200-5 must be performed before the expiration of one year after date on which the member begins the consecutive tour of duty at the same PDS or reports to any PSD outside CONUS. CHNAVPERS authority not required for deferment of COT LV TVL when member is not Traversing CONUS.

COT leave travel to a location farther distant than the member's HOR will be authorized by COMNAVPERSCOM (PERS-332) for unusual circumstances, i.e., members old and new PDS and HOR in same geographic location or travel to HOR in conjunction with travel via designated location of family members (JFTR, para. U5120-G) when both HOR and designated location of family members is in the same country. Request must be submitted and authorization received prior to member's transfer.

COT leave travel within CONUS is normally performed via common carrier (rail, bus or air) procured at government expense. Travel via POV should be requested from COMNAVPERSCOM (PERS-40C) and authorization received prior to member's transfer.

Personnel recommended for extension will be considered by COMNAVPERSCOM on a case by case basis. Personnel attached to non-rotated ships and staffs will serve the tour as prescribed by the Chief of Naval Personnel, based upon recommendations by the fleet commanders. Tour lengths prescribed by Figure 4A

of this manual will be adhered to as closely as feasible to maintain personnel stability within fleet units. Such tour lengths will not normally exceed those prescribed for accompanied/unaccompanied, but are exempt from the maximum involuntary extensions delineated in Article 4.051 for overseas areas considered shore duty.

4.024 SRB EARLY REENLISTMENT POLICY TO SATISFY OBLISERV FOR PCS ORDERS. Reenlistment may be performed early for personnel in receipt of PCS orders to overseas duty. These reenlistments are granted early to enable personnel destined to any overseas activity (land-based or afloat), to gain obligated service equal to (or greater than) the prescribed DOD tour length. When calculating the early reenlistment window, non-operative extensions of current enlistment should not be included. For those early reenlistments, which qualify for SRB payment, refer to NAVADMIN 271/99 for all SRB issues. OBLISERV policies (Article 4.02) require that hard OBLISERV (either reenlistment or extension) be obtained within 30 days of overseas orders receipt.

4.025 OBLIGATED SERVICE FOR ACCOMPANIED-BY-FAMILY MEMBER TOUR. Personnel in receipt of orders to an overseas activity (land-based or afloat) shall be cautioned, that if their active obligated service is less than that indicated below, they are not authorized to move their family members and household goods overseas at government expense. They are not eligible for appropriate overseas allowances and benefits, i.e., HA, COLA, government quarters, etc.

ORDERS TO

OBLIGATED SERVICE REQUIREMENT

Type duty 3(Overseas Activity Permanently located ashore) and Type duty 4 (Non-rotated ships, Fleet activities, staffs and Other mobile units).

Sufficient obligated service to complete an accompanied tour, computed from the date the member commenced his/her overseas tour for the area, or serves a minimum of one year after the family members are recognized as command sponsored family members or arrive at the overseas area, whichever is greater.

4.026 MILITARY MEMBER MARRIED TO MILITARY MEMBER. Regardless of member's pay grade, the tour of duty overseas for a married member whose spouse is also a member of a military service will be as indicated:

- Married service members accompanied or joined by command-sponsored family members shall serve the accompanied-by-family members tour.
- Married service members assigned to or living in the same overseas location or locale shall serve the accompanied-by-family members 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 service member of a military couple must, at a minimum, serve the accompanied-by-family members tour. If one spouse arrives on station later than the other, second arriving spouse's tour shall not be cut short IOT match PRDs with the first arriving spouse.
- Married service members assigned to different locations shall serve the "all others tour"; however, when said service 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.

4.03 DEPENDENCY CONSIDERATIONS.

4.031 Command-Sponsored (Authorized) Family members: 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 Art. 1300-150 through 1300-210).

4.032 MOVEMENT OF FAMILY MEMBER. Commanding Officers shall ensure that individuals are thoroughly counseled regarding the risks involved in formulating premature plans for movement of family members. This counseling will be conducted jointly with the command review required by Article 4.013. During this review, personnel should be specifically cautioned that if they desire their family members to accompany them, the family members should not move until final disposition of entry approval has been received from the overseas area commander (as required in Figure 4F). Individuals who are denied entry approval and desire to relocate their family members to a designated place other than the contiguous United States should be advised that approval from PERS-331 is required. The message format for requesting Family Entry Approval is shown in Figure 4G. Point of contact is PERS-331 DSN: 882-3464 COM: 901-874-3464.

4.033 DEPENDENCY RESTRICTIONS. Enlisted personnel with more than three family members will not normally be assigned to accompanied overseas duty, 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. For the purpose of this article, duty in Alaska and Hawaii is considered to be overseas.

4.034 DEERS CHECK. Defense Enrollment Eligibility Reporting System (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 and/or CHAMPUS reimbursement.

4.035 CUSTODY AGREEMENTS. Divorce decrees concerning custody and control of family members can impact on whether family members can be moved at government expense and on entitlement to overseas station allowances. Divorce decrees issued by a court of competent jurisdiction may require that the member/spouse obtain court approval if not stated in divorce decree for removal of family members from CONUS. Overseas screening cannot be processed until the Dependency Application/Record of Emergency Data (NAVPERS 1070/602), Parts I and II are completed per PAYERSMAN 90434 (with particular attention to paragraphs A. (5) and G. (48)). The member should bring in a copy of the divorce decree for review. JFTR U5203, item 18 contains further guidance. Once dependency status is approved by Navy Family Allowance Activity, overseas screening can be processed and, if appropriate, family member entry approval can be requested. It is important to note that the authority to grant family member entry approval lies with the overseas area commander. The area commander may have questions concerning the custody and control of family members and therefore this information should be detailed in the Family member Entry Approval Request. Refer to article 4.015 for screening waivers when ex-spouse or separated spouse has custody of any family members and refuses screening of family members.

4.04 PROJECTED ROTATION DATE (PRD).

4.041 ESTABLISHMENT. The PRD will be determined by the Detailer at the time orders are issued. PRDs will be established to reflect accompanied tour for members with primary family members or the all others tour for those members who elect an unaccompanied tour.

4.042 VERIFICATION. PRD verification is the responsibility of both the transferring activity and the receiving activity. 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. Such reports shall be submitted to the cognizant Assignment Control Authority including circumstances and a recommended PRD.

4.043 RECORDING. As a result of detailer actions the PRD will be reflected in the activity's EDVR.

4.05 OVERSEAS TOUR LENGTHS.

Overseas tour lengths are the normal periods of time established for duty at specific locations outside the contiguous forty-eight United States and the District of Columbia. Time creditable on an overseas tour begins with the day of departure from the forty eight states if service member is not taking leave outside CONUS. For members taking leave outside CONUS, the area tour will commence upon termination of leave. In the case of personnel whose overseas duty is the result of the change of homeport of a vessel, or with the commissioning crew of a vessel to be home ported outside the United States, 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. In the case of personnel who report overseas without family members and the movement of family members is subsequently authorized, Commanding Officers shall, upon arrival of family members and after such family members have been recognized as command-sponsored family members in accordance with this chapter and any supplemental instructions issued by the area commander, report such designation to the appropriate distribution commander (COMNAVPERSCOM). The tour length shall be adjusted to that prescribed for members with family members, or to provide for one year's service at the overseas station, computed from the date of recognition of family members as command-sponsored, whichever is considered to be in the best interests of the service.

- Naval personnel assigned to duty with units of the Fleet Marine Forces will be toured in accordance with pertinent Marine Corps directives.

- Tour lengths for Nuclear qualified operators and Trident technicians are currently excluded from the provisions of this Article. Tour lengths for such personnel will be dictated by situational requirements.

- Detailed guidance concerning tour lengths for personnel assigned to units transitioning to Type 4 duty is provided in Article 4.054.

4.051 TYPES OF OVERSEAS TOUR LENGTHS. Overseas tour lengths are set forth in Figure 4A and categorized as follows:

- Accompanied: Assigned to personnel accompanied by command-sponsored family members and to some personnel who have no family members, as indicated below.

- All others: Assigned to personnel not accompanied by command-sponsored family members.

- Overseas tour lengths, for personnel accompanied by family members for whom recognition as command-sponsored has been approved, will be established as the accompanied tour prescribed in Figure 4A, except as may otherwise be provided in this Chapter. Tour lengths for personnel not having family members eligible for transportation at government expense will be established as the "all others" tour prescribed in Figure 4A, except as provided for otherwise in this Chapter. The above, however, is not necessarily applicable in the case of personnel assigned to missions in Latin America or Naval

Attaché personnel. Tour lengths for enlisted personnel assigned to non-rotated ships or afloat staffs, who are accompanied by command-sponsored family members, will be established as the afloat accompanied tour for the unit as prescribed in Article 4.05(minimum Prescribed DOD tour).

- Involuntary overseas tour extensions may be assigned only by COMNAVPERSCOM under the following circumstances:

-- First term personnel - see article 3.20.

- Personnel with over 4 years active service on date of issuance of orders (TC Number), who have no family members, are not married to another service member, and are assigned to an overseas area with an accompanied tour of 36 months, will be assigned the shorter "all-others" tour prescribed for the area. However, they will be allowed the option of serving the "accompanied by family members" tour. See Article 4.0511 for Hawaii tours. (Article 4.05 has additional information on Type 4 units.)

-- This tour length option, whether exercised before transfer or after reporting on board the new overseas duty station, directly affects PRD. Therefore, it is essential personnel electing the "accompanied by family members" tour option be reported immediately by the transferring command or within 90 days after reporting for duty by the receiving command. Such reports shall be submitted to the cognizant Assignment Control Authority via message.

-- The maximum involuntary extension for shore duty in overseas areas having an accompanied tour will be 11 months. Only personnel whose EAOS is within 11 months after PRD from the member's current area tour and do not acquire necessary obligated service (12 months) for return to CONUS will be involuntarily extended.

-- The maximum involuntary extension for shore duty in an overseas area where family members are restricted will be six months. Only personnel whose EAOS is within 6 months after the PRD from the member's current area tour may be considered for involuntary extension.

-- The maximum involuntary extension for sea duty aboard a unit home ported in any overseas area will not exceed prescribed sea tour (PST) or EAOS whichever is least. Personnel whose EAOS is within 11 months after the PRD from the member's current area tour will be automatically extended to EAOS if necessary obligated service is not acquired for normal rotation.

-- Maximum involuntary extension of sea duty aboard vessels which operate in an overseas area for a contemplated period of one year or more despite having CONUS homeports will be 3 months. OPNAVINST 4600.16C contains the full listing of such vessels.

-- The voluntary or involuntary extension of a member serving an overseas tour of duty in a "key MAAG position" as defined in the JCS/MOP 173, will be subject to the approval of the Assistant Secretary of Defense (International Security Affairs).

-- 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.

NOTE: Before involuntary extensions are imposed, members shall be given the opportunity to extend voluntarily their enlistment or contract periods to provide sufficient OBLISERV to complete a minimum tour of duty.

4.0511 HAWAII TOUR LENGTHS. Projected rotation dates for personnel assigned to duty in Hawaii will be established as follows:

- First term personnel per will have their PRDs set in accordance with articles 3.06 and 3.20.
- All others to coincide with their prescribed sea tour or normal shore tour, as appropriate, but in no case for less than three years.
- Required obligated service (Retainability) to execute orders is 36 months except for Kauai and the Pohakula Training area, which will be the required DOD area tour length as listed in Figure 4A-2.

As with all overseas assignments, the use of NAVPERS 1070/613 (Page 13) statements of intent to incur sufficient obligated service are not authorized.

4.0512 DOUBLE SEA DUTY CREDIT FOR GUAM AND LA MADDALENA HOMEPORTED (USS) SHIPS. Enlisted members (first termers are not eligible) who extend their tours by at least one year on Guam and La Maddalena homeported ships receive double sea days credit for the period of the one year extension. Additionally, members may be eligible to receive the benefits of Overseas Tour Extension Incentives Program for the one-year extension as outlined in Article 4.11.

4.0513 KEY BILLETS. Key billets shall be limited to those positions where the continued presence of a member is determined to be absolutely essential to the mission of the activity or the unit or to the U.S presence in that area. Such designations shall require the member to serve 24 months even if they decline to serve the tour accompanied, and shall be established only at overseas duty stations IAW DOD Instruction 1315.7.

4.052 TOUR LENGTH OPTIONS.

Options. During the interview conducted in compliance with Article 4.013, 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. However, such delayed decision must be made not later than 90 days after reporting. PRDs established in accordance with Article 4.041 will remain in effect unless the member exercises one of the options within 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. However, members who desire to delay their decision to serve accompanied or not until after reporting into their new overseas permanent duty station are cautioned regarding entitlements to family member transportation and personal property shipment/ trailer allowance. In accordance with the provisions of JFTR, Vol. I and OPNAVINST 4650.15, any such entitlements exercised prior to the decision regarding tour length could jeopardize further entitlements for family member travel and personal property to the overseas area.

Selection. The Commanding Officer shall cause the following service record entries to be made on page 13 when the member indicates a decision has been reached regarding options available:

Date: "I fully understand the contents of ENLTRANSMAN, Article 4.0521 and have elected the "with family member(s)" "all others" (as applicable) tour prior to my transfer from my present duty station."

Member's Signature

Witnessed: J. DOE

LCDR, USN, Personnel Officer

OR

Date: "I fully understand the contents of ENLTRANSMAN, Article 4.0521 and desire to make my election of an "all others" "with family member(s)" (as applicable) tour within ninety days after I report to my new duty station".

Member's Signature

Witnessed: H. CARY

LCDR, USN, Personnel Officer

- In the case of personnel ordered to duty at an overseas land station when the "all others" tour is chosen, orders assigning the member will be endorsed by the member's Commanding Officer to include the following statement, in order to confirm his/her entitlement to the family separation allowance, as prescribed in OPNAVINST 4650.15, family member's travel, and shipment of household goods in accordance with JFTR, Vol. 1, and OPNAVINST 4650.15.

"In consideration of assignment to serve an "all others" tour in accordance with OPNAVINST 1300.13, family members' travel to (overseas duty station) at government expense is not authorized."

- If the "all others" tour is selected by the member after detachment from their present duty station and prior to departure from CONUS, a request for necessary modification of orders will be submitted to COMNAVPERSCOM (PERS-40) or EPMAC as appropriate.

- If, after choosing an "all others" tour and orders have been endorsed accordingly, the member changes his mind and desires the longer with family members tour, member may submit a request to COMNAVPERSCOM (PERS-40). The request will normally not be approved in any instance where the member has already been furnished transportation of family members and/or household effects at government expense to a place designated by the member or had received a trailer allowance in connection with their first election to serve unaccompanied. If the request is approved, an approval will be indicated by a modification of the member's orders deleting the statement required above. In addition, a page 13 entry shall be made in the service record of enlisted members. The member may then request entry approval and transportation of family members in the normal manner. After arrival of family members, the regular report of command-sponsorship of family members and request for tour adjustment will be submitted. It is emphasized that such member must have sufficient contractual OBLISERV to complete the accompanied tour length.

- After a member has made an initial option to serve a with family members tour and, prior to commencement of family member travel or shipment of household effects to the overseas location, bona fide reasons subsequently prevail in the member's domicile to warrant an "all others" tour, the member may submit a request via member's Commanding Officer to COMNAVPERSCOM (PERS-40) for consideration. This will also include cases where the member did not make the "all others" tour election within the 90 day limit. Since personnel assignments for overseas billets require advance planning and an ensuing necessary time delay, late requests for the "all others" tour, submitted later than the 90 day period, if approved, would probably result in a greater tour length than the normal "all others" tour but shorter than the "accompanied tour". If the member's request is approved, COMNAVPERSCOM will adjust the tour rotation date accordingly, and entries shall be made on the member's orders and on page 13 in the service record of an enlisted member.

- Personnel, whose family members were furnished early return transportation from the member's overseas duty station under the provisions of JFTR, Vol. 1, Chapter 5, part U will be required to complete the prescribed accompanied tour. Tour adjustments may be approved by the COMNAVPERSCOM only in situations of bona fide hardships. Requests for such adjustment should include all pertinent information, including the reasons surrounding early return of the member's family members.

- Since the "all others" tour is also applicable to personnel assigned to non-rotated ships or afloat staffs with homeports outside the contiguous forty-eight United States and the District of Columbia, each member ordered to such units home ported overseas shall be given an opportunity to indicate whether member desires to request transportation of family members to the overseas homeport. If member chooses not to request such transportation, orders shall be endorsed as follows, and an appropriate entry shall be made on page 13 of enlisted member's service record:

"In accordance with ENLTRANSMAN Chapter 4, family members' travel to (overseas homeport) at government expense is not authorized".

Such endorsement will provide the member the same entitlements as are available to members electing "all others" tours at overseas land stations. The member may defer having this endorsement entered into orders until 90 days after arrival at member's overseas command. The same basic procedures outlined above, with respect to entry or removal of "all others" endorsements on orders of personnel ordered to overseas land stations, apply to members desiring entry or removal of this endorsement.

4.053 EXTENSION OF OVERSEAS TOURS. An extension of an overseas tour is an authorized voluntary increase beyond the appropriate ("accompanied" or "all others") tour prescribed for the area. (See Article 4.11 for Incentives for Extension of 12 months or more).

4.0531 Requests for non-OTEIP extension of overseas tours shall be forwarded to the appropriate Assignment Control Authority as follows:

- PERS-408: Requests from all CT personnel.
- PERS-40 (Copy to EPMAC): Requests from all petty officers, designated strikers, and CN, HN, and DN personnel.
- EPMAC: Requests from all non-designated SN, FN, and AN personnel.

4.0532 Requests for overseas extensions are encouraged, but must be considered on a case basis. An important factor to be considered is whether other members of the same rate/rating serving on sea duty desire rotation overseas and are otherwise qualified.

4.0533 Requests should be submitted 8-12 months but not less than 6 months prior to current PRD utilizing the Enlisted Personnel Action Request (NAVPERS 1306/7). Requests must include a positive recommendation by the Commanding Officer indicating the desirability of the member's continued service overseas.

4.0534 When the new PRD appears on an EPAD, message or in the EDVR, appropriate entries will be made on page 5 of the member's service record citing the EDVR or the TC number of the EPAD as authority.

4.0535 Those members assigned to Type 2 ships/units (listed in OPNAVINST 4600.16) which are operating in an overseas area for a contemplated period of one year or more have PRDs established to provide 12 month tours. This sometimes results in establishment of PRDs which do not coincide with EAOS and do not provide sufficient remaining OBLISERV for cost-effective follow-on reassignment of non-careerists (Careerists will OBLISERV IAW orders for follow-on tour length). The following options are available to non-careerists assigned to those units whose PRDs are within 12 months of EAOS (requests shall be submitted as indicated in Article 4.0533):

- 1-3 months remaining - Elect to be transferred for separation at PRD. When separating members under such circumstances cite MILPERSMAN 1910-104 as authority.

- Voluntarily extend PRD to coincide with EAOS and be transferred for separation at new PRD.

- 4-11 months remaining - Be reassigned at PRD.

- Voluntarily extend PRD to 3 months or less prior to EAOS and be transferred for separation at new PRD. When separating members under such circumstances cite MILPERSMAN 1910-104 as authority.

- 12 months or more remaining - Be reassigned at PRD.

4.0536 EARLY OUTS FROM OVERSEAS. Rigid overseas tour length restrictions sometimes result in the establishment of PRD's which do not coincide with EAOS and do not provide sufficient remaining OBLISERV for cost effective follow-on assignments of non-careerists (careerists are reassigned without regard to OBLISERV). Reassignment options for such non-careerists serving in all overseas areas who have completed the prescribed area tour, and whose PRD is within 12 months of EAOS are as follows (requests shall be submitted as indicated in Article 4.0531).

- Voluntarily extend PRD to coincide with EAOS.

- Voluntarily extend PRD within 30 days or less of EAOS and be transferred for separation at new PRD. When separating members under these circumstances, cite MILPERSMAN 1910-104 as authority.

- Be reassigned at PRD. It should be noted that in the interests of cost effectiveness, such reassignment would most likely be to a Type 2 duty deployed to the overseas area in the case of male personnel, and the least expensive move possible in the case of female personnel.

Within the guidelines of MILPERSMAN 1910-104, commanding officers are authorized to separate members who have completed the area tour and are within 30 days of EAOS. Commands are cautioned, however, that in cases of necessity, (i.e. manning requirements, etc.), the provisions of Article 4.051 may prevail. Further, if member's PRD and EAOS coincide, the area tour has been completed, and has been granted an early separation prior to PRD, a relief may not be provided until normal PRD time frame.

4.054 UNITS TRANSITIONING TO OVERSEAS LOCATIONS. As soon as it becomes known that a sea unit will change status, the Manning Control Authority (or EPMAC) will direct the commanding officer of the unit to provide to EPMAC (copy to COMNAVPERSCOM) a listing of all personnel who are planned to be on board on the effective date of the change. This listing will identify those personnel who do desire to remain on board to complete an overseas tour (VOL), those who do not desire to remain on board (NON-VOL), and those who are not qualified for overseas service in accordance with OPNAVINST 1300.14 (NON-QUAL). In each

case special procedures will be developed between COMNAVPERSCOM and EPMAC to provide replacements for all NON-QUALS and as many NON-VOLS as possible. Transitioning of units to overseas locations shall be considered in two distinct categories:

CATEGORY 1: Transition from CONUS to an overseas location.

CATEGORY 2: Transition from an overseas location to CONUS incident to overhaul, conversion, or aircraft transition and return to previous overseas location.

4.0541 It is most desirable that units transitioning to overseas locations 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 and to man units in accordance with specified manpower level when sufficient volunteers are not available. Detailed guidance for determining volunteer/non-volunteer status of personnel, tour lengths, obligated service 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. The following guidelines pertain to tour lengths for personnel assigned to transitioning units in category 1. Units transitioning in category 2 above are contained in Article 4.0544.

4.0542 Volunteers. Personnel who desire to accompany the transitioning unit to the new overseas location will complete the appropriate "accompanied", "all others tour" for the area. However, members who elect to bring their family members, POC, or HHG must remain attached to the unit for a minimum period of one year subsequent to the scheduled arrival of family members/POC/HHG at the overseas location, to receive these entitlements. Obligated service requirements will be in accordance with Article 4.021 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 obligated service prior to departure of the transitioning unit from CONUS, for the tour length elected i.e. Accompanied or All Others.

4.0543 Non-volunteers. Personnel who are not required on board during the transition period will be reassigned in accordance with Article 15.072 if the unit is designated sea duty. If the unit is designated shore duty, personnel will be reassigned in accordance with Article 15.071. Non-volunteer personnel who are required to remain on board during the transition period will not have their PRD involuntarily extended. Non-volunteers who choose to have their family member(s) accompany them to the new overseas location will be considered volunteers and have their PRDs adjusted to reflect an "accompanied-by-family members" area tour, or completion of PST whichever is least. Non-volunteers who elect to bring their POV, or HHG must remain attached to the unit for a minimum period of one year subsequent to the scheduled arrival of POV or HHG at the overseas location, to receive these entitlements.

4.0544 Since overhaul, conversion, or aircraft transition periods vary from six months to a period in excess of 17 months, transitioning units in category 2 must be considered as 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.

4.06 TOUR ADJUSTMENTS.

Requests for adjustments of overseas tours shall be submitted by letter to the Assignment Control Authority reflected in Article 4.0531. Such requests must contain sufficient information to facilitate an accurate determination. Examples of situations when PRDs require adjustments are:

- Correction of erroneous PRDs.
- Personnel reporting without family members with movement of family members subsequently authorized.
- Family members arriving in a "tourist status" or are newly acquired and subsequently become "command sponsored" family members.
- Return of family members not at the option of member nor as a result of misconduct.
- Member voluntarily elects to serve accompanied tour.

4.07 ROTATION UPON COMPLETION OF OVERSEAS FAMILY RESIDENCY PROGRAM (OFRP) TOUR.

(OFRP units see Articles 4.0, 4.071 and 3.051 NOTE 2.)

Personnel will be rotated from overseas service in accordance with the **prescribed** rotation pattern. Preference data submitted on the Enlisted Duty Preference www.bupersaccess.navy.mil is considered by the detailer in determining the next assignment. Personnel completing tours at isolated duty stations, where the accompanied tour is 24 months or less and USNS ships (except USNS COMFORT and USNS MERCY) and units listed in OPNAVINST 4600.16 will normally be authorized 60 days leave, provided no excess leave is involved, en route to the next permanent duty station and every effort will be made not to assign these members to deployed units upon reporting.

4.08 COMMANDING OFFICER SHIPBOARD OPERATIONAL HOLD (OPHOLD) - TYPE 4 DUTY UNITS.

For the purpose of OPHOLDS, Type 4 duty units are considered to be on extended deployment and OPHOLD procedures specified in Article 3.14 are applicable.

4.09 ISOLATED DUTY TOURS.

All enlisted personnel being assigned to overseas isolated duty tours (geographic areas noted in Figure 4A where family members are not authorized and USNS ships (except USNS COMFORT and USNS MERCY) and units listed in OPNAVINST 4600.16) will be offered the option of reassignment to their previous CONUS duty station area or given an advanced assignment to the next duty station area in CONUS if they complete tour to PRD as assigned. Reassignment shall be based on valid requirements and in consonance with the appropriate sea/shore rotation. Enlisted personnel residing in government quarters in a CONUS fleet concentrated area who elects an overseas unaccompanied tour where accompanied tours are authorized is entitled to a home basing guarantee IAW this article, and may maintain residence for his/her family in government quarters while serving their unaccompanied tour.

4.091 REASSIGNMENT OPTION SELECTION. Upon selection for an overseas isolated duty tour, the member may elect from the following options, subject to eligibility for available billets:

- 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.

- 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.

- Options should be submitted by message or Duty Preference within 30 days of member's arrival at isolated duty tour.

- Seabees are not eligible for the above options. See article 3.24.

The requisition process will provide visibility of available requirements nine months prior to the member's PRD. Detailers will be able to negotiate assignments, based on elected options, after that point.

Upon notification of guaranteed assignment, member is to sign the following Page 13 entry:

Date: "I understand that I am not to use my family member travel entitlements, shipment of HHGs (except those shipped to my isolated duty station for my use), non-temporary storage of HHGs (except members without family members) and with family member DLA. If I execute my entitlements, then my guaranteed assignment may be canceled or changed as the needs of the Navy dictate."

Member's Signature

Witnessed: M. G. MELVIN
LCDR, USN, Personnel Officer

4.092 NAVY QUARTERS. Refer to OPNAVINST 11101.13.

4.10 OVERSEAS ASSIGNMENTS FOR NUCLEAR TRAINED PERSONNEL.

Nuclear trained personnel are presently being assigned to overseas duty on Performance Monitoring Teams (PMTs), in RADCON division, nuclear planner or nuclear repair planner billet in overseas tenders. Upon completion of this tour, nuclear trained personnel will be assigned as per **Article 9.33**.

4.101 TOUR LENGTHS. Nuclear trained personnel and Engineering Laboratory Technicians (ELTs) will be assigned to those billets for the prescribed area tour as follows:

LOCATION	<u>ACCOMPANIED BY FAMILY MEMBERS</u>	<u>ALL OTHERS</u>
Holy Loch, Scotland	24	24
La Maddalena, Sardinia	24	24
Guam	24	24

Extension of duty beyond above tour lengths will not normally be granted.

4.11 OVERSEAS TOUR EXTENSION INCENTIVES PROGRAM (OTEIP).

OTEIP offers eligible enlisted personnel the opportunity to receive their choice of one of three incentive options for extension of the **DOD tour length** for 12 months or more.

A. \$80 per month special pay for each month during the period of the extension; or

B. Thirty days Rest and Recuperative (R & R) absence during the period of extension; or

C. Fifteen 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 the period of extension.

NOTE: The elected OTEIP option may not be affected prior to the PRD extension becoming operative.

NOTE: An extension overseas required for command sponsorship of family members will not be used as an extension for eligibility under this program

The following enlisted personnel are eligible for OTEIP:

- All enlisted personnel serving on Type 3, 4 or 6 (personnel reporting on or after January 1, 1998 are eligible for OTEIP on Type 6 duty which was previously 6N) and Type 2 units in Hawaii. Personnel assigned to overseas duty, per OPNAVINST 1300.15 paragraph 6, will complete a DOD Tour, accompanied for those taking family members, unaccompanied for those who do not take family members, before being eligible for OTEIP.

NOTE: Personnel serving outside these areas on TAD in excess of 150 days during any 12 months period will not be eligible for OTEIP.

NOTE: A member assigned to a family member restricted tour location (NA/12 tour length) may elect either the OTEIP or Consecutive Overseas Tour (COT) leave travel. This is the only circumstance when a member has a choice. COT leave travel is earned when a member is assigned a complete DOD or SECNAV follow-on tour. OTEIP is earned for extensions of at least 12 months of the current tour.

The authority for the OTEIP incentives is SECNAVINST 1306.3 and DOD 7000.14-R (Financial Management Regulation).

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 if the new assignment meets the criteria of Prescribed DOD tour length. In these circumstances the extension must be for minimum of 12 or the unaccompanied tour length at the new area, whichever is greater. This exception is used in conjunction with a decommissioning or billet reduction. When a member is not being reassigned for a full DOD tour.

Requests for extensions are to be requested from COMNAVPERSCOM (PERS-40CC). No incentive option is to be granted without prior approval from COMNAVPERSCOM (PERS-40CC).

4.111 REQUEST PROCEDURES. To provide for centralized management and monitoring of the Overseas Tour Extension Incentives Program, all requests for voluntary extensions of 12 or more months will be submitted to COMNAVPERSCOM (PERS-40CC) not more than 12 months or less than 9 months prior to current PRD. The preferred method of submission is via BUPERS Access by command authorized users. For those commands without BUPERS Access capability, requests may be submitted via naval message (Figure 4H) or Enlisted Personnel Action Request (NAVPERS 1306/7). Processing times using 1306/7 are greater than with BUPERS Access or naval message. (Use one method for submission and do not resubmit requests unless the request is verified not received by PERS-40CC). Requests via naval message or 1306/7 must include the following:

- Recommendation by the Command.

- Member's elected Option (A, B, or C see article 4.11).

4.112 Approval of all requests will be based on the following factors:

- Current manning and priorities (needs of the Navy).
- Need for member on a Type 2 or 4 Unit (shipboard duty), if on Type 3 duty.
- Status of relief and/or current availability.
- Timeliness of request submission (not more than 12 months or less than nine months prior to PRD).
- Need for member at a CNO priority requirement (Instructor, Recruiter).

COMNAVPERSCOM will endeavor to approve all extension requests for overseas duty stations, approval is not automatic and must be based on manning needs outlined above.

- For elected incentive Option A authorize payment citing DOD 7000.14-R (Financial Management Regulations) as authority. A page 13 entry is required reflecting this transaction.

Date: "Authorized by SECNAVINST 1306.3, I desire to exercise incentive Option A, payment of which is authorized by DOD 7000.14-R (Financial Management Regulation), for my overseas extension of 12 months."

Member's Signature

Witnessed: M. G. MELVIN
LCDR, USN, Personnel Officer

- For elected incentive Option B authorize rest and recuperative absence citing SECNAVINST 1306.3 as authority. A page 13 entry is required reflecting this transaction.

Date: "As authorized by SECNAVINST 1306.3, I desire to exercise incentive Option B, for my overseas extension of ____ months."

Member's Signature

Witnessed: M. G. MELVIN
LCDR, USN, Personnel Officer

*Eligible personnel 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 Commanding Officer's discretion. Option B must be used during operative period of extension and not to be used in conjunction with PCS transfer or separation leave.

- For elected incentive Option C, accounting data will be provided in COMNAVPERSCOM OTEIP approval message. For members who elect to change from options A or B to option C, request appropriate accounting data by letter or message from COMNAVPERSCOM (PERS-40CC) not less than 30 days prior to

commencement of travel. For those members serving on Type 4 units electing incentive option C, travel will originate from and return to the units homeport/base.

- Message requesting accounting data for incentive Option C must indicate that the following page 13 entry has been signed by member:

Date: "As authorized by SECNAVINST 1306.3, I desire to exercise incentive Option C. I plan to travel during the period from _____ to _____. 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 members. I have read JFTR, Vol. 1, Chapter 7, Part J."

Member's Signature

Witnessed: S. L. FRANKLIN
LCDR, USN, Personnel Officer

Upon receipt of the accounting data, local command will prepare necessary travel orders citing the authority for 15 days rest and recuperative absence in accordance with Title 10 U.S.C. 705 (B) (2). TAD orders will reflect that "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 in accordance with normal procedures as specified in OPNAVINST 4650.15. Leave will commence/terminate at the appropriate CONUS port of debarkation/embarkation. Free baggage allowance is 2 pieces of checked baggage, each piece not to exceed 62 linear inches nor 70 pounds and 1 "carry on" bag not to exceed 45 linear inches. No excess baggage is authorized.

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.

Member is entitled to transportation under provisions of JFTR, par. U7300-B from the location of the extended tour of duty to the nearest port of embarkation providing travel to the United States thence to the nearest port of debarkation in the United States and return.

4.113 CHANGING OF INCENTIVE OPTIONS. It is realized that due to operations, schedules, and personal preference that a member may not, or cannot, use the originally elected option. If a member does not take advantage of the previously elected option, the incentive option may be changed by providing the following information to COMNAVPERSCOM (PERS-40CC):

- Member has signed page 13 (NAVPERS 1070/613) agreement stating no portion of previously elected option has been received.

Samples of Page 13 agreements are as follows:

DATE: As authorized by ENLTRANSMAN 4.113, 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

DATE: Member authorized change of option from ____ to ____ for period of extension from _____ to _____.

M. G. MELVIN, PN1, USN
PERSOFF, BY DIR OF CO

Command authorized representatives may submit OTEIP change and cancellation requests via BUPERS Access. For those commands without BUPERS Access capability, forward a naval message or 1306/7 to COMNAVPERSCOM (PERS-40CC) requesting change or cancellation of OTEIP option.

Every effort must be made to ensure the member uses the entitled incentive option during the operative period of extension. Incentive options involving R & R absence cannot be used retroactively. Option "A" is the only retroactive entitlement and only payable with authorization from COMNAVPERSCOM (PERS-40CC). Requests for retroactive payment will be determined on a case basis and must include reason why option was not used during the period of extension.

4.12 MARRIAGES ON DIEGO GARCIA.

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. The following guidelines regarding marriages are established:

- When marriages do occur between Navy service members assigned on Diego Garcia, including marriages entered into during off island visits and CONUS leave, husband or wife will be immediately reassigned off-island duty, based on service needs.

- If marriage occurs between Navy service member and member of another service, Navy service member will be immediately assigned off-island duty based on service needs.

- If marriage occurs between Navy service member and host national, third country national, civil service or civilian contractor employee, Navy service member will be immediately assigned off-island duty based on service needs.

4.121 DIEGO GARCIA ASSIGNMENT POLICY. Navy's practice of not assigning both members of a service couple to Diego Garcia simultaneously will continue.

4.122 PROCEDURES. The following procedures will apply to all members currently assigned or under orders to Diego Garcia:

- All members currently assigned or under orders to Diego Garcia will be counseled on the following:

- Accompanied quarters are not available, nor will provisions for joint occupancy be made.

- All follow-on assignment guarantees IAW provisions Article 4.09 of this manual will be void if action on part of individual (e.g., marriage) prevents individual from completing tour on Diego Garcia.

- All members currently assigned or under orders to Diego Garcia will be required to execute the following page 13 service record entry:

DATE: "I have read and fully understand the provisions of Article 4.12 of the Enlisted Transfer Manual. I am aware that follow-on assignment guarantee, authorized by Article 4.09 of the Enlisted Transfer Manual, will be invalid

should an action on my part (e. g., marriage) prevent my completion of normal tour on Diego Garcia, as prescribed."

Member's Signature

WITNESSED: A. J. FEDERICK
LCDR, USN, Personnel Officer

4.13 PERMANENT CHANGE OF STATION TRAVEL FOR PERSONNEL ASSIGNED TO OVERSEAS
HOMEPORTED SHIPS AND ACTIVITIES.

Personnel serving on ships or activities permanently home ported overseas usually experience personal hardships when executing a permanent change of station order while out of homeport. These members must use leave and travel time to return to homeport, arrange household goods shipment and await transportation to CONUS. During leave period, the member is not entitled to TLA and is required to bear out-of-pocket expenses while awaiting transportation. To alleviate these problems when transferring a member under permanent change of station orders while out of homeport, commanding officer is authorized to include on orders TEMDU FFT for a period not to exceed 10 days at homeport of ship awaiting transportation to ultimate duty station.

OVERSEAS DUTY TOUR LENGTHS FOR PERSONNEL PERMANENTLY LOCATED OUTSIDE
THE 48 CONTIGUOUS STATES (OTHER THAN THE DEFENSE ATTACHE SYSTEM)

<u>Country or Area</u>	<u>Tours in Months</u> (See Note A)		<u>Note</u>
	<u>Accompanied by Family members</u>	<u>All Others</u>	
ALASKA (except as indicated).....	36	36	B
Adak	N/A	12	
AMERICA SAMOA	N/A	12	
ARGENTINA	36	24	
AUSTRALIA (Except as indicated)	36	24	
Exmouth	24	24	
Woomera	24	15	
AUSTRIA	36	24	
*AZORES	24	15	
BAHAMAS			
Andros Island	24	24	
BAHRAIN	24	12	
BELGIUM	36	24	
Beatrix	N/A	12	
BELIZE	24	12	
BENIN	24	12	
BERMUDA	36	24	
BOLIVIA	36	24	
BOTSWANNA	24	12	
BRAZIL	36	24	
CAMBODIA.....	N/A	12	
CANADA (Except as indicated)	36	24	
Goose Bay, Labrador.....	24	12	
Argentia	24	18	
CHAD.....	24	12	
CHILE	36	24	
COLUMBIA	24	18	
COSTA RICA	36	24	

FIGURE 4A-1

CUBA			
Guantanamo	30	18	
Marine Barracks.....	24	12	
CYRPUS.....	24	18	
DENMARK (except as indicated)	36	24	
Greenland (Kalaallit Nuaat)	N/A	12	
DIEGO GARCIA	N/A	12	
DOMINICAN REPUBLIC	36	24	
EGYPT	24	18	
Sinai	N/A	12	
EL SALVADOR	N/A	12	
FRANCE	36	24	
GERMANY	36	24	
Donaueschingen.....	24	24	
GIBRALTAR	36	24	
GREECE (Except as indicated)	36	24	
Argyroupolis, Araxos, Drama, Hortiatis, Levkas, Perivolki, Yiannitsa.....	N/A	12	
Crete	24	18	
Souda Bay	N/A	12	
Larissa.....	24	12	
GUAM	24	24	
EODMU 5 UIC(30215)	36	36	C
GUATEMALA	36	24	
HAWAII (Except as indicated)	36	36	B, E
Kauai	30	18	D
Pohakuloa Training Area.....	24	18	
HONODURAS.....	N/A	12	
HONG KONG	36	24	
ICELAND	30	18	
Marine Barracks	24	12	
Hofn	N/A	12	
INDONESIA	24	12	
ISRAEL.....	24	12	
ITALY (Except as indicated)	36	24	
Gheddi, Martina Franca, Mt. Corna, Mt. Venda Rimini.....	24	18	
Poggio Renatico.....	24	12	

FIGURE 4A-2

ITALY Con't.		
Crontone, Mt Vergine.....	24	15
Mt. Finale Ligure, Mt. Limbara, Mt. Nardelo, Mt. Paganella, Piano di Cors.....	N/A	12
Sicily.....	36	24
Comiso.....	24	12
(UIC 47125)	24	18
Pachino Target Range Marza, Sicily (UIC 47201)	N/A	12
Sardina		
La Maddalena	24	24
Decimomannu AB	24	15
JAMAICA	24	12
JAPAN (Except as indicated)	36	24
Akizuki Kure.....	24	12
Ie Shima, Okuma, Seburiyama, Kuma Shima, UIC 41654, 41975.....	N/A	12
JOHNSTON ATOLL	N/A	12
JORDAN(except as indicated).....	24	12
Amman.....	24	18
KENYA		
Nairobi.....	24	18
Mombasa.....	24	12
KOREA (except as indicated).....	N/A	12
Camp Carrol, Camp Humphreys, Camp Market, Camp Red Cloud, Camp Walker, Chinhae, Hialeah, K-2 AB, Kimhae, Osan AB, Pusan, Pyongtaek, Seoul, Taegu, and Yongsan	24	12
KUWAIT	24	12
LAOS.....	N/A	12
LIBERIA.....	24	18
MEXICO.....	24	18
MIDWAY ISLAND	N/A	12
MOROCCO(except as indicated).....	24	15
Casablanca.....	24	12
Errachidia.....	N/A	12
NETHERLANDS(except as indicated).....	36	24
Aruba.....	24	18
NEW ZEALAND	36	24
NICARAGUA.....	24	18

FIGURE 4A-3

NIGER.....	24	12
NORWAY	36	24
OKINAWA (Except as indicated)	36	24
MCAS Futenma, MCB Camp S.D. Butler	36	12
UICs 44577,44578, 48094, 55211,57079, 67360, 67436, 1st MAW FMF PAC	N/A	12
OMAN.....	24	12
PAKISTAN	24	18
PANAMA(except as indicated).....	36	24
Galetal Island	24	18
Fort Sherman	N/A	12
UIC 47560, 47215	24	12
PERU	30	18
PHILIPPINE ISLANDS (Except as indicated)....	N/A	12
Manila(Metropolitan)	24	18
POLAND WARSAW	36	24
PORTUGAL(except as indicated).....	36	24
Azores.....	24	15
PUERTO RICO (Except as indicated)	36	24
Ponce (FT Allen), Isabelala.....	36	18
Vieques Island.....	N/A	12
QATAR	24	12
ROMANIA BUCHAREST	24	24
SAUDI ARABIA	24	12
SINGAPORE	36	24
SOMALIA.....	24	12
SPAIN (Except as indicated)	36	24
Alcoy, Constantina, Elizondo, Rosas, Villatobas.....	30	18
El Ferrol.....	24	24
Sonseca.....	24	18
Moron AB	24	15
Santiago.....	N/A	18
Balearic Island, Gorremandi.....	N/A	15
Adamuz, Ciudad Real, Estaca DeVares.....	N/A	12
SUDAN.....	24	12
THAILAND.....	24	18
TUNISIA.....	24	18

FIGURE 4A-4

TURKEY(except as indicated).....	24	15
Elmadag, Karatas, Malatya.....	24	12
Balikesir, Cakmakli, Corlu, Erhac, Eskisehir, Erzururum, Istanbul, Izmit, Murted, Oratakoy, Pirinclik, Sahihtepe, Sinop, Yumurталik...	N/A	12
United Arab Emirates	24	12
UKRAINE	24	12
UNITED KINGDOM (Except as indicated)	36	24
RAF Flyingsdales.....	24	18
Machrihanish(Scotland).....	24	18
UPPER VOLTA.....	24	12
URUGUAY.....	36	24
U.S. TRUST TERRITORY OF THE PACIFIC ISLANDS(as indicated)		
Northern Marianas		
Saipan.....	24	12
Marshall Islands		
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
WEST INDIES(as indicated)		
Antigua.....	24	12
Anguilla.....	24	18
Barbados.....	36	24
St. Lucia.....	N/A	12
ZAIRE(as indicated)		
Bukava, Kinshasa, and Lubumbashi.....	24	12

NOTES:

(A) Where the tour length specified in a government-to-government contract differs from the specified tour length, the individual concerned will serve for the contract period. For example, members 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.

FIGURE 4A-5

Personnel with over four years active service on date of issuance of orders (TC Number), who have no family members, are not married to another service member, and are assigned to an overseas area with an accompanied tour of 36 months in Figure 4A, will be assigned the shorter "all others" tour prescribed for that area. However, they will be allowed the option of serving the "accompanied by family members" tour.

This tour length option, whether exercised before transfer or after reporting on board the new overseas duty station, directly affects the PRD. Therefore, it is essential that personnel electing the "accompanied by family members" tour option be reported immediately by the transferring command or within 90 days after reporting for duty by the receiving command. Such reports shall be submitted to the cognizant Assignment Control Authority via message.

(B) Minimum tour is 36 months, regardless of accompanied or unaccompanied status. No maximum tour length is prescribed.

(C) Personnel who reported to (UIC 30215) prior to 09 OCT 97 will not be affected by this change. Those individuals who reported on or after 09 OCT 97 will have their tours adjusted for a 36 month tour. Unusual situations will be handled by the particular detailing shop on a case by case basis.

(D) Effective for personnel reporting on or after 1 January 1998.

(E) See Article 4.0511.

FIGURE 4A-6

REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT

MEMBER'S NAME	SSN	DATE
PRESENT SHIP/STATION	UIC	OVERSEAS LOCATION
NUMBER OF DEPENDENTS ()		UIC

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 ETM Article 4.012/OTM Article 4.2.**

- | | | | |
|----|-----|-----|--|
| | YES | NO | |
| 1. | [] | [] | Has the member or any spouse/family member(s) previously been reassigned, prior to normal tour completion, due to their unsuitability? |
| | [] | [] | If "YES," does the reason for the previous reassignment still exist? (Explain in remarks section.) |
| 2. | [] | [] | Does the member have sufficient OBLISERV to complete the prescribed tour? If "NO", have the member reenlist (NAVPERS1070/601) or execute an extension (NAVPERS 1070/621) to incur sufficient OBLISERV, in accordance with Enlisted Transfer Manual Chapter 4. Page 13 entries for OBLISERV are prohibited. (OBLISERV MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDERS) . For SRB issues see NAVADMIN 271/99. |
| 3. | [] | [] | (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)? |
| | [] | [] | (E4 and below) Has member completed debt-to-income (DTI) ratio screening IAW OPNAVINST 1740.5 (series), (Command Financial Specialist Training Manual 15608 (series))? If DTI ratio is 30% or greater, mark unsuitable or submit waiver IAW ETM 4.012. |
| 4. | [] | [] | a. 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? |
| | | | b. 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? |
| 5. | [] | [] | Does the member or spouse/family member(s) have a record of any involvement with illegal drugs or alcohol within the past 24 months? (Exceptions are recent enlistees who received an enlistment waiver or from whom no waiver was required for enlistment). For alcohol related cases, if member has completed an education or early intervention program, they are suitable for overseas assignment. |
| 6. | [] | [] | 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.) |
| | | | a. In any case, does local FAP representative favorably endorse member with family members for overseas duty? |
| 7. | [] | [] | Was the member's spouse previously a member of the armed forces? If yes, and the characterization of separation was other than "Honorable," explain in the remarks section. |
| 8. | [] | [] | Does member/spouse have legal custody of all accompanying minor family members? |

MEMBER'S NAME	SSN	DATE
<p>YES NO</p> <p>9. [] [] Are any of the member's family members covered in a custody agreement? If "NO," go to question 10.</p> <p>[] [] 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 10.</p> <p>[] [] 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? (<u>Please note</u>: Navy policy does not require a separate agreement if not required by state law.)</p> <p>10. [] [] Failure of PFA (formally PRT): will not limit assignment except when member cannot OBLISRV to complete prescribed tour length.</p> <p>11. [] [] (Single parents/military couples with family members.) Have family member care requirements been met in accordance with OPNAVINST 1740.4 series?</p> <p>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.)</p> <p>12. [] [] FOR PERSONNEL E-3 AND BELOW: Has the member 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 along, will most probably return them at personal expense and serve the complete area tour unaccompanied.)</p>		
<hr style="width: 50%; margin: 0 auto;"/> <p>Member's signature Date</p>		
<p>13. [] [] Has member received an unsatisfactory or marginal performance mark in the last two (2) years. (progressing or recommended on evaluation report and promotable or above on FITREP are suitable)</p> <p>14. [] [] 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)</p>		
<p>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.</p>		
<hr style="width: 30%; margin: 0 auto;"/> <p>MEMBER (Signature) DATE MEMBER (Name, Rank/Rate)</p>		
<hr style="width: 30%; margin: 0 auto;"/> <p>INTERVIEWER (Signature) DATE INTERVIEWER (Name, Rank/Rate)/ (CMD Title)</p>		

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 is conducted per BUMEDINST 1300.2.
2. Recommendation is based on a review of NAVMED 1300/1, Part I and II. One form is 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 recommendations 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 (provide names of depts. screened)

YES NO YES NO
() () _____ () () _____

() () _____ () () _____

() () _____ () () _____

The following family members were referred for Exceptional Family Member Program (EFMP) enrollment:

Names: _____
(Do not delay screening for EFM determination.)

Signature of CO/OIC or Designee
of Medical Treatment Facility

Date

Print name of CO/OIC or Designee
of Medical Treatment Facility

PART III: COMMANDING OFFICER'S ENDORSEMENT

On the basis of all available information, I endorse _____ /I do not endorse _____
(check one) the member's orders for the overseas assignment.

Commanding Officer (Signature)

Date

Commanding Officer (Name, Rank)

PRIVACY ACT 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.

BUMEDINST 1300.2
17 Feb 2000

Yes	No	N/A	ITEM
			18. For service/family members with underlying medical conditions: (if not applicable, check block and skip to #19)
			a. Is there a requirement for special medical supplies, adaptive equipment, assistive technology devices, special accommodations, etc.?
			b. If exposed to a physically or emotionally demanding environment, could the underlying condition become life threatening, pose a risk for dangerous or disruptive behavior, or result in a limited duty or MEDEVAC situation?
			c. Can the gaining MTF/operational platform provide the current required medical support?
			d. Can the gaining MTF/operational platform provide required medical support (diagnostic and therapeutic) if the underlying condition is exacerbated?
			e. Are there any chronic medical or mental health conditions requiring routine or continuing access to care or access to specialized medical care? (document on SF 93)
			f. If required, were potential environmental concerns and possible health effects communicated to each service and family member? (document on appropriate SF 600 overprint)
			19. For infants and toddlers (birth through age 2 inclusive) with a disability, is the child receiving or eligible to receive early intervention services as evidenced by an Individualized Family Service Plan (IFSP)?
			20. For preschool and school children (ages 3 to 21) with a disability, is the child receiving or eligible to receive special education and related services as evidenced by an Individualized Education Program (IEP) and Special Education Worksheet (NAVPERS 1754/4)?
			21. Other concerns? (specify)

IF ANY OF THE ABOVE SHADED BLOCKS ARE CHECKED, QUERY THE GAINING MILITARY TREATMENT FACILITY OR MEDICAL DEPARTMENT SUPPORTING THE OVERSEAS, REMOTE DUTY OR OPERATIONAL LOCATION CONCERNING LOCAL CAPABILITIES TO PROVIDE REQUIRED SUPPORT. (attach reply)

Yes	No	IS THE SERVICE/FAMILY MEMBER SUITABLE FOR THE OVERSEAS, REMOTE DUTY OR OPERATIONAL ASSIGNMENT? (completed by a MTF designated military medical screener only)
Military Medical Screener (Signature) _____ Date _____ Printed Name, Rank or Grade _____ MTF or Duty Station _____ Telephone Number (include area/country code) _____ DSN Number _____ Telefax Number (include area/country code) _____ E-mail Address _____		Civilian Medical Screener (Signature) _____ Date _____ Printed Name _____ Address _____ City, State, and Zip Code _____ Telephone Number (include area/country code) _____ Telefax Number (include area/country code) _____ E-mail Address _____

NAVMED 1300/1 (Rev. 02-00) BACK

REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT

FM SCREENING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS Division Director i.e. 40/PERS-451 (for
all reports)//
EPMAC NEW ORLEANS LA//70//(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 ENLTRANSMAN or OFFTRANSMAN, 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 IAW REFS A AND B HAS BEEN
COMPLETED. SNM (AND DEPENDENTS if applicable) ARE SUITABLE FOR OVERSEAS
ASSIGNMENT:
A. COMPLETE REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT (NAVPERS
1300/16) 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)
A. If more than 30 days required to complete screening, state reason why
(Must info ISIC)
BT

During the screening process if a command realizes that the 30-day period is
insufficient because of EFM enrollment, awaiting answers to special
needs/services availability or extenuating circumstances then send an INTERM
REPORT to the same addresses as listed above.

FIGURE 4C-1

REPORT OF UNSUITABILITY FOR OVERSEAS ASSIGNMENT

FM SCREENING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS Division Director i.e. 40/PERS-451 (for all reports)//
EPMAC NEW ORLEANS LA//70//(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 and or 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 ENLTRANSMAN or OFFTRANSMAN, REF B IS ORDERS (include TC no.), REF C IS (correspondence to gaining medical treatment facility for unavailability of service, etc.)//
POC/NAME/RANK/IDENTIFIER/LOCATION/TEL:// (MANDATORY)
RMKS/1. OVERSEAS ASSIGNMENT SUITABILITY SCREENING IAW REFS A AND B HAS BEEN COMPLETED. SNM IS UNSUITABLE FOR OVERSEAS ASSIGNMENT:
A. COMPLETE REPORT OF UNSUITABILITY FOR OVERSEAS ASSIGNMENT (NAVPERS 1300/16) WAS FILED IN MEMBER'S SERVICE RECORD AND SIGNED BY NAME/RANK/TITLE/DATE.
B. APPROPRIATE PAGE 13 ENTRY WAS COMPLETED AND SIGNED BY NAME/RANK/TITLE/DATE.
C. Reason for unsuitability
D. Request for waiver and state justification for waiver request.
2. ___ NUMBER OF DAYS TO COMPLETE SCREENING (calculate from date of receipt of Message or from SDS print date)
A. If more than 30 days required to complete screening, state reason why (Must info ISIC).//
BT

FIGURE 4C-2

OVERSEAS SCREENING DEFICIENCY REPORT/REQUEST FOR EARLY RETURN

FM
TO
INFO
BT

UNCLAS //N01300//

MSGID/GENADMIN/RECEIVING CMD//

SUBJ/OVERSEAS SCREENING DEFICIENCY REPORT/REQUEST FOR EARLY RETURN ICO
NAME/RATE/SSN//

REF/A/DOC/COMNAVPERSCOM/DATE//

AMPN/REF A IS ENL or OFFTRANS MAN CHAP 4.//

POC/NAME/RANK/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, 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. TRANSFERRING COMMAND AND UIC.
TRANSFERRING MEDICAL TREATMENT FACILITY AND UIC.(if medical)
 - D. EXPLAIN FULLY THE REASON SNM/FAMILY MBR ARE CONSIDERED IMPROPERLY
SCREENED. INCLUDE THE FOLLOWING:
 - (1) DID THESE REASONS EXIST PRIOR TO TRANSFER FROM CONUS?
 - (2) WAS SERVICE 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 IAW CHAPTER 25 OF REFERENCE A?
 - F. IF SNM WAS PROPERLY SCREENED, DID PROBLEMS DEVELOP AFTER ARRIVAL
OVERSEAS? EXPLAIN FULLY.
 - G. IS SNM (AND/OR FAMILY MEMBERS) 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.//
- BT

*** NOTE 1. This form can be utilized for overseas screening deficiency
reports and/or request for early return. Delete portions that are not
applicable.

A. OVERSEAS SCREENING DEFICIENCY REPORTS Report of discrepancies in the
screening process conducted by the transferring command that do not require an
early return. Submit to **Screening Command** info COMNAVPERSCOM PERS-451/PERS-
662, **MCA**.

B. REQUEST FOR EARLY RETURN (PERS-40/PERS-451/PERS-662) Request for early
return of family members and Service Member 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. OVERSEAS SCREENING DEFICIENCY REPORTS/REQUEST FOR EARLY RETURN (PERS-
40/PERS-451/PERS-662) Reports discrepancies in the screening process conducted
by the transferring command that require an early return of the service member
and/or family members after reporting to receiving command.

FIGURE 4D

PERSONNEL ARRIVAL WITHOUT OBLISERV REPORT

FROM RECEIVING COMMAND
TO PREVIOUS DUTY STATION
PREVIOUS DUTY STATION PSD (IF APPLICABLE)//JJJ//
INFO COMNAVPERSCOM MILLINGTON TN//PERS45//
EPMAC NEW ORLEANS LA (if for NON-RATED SN/AN/FN)//EP70//
Manning Control Authority
BT
UNCLAS //NO1300//
MSGID/GENADMIN/RECEIVING CMD//
SUBJ/PERSONNEL ARRIVAL WITHOUT OBLISERV//
REF/A/DOC/COMNAVPERSCOM/DATE//
AMPN/ENLTRANSMAN or OFFTRANSMAN CHAP 4//
RMKS/1. IAW REF A, THE FOLLOWING IS SUBMITTED DUE TO TRANSFERRING COMMAND
FAILURE TO OBTAIN OBLISERV PRIOR TO PCS TRANSFER TO THIS COMMAND:
A. MEMBER: NAME/RATE/SSN.
B. TRANSFERRING COMMAND AND UIC.
C. TRANSFERRING COMMAND PSD AND UIC (IF APPLICABLE).
D. DATE RECEIVED
E. NAME/RANK/RATE/TITLE OF INDIVIDUAL SIGNING STANDARD TRANSFER
ORDER/DATE.
F. DATE OF ORDERS.
G. MEMBER WAS ___MONTHS SHORT OF REQUIRED ___MONTHS OBLISERV.
H. MEMBER HAS ELECTED TO/NOT TO INCUR OBLIGATED SERVICE.
I. AMPLIFYING REMARKS.//
BT

FIGURE 4E

LIST OF AREAS REQUIRING DEPENDENT ENTRY APPROVAL

<u>Area/Command</u>	<u>Submit Message Request To</u>	<u>Info Copy to New Duty Station</u>
Alaska		
Anchorage	HQ ALCOM ELMENDORF AFB AK	PERSUPP DET EVERETT WA
Elmendorf AFB	HQ ALCOM ELMENDORF AFB AK	PERSUPP DET EVERETT WA
Andros Island	AMEMBASSY NASSAU	PERSUPP DET NTC ORLANDO FL NAVUNSEAWARCEN DET AUTEK ANDROS ISLAND BAHAMAS
Arab Republic of Egypt	Activity to which ordered	
Australia		
Sydney	USDAO CANBERRA ACT AS	COMNAVMARIANAS GUAM PERSUPP DET PEARL HARBOR HI
All other areas	USDAO CANBERRA ACT AS	PERSUPP DET PEARL HARBOR HI
Azores	Not required	
Bahrain	ADMINSUPU SWA BAHRAIN	COMUSNAVCENT
Belgium	Not required	
British Isles		
England		
Mildenhall	NAF RAF MILDENHALL UK	
St. Mawgan	NAVWPNSFAC ST MAWGAN UK	
Other	Not required	
Scotland	Not required	
Wales	Not required	
Cuba, Guantanamo Bay	COMNAVBASE GUANTANAMO BAY CU	PERSUPP DET GUANTANAMO BAY CU
Denmark	Not required	
Diego Garcia	Dependent travel not authorized	
Fiji	Not required	
France	Dependent travel to France not authorized except for: (1) MAAG personnel (entry approval not required), (2) ATTACHE personnel (see Note 2), (3) Department of State Guard personnel, French Institute of Higher Learning, Staff members of the Advisory Group for Aerospace Research and Development, (4) Dependents over the age of 14 are required to have an official passport and visa, (5) Toulon COMSIXTHFLT Rep.	

FIGURE 4F-1

Germany	Activity to which ordered	USN PERSUPPDET VAIHINGEN GE
Augsburg (Bad Aibling)	NAVSECGRUACT AUGSBURG GE	
Berlin/Frankfurt/ Munich	Activity to which ordered	
Bremerhaven	MSCO NOREUR BREMERHAVEN GE	
Pirmasens	CDR USAMMCE PIRMASENS GE	USN PERSUPP DET VAIHINGEN GE
Stuttgart	EUCOM SUPPORT ACTY VAIHINGEN GE//AETSSTG-U-HD//	USN PERSUPP DET VAIHINGEN GE
Greece	Dependent travel not authorized	except Larissa.
For Larissa (Tyrnavos)	USNSE/JCSC LARISSA GR	New Duty Station PERSUPP DET CUSERVDESK SOUDA BAY GR
Guam	Not required	
Hawaii		
Barking Sands	PACMISRANFAC HAWAREA BARKING SANDS HI	
Hong Kong	Not required	
Iceland	NAS KEFLAVIK ICE ATTN: CODE 90	PERSUPP DET KEFLAVIK IC

Concurrent travel and dependent entry approval will authorized for the following Navy billets: COMICEDEFOR/COMFAIRKE CO NAS, CHIEF OF STAFF FLEET AIR KEF, CO NAVCOMMSTA (0-6 ONLY), XO NAS. Concurrent travel and dependent entry approval will be authorized for the following non-Navy billets: CHIEF OF STAFF IDF and NATO EXCHANGE OFFICERS OF CANADA, DENMARK, NORWAY, HOLLAND and GREAT BRITAIN.

For those listed command billets, entry approval will automatically be forwarded to the detaching command by separate message upon receipt of orders by the appropriate command in Iceland.

Indonesia		
Jakarta		
For duty with DAO	USDAO JAKARTA ID	PERRSUPP DET WASHINGTON DC
For duty with OMADP	USDAO JAKARTA ID	PERSUPP DET PEARL HARBOR HI
For duty with NAMRU2	USDAO JAKARTA ID	PERSUPP DET CUSERVDESK SINGAPORE
Italy (Note 5)		
Gaeta	NAVSUPPACT GAETA IT	COMSIXTHFLT
Naples	Not required	
La Maddalena	NAVSUPPACT LA MADDALENA IT//10//	COMFAIRMED NAPLES IT//N1//
Sardinia	NAVSUPPO LA MADDALENA IT	COMFAIRMED NAPLES IT COMSUBGRU EIGHT
Sicily	Not required	

FIGURE 4F-2

Japan			
Atsugi/Kami Seya/ Totsuka, CVW-5 and all squadrons	PERSUPP DET CUSERVDESK ATSUGI JA	PERSUPPACT	PACIFIC YOKOSUKA JA
Misawa	PERSUPP DET MISAWA JA	PERSUPPACT	PACIFIC YOKOSUKA JA
Iwakuni	MCAS IWAKUNI JA	PERSUPPACT	PACIFIC YOKOSUKA JA PERSUPP DET SASEBO JA PERSUPP DET CUSERVDESK IWAKUNI JA
Okinawa (except Camp Butler) Camp Butler/Third FSSG FMF PAC	PERSUPP DET OKINAWA KADENA JA CG MCB CAMP BUTLER JA	PERSUPPACT	PACIFIC YOKOSUKA JA PERSUPPACT PACIFIC YOKOSUKA JA PERSUPP DET OKINAWA KADENA JA
Sasebo (including ships) Yokosuka/Yokohama/ Tokyo/Yokota (all ships)	PERSUPP DET SASEBO JA PERSUPP DET YOKOSUKA JA	PERSUPPACT	PACIFIC YOKOSUKA JA PERSUPPACT PACIFIC YOKOSUKA JA
Kenya			
Mombasa	KUSLO NAIROBI KE		
Korea			
Seoul/Pohang/ Pyongtaek/Yechon/ Taego Chinhae	COMNAVFORKOREA SEOUL KOR COMFLEACT CHINHAE KOR	PERSUPPACT	FE YOKOSUKA JA PERSUPP DET SEOUL KOR PERSUPPACT FE YOKOSUKA JA PERSUPP DET CUSERVDESK CHINHAE KOR
Kuwait	AMEMBASSY KUWAIT		
Malaysia	USDAO KUALA LUMPUR MY Entry approval is not required for personnel assigned to the U.S. Defense Attache Office (DAO) or Security Assistance Office of the DAO.		
Morocco	Not required		
Netherlands	Not required		
New Zealand All areas	USDAO WELLINGTON NZ		
Norway	Not required		
Portugal	Not required		

FIGURE 4F-3

Puerto Rico			
COMNAVFORCARIB	NAVSTA ROOSEVELT ROADS RQ	PERSUPP DET ROOSEVELT ROADS RQ	
COMNAVBASE ROOS RDS	NAVSTA ROOSEVELT ROADS RQ	"	
USCOMSOLANT ROOSEVELT ROADS PR	NAVSTA ROOSEVELT ROADS RQ	"	
NAVCOMMSTA PUERTO RICO	NAVSTA ROOSEVELT ROADS RQ	"	
NAVSECGRUACT SABANA SECA	NAVSTA ROOSEVELT ROADS RQ	"	
Republic of China	Activity to which ordered		
Saudi Arabia	CHUSMTM MEDI DHAHRAN SA	CHNAVSECMTM RIYADH SA	
Singapore (Note 6)	NAVREGCONTZEN SINGAPORE	PERSUPPACT PACIFIC YOKOSUKA JA USDAO SINGAPORE PERSUPP DET CUSERVDESK SINGAPORE	
Spain			
Madrid	PERSUPP DET ROTA SP	ODC MADRID SP	
All other areas	Not required		
Sri Lanka	USDAO COLOMBO CE		
Switzerland	Not required		
Taiwan (see Republic of China)			
Thailand (see notes 1 and 2)			
Turkey			
Ankara	ODC ANKARA TU//ALD-A		
Izmir	COMSTRIKFORSOUTHREPIZMIR JSG IZMIR		

Note 1: For area entry approval of all personnel assigned to MAAG/MISSION/MILITARY GROUPS, submit request to the new duty station.

Note 2: Area entry approval for dependent travel of ATTACHE personnel is not required.

Note 3: Navy personnel ordered overseas with the Personnel Exchange Program (PEP) should liaison with the gaining command to determine if dependent entry approval is required.

Note 4: For personnel assigned to areas not mentioned above, submit request for dependent entry approval to new duty station.

Note 5: PASSPORTS with appropriate Italian VISA's are required for all dependents traveling to Italy.

Note 6: PASSPORTS are required for all family members traveling to Singapore. Passport information for all family members traveling to Singapore is required to be included in Family Entry Approval Request.

FIGURE 4F-4

MESSAGE FORMAT FOR FAMILY ENTRY APPROVAL REQUESTS

Item	Information Required	Remarks
A.	Rank/Rate/Civilian Rating.	Navy Rank/Rate or Civilian Rating. (If E-4, state date of rate).
B.	Name.	Complete last name, first name, middle initial.
C.	Date of marriage, names of family members, and dates of birth of children. For dependent parents enter date of letter from DFAS approving dependency.	For example, DOM Sep 83; HUSBAND; Terry; SON; Matthew, DOB 21 Jul 86; SON; Christopher, DOB 17 Nov 87; MOTHER, Eileen, 4 Jan 31. Exclude sponsor.
D.	Nationality of sponsor and family members.	Enter current citizenship of sponsor and family members.
E.	Origin duty station.	Enter geographical location of present duty station. In the case of ships, enter the homeport. See OPNAVINST 3111.14V (NOTAL)
F.	Address of family members.	Enter telephone number and current mailing address, including ZIP code and country where family members are now located.
G.	Date departed CONUS.	If serving on overseas duty, enter date member departed CONUS for present duty. If second consecutive overseas tour, indicate whether voluntary or involuntary. (If not applicable indicate "N/A").
H.	Months separated from family members. **Applies only to personnel assigned to a command or unit that is physically separated from homeport for operational or training purposes. Deployment does not include TEMADD or shipyard time away from homeport.	Serving in a Fleet Unit and deployed ** for 6 or more consecutive months during the previous 12 months, or for 3 or more consecutive months during the previous 6 months, enter the number of months separated from family by deployment during past year. If not deployed per the above criteria, enter "N/A". Serving an unaccompanied overseas tour where dependents are authorized. Enter number of months separated from family if dependents

		<p>were denied entry approval because of lack of required medical facilities. If entry approval not denied for this reason, enter "N/A".</p> <p>Serving an accompanied overseas tour, enter number of months separated from family because of delayed granting of family entry approval due to non-availability of quarters, or for medical reasons. If family entry approval not delayed, enter "N/A".</p> <p>Serving an unaccompanied overseas tour where family members are not authorized, enter the number of months separated from family. If not applicable, enter "N/A".</p>
I.	Transfer Directive Authority.	Enter BUPERS/NAVPERSCOM TC Number, or other activity as authority.
J.	Detachment Date.	Enter date member will detach current permanent duty station.
K.	Ultimate duty station.	In the case of ships, include the homeport. See OPNAVINST 3111.14V (NOTAL).
L.	Estimated date of arrival at new duty station.	Best estimate as to when the member will arrive.
M.	Housing preference.	Indicate preference for civilian or government housing. Indicate acceptability of civilian housing until government housing becomes available and limit of rental payment authorized. State whether the member desires sponsor per OPNAVINST 1740.3 and whether the sponsor is or is not authorized to act as agent for civilian rental housing.
N.	Passports.	Advise if appropriate no-fee passports in possession and provide passport numbers.
O.	ETS of member or obligated service date of Naval Reserve and related information.	<ol style="list-style-type: none"> 1. Estimated month and year family members are scheduled to depart CONUS. 2. DOD prescribed accompanied tour length as indicated in Article

	NOTE: If member must extend for OBLISERV, he or she must actually sign an extension. A NAVPERS 1070/13 entry in the enlisted member's service record is not acceptable for travel entitlements.	4.05. 3. Expiration term of service (previously referred to as EAOS).
P.	Certification of suitability.	Member and family members' suitability of overseas duty must be established. For example, if family members are suitable for overseas duty, enter: "Per ENTRANSMAN Article 4.012/OFTRANSMAN Article 4.2, (member's name) and family members are suitable for residency overseas."
Q.	Remarks.	Enter other appropriate information, such as "spouse is an accredited teacher", etc. List known medical ailments or physical disabilities of family members and any family member who displays a physical, emotional or intellectual handicap requiring medically related services. Include family members who are enrolled in the Exceptional Family Member program (EFM), and family members who require special education in DOD Schools outside the United States. Pregnancy should be listed.

FIGURE 4G-4

OVERSEAS TOUR EXTENSION INCENTIVES PROGRAM (OTEIP) REQUEST

ZNR UUUUU (ONLY)
R DDHMMZ MMM YY ZYB
FM
TO COMNAVPERSCOM MILLINGTON TN//PERS-40CC//
INFO EPMAC NEW ORLEANS LA//70// (FOR GENDETS ONLY)
BT
UNCLAS //N01306// (UNCLAS ONLY)
MSGID/GENADMIN/ /-/MMM//
SUBJ/OVERSEAS TOUR EXTENSION INCENTIVE PROGRAM (OTEIP)//
REF/A/DOC/CNPC/YMMDD//
AMPN/REF A IS ENLISTED TRANSFER MANUAL ARTICLE 4.11//
POC/NAME/RATE OR RANK/TITLE/TEL: /e-mail address// **mandatory**
RMKS/1. REQUEST OTEIP FOR THE FOLLOWING SERVICE MEMBER:
A. NAME/RATE:
B. SSN:
C. COMMAND UIC:
D. EXTENSION PERIOD: note 1
E. OTEIP OPTION:
//
BT

Note 1: For extension period enter dates of extension i.e. 000107 to 010107,
For first termers whom have completed the prescribed DOD tour length
but their PRD is set to match their EAOS enter FIRST TERMER for item D.

Note 2: POC line is mandatory. List e-mail address if possible.

FIGURE 4H

CHAPTER 5

SUBMARINE DUTY

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CHAPTER 5
SUBMARINE DUTY

5.0 GENERAL INFORMATION.

This chapter establishes procedures for various aspects of submarine duty. Selection criteria for submarine volunteers, procedures for submission of requests for submarine duty, initial submarine assignment/reassignment and Chief of the Boat (COB) assignments are covered in detail. It also contains a section of special procedures for assignment of submarine personnel. These special procedures cover topics such as SSBN/SSN tour adjustments, personnel with insufficient obligated service to complete SSBN patrols, SSBN Patrol Planning Letters and SSBN Ship System Maintenance Support (SMMS) Detachment, and SSBN/SSN overhauls/DMP and new construction. For information concerning instructor duty, overseas area assignments, etc, for submarine qualified personnel refer to the applicable chapter for general procedures.

5.01 INITIAL SUBMARINE TRAINING.

Initial submarine training is a six week basic course of instruction conducted at Naval Submarine School, Groton, Connecticut. The purpose of the school is to provide basic training to assist personnel of all ratings to successfully complete the transition to submarine duty. Enlisted personnel who volunteer for submarine duty are normally assigned to this school prior to reporting to their first submarine. Waivers of attendance at Submarine School may only be granted by COMNAVPERSCOM (PERS-403) with the approval of COMSUBLANT or COMSUBPAC, as applicable. Graduates of Submarine School are assigned to duty aboard a submarine in commission or under construction. Nuclear trained personnel will not normally attend Submarine School.

5.02 QUALIFICATIONS REQUIRED FOR ASSIGNMENT TO SUBMARINE DUTY.

Candidates must exhibit the highest standards of personal conduct and reliability involving the operation and maintenance of submarines. Therefore, with the exception of nuclear trained personnel who are otherwise screened, all personnel being initially screened for submarine duty should be evaluated, using the standards of eligibility for the Personnel Reliability Program (PRP) (SECNAVINST 5510.35). 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. All candidates must execute the below service record page 13 entry prior to transfer to submarine training:

DATE: "I hereby volunteer for duty in any type of submarine in the Atlantic or Pacific Fleet. I understand that 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 requirements in accordance with the ENLTRANSMAN 7.03."

Member's Signature

Witnessed: J. DOE
LCDR, USN, Personnel Officer

If member refuses to sign this entry or is not a volunteer, hold orders in abeyance and notify COMNAVPERSCOM (PERS-403).
The following criteria is required for initial training or initial assignment to submarine duty:

- Be in Paygrade E-1 through E-6. Personnel in paygrade E-7 will be considered on a case basis by COMNAVPERSCOM (PERS-403).
- Source ratings. HM, MM, MS, QM, TM, SK, YN, ET, MT, IT, FT, STS, and non-rated personnel.
- Nuclear trained personnel (ET, EM, MM)

Volunteers into the AEF ratings must incur the obligated service for entry into these ratings as necessary. Personnel in ratings compatible with submarine ratings may request submarine training. Included in the request must be a rating conversion request such as AK to SK, STG to STS or PN to YN. Personnel in the HM rating must have completed 6 years total active service with a minimum of 2 years in paygrade E-5.

- Candidate must meet the ASVAB criteria for the following ratings:

-- ET, MT	ASVAB 11, 12, 13, 14
IT, FT	MK + EI + GS = 156
	+ AR, total = 218
	<u>VE</u> + AR + MC = 147
	Minimum <u>VE</u> = 42

-- All others: VE + AR + MC = 147
Minimum VE = 42

- Candidates shall be physically qualified for submarine duty in accordance with MANMED Article 15-69, except as set forth herein.

NOTE: A physical for submarine duty must specifically state qualified for submarine duty in block 77 on Standard Form 88. Additionally, physicals greater than 1 year old will not be accepted. Individual commands are authorized to grant a conditional waiver for normal color perception for personnel in the YN, SK and MS ratings. This conditional waiver carries with it the authority to consider the member physically qualified for submarine duty prior to final review of the records at Bureau of Naval Personnel. When granted, the member shall be so advised and the conditional waiver shall be reported on the reverse side of Standard Form 88. The reporting procedure is identical to that applicable to a recommendation for a waiver.

- Recommendations for waiver of visual defects, in excess of the standards prescribed in MANMED Article 15, must be forwarded to COMNAVPERSCOM (PERS-403) via BUMED Code 21 for determination. This is applicable also for all borderline or questionable cases.

NOTE: As a matter of information, it should be noted that the visual acuity standards for submarine duty have been greatly relaxed. Applicants concerned as to their physical eligibility for submarine duty in this regard should consult MANMED Article 15. Questions should be referred to COMNAVPERSCOM (PERS-403) via BUMED Code 21.

NOTE: It is realized that some activities will not have all the facilities

necessary to conduct the entire submarine physical as required by MANMED 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 the Standard Forms 88 and 93 and forwarded with the Enlisted Personnel Action Request. These portions of the physical will be performed upon arrival at Submarine School. Although not required, strongly recommend a Submarine Medical Officer review the physical.

- Personnel commencing submarine training may not be more than 30 years of age. Age waivers will be considered on a case basis by COMNAVPERSCOM (PERS-403).
- Candidates must have a clear record which does not contain official entries indicating a conviction by court-martial or non-judicial punishment awarded during the past 24 months. Requests for clear record waivers must be forwarded to COMNAVPERSCOM (PERS-403) and will be considered on past performance and Commanding Officer's recommendation. A single case of NJP may be waived without reference to COMNAVPERSCOM when, in the opinion of the applicant's Commanding Officer, the offense was minor and not typical of the individual's projected performance profile.
- The course of instruction taught at 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 an Enlisted Personnel Action Request (NAVPERS 1306/7) providing an Entrance National Agency Check (ENTNAC) has not previously been completed. If it is apparent that this National Agency Check (NAC) cannot be completed prior to transfer, a request for an ONI-COMNAVPERSCOM Record Check, to be used as a basis for interim clearance, must accompany the request forms. All requests for investigation shall be submitted in accordance with the Navy Supplement to the Department of the Navy Information and Personnel Security Program Regulations (OPNAVINST 5510.1) (series). See also MILPERSMAN 5510-010. Strict compliance with the security requirements of this Article is mandatory.
 - Personnel in the following ratings or programs: QM,YN,RM, ET (ESM Technicians), must have had a Background Investigation completed in the past 5 years or have initiated a request for same.
- Candidates must have a consistent record of above average performance or a demonstrated trend towards improved performance. No mark below 3.6 on E-5/6 evaluations and no mark below 3.4 for evaluations of E-4 and below 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, waivers to this paragraph may be granted by COMNAVPERSCOM (PERS-403).
- Personnel with a history of in-service drug abuse will not be accepted for submarine duty.
- Personnel with a history of pre-service experimental use of marijuana

may be waived for submarine duty in the following situations:

- Disclosure is made and has been waived by Commanding Officer Naval Recruiting District in accordance with Navy Recruiting Manual instructions.
- Any disclosure of experimental pre-service use of marijuana after enlistment can be waived only by COMNAVPERSCOM (PERS-403).
- Personnel with a history of pre-service drug abuse other than marijuana will not be accepted for submarine duty.
- Only U. S. citizens are eligible for duty in the submarine force.

5.03 SUBMISSION OF REQUESTS FOR SUBMARINE TRAINING.

Enlisted personnel who meet the requirements of Article 5.02 may submit their requests utilizing the Enlisted Personnel Action Request (NAVPERS 1306/7), with current Standard Forms 88 and 93 attached, via their Commanding Officer to COMNAVPERSCOM (PERS-403). In the "REQUEST ACTION" section of the NAVPERS 1306/7, insert "INITIAL SUBMARINE TRAINING". Commanding Officers shall include specific comments on factors listed in Article 5.02. All applicable blocks must be completed. The physical examination cannot be older than one year and must state "qualified for submarine duty". Copies of the last two enlisted performance evaluations should be included.

5.031 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. With the exception of submarine candidates ordered direct from Class "A" schools and recruit training, personnel must serve at least one year onboard their current activity before they can be ordered to Submarine School. This is not to say that an individual may not apply prior to completion of one year. On the contrary, it is desirable that applications be submitted approximately nine months early to permit ordering relief.

5.032 TRANSIENT STATUS. Personnel in a transient status, other than those available to COMNAVPERSCOM for assignment, are ineligible to apply for initial submarine training/duty until after reporting to their ultimate duty station. Personnel awaiting assignment by COMNAVPERSCOM or EPMAC may, if qualified in accordance with Article 5.02, indicate their desire for submarine training in availability reports.

5.033 ATTENDING NAVAL SCHOOLS. Personnel attending naval schools in a non-returnable status, who desire to volunteer for initial submarine training, may volunteer for initial submarine training in accordance with Article 5.02.

5.04 ASSIGNMENT TO SUBMARINE DUTY.

5.041 ORDERS. Personnel selected for submarine training will be ordered to the Naval Submarine School, Groton, CT, for the six week basic course of instruction. Orders to the school will read "For temporary duty under instruction and for further assignment by COMNAVPERSCOM to duty in submarines in the Atlantic or Pacific Fleet", or will be issued for ultimate assignment to a submarine via six weeks of Basic Submarine School.

5.042 INABILITY TO COMPLY WITH ORDERS. Non-compliance with orders to submarine training for any of the following reasons shall be reported as indicated:

- Insufficient obligated service and individual refuses to extend or reenlist as necessary. Submit message request to COMNAVPERSCOM (PERS-403) for cancellation of orders with an information copy to all concerned. Include an explanation of relevant circumstances.
- Operational commitments or other factors preclude reporting by date specified. Hold orders in abeyance, by message request modification of the reporting date from COMNAVPERSCOM (PERS-403), explaining the circumstances.
- Member no longer eligible for training because of physical or other reason. By message, request cancellation of orders from COMNAVPERSCOM (PERS-403) with an information copy to all concerned. Include a brief explanation of relevant circumstances.

5.043 ASSIGNMENT UPON GRADUATION. During the fifth 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.

5.044 SUBMARINE QUALIFICATION PROGRAM. The submarine qualification program leading to the designation "Qualified in Submarines" is addressed in MILPERSMAN 1220-040.

5.045 REENLISTMENT OF SUBMARINE QUALIFIED NAVETS. Both COMNAVPERSCOM and PERS-403 (Submarine Assignment Branch) approval is required for an (SS) qualified NAVET to reenlist. 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 CONSUBPAY. If a member was reenlisted without PERS-403 screening and approval, he must submit a reinstatement request in accordance with paragraph 5.107. Assignment detailers are not authorized to discuss possible assignment with NAVETS until they have been screened and approved by PERS-403 and have returned to active duty. Personnel not approved for return to submarine duty are entitled to wear the Enlisted Submarine Warfare Breast Device.

5.05 REASSIGNMENT OF QUALIFIED SUBMARINERS TO SUBMARINE DUTY.

5.051 RETURN TO SUBMARINE DUTY. The Bureau of Naval Personnel desires that submarine qualified personnel be assigned duty within the submarine force if valid manning requirements exist within the force. Enlisted personnel serving on duty outside the submarine force will be ordered to duty within the force at their projected rotation date provided such manning requirements exist. The Enlisted Duty Preference (NAVPERS 1306/63) may be used to identify submarine duty preferences. Submarine qualified personnel who no longer hold an enlisted designator 1 (Divers, EOD, SEAL, Career Recruiter, etc.) must submit an Enlisted Personnel Action Request (NAVPERS 1306/7) requesting reinstatement of enlisted designator 1 and return to submarine duty. In addition, those personnel 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 for assignment of submarine specific NEC(s). See Article 5.107 for amplifying instructions on how to apply for submarine reinstatement.

5.052 REASSIGNMENT TO SEA DUTY OF YN SUBMARINE PERSONNEL SERVING ON SHORE DUTY IN WASHINGTON, DC. See Article 9.17 of this manual for specific policy.

5.053 QUALIFICATION IN SUBMARINES BY PERSONNEL IN NON-SUBMARINE SOURCE RATINGS. MILPERSMAN Article 1220-040 specifies the criteria to be designated "Qualified in Submarines". Waivers may be granted by PERS-403 for personnel serving TAD on board a submarine who complete the on board requirements for qualification. A request for such a waiver must include an endorsement by the Submarine Commanding Officer and Submarine TYCOM. Personnel approved for such a waiver will be assigned submarine designator 7 (SG). Note: Personnel in this category are not entitled to CONSUBPAY.

5.054 RETURN TO SUBMARINE DUTY FOLLOWING LIMITED DUTY (ACC 105). Non-nuclear trained submarine designated personnel on limited duty found fit for full duty by a physical evaluation board require further medical screening in accordance with MANMED Article 18 to ensure the member is qualified for submarine duty. Prior to submitting a YJ avail (per Chapter 18 of the TRANSMAN) the member's medical record must be screened by a submarine medical officer to verify physical qualification per Chapter 24 of the TRANSMAN. The doctor's name and the statement "found physically qualified for submarine duty" must appear in the remarks section of the YJ avail. An avail submitted without this information will be canceled. If a submarine medical officer is not available, a complete submarine physical must be completed per MANMED Article 15. Nuclear trained and submarine personnel are addressed separately in TRANSMAN Article 24.06.

5.055 TRANSFER OUT OF THE SUBMARINE FORCE. Personnel approved for permanent transfer to a community outside of the submarine force and/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). This entitles the member to wear the submarine warfare breast insignia, but he is no longer eligible for CONSUBPAY. The assignment of Designator 7 (SG) is made effective the date of the rating change or NEC assignment. If a member request release from the non-submarine community and desires to return to submarine duty, he must include a request for reinstatement to the submarine force. Reinstatement to submarine duty for these personnel is not automatic and is approved only by PERS-403 or for HM Submarine IDC's, PERS-403 and N132D.

5.056 MAXIMUM TOUR LENGTH AWAY FROM SUBMARINE DUTY. SECNAVINST 7220.80 (series) allows submarine designated personnel to draw CONSUBPAY while not serving on board a submarine if the individuals maintain an obligated service of 14 months beyond the non-submarine duty PRD (if otherwise eligible), in order for that individual to rotate back to submarine duty. The intent of this requirement is that submarine qualified personnel return to submarine duty on a normal sea/shore rotation throughout their career. Personnel who remain away from submarine duty for more than five years maximum by virtue of an additional non-submarine tour of duty or PRD extension will be screened by PERS-403, and/or N132D for HM's. For HM's, submarine duty is defined as being in a billet requiring the HM submarine NEC and PCS rotating sea/shore within the HM submarines NEC. All HM Submarine IDC requests must be approved by N132D and PERS-403. This is considered to remove an individual from serving in submarines on a career basis. An individual who elects to remain on non-submarine duty will be assigned submarine Designator 5 (SQ). This entitles an individual to continue to wear the Enlisted Submarine Warfare Breast Insignia, but he is no longer entitled to CONSUBPAY and is not to be assigned to submarine duty without PERS-403 approval, and for HM Submarine IDC's, N132D.

5.06 PERFORMANCE MONITORING TEAM (PMT).

Performance Monitoring Teams (PMTs), formerly Ship System Maintenance Monitoring Support (SSMS) Detachments, were established in the early 1970's to assist in the 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 Performance Monitoring Teams. PMTs are located at all submarine homeports.

5.061 BILLET AVAILABILITY. Figure 5A provides a matrix of PMT support billets.

5.062 TOUR LENGTH. Non-nuclear personnel: Due to technical expertise and close contact with civilian technical engineers, the PMT tours for non-nuclear personnel will be 36 months. For sea/shore duty determination, the tour will be the same as the corresponding submarine staff. Nuclear personnel: Nuclear trained personnel will be assigned to a 36 month PMT tour in CONUS to count as shore duty for rotation. Upon completion, they will be reassigned to an operational nuclear powered ship for the prescribed sea tour.

5.063 ELIGIBILITY REQUIREMENTS. Personnel requesting assignment to PMT Detachments must be eligible for the type duty of the location requested. Nuclear trained personnel must complete a minimum of 48 months at sea in an operational billet prior to assignment. Due to the nature of the evaluation and data collection procedures used in the PMT Detachments, personnel in pay grades below those of Article 5.061 will not normally be assigned to PMT Detachments.

All personnel requesting assignment to PMT Detachments should be of high professional quality and adept at communicating effectively with both civilian and military personnel. COMNAVPERSCOM (PERS-403) will screen each volunteer prior to assignment.

5.064 SUBMISSION OF REQUESTS. Requests should be submitted utilizing an Enlisted Personnel Action Request (NAVPERS 1306/7) approximately nine months prior to member's projected rotation date to the member's respective detailer. In conjunction with the 1306/7, the applicant should arrange an interview with an OIC of a PMT whenever possible.

5.07 ASSIGNMENT AS CHIEF OF THE BOAT.

The COB is assigned by billet, identified by Navy Enlisted Classification Code (NEC) 9579 as described in the Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards - Section II - Navy Enlisted Classifications, NAVPERS 18068. 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.

5.071 ELIGIBILITY. The assets to fill the COB billet are those personnel who hold the secondary NEC 9579. To be eligible for this NEC, submarine personnel must be E-9, E-8 or an E-8 selectee. For nuclear trained personnel to actually be assigned to a COB billet the individual must be an E-9 or if an E-8, must be eligible for transfer to the Fleet Reserve. Those nuclear-trained personnel who are assigned as COB will not be assigned duties in connection with the supervision, operation, maintenance, or training in nuclear propulsion plants. They will concurrently be assigned a primary NEC of 3359.

In the case of Strategic Weapons System (SWS) personnel assigned as COB, they will concurrently be assigned the primary NEC 3349.

- Commanders/Commanding Officers are responsible for identifying outstanding individuals who have demonstrated excellence in leadership and managerial qualities for assignment of the COB NEC (9579). Upon initial selection of an eligible candidate, Commanders/Commanding Officer will submit a Navy Enlisted Classification Code Change Recommendation (NAVPERS 1221/1), via the parent Submarine Group/Squadron Commander, to COMNAVPERSCOM (PERS-403E), copy to COMSUBLANT (00A), COMSUBPAC (003) (as appropriate) and EPMAC (Code 42), recommending assignment of a secondary NEC of 9579. For shore based activities the NAVPERS 1221/1 should be submitted via the Submarine Group/Squadron Commander who is geographically located nearest the individual's current command.
- The justification required in Block 7 of the NAVPERS 1221/1 is the Commanding Officer's recommendation of suitability which verifies the member meets the selection requirements as outlined in Chapter 9, Section 9.34 and section C of OPNAVINST 1306. for assignment as Command Master Chief. A statement must be made that a page 13 entry has been executed stating that the individual is a volunteer for assignment as COB in accordance with the needs of the service.
- The Submarine Group/Squadron Commander will form an interview/screening board which should include the Command Master Chief and two currently serving COBs. This board will conduct the required interviews/screening and forward a recommendation for the Submarine Group/Squadron Commander's recommendation and comments. The Group/Squadron will subsequently forward the endorsed NAVPERS 1221/1 to COMNAVPERSCOM (PERS-403E).
- COMNAVPERSCOM (PERS-403E) will formally screen each recommendation and NAVPERS 1221/1 by reviewing the individual's service record, the Enlisted Master File and Navy Central Registry to certify the individual meets all of the qualifications listed in Section C of OPNAVINST 1306.2A.
- Upon assignment as a COB, Sections E, F, G, and I of OPNAVINST 1306.2A apply.
- Once assigned the NEC 9579 an individual is eligible for assignment to a COB billet according to the needs of the service. Assignment to a COB billet is not assured.

5.072 PROJECTED LOSS OF CHIEF OF THE BOAT. Since COB reliefs are programmed approximately six to nine months in advance, it is essential that COMNAVPERSCOM (Pers-403E) 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.

- If the incumbent COB desires to extend his PRD onboard, he must submit a NAVPERS 1306/7 with the command's endorsement, to COMNAVPERSCOM via the appropriate chain of command or;
- If an early relief from COMNAVPERSCOM assets is desired/required, a message or letter must be submitted in accordance with article 3.063 of this manual. Ensure desired reporting date is included.

Extensions of COB tours require Type Commander's approval.

Fleet-up to COB from onboard assets will not be approved. Should and the unplanned loss of the incumbent COB necessitate a temporary fleet-up of an onboard asset while a permanent replacement is being located, approval of the Type Commander is required.

Whichever procedure is elected, prompt correspondence with COMNAVPERSCOM (Pers-403E) is essential to facilitate an orderly and timely relief.

5.073 REMOVAL OF COB DESIGNATION NEC 9579. In the event it becomes necessary to disqualify an individual from further duty as a COB either for administrative or other reasons, the Commanding Officer shall submit a NAVPERS 1221/1, recommending removal of NEC 9579, to COMNAVPERSCOM (Pers-403E) via the parent Submarine Group/Squadron Commander and Type Commander together with justification to support the NEC removal. In the event the NEC removal is derogatory in nature, the individual will be afforded an opportunity to make a statement in his own behalf. This statement will be appended to the NAVPERS 1221/1. In lieu thereof, the individual may signify his acknowledgment in Block 7 of the NAVPERS 1221/1. Removal of a serving COB's NEC requires submission of a Detachment For Cause request in accordance with MILPERSMAN 1616-010.

5.08 GENERAL INFORMATION FOR SUBMARINES UNDERGOING NEW CONSTRUCTION, OVERHAUL/DEPOT MODERNIZATION PROGRAM/CONVERSION OR DEACTIVATION OR DECOMMISSIONING.

Commanding Officers and Executive Officers of new construction, overhaul/DMP/conversion or deactivation/decommissioning units should review this section for specific requirements and review the following references:

- Member's travel and/or Per Diem - JFTR, Volume 1, Chapters 4 & 5.
- Family member travel - JFTR, Volume 1, Chapter 5, Part C.
- Transportation of household goods - JFTR, Volume 1, Chapter 5, Part D.
- Dislocation allowance - JFTR, Volume 1, Chapter 5, Part G.
- Trailer allowance - JFTR, Volume 1, Chapter 5, Part F.
- Family Separation Allowance - DOD Pay Entitlement Manual, Part 3.
- Manning Requirements - COMSUBLANT/COMSUBPACINST 1306.1
- Homeport Change Requirements - OPNAVINST 3111.14

Personnel will be ordered to crews of nuclear powered submarines under construction and to SSBN's undergoing overhaul in two or more discrete increments. In addition, certain members of crews of submarines under construction or overhaul should be stabilized, so that the submarine commences the construction or overhaul with an adequate number of personnel 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 overhaul period. Those members who are stabilized will commence rotation off the ship in accordance with the following schedule:

- SSN new construction; in the 12 months after commissioning.
- SSBN Trident new construction; in the 18 months after commissioning.
- SSN overhaul; in the 12 months after overhaul completion.
- SSBN (All) overhaul; in the 13 months after overhaul completion.

5.0801 PROCEDURES FOR NEW CONSTRUCTION SUBMARINES. COMNAVPERSCOM 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 EPMAC at commissioning. Thereafter, manning requirements will be handled in the normal fashion by the designated Manning Control Authority (MCA). Enlisted manning requirements for new construction submarines will be filled by volunteers and other eligible personnel who become available for assignment from sea/shore activities in the appropriate time frame.

When these sources are exhausted, the gaining MCA will be required to nominate additional personnel from the MCA's assets to complete the manning. COMNAVPERSCOM (PERS-403) will issue a modified Personnel Deficiency Report to EPMAC, with a copy to the gaining MCA, TYCOM and present ISIC.

5.0802 PROCEDURES FOR MANNING NEW CONSTRUCTION SUBMARINES. All rated personnel and designated SN/FN volunteers or nominees for assignment to new construction submarines will be screened in accordance with Article 5.0899 and approved by COMNAVPERSCOM (PERS-403) prior to issuance of orders. EPMAC will ascertain eligibility and issue assignment directives for non-designated SN/FN. To provide for efficient utilization of critical, highly trained and skilled manpower, COMNAVPERSCOM will ensure that members do not arrive at the submarines significantly earlier than when they can be effectively utilized. The status of the submarines will be monitored by COMNAVPERSCOM, and manning directives will be modified as dictated by changes in the construction schedule. To provide timely manning for submarines, COMNAVPERSCOM (PERS-403) will issue manning directives to EPMAC in accordance with the schedule as follows:

- COMNAVPERSCOM will issue manning directives for new construction submarines to the MCA and EPMAC 12 months prior to first increment manning date.
- Nine months prior to reporting date for each increment, EPMAC will ensure manning requirements reflect in the personnel requisition.
- Six months prior to the reporting date for each increment, COMNAVPERSCOM (PERS-403) will identify all personnel who have been approved for assignment. Should COMNAVPERSCOM (PERS-403) exhaust all options to identify qualified personnel to meet requirements, EPMAC will be tasked to initiate action to obtain additional qualified personnel to fill remaining requirements.
- Four months prior to the reporting date for each increment, COMNAVPERSCOM will issue assignment directives for personnel who have been approved for assignment utilizing requisition numbers from the personnel requisition. Thereafter, assignment directives will be issued as additional personnel are identified. At such time as the manning of the Precommissioning Unit has been completed, and in conjunction with

the commissioning of the submarine, COMNAVPERSCOM will notify EPMAC, and the Manning Control Authority will be shifted to the respective fleet commander effective upon the date of commissioning.

5.0803 ENGINEERING DEPARTMENT. 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. The reporting date for these personnel is keyed to propulsion plant construction events. The remaining nuclear propulsion plant operators will report at a later increment date.

5.0804 PERSONNEL APPROACHING FLEET RESERVE ELIGIBILITY. Personnel 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 entry and forward a copy with their request for this duty.

DATE: "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: J. DOE
LCDR, USN, Personnel Officer

5.0805 ESTABLISHING OR ADJUSTING PRDs. While every command should establish a comprehensive PRD Management Plan, the following guidelines are provided:

- New Construction Submarines: Personnel will be ordered to crews of nuclear powered submarines under construction with the complete understanding that they will be required to remain aboard for the following:
 - SSN New Construction: 12 months after commissioning.
 - SSBN New Construction: 18 months after commissioning.
- Overhaul/Depot Modernization Program (DMP)/Conversion Submarines. Those men ordered to a submarine undergoing overhaul, DMP or conversion will normally be assigned for at least 24 months. Projected rotation dates 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. Since a submarine may be delayed in construction or completing a shipyard period, Commanding Officers 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.

As discussed further in this article, the Commanding Officer will submit a letter to COMNAVPERSCOM (PERS-403) in which he will include as an enclosure a Personnel Manning Status which will recommend PRDs for all enlisted personnel attached to his unit. The forwarding cover letter should contain the "in service" date.

5.086 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 personnel must complete at least 12 months in an operational nuclear billet prior to being ordered to new construction duty. Members who are sea experienced should have qualified for those watch stations which are commensurate with their rate and NEC. In addition to meeting the minimum requirements for new construction set forth in Article 5.0809, nominations will be reviewed in light of the billet for which recommended and the records of members already accepted for that billet. Normally, members awaiting STAR or other reenlistment benefits will not receive that benefit until at least 12 months after commissioning (18 months for SSBN's). OBLISERV requirements associated with a particular benefit must still be met when the individual ultimately resubmits a request for the benefit that was previously guaranteed as a reenlistment incentive. Commanding Officers are requested to furnish COMNAVPERSCOM the following information with respect to each nominee:

- Extent of watch qualifications attained.
- Certified copies of the last two Enlisted Performance Evaluation Reports (NAVPERS 1616/24).
- Whether STAR or other reenlistment benefit is pending and whether candidate is willing to defer it, if applicable.

5.087 SUBMISSION OF REQUESTS FROM NON-NUCLEAR TRAINED MEMBERS FOR ASSIGNMENT TO NEW CONSTRUCTION SUBMARINES. Petty Officers and designated strikers who meet the qualifications of Article 5.0809 may submit their requests (NAVPERS 1306/7) to COMNAVPERSCOM. Requests from non-designated (SN/FN) personnel shall be forwarded to EPMAC via the Commanding Officer. 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 Article 5.08 whichever is longer. When extensions are executed, insert the following in the reason block of the Agreement to Extend Enlistment (NAVPERS 1070/621): NEW CONSTRUCTION MANNING".

Previous Assignment Benefits. Members awaiting STAR and/or reenlistment assignment benefits must indicate in writing that 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). 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 and/or other reenlistment incentive.

Commanding Officer's Endorsement. In the Commanding Officer's comments and recommendations section, (NAVPERS 1306/7), the Commanding Officer shall provide complete information on the items listed below plus any other relevant comments desired:

- Security clearance.
- Special training (service schools attended and completion dates of each).
- Extent of watch qualifications attained.

5.088 TRAINING ENROUTE TO NEW CONSTRUCTION CREWS. The enroute training requirements for personnel assigned to the precommissioning crew of a submarine completing construction are classified in the following distinct

categories:

- 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 (OPNAV Form 1000/2).
- Factory Training: Courses of instruction on the 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. Personnel will only receive this training enroute if class convening dates are available prior to increment manning dates.
- 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, PQS and human resources management.
- Non-NEC Producing Maintenance, Operator, and Team Training: Courses of instruction on the 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.

To insure effective management of PCS (MPN), TEMDUINS (training less than 20 weeks), and per diem funds (O&MN), the following pertains to the assignment of personnel to the enroute training pipeline.

- COMNAVPERSCOM 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 individuals, some civilian factory training class convening dates are not available prior to established increment manning dates. Rather than gap those billets, PERS-403 will directly transfer the member to the new construction submarine, and the member will attend that training on a TAD basis. Precom units should closely monitor and liaison with their TYCOM and ISIC to ensure those members receive training as soon as practical.
- COMNAVPERSCOM will not normally include non-NEC producing maintenance, operator and team training TEMDUINS assignments in PCS orders. It is assumed that this training will be accomplished on a TAD basis (funded by appropriate TYCOM or Warfare Sponsor) after the individual's arrival at his/her permanent duty station. However, in the case of submarines completing construction, non-NEC producing operator and maintenance training may be provided for personnel assigned to precommissioning crews on an individual case basis. This will be done if it can be reasonably determined that the individual concerned has not previously had this training or received on the job instruction in these systems.

5.089 QUALIFICATIONS TO BE MET PRIOR TO TRANSFER TO NEW CONSTRUCTION. 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 NJP and no civil violation other than minor traffic offenses for the previous 12 months. In addition, the following minimum requirements must be met:

- No indebtedness problem of a serious or chronic nature (i.e. the receipt of more than one letter regarding a delinquent account).
- No history of instability or serious health problems of a probable recurrent nature during the past 12 months.

- Members E-7 through E-9: For submarine and/or nuclear trained members, no evaluation mark below 3.8 on NAVPERS 1616/24 in any category for the past 12 months.
- Members E-5/E-6: No mark below 3.6 in any category on NAVPERS 1616/24 for the past 12 months.
- Members E-4: No marks below 3.4 on NAVPERS 1616/24 for the past 12 months.
- For non-rated members, no mark below 3.2 on NAVPERS 1616/24.

NOTE: For members who have received significant training enroute 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.

Commanding Officers shall notify COMNAVPERSCOM (PERS 403), within 10 days of receipt of the assignment directive, if the member does not desire to acquire OBLISERV for such assignment. OBLISERV applies to all members and to those career personnel with over 17 years active service (Article 5.0804 refers to the latter).

If a member fails to meet any of the above minimum requirements, Commanding Officers shall notify the appropriate Assignment Control Authority (ACA) (COMNAVPERSCOM/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. A waiver of disqualifying criteria may be requested from the appropriate ACA if recommended by the Commanding Officer. In other cases where critical skill areas are involved, the ACA may waive disqualifying criteria.

5.0810 PROCEDURES FOR SPLITTING NEW CONSTRUCTION SSBN CREWS. The following procedures will be followed in determining the split of the new construction crew members for assignment of either BLUE or GOLD crews upon commissioning of the submarine. 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.

Six months prior to scheduled commissioning of an SSBN, both Commanding Officers will ensure the following is received by COMNAVPERSCOM (PERS-403).

- Submit an SSBN manning letter in the format contained in Figure 5B for both BLUE and GOLD crews. This letter must be forwarded via the SUBGRU Commander and EPMAC, with a copy to the parent TYCOM. A PRD will be recommended for each member assigned. Equitable distribution of individuals between both crews by paygrades and experience shall be considered. Three principal assignment constraints should be observed in the recommendation of PRDs:
 - Personnel must have completed a minimum 24 month activity tour.
 - PRDs must conform to the patrol schedule (PRD month in which the 15th day subsequent to exchange of command date falls).
 - 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.

PCS orders will be issued by PERS-403 for every enlisted member assigned prior to commissioning of the SSBN. Trident submarines will not move service members and families from new construction location to established homeport on "Homeport Change Certificates".

5.0811 PROCEDURES FOR NEW CONSTRUCTION SSN CREWS. The following action will be completed by the Commanding Officers of new construction SSNs.

- Six months prior to the scheduled commissioning of an SSN, the Commanding Officer will ensure the SSN manning letter (in the format of Figure 5B) is forwarded to COMNAVPERSCOM (PERS-403) via the parent ISIC and EPMAC. The ISIC should ensure a copy is forwarded to the parent SUBGRU and TYCOM at that time. A PRD will be recommended for each member assigned utilizing the following three principal assignment constraints:

- Personnel must have completed a minimum of 24 months.

- PRDs should support the ship's schedule as known at that time.

- 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.

- Two months prior to the scheduled commissioning of the SSN:

- COMNAVPERSCOM 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.

- Crew members and their families will be authorized to move to the newly established homeport per OPNAVINST 3111.14.

5.0814 SPECIAL PROCEDURES FOR SSN OVERHAULS/DMP. To the maximum extent possible, personnel selected for assignment to an SSN OVHL/DMP should have sufficient OBLISERV to complete the shipyard period plus 12 months thereafter. The Commanding Officer of the OVHL/DMP period should plan to rotate some personnel during the shipyard period to avoid high personnel turnover at the completion of the OVHL/DMP. Personnel 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 individuals are unwilling to accept such a delay.

- Fifteen months prior to the DMP or thirteen months prior to the overhaul commencement date:

- TYCOM should request those additional augment billets be assigned to the unit by the MCA.

- EPMAC should ensure the necessary requisitions are in place to reflect the detailer's nine-month requisitions.

- Six months prior to the OVHL/DMP commencement date:

- SSN Commanding Officer must ensure a letter recommending OVHL/DMP crew makeup is received at COMNAVPERSCOM (PERS-403) via parent SUBGRU Commander and EPMAC with a copy to the parent TYCOM. Use Figure 5B as an enclosure to this letter that will list every

billet including the additional OVHL/DMP augment billets listed in COMSUBLANT/COMSUBPACINST 1306.1.

- 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 EAOS or permit completion of 24 months for those personnel upon their reassignment.
- COMNAVPERSCOM (PERS-403) (EPMAC for non-designated SN/FN) will reply to this letter indicating those personnel who will remain aboard for OVHL/DMP and will adjust recommended PRDs as appropriate.
- Augment personnel shall be ordered to report six months prior to commencement for SSN overhaul or four months prior to commencement of DMP. The overhaul/DMP Executive Officer should maintain liaison with COMNAVPERSCOM (PERS-403) Overhaul/DMP Coordinator, to ensure augment personnel are identified.

5.0815 PROCEDURES FOR SSBN DEACTIVATION/DECOMMISSIONING. The decommissioning (DECOM) crew of an SSBN is comprised of selected personnel from the pre-DECOM BLUE and GOLD crews. To the maximum extent possible, personnel selected for assignment to a DECOM should have sufficient OBLISERV to complete the period of the DECOM. The personnel 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 individuals are unwilling to accept such a delay.

- Twelve months prior to DECOM commencement date:
- Ten months prior to DECOM commencement date:
 - EPMAC should ensure the necessary requisitions are in place to reflect in the detailers nine month requisition.
- Six months prior to DECOM commencement date:
 - SSBN Commanding Officers must ensure a joint letter recommending DECOM crew makeup is received at COMNAVPERSCOM (PERS-403) via parent SUBGRU Command and EPMAC with a copy to parent TYCOM. Use Figure 5B as an enclosure to this letter to list every billet on the most recent BLUE crew EDVR whether or not personnel can be identified from either crew.
 - 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 personnel upon their reassignment.
 - COMNAVPERSCOM (PERS-403) (EPMAC for non-designated SN/FN) will reply to this letter indicating those personnel who will remain aboard for DECOM and will adjust PRDs as appropriate.

5.0816 SPECIAL PROCEDURES FOR SSN DEACTIVATION/DECOMMISSIONING. To the maximum extent possible personnel selected for assignment to an SSN decommissioning (DECOM) should have sufficient OBLISERV to complete the

shipyard period. Personnel 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 individuals are unwilling to accept such a delay.

- Twelve months prior to the DECOM commencement date:
- Ten months prior to the DECOM commencement date:
 - EPMAC should ensure the necessary requisitions are in place to reflect in the detailers nine month requisition.
- Six months prior to the DECOM commencement date:
 - SSN Commanding Officers must ensure a letter recommending DECOM crew makeup is received at COMNAVPERSCOM (PERS-403) via parent SUBGRU Commander and EPMAC with a copy to the parent TYCOM. Use Figure 5B as an enclosure to this letter to list every billet.
 - 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 personnel upon their reassignment.
- COMNAVPERSCOM (PERS-403) (EPMAC for non-designated SN/FN) will reply to this letter indicating those personnel who will remain aboard for DECOM and will adjust PRDs as appropriate.

5.09 SPECIAL PROCEDURES FOR ASSIGNMENT OF SSBN PERSONNEL. National priorities accorded the fleet ballistic missile strategic weapons system and the nuclear power program dictate an exceptional degree of combat readiness. 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. To ensure the stability necessary to maintain that balance, special procedures for crew rotation have been established.

5.091 SSBN AND SSN TOUR ADJUSTMENTS. Unanticipated losses caused by illness, disqualification, humanitarian reassignment, etc., may necessitate extending PRD's of remaining personnel in the same rating or technical experience level to maintain manning stability. Requests for changes to PRD's should be submitted to COMNAVPERSCOM in accordance with Article 3.06. All requests for PRD extensions shall indicate whether the member is a volunteer/non-volunteer and whether the member has a STAR/SCORE benefit pending.

When sufficient qualified/sea experienced volunteers are not available to fill certain high priority shore duty and/or new construction requirements in the case of nuclear trained and Trident/Poseidon personnel, COMNAVPERSCOM will order personnel from nuclear submarine crews at PRD as necessary to fill these billets.

5.092 ACTION BY THE SSBN COMMANDING OFFICER. Personnel who, upon completion of a deterrent patrol, have insufficient OBLISERV to complete the subsequent patrol must be identified. (Insufficient OBLISERV applies to those cases wherein an individual's EAOS is earlier than 5 days subsequent to the post-patrol exchange of command date). In order to improve the number of days they are assigned to operational units in the billet for which they are trained, the procedure described below is to be followed.

5.093 SSBN COMMANDING OFFICER'S REVIEW OF NON-CAREER DESIGNATED PERSONNEL. During on crew period A, SSBN Commanding Officers review non-career designated personnel whose EAOS occurs more than 90 days after period C and who have insufficient OBLISERV to complete period E (see bar graph below for identification of periods A through E).

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
ON CREW	OFF CREW	ON CREW	OFF CREW	ON CREW
REVIEW/COUNSEL	NOMINATE		TRANSFER	

The following sequence of events should take place:

- During on crew period A, members are identified who do not have sufficient active obligated service to complete on crew period E.
- Members who decline to obligate 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.
- Members will complete on crew period C and within 15 days of return to homeport be transferred by COMNAVPERSCOM. Every effort will be made to assign these members to another submarine in the same homeport.
- When the SSBN is establishing it's PRD management plan the following rule will be adhered to: if the SSBN crew returns from patrol between the period of 1st through the 15th of a month the member's PRD will be established as the same month of return from patrol. If the SSBN crew returns from patrol after the 15th of the month, the member's PRD will be established for the following month.

Commanding Officers must submit a PRD change request for all personnel identified by the review or request authority from COMNAVPERSCOM to unconditionally extend a member for a period of less than 24 months in accordance with MILPERSMAN 1160-040. All applicable personnel shall be informed of the policy and, after approval of the PRD change request or the unconditional extension by COMNAVPERSCOM, be required to extend their enlistments to coincide with their newly established PRD or for the period of the authorized unconditional extension, as applicable. Extensions can be executed by actual extension (NAVPERS 1070/621) or NAVPERS 1070/613 Administrative Remarks entry. Such extensions will not be beyond the month in which the fifteenth day after change of command falls.

5.094 SSBN POST PATROL PERSONNEL PLANNING MESSAGE/REPORT. Upon completion of the above review and at the beginning of period B, the Commanding Officer will submit a SSBN Patrol Personnel Planning Message or Report, as contained in Figure 5F or 5G to support personnel manning for period E as shown in the above article.

5.10 PROCESSING OF PERSONNEL DISQUALIFIED FROM SUBMARINE DUTY.

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. However, it must be recognized that disqualification for duty in submarines is an administrative procedure invoked to preclude reassignment of an individual to another submarine command. 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. It is recognized that there are a few situations where an individual is unable to meet the physical standards for submarine duty through no fault or lack of diligence on his part. In these few cases, disqualification is an appropriate course of action by itself. Disqualification for duty in submarines shall not be used as a substitute for required disciplinary and/or administrative action and particular care shall be exercised to ensure that disqualification is not used to effect the transfer of personnel to other duty when they do not clearly meet the established high standards for continued Naval service.

CATEGORIES AND REASONS:

Categories. There are two categories of disqualification for duty in submarines, one of which must be cited in every disqualification recommendation:

- Disqualified Category. Personnel removed from submarine duty in the disqualified category are not normally eligible for return to submarine duty at any future date.

- Reasons:

-- Inability to qualify or failure from a training pipeline leading to assignment to submarine duty.

-- Inability to requalify (SS) personnel only.

-- As a result of disciplinary and/or administrative action resulting in (list one): Disqualification prior to separation, discharge detachment for cause, unauthorized absence in excess of 30 days, classification as a conscientious objector, or homosexuality, a change in rating, NEC removal, security clearance, substantiated Family Advocacy Sexual Abuse Case, ineligibility for the Personnel Reliability Program (PRP) when such action precludes further service in submarines, or other such disqualifying action (specify).

-- Unreliability due to drug/alcohol abuse.

-- Stress reaction, emotional instability or suicide attempts/gestures.

-- Environmental unadaptability (including claustrophobia):

NOTE: DISQUALIFICATION FOR STRESS REACTIONS, EMOTIONAL INSTABILITY, SUICIDE ATTEMPTS/GESTURES OR FOR ENVIRONMENTAL UNADAPTABILITY MUST INCLUDE PSYCHIATRIC/PSYCHOLOGICAL CONSULTATION

- Physically Not Qualified. Personnel found not physically qualified may reapply for return to submarine duty when they again meet the physical requirements set forth in MANMED, Article 15. Requests for reinstatement must be submitted via the chain of command and Bureau of Medicine (BUMED 21) to COMNAVPERSCOM (PERS-403).

- Reasons:

-- Failure to meet the physical requirements for submarine duty contained in MANMED, Article 15. For administrative purposes, physical disqualification will be limited to personnel with a duly diagnosed medical condition such as an ulcer, lung disorder,

neurosis, etc., organic brain syndrome may also be used for physical disqualification.

- All too often the medical problem which renders an individual not physically qualified for submarine duty also renders the individual not physically qualified for all duties of his 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.
- Waivers: 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 individual's condition, the risk it places on his continued health and safe reliable submarine operations.
- Waiver Submissions: Waiver requests should be submitted to COMNAVPERSCOM (PERS-403) via BUMED (Code-21). For personnel assigned to submarine duty, submit waiver request via ISIC, TYCOM, and BUMED (Code-21).
- Questionable Cases. When the category or reason to be cited in a disqualification recommendation cannot be determined, guidance should be requested from COMNAVPERSCOM (PERS-403).

DISQUALIFICATION AUTHORITIES. COMNAVPERSCOM and COMSUBLANT/COMSUBPAC are the ultimate authorities for submarine disqualification. Submarine commanders will act only on the cases of those personnel who are under their administrative or operational command. COMNAVPERSCOM (Pers-403) will act on all other cases such as personnel in transit, in school commands not under the Force Commander's control or in non-submarine shore commands for duty. Except for disqualification involving physical disqualification or disqualification of submarine qualified personnel 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:

- Submarine group/squadron commanders - Disqualification authority may be delegated in writing to the Chief of Staff/Chief Staff Officer.
- Submarine Base COs.
- COMSUBLANT Deputy Chief of Staff Personnel Readiness.
- COMSUBPAC ACOS for Personnel and Training.

COMNAVPERSCOM (Pers-403) and COMSUBLANT/COMSUBPAC, as the disqualification authority, will review each disqualification action and retain the prerogative to direct final action and also to disqualify individuals in either disqualification category.

In an effort to minimize delays in the processing of submarine disqualification cases, COMNAVPERSCOM (Pers-403) has been designated the COMNAVPERSCOM point of contact for these matters. All message traffic to COMNAVPERSCOM concerning disqualification matters should be sent to COMNAVPERSCOM (Pers-403F), who will monitor timely completion of actions. As the procedures for removal of security clearances and eligibility for Personnel Reliability Program (PRP) require written acknowledgments from the service member, correspondence concerning these matters should be addressed to

Chief of Naval Personnel (Pers-81), for security clearance issues per OPNAVINST 5510.1 and Chief of Naval Operations (OP-09N) for PRP issues per OPNAVINST 5510.162.

5.101 ASSIGNMENT OF DESIGNATOR 8 (SP). All personnel disqualified from submarine duty, will normally be assigned to a submarine support command for a 2 tour or to complete Prescribed Sea Tour (PST) or Normal Shore Tour (NST), whichever is longer. Additionally, submarine Designator 8 (controlled by Pers-403) will be assigned. Nuclear trained personnel found physically disqualified from submarine duty but remain qualified for the nuclear field will be assigned to surface nuclear duty.

Personnel that 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. Assignment to submarine support can only be made to a valid billet, and normally in the same geographic area. If forced rating conversion is not required, personnel will retain their submarine source rating and, if applicable, NEC(s). If there is no valid submarine support billet available, or the cognizant surface detailee has a valid billet which can be filled by an individual, the submarine detailee must receive approval from the Manning Control Authority (MCA) via EPMAC to assign a submarine disqualified individual directly to duty in the surface fleet. If authorization is granted by the MCA, the submarine designator 8 will be removed.

Personnel assigned to a submarine support billet will be assigned a 2 year PRD. At the completion of the 2 year submarine support tour the following options are available:

- Retain Designator 8 and continued assignment to submarine support duty.
- 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 he must submit a NAVPERS 1306/7 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 a NAVPERS 1221/1 per NAVPERS 18068 Section II for NEC removal if NECs are submarine related.
- Request reinstatement to submarine duty, as explained in Article 5.107 of this manual.
- In cases where personnel are being administratively separated, a submarine disqualification package will be utilized and forwarded to Pers-403F prior to separation.
- For all personnel not under the 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 Pers-403 in the format of FIGURE 5D.

5.102 CORRESPONDENCE. All correspondence to COMNAVPERSCOM (Pers-403) or the Nuclear Power Program Manager, N133, relating to submarine disqualification (and associated NEC removals or rating change) of enlisted personnel shall be addressed to COMNAVPERSCOM (Pers-403F). To speed processing of disqualification cases, message notification of each case must be sent to COMNAVPERSCOM as soon as the decision to disqualify has been finalized. FIGURE 5C provides the format for this message. COMNAVPERSCOM (Pers-403F)

will act as the COMNAVPERSCOM point of contact for all submarine disqualification matters. Correspondence (or copies thereof) to activities external to COMNAVPERSCOM shall continue to be sent as per applicable instructions. Pers-403F will be notified of all submarine disqualifications.

This is a critical tool for the management of the submarine enlisted community. All messages or letters for final submarine disqualification must be sent "info" or "copy to" to Pers-403F.

Submission of Disqualification Recommendations:

5.103 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 COMNAVPERSCOM (Pers-403F) as soon as disqualification action has been approved.

In order that the individual's previous training, experience and needs of the Navy can be best matched, choices should normally be made in accordance with the guidance in FIGURE 5D. Recommendations from the CO are encouraged in addition to the choices submitted by the individual. It is strongly recommended that choices submitted by the individual be realistic in that personnel 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. If none of the choices made by the individual are feasible, a rating selection will be made by COMNAVPERSCOM in accordance with the needs of the Navy and the recommendations submitted by the CO. Note that with few exceptions disqualified personnel are assigned to a submarine support billet and rating conversion must be consistent with those ratings normally assigned to such billets.

- Rate changes should not be submitted until the following actions have been completed (as applicable):
 - Permanently PRP decertified.
 - Security clearance removed/revoked.
 - Submarine disqualification package received by PERS-403F.
- Rate change submission should not be included in an availability report.

5.104 AVAILABILITIES. Personnel being disqualified shall be made available as follows:

- Availabilities should not be submitted until the submarine disqualification package has been forwarded to Pers-403F.
- Non-submarine Designated E-3 and below. Should be made available to EPMAC, in accordance with Chapter 18, as soon as the disqualification is finalized and the individual is available for transfer.
- Submarine Designated E-3 and above. All availability correspondence (message, navgram, etc.) shall be in accordance with Chapter 18 and addressed to COMNAVPERSCOM (Pers-403F) using class DG avail code. Any other submissions may cause further delay in the transfer of disqualified personnel. Upon receipt of availability, Pers-403F will ensure the following administrative actions have been completed prior to entering the availability:

- Receipt of Submarine Disqualification Package.
- Removal of Submarine Enlisted Designator.
- NEC Removal/Change, if applicable.
- Rate Conversion, if applicable.
- Assignment of Designator 8(SP), if applicable, (assigned by PERS-403).

5.105 STRIKER IDENTIFICATION REMOVAL. There is no requirement to convert disqualified E-3 submarine personnel to another rating if they are designated strikers. Striker designator removal may be required for submarine specific ratings. Approval must be obtained from PERS-815 for striker designator removal.

5.106 PERSONNEL RELIABILITY PROGRAM (PRP)/SECURITY CLEARANCE/NEC REMOVAL. Removal of an individual from the PRP or revocation of his security clearance can significantly decrease his ability to function at a subsequent duty station or in another rating. Therefore the 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.

- Submarine disqualification by reason of NEC removal will require approval of NAVPERS 1221/1 by EPMAC via PERS-403, and/or N132D for HM Submarine IDC's prior to processing for submarine disqualification. Nuclear NEC removal will require approval by N133D prior to submarine disqualification.
- In cases where personnel 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 Pers-403F.

5.107 PROCEDURES FOR REQUESTING REINSTATEMENT TO SUBMARINE DUTY. Personnel previously assigned the submarine designator (SS)/(SU) may request reinstatement to submarine duty. Requests for reinstatement to submarine duty must be submitted within five years from the date of disqualification. COMNAVPERSCOM (Pers-403) is the submarine reinstatement authority in all cases and will assign the (SS)/(SU) submarine designator, as appropriate. HM Submarine IDC's must request reinstatement from PERS-403, via N132D, and "clinically" recertify prior to "refresher training" to be eligible for PCS orders to a submarine and reinstatement. If approved, the submarine designator will be assigned the date the reinstatement approval letter is signed for personnel who were medically disqualified. For all others, the submarine designator will be assigned upon reporting on board an operational submarine for duty.

- Reinstatement for "Physically not Qualified" personnel:
 - Personnel who were physically disqualified may request reinstatement if the medical problem no longer exists, or has remained asymptomatic for a minimum of two 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:

- Submit a NAVPERS 1306/7 requesting reinstatement of the (SS)/(SU) designator and waiver of physical standards for submarine duty to Pers-403F via local chain of command, and BUMED (Code 21). As Enclosure (1) include all applicable medical documentation and a current submarine physical as required by MANMED Article 15-69.
- Reinstatement for Alcohol Abuse:
 - Personnel disqualified by reason of alcohol abuse in accordance with this manual may be considered for return to duty in submarines after fulfilling the provisions of OPNAVINST 5355.3.
 - A request for reinstatement to submarine duty after disqualification for alcohol abuse must be submitted strictly in accordance with OPNAVINST 5355.3 using the format of FIGURE 5E.
 - 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.
- Reinstatement for all others (demonstrated unreliability, security clearance removal, etc.).
 - Submit a NAVPERS 1306/7 requesting reinstatement of the (SS)/(SU) designator and provide a statement concerning the reason for disqualification. Personnel will include a copy of a current (within 6 months) submarine physical and copies of their last three performance evaluations as enclosures.

5.108 PRE-SERVICE DRUG ABUSE WAIVERS FOR PREVIOUSLY UNDISCLOSED/UNDOCUMENTED USAGE. 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 Pers-403F info to the ISIC and TYCOM (directly to Pers-403F for those personnel not assigned under a submarine TYCOM). A waiver will be considered only for experimental use of marijuana. A signed statement from the member defining the extent of usage is required.

5.109 LIMITED WAIVER OF THE PHYSICAL STANDARDS FOR SUBMARINE DUTY. Senior enlisted personnel (generally construed to mean senior E7 and above), found not physically qualified for submarine duty may be granted a limited waiver of the physical standards for submarine duty. This limited medical waiver will be granted by Pers-403, only on the advice of BUMED (Code 21), on a case-by-case basis, in order that the individual will be able to ride a submarine for short periods of time (i.e., sea trials, weekly operations).

Personnel will be considered for a limited waiver only if recommended by the cognizant squadron or group commander, type commander and BUMED (Code 21), and only if a valid need for his services exists. The individual, if approved, shall not be assigned to submarine duty, will be assigned submarine Designator 8(SP) and shall not be eligible for CONSUBPAY. The limited medical waiver will be granted by letter to the member's parent command.

If granted a limited medical waiver, the individual must notify the staff, to which he/she is assigned, of his/her medical status and the staff shall be responsible for ensuring that the member is physically able to ride a submarine on a limited basis. A verification of his/her medical condition

must be made by a submarine medical officer at least annually.

Personnel will be eligible for OPSUBPAY in accordance with SECNAVINST 7220.80, as he/she shall be considered "Qualified in Submarines with Limited Medical Waiver." An individual granted a limited waiver will not be eligible for assignment to a precommissioning unit or to a submarine in overhaul unless Pers-403 and the responsible group and type commander concur. An individual 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.

5.11 SUBMARINE NR-1 DUTY.

Submarine NR-1 is a nuclear powered, deep diving oceanographic vessel stationed in Groton, CT. The crew is composed of three officers and eighteen enlisted personnel. All personnel are nuclear trained (except for one submarine qualified YN/PN, one senior storekeeper NEC 2815 and one junior storekeeper). The tour length on Submarine NR-1 is three years for all personnel. All operator billets are for active nuclear NECs. All nuclear operators assigned are required to qualify as Engineering Officer of the Watch.

The following requirements are prerequisites for Submarine NR-1 duty for nuclear trained enlisted personnel (no waivers will be considered):

- Upper half class standing at NPS and NPTU.
- Evaluation marks in upper two marking areas (4.0 and 3.8) in all categories.
- Qualified in submarines and on senior-in-rate watchstation. (Engineering watch supervisor qualification preferred.)
- Paygrade E-5 or E-6.
- Approximately 5 to 8 years experience in the Navy.
- Approximately 3 years sea experience on an operational nuclear power plant.
- Favorable CO endorsement.

Final selection for duty on Submarine NR-1 is performed through a series of interviews by Naval Reactors headquarters personnel.

Requests for Submarine NR-1 duty including support personnel should be submitted to COMNAVPERSCOM (Pers-403) on an Enlisted Personnel Action Document (EPAD) (NAVPERS 1306/7).

5.111 DEEP SUBMERGENCE UNIT (DSU). DSU is a highly specialized command under the cognizance of Commander Submarine Development Group-1, based in San Diego, CA. DSU consists of several unique detachments tasked with submarine rescue, oceanographic research, search and recovery operations and diving/salvage operations. DSU is broken down as follows:

DSU	Deep Submergence Unit (Parent Command)
DET MYSTIC	Deep Submergence Rescue Vehicle - 1 (DSRV-1)
DET AVALON	Deep Submergence Rescue Vehicle - 2 (DSRV-2)
DET TURTLE	Deep Submergence Vehicle - 3 (DSV-3)

DET SEA CLIFF Deep Submergence Vehicle - 4 (DSV-4)
DET UMV Detachment Unmanned Vehicles

The following requirements are prerequisites for assignment to DSU:

- Have successfully completed a prescribed submarine tour (where billet requires).
- Be qualified in submarine (where billet requires) and qualified on senior-in-rate watch station.
- 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.
- For divers assigned to DET UMV, hold required NEC and be current in all required qualification.
- Favorable CO endorsement.

Requests for Deep Submergence Unit duty should be submitted to COMNAVPERSCOM (Pers-403 for submarine personnel and Pers-401 for divers), utilizing Enlisted Personnel Action Request (NAVPERS 1306/7).

5.12 REQUEST FOR AND ASSIGNMENT TO FLAG WRITER TRAINING FOR SUBMARINE QUALIFIED YEOMEN.

Submarine qualified yeomen requesting assignment to flag writer training will be screened in accordance with the provisions of Article 9.18. In the event a member is approved for assignment to flag writer training, he will be assigned submarine Designator 5(SS). In addition, flag writers desiring reentry into the submarine force will be rescreened, and if manning permits, will be allowed reentry.

5.13 ASSIGNMENT TO ELECTRONIC SURVEILLANCE/SUPPORT (SSEP) GROOM TEAMS.

SSEP Groom Teams provide technical support to deploying SSNs, for ESM equipment. SSEP Groom Teams have both shore duty and sea duty (for rotational purposes) billets in New London, CT and in Pearl Harbor, HI.

5.131 TOUR LENGTHS. All assignments to SSEP Groom Teams are for a tour length of 36 months. Sea duty billets in New London have a tour length of 42 months, which provides a six month period to complete on-site training, followed by the normal 36 month tour. OBLISERV to complete the tour length is required prior to transfer to a Groom Team.

5.132 ELIGIBILITY REQUIREMENTS.

- Submarine qualified STS, PH and ET2 or above.
- Minimum two years at-sea experience in maintenance and operation of SSN ESM equipment.
- Be eligible for TS clearance based on favorable SSBI.
- Be recommended by CO and OIC of SSEP Groom Team.

5.133 SUBMISSION OF REQUESTS. Requests for assignment to SSEP shall be

submitted to COMNAVPERSCOM (Pers-403) via the OIC of the SSEP Groom Team. Requests shall include copies of all NAVPERS 1070/604, Enlisted Qualification History (Page 4) from the member's service record, NAVPERS 1070/605, History of Assignments (Page 5) and all enlisted evaluations for two years prior to submission of the request.

5.20 PHYSICAL QUALIFICATIONS FOR SUBMARINE DUTY.

All submarine designated personnel, including those recruited for or who volunteer for submarine duty, must be found physically qualified for submarine duty in accordance with the Manual of the Medical Department, NAVMED P-117, Chapter 17.

Prior to transfer to a submarine or to submarine training, the transferring command is responsible for ensuring that a submarine physical has been completed or is up to date, and no medical waivers are required or pending.

Additionally, any periodic tests, shots, etc. must be complete. All orders issued by COMNAVPERSCOM-403 for submarine duty or to initial submarine training specify the above requirements to be completed prior to transfer. Personnel transferred without meeting these physical standards are a detriment to the readiness of the fleet or may cause the loss of training quotas.

The transferring command, receiving command, EPMAC, TYCOM, and CINCS will be notified immediately, by message, of any transfer not in compliance with this article.

PMT SUPPORT BILLET MATRIX

	TM ----	MM 3359	EM 3359	MM 4245	IC ---	MT 3313	STS ----	YN 0000	DP 2750	HT 4934	SK 2815
COMSUBRON ONE PEARL HARBOR, HI	0748 1-1	1-S 1-C 3-1	1-C 5-1	1-M 1-C 5-1	1-1		0421/2 1-C 1-1	1-1	1-2		1-2
COMSUBRON TWO NEW LONDON, CT	0748 1-1	1-S 1-C 3-1	2-C 4-1	1-M 2-C 4-1	1-1		0421/2 1-C 1-1	1-1	1-2		
COMSUBRON FOUR CHARLESTON, SC	0748 1-1	1-C 2-1	1-C 2-1	1-S 3-1	1-1		0421/2 1-C 1-1	1-1	1-2	2-1	1-C
COMSUBRON FIVE SAN DIEGO, CA	0748 1-1	1-S 1-C 3-1	1-C 4-1	1-M 1-C 4-1	1-1		0421/2 1-C 1-1	1-1	1-2		
COMSUBRON EIGHT NORFOLK, VA	0748 1-1	1-S 1-C 3-1	1-C 5-1	1-M 1-C 5-1	1-1		0421/2 1-C 1-1	1-1	1-2		
COMSUBRON SEVENTEEN BANGOR, WA	1-1	1-S 3-1	1-C 4-1	1-C 4-1	1-1			1-3	1-2		
COMSUBRON TWENTY KINGS BAY, GA	1-1	2-S 4-1	2-C 4-1	2-C 5-1	2-1	1-1	0428 1-C 1-1	1-1	1-2		

---- NEC requirement of billet
 1st number indicates number of billets
 2nd number indicates pay grade of billet

M-Master Chief Petty Officer 1-First Class Petty Officer
 S-Senior Chief Petty Officer 2-Second Class Petty Officer
 C-Chief Petty Officer 3-Third Class Petty Officer

FIGURE 5A

SAMPLE DISQUALIFICATION MESSAGE

FROM:

TO: COMNAVPERSCOM MILLINGTON TN//PERS403F//

INFO: EPMAC NEW ORLEANS LA

UNCLAS //NO1306//

MSGID/GENADMIN/ /

SUBJ: SUBMARINE DISQUALIFICATION (PERS403F)

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.

NOTES:

1. THE DISQUALIFICATION MESSAGE SHOULD NOT BE SUBMITTED UNTIL THE SUBMARINE DISQUALIFICATION PACKAGE HAS BEEN FORWARDED TO COMNAVPERSCOM (PERS-403F).
2. ONLY APPLICABLE INFORMATION IN PARAGRAPH 1 NEED BE SUBMITTED. NOT ALL OF THE ACTIONS IN THE SAMPLE WILL BE APPLICABLE IN EVERY CASE.
3. PERSONNEL 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 TWO YEARS. PERSONNEL 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 PERSONNEL, SUBMISSION OF NAVPERS 1221/1 IS REQUIRED PER NAVPERS 18068 SECTION II (NECMAN).
5. AVAILABILITY REPORT. AFTER ALL ADMINISTRATIVE ACTIONS (I.E., RATING CHANGE, NEC REMOVAL, PRP DECERTIFICATION, SECURITY CLEARANCE REMOVAL/REVOCATION, AS APPROPRIATE), SUBMIT THE ENLISTED AVAILABILITY TO PERS-403F (AND OTHER NECESSARY ADDRESSES) IN ACCORDANCE WITH THE ENLTRANSMAN CHAPTER 18.
6. FOR NUCLEAR TRAINED PERSONNEL 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.//

FIGURE 5C

RECOMMENDATION FOR DISQUALIFICATION FROM DUTY IN SUBMARINES
AND WHEN APPLICABLE -- RELATED ADMINISTRATIVE ACTIONS FOR COMMANDS
NOT UNDER COMSUBPAC OR COMSUBLANT DISQUALIFICATION AUTHORITY

From: Commanding Officer, _____
To: Commander, Naval Personnel Command (Pers-403)

Subj: RECOMMENDATION FOR DISQUALIFICATION FROM DUTY IN SUBMARINES

Ref: (a) MILPERSMAN 1220-040
(b) NAVPERS 15909, Chapter 5
(c) SECNAVINST 5510.35 (when applicable for PRP)
(d) OPNAVINST 5510.1 (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 NEC Code Change Recommendation (NAVPERS 1221/1 - if a nuclear trained operator, mail original to N133D)
(3) Copy of last 3 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. Pursuant to the provisions of reference (a), rate/design, 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; 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 in accordance with reference (c).

b. Personnel security clearance for (indicate level of clearance) has been denied/revoked (omit one) in accordance with paragraph 17-208 of reference (d). Cite applicable portion(s) of paragraph 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.

FIGURE 5D-1

d. Recommend that the Navy Enlisted Classification (NEC) Code Change recommendation contained in enclosure (2) be approved:

3. Detailed comments on this recommendation are as follows:

4. By reference (cite ltr or msg) subject member is being processed for an ___ discharge pursuant to Article (state appropriate article) of the Navy Military Personnel Manual. If member is not being processed for discharge, a statement is required stating reason for not processing member for discharge.

Copy to:

N133D (Nuclear trained personnel only (Advance)

EPMAC (Code 42)

Service Record (Transient holding activity if applicable)

FIGURE 5D-2

RATING_CONVERSION

Personnel 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:

<u>MT</u>	<u>STS</u>	<u>TM</u>	<u>FT</u>
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)		

Rating conversions should normally be to those ratings consistent with submarine support assignments.

* Must normally be eligible for PRP.

When member requests and is recommended for conversion to these ratings. Figure 5D must provide additional remarks/information as required by the ENLTRANSMAN article 20.05, paragraph 21.

The above choices should be forwarded to COMNAVPERSCOM (Pers-403F), in the format of Figure 5D, by the applicable activity as soon as the disqualification decision has been finalized.

FIGURE 5D-3

SAMPLE REQUEST FOR REINSTATEMENT IN SUBMARINE (DRUG/ALCOHOL)

From: Name/Rate/SSN
To: Commander, Naval Personnel Command (Pers-403F)
Via: (1) Commander 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 5355.3

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 one year after reassignment to a submarine.

FIGURE 5E

POST-PATROL SSBN MANNING MESSAGE

FROM: COMSUBGRU _____//N1//
TO: EPMAC NEW ORLEANS LA //42//
INFO: COMNAVPERSCOM MILLINGTON TN//PERS403//
(AS APPROPRIATE) CINCLANTFLT NORFOLK VA//N1//
CINCPACFLT PEARL HARBOR HI//N1//
COMSUBLANT NORFOLK VA//N1//
COMSUBPAC PEARL HARBOR HI//N1//
USS _____// //

UNCLAS //N01306//
MSGID/GENADMIN/ / //
SUBJ: POST-PATROL MANNING IN USS _____ (SSBN)_____ (BLUE)/GOLD)
(REPORT SYMBOL _____)
RMKS/

A. TRANSMAN ARTICLE 5.09

1. THE FOLLOWING PERSONNEL ARE KNOWN UNPLANNED LOSSES DURING THIS OFF-CREW PERIOD:

NAME	RATE/NEC	SSAN	LOSS DATE	REASON
------	----------	------	-----------	--------

2. THE FOLLOWING PERSONNEL ARE POTENTIAL UNPLANNED LOSSES:

NAME	RATE/NEC	SSAN	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	SSAN	PG DATE
------	----------	------	---------

5. THE FOLLOWING PERSONNEL HAVE BEEN DESIGNATED AS INDICATED:

NAME	DESIG RATE	SSAN
------	------------	------

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
------	------	-----	-----	------

FIGURE 5F-1

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
-------	-----	------	------	------	------

E7-E9

E6

E1-E9

9. EXCESS E6-E9 PERSONNEL ON BOARD:

NAME	RATE/NEC	SSAN	PRD	REMARKS
------	----------	------	-----	---------

10. REQUEST FOLLOWING PRD ADJUSTMENTS TO MATCH FUTURE PATROL CYCLES:

NAME	RATE/NEC	SSAN	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	SSAN	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:

FIGURE 5F-2

POST-PATROL SSBN MANNING REPORT

From: Commander, Submarine Group _____
To: Enlisted **Placement** Management Center
Subj: POST-PATROL MANNING IS USS _____ (SSBN _____)
(BLUE/GOLD)
Ref: (a) TRANSMAN Article 5.09

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 non-career designated personnel will have insufficient obligated service to complete the next patrol.

a. Less than 90 days obligated service:

NAME	RATE/NEC	SSN	EAOS
------	----------	-----	------

b. Greater than 90 days obligated service:

NAME	RATE/NEC	SSN	EAOS
------	----------	-----	------

FIGURE 5G-1

Subj: POST-PATROL MANNING IS USS _____ (SSBN _____)
(BLUE/GOLD)

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
-------	-----	------	------	------	------

E7-E9

E6

E1-E9

9. Excess E6-E9 personnel on board:

NAME	RATE/NEC	SSN	PRD	REMARKS
------	----------	-----	-----	---------

10. Request the following PRD adjustments match future patrolcycles:

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 _____

FIGURE 5G-2

CHAPTER 6
NUCLEAR POWER TRAINING

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NUCLEAR POWER TRAINING

6.0 GENERAL INFORMATION.

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. In order to meet those requirements, the Navy has established a nuclear power training program through which qualified volunteers may attain the necessary expertise. Entrance requirements and application procedures for this program are set forth in this chapter.

6.01 NAVAL NUCLEAR PROPULSION PROGRAM (SURFACE/SUBMARINE).

This program consists of approximately 12 months of academic training followed by approximately 6 months of operational and maintenance training at a land-based reactor prototype site. 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. The training is divided into the following two major phases:

- Nuclear Field Class "A" Schools. These courses, taught at NTC, Orlando, Florida, consist of technical knowledge basic to each rate. The length varies depending on the specific class "A" school.
- Basic Nuclear Power Course. This course is 24 weeks long and is conducted at the Naval Nuclear Power School located at NTC Orlando FL. Students receive a theoretical background in nuclear propulsion technology and other subjects required for the operational training phase which follows.
- 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 either Idaho Falls, ID; Ballston Spa, NY; Windsor, CT 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.

6.011 QUALIFICATIONS REQUIRED FOR ASSIGNMENT TO THE NAVAL NUCLEAR PROPULSION PROGRAM. The Nuclear Propulsion Program Schools are academically difficult and a sound understanding of mathematics, physics and chemistry is necessary for successful completion. Strong motivation, interest in the program and willingness to work diligently in the academic and operational training phases are important prerequisites for the program. While the highest standards of personal conduct and reliability are required of all members of the naval service, it is especially important that personnel assigned to duty involving the operation, maintenance, and supervision of naval nuclear propulsion plants are of unquestioned reliability. Accordingly, conscientious efforts are necessary to examine and evaluate each individual applicant's character, background and potential for meeting program requirements.

6.0111 Commanding Officer's Responsibility in Determining Individual's Qualifications. Prior to recommending individuals for the Naval Nuclear Propulsion Program, Commanding Officers will evaluate nominees in accordance with the requirements listed below. An interview shall be held with the member by an officer utilizing the sample interview form shown in Figure 6A. Candidates shall:

- Be of pay grade E2 through E6 on active duty in the Occupational Areas of Electronic and Mechanical/Electrical Equipment Repair (DG-9710 and DG-9760). Personnel 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 the needs of the program. Personnel 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.
- 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).
- Have a minimum combined VE plus AR score of 113.
- Be a high school diploma graduate.
- Have completed at least 1 year of high school level algebra with no less than a "C" (70 - 79% on a 100% base).
- Should have completed high school level or higher instruction in chemistry, physics or other sciences.
- Have not reached 25th birthday on class convening date at Nuclear Power School.
- Be physically qualified:
 - In accordance with MANMED Article 15-32 and the Radiation Health Protection Manual (NAVMED P5055) for personnel applying for the Nuclear Submarine Program, or
 - In accordance with MANMED Article 15-33 and the Radiation Health Protection Manual (NAVMED P5055) for personnel applying for the Nuclear Surface Ship Program.
- Have demonstrated good academic performance at Class "A" and other service schools (evidenced by a standing within the upper half of the class). Personnel 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.

- Be a U. S. Citizen.
- 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.
- Have a clear record for at least 1 year insofar as the Commanding Officer can determine by inspection of current service record, and not more than one minor offense during the past 2 years. (A minor offense is considered as one defined in the Manual of Courts-Martial, U. S. 1969 [Revised edition, Chapter 128.b.]) Individuals convicted of a serious offense will not be accepted. (A serious offense is considered to be one that may jeopardize eligibility for security clearance such as theft, or an offense that suggests unreliability.) 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 is of a clearly experimental nature and was acknowledged by the individual during recruitment.
- 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 individual's overall performance record.
- Cases may arise which, in the judgment of the Commanding Officer, do not clearly fall within the disciplinary guidelines provided above. In such cases, recommendations containing supporting information should be submitted to COMNAVPERSCOM (NPC-403F) for decision.

6.0112 Security Investigation and Clearance Required for Nuclear Propulsion Program. 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 OPNAVINST 5510.1 series, the Department of the Navy Supplement to DOD Information Security Program Regulation.

- Prior to completion of the Commanding Officer's endorsement on the 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 Enlisted Personnel Action Request (NAVPERS 1306/7). Member can not be ordered to Nuclear Power School until a satisfactory National Agency check is completed and documented in his service record.

6.012 SUBMISSION OF REQUESTS FOR ASSIGNMENT TO NUCLEAR PROPULSION TRAINING. Requests for assignment to nuclear propulsion training and ultimate assignment to surface ship or submarine duty from those personnel who meet the qualifications prescribed in this chapter shall be submitted to COMNAVPERSCOM (NPC-403F) utilizing the Enlisted Personnel Action Request (NAVPERS 1306/7).

Personnel may indicate that 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).

6.0121 Service Record Entry. The following entry must be made on an Administrative Remarks Page (NAVPERS 1070/613) 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 in accordance with the provisions of NAVMILPERSCOMINST 1306.1, ENLTRANSMAN - Chapter 6 and MILPERSMAN 1160-040 and 1160-080."

Member's Signature

Witnessed: J. ELLIS
LCDR, USN, Personnel Officer

6.0122 Forwarding Endorsement on Request for Assignment to Nuclear Propulsion Training. The following information must be included in the forwarding endorsement:

- Member has/has not been selected for officer status.
- Member has/has not been previously selected for Naval Nuclear Propulsion Program. (See Article 6.0123 below).
- Statement that applicant has been determined to be physically qualified and that additional physical examination records (Standard Forms 88 and 93) have been completed and are submitted as enclosure (1).
- Copy of High School transcripts, and College transcripts (if applicable).
- Copy of Navy Occupational Training and Awards History (page 4) NAVPERS 1070/604.
- Copy of performance evaluations covering the last two years.
- Justification for waiver of any program eligibility requirements.
- Commanding Officer's statement as to the applicant's potential to successfully complete Nuclear Propulsion Training.

6.0123 Additional Requirements for Personnel Previously Assigned to Nuclear Propulsion Training and Disenrolled for Alcohol Dependency. Requests for reassignment to nuclear propulsion training for personnel 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. During this period the member must demonstrate exemplary performance and freedom from alcohol abuse. The following additional information must be included with the request:

- 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.
- A copy of the latest enlisted performance evaluation or special evaluation documenting the member's performance and attitude toward further alcohol abuse.
- A statement of the type of treatment received by member.

6.013 REQUIREMENTS TO BE MET PRIOR TO TRANSFER. The individual's command shall ensure that the requirements listed below are met prior to transfer.

6.0131 Obligated Service Requirements. Personnel selected for assignment to nuclear propulsion training must have a minimum of 48 months active obligated service at time of reporting to Nuclear Power School. In addition, 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.

- Personnel may reenlist or extend their enlistments, if qualified in all other respects, in order to obtain the required active obligated service. USNR must convert to USN. Instructions concerning reenlistment and voluntary extensions of enlistment are contained in MILPERSMAN 1160-030 and 1160-040. Note: Personnel extending to meet obligated service 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 obligated service for nuclear surface operators to compute SRB. 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 obligated service requirement.
- When an Agreement to Extend Enlistment (NAVPERS 1070/621) or an Agreement to Recall or Extend Active Duty (NAVPERS 1070/622) is executed to attain active obligated service required, the following entry shall be made as the NARRATIVE REASON for extension:

"Training - Nuclear Field Program (NAVMILPERSCOMINST 1306.1 and ENLTRANSMAN Chapter 6) I understand that this extension becomes binding upon execution and thereafter may not be cancelled except as set forth in MILPERSMAN 1160-040 and 1160-080."
- If a member does not desire to obligate himself as required, retain member on board and submit message notification to COMNAVPERSCOM (NPC-403F), who will then issue cancellation orders.

6.014 PREPARATION FOR NUCLEAR POWER SCHOOL. Personnel interested in the Naval Nuclear Propulsion Program should complete a refresher course in basic mathematics such as Mathematics, Part 1 (NAVEDTRA 10448-3). 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.

6.015 ASSIGNMENT TO NUCLEAR FIELD "A" SCHOOL. Personnel who are selected for Nuclear Propulsion Training will be assigned to Nuclear Field "A" School for up to 28 weeks of training. Personnel whose present rating is EM or ET will be required to successfully complete abbreviated courses covering topics essential to support the Naval Nuclear Power School Curriculum. MM3 and personnel in other ratings will be required to successfully complete the entire "A" school curriculum prior to commencing Nuclear Power School.

SAMPLE INTERVIEW FORM

The following is a sample of the interview form that is to be reproduced locally.

INTERVIEW FORM

Name of Member Interviewed:	Date
Rate	
SSN: _____	NEC

(For Naval Nuclear Propulsion Program).

1. Has member read NAVMILPERSCOMINST 1306.1 and Chapter 6 of the Enlisted Transfer Manual (ENLTRANSMAN)? YES NO
2. Does the member fully understand the nature of training which must be completed in order to qualify for duty in the Naval Nuclear Program?
 YES NO
3. Is the member willing to study academic and technical subjects not normally required in his particular rating? YES NO
4. Is the member willing to spend a year or more in training?
 YES NO
5. Has the member taken any study courses within the last 2 years to prepare for nuclear training? YES (Specify _____) NO
6. Does the member have any personal problems (debt, family, etc.) which may interfere with ability to devote extra hours to academic studies?
 YES (Specify _____) NO
7. Does the member's spouse understand the academic demands of the nuclear training program and support the member's interest?
 YES NO Not applicable.
8. Is the member sufficiently motivated to succeed in this difficult training program? YES NO
9. What are the main reasons why the member desires to participate in the program?

FIGURE 6A-1

10. Give any reasons which particularly qualify or may disqualify the member for this program?

11. List service schools attended and member's class standings.

Signature of Interviewing Officer
Title of Interviewing Officer

FIGURE 6A-2

CHAPTER 7
SERVICE SCHOOLS

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SERVICE SCHOOLS

7.0 GENERAL INFORMATION.

This Chapter sets forth procedures for requesting service school quotas; determining obligated service requirements; preparing transfer directives for Temporary Duty Under Instruction (TEMDUINS) and Duty Under Instruction (DUINS) at service schools; granting leave in conjunction with such orders; implementing the Targeted "A" School Program (TASP); and determining the disposition of ineligible candidates who report to service schools. Information is provided concerning family members' travel and shipment of household goods incident to orders to DUINS at service schools.

7.01 ELIGIBILITY REQUIREMENTS.

Service school candidates must meet the general requirements described herein and the specific prerequisites for each school as set forth in the Catalog of Navy Training Courses (CANTRAC-NAVEDTRA 10500) or other appropriate directives. Commanding Officers must screen candidates to ensure they meet school entrance standards including appropriate security clearance requirements.

- Fleet applicants should submit their Enlisted Personnel Action Request (NAVPERS 1306/7) to reach CNPC approximately 6-9 months prior to the desired class convening date. Submit requests for "A" schools to CNPC (PERS-4010S); requests for other schools should be addressed to the Pers code specified in CANTRAC.
- Members must be physically qualified for transfer in accordance with article 15-30 of the Manual of the Medical Department (MANMED). Those requiring medical attention, that will not allow uninterrupted completion of course of instruction, shall not be transferred to school. Refer to ETM article 3.192 for assignment of pregnant Navy members to school (recommendation from the Medical Officer must be forwarded to PERS-4010S).
- 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.
- Commanding Officers 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. 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. Initiative in pursuing college education, completing Navy courses, and participation in PACE courses, should be factors in recommending a Sailor for a specific "A" School. Grades received in any of the courses completed will also be considered during the screening process. All commands are reminded that our fleet "A" school candidates will imbibe an indelible impression on our recruit accessions who make-up most of the "A" school population. We therefore urge all Commanding Officers to endorse only our best in the Fleet for assignment.
- Candidates shall not have a record of conviction by any court-martial and not more than one non-judicial punishment during the 18 months preceding assignment to school. Waivers for more than one NJP should be submitted to CNPC (PERS-4010S).

- Candidates and Commanding Officers should be cognizant of specific school requirements as set forth in the Catalog of Navy Training Courses (CANTRAC) prior to submission of documentation to support waiverable selection requests.
- Personnel assigned to their first duty station, except those at overseas commands, must have a minimum of 12 months on board prior to submission of requests for TEMDUINS or DUINS assignment to class "A" schools, and must have 18 months on board prior to transfer. Rated personnel must have 24 months on board prior to transfer, with the exception of training in the hospital corps NEC 8402, 8403, 8425, 8491 and 8494 which is reduced from 24 to 18 months. Personnel assigned to overseas commands may not request an "A" school until within 12 months of the required DOD area tour and will not transfer until completion of the required tour. Participation in Navy Wide Advancement Exams (NWAE) 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 DOD tour will be handled on a case by case basis and must be fully justified on the NAVPERS 1306/7.
- Members requesting TEMADDINS assignment to "A" schools may submit their 1306/7 as soon as the Commanding Officer determines the assignment is warranted. Commands will not be authorized a returnable quota if manning levels for that specific rating is at or exceeds 100% (e.g. COB equals or exceeds NMP). Those attached to activities overseas are not eligible for TEMDUINS/DUINS transfer prior to completion of the DOD tour requirement.
- Candidates must be willing to incur active obligated service in accordance with article 7.03 of this manual and MILPERSMAN 1050300 (Agreement to extend enlistment and/or active duty agreement executed to obtain a course of instruction). They must be eligible to extend or reenlist per OPNAVINST 1160.5(Reenlistment Quality Control Program) and MILPERSMAN 1040300 (Reenlistment with continuous service and certain enlistment under continuous service conditions).
- Commanding Officer's attention is directed towards MILPERSMAN article 1440-050 (Identification of Strikers) which states that, "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, he/she may not request an "A" school for a different rating until the results of the Navy-wide advancement examination are released.**

7.011 Recruit Input. Recruits are assigned to class "A" school by the Deputy, Chief of Naval Personnel (CNPC). Based on CNPC established standards, some recruits are granted an Armed Services Vocational Aptitude Battery (ASVAB) test score waiver for assignment to class "A" school. Service record entries set forth in Article 7.02 (Receipt of Waiver Approval) or reports of ineligibility set forth in Article 7.14 are not required for recruits.

7.02 REQUESTS FOR WAIVER OF ELIGIBILITY REQUIREMENTS.

Waiver of eligibility requirements (except requirements involving security clearance, OBLISERV, requisite training and/or physical standards for personal safety) may be requested for individuals who have exceptional potential. Waiver requests shall be submitted in the Commanding Officer's endorsement to the quota request and shall include:

- Specific deficiency and full justification for waiver. In cases of test score waiver, list all available scores separately.
- Length of time the member has been striking for the rating for which training is requested and/or comments concerning the member's civilian experience as it relates to the requested course of instruction.
- Evaluation of the member's overall potential to the Navy, including the member's career intentions and leadership potential.
- Courses the individual has completed which will enhance the prospect of successful school completion.
- NAVPERS 1306/7 must specify if member is applying via the JOBS (Job Oriented Basic Skills) program. Refer to waiver requirements in OPNAVINST 1514.1C. Presently, the following JOBS programs are open: JOBS9 (CTO, CTR, CTT, ET, FC, GM, IS, OS, STG), JOBS4 (AE, AT, CTM, EW), and JOBS7 (AD, AME, AM (H/S), AO, AS, PR. 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 individual's set of orders. The following ASVAB scores are required for JOBS program utilization: JOBS9, AR + MK + EI + GS = 198 AND AR + 2MK + GS = 184; JOBS4, AR + MK + EI + GS = 198; and JOBS7, AR + MC + AS = 144.

7.021 Command Action on Receipt of Waiver Approval. When a waiver has been granted, an appropriate Administrative Remarks (NAVPERS 1070/613) entry must be made prior to the candidate's transfer to school.

7.03 ACTIVE OBLIGATED SERVICE (OBLISERV).

Active OBLISERV for class "A" and "C" schools and factory/contractor training is computed from the class convening date and must be incurred prior to transfer to the school by either executing an extension of enlistment agreement or reenlistment. A page 13 entry is not acceptable. If monetary loss of SRB will result from hard OBLISERV, review OPNAVINST 1160.6 and most recent SRB NAVADMIN award message for details on OBLISERV to Train (OTT) requirements. Members are required to submit a NAVPERS 1306/7 to PERS-815 to request permission to use the OTT option.

<u>Length of Course</u>	<u>Obligated Service</u>	<u>Length of Course</u>	<u>Obligated Service</u>
1-3 weeks	6 months	15-22 weeks	30 months*
4-6 weeks	12 months	23-30 weeks	36 months*
7-8 weeks	18 months	31-38 weeks	42 months*
9-10 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*

* The total active obligated service (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. 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. Additionally, this provision is not applicable to nuclear power NECs 3353-3396 or to training pipelines associated with initial six year obligor recruiting

programs (AEF/ATF Program) for those who have either converted to a rating to be eligible for this training or for those non-designated personnel who later strike for a rating to be eligible for this pipeline training.

When preparing the extension of enlistment, the reason will be "To meet minimum tour requirements upon graduation from XXXXXX course of instruction IAW para 7.03." Commanding Officers of transferring activities will ensure the OBLISERV outlined in this article is completed prior to transfer to the critical NEC course of instruction. Waivers of this requirement normally will not be approved.

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. Correspondence requesting adjustment of OBLISERV under such circumstances shall be forwarded to CNPC (PERS-815) with certified copies of all page 4s, both front and back.

In addition to above requirements, a member acquiring an additional OBLISERV for a course of instruction will also execute and sign a page 13 entry of understanding concerning obligated service payback for disenrollment.

Date: Having executed an extension of my current enlistment to obtain sufficient obligated service 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 in accordance with the service requirements of ENLTRANSMAN 7.03 or MILPERSMAN 1160-080 (as applicable).

(Signature of Member)

7.031 Active Obligated Service for Combinations of Schools. Obligated service requirements for personnel assigned to consecutive schools is determined by entering the chart in Article 7.03 with the total number of weeks of schooling involved. Active OBLISERV shall in no case exceed 72 months.

7.0312:

- All Independent Duty Corpsmen (HM-8402, 8403, 8425, 8491, and 8494) who are under PCS orders to a ship/submarine, isolated duty station, operational or deployable activity, or duty independent of a medical officer must attend the respective "en route" Independent Duty Refresher Training (REFTRA) course, who have not served onboard a ship for the past two years. Additionally, they will receive a two day TYCOM, Squadron/Group, or parent organization, as appropriate, indoctrination en route to the ultimate independent duty activity.
- PERS-407 has authority to remove Independent Duty Corpsmen NECs when:
 - Microfiche record reveals member is no longer qualified to retain NEC.
 - The IDC has a documented psychological problem, a substance abuse

incident, or a substantiated Family Advocacy sexual abuse case where treatment is refused or individual is designated not eligible for treatment, and which adversely reflects on the member's integrity, professional conduct, or moral character. 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/or forced conversion to an appropriate rating.

- NEC removal ("for cause") is recommended, and supported by the Commanding Officer, or a command requested NEC removal subsequent to documented incompetency.
- An IDC fails to maintain "Certification", and the IDC is not assigned/utilized as an IDC for three or more years, and there is no opportunity for reassignment to an IDC billet at sea.
- 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.

7.032 Six-year Programs. Various programs require a total of six years active duty obligation. The Advanced Electronics Field (AEF) Program, Advanced Technical Field (ATF) Program and Nuclear Field (NF) Program require a four year enlistment and a concurrent two year extension of active duty obligation. These programs are set forth in MILPERSMAN 1510-030.

7.033 Five-year Programs. In addition to academic requirements, all personnel must acquire an aggregate of five years total active obligated service to qualify for class "A" school training in the following ratings, regardless of class "A" school length:

Air Traffic Controller (AC)	Engineering Aide (EA)
Aviation Antisubmarine Warfare Operator (AW)	Equipment Operator (EO)
Builder (BU)	Journalist (JO)
Construction Electrician (CE)	Photographer's Mate (PH)
Construction Mechanic (CM)	Steelworker (SW)
Intelligence Specialist (IS)	Utilitiesman (UT)
Hospital Corpsman (HM)	Dental Technician (DT)
Electronics Technician (Submarine) (ETS)	Fire Control Technician (FT)
Sonar Technician Submarines (STS)	

Personnel with an aggregate of five years active obligated service who will not have at least the minimum obligated service remaining on their enlistment as set forth in Article 7.03 must agree to extend their enlistment for the required minimum obligation to become eligible for one of the above schools.

- The Surgeon General has waived the HM "A" school requirement for personnel entering the HM-Seal Training pipeline. This waiver, if HM "A" school is only for HM-Seal Candidates.
- Fleet input or lateral conversion Hospital Corpsman (HM) Dental Technician (DT), and Air Traffic Controller (AC) five-year program "A" school candidates require 48 months of minimum obligation as of class convening date.

- Fleet input or lateral conversion Master-at-Arms (MA) and Legalman (LN) candidates acquire 36 months of minimum obligation upon graduation from course of instruction.

7.034 Acquiring Active Obligated Service. Personnel may reenlist or extend their enlistments, if qualified in all respects, in order to obtain the required active obligated service. Instructions concerning reenlistment and voluntary extensions of enlistment are contained in MILPERSMAN 1160-040, 1160-080 and OPNAVINST 1160.5. Article 3.08 outlines procedures which may be used in lieu of executing an extension agreement (NAVPERS 1070/621 and/or 622), but hard obligated service is required for all personnel attending class "A" and "C" schools and factory/contractor training except those attending "A" and "C" schools under the SCORE and Lateral conversion program. Waivers of OBLISERV normally will not be approved.

Those members who fail to incur sufficient obligated service as required will be dropped from the school upon reporting, or at time discrepancy is discovered, if they refuse to incur obligated service. At that time they will be made available for general duty assignment. If a member is designated and reports to a new command where the obligated service discrepancy is discovered, notify CNPC (PERS-815) for authority to remove striker designation in case of member. If member is in excess as a non-designated Seaman/Airman/Fireman, make member available per Article 20.022. Under no circumstance will a member be allowed to remain in school, become or remain designated without fulfilling the requirements for obligated service as set forth in this article. Additionally, all members should be counseled that they will be assigned an RE-4 reenlistment code for failure to obligate service and will require CNPC approval to reenlist.

7.035 Extensions of Enlistment. When an Agreement to Extend Enlistment (NAVPERS 1070/621) and/or an Agreement to Recall or Extend Active Duty (NAVPERS 1070/622) is/are executed to attain active obligated service required for a course of instruction, one of the following entries, as appropriate, shall be made as NARRATIVE REASON:

- "Training (Other than Nuclear Field (NF), Advanced Electronics Field (AEF), Advanced Technical Field (ATF) or Five-Year Obligor (5YO) Program. Training (cite applicable authority, e.g., Pers-TC, ENLTRANSMAN, etc.). I understand that 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."
- "Training (Nuclear Field (NF) Program, BUPERSINST 1306.78 and accelerated advancement to E-4, MILPERSMAN 1160-040, 1160-080 and 1430-010). I understand that this extension becomes binding upon execution and thereafter may not be cancelled except as set forth in MILPERSMAN

7.036 Cancellation or Adjustments of Extensions. Refer to MILPERSMAN 1160-040. For non-six-year obligor personnel disenrolled from Class "A" or "C" schools, payback will be computed from the table in Article 7.03.

7.037 Obligated Service of Six-year Obligor Program Disenrollees. Refer to MILPERSMAN 1160-040, 1160-080 and 1510-030.

7.04 DEFINITIONS OF TYPES OF QUOTAS.

The types of quotas assigned to attend service schools are as follows:

7.041 Temporary Additional Duty Under Instruction (TEMADDINS). These quotas are assigned only for personnel ordered to course(s) of instruction of less than 20 weeks duration when it is appropriate that 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.

7.042 Temporary Duty Under Instruction (TEMDUINS). Personnel assigned quotas to course(s) of instruction of less than 20 weeks duration in connection with a permanent change of station are assigned to their ultimate permanent duty station in one of two ways:

- Transfer directives which indicate that the ultimate duty station will be assigned upon completion of schooling. These personnel are transferred for TEMDUINS and are made available upon completion of schooling for further assignment by CNPC.
- Transfer directives which include a permanent duty station. These personnel are transferred upon completion of schooling to the permanent duty station included in the transfer directives.

7.043 Duty Under Instruction (DUINS). All personnel assigned quotas to a course(s) of instruction of 20 weeks duration or longer are transferred for DUINS which is considered a permanent change of duty. Upon completion of schooling these personnel are assigned a new permanent duty station by CNPC.

7.044 Determination in Change of Status From TEMDUINS to DUINS. 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 that unforeseen delays does not change the fact that the orders, based upon the scheduled length of the course, constitute a temporary assignment. However, temporary duty allowances are no longer payable after receipt of an order modification to DUINS as this constitutes a permanent change of station. CNPC is the determining authority for cases not covered by the above paragraph.

7.05 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:

- TEMADDINS. Rotation credit continues to accrue in the same category as permanent duty station.
- TEMDUINS. No credit for rotation credit.
- DUINS. Rotation credit is determined utilizing previous duty assignment as follows:
 - For personnel 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.
 - For personnel 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).

7.06 QUOTA PROCUREMENT.

7.061 TEMADDINS Quota Assignment. Fleet activities may request TEMADDINS quotas in accordance with type commander's instructions. For quotas controlled by CNPC, see Article 7.064.

7.062 TEMDUINS Quota Assignment. TEMDUINS quotas for "A" and "C" schools may be requested for personnel being reassigned when training is required by new duty station.

7.063 DUINS Quota Assignment. Personnel are normally assigned to "C" schools on a DUINS basis upon normal rotation from shore duty to sea duty or as a reenlistment incentive in accordance with Chapter 8.

7.064 CNPC Quota Control Assignment. TEMADDINS school requests for which CNPC exercises quota control shall be submitted to CNPC in accordance with appropriate type commander instructions with an info copy to EPMAC (Code 51). Requests for DUINS and TEMDUINS courses are submitted directly to CNPC via a NAVPERS 1306/7. All quota requests shall contain the following information:

- Last three evaluations.
- ASVAB scores.
- Correspondence or college course completion.
- Advise if member participated in the last Navywide Advancement exam and for what rating.
- Any specific waivers required as outlined in article 7.02.
- For returnable quotas, command E3/E4 NMP and COB must be specified for the rating requested.
- Name, rate, social security number, NEC, SDCD (and/or PRD as appropriate), and EAOS (as extended) of the candidate.

7.07 CLASS "A" SCHOOL OPPORTUNITIES.

Qualified personnel in pay grades 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.

7.071 Requests for Class "A" Schools. Requests should be forwarded to CNPC (PERS-4010) using NAVPERS 1306/7 and shall include the following information:

- All scores in the ASVAB test indicated on the Enlisted Classification Record (NAVPERS 1070/603) or the Enlisted Qualifications History (NAVPERS 1070/604). If the member has undergone an ASVAB retest, forward a certified copy of the new NAVPERS 1070/603 as an enclosure to the member's request.
- Waiver(s) requested and justification included, if applicable (See Article 7.02).
- Certification that the member is eligible to extend/reenlist for the requested school in accordance with OPNAVINST 1160.5 (Reenlistment Quality Control Program) and MILPERSMAN article 1040300.
- Expiration of active obligated service.
- Comments. Include month member available for school if ship or unit will be deployed in near future. Quota requests should be planned to

preclude cancellations due to deployment.

- For AC "A" school. Members must be physically qualified in accordance with MANMED 15-69 within 120 days of the class convening date. CNPC (PERS-4010) will notify the command of selection and request that the physical be completed. It is imperative to notify CNPC (PERS-4010), before the member transfers, if the physical can not be completed and/or if the member is not qualified.
- For AW "A" school. Forward copy of completed NAVPERS 1070/613 per MILPERSMAN 1220-010 pertaining to the aircrew program.
- For CT/IS "A" school. All requests for CT and IS "A" school must include a copy (not original) of a newly prepared SF86 and a Personal Screening Interview by a Special Security Officer (SSO). See SECNAVINST 5510.30A for general form preparation. 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 IS RECEIVED.** Any delay in submission of required paperwork to DONCAF Washington, D.C., will preclude student from convening with his/her scheduled class convening date. Both the applicant and his/her immediate family members 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 ECM's recommendation for severely undermanned CT branches. Moral turpitude offense(s) are generally disqualifying. Former members of the Peace Corps are not eligible. Must be a high school graduate 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.
- For CTI "A" school (addition to above). Males may be assigned to duty in submarines or duty involving aerial flight. Females may be assigned duty involving flight. MANMED Chapter 15 and SECNAVINST 6420.1D pertain. 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 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 (CNETINST 1500.9).
- For RP "A" school. All requests must include a Chaplain's endorsement, the commanding officer's endorsement, copies of all performance evaluations, and copy of NAVPERS 1070/604 reflecting ASVAB scores.
- For MN "A" schools. Have no uncorrectable condition which precludes assignment overseas in accordance with this manual. Request shall include specific remarks from the commanding officer on the member's suitability for overseas duty. Temporary medical or dental problems that can be corrected prior to "A" school are not disqualifying.
- For HM/DT "A" schools. 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. Command endorsement must certify that 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 the Enlistment Personnel Action Request (NAVPERS 1306/7), via memorandum, or message. A memorandum must be signed by the Commanding Officer or "by direction" as authorized by the CO. HM/DT "A" school requests must also include a copy of all enlisted performance evaluations. Commanding Officers are encouraged to consult with local medical department representatives to further determine a candidate's suitability for medical duty. A letter of recommendation from the senior medical/dental department representative is required for all HM/DT A school requests. 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. Applicants must be of highest standards as requirements are strictly adhered to for accession into the HM/DT community.

- For submarine ratings. Member must be a volunteer for submarine duty per Chapter 5, and meet physical standards per MANMED. Moral turpitude offenses are generally disqualifying. No history of drug abuse. Closed to women. Command endorsement must certify that 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. PERS-403F is designated as the point of contact for these matters.

- For re-interview or re-classification of personnel disenrolled from an "A" school, read MILPERSMAN 1236-020. Briefly, re-classification to a second "A" school will only be approved if applicant is fully qualified and recommended to a less technical and/or demanding "A" school program.

7.072 AW/CT/HM/DT schools. All assignments to AW/CT/HM/DT "A" schools will be made on a TEMDUINS/DUINS (non-returnable) basis due to follow-on training requirements.

7.08 GENDET TARGETED ENLISTMENT PROGRAM (GTEP).

7.081 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). This program is designed to enhance GENDET manning in the fleet while guaranteeing assignment to "A" school after serving approximately twelve months at a permanent duty station. Personnel enlisted in GTEP will incur a four year obligation, unless they are applying for the Medical field which incurs a five year obligation. Initial guidance for this program is explained in NAVADMIN 163/99.

7.082 Qualifications. GTEP personnel must maintain eligibility for the prospective rating or field of ratings. Personnel will be screened during enlistment for qualification into either one or possibly all of the ratings within a "field". GTEP personnel may be checked for eligibility at any time

during their enlistment. If determined not qualified for the particular "field" because of: information disclosed on the enlistment application for conditions that existed prior to enlistment; of physical or psychological disqualification; or reasons not due to his/her own fault, negligence, or conduct; the individual shall request either reassignment to another "A" school within the GTEP guidelines for which he/she is qualified or disenrollment from GTEP. A NAVPERS 1070/613 shall be prepared for personnel who are reclassified into a different field or disenrolled from the program. The member may be required to obtain obligated service if the requested "A" school mandates a 5YO or 6YO obligation.

The different fields are as follows:

<u>FIELD</u>	<u>RATING CODE</u>	<u>INCLUDES</u>
ADMINISTRATION	ADMN	DK, PN, RP, YN
CONTROLLER/GUIDANCE	CONT	AG
ENGINEERING	ENGR	EN, GSM, MM, MR
ELECTRONICS	ELCT	STG
HULL/COMBAT SYSTEMS	HCMB	DC, HT, MN
NAVIGATION	NAV	QM, SM
OPERATIONS/COMMUNICATIONS	OPCM	OS, IT
ORDNANCE	ORDN	GM
AVIATION ORDNANCE	AORD	AO
SPECIAL SERVICES	SPSV	MS, SH
MECHANICAL (AVIATION)	MCHA	AME, AMH, AMS, PR
MEDICAL	MED	HM
BOATSWAIN'S MATE (AVIATION)	BMA	ABE, ABF, ABH

7.083 Disqualification. Substandard performance or disciplinary problems are causes for cancellation of a member's GTEP guarantee. Commands are required to submit appropriate recommendations to CNPC (PERS-4010S) when performance or disciplinary actions affect the GTEP guarantee. While personnel are highly encouraged to participate in Navy-wide examinations for advancement, deviations from the guaranteed "field" must be approved by CNPC (PERS-4010S). Notify CNPC (PERS-4010S) by message if any circumstances arise that preclude the member from attending the guaranteed "A" school.

7.084 Discussion. Personnel are enrolled in GTEP upon enlistment in the Navy. Upon graduation from Recruit Training, personnel enrolled in GTEP will be issued orders specifying ACC 108 from EPMAC. It is imperative that gaining commands ensure personnel enrolled in GTEP are assigned the appropriate ACC of 108. After six months on board, GENDETS within GTEP are required to submit a NAVPERS 1306/7 with the assistance of their Command Career Counselor, to CNPC (PERS-4010S) requesting assignment to "A" school. CNPC (PERS-4010S) will issue orders for the servicemember to transfer after one year on board (plus or minus three months to account for school seat availability). The NAVPERS 1306/7 must include a copy of the GTEP contract, ASVAB scores, and any other required documents as listed in this chapter. Personnel who do not desire to attend "A" school or desire a different "A" school outside of the guaranteed field may request to be disenrolled from GTEP by submitting a NAVPERS 1306/7 to CNPC (PERS-4010S).

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 in accordance with the needs of the Navy.

7.09 FOREIGN NATIONALS AND IMMIGRANT ALIENS.

Foreign nationals, except those who are classified as immigrant aliens and who have declared intent to become U.S. citizens, are not eligible for any type of

security clearance. Immigrant aliens erroneously recruited for any school program requiring a security clearance will have the following options:

- Retention in a program or rate/rating for which he/she is qualified or
- Honorable discharge for convenience of the government by reason of erroneous enlistment. Approval of CNPC (PERS-814) is required for discharge under this provision, except for recruits. MILPERSMAN article 1910-130 is the governing instruction for this type of separation.

7.10 TRANSFER ORDERS.

7.101 Information to be included in the Transfer Order.

- Personnel approved for school quotas will be transferred in accordance with provisions of Chapter 21. The Standard Transfer Order (STO) must specify the type of quota, convening date of the class for which he/she is being transferred, and authority for transfer.
- Government transportation shall be used, where practicable, as outlined in Chapter 21.
- Where applicable, travel is authorized in accordance with MILPERSMAN 1320-100.
- Entitlement to travel for family members and shipment of household goods, where applicable, shall be in accordance with Joint Federal Travel Regulations.
- In order to keep expenditures to a minimum, personnel ordered to TEMDUINS/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 the use of other modes of travel, i.e., available government transportation.

7.11 FAMILY MEMBER TRAVEL AND HOUSEHOLD GOODS INFORMATION.

7.111 Entitlement to Movement of Family Members and Household Goods.

Entitlement to travel of family members and movement of household goods under the examples of the types of quotas listed in Article 7.05 is as follows:

- TEMDUINS quotas do not constitute a permanent change of station. Entitlement to family members' transportation and movement of household goods at government expense are not authorized. A temporary change of station weight allowance for members of eligible pay grade 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.
- DUINS quotas are a permanent change of station and movement of family members and shipment of household goods at government expense are authorized, if otherwise eligible.

7.112 Action Required of Commanding Officers. 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. The STO should be prepared in

accordance with Chapter 21 and the transfer directive. The class convening date and type of quota assigned (TEMDUINS or DUINS) should be included in the STO.

7.12 GRANTING OF LEAVE.

Fifteen days leave will normally be granted upon detachment from apprenticeship training, fundamental training, and/or class "A" or "C" schools, as appropriate. 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.

7.13 INELIGIBLE STUDENTS RECEIVED BY TRAINING ACTIVITY.

When an individual 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, and/or has administrative action pending from the last duty station, then the following procedures shall be followed:

- Report circumstances to CNPC (PERS-4010S), as appropriate, by message with an information copy to the member's last duty station.
- Provide all information required in the availability report (Chapter 18) and include one of the following recommendations for disposition of the individual:
 - Retain on board for course of instruction.
 - Do not enroll in course of instruction. For personnel not recommended for enrollment due to insufficient obligated service who do not agree to extend their enlistment include: (1) present location of family members and (2) whether or not a dislocation allowance was paid.
- Type of administrative action pending.
- 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.
- Present location of family members.
- Whether or not dislocation allowance was paid.

7.131 Students Identified as Drug User. Any student who is found guilty of a drug related offense (i.e., as having illegally used/possessed drugs/related paraphernalia) while enrolled in a class "A" school training pipeline, including prerequisite courses, will be disenrolled from the course of instruction immediately. Upon completion of appropriate disciplinary action, these members are to be made available for reassignment based on the needs of the Navy. Waivers of this policy will not be approved. Members will not be considered eligible for reclassification except as follows:

- FORCED/SPECIAL CONVERSIONS: (Designated/Rated Members who are not eligible for retention in their current ratings must notify CNPC (PERS-815) by message of circumstances, results of disciplinary action and rating choices. Members will be considered for direct conversion only.
- RESCORE: Members attending class "A" school in conjunction with

enlistment guarantee conversion under the RESCORE/PRISE III program and fails or is no longer qualified for the specific "A" school notify CNPC (PERS-4010S) as required by MILPERSMAN 1133-060. Training commands are required to have dropped students undergo a professional development board endorsing further assignment to another "A" school. Additionally, a designated classifier at the school command must screen the student for ratings in which he/she is fully qualified for and report recommendations via availability. School classifiers must provide a minimum of three choices from which PERS-4010S will assign a school based on the needs of the Navy. Assignment to another "A" school is not guaranteed.

7.14 ASSIGNMENT UPON COMPLETION OF COURSE OF INSTRUCTION.

Assignment after training will be determined by the member's eligibility for sea or shore duty. Those members who reported to TEMDUINS or 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 PST, whichever is longer.

7.15 TEST SCORES FOR CLASS "A" SCHOOL.

7.151 Criteria. Minimum test scores are based on extensive and on-going studies of students and curricula at "A" schools. 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 school. The test scores in this article are minimum criteria, and command career counselors should use these scores in guiding Sailors to careers via "A" schools and OJT.

7.152 Waivers. In those cases where an individual has shown a particular aptitude for a rating and is considered an exceptional candidate, the Commanding Officer may recommend a test score waiver. Based on command endorsement and quota availability, CNPC (PERS-4010S) will consider granting waivers on a case basis using the following general guidelines:

- No waivers authorized for single score minimum requirement, i.e. Minimum WK = 45.
- Six points on two test score combinations, i.e., VE + AR.
- Nine points on three test score combinations, including those where one score is doubled, i.e., AR + 2MK + GS.
- Ten points on a four score combination.
- In exceptional cases, higher ASVAB waiver will be considered.

7.153 Retest of ASVAB. See MILPERSMAN 1200-050.

7.16 CLASSIFICATION TEST SCORES FOR CLASS "A" SCHOOL.

RATING/ SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VISION CORR 20/20	NCP	NH	NSI	SCR	MOS SUB QUAL	OBLI SERV	US CIT
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ADVANCED ELECTRONICS FIELD (AEF) PROGRAM. Qualifications for candidates for the AEF program are set forth in MILPERSMAN 1510-030. All candidates must be high school graduates or equivalent with successful completion of 10th grade. Must meet the program and rating criteria set forth below:

RATING/ SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VISION 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 Crypto- logic Technician Maintenance	MK + EI + GS = 156 + AR, Total = 218 Minimum MK = 57 Minimum AR = 57		X	X		X SSBI		72	X

Both the applicant and his/her immediate family members 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 (NOTE1)	X	X	X	X		72	X

Repairs and operates EW equipment. Minimum auditory requirements:

Cycles	500	1000	2000	4000	8000
ISO	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	X SSBI/ PRP	X	72	X

Requires PRP screening IAW CNPCINST 5510.11. Must volunteer for subs IAW ENLTRANSMAN, CHAP. 5 and meet physical standards IAW MANMED. Background investigation (BI) required. Moral turpitude offense(s) are generally disqualifying. Closed to women. No history of drug abuse.

RATING/ SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VISION 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		72	X
Minimum auditory requirements:									
Cycles	500	1000	8000						
ISO	35	30	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 than 45db in any one frequency. If hearing level exceeds these limits, the applicant is enlistment ineligible for the rating.

ADVANCED TECHNICAL FIELD (ATF) PROGRAM. Qualifications for candidates for the ATF program are set forth in MILPERSMAN 1510-030. All candidates must be high school graduates or equivalent with successful completion of 10th grade. Must meet the program and rating criteria set forth below:

EN Engineman	AR + MK + EI + GS = 210							72	
				NOTE (2)					
GSE Gas Turbine Systems Technician (Electrical)	AR + MK + EI + GS = 210		X					72	
GSM Gas Turbine Systems Technician (Mechanical)	AR + MK + EI + GS = 210		X					72	
HT Hull Maintenance Technician	VE + AR = 113 VE + MC + AS = 167		X	NOTE (2)		X		72	X
IS Intelligence Specialist	VE + AR = 103	X NOTE (1)	X			X SSBI		72	X
MM Machinists Mate	AR + MK + EI + GS = 210			NOTE (2)				72	

Rating open to volunteers for Submarine duty.

RATING/ SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VISION CORR 20/20	NCP	NH	NSI	SCR	MOS SUB QUAL	OBLI SERV	US CIT
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NUCLEAR FIELD (NF) PROGRAM

All candidates for ratings in the NF program must meet test score criteria set forth below (no waivers) and other criteria set forth in NAVMILPERSCOMINST 1306.11 (series). All candidates must be high school graduate (GED not acceptable), and have completed at least one year of algebra with a minimum grade of "C". Transcripts (or certified copy) must be filed in service record when enlisted.

All Rating | VE + AR + MK + NAPT = 290, or
| AR + MK + EI + GS + NAPT = 290.
| Minimum NAPT = 50 required.

SN Seaman (Submarine)	AR + MK + EI + GS = 222 or VE + AR + MK + MC = 222	X	X	X	X	X	X		X
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Closed to women. Must meet physical requirements IAW MANMED and pass BUDS physical screening test. See MILPERSMAN 1210-220. No history of drug abuse.

EM Electricians Mate			X	X			X		72	X
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ET Electronics Technician			X	X			X		72	X
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MM Machinists Mate			X	X			X		72	X
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Minimum auditory requirements:

Frequency (hz)	500	1000	2000	3000	4000	5000-8000
Standard (db)	30	30	30	45	60	None

AIRCREW PROGRAM

AD, AE, AM AO, AT, AW AMS, AMH, AME	AR + 2MK + GS = 196	X 20/200 (NOTE1)	X	N O T E (2)	X	X			60	X
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Must be HSG. Must volunteer for duty involving aerial flight as crew member and be physically qualified and psychologically adapted for flight IAW Art. 15-77 MANMED. 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. No history of drug abuse. Normal depth perception required for rescue swimmer.

RATING/ SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VISION CORR 20/20	NCP	NH	NSI	SCR	SUB QUAL	MOS OBLI SERV	US CIT
Naval Special Warfare (BUD/S)	(MK or VE) + AR = 104 Minimum MC = 50	20/70 NOTE(1)	X			X		72	X

Closed to women. Must meet physical requirements IAW MANMED and pass BUDS physical screening test. See MILPERSMAN 1210-220. No history of drug abuse.

Diver 2nd Class	(MK or VE) + AR = 104 Minimum MC = 50	20/100 NOTE(1)	X			X		72	X
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Must meet physical requirements IAW MANMED and pass physical screening test. See MILPERSMAN 1210-220. No history of drug abuse.

EOD Explosive Ordnance Disposal	VE + AR = 110	20/200 (NOTE(1))	X			X		72	X
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Must meet physical requirements IAW MANMED and pass EOD physical screening test. See MILPERSMAN 1210-220. No history of drug abuse.

CLASS "A" SCHOOL SELECTION CRITERIA. Selection criteria for Class "A" school leading to a general service rating are set forth below:

ABE Aviation Boatswains Mate (Launch and Recovery Equipment)	AR + MC + AS = 130	20/100 UNCORR (NOTE1)	X	N					
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Requires normal stereoscopic vision/full field of vision.

ABF Aviation Boatswains Mate (Fuel)	AR + MC + AS = 130	20/100 UNCORR	X	N					
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ABH Aviation Boatswains Mate (Aircraft handling)	AR + MC + AS = 130	20/100 UNCORR (NOTE1)	X	N					
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Requires normal stereoscopic vision/full field of vision.

AC Air Traffic Controller	AR + 2MK + GS = 210	20/200 (NOTE1)	X	X	X	X		60	X
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Must be 18 years old upon school entry. Be physically qualified IAW MANMED. No history of drug abuse. Persons convicted by Federal/State statutes for drug offense(s) are not eligible. No waivers authorized.

RATING/ SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VISION CORR 20/20	NCP	NH	NSI	SCR	SUB QUAL	MOS OBLI SERV	US CIT
AD Aviation Machinist's Mate	AR + MK + EI + GS = 190		X	N O T E (2)					
AE Aviation Electrician Mate	AR + MK + EI + GS = 218		X			X			X
AG Aero- graphers Mate	AR + MK + GS = 165		X			X			X
AK Aviation Storekeeper	VE + AR = 103								
AME Aviation Structural Mechanic (Safety Equipment)	AR + MC + AS = 164		X	N O T E (2)					
AMH Aviation Structural Mechanic (Hydraulics)	AR + MC + AS = 164		X	N O T E (2)					
AMS Aviation Structural Mechanic (Structures)	AR + MC + AS = 164		X	N O T E (2)					
AO Aviation Ordnanceman	AR + MK + EI + GS =190	20/100 (NOTE1)	X	N O T E (2)		X			X
AS Aviation Support Equipment Technician	AR + 2MK + GS =200		X						
AT Aviation Electronics Technician	MK + EI + GS = 156 + AR, Total = 218		X			X			X

RATING/ SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VISION 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 (NOTE1)	X	X	X	X		60	X

Volunteer for flight duty/flight physical. No history of drug abuse.

AZ Aviation Maintenance Administra- tionman	VE + AR = 103					X			X
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BU Builder	AR + MC + AS = 140			NOTE (2)				60	
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CE Construction Electrician	AR + MK + EI + GS = 200	X (NOTE1)	X					60	
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CM Construction Mechanic	AR + MC + AS =158							60	
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CTA, CTI
CTO, CTR
CTT,
SSBI originated at RTC. Both the applicant and his/her immediate family members 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.

CTA Cryptologic Technician Administra- tion	VE + NO + CS = 160					X SSBI			X
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CTI Cryptologic Technician Interpretive	VE + AR + NO + CS = 202		X			X SSBI			X
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Males may be assigned to duty in submarines or duty involving aerial flight. Females may be assigned duty involving flight. MANMED Chapter 15 and SECNAVINST 6420.1 (Series) pertain. DLAB requirement for all languages is 95. Request for DLAB tests through NETPDC Pensacola, FL.

RATING/ SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VISION CORR 20/20	NCP	NH	NSI	SCR	SUB QUAL	MOS OBLI SERV	US CIT
CTO Cryptologic Technician, Communicat- ions	VE + AR = 103			X			X SSBI		X
CTR Cryptologic Technician, Collections	VE + AR = 110			X			X SSBI		X
CTT Cryptologic Technician, Technical	VE + MK + AR + 167 Minimum MK = 57			X			X SSBI		X
DC Damage Controlman	VE + MC + AS = 158		X						
DK Disbursing Clerk	VE + AR = 105								

Have not been convicted or received punishment for any crime incident to larceny or fraud by a Courts-Martial under the UCMJ, under Art. 15 of the UCMJ or by a civilian court within the previous 36 months.

DT Dental Technician	VE + MK + GS = 149 (primary), and VE + MK + CS = 153 (secondary) must be satisfied.		X					60	
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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 licensed or graduate of 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	
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Must have completed 1/2 year of HS or one quarter/semester of college Trigonometry. Minimum grade of "C" required. Course title must be specifically Trigonometry.

RATING/ SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VISION CORR 20/20	NCP	NH	NSI	SCR	SUB QUAL	MOS OBLI SERV	US CIT
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GM Gunner's Mate (GMG, GMM)	AR + MK + EI + GS =204		X	NOTE (2)		X			X
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Selection for GMG, GMM, by SSC Great Lakes, IL. No history of drug abuse.

GSE Gas Turbine Systems Technician (Electrical)	AR + MK + EI + GS = 204		X						
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GSM Gas Turbine Systems Technician (Mechanical)	AR + MK + EI + GS = 204		X						
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HM Hospital Corpsman	VE + MK + GS = 149							60	
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Applicants must be informed that they will be assigned to duties involving direct patient care and clinical services and may be assigned to the FMF for duty. A licensed physician or dentist, or any 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
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IC Interior Communicat- ions Elec- trician	AR + MK + EI + GS =212		X			X			X
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IS Intelligence Specialist	VE + AR = 103	X (NOTE 1)	X			X SSBI			X
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Both applicant and immediate family members 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 rep. 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	VISION CORR 20/20	NCP	NH	NSI	SCR	QUAL	MOS SUB SERV	US OBLI CIT
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IT Information Systems Technician	VE + MK + CS = 163		X	N O T E (2)	X	X	BI		X
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JO Journalist	VE + AR = 110					X		60	X
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HSDG or equivalent with successful completion of 10th grade. Must type 20 WPM when enlisted.

LI Litographer	VE + AR = 103					X			X
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LN Legalman	VE + NO + CS = 160 Minimum VE = 48			X	X	X			X
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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 PERS-815 (DO NOT send to PERS-4010S). See JAGINST 1440.1 for application procedures and other eligibility requirements.

MA Master-at- Arms	WK + AR = 100 Minimum WK = 45	X (Note 1)	X	X	X	X			X
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Must be High School Graduates. Must have no record of conviction by court martial, NJP, conviction by civil court for any offense other than minor traffic, within the past 24 months. Must possess a valid driver's license or be eligible to obtain one. See OPNAVINST 1440.1C for application procedures and other eligibility requirements.

MM Machinist's Mate	MK + AS + 96			N O T E (2)					
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MM(SS) Machinist's Mate (Submarine)	VE + AR + MK + MC = 210	X	X	X	X	X	X		X
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Must volunteer for submarine duty IAW ENTRANSMAN CHAP 5 and meet physical standards IAW MANMED. 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
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Must be screenable for overseas duty IAW ENLTRANSMAN.

RATING/ SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VISION CORR 20/20	NCP	NH	NSI	SCR	SUB QUAL	MOS OBLI SERV	US CIT
MR Machinery Repairman	AR + MC + AS = 158	X (NOTE1)			NOTE (2)				
MS Management Specialist	VE + AR = 89								
MS(SS) Mess Management Specialist (Submarine)	AR + MK + EI + GS = 200 or VE + AR + MK + MC = 200	X	X	X	X	X	X		X
Must volunteer for submarine duty IAW ENLTRANSMAN CHAP 5 and meet physical standards IAW MANMED. Moral turpitude offenses are generally disqualifying. No history of drug abuse. Closed to women. Note: Normal color perception may be waived - see MANMED.									
MU Musician									
Selection based on personal audition at School of Music Navy Band. See CRUITMAN-ENL.									
OS Operations Specialist	VE + MK + CS = 157		X	X	X	X			X
PC Postal Clerk	VE + AR = 108					X			X
HSDG or equivalent with successful completion of 10th grade. Valid driver license required.									
PH Photo- grapher's Mate	VE + AR = 103	X (NOTE 1)	X			X		60	X
PN Personnelman	VE + MK = 105 or VE + MK + CS = 157								
PR Aircrew Survival Equipment- man	VE + MC + AS = 158	X (NOTE 1)	X						

Visual acuity must be correctable to 20/20. Oculomotor balance: no obvious Heterotrophia or symptomatic Heterophoria (NOHOSH). Must have normal color perception.

RATING/ SCHOOL	ASVAB TEST SCORE QUALIFICATIONS	VISION CORR 20/20	NCP	NH	NSI	SCR	SUB QUAL	MOS OBLI SERV	US CIT
SW Steel Worker	AR + MC + AS = 140							60	
TM Torpedoman	AR + 2MK + GS = 196		X				X		X
UT Utilities- man	AR + MK + 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		X SSBI	X	X

Must be volunteer for submarine and meet physical standards IAW MANMED.
No history of drug abuse. Must volunteer for submarine duty IAW ENLTRANSMAN
CHAP 5 and meet physical standards IAW MANMED. Closed to women. Normal color
perception may be waived. See MANMED.

NOTE 1: Vision Corr 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.

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 than 45b in any one frequency. If hearing level
exceeds these limits, the applicant is ineligible for the rating.

Abbreviations: The following abbreviations are used in the charts above.

- a. BVE - Binocular Vision Equivalent.
- b. DLAB - Defense Language Aptitude Battery.
- c. HSDG - High School Diploma Graduate.
- d. MOS OBLISERV - Months obligated service.
- e. NCP - Normal color perception.
- f. NFQT - Nuclear Field Qualification Test
- g. NH - Normal hearing.
- h. NSI - No speech impediment.
- i. SCR - Security clearance eligible.
- j. SUB QUAL - Submarine qualification.
- k. U.S. CIT - U.S. citizenship.
- l. WPM - Words Per Minute.
- m. PRP - Personnel Reliability Program.

CHAPTER 8
REENLISTMENT INCENTIVES

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REENLISTMENT INCENTIVES

8.0 GENERAL.

This Chapter presents various Navy reenlistment incentive programs in regard to duty assignments and school guarantees (see MILPERSMAN 1160-090 for the Selective Conversion and Reenlistment (SCORE) Program and MILPERSMAN 1160-100 for the Selective Training and Reenlistment (STAR) Program), setting forth eligibility criteria and requesting procedures for each. 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. For example, an individual may not be guaranteed a choice of duty under Article 8.01 Guaranteed Assignment Retention Detailing (GUARD 2000) and training under the STAR Program as dual incentives for the same reenlistment. Although a member may receive Selective Reenlistment Bonus (SRB) for reenlistment, SRB is not a guarantee of any reenlistment program.

8.01 GUARANTEED ASSIGNMENT RETENTION DETAILING (GUARD 2000) PROGRAM.

The GUARD 2000 program offers two guaranteed assignments within a 20-year career timeframe for active duty USN, USNR-R (TAR), and USNR personnel in return for a four, five or six-year reenlistment.

- First Guarantee. The first guaranteed assignment must be used during member's first reenlistment. Tour length waivers of up to 18 months of a PST will be considered on a case by case basis.
- Subsequent Guarantees. Those personnel who are in their second or subsequent term, are entitled to one additional guaranteed assignment under this program.
- The GUARD 2000 assignment is the result of negotiations between the member and the detailer (the detailer has greater latitude in assigning Sailors to lower priority billets for a longer reenlistment period) for a mutually agreeable assignment. All assignments must be to valid billets.

8.011 Eligibility Requirements. All personnel, 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 personnel who have passed an E-4 examination and meet all other criteria for advancement may apply for the program.

- Personnel must be eligible for reenlistment in accordance with MILPERSMAN 1160-030.
- Member must reenlist for a minimum of 4 years beyond their 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 four years, up to a maximum total of six years.
- Assignments are intended to be made for transfer when EAOS and PRD coincide (with the exception of first term sailors where assignments may be made at initial EAOS).
- **Contact the detailer** and apply 6 to 9 months prior to EAOS or EAOS as extended.

- If currently assigned overseas, must complete prescribed DoD tour.
- Personnel whose completion of the specified activity/area tour is MORE than nine months in the future may request a general assignment guarantee for execution at PRD (e.g., coast or general overseas area, etc.) As an alternative to the general assignment procedures above, personnel may extend enlistment to complete the specified activity tour in accordance with MILPERSMAN 1160-040 in order to move EAOS out to coincide with PRD to negotiate for a specific assignment guarantee.
- Member's eligibility for a GUARD assignment remains unless the member is in receipt of orders

8.012 First Term Personnel. First term personnel (non-careerists) are defined as members in pay grade E6 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.

- 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.
- Tour length waivers of up to 18 months of a PST for first term Sailor's reenlisting under the GUARD 2000 Program will be considered on a case by case basis. Tour length waivers offered under the GUARD 2000 Program are constantly reviewed and revised to be the most responsive to the needs of the Navy in consideration of overall 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. Contact rating detailers to determine rating exceptions. Approval of waivers will be based on:
 - Manning of rate/rating.
 - Amount of PST being waived.
 - Amount of time obligating. In all cases, the period of reenlistment will be sufficient to ensure at least one year sea duty following the GUARD shore tour.
 - Priority of requisition available to fill request.

8.013 Amplifying Remarks

Guaranteed duty assignment is interpreted as being either:

- Type ship/type aircraft, or
- Homeport for sea duty, or
- Shore duty in a specific geographic location, or
- A mutually agreeable billet/UIC as negotiated by the member and his/her detailer.

NOTES: - Specific geographic location is determined by the detailer and Sailor on a case by case basis, but can be a city, Fleet

Concentration Area, state, coast, country, etc.

- The above cannot be combined on the contract. For instance, type ship cannot be combined with a homeport. One guarantee only is authorized.

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 in accordance with MCA priorities in the general area requested (e.g., coast, homeport, overseas area, etc.).

NOTE: 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.

- Assignment of individuals 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.
- A career Sailor whose PRD is adjusted to equal EAOS, because of an election not to OBLISERV and/or advises intent to separate at EAOS, is not GUARD eligible.
- Since PCS funds must be closely managed, requests for high cost moves may be denied solely due to monetary constraints. Such assignment should not be listed as a single choice in GUARD requests. With the exception of a limited number of assignments to general duty billets, such as recruiting, Recruit Division Commander (RDC), etc., personnel 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.
- SRB is not a guarantee of the GUARD 2000 Program. In-skill assignment of personnel who received SRB shall remain the highest priority.

8.014 Procedures

The following procedure will be followed for all Sailors participating in the GUARD 2000 Program:

- 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.
- To ensure eligibility for GUARD and a full understanding of other benefits which may be available in connection with reenlistment, individual 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, 1306/7 or letter should be transmitted immediately indicating the tentative agreement for reenlistment incentive.
- Submit all GUARD requests by routine message, 1306/7 or letter in the format prescribed in Figure 8A.

- All GUARD requests will be handled as URGENT RETENTION ACTION ITEMS by Commanding Officers/Officers-In-Charge.
- Eligible members who, after appropriate counseling sessions with their Command Career Counselor, are unable to contact their detailee, should indicate a broad range of duty choices in the GUARD message, 1306/7 or letter request, in order to minimize administrative requirements associated with the reenlistment assignment.
- Inclusion of spouse's name, rate, SSN, NEC, DUSTA, PRD and EAOS, is required in cases concerning dual military couples.
- Individuals requesting operational/overseas duty must satisfactorily complete screening prior to submission of GUARD request. Forward info copy to COMNAVPERSCOM (PERS-451).

NPC will upon receipt of the GUARD request, 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:

- Handle all GUARD requests promptly.
- Verify eligibility:
 - If member is ineligible, send message advising reason for ineligibility and recommend alternate or proper course of action.
 - If member is eligible, verify billet availability:
 - If the requested billet is not available, send a message stating that the requested billet is not available and offering specific alternatives (Figure 8B).
 - If the requested billet is available, send a commitment message (Figure 8C) or special programs screening message (Figure 8D), as applicable.

Note: Nomination to special programs may delay the ultimate response to a GUARD request due to qualification screening requirement.

- All approved GUARD requests are to be handled in a two step process:
 - First a commitment message, followed by a set of orders.
 - Responses to message requests will be transmitted within 10 working days after receipt.
- Write orders:
 - Ensure P-text P58008 (specific items to fill in) are included.
 - No orders will be issued until an official request with command endorsement is received.

8.015 Recording

The enlisted orders will reflect one of the following statements which the reenlisting command will transcribe onto Block 32 of the reenlistment contract:

- Type of ship Example: Type of ship - (DDG)
- Homeport for Example: Sea Duty - Norfolk, VA
 Sea Duty

- Shore Duty in Example: Shore duty - San Diego, CA
 Specific Location

- Split Tour Example: Split tour - Homeport Charleston, SC or
 Split tour - Type ship (DDG)

- Enter activity name and UIC. Example: USS KITTY HAWK UIC 03363 or
 Naval Station, Mayport, FL UIC 60201

8.016 Term of Guarantee

Acceptance of a reenlistment incentive under the GUARD 2000 Program should be with the following understanding:

- Assignments are normally made for the appropriate sea, shore, or area tour.

- Should unforeseen circumstances necessitate voiding the guarantee through no fault of the member (e.g., base closure, billet reduction, homeport change, etc.):
 - Within the first 12 months after reporting aboard:
 - The member shall be permitted to renegotiate for a valid requirement in the same geographical area for completion of tour.

 - 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.

 - After the first 12 months after reporting aboard:
 - The member will contact his/her 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.

The service member must maintain his eligibility as outlined in Article 8.011 up until the time PCS transfer is executed. In the event that a guaranteed assignment under this program is abrogated by the action of the service member (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 COMNAVPERSCOM (PERS-40) for determination.

8.17 Personnel Not Approved for GUARD 2000 Program

Personnel who are not approved for assignment under the provisions of the GUARD 2000 Program by the Commander, Navy Personnel Command may still be reenlisted, provided otherwise qualified, under regular reenlistment procedures in accordance with current directives.

8.02 GUARANTEED ASSIGNMENT RETENTION DETAILING (GUARD 2000) PROGRAM FOR NUCLEAR TRAINED PERSONNEL.

The Nuclear GUARD 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. 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 STAR enlistment provided the terms of Article 8.0 are met. The second GUARD assignment may be used at the member's discretion any time prior to commencement of the 17 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 in COMNAVPERSCOM in order to retain these personnel through guaranteed assignment detailing.

8.021 Scope of the Nuclear Guard 2000 Program. This program is applicable only to those personnel in the ET, EM, IC, and MM ratings who are coded with Navy Enlisted Classification Codes 3351-3356, 3359, 3361-3366, 3383-3386, 3389, and 3393-3396. This program is designed to offer nuclear-trained enlisted personnel a choice of guaranteed duty assignments.

8.022 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:

- May not be under orders for PCS transfer at time of application.
- Be within six 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 four years, up to a maximum total of six years.
- Be eligible for duty requested in accordance with sea/shore rotation pattern established in the ENLTRANSMAN.
- Be willing to reenlist for four or more years.
- Have a consistent record of satisfactory performance or a demonstrated trend towards improved performance.
- Be recommended for reenlistment by the Commanding Officer.

8.023 Assignment Guarantees Available for Nuclear Operators. 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. If member elects to reenlist for at least four years, the following assignment guarantee options are available for nuclear-trained personnel.

If member is currently serving in an operational nuclear billet at sea and is

within 12 months of completing the PST and has at least 24 months at the present command, he may request one of the following:

- A waiver of up to one year of the PST may be granted only for assignment to an operational NEC billet at a nuclear support or training activity.
- For those 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 is guaranteed for two or three 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 normal shore tour (NST).
- 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.

If member is currently serving a tour of shore duty, he may request assignment to the nuclear ship type or coast of choice.

If member is currently serving in an operational nuclear billet at sea and has completed between 18 and 48 months of his PST, he may request one of the following:

- Retention on board to complete PST.
- Split sea tour (intra or inter fleet) with choice of nuclear ship type or nuclear homeport. The 24-month minimum tour applies.

8.024 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.

Options offered under the Nuclear GUARD 2000 Program are constantly reviewed and revised to be the most responsive to the 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. Nuclear trained personnel will not be assigned to duty not connected with the 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.

A Nuclear GUARD 2000 incentive may not be requested after PCS orders are issued as a means to change or cancel such orders.

Fleet Reserve eligible personnel must sign a page 13 entry agreeing to complete the specified activity or prescribed overseas area tour at the new activity.

8.025 Procedures. As the Nuclear GUARD 2000 Program closely parallels the regular GUARD 2000 Program, the provisions of the regular GUARD 2000 Program shall be followed in the following areas:

- Procedures Note: Members issued orders or offered alternative assignments under the Nuclear GUARD 2000 Program shall notify

COMNAVPERSCOM (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.

- Terms of Guarantee.
- Procedure for Requesting GUARD 2000 Program.
- Recording Procedure.
- Personnel Not Approved for GUARD 2000 Program.

8.026 Selective Reenlistment Bonus (SRB) Eligibility. Refer OPNAVINST 1160.6 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.

8.03 ASSIGNMENT TO SCHOOL AS A REENLISTMENT INCENTIVE.

The purpose of this article is to provide an incentive for reenlistments of four or more years by guaranteeing, under certain conditions, assignments to a specific school.

If an individual 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 two years service obligation beyond the original obligation as extended.

8.031 Eligibility. In addition to merely meeting obligated service requirements and entrance requirements (as specified in Article 7.01 and appropriate schools catalog respectively) a reasonable assurance that skills gained through training will be effectively utilized must exist in order to justify the expenditure of training dollars. Accordingly, consideration of requests will be based on the following factors:

- 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.
- 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 desired exist only at sea, assignment to the desired school would not be warranted.
- 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 he or she would not normally utilize would not be warranted.
- Have a consistent record of satisfactory performance.
- Fleet Reserve Eligibility. Article 7.03 prescribes obligated service

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 page 13 service record entry to remain on active duty for that entire period.

- A careerist whose PRD is adjusted (curtailed) to equal EAOS, because of an election not to OBLISERV and/or advise intent to separate at EAOS, is not eligible for assignment to a school as a reenlistment incentive should that person later change his/her mind.
- A non-careerist advising intent to separate at EAOS, is not eligible for assignment to school as a reenlistment incentive should that person later change his/her mind.

8.032 Requesting Procedures. Members reenlisting under the provisions of this article will have their school assignment guaranteed prior to reenlistment. To permit orderly administration of this program the following procedures are prescribed:

All members desiring to reenlist under the provisions of this Article shall submit their requests to COMNAVPERSCOM, via appropriate type commander with a copy to EPMAC, 4 to 6 months prior to the desired reenlistment date. Members must be within one year of expiration of normal enlistment. Extensions not yet operative do not affect normal enlistment expiration date.

Assignments to schools under the provisions of this article will normally occur at member's PRD. However, school assignments on a TEMADDINS 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.

The following information must be included in requests for school assignment as a reenlistment incentive:

- EAOS.
- Date desiring to reenlist.
- ADSD.
- Previously attended school requested (YES/NO) (If YES, indicate date graduated and standing in class, if applicable).
- Meets security requirements (where applicable).
- Meets physical requirements (where applicable).
- Presently in receipt of orders (YES/NO) (If YES, indicate authority).
- Number of dependents (if applicable).
- Location of household goods.
- Aptitude test scores (Basic Test Battery or Armed Services Vocational Aptitude Battery).
- Evaluations in same format as for GUARD 2000 request.

- Date reported to present duty station.

8.033 Service Record Entry. If the request is approved, the following entry is required on the Immediate Reenlistment Contract:

"School Assignment, IAW TRANSMAN 8.02."

GUARD 2000 REQUEST FORMAT

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. ADSD
 - B. 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 EVAL/BLOCKS 27 THROUGH 39 (E7/8/9). (NAVPERS 1616/24).
DATE OF EVAL/BLOCKS 27,28,30,31,32,36, AND 39 (E3/4/5/6). (NAVPERS 1616/24).
NO COURTS-MARTIAL, NON-JUDICIAL PUNISHMENT 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 IAW CHAPTER FOUR.

FIGURE 8A

GUARD Billet Non-availability Message

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, MBR SHOULD BE ADVISED BILLETS OFFERED IN THIS MSG ARE BEING OFFERED TO OTHER ELIGIBLE SAILORS. THEREFORE, IT IS ESSENTIAL THAT MBR CONTACT DETAILER VIA MSG/EMAIL/PHONE IF INTERESTED IN THE BELOW LISTED BILLETS OR TO DISCUSS OTHER POSSIBLE OPTIONS.

3. FOL BILLETS AVAIL:
{List at least 3 alternatives.}

4. REQUEST MBR LIST BILLETS DESIRED IN ORDER OF PREFERENCE. UPON REPLY ORDS WILL BE ISSURED BASED ON BILLETS STILL AVAIL AND SNM'S PREFERENCES. YOUR COOPERATION IN THIS RETENTION EFFORT 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.

FIGURE 8B

GUARD Commitment Message, Non-Special Programs Billet

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 ORDS TO {Billet and UIC} WILL BE FORTHCOMING. NAVPERSCOM TAKES PLEASURE IN YOUR DECISION TO CONTINUE YOUR NAVAL CAREER BY USE OF THIS ASGNMT 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 ASGNMTS.

3. FOR THE COMMANDING OFFICER:

A. ENSURE BLOCK 32 OF REENL CONTRACT STIPULATES GUARD ASGNMT TO (Billet and UIC). CITE THIS MSG AS AUTH FOR ASGNMT GUARD. {number of years reenlisting} REENL REQD.

*B. MBR IS WITHIN 3 MOS OF EAOS. IF MBR DOES NOT REENL WITHIN 30 DAYS NOTIFY PERS{perscode} BY MSG. DUE TO LIMITED BILLET AVAIL ORDS MAY BE CANX AND BILLET NECESSARILY OFFERED TO ANOTHER ELIGIBLE SAILOR. IF MBR IS SRB ELIGIBLE THE 30 DAY PROVISIO DOES NOT APPLY, HOWEVER WITHIN THIS PERIOD ADVISE PERS{perscode} OF MBR'S INTENTIONS.

*B. MBR IS GREATER THAN 3 MOS FROM EAOS. IF MBR DOES NOT REENL 70 DAYS PRIOR TO EAOS NOTIFY PERS {PERS code} BY MSG. DUE TO LIMITED BILLET AVAIL ORDS MAY BE CANX AND BILLET NECESSARILY OFFERED TO ANOTHER SAILOR. IF MBR IS SRB ELIGIBLE THE 70 DAY PROVISIO DOES NOT APPLY, HOWEVER WITHIN THIS PERIOD ADVISE PERS{perscode} OF MBR'S INTENTIONS.

*Use just one subparagraph 3B.

FIGURE 8C

GUARD Commitment Message, Special Programs Billet

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. MBR'S GUARD REQUEST HAS BEEN PASSED TO SPECIAL PROGRAMS (PERS 4010) DSN 882-_____, COMM (901) 874-_____. ESTIMATE 7 WORKING DAYS FOR SCREENING REQUEST MSG FM PERS 4010. BUPERS TAKES PLEASURE IN YOUR DECISION TO CONTINUE YOUR NAVAL CAREER BY USE OF THIS ASGNMT 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 ASGNMTS.

3. FOR THE COMMANDING OFFICER:

A. ENSURE BLOCK 32 OF REENL CONTRACT STIPULATES GUARD ASGNMT TO (Billet and UIC). CITE THIS MSG AS AUTH FOR ASGNMT GUARD. {number of years reenlisting} REENL REQD.

*B. MBR IS WITHIN 3 MOS OF EAOS. IF MBR DOES NOT REENL WITHIN 30 DAYS NOTIFY PERS {PERS code} BY MSG. DUE TO LIMITED BILLET AVAIL ORDS MAY BE CANX AND BILLET NECESSARILY OFFERED TO ANOTHER ELIGIBLE SAILOR. IF MBR IS SRB ELIGIBLE THE 30 DAY PROVISIO DOES NOT APPLY, HOWEVER WITHIN THIS PERIOD ADVISE PERS{perscode} OF MBR'S INTENTIONS.

*B. MBR IS GREATER THAN 3 MOS FROM EAOS. IF MBR DOES NOT REENL 70 DAYS PRIOR TO EAOS NOTIFY PERS{perscode} BY MSG. DUE TO LIMITED BILLET AVAIL ORDS MAY BE CANX AND BILLET NECESSARILY OFFERED TO ANOTHER SAILOR. IF MBR IS SRB ELIGIBLE THE 70 DAY PROVISIO DOES NOT APPLY, HOWEVER WITHIN THIS PERIOD ADVISE PERS{perscode} OF MBR'S INTENTIONS.

*Use just one subparagraph 3B.

FIGURE 8D

CHAPTER 9

ASSIGNMENT TO PROGRAMS

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CHAPTER 9

ASSIGNMENT TO SPECIAL PROGRAMS

9.01 GENERAL

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. In this chapter, you will find all the tools needed to request, process, and submit information for transfer to a special program.

To request assignment to a special program, submit an Enlisted Duty Preference Form (NAVPERS 1306/63) indicating the special program and area of preference. An Enlisted Personnel Action Request (NAVPERS 1306/7) should be submitted to COMNAVPERSCOM, using the cognizant COMNAVPERSCOM number, via the appropriate chain of command approximately 9-12 months prior to member's Projected Rotation Date (PRD). Applications for non-designated SN/FN/AN should be sent to EPMAC (EP-47). All other applications should be sent to COMNAVPERSCOM and should also arrive approximately 9-12 months prior to member's PRD. It is the responsibility of the Commanding Officer, as well as, several other key personnel to ensure that personnel are fully qualified for the specified special program utilizing Figure 9A Program Suitability Form.

In addition to the requirements in Chapter 3 of this manual and those contained in the transfer directive, commands shall ensure that the following requirements are met prior to transfer:

- Members requesting a special program must understand that these programs can not 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.

- Member must be released by their rating detailer to qualify for a special program.

- Individuals selected for special programs are expected to meet or exceed all Navy physical readiness standards in accordance with OPNAVINST 6110.1(series).

- 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, or ENT-NAC, or NACI. Many special programs will require a security clearance and member is to acquire the security clearance specified in the program description prior to transfer.

- Individuals qualified for a special program should have the required obligated service to complete the normal tour of duty. Members who do not have the required obligated service must either reenlist or extend prior to transfer. If member cannot extend enlistment due to SRB or other ratings requirements, which may cause financial loss, submit a waiver (F1). 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 page 13 entry shall be made certifying the member both understands and agrees. 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 request to COMNAVPERSCOM (appropriate COMNAVPERSCOM code) via message.

- Commanding Officers shall ensure member is qualified. The CO's signature on the Special Program Screening Form (Figure 9A) is the endorsement. No further document is needed. If member is disqualified through no-fault of his/her

own, member will remain at current command. Disqualification will be reported to COMNAVPERSCOM and reassignment will be recommended as appropriate. Waivers may be submitted for certain program requirements and will be approved on a case-by-case basis. Figure 9B is the required format for a waiver message.

Use the message format in Figure 9C for the suitability/unsuitability of a member.

After member has been transferred to a special program or is determined unsuitable due to no fault of the member (i.e. medical, program disestablishment, etc.), member will be released back to their rating detailer via message to CNPC (PERS-40 and rating detailer). Negotiation with member and detailer for reassignment will occur for the remainder of the PST(if member is within 12 months of sea/shore rotation, the member will return to sea duty). If the reassignment is the fault of the member, then the member will be reassigned by the in-rate detailer based on requisition priority. Special screening qualifications are required for all special programs; however, waivers are granted on a case-by-case basis. 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. Waivers are submitted to COMNAVPERSOM (Specific Code) and/or specified special program manager. Appropriate supporting documentation and the Commanding Officer's endorsement should accompany all waiver requests. Use the message format in Figure 9B for waiver messages. **Several qualifications will indicate non-waiverable and those cannot be waived for the specified program.

9.011 SPECIAL PROGRAMS SCREENING DEFICIENCY REPORT (SPSDR). The SPSDR (FIGURE 9D) is sent to the transferring command info COMNAVPERSCOM (PERS-4010). This message is used to report discrepancies of the screening conducted by the transferring command.

9.02 NAVY FOOD MANAGEMENT TEAMS.

Navy Food Management Teams provide technical and management assistance to Mess Management Specialists in the 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. Their mission is to assist both fleet units and shore activities in the improvement of food service operations staffed with Navy Mess Management Specialists. These teams are located at Norfolk, New London, Yokosuka, Bremerton, Mayport, San Diego, and Pearl Harbor. Navy Food Management Teams are composed of Mess Management Specialists in paygrades E-7 and above and have completed Mess Management Specialist Class "C" School, Management Principles Course, and Instructors Training prior to reporting for team duty.

***OBLISERV/Tour Length: Normal MS Shore Rotation PERS Code: 405**
Special Program Screening Form Section(s): A

9.03 FLEET TECHNICAL SUPPORT CENTER PROGRAM.

Fleet Technical Support Centers (FTSC) provide 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 and on-the-job training on board fleet units. Duty assignments at FTSC include Fleet concentration areas both CONUS and Overseas. E-6 and above personnel may apply for this program. Members should be advised that duty with FTSCs will be classified as shore duty with the exception of FTSC Dets in Naples, Yokosuka, Sasebo, and Singapore, which are non-rotated sea duty type 4.

*** OBLISERV/Tour Length: Normal Rating Shore Rotation/DOD Tours**
PERS CODE: 406/402
Special Programs Screening Form Sections: A and D2

9.04 PHYSICAL SECURITY/LAW ENFORCEMENT SPECIALIST.

Performs specialized duties in internal security at Naval installations and facilities worldwide as a member of the Navy Internal Security Force. Provides security for restricted areas. Controls entry and exit at access points to restricted areas. Patrols concentration areas on foot and using vehicles. Conducts auto accident scene and traffic control, crime investigation, crime scene control and criminal apprehension and submits written reports. Enforces general and special orders and regulations applicable to the area operations. Performs convoy escort and defense against intrusion by hostile elements, riot or other unusual circumstances. Personnel selected for assignment to Physical Security Duty will be ordered via six weeks at the Law Enforcement Specialist Training School located at Lackland AFB in San Antonio, Texas. All graduates will earn the Law Enforcement Specialist NEC 9545. Personnel of all ratings, except HMs and DTs may apply for assignment. Personnel who are requesting spouse collocation cannot be assigned to the same UIC. Pregnancy will delay entry into program. Due to member's job requirements which authorize the possession of weapons, members with open FAP cases are ineligible. No record of civil court convictions, except minor traffic violations (non-waiverable). Must be a U.S. citizen (non-waiverable).

Individuals who possess and are serving as a NEC 9545 must continue to meet the screening contained in this chapter. Members who no longer meet these requirements will have their NEC removed. Commanding Officers must submit NAVPERS 1221 to EPMAC Code 49 (copy to PERS-4010) with sufficient documentation for removal of NEC 9545. Upon removal of 9545 NEC command will submit availability in accordance with Chapter 18 of this manual.

*** OBLISERV/Tour Length: 36 months PERS CODE: 4010E**
Special Programs Screening Form Sections: A, B, and D2, 3

9.05 BRIG/TRANSIENT PERSONNEL UNIT (TPU) UNIT STAFF.

Facilities located throughout the United States and at a few overseas locations provide exceptional opportunities for personnel to enhance their leadership qualities without regard to their military specialty. Personnel in pay grades E4 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. Personnel being screened for TPU should demonstrate leadership and supervisory abilities.

Brig Staff Only: Members contemplating brig staff should be aware that any obvious disfigurement, physical or speech impediment might subject that individual to contempt or ridicule by prisoners or undermine his/her control of prisoners. Personnel selected for assignment to a brig staff will be ordered via Corrections Specialist Training (NEC 9575) at the Naval Correctional Academy.

Correctional Counselor: In addition to the general selection criteria for Corrections Specialist (NEC 9575) or correctional custody unit staff, members being considered for duty as a Correctional Counselor must have six months experience on a Brig or Correctional Custody Unit Staff, in pay grades E5 and above, must have at least one year remaining onboard upon completion of

training and be screened by the Brig or Correctional Custody Officer prior to being ordered to Correctional Counselor Training (NEC 9516) at the Naval Institute of Correctional Administration.

*** OBLISERV/Tour Length: 36 months** **PERS CODE: 4010 and 4010d2**
Special Programs Screening Form Sections: A and B (D3 for TPU)

9.06 COMMAND CAREER COUNSELOR PROGRAM.

The Command Career Counselor Program allows personnel in ratings other than Navy Counselors to assume full time command career counselor billets. These personnel are assigned to assist Commanding Officers/Unit Commanders in maintaining an effective career counseling program as outlined in the Retention Team Manual (NAVPERS 15878). To qualify for selection as a Command Career Counselor, the member must be in paygrades E-6 through E-9.

*** OBLISERV/Tour Length: 36 months** **PERS CODE: 405**
Special Programs Screening Form Sections: A **ASVAB: WK+AR=150; Min AR=50**

9.07 NAVAL INTELLIGENCE SUPPORT CENTER.

The requirement exists for a small number of submarine and surface qualified Sonar Technicians at the Office of Naval Intelligence (ONI), Suitland, Maryland (Washington D.C. area), and Submarine Sonar Technicians at the SSEPs at Pearl Harbor, HI and New London, CT, to participate in the Acoustic Intelligence (ACINT) Specialist program. Applicants should meet requirements set forth in NAVPERS 18068 (Naval Enlisted Manpower and Personnel Classification and Occupational Standards). Paygrades E5 through E8 with 15 years or less active service are eligible to apply for assignment for this program. *Interview/Screen with Qualified ST-0416; Outstanding command of oral and written English language. Refer to OPNAVINST S1510.9.

*** OBLISERV/Tour Length: 48 months** **PERS CODE: 403D for STS; 406C for STG**
Special Programs Screening Form Sections: A, C; Use NAVPERS 18068

9.08 U.S. NAVY CEREMONIAL GUARD.

The U.S. Navy Ceremonial Guard, a component of the Naval District Washington (NDW), is the official ceremonial unit of the Navy. Non-petty officers are assigned directly from Recruit Training Command. Those recruits who volunteer and are accepted for Guard duty must execute a Page 13 acknowledging the delayed entry into whatever guaranteed program they enlisted for, until completion of the prescribed tour with the Guard. 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 Guard from subsequently requesting Class "A" school or transfer to sea duty. Requests of this nature can be expected to receive favorable consideration if the individual is otherwise eligible and a requirement exists. Petty Officers are selected from those eligible for shore duty.

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:

- Height: Male: Minimum 6'0"; Females: Minimum 5'10" (waivers considered).
- Be able to participate in public ceremonies without glasses (contact lenses are acceptable).
- Be capable of strenuous marching, drilling, and prolonged standing.
- Have outstanding appearance and military bearing.
- Possess facial features free of acne, scars and other unusual

distinguishing features.

- Be eligible for Presidential Support duty in accordance with DOD Directive 5210.55.

Prospective Petty Officers, E-4 to E-9, must have the following additional qualifications:

- No trait below 3.0 for the past three evaluation periods.
- Be high caliber individuals to serve as sharp military role models for junior sailors.

Tour lengths for Guard personnel is as follows: E-4 to E-9 personnel will serve 36 months or the normal shore tour for their ratings, whichever is longer. E-1 to E-3 volunteers will serve 24 months. Sailors successfully completing a Ceremonial Guard assignment and having an initial four year enlistment with guaranteed "A" school training, must have at least 18 months of remaining obligated service upon completion of training. Sailors successfully completing "A" School will not incur any additional obligated service for training. Sailors who were not guaranteed "A" School training upon initial enlistment must have the required obligated service remaining for the course of instruction desired.

Prospective members of the Ceremonial Guard must meet the criteria for nomination to Presidential Support Duty (PSD), in accordance with DOD Directive 5210.87, enclosure 4. Commanding Officers will verify, via administrative entry in the member's service record, that the candidate meets the requirements for nomination to PSD. Personnel must have a favorably completed national Agency Check with Local Check (NACLC), within the last 36 months preceding selection for PSD. Special Instructions are as follows - for electronic transmission of the Security Officer form to the Defense Security Service: Item 1, "Return Results to": "Director, Department of Navy Central Adjudication Facility, 716 Sicard Street SE, WNY - Building 176, Washington, DC 20388-5389"; Item 2: under Type of Investigation: Select, "5" (NAC - other, enter "NACLC"; Item 6, Reason for Access; (1) Select, "Secret" (2) Select, "XX (other)", then enter "Initial Assignment for Presidential support Duty as member of USN Ceremonial Guard (YANKEE WHITE) Washington, DC EDA()." For EDA, indicate estimated date of arrival.

*** OBLISERV/Tour Length: 36 months PERS CODE: 4010F**
Special Programs Screening Form Sections: A, B, and D1, 2, 5
ASVAB: GCT=50; WK=50

9.09 NAVAL AIRCREW PROGRAM.

The Naval Aircrew Program is comprised of personnel of the various ratings and enlisted TAR personnel with a Distribution NEC of 78XX, 82XX, or 84XX. Naval Aircrewmembers perform duties in fixed and rotary wing aircraft based ashore and afloat.

- Must be a volunteer for duty involving flying and sign a NAVPERS 1070/613 Enlisted Service Record entry as follows:

Date: "I, _____ (name) _____ volunteer for duty involving flying and understand that I must maintain those qualifications specified by the Chief of Naval Operations and the Chief of Naval Personnel during the periods I am actively assigned to flying. This agreement shall remain valid until such time as it is rescinded by me or as determined by appropriate authority that I am no longer qualified for such duties."

Member's Signature

Witnessed: J. SIMPSON
LCDR, USN, Personnel Officer

Must be physically qualified for duty involving flying Aircrew in accordance with the Manual of the Medical Department (NAVMED P117). Must meet minimum qualifications for 2nd class swimmer as contained in MILPERSMAN.

Rated personnel assigned NECs within the 82XX special aviation series:

- Member must be a designated striker or pay grade E-4 and above.
- Must be in the proper rating for the NEC for which the crewmember position is specified in accordance with NAVPERS 18068 (NEC Manual, Volume II).
- Must be eligible for a minimum of a secret clearance. Due to extensive investigation required, naturalized citizens accepted for aircrew training must possess a final secret clearance prior to program entry.

Aircrew Training at the Command Level. Members assigned to sea duty (Type 2), overseas shore duty (Type 3) or nonrotated sea duty (Type 4) who are placed in training for 82XX NEC are ineligible for rotation to shore duty for a period of two years computed from the month which training is completed or completion of PST or overseas area tour, whichever is greater.

*** OBLISERV/Tour Length: Normal PST/DoD Tour** **PERS CODE: 404E**
Special Programs Screening Form Sections: A, B, and D2, 4
ASVAB: WK+AR=105 (NEC 8284 Require 110)

9.10 SEAL (NAVAL SPECIAL WARFARE) PROGRAM.

The Navy Special Warfare Community includes enlisted personnel qualified for and assigned Secondary NEC's (SNEC) 5320, 5323, and 5326. Additionally, these personnel carry the enlisted designator (SEAL). Once qualified, personnel perform Special Warfare Operations as SEAL Combatant Swimmers.

Qualifications and Training. Personnel desiring to become members of the SEAL community must meet the qualifications contained in:

- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Section II - Navy Enlisted Classification, NAVPERS 18068.
- MILPERSMAN 1220-100 through 1220-210.
- Manual of the Medical Department (NAVMED P117) Article 15-30.

Rotational Patterns for SEAL Team Personnel.

Rotation of SEAL Team personnel:

- Sea/Shore rotation is based on a ratio of sea duty to shore duty billets. Currently this ratio dictates five (5) year sea/two (2) year shore tour lengths within the SEAL Team (SNEC 532X).
- DoD established tours - IAW Chapter 4.

*** OBLISERV/Tour Length: 36 months** **PERS CODE: 401D**
Special Programs Screening Form Sections: N/A

9.11 EOD PROGRAM.

The Explosive Ordnance Disposal Community includes enlisted personnel qualified for and assigned Secondary NEC's (SNEC) 5332 through 5337. Additionally, these personnel carry the enlisted designator (EOD). Once qualified, personnel perform Explosive Ordnance Disposal Operations as EOD Technicians.

Personnel desiring to become members of the EOD community must meet the qualifications contained in:

- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Section II - Navy Enlisted Classification, NAVPERS 18068.
- Catalog of Navy Training Courses (CANTRAC) (NAVEDTRA 10500).
- MILPERSMAN 1220-100 through 1220-210.
- Manual of the Medical Department (NAVMED P117) Article 15-30.

*** OBLISERV/Tour Length: 36 months**

PERS CODE: 401D

Special Programs Screening Form Sections: N/A

9.12 DEEP SEA DIVER PROGRAM.

This program includes all enlisted personnel qualified and assigned SNECs 5311, 5341, 5342, 5343, and 5346. Additionally, these personnel carry the enlisted designator (DV). 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. The Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards, Section II-Navy Enlisted Classifications, NAVPERS 18068 has the specific guidelines.

- MILPERSMAN 1220-100 through 1220-210.
- Manual of the Medical Department (NAVMED P117) Article 15-30.
- Catalog of Navy Training Courses (CANTRAC) (NAVEDTRA 10500).

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.

*** OBLISERV/Tour Length: 24 months**

PERS CODE: 401D

Special Programs Screening Form Sections: N/A

9.13 SEABEE UNDERWATER CONSTRUCTION TECHNICIAN (UCT) PROGRAM.

A limited numbers of Construction Rating personnel are needed as Underwater Construction Technicians for underwater construction, repair, maintenance, and inspection. Candidates are assigned NEC 5933 (Basic Underwater Construction Technician Candidate) upon entering formal diver training to qualify as a Diver Second Class (NEC 5343). Seabee underwater construction divers then attend an underwater construction techniques course qualifying them as Basic Underwater Construction Technician (NEC BU-5932). Basic Underwater Construction Technician (NEC BU-5932) personnel are eligible for formal training as Diver First Class (NEC 5342), then an underwater construction techniques course qualifying them as Advanced Underwater Construction Technician (NEC 5931). NEC 5931 personnel may later continue formal training as Master Diver (NEC 5341).

Candidates for the UCT community must meet the following qualification:

- Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards, Section II - Navy Enlisted Classifications, NAVPERS 18068F.
- MILPERSMAN 1220-110.
- Manual of the Medical Department (NAVMED P1-117), Articles 15-10, 15-13, 15-30, 15-38 and 15-66.
- 30 years old or less upon admission to Second Class Diver School.
- E5 or below in one of the Seabee Rating: BU, SW, EA, UT, CE, EO, CM.
- 2 years in rate (minimum 12 months aboard).

Rotational Patterns for UCT Personnel.

- Rotation of Underwater Construction Technicians is in a 'Closed Loop' of billets for NEC 5931 or NEC 5932. Billets outside the UCT PNEC community are available on an exception basis to enhance construction rating skills. These limited assignments are made jointly by the UCT and rating detailers. While in one of these billets the member may retain his PNEC if they return to diving duty at PRD and maintains diving qualifications in accordance with MILPERSMAN 1220-100 through 1220-210.

*** OBLISERV/Tour Length: Normal Sea/Shore Rotation PERS CODE: 401C**
Special Programs Screening Form Sections: MILPERSMAN 1220-110; A, D2

9.14 FLAG OFFICER WRITER AND STAFF WRITER (NEC 2514).

Flag 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 writer positions should expect long hours.

To qualify for selection as a flag writer, an individual must possess the following qualifications. Waivers of the minimum qualifications will not normally be granted.

- Be a YN1, warfare qualified, with a minimum of six years total service or at least one year time in rate or above on active duty in the regular Navy, and be on second or subsequent enlistment.
- Meet minimum ASVAB scores: VE + NO + CS = 165.
- Have an outstanding verbal communications ability, free of speech impediment.
- Be emotionally able to handle stressful situations and possess the flexibility to work arduous hours. NOTE: Applicants married to other military members and military single parents should give due consideration to assignment policies governing flag writers before applying for this program.
- Completed a college level English composition course, or CLEP, with a minimum of 3.0 GPA.

Requests shall be submitted to PERS-405CD5 via the administrative chain of command utilizing an Enlisted Personnel Action Request (NAVPERS 1306/7). Packages will include:

- Full front and side view black and white photographs (8x10) in summer/winter dress uniform or khaki.
- A biography, listing all duty stations with dates, duties, and names of reporting seniors.
- Last three years of evaluations/fitreps.

Selected candidates will be issued a CD-ROM, interactive course/computer based training disk. This course of instruction includes flag officer personal correspondence, honors and ceremonies, social usage and protocol, and flag office management. Upon successful completion of course, students will be detailed at PRD into a flag writer billet. After one year on board, member shall submit to EPMAC, via COMNAVPERSCOM (PERS-405CD5) a flag officer recommendation for award of the 2514 NEC. 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. Flag writer PRDs are initially established to coincide as closely as possible with the anticipated rotation of the incumbent flag officer.

***OBLISERV/Tour Length: 42 months** **PERS CODE: 405CD5**
Special Programs Screening Form Sections: A, B, D1, D2(SBI), and, D6.

9.15 MILITARY ASSISTANCE ADVISORY GROUPS (MAAGS), MILITARY GROUPS, NATO COMMANDS, JOINT STAFFS AND SIMILAR ACTIVITIES.

This section prescribes the procedures by which enlisted personnel may request assignment to duty in MAAGS/MISSIONS, Military Groups, NATO Commands, Joint Staffs, and similar activities. Eligible Ratings: 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). Some requirements do exist, however, for a variety of other ratings/NECs and interested personnel may contact the MAAGS/MISSION desk in COMNAVPERSCOM (PERS-4010G) to determine whether a requirement exists for a particular rating, paygrade, or NEC. For assignment to some activities, foreign language qualifications are desirable but not mandatory. Individuals assigned to billets with mandatory foreign language qualifications will be assigned a course of instruction at the Defense Language Institute (DLI).

*** OBLISERV/Tour Length: DoD Tour Length** **PERS CODE: 4010G**
Special Programs Screening Form Sections: A, B, C, D

9.16 NAVLEAD, NAVAL DRUG AND ALCOHOL COUNSELOR, AND EQUAL OPPORTUNITY ASSISTANT.

PPPE programs require assignment of personnel to full time counselor/specialist/instructor duty afloat and ashore in the following areas:

<u>TITLE</u>	<u>NEC</u>
Drug and Alcohol Counselor Intern	9522
Drug and Alcohol Counselor	9519
Navy Leadership Continuum Instructor (NAVLED)	9518
Total Quality Leadership Specialist	No NEC
Equal Opportunity Assistant	9515

Qualification for Duty as a Navy Drug and Alcohol Counselor Intern (SNEC 9522):

- Be a petty officer E-5 through E-9.
- Must be interviewed at a Alcohol Treatment Facility (ATF), Alcohol Rehabilitation Department (ARD), or Alcohol Rehabilitation Center (ARC) in accordance with procedures promulgated in NAVPERS 15514 (effective revision) (CAAC/NADSAP Manual). Contact the nearest facility for details.
- Complete the Navy Drug and Alcohol Counselor School in San Diego, CA. The course description and class convening dates are included in COMNAVPERSCOMNOTE 5355 published annually in the month of August.

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 qualifications outlined in OP 5400, and submit approval documentation to NCHS. Once SNEC 9519 is assigned, component SNEC 9522 will be automatically dropped.

To qualify for assignment as a Leadership Continuum Instructor (NEC 9518), applicants must have a combined WK-GCT/AR-ARI of 101 or 2 year college degree or higher. Must have a warfare designator (waiverable), present a sharp military appearance and obtain a personal interview with the nearest NAVLEAD facility.

Navy Equal Opportunity Assistants serve as subject matter experts on equal opportunity, discrimination and harassment issues. They are assigned to selected Echelon 2 and Echelon 3 staffs, the Bureau of Naval Personnel, Chief of Naval Education and Training and the Defense Equal Opportunity Management Institute (DEOMI). Assignment to an EOA billet is contingent upon successful completion of the 15-week course of instruction at DEOMI and awarding of NEC 9515.

To be eligible for selection for EOA training, must be an E-6 and above and be interviewed by an (EOA). If an EOA is not stationed within a reasonable commuting distance, request waiver interview from PERS 4010D1 or contact the EOA Community Manager (PERS-612C) to arrange for a phone interview (Commercial 901-874-4285/DSN 882-4285).

DEOMI/COMNAVPERSCOM/OPNAV billets will be filled with experienced (prior tour) EOA. They will be a graduate of a military instructor course or civilian equivalent. Nomination packages will be submitted to appropriate command by 4010D1. Personnel selected for assignment to COMNAVPERSCOM will obtain an endorsement from COMNAVPERSCOM PERS-61 prior to selection for this position.

*** OBLISERV/Tour Length: DoD Tour Length**
Special Programs Screening Form Sections: A

PERS CODE: 4010D1

9.17 NAVAL SUPPORT UNIT, STATE DEPARTMENT

The Naval Support Unit, State Department provides Seabee support to the Department of State security program on a continuing basis. 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. Seabees selected for duty with this unit will undergo approximately eight weeks of specialized training and indoctrination in Washington, DC prior to onward assignment. Sea duty tours with this unit typically consist of a one year unaccompanied tour followed by a two year

overseas accompanied tour. Choice of duty locations cannot be made prior to reporting.

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 CONUS could be required. Additionally, two billets exist for Seabee personnel, one E-9 (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. 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. Screen selectee's service record to determine if it contains valid documentation of a complete satisfactory Single Scope Background Investigation (SSBI) with Sensitive Compartmented Information (SCI) access within the past five years. If it does not the detaching command will initiate an (SSBI with SCI access). Investigation Package must be submitted within 10 working days after receipt of orders in accordance with OPNAVINST 5510.1(series). A complete (SSBI with SCI access) investigation package must be submitted VIA the Electronic Personnel Security Questionnaire (EPSQ) system to Defense Security Service (DSS). The electronic submission of the complete security package must be forward with the following addresses listed below:

Forward Results to:

Security Manager
SA10 5th Floor (DS/STO/NSU)
2121 VIRGINIA AVENUE NW
WASHINGTON, D.C. 20522-1003

Thru:

DEPARTMENT OF THE NAVY
CENTRAL ADJUDICATING FACILITY
WASHINGTON, DC 20388-5029
(ATTN: Cliff Robinson)

- Forward the FD-258 along with the EPSQ release forms to DSS. A copy of the printed electronic Standard Form 86 and DD Form 1879 must be forwarded to Naval Support Unit, ATTN: Security Manager.

- If the EPSQ system is not an applicable method of submission for the applicant's security package, contact the NSU Security Officer immediately at (202) 663-0301.

Applications for assignment to the Unit are invited from selected construction rating (Seabee) personnel who meet the criteria of Chapter 4:

- If married, have no more than three (3) dependents. Spouse must be a United States citizen prior to applying for duty with Naval Support Unit, State Department.
- E5 and above in one of the following ratings: BU, CE, UT, SW.
- Citizen of the U.S. and speaks English clearly.
- Special program screening should refer back 60 months vice 36 months.
- Be physically qualified in accordance with the Manual of the Medical Department (NAVMED P117) Article 15-50. Personnel must have a recent physical no more than six months prior to transfer.
- Applicant's dependents must be qualified for assignment to overseas posts where medical and dental care may be very limited. Overseas screening IAW Chap. 4.

Applications should initially be submitted to COMNAVPERSCOM (PERS-401C) for review. Upon completion, records will be forwarded to Officer-in-Charge, Naval Support Unit, State Department for the final determination.

Appropriate endorsements will be made concerning qualification and shall be forwarded to COMNAVPERSCOM (PERS-401C) for appropriate action. Note: Applicants should assure that their microfiche and ESR's records are up-to-date and accurate to assure full consideration in the screening process.

Applicant, prior to arrival to Naval Support Unit, State Department must complete NEETS Modules 1-4 with no less than 3.0 average.

- Forward a statement to Officer-in-Charge, Naval Support Unit, State Department within 15 working days from the date that applicant has been determined as physically qualified in accordance with the Manual of the Medical Department (NAVMED P117) Article 15-50 and that physical examination records (Standard Forms 88 and 93) 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".

Housing Recommendations for Dependents. The entire tour at the NSU (UIC: 30002) is considered "SEA DUTY" (Sea/Shore Code 2). When a member initially reports to the NSU, they are 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. Upon receiving an assignment to post at a specific overseas location for the remainder of the NSU tour, the member will receive a set of in-house PCS orders. These orders are unique to the NSU and do not change the official Navy status of the member: The member is still assigned to UIC: 30002, located in Washington, DC, serving on SEA DUTY (Sea/Shore Code 2). Therefore, the member and all dependents are entitled to only those benefits under the JFTR which 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. JFTR, Chapter 5 (Permanent Duty Travel) describe entitlements and is the correct reference for transportation of dependents and household goods (HHG) for personnel assigned to the NSU. Understand this chapter before making any arrangements to move dependents and/or 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 NSU even though they will be residing overseas within the NSU. Therefore, it is recommended that upon initial assignment to the NSU, the member either leave all dependents 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 dependents 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 NSU. The member and all dependents are only entitled to move once either from Washington, DC, or to the post location overseas. If dependents have moved, the member will incur all costs above the amount needed to move member and dependents from Washington, DC to the overseas post. To summarize: Members assigned to duty at the NSU (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 NSU.

*** OBLISERV/Tour Length: 36 months** **PERS CODE: 401**
Special Programs Screening Form Sections: A(60-months vice 36months) B, C, D2(SSBI), D6

9.18 U.S. NAVY FLIGHT DEMONSTRATION SQUADRON (BLUE ANGELS).

The permanent duty station of the U.S. Navy Flight Demonstration Squadron is

Naval Air Station, Pensacola, Florida. Normally, applicants will be interviewed and their records screened by a representative of the Blue Angels. Requirements exist for personnel in the AD, AE, AK, AME, AMH, AMS, AO, AS, AT, AZ, DM, PH, PR, YN and AN ratings. Most billets are for paygrades E-5 and E-6; however, qualified, highly motivated personnel of lower paygrades will be considered. The Blue Angels or the approving authority will contact NPC.

*** OBLISERV/Tour Length: 36 months**
Special Programs Screening Form Sections: A

PERS CODE: 404

9.19 USS CONSTITUTION.

USS CONSTITUTION is an important part of American heritage and the history of our 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. USS CONSTITUTION is permanently berthed in Boston, Massachusetts. The crew of USS CONSTITUTION maintains and presents her to approximately one million visitors annually. 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. 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.

Members being considered for assignment to USS CONSTITUTION shall meet the following minimum qualifications:

- BTB minimum GCT 50; minimum WK 50; minimum VE 50.
- Non-petty officers must be unmarried and without dependents and have prior sea duty service.
- No physical disabilities that would preclude service onboard ship.

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 the NAVPERS 1306/7. In the case of newly recruited personnel, a copy of the enlistment contract should be forwarded to USS CONSTITUTION.

Any pertinent comments concerning qualifications should be so addressed on the NAVPERS 1306/7 or via telephone: USS CONSTITUTION (617) 242-5670 or Autovon 955-4965. USS CONSTITUTION will be approving authority and will contact NPC.

*** OBLISERV/Tour Length: Normal Shore Ratings**
Special Programs Screening Form Sections: A

PERS CODE: N/A

9.20 PERSONNEL EXCHANGE PROGRAM (PEP).

This program provides the opportunity for U.S. Navy personnel to become an integrated part of the overseas host country's Service. The intent of the program is to provide a better understanding and appreciation of our allies, allow foreign nations to become better acquainted with the United States through personal contact, and to provide interesting overseas duty assignments.

Eligible Ratings/NECs/Type Duty/General Billet Locations. Volunteers will be considered only for those rates/ratings for which PEP billet requirements exist, however, requirements change frequently. The billets currently authorized and their geographic locations are listed below. Updated information on billet requirements can be obtained by contacting COMNAVPERSCOM

(PERS-4010G).

<u>AUSTRALIA</u>	<u>TYPE DUTY</u>	<u>*BELGIUM</u>	<u>TYPE DUTY</u>	<u>CANADA</u>	<u>TYPE DUTY</u>
STGC(0402/9502)	6	RM1(2743/2714)	6	YNCM (0000)	6
OSC (0317/9502)	6			CTRCS (0000)	6
PRC (5326)	4	<u>*ITALY</u>		CTRC (9112)	6
BM1 (5332)	4			CTRC (9132)	6
YN1 (0000)	6	SKC (2815)	3	CTR2 (9302)	6
GSCS(4206/9502)	6	ETC (0000)	3	CTR2 (9153)	6
FCC (1102/1169)	6	OSC (0317/9502)	3	CTR3 (9148)	6
		RM1 (5327)	4	CTR3 (9112)	6
<u>*GERMANY</u>				CTI3 (9203)	6
		<u>*NETHERLANDS</u>		CTM1 (9259)	6
GSEC (4123)	4			CTA2 (9190)	6
STGCS (9502)	4	AXC (8263)	4	CTM3 (9252/9258)	6
STGC (0452)	4	AT1 (6313)	6	CTM1 (9252/9258)	6
YNC (0000)	6	AMS2 (8251)	4	CTT2 (9141)	6
ETC (1435)	4			STGC (9502)	6
AMHC (8251)	4	<u>*NORWAY</u>		PN1(0000)	6
AWC (7821)	4				
FCC (1153)	4	STGC (0626)	6	<u>*PORTUGAL</u>	
FCC (9502)	6			DCC (9502)	3
EWC (9502)	6				
BMC (5334)	4				
		<u>UNITED KINGDOM</u>			
OSCM (9502)	6	YNCM (0000)	6	MNC (5332)	6
AE1 (8377)	6	EM1 (5326)	4	PR1 (9502/9505)	6
YN1 (0000)	6	CTRC (9125)	6	CTMC (9281)	6

Language proficiency required. Selected personnel 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.

- Administrative support, such as pay, advancements, examinations, record maintenance and official correspondence, for PEP personnel will be provided by the U.S. Defense Attache' Office or designated supporting activity frequently remote from the PEP duty stations.
- In non-English speaking PEP countries, dependents may find themselves in areas where few if any local inhabitants speak English.
- Tour length for PEP duty is twenty-four months, based on the date the member reports to his ultimate PEP command. One-year tour extensions may be and frequently are authorized.
- Billets are designated Type 3 duty (overseas shore duty - sea duty for rotational purposes), Type 4 duty (nonrated sea duty - sea duty for rotational purposes), and Type 6 duty (preferred overseas shore duty - shore duty for rotational purposes).
- Personnel will be required to wear their U.S. Navy uniform and comply with the current U.S. Navy Uniform Regulations.
- PEP personnel will continue being paid their normal pay and allowance by the U.S. Government and any special allowance currently authorized, such as COLA/OHA or by billet authorization.
- The host service may provide single or family-type quarters (if

available) for PEP personnel on the same basis and the same extent to which they provide quarters for their own personnel. Married personnel are encouraged to take their dependents in order that a family unit may be represented.

- Provided a standard advancement examination score of 50 for E-7 candidates is achieved individuals are required to participate in only one advancement examination, for the next higher pay grade, 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. A candidate who has achieved the applicable standard score and who has not previously been selected for advancement, shall have his/her service record automatically placed before the next selection board. This procedure will continue until the candidate is advanced or until he/she is no longer serving in a PEP billet.

*** OBLISERV/Tour Length: 24 months** **PERS CODE: N/A**
Special Programs Screening Form Sections: A, B, C, D

9.21 BACHELOR QUARTERS MANAGEMENT TEAMS.

Bachelor Quarters Management Teams provide technical and managerial assistance to the staff of the Bachelor Officers' Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ) ashore. 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, furniture control, financial management, and service to resident. Their mission is to improve habitability and reduce operating cost through effective management.

To be eligible for selection to Bachelor Quarters Management Teams, Mess Management Specialists must be E-7 and above.

- Completed Bachelor Quarters Management Class "C" School and Instructors School prior to reporting for team duty.

*** OBLISERV/Tour Length: Normal PST** **PERS CODE: 405**
Special Programs Screening Form Sections: A, D

9.22 PERSONNEL AND ADMINISTRATIVE ASSISTANCE TEAM.

Pay/Personnel/Administrative Training Team (PPAT) and the Personnel/Administrative Training Group (PATG) visit ships, aviation squadrons and other fleet/shore units. They provide training YN, PN and DK personnel in general administration, publications/directives, correspondence/reports control, ODCR/EDVR, DMRS, MANPOWER/NEC management, NJP/ADSEPS, ESO, EVALS/FITREPS, and all pay/personnel functions such as: receipts/transfers, leave accounting, reenlistment/separations, BAH/BAS/FSA, career sea pay/premium, SRB, SSB/VSI programs, pay record maintenance, LES reconciliation, payrolls, ATM, travel claims, UMIDS, financial returns and public/collection vouchers.

PPAT is part of the Afloat Training Group, Pacific, and is located in San Diego, CA. PATG is part of the Afloat Training Group, Atlantic, located in Norfolk, VA.

To qualify for assignment to either PPAT or PATG, an individual must;

- Be a YN/PN/DK, E-6 or above.
- Have previous operational and supervisory shipboard/squadron experience.

- 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.
- 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.
- 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.

Requests for assignment to PPAT or PATG shall be submitted to COMNAVPERSCOM (PERS-405) 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

*** OBLISERV/Tour Length: 36 Months** **PERS CODE: 405**
Special Programs Screening Form Sections: A, D1

9.23 MOBILE UTILITIES SUPPORT EQUIPMENT (MUSE) PROGRAM.

The Navy's 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. Accepted applicants will undergo a rigorous 48 weeks of intensive training in the Primary Power Production Specialist Course conducted at Fort Belvoir, Virginia and 17 weeks of technical indoctrination after transfer to the NAVFACENGCOM DET Port Hueneme, CA. The Prime Power Production Specialist Course at Fort Belvoir, VA consists of:

- Academic Training - 17 weeks. Includes algebra review, introduction to physics, fundamentals of electrical and mechanical engineering, chemistry and process and corrosion control.
- 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.
- 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.

Upon successful course completion, NEC 5633 is awarded. Graduates will then receive orders to Naval Battalion Center Huenme, CA or one of several overseas

locations. Needs of the program and previous duty will dictate the initial duty assignment.

Applications for assignment to this program are invited from SeaBee personnel who meet the following criteria:

- Pay grades E-4 through E-6 in the CE, UT, CM, EO, and SW ratings.
- No more than 12 years active duty.
- Minimum test scores: ASVAB: WK + AR = 110
- 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.

SECURITY INVESTIGATION AND CLEARANCE REQUIRED. A secret clearance is required for all trainees prior to the commencement of the Primary Power Production Specialist Course.

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 with the 5633 NEC. It will meet at NAVFACENCOM DET Port Hueneme and screen all available COMNAVPERSCOM endorsed applications. Selections will be made in accordance with manning requirements of the program. Results of this board are then forwarded to COMNAVPERSCOM (401C) to screen for final approval and orders.

Applications not selected will be retained at NAVFACENCOM DET Port Hueneme for further review at subsequent boards. Personnel are most often not selected due to failure to meet PRD obligation with their current command. Applications will be reviewed semiannually for up to 3 years. Applicants are invited to update their applications with schools, awards, copy of evals (last 2 years), grade transcripts for education, applicant's hand-written statement, service record pages 3, 4, and 5 or any other pertinent data during this period. Any such information should be certified as a true copy and sent via the member's command to:

OIC NAVFACENCOM DET
CB Logistics Center, Code 20
4111 San Pedro Street
Port Hueneme, CA 93043-4410

*** OBLISERV/Tour Length: 60 months** **PERS CODE: 401C**
Special Programs Screening Form Sections: (SF88 and SF93) A, B, C,
D1,2(BI)/overseas screening if applicable

9.24 SENIOR ENLISTED ACADEMIES (SEA'S).

Senior Enlisted Academies (SEA's) provide an opportunity for Master and Senior Chief Petty Officers to engage in studies which broaden their educational experience and assist in fulfilling leadership and managerial responsibilities.

The curriculum is designed to be demanding, challenging, diversified and comprehensive as possible, giving the student a broad exposure to all facets of leadership and management functions. Paygrade E-8 or E-9 (Selectees for E-8 must be frocked or advanced prior to CLCVN date).

There are currently four Senior Enlisted Academies. Location, class convening (CLCVN) dates, and the number of seats available are as follows:

- Navy Senior Enlisted Academy - NETC Newport, RI. 50 seats per CLCVN in JAN, MAR, MAY, AUG and OCT. Class time 9 weeks.
- Air Force NCO Academy - Gunter AFB, AL. 3 seats per CLCVN in JAN, MAR, MAY, JUL, AUG and OCT. Class time 8 weeks.
- Coast Guard CPO Academy - Petaluma, CA. 1 seat per CLCVN in JAN, MAR, MAY, JUL, SEP, NOV. Class time 6 weeks.
- Army Sergeants Major Academy - Fort Bliss, TX. 7 seats per CLCVN in JAN and JUL. Class time 20 weeks. (PCS move. No geographical bachelor quarters available).

Confirmed quotas are granted in connection with PCS/TEM DUINS transfer. TEMADD Stand-by quotas are also available.

Senior Enlisted Academy Selection Board convenes twice per year in June and December. Due date of application is indicated below:

- 01 April each year for the June Selection Board which will select candidates for all academies beginning the first half of the following year (i.e., June 1999 board screens applications for classes convening January thru June 1999)
- 01 October each year for the December Selection Board which will select candidates for all academies beginning the latter half of the following year (i.e., December 1999 board screen application for classes convening July through December 1999).

Although every effort will be made to place those personnel selected in the desired academy, individuals will be placed in accordance with available seats. Selection Board Results will be published by message upon completion of each board.

***OBLISERV/Tour Length: 36 months** **PERS CODE: 40FF**
Special Program Screening Form Section(s): A

9.25 JOINT STAFF DUTY WITH MILITARY ENTRANCE PROCESSING STATIONS (MEPS).

MEPS are responsible for aptitude testing, medical evaluations, administrative processing, enlistment, and shipment of applicants for the Armed Forces. The billets within MEPS activities are open to all ratings paygrades E-5 to E-9. Joint Duty billet 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. 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. 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.**

***OBLISERV/Tour Length: 36 months** **PERS CODE: 4010**
Special Program Screening Form Section(s): A, C, D3

9.26 NAVY HARBOR PILOT PROGRAM.

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. Supervises naval and civilian personnel in docking, berthing and mooring of all classes of vessels, floating docks, cranes, and barges. Directs operation of pusher boats (YTLs, YTMs, YTBs) in the movement of ships and tows to and from sea, and in harbors. Member must be interviewed and subsequently recommended by an active Navy Harbor Pilot, unlimited tonnage. 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. 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. Personnel in paygrades E-6 and above in BM, QM, and SM ratings are eligible.

***OBLISERV/Tour Length: 6 years**

PERS CODE: 405

Special Program Screening Form Section(s): A/Overseas Screening, if applicable

9.27 NAVY MUSIC PROGRAM (MU).

The Navy Music Program is comprised of personnel who possess musical skills in varying styles, to include martial, classical, jazz, rock and country/western. Members must audition prior to requesting lateral conversion/assignment to MU "A" School. This audition constitutes the official assessment of the member's overall musical performance ability, and may be administered by the School of Music or any of the 14 official Navy Bands located throughout CONUS and overseas listed below. Individual commands may grant "cost" TEMADD orders, but it is not required. Special-liberty, leave or no-cost TEMADD orders may be required by the member to properly affect the audition. Contact PERS 64 for audition sites. Members auditioning for this program must demonstrate competent performance ability on a major instrument, and basic knowledge and performance ability on secondary (minor) instruments, where required as indicated below:

<u>NEC</u>	<u>PRIMARY INSTRUMENT</u>	<u>SECONDARY INSTRUMENT REQUIREMENT</u>
3801	Flute/Piccolo	Saxophone
3802	Oboe	None
3803	Clarinet	Saxophone
3804	Bassoon	None

<u>NEC</u>	<u>PRIMARY INSTRUMENT</u>	<u>SECONDARY INSTRUMENT REQUIREMENT</u>
3805	Saxophone	Clarinet or Flute*
3806	Trumpet	None
3807	French Horn	None
3808	Euphonium (Baritone)	Trombone
3809	Trombone	None
3811	Tuba	None
3812	Guitar	Note 1
3813	Percussion (Drums)	None
3814	Piano/Guitar	Note 1
3815	Electric Bass	Note 1
3825	Vocalist/Entertainer	Note 1

Note 1: Guitar, keyboard, electric bass instruments, and vocalists receive basic skills instruction in Percussion Techniques during "A" School, and perform on auxiliary percussion instruments for ceremonial, parade and similar performance requirements (bass drum, cymbals, Latin-percussion, etceteras).

* Determined by Chief of Naval Personnel, based on current manning requirements.

therefore, must possess the highest levels of maturity, sound judgement, and unquestioned reliability.

Assignment to a NACIC involves extensive TAD travel on short notice. Prospective assignees shall be apprised of this fact. Single parents must have a child care-provider available at all times. Care-provider certificates must be validated for the NACU's geographic location.

***OBLISERV/Tour Length: 36 months** **PERS CODE: 4010D2**
Special Program Screening Form Section(s): A, D3

9.31 STAFF DUTY WITH THE BROADENED OPPORTUNITY FOR OFFICER SELECTION AND TRAINING (BOOST) PROGRAM.

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 NROTC Scholarships.

***OBLISERV/Tour Length: 36 months** **PERS CODE: 4010C, 4010D**
Special Program Screening Form Section(s): A

9.32 ENLISTED TAR (TRAINING AND ADMINISTRATION OF RESERVE) CONVERSION.

Increased emphasis has been placed on integration of the Naval Reserve into the operating forces, by making Reserve commands substantially more capable of rapid mobilization and augmentation. In addition to new hardware, aircraft, and ships, growth of the Reserve force requires additional talented, career oriented personnel. Conversion of Navy members currently on active duty is essential to meet the manning requirements of the TAR program. Ratings included are EM, EN, ET, HT, IC, MM, MR, IT and MS (male only), E4-E7 HM, and E4 and E5 AC, AD, AE, AK, AMS, AME, AMH, AO, AQ, AW, ASE, ASM, AT, AW, AX, AZ, JO, PH, PN, PR, SK, YN and NC. Service member must take into consideration that an administrative reduction in rate will occur if recalled to active duty.

***OBLISERV/Tour Length: 48 months** **PERS CODE: N41/N42 at NRPC**
Special Program Screening Form Section(s): A

9.33 NUCLEAR TRAINED PERSONNEL TO NUCLEAR CAPABLE INTERMEDIATE MAINTENANCE ACTIVITIES.

Each nuclear capable IMA has a RADCON Division consisting of 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. Billets in AS tenders count as sea duty for rotation. Locations include:

GUAM	LA MADDELENA, SARDINIA
SAN DIEGO, CA	NORFOLK, VA
NEW LONDON, CT	KINGS BAY, GA
PEARL HARBOR, HI	BANGOR, WA

Nuclear trained personnel interested in requesting assignment to a nuclear capable IMA, must be qualified on those watchstations required by NAVPERS 18068 (Manual of Enlisted Manpower and Personnel Classifications and Occupational Standards) for assignment of the Nuclear Propulsion Plant Supervisor NECs. E-6 personnel requesting assignment as Nuclear Planner must be Engineering Watch Supervisor qualified. Tour length for shore IMA is 36 months.

Requests should include:

- NPTU/NPS class standings (overall standing, not in-rate standing).
- Highest nuclear watchstation qualification.
- Nuclear Instructor Duty screening for personnel requesting follow on assignment to NPTU.
- CO's comments for IMA suitability and any requested waivers.

***OBLISERV/Tour Length: Normal PST (24 months AS) PERS CODE: 403**
Special Program Screening Form Section(s): A, D1

9.34 COMMAND MASTER CHIEF (CM/C).

Fleet, Force, and Command Master Chiefs are the principal Enlisted Advisors to their Commanders/Commanding Officers in stimulating better communications, and fostering a better understanding of needs and viewpoints of enlisted members. They assist their Commanders/Commanding officers in the formulation and implementation of policies concerning morale, welfare, utilization, job satisfaction, training, and discipline of the Navy's men and women. In the discharge of their duties, Fleet, Force and Command Master Chiefs report directly to Commanders/Commanding Officers, working within the Chain of Command as directed by the Commander/Commanding Officer. Specific screening requirements are contained in OPNAVINST 1306.2C.

***OBLISERV/Tour Length: 36 months PERS CODE: 40FF**
Special Program Screening Form Section(s): N/A; SEE OPNAVINST 1306.2

9.35 ADVANCEMENT EXAMINATION AND RATE TRAINING MANUAL WRITER.

Advancement Examination and Rate Training Manual writer billets must be E7 and above.

***OBLISERV/Tour Length: 36 months PERS CODE: 4010**
Special Program Screening Form Section(s): A

9.36 FLAG/STAFF DUTY FOR MESS MANAGEMENT SPECIALISTS.

Flag Mess and Enlisted Aides are normally assigned to personal staffs of flag officers, executive level activities and joint staffs. 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 strong recommendations from their Commanding Officers.

Qualifications: An individual must possess the following qualifications for nomination as a Flag Mess or Enlisted Aide. Waivers of these qualifications will not be granted.

- Highly motivated for assignment and strongly recommended by Commanding Officer.
- Ability to work effectively with senior officers.
- Recent experience in food preparation and meal service (at least 2 years).
- In some cases, experience in bookkeeping or automated accounting is a plus.
- A clear record, free from conviction by courts-martial, civil court (except minor traffic offenses) and non-judicial punishment in the past three years.

- Able to meet security clearance requirements.
- Emotionally stable and able to work arduous hours.
- No evaluation mark below 3.0 for past years.

Request for assignment as a Flag Mess or Enlisted Aide will be submitted to Naval Personnel Command (PERS-4010F2) via the administrative chain of command on an Enlisted Personnel Action Request (NAVPERS 1306/7). When submitting a 1306/7 include copies of the last three evaluations and your Commanding Officers endorsement on letterhead. Requests should be submitted at 8-10 months prior to member's PRD to allow sufficient time for review of nominees, personal interviews (if required), and final selection.

Personnel serving as Enlisted Aides must volunteer in writing prior to execution of orders and may choose to terminate Enlisted Aide at any time. A description of the program can be found in SECNAVINST 1306.2. Tours for personnel assigned overseas shall be in accordance with Chapter 4 of this manual. PRDs for personnel in public quarters are determined by the tour length of the Flag Officer.

***OBLISERV/Tour Length: MS 36 months** **PERS CODE: 4010F2**
Special Program Screening Form Section(s): A, B, D2, 3

9.37 NAVAL SURFACE FORCE, READINESS SUPPORT GROUP SUPPLY READINESS TEAMS.

The Naval Surface Force, Readiness Support Groups Supply Readiness Teams provide technical and management assistance to Supply officers, Storekeepers, Mess Management Specialists, and Ship's Servicemen in the daily operation of afloat supply departments. Additionally, 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.

***OBLISERV/Tour Length: PST** **PERS CODE: 405**
Special Program Screening Form Section(s): N/A

9.38 WHITE HOUSE COMMUNICATIONS AGENCY (WHCA).

The White House Communications Agency (WHCA) provides premier communication systems that enable the President and the Presidential staff to lead the nation effectively.

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. Eligible candidates selected from the record screen will then attend an orientation and continue on with personal interviews and further security clearance processing. Paygrade E4 may not have more than 7 years total active military service, paygrade E5 may not have more than 10 years total active military service and paygrade E6 may not have more than 15 years total active military service.

- Members must be in the following ratings:
CTA, CTI, CTM, CTO, CE, EM, ET, IC, PH, PN(E6), IT.
- Be an U. S. citizen.
- Be eligible for assignment to a Presidential Support Duty in accordance

with DoD Directive 5210.55 dated 15 December 1998, DoD directive 5210.87 dated 30 November 1998 and SECNAVINST 5312.12B.

Tour Lengths. Considering the intense training received at the WHCA all enlisted tour lengths shall be 4 years with the following exceptions: Electronics Technicians(ET), Radioman(RM) and Photographer's Mate(PH) will be assigned for 5 years. 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 CONSUBPAY preclude granting extensions and set their PRDs at the maximum of 4 years.

"A" School Recruiting. Prior to receiving orders to the WHCA, volunteers to participate in a recruiting program will be assigned to an initial 24 month tour at sea upon completion of their advanced electronics class "C" school.

- Personnel will not be eligible to attend advanced training for one of the following NECs: 1413, 1415, 1419, 1428, 1429, 1458, 1466, 1479, 1480, 1493, 1494, 1495, 1568, 1570, 1571, 157, 1578, 1579, 1580, 1589, 1590, 1613, 1646, 1654, 1657, 1676, 1685, 4749, 9597, 9602, 9606, 9610, and 9611.

- 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, and the availability of an authorized billet.

- If member is not placed on orders to the WHCA, they will complete the full initial prescribed sea tour at the sea command to which they were initially assigned.

***OBLISERV/Tour Length: See above** **PERS CODE: 4010D, 4010F**
Special Program Screening Form Section(s): A, A3(no time limit), C, D2(SSBI)

9.39 NAVAL RESERVE OFFICER TRAINING CORPS TRAINING (NROTC) AND SUPPORT PERSONNEL.

Personnel selected for duty as instructors at any NROTC.

***OBLISERV/Tour Length: 36 months** **PERS CODE: 40**
Special Program Screening Form Section(s): A

9.40 FAMILY SERVICE CENTERS.

Family Service Centers (FSCs) provide a full range of counseling, education and training, and information and referral services for service members and their families.

INFORMATION AND REFERRAL SPECIALIST. Counselors performs specialized Information and Referral (I&R)/Crisis Intervention duties. Hotline responses range from individual information requests, to shipboard crisis or world crisis, and potential suicide situations.

- I&R Specialists act as an initial contact for service members and their families providing information on, and referral to established federal, state and local programs available to aid military families. Maintains an automated information data bank of Hampton Roads area personal support service available to military personnel and their 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.

- Provides crisis and suicide intervention. Evaluates each situation, calms caller and makes appropriate referrals and/or coordinates local law enforcement/medical intervention when required.
- Have a combined VE + AR OF 110.
- 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.

***OBLISERV/Tour Length: PST**

PERS CODE: 8

Special Program Screening Form Section(s): A, C

9.41 USS ARIZONA MEMORIAL.

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. 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.

- BTB minimum GCT 50; ASVAB 5,6,7 minimum WK 50; ASVAB 8,9,10,11,12,13,14 minimum VE 50.
- No obvious skin blemishes or tattoos that when viewed would bring discredit upon the Naval service.
- Clear distinct speaking voice, free from any impediment or heavy accent.
- Non-petty officers must be unmarried and without married dependents.
- No physical disabilities that would preclude service onboard ship.

Normally, applicants will be interviewed and their records screened by the USS Arizona Memorial. When an interview is not possible, it is requested that the last three performance evaluations be submitted with the NAVPERS 1306/7. In the case of the newly recruited personnel, a copy of the enlistment contract should be forwarded to the USS Arizona Memorial.

***OBLISERV/Tour Length: DoD Tour**

PERS CODE: 4010D

Special Program Screening Form Section(s): A, D; Overseas Screening

9.42 MOBILE ENVIRONMENTAL TEAMS (METS).

METs provide short term, on-scene tactical environmental support to operating units which do not have oceanographic support personnel assigned. MET teams 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 equipments. In addition, they provide training in observing, recording and reporting surface weather and oceanographic observations. There are currently seven (7) METs located:

- Norfolk, VA
- Rota, SP
- Jacksonville, FL
- Pearl Harbor, HI
- San Diego, CA
- Yokosuka, JA

Personnel with NEC 7412, 7416 and 7418 are eligible for assignment to this

program. Possession of or eligibility to obtain a SECRET security clearance in accordance with OPNAVINST 5520.1 series is a requirement. Duty with METs is classified as type 2 or 4 sea duty.

***OBLISERV/Tour Length: PST** **PERS CODE: AG Detailer**
Special Program Screening Form Section(s): A, D2

9.43 NAVAL SPECIAL WARFARE MOBILE COMMUNICATION TEAMS (MCT).

MCT billets require duty in arduous field environments (many times isolated and independent) supporting special warfare operations. Units are homeported at Naval Amphibious Base Coronado, CA and Little Creek, VA but make continuous deployments to overseas locations. Eligible for a top secret clearance. Member's command will initiate a background investigation (BI).

***OBLISERV/Tour Length: 36 months** **PERS CODE: 406**
Special Program Screening Form Section(s): A, B, C, D2

9.44 FLAG OFFICER (STAFF) DUTY.

Support duty for Flag Officers staff in various billets are open to all ratings and paygrades.

***OBLISERV/Tour Length: 36 months** **PERS CODE: 40**
Special Program Screening Form Section(s): A, D2, 3

9.45 NAVY TUGMASTER PROGRAM.

Operates YTM/YT tugs to assist in mooring, docking, getting underway, and cold iron moves. Directs use of head, breast and powerlines and stern tow makeups. Employs International and Inland Rules of the Road, navigational, visual and radio communications procedures. Directs the operation and maintenance of engineering plant, deck machinery firefighting and other emergency equipment. Assists in sea/air rescue and mission of mercy operations. Directs the movement of non-self-propelled Yard Craft within the boundaries of harbors, bays and sounds. Applicants meet the following criteria:

- Must be in paygrade E6 and above in the BM, QM and SM rating.
- Be a qualified Enlisted Surface Warfare Specialist.
- Must not be color blind.
- Meet qualification contained in OPNAVINST 3171.2.

***OBLISERV/Tour Length: 36 months** **PERS CODE: 4010**
Special Program Screening Form Section(s): A, D2, 3

9.46 FLEET ASSISTANCE TEAMS. Navy Exchange Service Command Office Fleet Assistance Teams provide technical and managerial assistance to Ship's Servicemen 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 EM and MM rating in laundry and dry cleaning operations, and the Navy 3M system. These teams are located at Norfolk, Mayport, San Diego, Naples, Italy and Yokosuka, Japan.

- Team Leader: E8 or E9 SH
- SH member: E5-E7 with at least one sea tour

--Have completed ROM "C" school and SH PQS prior to reporting for duty.
Team Leaders to have completed Instructor School (NEC 9502).

- MM/EM member:

-- EM/MM member: E6-E7 with at least one sea tour

-- Have completed Instructor School(NEC 9502).

***OBLISERV/Tour Length: 36 months**

PERS CODE: 405/402

Special Program Screening Form Section(s): A

9.47 FLEET AVIATION SPECIALIZED OPERATOR TRAINING GROUP DETACHMENT SHIP
TRAINING TM ATLANTIC/PACIFIC FLEET.

AMMT is responsible for conducting Maintenance Management Evaluations throughout the Fleet, providing expert assistance and training to ensure strict compliance with the Naval Aviation Maintenance Program (NAMP). AMMTs provide organizational and intermediate level evaluations on programs such as CTPL, AWSEP, tire and wheel, calibration, ESD HAZMAT, tool control, ordnance certification, SE training and licensing, maintenance department safety, QA audits, and other NAMP programs.

NALCOMIS provides organizational, intermediate, and supply support center activities with a responsive computer-based management information system. The goals of NALCOMIS are increase aircraft readiness by providing local maintenance and supply managers with timely and accurate information required in their day-to-day management and decision making process, reduce the administrative burden on the Fleet, and improve the quality of upline reported data. NALCOMIS teams are responsible for implementation of programs, on-site operator training, and liaison with the COMNAVAIRSYSCOM program manager, contractors and the Central Design Agency (CDA).

FASOTRAGRULANT/FASOTRAGRUPAC DET SHIP TRNGFM assignments are Sea Duty (Sea/Shore Code 2) for rotation purposes and members are required to serve on extended TEMADD assignments.

***OBLISERV/Tour Length: 36 months**

PERS CODE: 404

Special Program Screening Form Section(s): A, D2

9.48 LANDING CRAFT, AIR CUSHION (LCAC).

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. It's primary mission is to conduct high speed, ship-to-shore, over-the-beach operations in support of Marine amphibious forces. It is capable of carrying a 60-ton payload at 30 knots. Launched from the welldeck of amphibious ships (LSDs, LHAs, LHDs and LPDs), the LCAC can transport to the beach equipment, personnel, and weapons and is capable of transporting up to 180 troops. The craft is comprised of five crew members. Craft Master (NEC 0167) duties include maneuvering the craft and supervising all craft activity. Craft Engineer (NEC 4131) duties include operating the craft engineering, auxiliary and propulsion equipment. Craft Navigator (NEC 0304) duties include operation of installed communication and navigation electronic equipment. Deck Mechanic (NEC 4133 or 4135) duties include at sea trouble shooting and repair of engineering systems. The Load Master duties are supervises loading and unloading of all cargo, ensuring proper craft balance, and supervises all seamanship evolutions. Member must have a minimum ASVAB: AR + MK + GS + EI = 204 and be eligible for a Secret clearance IAW OPNAVINST 5510.1A. Night blindness will be cause for rejection. Color vision must pass the Farnsworth lantern test or 12 of 14 Pseudoisochromatic Plates (PIP). 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

Upon completion of initial PST, all personnel complete a follow on NST within the LCAC community. 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.

***OBLISERV/Tour Length: PST PERS CODE: 409**
Special Program Screening Form Section(s): A, B, C1,2

9.49 MARINE HELICOPTER SQUADRON ONE(HMX-1) (NIGHTHAWKS)

HMX-1 is the designated Presidential helicopter support squadron based at Quantico, Virginia. The Marine and Navy personnel assigned to HMX-1 perform a wide range of duties including the transport of executives, heads of states as well as providing support to various commands attached to the Marine Corps Combat Development Command located at Quantico, Virginia.

- Be in pay grade E3 through E7.
- Eligible ratings AK(E3-E7), and HM (E3-E6)(NEC's 8406 and 8425).
- Be a U.S. citizen and, if married, immediate family, including in-laws be U.S. citizens.

Be eligible for assignment to a Presidential Support Activity in accordance with SECNAV instruction 5312.12b, and DoD directive 5210.55. Final screening will be conducted by HMX-1. Upon completion Security Admin of screening, HMX-1 will send a message with the results of the screening to the respective COMNAVPERSCOM detailer. If accepted PCS orders will be issued.

Mail: HMX-1 (Security Admin)	Fax: HMX-1 Security Admin
2101 Rowell Rd.	Comm: (703)784-2919
Quantico, VA 22014	DSN: 278-2919

Note: For additional information regarding duty or security clearance information contact HMX-1 Security Administration at: (C) (703)784-2910/2705/4256 or DSN 278-2910/2705/3302.

***OBLISERV/Tour Length: PST PERS CODE: Detailer**
Special Program Screening Form Section(s): A, B, D2

9.50 ASSIGNMENTS OUTSIDE THE DEPARTMENT OF DEFENSE (DOD). DoD Directive 1000.17 establishes policy and assigns responsibility for the management and administration of military and civilian personnel supporting non-DoD agencies and activities. DoD Directive 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. PERS- 4010F, Washington Area Assignments, is responsible for coordinating the placement of officers in agencies outside the DoD. 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.

Assignment of Department of the 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 except in the case of an assignment to perform duties for a specific duration in a specific project. 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). DoN activities are not authorized to establish independent congressional fellowship programs.

***OBLISERV/Tour Length: PST PERS CODE: Detailer**
Special Program Screening Form Section(s): A, B, D2

9.51 CINCLANTFLT NON-DEVELOPMENTAL ITEMS (NDI) (INSTRUCTOR)

The CINCLANTFLT 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. The NDI staff is required to assess commercial off the shelf items for possible implementation throughout the fleet.

- Members E5: Must have minimum of six years active service.
- For DC rating: 4811 NEC required.
- For HT rating: Repair Locker Leader, Fire Marshal and Gas Free Engineer Petty Officer qualified.
- Qualified Enlisted Surface Warfare Specialist (ESWS) or Warfare qualification in primary career field (submarine, aviation, etc.).

***OBLISERV/Tour Length: 36 months PERS CODE: 402**
Special Program Screening Form Section(s): A, D1

9.52 INSTRUCTOR DUTY

Personnel selected for duty as instructors will be ordered via instructor school on methods and techniques of training and upon completion, transfer to the appropriate activity for duty as an instructor.

SECURITY CLEARANCE: OPNAVINST 5510.1H, 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 ENT-NAC, or NACI, as applicable.

***OBLISERV/Tour Length: 36 months or NST if longer PERS CODE: 4010**
Special Program Screening Form Section(s): A, D2(NAC)

9.53 RECRUIT DIVISION COMMANDER (RDC) DUTY

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. In execution of these duties, personnel assigned to recruit training must continually demonstrate superior leadership and motivational skills in demanding and often unique situations. The tasks required are mentally, physically and emotionally demanding, require proven self-discipline and imaginative problem-solving skills. Above all, recruit Division Commanders must be highly principled, possessing strong character and personal and professional integrity. They must be committed to reflect the Navy's Core Values.

All candidates should be re-screened by detaching command 30-45 days prior to detachment. If status has changed, detaching command should notify PERS-4010D

and RTC Great Lakes by message prior to execution of orders.

Duty as a Recruit Division Commander has many advantages such as special duty assignment (SDA) pay, guaranteed choice of coast for follow-on assignment and leadership experience that is unmatched in any other billet.

The Commanding Officer will personally evaluate and certify that the member has been screened for the following:

- Performance evaluations: No mark below 3.0 on NAVPERS 1616/26 in any trait and must reflect steady or improving trend for past 36 months.
- No NJP, courts-martial, civil conviction or significant involvement with civil authorities within the past 36 months.
- Must demonstrate strong traits in military bearing and leadership.
- E5's: Must have a minimum of 6 years active service and 2 years time-in-rate.
- Warfare qualification required (waivers granted on case-by-case basis).
- Minimum VE score of 50 (waivers granted on case-by-case basis).
- Physical Readiness: Member must be able to pass the Physical Fitness Assessment (PFA) for their age group. The RDC candidate must be able to perform the run portion of the PRT before the screening is submitted to NPC. Waiver of the run portion of the PRT is not allowed.
- 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.

Upon completion of the Commanding Officer's interview, the following NAVPERS 1070/613 (Page 13) entry must be completed.

Date: (Rate/Name) was interviewed this date in accordance with Enlisted Transfer Manual Chapter 9.53 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.

Command Master Chief Interview Process. A screening board chaired by the CMC and a minimum of 3 other board members must interview the nominee prior to the Commanding Officer's interview. The following administrative remarks apply to all personnel assigned as Recruit Division Commanders and shall be briefed to all applicants.

- Member must be committed to and reflect the Navy Core values.
- Tobacco use is severely restricted at RTC.
- Pregnancy is not disqualifying; however, PRD will be lengthened to include limited duty and convalescent leave associated with pregnancy and childbirth.
- RDC tour, minimum three years, commences upon successful graduation from Recruit Division Commander "C" school.

- Members family must be screened to ensure known medical conditions can be properly cared for.

- Exceptional Family Member (EFM) participation is not disqualifying. Candidates with dependents enrolled in this program should be closely screened and counseled concerning the availability of required services and the demanding nature of duty at Recruit Training Command.

- Single parent members must be counseled about working hours, duty requirements, and extended child care requirements (documented by service record Page 13 entry). Point of contact for this information is Recruit Division Commander School LCPO (DSN 792-4994, COMM. (847) 688-4994).

- Duty as a RDC is a minimum 36 month tour. Personnel with 15 or more years of service will not be approved for transfer to the fleet Reserve before completion of the minimum tour.

- Upon completion of the CMC screening board, the following NAVPERS 1070/613 (Page 13) entry will be made:

Date: (RATE/NAME) was interviewed this date in accordance with Enlisted Transfer Manual 9.53 and is said to be fully qualified for assignment to Recruit Division Commander Duty.

Member must be screened by a qualified medical representative. Must screen IAW BUMEDINST 1300.2.

Candidates must receive the following information from medical personnel:

- 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.

- Mental health, 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 COMNAVPERSCOM and RTC for consideration and waiver.

Member must be screened by the command 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.

Member must be screened by Family Advocacy. Substantiated cases are disqualifying while families are in treatment and for 2 years after treatment. Applicants with substantiated child sexual abuse cases are permanently disqualified for RDC duty. All FAP cases require review/comment of screening CO.

Member must be screened by command Equal Opportunity representative. All substantiated cases of Equal Opportunity Program violations which result in a conviction at NJP, courts-martial or civil court are disqualifying.

FOLLOW-ON TOUR GUARANTEES. Personnel assigned as Recruit Division Commanders (NEC 9508) will be guaranteed choice of coast assignment upon completion of a full three or more year tour as Recruit Division Commander. The member must make the choice of coast at least three months prior to PRD from RDC Duty.

RECRUIT DIVISION COMMANDER DUTY BENEFITS: Special duty assignment pay; awarding of the recruit training service ribbon for those RDC's 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.

***OBLISERV/Tour Length: Minimum 36 months or Normal PST PERS CODE: 4010**
Special Program Screening Form Section(s): A, B, C, D5

9.54 SURVIVAL TRAINING INSTRUCTOR DUTY.

This field includes Survival, Evasion, Resistance, and Escape (SERE); Deep Water Environmental Survival Training (DWEST); Jungle Environmental and Survival Training (JEST); Cold Weather Environmental Survival Training (CWEST); Search and Rescue (SAR); Naval Aircrewman Candidate School; Rescue Swimmers School; Surface Rescue Swimmers School; Rescue Swimmer School Instructor.

- Individual must obtain the Antarctic "Operation Deep Freeze" physical examination with the exception of the following paragraphs:
 - para. 2. (b) (3).
 - para. 2. (d) (1) regional enteritis or any chronic inflammatory bowel disease will not be considered disqualifying.
 - para. 2. (f) (5 & 6).
 - para. 2. (g) (5).
 - para. 2. (h).
 - para. 2. (k) (1 & 2).
 - para. 2. (d) (3) to read "other than class 1 & 2".
 - para. 2. (1) (3).
 - no special studies required .

***OBLISERV/Tour Length: 36 months PERS CODE: 4010**
Special Program Screening Form Section(s): A, B, D2

9.55 NAVAL RESERVE INSTRUCTOR DUTY.

Naval Reserve Instructor duty involves preparing Selected Naval Reservists for mobilization. The job is one of great responsibility and in many instances, the instructor is the vital link between the Reservists and "state-of-the-art" knowledge of fleet operations. Included among his/her collateral duties at some locations, job may require cleaning stations and minor maintenance functions since Naval Reserve Centers are generally situated away from major Naval installations. Since the primary duty is to train Selected Reservists, the instructors duty requires availability when the Reservists report (weekends and some evenings). Suitable time off is provided at other times during the week. Member must have 9502 NEC.

***OBLISERV/Tour Length: 36 months PERS CODE: 4010**
Special Program Screening Form Section(s): A, D2

9.56 NUCLEAR PROPULSION TRAINING ACTIVITIES

There are approximately 1400 Instructor, Operator, Maintenance Training Group (MTG) and non-nuclear support billets at the Nuclear Propulsion Training activities located at:

- Ballston Spa, NY.
- Charleston, SC.

General Requirements for all Nuclear Instructor/Training Activity Assignments:

- Warfare qualified.
- Completed three years of their prescribed sea tour in a nuclear propulsion plant operator billet in a nuclear powered ship, attaining qualification in their senior in-rate watchstation, including those watchstations required for appropriate supervisory NEC.

Nuclear Field A-School (NFAS):

- E-5 or above.
- Class standing in upper half of Nuclear Power School (NPS) and Nuclear Power Training Unit (NPTU) waivers not normally considered except for personnel who have previously completed an NPTU instructor tour.

Naval Nuclear Power School:

- E-6 or above.
- Class standing in upper half at NPS and NPTU, waivers not normally considered except for personnel who have previously completed an NPTU instructor tour.
- Qualified as Engineering Watch Supervisor or Propulsion Plant Watch Supervisor.

Naval Nuclear Power Training Unit (NPTU):

- E-5 or above.
- Competitive class standing NPS; upper half class standing at NPTU, waivers normally not considered except those personnel who have demonstrated superior at-sea performance.

Maintenance Training Group

- E-5 or above.
- Competitive class standing NPS; upper half class standing NPTU, waivers considered for personnel demonstrating superior at-sea performance.
- Demonstrated superior performance in shipboard propulsion plant maintenance.

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 contain the following information:

- Indicate highest level of nuclear propulsion plant watch station qualification achieved by the applicant, if applicable.
- Recommendation for waiver of eligibility criteria, if applicable.
- Copy of last 2 evals/fitreps.

***OBLISERV/Tour Length: 40 months** **PERS CODE: 403**
Special Program Screening Form Section(s): A, D1

9.60 CTI LANGUAGE INSTRUCTOR CANDIDATES. In addition to meeting the basic eligibility and screening requirements for instructor duty as outlined in Article 10.01, candidates for CTI instructor duty must achieve ILR Listening 2, Reading 2 (as measured by the DLPT), to successfully pass command screening process.

***OBLISERV/Tour Length: Normal PST** **PERS CODE: 408**
Special Program Screening Form Section(s): A, D1, 2

9.61 INSTRUMENTAL INSTRUCTOR DUTY AT THE SCHOOL OF MUSIC.

The mission of the School of Music is to train military musicians of the Army, Navy, and Marine Corps for early usefulness with field/fleet bands. The most heavily weighted grading area is the student's demonstrated instrumental ability (50% of the final grade). Training in this area is accomplished through private, one-on-one, instrumental instruction.

- Individual must hold a 3800 series NEC.
- Individual must be E5 or above.
- Candidates will be sent to appear for final screening by an Instrumental Division Instructor Candidates Board at the School of Music.
- Screening will be conducted in the following areas:

The Commanding Officer, School of Music will make the final decision on a candidate's qualification for instrumental instructor duty.

***OBLISERV/Tour Length: Normal PST** **PERS CODE: 8**
Special Program Screening Form Section(s): A, D1, 2

9.62 INSTRUCTOR DUTY AT COMMUNITY COLLEGE OF THE AIR FORCE (CCAF).

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. Personnel must be in paygrades E-5 through E-9 in the following ratings and NECs:

Rating	NEC	Paygrade
AG	0000, 7412	E5-E8
CE	0000, 5601, 5642	E5-E8
CTI	9209, 9213, 9215	E6/7
CTM	9271, 9227, 9245, 9285, 9286	E6/7
CTO	9126, 9178	E5/6
GM	0812	E7
GMG	0812	E5/6
IM	1820	E6/7
LN	0000	E6
MA	0000, 2005, 2006	E5-E8
UT	0000, 6104	E5-E8
YN	0000	E7

Must possess an Associate Degree or be willing to obtain one during the instructor's tour of duty.

***OBLISERV/Tour Length: 36 months** **PERS CODE: 408**
Special Program Screening Form Section(s): A, C, D1,

9.63 RECRUITING DUTY

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 recruiter. 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. 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.

Duty as a production recruiter has advantages such as Special Duty Assignment (SDAP) pay, one year tour extensions and meritorious advancement for exceptional performance/production and in some cases, partial sea duty credit for completion of a full 36 month tour.

PRODUCTION PERSONNEL. The Commander, Navy Recruiting Command employs the services of all enlisted ratings in the direct procurement of recruits. Enlisted personnel in paygrades E4-E8 are assigned to one of the recruiting districts located throughout the United States. 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 1700 recruiting stations located in cities and towns within the districts.

*Note - All E4 personnel must be screened by the Recruiter Selection Teams (RST) prior to being issued orders to an NRD.

9.631 AMPLIFYING COMMAND SCREEN REQUIREMENTS. The Commanding Officer will personally evaluate and certify that the member has been screened for the following (complete applicable sections of Special Program Screening Form):

Section A.

PERFORMANCE EVALUATIONS: No mark below 3.0 on NAVPERS 1616/26 in any trait.

FAMILY ADVOCACY SCREEN. Substantiated family advocacy cases are disqualifying while families are in treatment.

- All members involved in substantiated cases involving child sexual molestation (incest or other) shall be permanently disqualified for recruiting duty.

COMMAND DAPA SCREEN. Personnel with a documented alcohol related incident including DUI/DWI within the previous three years or any three incidents within the previous five 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 three years from treatment/counseling completion date.

SINGLE PARENTS. Ensure current NAVPERS 1740 (Dependent Care Certificate) is completed. Upon completion, fax or email a copy to Navy Recruiting Orientation Unit (NROU) at Comm 850-452-5346, DSN 922-5346, and email CA_NORU@CNRC.NAVY.MIL.

Section B.

MEDICAL AND DENTAL SCREENING. Health and Dental records are to be screened following the guidance in NAVMED P-117, Manual of the Medical Department, and documented in the member's health record. Due to the routine high stress environment, it is necessary that individuals with a history of stress related problems not be assigned to recruiting duty.

Members are to be at least in a Class II Dental status prior to transfer.

Exceptional Family Members (EFM). If the member is currently processing a dependent application for the EFM program, contact PERS-662 and 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 members ultimate duty station prior to the member being transferred.

Section C.

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 in accordance with OPNAVINST 1740.5 to ensure financial stability.

- Serious financial problems or indebtedness which are not resolved, or a documented history of indebtedness over the last three years is disqualifying for recruiting duty.
- 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.
- Upon arrival at ENRO, members will be financially screened based on the location of their Navy Recruiting Station (NRS) to determine financial stability.

Section D.

TRAINING. The detaching command is responsible to ensure the requisite leadership continuum training is completed prior to detaching from the transferring command.

TATTOOS. Individuals with excessive or tasteless visible tattoos are not eligible.

9.632 COMPLETED FORM

Upon completion of the Commanding Officer's interview, fax or email a copy to Navy Personnel Command (PERS-4010) at Comm 901-874-2646, DSN 882-2646, email P4010A2@PERSNET.NAVY.MIL, AND Navy Recruiting Orientation Unit (NORU) at Comm 850-452-5346, DSN 922-5346, and email CA_NORU@CNRC.NAVY.MIL. Upon completion of forwarding the interview, enclose the Special Programs Screening Form (Figure 9A/9A-2) on the left side of the member's service record.

9.633 ADDITIONAL INFORMATION.

UNIFORMS AND ACCESSORIES. Members assigned as recruiters and recruiting support may be eligible for Special or Supplemental Clothing Monetary Allowance (SSCMA) in accordance with DOD 7000.14-R (Financial Management Regulation). Care should be exercised to determine whether or not the member is or will be entitled to SSCMA. 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.

ULTIMATE DUTY STATION. Upon receipt of PCS orders assigning an individual to recruiting duty, the Navy recruiting district will provide the transferring command the Ultimate Duty Station (ULTDUSTA) assignment, normally a recruiting station, to include in the individual's STO prior to transfer. Individuals who volunteered for recruiting duty via the Recruiter Selection Teams (RST) can have the RST negotiate on their behalf for ultimate recruiting station assignment within the Recruiting District. The individual must keep in mind that the decision by the recruiting district's CO on ULTDUSTA must be based on where recruiters are needed at the time of the individual's arrival at the district. A guaranteed assignment to a requested location may not be feasible.

TOUR COMMENCEMENT DATE. In computing the tour of recruiting duty, the tour shall commence as of the date enlisted personnel report to the recruiting district (parent command), even though they report For Further Assignment (FFA) and are ultimately assigned to a Recruiting station. Overseas recruiting tours are established in accordance with Article 4.05. The tour length for nuclear qualified personnel 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.

NAVY RECRUITING ORIENTATION CLASS. Recruiting production personnel are ordered via the Navy Recruiting Orientation Unit located in Pensacola, Florida for five weeks TEMDUINS. Member should draw an advance of their per diem based on government quarters being available prior to transfer. The course of instruction consists of 25 training days of competency-based instruction during which the students learn about, practice, and develop competence in the areas of selling, prospecting, paperwork and processing, marketing, public speaking, recruiter incentives and quality of life issues. Upon satisfactory completion they will transfer to their Navy Recruiting District.

RECRUITING DUTY BENEFITS. Special duty assignment pay; a high probability of being stationed at any desired location throughout the United States; improved advancement opportunity, including possible meritorious advancement up to E-7 through the recruiting excellence incentive program (REIP); five weeks of intensive training in Pensacola, plus follow-on training throughout the tour; and sea duty credit of up to 24 months for certain recruiting districts.

FOLLOW ON TOUR GUARANTEES. Personnel assigned to Navy Recruiting Districts as production recruiters (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.

PARTIAL SEA DUTY CREDIT FOR PRODUCTION RECRUITER TOURS. Guidelines to receive partial sea duty credit for rotational purposes are as follows:

- Members serving in NEC 9585 billets who transition to NEC 9586 billets will earn partial sea duty credit for the period they complete as production recruiters (e.g., if a member with NEC 9585 is assigned to NRD Philadelphia and is approved to serve as an NEC 9586 after one year, this member will receive one-third of the full tour credit, i.e., eight months of sea duty credit). Partial sea duty credit is not approved for time spent performing the duties of a recruiter/classifier.

- The following is a listing by amount of sea duty credit by NRD. The production recruiter (NEC 9585) will receive the sea duty credit

upon successful completion of a 36 month tour. Members will be given sea duty credit for the period of an extension at the same rate they earn for their original tour (e.g., if a member received 24 months credit for a 36 month tour, the member will receive 8 months of additional credit for a one year extension). Sea duty credit is authorized for one extension only.

NRD	<u>SEA DUTY CREDIT</u>
	(MONTHS)
PHOENIX, AZ	0
ATLANTA, GA	0
BUFFALO, NY	18
CHICAGO, IL	18
COLUMBUS, OH	12
NASHVILLE, TN	0
DALLAS, TX	0
DENVER, CO	0

NRD	<u>SEA DUTY CREDIT</u>
	(MONTHS)
HOUSTON, TX	0
INDIANAPOLIS, IN	12
JACKSONVILLE, FL	0
KANSAS CITY, MO	9
LOS ANGELES, CA	12
ST LOUIS, MO	0
MIAMI, FL	0
MICHIGAN, MI	18
MINNEAPOLIS, MN	12
MONTGOMERY, AL	0
NEW ENGLAND	12
NEW ORLEANS, LA	0
NEW YORK, NY	24
OMAHA, NE	12
PHILADELPHIA, PA	18
PITTSBURGH, PA	18
PORTLAND, OR	0
RALEIGH, NC	0
RICHMOND, VA	0
SAN ANTONIO, TX	0
SAN DIEGO, CA	0
SAN FRANCISCO, CA	0
SEATTLE, WA	0

Production recruiters earning sea duty credit will have their sea duty commencement date (SDCD) adjusted by COMNAVPERSCOM (PERS-451D3) upon transfer from recruiting duty IAW Chapter 3 of the manual.

***OBLISERV/Tour Length: 36 months PERS CODE: 4010**
Special Program Screening Form Section(s): A, B, C, D1, D3, D5

9.64 CAREER RECRUITER FORCE (CRF).

COMNAVPERSCOM has established a Career Recruiter Force (CRF) allowing recruiters the opportunity to become a permanent part of Navy Recruiting Command. If selected, personnel will be assigned key middle management and recruiter billets within Navy Recruiting Command. Application procedures and eligibility criteria are promulgated in BUPERSINST 1133.29 Series. The CRF selection board meets three times per year (January, May, and September).

Personnel selected for the Career Recruiter Force with NEC 9585 will be

assigned to the CRF Leadership Academy in Pensacola, FL TEMADD prior to completion of their recruiter tour (36 months). Upon successful completion of CRF Leadership Academy, members will be assigned to a new Navy Recruiting District at PRD for a 36/60 month tour. Members currently assigned to duty other than recruiter duty will not be given the 2186 NEC until the member transfers at PRD to a Navy Recruiting District.

CRF DECERTIFICATION POLICY. Personnel serving in the CRF will, in most cases, do so for the remainder of their Naval career. If the Commanding Officer of a District believes that a member can no longer be effective as a CRF, he/she may recommend the member for decertification from the CRF without prejudice IAW COMNAVCRUITCOMINST 5400.2 series.

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 IAW COMNAVCRUITCOMINST 5400.2 series. Member must complete their obligated 36 months prior to requesting for termination.

NOTE: The Navy Recruiting District is responsible for submission of Rating Conversion Documents to convert members to NC and NEC CHANGE REQUEST (NAVPERS 1221) to change members NEC to 2186 upon receipt of conversion message from PERS-815.

***OBLISERV/Tour Length: 36 months** **PERS CODE: 4010/662**
Special Program Screening Form Section(s): A, B, C, D

9.65 ENLISTED RATING DETAILER.

The Enlisted Rating Detailer is the key player in the placement of enlisted personnel. Assignment as an Enlisted Rating Detailer requires personnel in paygrades E-5 and above in all enlisted ratings. There also are billets for support personnel in many ratings, paygrades E-1 and above. The Detailers job includes:

- Communication with constituents with JASS or by telephone, E-Mail, and naval messages.
- Discussing assignment options, transfer regulations, and career assignment advice.
- Coordination with EPMAC and fleet units to ensure proper manning levels.

NAVPERSCOM is located at Naval Support Activity Mid-South, Millington, TN. There are limited medical and dental facilities available at NSA Mid-South, Millington.

***OBLISERV/Tour Length: 36 months** **PERS CODE: 4010F**
Special Program Screening Form Section(s): A, B2

9.66 NAVY/MARINE CORPS INTRANET (NMCI) NETWORK OPERATIONS CENTER (NOC)

NMCI is a unique partnership between the Department of the Navy and a civilian contractor to provide network-based information services ashore. The contractor will integrate Sailors and Marines at various NOCs and provide the latest commercial IT competency training and certification opportunities.

***OBLISERV/Tour Length: 5 years/36 months** **PERS Code: 406**
Special Program Screening Form Section(s): NA

SPECIAL PROGRAM SCREENING FORM

RATE/RANK:	NAME:
SSN:	PROPOSED PROGRAM/DUTY STATION:
PROPOSED DETACHMENT DATE:	
SECTION A: GENERAL CRITERIA	
	Interviewer'S Initial
YES NO [] []	1. Within the past 36 months, has member been found unsuitable or disqualified for any previous special program(s)? ___
[] []	2. Performance Evaluation (NAVPERS 1616/26): Has member received at least 3.0 on all traits and been recommended for retention and promotable or higher for advancement for the past 36 months? ___
[] []	3. Has member had any NJP, courts-martial, civil conviction, or significant involvement with civil authorities within the past 36 months? ___
[] []	4. Has member had any alcohol related incidents in the past 36 months? ___
[] []	5. Has member had any involvement with illegal drugs in the past 36 months? ___
[] []	6. Has member signed the required OBLISERV for this program? ___
[] []	7. Does member meet the body fat readiness standards for PCS transfer? (Screened by PRT coordinator) ___
_____ Personnel Officer	_____ Date

SECTION B: MEDICAL/DENTAL SCREENING	
[] []	1. Has member completed required medical screening for this program? If "no", will the gaining MTF, accept?
[] []	2. Is member in proper dental class for PCS transfer?
_____ Medical Officer	_____ Date
_____ Dental Officer	_____ Date

FIGURE 9A

SECTION C: FINANCIAL SCREENING

YES NO

1. Is member suitable in accordance with OPNAVINST 1740.5, Command Financial Specialist Program requirements?

Command Financial
Specialist

Date

**SECTION D: ADDITIONAL REQUIREMENTS
(AS APPLICABLE IAW ETM CHAPTER 9)**

YES NO N/A

1. Does member have required NEC/School/ASVAB for this program?

2. Does member have required security clearance?

3. Does member have a valid driver's license?

4. Has member completed swim qualification for this program?

5. Does member have visible tattoos?

Command Career Counselor

Date

ALL OF THE ABOVE INFORMATION IS CERTIFIED TO BE TRUE TO THE BEST OF MY KNOWLEDGE.

Service Member

Date

COMMAND CO/XO/OIC/COS/DIRECTOR ENDORSEMENT

Are there any other compelling reason why service member should not be transferred?

APPROVAL/DISAPPROVAL

*NAME/RANK

DATE

*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.

Copy to: Service Record

FIGURE 9A-2

R DDHMMZ MMM YY
FM REQUESTING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS40/PERS (DETAILER)//
EPMAC NEW ORLEANS LA (ONLY FOR NON-RATED SN, FN, AN)//EP70//
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 ENLISTED TRANSFER MANUAL//
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)//
BT
#0000
NNNN

FIGURE 9B

R DDHMMZ MMM YY
FM TRANSFERRING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS40/PERS (DETAILER)//
EPMAC NEW ORLEANS LA (ONLY FOR NON-RATED SN, FN, AN)//EP70//
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/DDHMMZMMYY// (IF APPLICABLE)
NARR/REF A IS ENLISTED TRANSFER MANUAL, REF B IS WAIVER REQUEST.//
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.//
BT
#0000
NNNN

FIGURE 9C

SPECIAL PROGRAM SCREENING DEFICIENCY REPORT

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 ENL CHAP 9.//

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, SSN
- B. WAS SUITABILITY SCREENING FORM FILED IN SERVICE RECORD? GIVE NAME/RANK/TITLE/DATE OF INDIVIDUAL SIGNING SUITABILITY SCREENING FORM.
- C. TRANSFERRING COMMAND AND UIC.
- D. EXPLAIN FULLY THE REASON SNM IS CONSIDERED IMPROPERLY SCREENED.
- E. IF SNM WAS PROPERLY SCREENED, DID PROBLEMS DEVELOP AFTER ARRIVAL? EXPLAIN FULLY.
- F. IS SNM CONSIDERED MARGINALLY UNSUITABLE BUT COULD CONTINUE SPECIAL PROGRAM DUTY? EXPLAIN FULLY.
- G. ARE DISQUALIFYING FACTORS SO SEVERE THAT SNM SHOULD BE REASSIGNED? EXPLAIN FULLY.//

BT

NOTE. This report is sent to the transferring command info COMNAVPERSCOM (PERS-4010).

FIGURE 9D

CHAPTER 10

SPECIAL PROCEDURES FOR UNITS UNDERGOING CONSTRUCTION, CONVERSION

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SPECIAL PROCEDURES FOR UNITS UNDERGOING CONSTRUCTION

10.0 GENERAL INFORMATION.

Within the Bureau of Naval Personnel (COMNAVPERSCOM), the Sea, Special Programs Branch (PERS-409) is the placement monitor for surface ships under construction, conversion or reactivation. The Aviation Assignment Branch (PERS-404) is the placement monitor for newly established aircraft squadrons or those transitioning to new model aircraft. The Submarine/Nuclear Power Assignments Branch (PERS-403) details personnel to new construction submarines and to new construction surface ship billets requiring nuclear power NECs. Specific information regarding assignment to new construction submarines is contained in Chapter 5. The Assignment Department (Code 47) of the Enlisted Placement Management Center (EPMAC) assigns all non-rated/non-designated personnel to units under construction, conversion, reactivation or transition.

10.01 MANNING LEVELS AND INCREMENTS.

10.012 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:

- Units which receive CNO priority manning.
- Nuclear powered surface ships which have all nuclear power billets filled.

10.02 MANNING INCREMENTS-SURFACE SHIPS.

10.021 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). NUC-1 personnel, called Operating Space Item (OSI) Team 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. NUC-2 personnel, after receiving PRECOM Training, report to the shipyard two to eight 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.

10.022 BALANCE CREW. Personnel who are part of the Balance Crew report to the PRECOM unit at the appropriate FTC for approximately two months of PRECOM Training. Balance Crew personnel report to the shipyard two to four weeks prior to the ship being placed "In Service."

10.03 MANNING INCREMENT-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.

10.04 MANNING INCREMENTS-AVIATION SQUADRONS.

The phased manning of newly established/transitions aviation squadrons is keyed directly to the delivery of aircraft to the squadron. As aircraft are delivered, personnel will be ordered to report directly to the squadron via the appropriate pipeline training (FRAMP). All personnel will receive their PRECOM training at the squadron.

10.05 ASSIGNMENT OF MEMBERS TO NEW CONSTRUCTION SURFACE SHIPS.

10.051 ASSIGNMENTS TO PRECOMMISSIONING (PRECOM) TRAINING. Personnel assigned to all new construction surface ships will first report to the ship's PRECOM unit, 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.

10.06 ENTITLEMENTS.

10.061 PERSONNEL ORDERED "FOR DUTY IN CONNECTION WITH FITTING OUT" (FORDUCFO)(ACC-106). A member ordered to either the PRECOM unit or to the shipyard for a period in excess of six months will report FORDUCFO. This will entitle the member to move dependents/household goods to that location. Approximately four months prior to the ship being placed "In Service," a second set of PCS orders will be issued entitling the member to move dependents/household goods to the ship's homeport. Members will receive sea duty credit for the time served in ACC 106, up to a maximum of 12 months. Members ordered FORDUCFO are not entitled to per diem. For specific entitlement information, consult the Joint Federal Travel Regulations, Chapter 5, Part B.

10.062 PERSONNEL ORDERED FOR "TEMPORARY DUTY IN CONNECTION WITH FITTING OUT" (TEMDUCFO)(ACC-352). Personnel who are assigned to the PRECOM unit for less than six months prior to the ship's placement "In Service" will report to that site TEMDUCFO. Personnel who report TEMDUCFO may be authorized to draw per diem. The authorization for per diem will cease when the member reports to an activity for duty. Personnel who report TEMDUCFO are only authorized to move family members/household goods to the post-commissioning homeport of the activity where they are reporting for duty. Members will not receive any sea duty credit for the time served in ACC 352. Members will not be entitled to move household goods or family members to the ship's prospective homeport until CNO makes the official homeport announcement. For specific entitlement information, consult the Joint Federal Travel Regulations, Chapter 4, Part C.

10.07 QUALIFICATIONS FOR ASSIGNMENT TO PRECOMMISSIONING CREW OF SURFACE SHIPS.

The PRECOM 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. This period requires intensive effort to establish the administrative and training readiness of the unit for future operations. Additionally, the PRECOM unit 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:

- No prior conviction by courts-martial.
- No non-judicial punishments or civil violations, other than minor traffic offenses, for the previous 12 months.

- No indebtedness problems of a serious or chronic nature (i.e., the receipt of more than one letter regarding a delinquent account).

- No significant history of serious physical or mental health problems of a probable recurrent nature.

- No evidence of drug abuse in the previous 12 months. Pre-service drug experimentation is not a disqualifying factor.

- No evidence of excessive use of alcohol without treatment in the previous 12 months.

- Must be a U.S. citizen if assigned to a nuclear powered ship. See article 3.30 for exceptions.

- No evaluation mark below 3.0 in any category or below 3.0 overall during the previous 24 months.

- Member must be able to complete OBLISERV requirement 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.

10.08 SUITABILITY/UNSUITABILITY FOR ASSIGNMENT.

10.081 REPORTS. 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. Determination of suitability/unsuitability will be based on the criteria of Article 10.07 and will include a review of service and medical records. If member fails to meet any of the minimum standards of Article 10.07, submit a report of unsuitability specifying the disqualifying factors and hold the assignment directive in abeyance pending direction from COMNAVPERSCOM (EPMAC for non-designated personnel). 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 of Article 10.07 are disqualifying and a report of unsuitability is required.) Use of the prepared Special Program Screening Form Figure 9A (Section A) of this manual is recommended.

10.082 WAIVERS. If a member fails to meet minimum requirements, a waiver of disqualifying criteria may be requested from COMNAVPERSCOM/EPMAC if recommended by the transferring commands, Commanding Officer. COMNAVPERSCOM (PERS-409) and EPMAC (For non-designated personnel) retains waiver authority.

10.083 OBLIGATED SERVICE REQUIREMENTS. Personnel assigned to surface ships undergoing construction/conversion will be required to incur sufficient obligated service to complete a minimum 24 months on board after ship's placement "In Service." A slippage in the date will not incur additional obligated service.

10.09 EN ROUTE TRAINING.

10.091 TYPES. The en route training requirements for personnel assigned to the precommissioning crew of surface ships completing construction or reactivation, plus aviation training (FRAMP), are classified into the following categories:

- NEC Training: Courses of instruction that assign a specific NEC upon completion of training and are required by the ship's manning documents.

- 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 NAVSEASYSCOM and is certified as a requirement by the CNO.

- 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.

- Precommissioning 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.

10.092 FUNDING POLICY. To ensure effective management of PCS and training funds, the following pertains to the assignment of personnel to en route training pipelines:

- COMNAVPERSCOM will only fund en route NEC, and Team Training. Additionally, COMNAVPERSCOM will order most personnel reporting to new construction surface ships to the appropriate FTC for approximately eight weeks of precommissioning training.

- COMNAVPERSCOM will not authorize any additional training for personnel who have already reported to their ultimate duty station For Duty Commissioning and Fitting Out (FORDUCFO).

10.10 PERSONNEL STABILITY.

Members who have completed their Prescribed Sea Tour (PST) will only be considered for assignment to surface ships under construction if they indicate their volunteer status in writing, or in response to a request submitted to COMNAVPERSCOM, have approval granted to extend at sea for the additional time required to meet the PRD requirements of Article 10.101.

10.101 OBLIGATED SERVICE REQUIREMENTS. Personnel assigned to surface ships undergoing construction/conversion will be required to incur sufficient obligated service to complete a minimum 24 months on board after ship's placement "In Service." A slippage in the "In Service" date will not incur additional obligated service.

- Requests to transfer to Fleet Reserve will not be favorably endorsed for effective dates prior to 24 months after ship's placement "In Service."

- Must possess obligated service appropriate for the length of training in Article 7.03. See special OBLISERV for SRB NEC in accordance with Article 7.03.

10.102 ASSIGNING PRDs. In all cases Prospective Rotation Dates (PRDs) will be assigned for not less than 24 months from the date of ship's placement "In Service," additionally:

- For personnel without prior sea duty, PRDs are assigned:
 - To PST for members on second or subsequent enlistment.
 - To PST for members on first enlistment.

- For personnel with prior sea duty, PRDs are assigned to PST, but not less than 24 months after ship's placement "In Service."

10.11 PERMANENT CHANGE OF STATION (PCS) ORDERS TO SHIPS UNDER CONSTRUCTION AT CIVILIAN SHIPBUILDING COMPANIES OR YARDS.

A Precommissioning Unit (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. These units allow processing of electronic PCS orders for enlisted and officers assigned to, and detached from, Duty in connection with conversion, fitting out, or reactivation (CFO) or temporary duty (TEM DU) CFO at the ships construction site.

Reporting and detaching procedures for PCS orders to ships under construction are provided in Figure 10C-1 through 10C-4.

10.12 REQUEST FOR ASSIGNMENT TO SURFACE SHIPS UNDER CONSTRUCTION.

10.121 VOLUNTEERING FOR ASSIGNMENT TO SURFACE SHIPS. Personnel desiring to volunteer for assignment to surface ships under construction should contact their respective rating detailer regarding new construction billet availability and to obtain further guidance on requesting new construction duty.

10.122 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.

10.123 PREVIOUS BENEFITS. Members awaiting Selected Training and Retention (STAR) and/or 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 and/or other reenlistment incentive.

10.124 COMMANDING OFFICER'S ENDORSEMENT. Commanding Officers are required to make comments concerning the member suitability for assignment utilizing the criteria set forth in Article 10.07. Additionally, Commanding Officers are requested to provide the following information regarding the member:

- Extent of watch qualifications attained.
- Special Training (service school attended and completion date of each).

- Agreement to incur sufficient OBLISERV, if applicable.
- Security clearance.
- Whether STAR and/or other reenlistment benefit is pending, and whether the member is willing to waive or defer it, if applicable.
- For nuclear power trained personnel, include certified copies of last two evaluations.

10.13 REASSIGNMENT FOR ADMINISTRATION/DISCIPLINARY REASONS OF PERSONNEL ASSIGNED TO PRECOMMISSIONING UNITS.

Upon receipt at the PRECOM unit, personnel shall be rescreened to determine their suitability for assignment. If the member is determined not to be qualified for assignment, report by message the circumstances to PERS-409C/EPMAC Code 13, info the transferring activity, PERS-409C/EPMAC Code 13 retains final assignment authority. Personnel who become disciplinary/administrative problems after reporting to the PRECOM 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. PERS-409 AND EPMAC Code 13 retain final waiver and assignment authority in these cases. Each request will be reviewed and adjudicated on its merits. This procedure SHALL NOT be used as 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. If the member's transfer is approved, an appropriate service record entry (Page 13) shall be made indicating the member was found unsuitable for precommissioning duty and stating the reason for disqualification.

10.14 ASSIGNMENT OF MEMBERS TO NEWLY ESTABLISHED OR TRANSITIONING AIRCRAFT SQUADRONS.

The procedures outlined in this section are applicable to newly established squadrons and squadrons transitioning to a new model aircraft. The procedures set forth in Article 10.23 apply to the introduction of prototype aircraft into the fleet. 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 CNO. 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 ASW sensor system. In these cases, TYCOM should request that COMNAVPERSCOM implement the special stability options offered in Article 10.16 for those ratings or NECs most affected by the update. PERS-404C and EPMAC (Code 13) are the points of contact concerning assignments and manning for newly established and transitioning aircraft squadrons. In transitioning aircraft squadrons only those personnel in ratings receiving transition training are subject to the criteria in Articles 10.142-10.16. All other personnel will remain on board to complete PST/NST.

10.141 PERSONNEL TRANSACTION TIME TABLE FOR NEWLY ESTABLISHED OR TRANSITIONING AIRCRAFT SQUADRONS.

BTD-Beginning Transition Date	MCT-Member Completes Training
ED-Establishment Date	CTD-Complete Transition Date

<u>DATE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
8 MONTHS PRIOR TO BTD/ED	DETERMINATION OF ED OR BTD BTD/CTD AND OFFICIAL NOTIFICATION OF ALCON	COGNIZANT TYPE COMMANDER
8 MONTHS PRIOR TO BTD (TRANSITION ONLY)	SCREEN ON BOARD PERSONNEL FOR TRANSITION ELIGIBILITY AND DESIRES.	SQUADRON C.O.
	SUBMIT MESSAGE TO PERS-404 AND EPMAC OF TRANSITIONING PERSONNEL AND NON-TRANSITIONING PERSONNEL WITH AVAIL DATE FOR REASSIGNMENT. (REFER TO FIGURE 10A FOR PROPER FORMAT)	SQUADRON C.O.
	EXECUTE OBLISERV AGREEMENT FOR TRANSITIONING PERSONNEL (SEE ARTICLE 10.15 AND NOTIFY COMNAVPERSCOM AND EPMAC	SQUADRON C.O.
7 MONTHS PRIOR TO BTD/ED	GENERATE REQUISITIONS TO FILL VACANCIES CREATED BY NON-TRANSITION PERSONNEL AND NEW BILLETTS AS PROVIDED BY OPNAV.	EPMAC
4-6 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.	COMNAVPERSCOM
BTD/ED	BEGIN TRANSITION/ ESTABLISHMENT	SQUADRON C.O.
BTD/ED & 12 MONTHS	SCREENING REQUIREMENT FOR NEWLY ASSIGNED PERSONNEL TERMINATE IAW ARTICLE 10.142.	COMNAVPERSCOM
CTD	COMPLETE TRANSITION	SQUADRON C.O.
CTD/ED & 12 MONTHS	OBLISERV REQUIREMENTS FROM CTD/ED & 24 MONTHS FOR PROSPECTIVE GAINS CEASES.	COMNAVPERSCOM
CTD/ED & 12 MONTHS	REVIEW UNIT EDVR AND MAKE STAGGERED PRD ADJUSTMENT RECOMMENDATIONS TO PERS VIA EPMAC. (SEE ARTICLE 10.22)	SQUADRON C.O.

10.142 ASSIGNMENT QUALIFICATIONS. Members volunteering for or ordered to duty in newly established or transitioning aircraft squadrons must meet the following requirements:

- No indebtedness problem of a serious or chronic nature.

- No history of instability or serious health problems of a probable recurrent nature during the past 12 months.

- Members in paygrade E1 thru E9: 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.

- No prior conviction by courts-martial, non-judicial punishment, and no civil violations other than minor traffic offenses for the previous 12 months.

- Member 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.

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. 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.

10.15 OBLIGATED SERVICE REQUIREMENTS.

The following applies to personnel being assigned to an establishing or transitioning aircraft squadron.

10.151 OBLISERV FOR A NEWLY ESTABLISHED AIRCRAFT SQUADRON.

- A minimum OBLISERV of 24 months from establishment date or completion of transition is required for personnel being assigned to an establishing or transitioning aircraft squadron. Prior to transfer the individual is required to incur the required additional obligated service.

10.152 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.

- Amount of OBLISERV requirement and/or extension of 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 requirement.

<u>LENGTH OF TRAINING</u>	<u>AMOUNT OF OBLISERV/PRD EXT</u>
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

- Personnel who elect 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. Personnel must incur additional obligated service eight months prior to beginning of transition period.

- The following Page 13 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 COMNAVPERSCOM"

Member's Signature

WITNESSED:

Name, Rank and Title of Witnessing Officer

Note: Additional OBLISERV requirements for personnel who elect to remain on board to receive transition training cannot be satisfied by a page 13 entry in members service record.

10.16 STABILITY PERIOD.

To afford maximum stability, all members assigned to 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 allowance, with the approval of the MCA.

10.17 PREVIOUS ASSIGNMENT BENEFITS.

Members guaranteed previous assignment benefits (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. OBLISERV requirements associated with a particular benefit must be met when the member ultimately resubmits a request for the benefits previously guaranteed. A copy of the member's waiver/delay shall be forwarded to COMNAVPERSCOM (PERS-40).

10.18 VOLUNTARY ASSIGNMENTS.

Personnel desiring to volunteer for newly established or transitioning aircraft squadron duty shall submit requests utilizing the NAVPERS 1306/7. The "NEW CONSTRUCTION" block should be checked and the type aircraft squadron desired entered in the "TYPE SHIP" block. Commanding Officers are required to make comments concerning the member's suitability for assignment utilizing criteria set forth in Article 10.142. Additionally, include comments concerning member's special training (service schools attended and completion dates) and agreement to incur sufficient OBLISERV, if applicable.

10.19 TRANSFER ASSIGNMENTS.

The transferring command will conduct a review of the member's service record to ensure that the member meets the criteria set forth in Article 10.142 and OBLISERV required by Article 10.152. Commanding Officers shall notify COMNAVPERSCOM (PERS-404C) 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). Hold assignment directive in abeyance pending COMNAVPERSCOM determination. If COMNAVPERSCOM reply is not received within 30 days, initiate tracer action.

10.20 TRANSITIONAL ASSETS.

Commanding Officers of transitioning aircraft squadrons shall screen all on board personnel to determine that the requirements of Articles 10.142 and 10.15 have been complied with. Personnel not qualified for transitioning aircraft squadrons shall be made available for reassignment to COMNAVPERSCOM (PERS-40) via EPMAC.

10.21 ADJUSTMENT OF SEA DUTY COMMENCEMENT DATED (SDCD).

Commanding Officers of units undergoing construction, conversion or transition shall forward to COMNAVPERSCOM (PERS-451D) information indicated in Article 3.10. SDCDs will be established as indicated in Article 3.10. Reporting requirements contained in Article 3.1021.

10.22 ADJUSTMENT OF PROJECTED ROTATION DATES (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 Prescribed Sea Tour (PST) for his/her rating/NEC, whichever is greater. In order to ensure that all key members are not transferred immediately at the end of the stabilization period, the Commanding Officer shall, 12 months prior to the end of the stabilization period, review the command's Enlisted Distribution and Verification Report (EDVR) and make PRD adjustment recommendations, with a certified copy of NAVPERS 1070/605 to COMNAVPERSCOM (PERS-40), information copy to EPMAC. PRD adjustments will be a maximum plus or minus 90 days from the original PRD. When recommending PRD adjustments, such factor as time remaining on active duty, time remaining on PST, and the desires of the individual should be considered. Waiver requests must be made to PERS-40 and include justification. Adjustment of OBLISERV requirements will be handled on a case-by-case basis.

10.23 ASSIGNMENT OF PERSONNEL TO ACTIVITIES INVOLVED IN THE INTRODUCTION OF PROTOTYPE AIRCRAFT.

COMNAVPERSCOM 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. Normal shore tour lengths will be adjusted to ensure that critical skills continue to be used where required. Personnel specially selected and/or 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.

10.231 ASSIGNMENT AND ELIGIBILITY REQUIREMENTS. COMNAVPERSCOM will promulgate a notice soliciting volunteers, establishing eligibility requirements and specifying the method of submitting request 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.

FORMAT FOR INITIAL PHASE-IN-PLAN

FROM FITRON ZERO ZERO

TO EPMAC NEW ORLEANS LA//13//

INFO CINCPACFLT PEARL HARBOR HI//JJJ//

COMNAVPERSCOM WASHINGTON DC//404C//

COMNAVAIRPAC SAN DIEGO CA//JJJ//

COMFITAEWINGPAC MIRAMAR CA//JJJ//

COMFAIRWESTPAC ATSUGI JA//JJJ//

COMCARAIRWING FIVE

USS MIDWAY

UNCLAS //NO1306//

SUBJ: INITIAL PHASE-IN-PLAN FOR TRANSITIONING UNIT. VF- (UIC:)//

MSGID/GENADMIN/COMMAND PLA//

REF/A/RMG/TYCOM PLA/MSG DTG//

AMPN/TYCOM TASKING MSG//

REF/B/DOC/COMNAVPERSCOM/01JAN90//

REF/C/DOC/COMNAVPERSCOM/01JAN90//

NARR/REF B IS ENLTRANSMAN CHAP 10 OBLISERV FOR TRANSITIONING SQUADRON.

REF C IS ENLTRANSMAN CHAP 10 ASSIGNMENT QUALIFICATIONS.//

RMKS/

1. THIS ACTY IS SCHEDULED FOR TRANSITION TO F-18 AIRCRAFT FROM AUG 85 TO SEP 86.

A. COMMANDING OFFICER HAS SCREENED THE FOLPERS FOR TRANSITION

FIGURE 10A-1

IAW REF A, APPROP OBLISERV HAS BEEN INCURRED AND PAGE 13 ENTRY MADE

IAW REF B:

X				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
X							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 ADMIN SEPARATION.

RATE	NAME	SSN		DATE LTR MAILED/DTG FOR MSG
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D. FOLPERS IN RECEIPT OF FLTRES AUTH AND/OR SELECTED FOR OFFICER PROMOTION WITH TRF/PROMOTION DATE AS INDICATED:

RATE	NAME	SSN		FLTRES/PROMOTION DATE
------	------	-----	--	-----------------------

E. REQUEST PRD ADJ ON FOLPERS. MBRs ARE TRANSITIONING AND HAVE SIGNED APPROP PAGE 13 ENTRY OR INCURRED APPROP OBLISERV:

RATE	NAME	SSN	CUR PRD	AJD PRD
------	------	-----	---------	---------

2. ESTIMATED DATE FOR LOSS OF OLD AIRCRAFT:
3. ESTIMATED DATE FOR ARRIVAL OF NEW AIRCRAFT:
4. COMMENTS. (INCLUDE ANTICIPATED SPECIAL NEC/MANNING REQMTS NOT COVERED BY SQMD OR OPNAV 1000/2 COMD MANNING DOCUMENT. SPECIAL PROBLEM CAUSED BY TRANSITION. CO'S COMMENTS.)//

FIGURE 10A-2

DUTY CFO (SIX MONTHS A MORE)

Two (2) sets of PCS orders will be issued by CHNAVPERS when it is determined by the detailer that the commissioning date of the vessel will be six months or more from the member's estimated date of arrival (EDA) at the ship's PRECOMMUNIT based on the latest Naval Sea Systems Command Monthly Report (NAVSEA 250-574).

The following procedures apply:

- Member's first PCS orders will be to the ship's PRECOMMUNIT, located at the construction or 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). Previous duty station tour length must meet Time on Station (TOS) requirements or be waived prior to ordering member to the PRECOMMUNIT. Criteria for TOS waivers are delineated in Chapter 4 of this manual. 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 dependents are residing per JFTR, U7115-B.

- Member's second PCS orders will be issued either upon release of the CNO message assigning the initial homeport for the vessel and/or determination of a firm ship custody transfer/delivery date of the vessel. 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 JFTR 5222-d and SECNAVINST 4650.19. These orders to sea duty meet DOD Time on Station exemption and no waiver is required.

TEMDU CFO LESS THAN SIX MONTHS

Member will be issued one (1) PCS order by CHNAVPERS when it is determined by the detailer that the commissioning date of the vessel will be less than six months from the member's (EDA) at the ship's PRECOMMUNIT based on the latest NAVSEA 250-574.

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." 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), or TAD, to DUTY (ACC: 100), per JFTR, par. U4105-A. Also see JFTR, par. 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 JFTR U5222-D and SECNAVINST 4650.19.

FIGURE 10B-1

When orders are issued before the CNO message assigning the ships initial homeport has been released, 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 (ACC: 352) the member will be further ordered to report to the vessel (ultimate activity) for "DUTY (ACC: 100) ON BOARD WHEN PLACED IN SERVICE. These orders will reflect "NHPA" (no homeport assigned) for the location of the homeport. Transportation of dependents and household goods will NOT be authorized until these orders are modified to reflect the vessel's initial homeport. This modification cannot be issued until after the CNO message assigning the vessel's initial homeport has been released. 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. See JFTR, par. 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 JFTR U5222-D and SECNAVINST 4650.19.

- Basic/initial orders in these cases may, or may not include the following statement: "DETACHING COMMAND; ADVISE MEMBER THAT "NHPA" FOR HOMEPORT OF _____ (vessel name and hull number) IS NOT OFFICIAL. ENSURE MEMBER IS ADVISED NOT TO MOVE DEPENDENT NOR SHIP HOUSEHOLD GOOD PRIOR TO ANNOUNCEMENT OF VESSEL'S OFFICIAL HOMEPORT. FURTHER ENSURE MEMBER UNDERSTANDS THAT MOVEMENT OF DEPENDENTS 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."

- 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:

"ON _____ CNO ASSIGNED _____ (city, state/country) _____ AS THE HOMEPORT FOR _____ (vessel's name and hull number) _____ EFFECTIVE UPON SHIP CUSTODY TRANSFER/DELIVERY. 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."

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 is 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 (SECNAVINST 4650.19 series) when commissioned. TEMDU CFO is not considered indeterminate temporary duty under purview of the JFTR, Chapter 4, Part G.

FIGURE 10B-2

ORDERS TO A VESSEL REMAINING AT THE CONSTRUCTION SITE FOR SIX MONTHS OR MORE AFTER COMMISSIONING (FOR POST COMMISSIONING WORK) AND CNO ASSIGNS THAT SAME SITE AS SHIP'S INITIAL HOMEPORT.

Procedures for assigning members to TEMDU CFO (ACC: 352) or DUTY CFO (ACC: 106) are same as previously specified in paragraphs _____ and _____.

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 member (regarding transportation of dependents and/or 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.

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 JFTR, par. U4105-A. Also see JFTR, par. U4102-G.

Six 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.

FIGURE 10B-3

PROCEDURES IN CONNECTION WITH SHIP DELIVERY SLIPPAGES

All personnel ordered to TEMDU (ACC: 352) in connection with precommissioning training at Fleet Training Centers, 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 six (6) months. When it is officially determined by appropriate authority that a slippage in ship delivery of the vessel will occur, CHNAVPERS will be notified through the Naval Sea Systems Command Monthly Progress Report (NAVSEA 250-574). To ensure that per diem payments to members assigned to TEMDU (ACC: 352) at Fleet Training Centers, or TEMDU CFO (ACC: 352) are not suddenly terminated,; CHNAVPERS, EPMAC, or CO, PRECOMMUNIT/PCO, will be responsible for the following procedures:

A. Additional Period "Exceeds" Six (6) Months:

When slippage occurs after personnel have reported for TEMDU (ACC: 352) precommissioning training at Fleet Training Centers, 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 six (6) months. Per JFTR, par. U2145, and Appendix A, and Article 2.032 of this manual, CHNAVPERS (PERS-403, 409, 41 thru 44) and EPMAC (Code 47) for non-designated enlisted personnel, will issue appropriate order modifications changing the member's status at:

- FLEET TRAINING CENTERS: status from TEMDU (ACC: 352) precommissioning training to DUTY (ACC: 106) commissioning training; or
- PRECOMMUNIT: from TEMDU CFO (ACC: 352) to DUTY (ACC: 106); or
- FLEET TRAINING CENTERS AND PRECOMMUNIT: disband the precommissioning detail in the case of extreme slippage of ship's delivery date.

B. Additional Period is "Less" Than Six (6) Months:

When slippage occurs after personnel have reported to Fleet Training Centers for TEMDU (ACC: 352) precommissioning training, or PRECOMMUNIT 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 six (6) months, the following procedures will apply for:

FLEET TRAINING CENTERS: CHNAVPERS (PERS-403, 409, 41 thru 44) and EPMAC (Code 47) for non-rated/designated enlisted personnel, will issue appropriate order modifications. These modifications will either change the member's status from TEMDU (ACC: 352) precommissioning training to DUTY (ACC: 100) precommissioning training, or extend present period of TEMDU (ACC: 352) precommissioning training for an additional period (not to exceed six months from date of CHNAVPERS or EPMAC order modification). See JFTR, par. U2145, JFTR, Appendix A, for additional regulations and definitions.

FIGURE 10B-4

PRECOMMUNITIS: the PCO of the vessel under construction is authorized, under MILPERSMAN Article 1320-030, via CHNAVPERS orders assigning him/her to TEMDU/DUTY CFO as CO, PRECOMMUNIT, to modify CHNAVPERS or EMPAC orders of military personnel under his/her 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 six (6) months from date of endorsement. See JFTR, par. U2145 for regulations. The endorsement will include:

- Date the TEMDU CFO is extended;
- Reason for such extension;
- New estimated date of completion of TEMDU CFO (which cannot exceed six (6) months (or 180 days) from the date the TEMDU CFO is extended); and
- Copies of endorsement modification(s) will be forwarded to: CHNAVPERS, PERS-403 (submarines) or PERS-409 (surfaces ships) of rated enlisted personnel; EPMAC (Code 47) of all non-rated/designated enlisted personnel; for officers the PERS code indicated in the subject line of their orders. The member's detailer will use these copies to "manually" update the member's master record/file accordingly.

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 seven days or less when the period of TEMDU or TEMDUINS is more than 30 days, or three (3) days or less when the period of TEMDU or TEMDUINS is less than 30 days.

If any additional slippage of commissioning, or placement in service of USNS ships, date occurs, appropriate actions(s) outlined above will again be required.

FIGURE 10B-4

CHAPTER 11

REASSIGNMENT TO DUTY CHOICE FOR LAST TWO YEARS PRIOR TO COMPLETING
30 YEARS OR MORE ACTIVE SERVICE (TWILIGHT TOUR)

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REASSIGNMENT TO DUTY CHOICE FOR LAST TWO YEARS
PRIOR TO COMPLETING 30 OR MORE YEARS ACTIVE SERVICE (TWILIGHT TOUR)

11.0 GENERAL INFORMATION.

This chapter sets forth eligibility criteria for requesting assignment to the area of member's choice, for the last tour of active duty, for individuals who will thereby complete 30 or more years of active duty.

11.01 ELIGIBILITY.

Enlisted personnel eligible for voluntary non-disability retirement (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 chapter. It should be noted that personnel previously transferred to the Fleet Reserve, who are serving on active duty, are placed on the Retired List, without application, in accordance with MILPERSMAN 1820-010. Accordingly, Fleet Reservists on active duty are ineligible for reassignment under the provisions of this chapter even though they have been on continuous active duty for their entire period of service. Furthermore, personnel approaching retirement eligibility, and who are currently serving a tour of overseas duty, are cautioned of the fact that the requirement to complete the 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.

NOTE: Enlisted personnel with more than 28 years service who have not previously requested a Twilight Tour may do so. However, approval is contingent upon being continued on active duty beyond 30 years to cover the time for the required activity tour.

11.02 CHOICE OF ASSIGNMENT.

- Although the needs of the service must prevail, personnel 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. Although a Twilight Tour is normally for two years, members with dependents desiring an overseas area may elect an accompanied tour of 30 to 36 months where applicable.
- Personnel will be assigned in accordance with their normal sea/shore rotation to an activity within the geographic area of their choice, provided a requirement for the member's rate/rating is available. Detailers are authorized to make a one paygrade substitution between the member's paygrade and the requirement in making such assignments.

11.03 REQUESTING PROCEDURES.

Regular Navy personnel eligible for voluntary retirement who desire reassignment under the provisions of this Chapter shall submit applications for retirement as prescribed in MILPERSMAN 1810-020. Requests for reassignment shall be submitted in letter format and forwarded as an enclosure to the member's request for voluntary retirement. Requests should be submitted at least 4 months but no more than 8 months in advance of the requested commencement of Twilight Tour. (Since many personnel have constructive time which is authorized in computation of retirement eligibility, some flexibility exists in selecting an effective date of retirement as the date chosen may be between initial eligibility for retirement and a date not later than 29 days after the date of completion of 30 years day-for-day active duty. Note, however, that the effective date of retirement must by law be the first day of a month.) Reserve personnel designated as Training and Administration of Reserve (TAR) who will complete at least 30 years of active duty service and desire reassignment under the provisions of this chapter must submit applications for transfer to the Fleet Reserve as prescribed in MILPERSMAN 1830-040. 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). Requests should be submitted, at least four months, but no more than eight months in advance of the desired commencement of the Twilight Tour.

11.04 FORWARDING OF REQUESTS.

Commanding officers shall promptly forward all requests from eligible personnel submitted in accordance with this directive to COMNAVPERSCOM. Applicants are subject to no eligibility requirements other than those prescribed by MILPERSMAN, article 3.072 of this manual, and this Chapter. Approval of Twilight Tour 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. Should doubt exist as to the individual's eligibility the request will be promptly forwarded and a determination will be made by COMNAVPERSCOM. If the commanding officer recommends disapproval of such request in his/her endorsement, the reason for such recommendation must be stated in his/her endorsement, to assist COMNAVPERSCOM in making a decision.

11.05 REQUESTS FOR MODIFICATION OF DATE OF RETIREMENT OR FOR CONTINUATION ON ACTIVE DUTY IN RETIRED STATUS.

Normally, requests for cancellation or modification of date of retirement, or requests for retention on active duty in a retired status submitted by personnel who have been reassigned under the provisions of this Chapter will not be approved. Only in exceptional circumstances involving severe hardship or critical rating shortage will SECNAV revise the date of retirement, or COMNAVPERSCOM retain retired personnel on active duty. Requests for transfer to the Fleet Reserve will not be approved if the individual has an approved retirement date in conjunction with a Twilight Tour except in unusual circumstances.

CHAPTER 12

PERSONNEL REASSIGNMENT/SEPARATION PROCEDURES
INCIDENT TO ACTIVITY DEACTIVATION

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PERSONNEL REASSIGNMENT/SEPARATIONS PROCEDURES
INCIDENT TO ACTIVITY DEACTIVATION

12.0 GENERAL.

This Chapter 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.

12.01 DEFINITIONS.

12.011 DEACTIVATION. The decommissioning, disestablishment, or any other type of phasing out/closing down of a sea or shore based activity.

12.012 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).

12.013 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:

- Caretaker Crew (CTC) - for deactivation preparation and towing after decommissioning.
- Mobile Team Training (MTT) - for reactivation and training of Foreign Navy personnel.

12.014 Admin Transfer. The transfer of personnel from one activity 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.

12.015 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. 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; and (b) a regularly needed activity of an operational nature, not a one-time activity of short duration associated with support of a particular project.

- 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".
- 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.

12.016 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.

12.02 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:

- MANNING CONTROL AUTHORITY. 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 Commander, Navy Personnel Command (CNPC).
- EPMAC.
 - 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/reduced to include policies and guidelines to effect orderly phase-down/decreding. 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.
 - The following EPMAC codes will have primary coordination responsibilities in the phase-down/decreding of the following types of activities:
 - Codes 41-44 -- SSC 2 and 4 activities
 - Code 45 -- SSC 1, 3, and 6 activities
- NPC
 - The following section in NPC will coordinate the phase-down/decreding of the following types of activities:
 - (PERS-452) - All administrative transfers involving 30 or more personnel
 - (PERS-409D) - surface units
 - (PERS-403B) - sub-surface units
 - (PERS-404) - air units

12.021 ACTIVITY BEING DEACTIVATED. 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 NPC code. Forward all rated/designated personnel duty preference (NAVPERS 1306/63 to appropriate NPC code for distribution to all rating Detailers; non-designated personnel duty preference (NAVPERS 1306/63) to EPMAC (Code 47).

12.03 REASSIGNMENT OF PERSONNEL.

Reassignment of personnel will be in accordance with Chapter 3 of this Manual except in the case of a change in mission or disestablishment. In the case of a change of mission but no geographic change, NPC (PERS-452) AND EPMAC will coordinate the administrative transfer of the personnel. Although no input from the command is required, they may submit inputs to EPMAC concerning

personnel to be transferred.

In the case of a change of mission but no geographic change, NPC (PERS-452) and the Manning Control Authority will coordinate the administrative transfer of the personnel. The commands should submit proper paperwork to their Manpower Claimant. In turn the Manpower Claimant will go through the Manning Control Authority, submitting a list of personnel to be transferred. The Manning Control authority will then ensure BA & NMP are in place at the new UIC. The Manning Control Authority will go through the list provided to them and remove members under orders or who have FLTRES orders on file. Also members within their PRD window will be removed. Once the list is cleaned up, the Manning Control Authority will then forward that list to NPC (PERS-452) directing an administrative transfer of personnel. The Manning Control Authority will also provide an Effective Date of Transfer to PERS-452 which will be used as the transfer date. Upon receipt, PERS-452 will then transfer personnel.

Any individual who does not have PCS order 30 days prior to the unit's deactivating date should be brought to the attention of the respective PERS code within NPC (i.e. PERS-403, PERS-404, PERS-409, PERS-4010) via message or facsimile. The goal is 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.

12.031 PROJECTED LOSS MONTH. 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 EDVR order to EPMAC in column format as indicated below:

- Personnel Recommended for Early Separation. Indicate name, rate, SSN, EAOS/EAOS as extended. Article 12.04 of this Chapter discusses early separation procedures.
- Special Cases. Personnel with transfer directives/fleet reserve authorizations after decommissioning date. Include transfer month.
- 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 and Optical Character Reader (OCR) transmittal number on which NAVPERS 1070/610 submitted or estimated date on which designations will be accomplished.
- Personnel Recommended for Service School. Indicate name, rate, and SSN of personnel who are recommended for and have NAVPERS 1306/7 request pending.
- 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.
- All Other Personnel for Reassignment. Indicate name, rate, SSN, and projected loss month. Include any helpful information such as reenlistment intention.

12.04 EARLY SEPARATION.

Approval of early separation will be contingent upon overall Navy manning,

manning of specific ratings and NECs, the availability of billets within the area and existing PCS funding constraints. There are two procedures and authorizing authorities for the early release of personnel in connection with unit deactivation. The first procedure is for members who have an EAOS within three (3) months after the unit deactivation date. The second procedure is for members who have EAOS between 90 and 365 days after the unit deactivation date.

12.041 REQUEST FOR EARLY SEPARATION OF PERSONNEL WITH EAOS WITHIN THREE MONTHS OF UNIT DEACTIVATION. Commanding Officers of activities being deactivated are authorized to separate, during the month of deactivation, those individuals who meet the following criteria:

- EAOS (including operative and inoperative agreements to extend enlistment) not exceeding three months from date of deactivation, and
- Personnel not willing to extend/reenlist for further assignment.

12.042 REQUEST FOR EARLY SEPARATION OF PERSONNEL WITH EAOS BETWEEN THREE AND TWELVE MONTHS OF UNIT DEACTIVATION. Subject to DCNP approval, Commanding Officers of activities being deactivated should submit a list of personnel requesting early separation to the appropriate COMNAVPERSCOM code. The COMNAVPERSCOM code will coordinate with DCNP for early separation. Those individuals who meet the following criteria may be included in the request:

- EAOS (including operative and inoperative agreements to extend enlistment) not exceeding 365 days from date of deactivation and
- The individual's services cannot be effectively utilized elsewhere (as determined at the manning conference), and
- The individual desires early separation.

12.043 ACTIVITIES NOT HAVING A SEPARATION CAPABILITY. Activities not having a separation capability will transfer members to the nearest separation activity in accordance with MILPERSMAN 3810260. 

12.044 PERSONNEL NOT APPROVED FOR EARLY SEPARATION. Personnel whose request for early separation is disapproved will be assigned by the appropriate COMNAVPERSCOM code in accordance with MCA requisition priority.

12.045 UNIT WITH A HOMEPORT CHANGE AS PART OF INACTIVATION. 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:

- Homeport change window
- Inactivity date

This principally applies to nuclear powered ships and submarines which must maintain a cadre crew until complete removal of the reactor. 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. Nuclear trained personnel are considered essential in all cases and will not be separated at the homeport change window.

12.05 REASSIGNMENT AS A RESULT OF DEACTIVATION.

The type of duty to which crewmember will be reassigned as a result of deactivation will be determined as follows:

- 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:

A	B	C	D
RULE	If member has	Member will be assigned to	With PRD established
1	0-6 months remaining on shore tour (NST)	Sea duty	For prescribed Note 1,3,4 sea tour
2	7-12 months remaining on NST	Shore duty	To complete 12 month at follow on assignment Note 2,3,4,5
3	13 month 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 OBLISERV for the area tour length overseas.

Note 4: Career personnel (See Article 3.08) 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 maybe assigned to sea duty.

* Exception: For Nuclear Trained Personnel this period shall be 24 months due to requalification requirements.

- Members Serving on Type Duty 2, 3, 4, 5, 6, and 8. If reassignment is required, it will normally be in accordance with the following decision logic table using loss month as basis for computation:

A	B	C	D
RULE	If member has	Member will be	With PRD
			Provided

	assigned to	established	
1 0-6 months remaining prescribed sea tour (PST)	Shore duty	For normal shore tour	OBLISERV NOTE 1, 2
2 7-12 months remaining on PST, but member's cumulative sea duty exceeds 48 months	Sea duty	To complete PST	
3 7-12 months remaining on PST, but member's cumulative sea duty is less than 48 months	Sea duty	To provide 12 months at new command	
4 13 months or more remaining on PST	Sea duty	As required to complete PST	

Note 1: Career personnel (See Article 3.08) will be assigned without regard to OBLISERV.

Note 2: Non-career personnel (See Article 3.08) must have, or agree to acquire, a minimum 24 months obligated service (OBLISERV) to be eligible for assignment ashore. Non-career personnel who do not desire to acquire necessary OBLISERV will be assigned to sea duty.

12.06 ORDER MODIFICATION.

If, after the decrewing 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 Commanding Officer may request modification, via the appropriate COMNAVPERSCOM code of orders from the cognizant Assignment Control Authority. Such request must provide adequate justification to support the modification/cancellation.

12.07 PROCEDURES INVOLVING LARGE REDUCTION IN STRENGTH.

In the case of deactivations incident to large reductions in Navy personnel strength, modifying and/or supplementing directives may be required to provide specific procedures not now included in this Chapter. The policies and guidelines which are modified will be provided by the appropriate code to the deactivating activity.

CHAPTER 13

PROCEDURES FOR MEMBERS ASSIGNED TO SEA OR SHORE ACTIVITIES
SCHEDULED FOR CHANGE OF HOMEPORT OR PERMANENT DUTY STATION

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PROCEDURES FOR MEMBERS ASSIGNED TO SEA OR SHORE ACTIVITIES
SCHEDULED FOR CHANGE OF HOMEPORT OR PERMANENT DUTY STATION

13.0 GENERAL INFORMATION REFERENCES.

This chapter contains administrative procedures required incident to a change of homeport or permanent duty station location. The term "homeport" used in this chapter includes the homeport of a sea unit or permanent duty station location of a shore activity. Activities designated to change will receive notification from the Chief of Naval Operations as to the effective date of the change.

PROMULGATION. This is the date of the message or letter issued by the Chief of Naval Operations directing the new homeport of an activity.

EFFECTIVE DATE. Date specified in the message or letter issued by the Chief of Naval Operations directing the homeport change of an activity.

Although a change in homeport may require redesignation of an activity's type duty classification (e.g., from Type 6 or 7 to Type 1 or from Type 2 or 8 to Type 4), changes in duty for rotational purposes (i.e., sea to shore) are rarely necessary. Procedures contained in this chapter pertain only to those situations when no change in the type duty for rotational purposes is changed.

All reports and inquiries which are a result of a change of homeport or permanent duty station, should be directed to the appropriate COMNAVPERSCOM code as follows:

- Surface units to PERS-409D
- Sub-Surface units to PERS-403
- Air units to PERS-404
- Shore units to PERS-4010

A "Homeport Change Guide" will be provided by the appropriate COMNAVPERSCOM code for each fleet unit changing homeport.

The following ENLTRANSMAN articles and instructions contain pertinent information concerning homeport changes:

- ENLTRANSMAN Chapter 3 Article 3.21: Military Couple Assignment Policy
- ENLTRANSMAN Chapter 4 Article 4.011: General Screening Procedures for Overseas Service 4.054: Unit Transitioning to Overseas Location 4.0542: Tour Lengths for Volunteers for Units Transitioning to Overseas Locations 4.0543: Tour Lengths for Non-Volunteers for Units Transitioning to Overseas Location
- ENLTRANSMAN Chapter 8: Renegotiation of GUARD 2000 Assignment Incident to Homeport Change
- ENLTRANSMAN Chapter 13 Article 13.03: Dislocation Allowance and SECNAVFINDD
- MILPERSMAN Article 1910-102: Early Separations
- OPNAVINST 1300.13: Command Sponsorship of Dependents at Overseas Duty Stations
- OPNAVINST 1300.15: Naval Military Personnel Assignment Policy
- NMPC INST 4650.2: Navy Passenger Transportation Manual (PTM);

Promulgation of

- OPNAVINST 3111.14U: Homeports and Permanent Duty Stations, Establishment, Disestablishment and Modification of Activities of the Operating Force of the Navy

13.01 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.

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.

COMNAVPERSCOM will issue additional guidance for fleet activities changing homeport to an overseas location or between overseas locations.

13.011 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 orders, will be entitled to transportation of dependents from member's old permanent duty station to the unit's new homeport.

Every effort will be made by the last permanent duty station, all en route temporary duty stations, and the unit changing homeport to officially notify individuals who are under orders of the announced homeport change.

Official notification will be made in one of the following ways:

- An endorsement, typed or written, on the PCS orders stating the impending homeport change and the new homeport; or
- A copy of the CNO message announcing the homeport change will be attached to the PCS orders; or
- A copy of the COMNAVPERSCOM message modifying the entitlements of members under orders from the old homeport to the new homeport, will be attached to the PCS orders.

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 deems it necessary. Acceptable circumstances warranting the issuance of a homeport change certificate include, but are not limited to:

- 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 permanent change-of-station orders, using the COMNAVPERSCOM Washington, D.C. message, which modifies entitlements to the new homeport, as authority);
- A cross country relocation is required and the member desires to ship a POC;
- 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 COMNAVPERSCOM Washington, D.C. message, which modifies transportation entitlements to the new homeport, authority).

13.012 MEMBER TO BE DETACHED FROM A UNIT WHICH IS CHANGING HOMEPORT.

When a member receives permanent change-of-station 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 permanent duty station, even if the member's actual date of detachment does not occur until after the effective date of the change of homeport.

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 JFTR U5222-D-5 OR U5222-I
AND U5350-J."

13.02 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 Commanding Officer or designated representative.

Not more than one original certificate will be issued to any one member on the same change of homeport or permanent station of a ship or afloat staff. The certificate will be prepared with four (4) copies to satisfy the requirements of the personal property transportation office, for the shipment of household office. In the case of a lost original certificate, refer to Navy Travel Instructions, par. 4011, for the procedures for submission and payment of claims involving lost original orders.

JFTR, par. 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. JFTR, par. 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. COMNAVPERSCOMINST 7040.6 and COMNAVPERSCOMINST 7040.7 contain guidance for preparing accounting data to be used on the homeport change certificate.

13.021 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)

13.022 RESTRICTIONS.

- Time onboard after homeport change. Member must remain onboard a minimum of twelve months after the effective date of homeport change to be eligible for Homeport Change Certificate.
- No Dependents on Effective Date of Orders. 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 and/or privately owned motor vehicle incident to the change.
- Permanent Change-of-Station Orders Issued or To Be Issued. Members in receipt of PCS orders shall not be issued homeport change certificates. Commanding Officers shall contact the appropriate COMNAVPERSCOM code, (refer to article 13.0), for confirmation of transfer directives for personnel whose 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 permanent change-of-station orders using the accounting data contained therein.

- Member Has Less Than 90 Days Obligated Service. When a member has less than 90 days obligated service 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:
 - Separation orders may not be issued more than six months prior to EAOS without prior COMNAVPERSCOM (PERS-814) approval.
 - 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.

13.03 SECNAVFIND.

Article 15.0312 of this manual provides procedures for requesting SECNAVFIND in connection with a homeport change. Upon receipt of authorization from COMNAVPERSCOM, the Commanding Officer shall issue a modified homeport change certificate as follows:

HOMEPORT CHANGE CERTIFICATE - MODIFIED FORMAT 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)

13.04 EARLY SEPARATIONS.

Requests for separation when remaining active obligated service is less than 90 days must be submitted to Type Commanders, info COMNAVPERSCOM (PERS-814) and EPMAC. 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 permanent station. In all cases when the homeport of a ship or command changes, the unit's Commanding Officer, with Type Commander's approval, may effect a member's release within five 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 expiration of active obligated service.

13.041 MEMBERS IN RECEIPT OF FLEET RESERVE ORDERS. Members in receipt of orders for transfer to the Fleet Reserve or Retired List must receive approval from COMNAVPERSCOM for modification of effective date for transfer to the Fleet Reserve/Retired List. 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.

13.05 TRANSPORTATION AUTHORIZATION.

When the homeport of a ship or afloat staff is changed, the Commanding Officer 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 TDY/TAD stations(s). The statement of endorsement must be either signed directly by the CO or acting CO and not "By Direction". (See COMNAVPERSCOMINST 4650.2A, Chapter 7, Section E). 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/TAD station(s). 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. This entitlement will expire one year from the effective date of the homeport change. If a member is on leave from a deployed ship or afloat staff whose homeport is changed, refer to JFTR, par. U5120-F1. Travel to the authorized destination and from the authorized destination are treated as separate legs of the journey. Member's should only be authorized transportation allowances for POC on one leg of the journey as described in JFTR, par. U5107. Travel for the other leg of the journey should be directed by government procured transportation.

13.051 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 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 authorized in conjunction with this travel.
- BLOCK 12 Days Travel: Enter the number of days travel time (MILPERSMAN 1320-100) authorized.
- BLOCK 13 Days Proceed: Enter the number of days proceed time (MILPERSMAN 1320-090) authorized.
- BLOCK 14 Advanced LV RATS Requested: Enter if applicable.
- BLOCK 15 Advanced MALT plus flat PER DIEM authorized: Enter if applicable.
- BLOCK 16 Months Advanced Pay Authorized: Enter number of months advance pay 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 the Financial Management Guide for Permanent Change of Station (PCS) Travel, (COMNAVPERSCOMINST 7040.6), as it pertains to travel incident to a change of homeport. Accounting data for TEMDUINS will be provided by COMNAVPERSCOM is applicable.
- BLOCK 24 Narrative: Any intermediate stations will be provided, with accounting data and specifics, by COMNAVPERSCOM. 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 Commanding Officer of the activity, or, when the Commanding Officer 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 Commanding Officer." 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: XX
TEMDUINS PER DIEM XX (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 99

(27) (Signature and title of Commanding Officer

or designated representative)

13.06 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 tour (PST or NST), the following procedures will apply to personnel attached to activities scheduled for homeport change.

13.061 MEMBERS SERVING IN TYPE DUTY 1. Those members who have completed a normal shore tour (NST) will be reassigned to sea duty. Those members who have not completed a normal shore tour will be reassigned in accordance with the following chart:

A	B	C	D	
RULE	If member has	Member will be assigned to	With PRD	Provided established
1	0-6 months remaining on shore tour (NST)	Sea duty	For prescribed	Note 1,3,4 sea tour
A		B	C	D
2	7-12 months Note 2,3,4,5 remaining on NST	Shore duty	To complete 12 month at follow on assignment	
3	13 month 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 assignments 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 OBLISERV for the area tour length overseas.

Note 4: Career personnel (See Article 3.08) 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 maybe assigned to sea duty.

* Exception: For Nuclear Trained Personnel this period shall be 24 months due to requalification requirements.

13.062 MEMBERS SERVING IN TYPE DUTY 2, 3, 4, AND 6. 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	With PRD established	Provided
1	0-6 months or less remaining on Prescribed Sea Tour (PST)	Shore Duty	For normal shore tour	OBLISERV Notes 1 and 2
2	7 months or more remaining on Prescribed Sea Tour (PST)	A. 6 months or less remaining on Projected Rotation Date (PRD)	Another sea duty activity	To complete Prescribed Sea Tour (PST)
		B. 7 months or more remaining on Projected Rotation Date (PRD)	Remain onboard	To Projected Rotation Date (PRD) or one year, whichever is greater

Note 1: Career personnel (See article 3.083) will be assigned without regard to OBLISERV.

Note 2: Non-career personnel (See article 3.084) 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.

13.063 MEMBERS SERVING ON REENLISTMENT/ENLISTMENT INCENTIVES. Personnel who will be on board less than one year as of the effective date after reenlisting under GUARD 2000 incentive or returning to active service under the PRISE program may have assignment renegotiated if members are non-volunteers for transfer to the new homeport. Chapter 8 of this manual provides guidance for terms of guarantee under GUARD assignment. Members should contact rating detailers upon official announcement of homeport change in order to renegotiate reenlistment/enlistment incentives.

Assignment made with collocated spouse will be reviewed on a case basis by rating detailers. Members may be given the option to remain in current homeport if valid requirement exists or relocate to the new homeport.

13.07 TYPES OF HOMEPORT CHANGES.

Homeport changes are necessitated by changes in naval organizations or programs (e.g., Overseas Family Residence Program (OFRP)) or when they will improve the administration and operation of the activity concerned (e.g., Service Life Extension Program (SLEP), ROH). Homeports will normally be reassigned only on the basis that such assignment will remain in effect for a period of six months or longer.

13.071 CHANGE OF HOMEPORT FROM AND TO A LOCATION IN CONUS. These homeport

changes are usually for a period of six 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.

Upon receipt of the announcement by the Chief of Naval Operations of the change of homeport, Commanding Officers will submit to COMNAVPERSCOM info EPMAC, a listing of non-essential personnel recommended for reassignment prior to the effective date of homeport change. 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:

- Name, rate, SSN
- Recommended transfer month
- Contact relief required (YES/NO)
- If gap acceptable, state number of months
- Duty preference/comments

Submit this listing to the appropriate COMNAVPERSCOM code (refer to Article 13.0).

When recommending a member for reassignment, such factors as EAOS, eligibility for reenlistment incentives, and individuals career intentions must be considered. If a member is eligible for GUARD assignment, submit request in accordance with Chapter 8 of this manual. Personnel whose expertise and skills are required on board after effective date of homeport change need not be included in message or letter. On board PRDs will not be extended unless requested by the member.

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 SLEP (Service Life Extension Program).

13.072 CHANGE OF HOMEPORT TO OVERSEAS LOCATION. As soon as the CNO officially announces the homeport change, Commanding Officers will determine suitability in accordance with Chapter 4 for overseas service by reviewing personnel records and conducting personal interviews to facilitate personnel planning. Commanding Officer shall submit to COMNAVPERSCOM, with info copy to Type Commander, Fleet Commander, and EPMAC, a listing of personnel who are:

- Not qualified for overseas duty in accordance with Chapter 4 of this manual and OPNAVINST 1300.14. These personnel will be transferred prior to the effective date of homeport change.
- Volunteers and non-volunteers for the new homeport.
- Personnel with six months or less remaining on PST/PRD computed from effective date of homeport change and are non-volunteers.
- Under reenlistment/enlistment incentives with less than 12 months on board after effective date of homeport change and are non-volunteers.
- Serving with collocated spouse. Indicate whether reassignment or

relocation to the new homeport is desired.

Identification of personnel retained on board will be categorized as follows:

- VACC/VOTH (volunteers accompanied/"all others tour") - members desiring to remain on board to complete applicable tour.
- NVOL (non-volunteers) - 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.

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, rating detailers will provide replacement from available assets in accordance with Manning Control Authority (MCA) priority in the Enlisted Personnel Requisition System (EPRES).

13.0721 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.

Personnel who are undecided will be afforded the opportunity to elect accompanied or "all others tour" at a later date provided they incur additional obligated service 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 (Article 4.052 pertains).

13.0722 Members who volunteer to remain on board the unit after transitioning to an overseas homeport will complete applicable accompanied or "all others tour" in accordance with Article 4.0542. Personnel shall incur sufficient contractual obligated service prior to departure of ship from CONUS.

13.0723 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 Article 13.042. 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. PRD's of non-volunteers will not be involuntarily extended in accordance with Article 4.0543.

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 in accordance with Article 4.0543.

13.073 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 six months to more than seventeen 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.

13.074 CHANGE OF HOMEPORT FROM ONE OVERSEAS LOCATION TO ANOTHER OVERSEAS LOCATION. Personnel currently onboard these units will be retained for completion of current tour except as indicated:

- Personnel no longer qualified for continued overseas duty.

Disqualification shall be documented in the member's service record.

- Personnel with less than six 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.
- Personnel assigned with collocated military spouse and single parents should be identified to COMNAVPERSCOM (PERS-40B) who will review each assignment on a case basis. Indicate whether assignment is desired to a new or old homeport.

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 necessary obligated service prior to the effective date of homeport change.

13.075 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. For planning purposes, the general policies for homeport change will apply. In addition, the following reassignment procedures may be utilized:

- On board personnel desiring to remain with present command may be retained provided all requirements are met in accordance with the current assignment policy.
- Personnel will be afforded every opportunity to remain in present homeport by requesting exchange of duty in accordance with Chapter 14.
- 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.
- All other requirements such as overseas screening if applicable, and obligated service must be completed prior to transfer.

13.08 PRD ADJUSTMENTS/MODIFICATION.

To provide continuity, a phased rotation of personnel after homeport change is necessary. When the unit manning profile is established, the Commanding Officer may request PRD adjustments of maximum plus or minus 90 days from completion of elected tour. 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. COMNAVPERSCOM will confirm PRD adjustments by Enlisted Personnel Action Document (EPAD).

13.09 HOMEPORT CHANGE CONFERENCE.

When deemed necessary by the Manning Control Authority (MCA), Type Commander, and COMNAVPERSCOM due to complexity of crew manning considerations, a Homeport Change Conference will be convened to review and coordinate unit's manning requirements, selection and assignment of fleet volunteers, compliance with assignment and entitlement policies and other matters in connection with crew mergers, crew stability and unit personnel readiness. The Homeport Change Conference will normally be convened and chaired by the Type Commander's representative, with attendees from the Manning Control Authority, EPMAC, COMNAVPERSCOM, and the unit changing homeport.

CHAPTER 14

EXCHANGES OF DUTY
(SWAPS)

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EXCHANGES OF DUTY
(SWAPS)

14.0 GENERAL INFORMATION:

There are occasions when assignment of an individual to a specific area would be highly beneficial to the individual from a morale standpoint, but not justifiable in view of the expenditure of government funds required. This chapter provides procedures for effecting such transfers on a no-cost-to-the-government basis.

14.01 REQUIREMENTS:

The following restrictions apply:

- Personnel must have completed a minimum of 12 months onboard, at the time the swap actually occurs.
- Personnel must not be in receipt of PCS orders.
- Personnel must be of the same rate, rating, type duty classification code, or, if present assignment is based on a NEC requirement, the same NEC. Provided that both Commanding Officers involved approve of the exchange of duty, waivers of paygrade and/or NEC's stated herein may be authorized by Assignment Control Authorities (ACA), EPMAC, and Navy Personnel Command (NPC) on a case-by-case basis. Refer to your commands EDVR to verify if your NEC(S) are required for the billet you are filling.
- Personnel serving on Shore Duty are eligible for exchange of duty with personnel serving on Shore Duty, consistent with normal sea/shore rotation and OUTCONUS/CONUS rotation as stated in this manual, Chapter 3. Additionally, both personnel involved must have sufficient time remaining on their normal shore tour to provide 12 months at the receiving command.
- Personnel serving on Sea Duty are eligible for exchange of duty only with personnel serving on Sea Duty. A 12 month minimum tour at the new command is required. 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. Submission of a request for exchange of duty will constitute a voluntary sea extension (contingent upon approval of request) in cases where insufficient time remains on current Prescribed Sea Tour (PST).
- Personnel swaps are not authorized nor will waivers be granted for transfers from CONUS to Overseas or vice versa. Swaps for Overseas will only be authorized in the same geographic location where change of entitlement will not be affected. Check with Command Financial Specialists for assistance.
- Women in Ships Coordinator, NPC Code PERS-409, must be involved in the approval process of males swapping with females and vice versa, due to limited female berthing onboard some vessels.
- All swaps must be approved by both Commanding Officers and NPC.

CAUTIONARY NOTES:

IN MANY INSTANCES, EXCHANGES OF DUTY ARE NEGOTIATED INCIDENT TO A SHIP'S

HOMEPORT CHANGE. THE ACTUAL COST A MEMBER MUST BEAR IN CONJUNCTION WITH A NO-COST TO THE GOVERNMENT TRANSFER INVOLVING A HOMEPORT CHANGE VARIES SUBSTANTIALLY AND IS RELATED TO THE MEMBER'S REPORTING DATE AND THE EFFECTIVE DATE OF HOMEPORT CHANGE. THERE ARE THREE EVENTS ASSOCIATED WITH A SHIP'S HOMEPORT CHANGE AND NOT NECESSARILY LISTED IN CHRONOLOGICAL ORDER. THEY ARE:

1. CNO ANNOUNCEMENT OF HOMEPORT CHANGE.
2. EFFECTIVE DATE OF HOMEPORT CHANGE.
3. ACTUAL DATE OF HOMEPORT CHANGE.

IN CASES WHICH INVOLVE HOMEPORT CHANGES AND PRIOR TO NOTIFICATION OF ORDERS SERVICE MEMBERS MUST ENSURE ENTITLEMENT TO MOVEMENT OF DEPENDENTS AND HHG AT GOVERNMENT EXPENSE FROM OLD HOMEPORT TO NEW HOMEPORT, A CREW MEMBER MUST RECEIVE A CHANGE OF HOMEPORT CERTIFICATE WHICH MAY ONLY BE ISSUED TO PERSONNEL ATTACHED TO THE SHIP ON OR PRIOR TO THE EFFECTIVE DATE OF HOMEPORT CHANGE. SPECIFIC ENTITLEMENTS FOR INDIVIDUAL CASES CAN ONLY BE DETERMINED BY APPLYING THE PROVISIONS OF JOINT FEDERAL TRAVEL REGULATIONS TO THE PARTICULAR DETAILS OF THE CASE.

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES VIA MILITARY AIRLIFT COMMAND IS NOT AUTHORIZED ON NO-COST-TO-THE-GOVERNMENT TRAVEL AUTHORIZATIONS. UTILIZATION OF FLEET UNITS FOR TRANSPORTATION MAY BE AUTHORIZED BY FLEET COMMANDERS WHERE PRACTICABLE AND FEASIBLE.

14.02 PROCEDURES:

14.021 NAVY PERSONNEL COMMAND (NPC) will provide a database on the BUPERS website (<https://WWW.BUPERSACCESS.NAVY.MIL>), which members can log on and enter their request or search for possible swaps. Once a swap is found, each member desiring to swap must submit NAVPERS 1306/7, per article 14.03 of this instruction.

14.022 DATABASE INFORMATION FOR SWAPS:

Before logging into the swap database, ensure you have the following data:

ITEM/INFORMATION

Rate (and prospective rate if authorized advancement)
Homeport Location (location for which your current duty station is located).
Three (3) choices for location you wish to serve.
PNEC (Primary Navy Enlisted Classification) if required per EDVR *Do not enter NEC(S) if your billet does not require; it can eliminate others from being able to swap with you.
SNEC (Secondary Navy Enlisted Classification) if required per EDVR.
EAOS (Expiration Active Obligated service) - year & month.
PRD (Projected Rotation Date) - year & month.

14.023 Swaps Database program will delete your swap information 12 months prior to your PRD in accordance with this manual.

14.03 SUBMISSION OF SWAP:

14.031 Once you have found a match, requests shall be submitted at least thirty days prior to the desired date of transfer on an Enlisted Personnel Action Request (NAVPERS 1306/7), to the appropriate detailer, via both Commanding Officers, and info copy to EPMAC.

14.032 REQUESTS FROM NON-DESIGNATED SN/FN/AN. Requests from non-designated SN/FN/AN personnel will be submitted to Commanding Officer, EPMAC (Code 47).

The following entry must be made on the Administrative Remarks (page 13) of the member's service record prior to submitting a NAVPERS 1306/7 request for a no-cost-to-the-government travel authorization:

Date: "I understand that 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 POC shipment) and government transportation. The use of Military Airlift 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: NAME
RANK, USN, Personnel Officer

14.033 FORWARDING ENDORSEMENT ON REQUEST FOR EXCHANGE OF DUTY. In the forwarding endorsement, each Commanding Officer must include the following information:

- A definite recommendation indicating approval or disapproval. If disapproval is recommended, state reason(s).
- Certification that the service record entry required above has been made.
- Any pertinent command-related dates (i.e., scheduled change in homeport, deployment schedules, etc.).

14.04 EXPEDIENT SWAP: In certain instances, the time involved may preclude forwarding of 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 Commanding Officers involved, speed is essential). In these instances, after approval of both Commanding Officers involved, approval may be obtained from the ACA, Detailer, NPC, or EPMAC via message. Allow a minimum of five working days for responses to message.

CHAPTER 15

DISLOCATION ALLOWANCE AND SECNAVFIND

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DISLOCATION ALLOWANCE AND SECNAVFIND

15.0 GENERAL INFORMATION.

Chapter 5, Part G, of the Joint Federal Travel Regulations (JFTR) and Navy Travel Instructions (NTI) delineate entitlement to payment of dislocation allowance (DLA) under Section 407, title 37 United States Code annotated and Section 407. However, Section 407, title 37 United States Code annotated and Section 407 precludes payment of more than one DLA to an individual within the same fiscal year without certification by the Secretary of the Navy that the exigencies of the service require the individual to be moved a second time within the same fiscal year. This certification procedure is called SECNAVFIND. (See Article 15.02 for exceptions in the case of schools.)

15.01 INITIATING REQUESTS FOR SECNAVFIND.

15.011 ACTION INITIATED BY DISTRIBUTOR. Chapter 1 lists those Assignment Control Authority (ACA) representatives to whom the Deputy, Chief of Naval Personnel has delegated authority to distribute enlisted personnel. Whenever the necessity for a SECNAVFIND due to the issuance of a specific assignment directive can be foreseen, the ACA representative shall initiate SECNAVFIND action prior to issuing the assignment directive and shall indicate SECNAVFIND approval in the text of the assignment directive.

15.012 ACTION INITIATED BY COMMANDING OFFICER. In any case where the execution of a permanent change of station (PCS) assignment directive would entitle an individual to payment of a second DLA within the same fiscal year and SECNAVFIND information is not contained in the assignment directive, the command in receipt of the assignment directive shall immediately notify the ACA representative of member's entitlement.

- ACA representatives shall explore alternate solutions and if the necessity for transfer still exists shall request a SECNAVFIND from COMNAVPERSCOM in accordance with Article 15.03.

- COMNAVPERSCOM will request a finding from the Secretary of the Navy. After approval, COMNAVPERSCOM will notify interested commands.

15.013 EXECUTION OF ASSIGNMENT DIRECTIVES REQUIRING SECNAVFIND. Under no circumstances will enlisted assignment directives requiring SECNAVFIND be executed (i.e., STOs shall not be prepared or any commitment made to member in connection with forthcoming transfer) unless specifically approved in advance by COMNAVPERSCOM. When urgent circumstances require, approval of such execution may be requested by message, indicating particulars of the urgency.

When authorized by COMNAVPERSCOM, the phrase "The Secretary of the Navy has found that this PCS is required by the exigencies of the service" (the phrase may be abbreviated "SECNAVFIND") shall be indicated, with such authority referenced on:

- Individual orders or endorsements thereto.

- Certificates of change of homeports furnished to individuals involved.

15.02 PCS NOT REQUIRING A SECNAVFIND.

The Secretary of the Navy has determined that the following events are exigencies required by the Navy and that when the second or subsequent Permanent Change of Station results from them payment of Dislocation Allowance can be made without a SECNAVFIND:

- Change in homeport, including the initial homeport assignment, of a ship or afloat staff.
- Deactivation of a ship or activity.
- Transfer of a member from outside the United States to a hospital in the United States for observation and treatment.
- Transfer of a member within the United States to a hospital in the United States for observation and treatment, provided the commanding officer of the receiving hospital issues a statement that the treatment will be of a prolonged duration and/or the member's commanding officer requests a permanent replacement for the hospitalized members as an operational necessity.
- Transfer of a member to, from or between Duty Under Instruction (DUINS) at courses of instruction at military installations or civilian educational institutions controlled and managed by one or more of the uniformed services.

NOTE: Members ordered to DUINS at civilian colleges at which NROTC or other Navy-sponsored educational units are located are not exempted from the requirement for SECNAVFIND (e.g., if a member is ordered to or from Enlisted Education Advancement Program (EEAP) in the same fiscal year in which the member incurred another PCS move, a SECNAVFIND is required).

- When the PCS transfer order states "SECNAVFIND NOT REQUIRED" as determined by the order issuing command.

15.021 STO ENTRY WHEN SECNAVFIND NOT REQUIRED. When an enlisted assignment directive is received for a PCS for a member with dependents and a SECNAVFIND is not required, the commanding officer will so indicate on the STO by the certification "SECNAVFIND NOT REQUIRED."

15.03 SUBMISSION OF REQUESTS FOR SECNAVFIND.

15.031 REQUESTS FOR SECNAVFIND. All requests for SECNAVFIND/RETROACTIVE SECNAVFIND for enlisted members should be forwarded to COMNAVPERSCOM (PERS-40) via applicable addressees.

15.0311 For Individuals. When an enlisted assignment directive is received for a PCS for a member with dependents and a SECNAVFIND is required and the document does not indicate SECNAVFIND or SECNAVFIND pending, the commanding officer will request a SECNAVFIND from COMNAVPERSCOM (PERS-40), with the following information provided:

- Name, rate, SSN, and whether the member moved dependents.

15.0312 Incident to Change of Homeport. A formal SECNAVFIND is not required for any member of a group who is entitled to a second or subsequent DLA payment resulting from a change/initial assignment of homeport or permanent duty station. The CNO message promulgating the homeport/permanent duty station change is the SECNAVFIND approval and is to be referenced as such in any Certificates of Homeport Change.

Commanding officers of units undergoing a change in homeport or permanent duty station are no longer required to request and obtain a SECNAVFIND from COMNAVPERSCOM for member's entitled to a second or subsequent DLA due to the change of homeport/permanent duty station.

15.0313 Requests for a SECNAVFIND should be submitted at an early date as approximately three weeks are required for processing. Requests need not be submitted for the entire period of inactivation, but may be submitted in increments by commands concerned.

15.032 REQUESTS FOR RETROACTIVE SECNAVFIND. Requests for retroactive SECNAVFIND will be necessary only if the provisions of this chapter have been violated, since no command is authorized to transfer an individual entitled to a second DLA without prior approval by COMNAVPERSCOM for a SECNAVFIND.

15.0321 A command receiving an individual who was eligible for a second DLA but was transferred without prior approval of SECNAVFIND shall advise the individual concerned to submit a request for a retroactive SECNAVFIND to COMNAVPERSCOM (PERS-40) via (1) his/her present commanding officer and (2) his/her former commanding officer.

15.0322 Former command, having transferred a member who subsequently claims entitlement to a second DLA shall forward the individual's request for a second DLA, completing the following statement in the endorsement:

DATE: "I certify that execution of the directive governing transfer of (name of individual) on (date of transfer) in violation of provisions of ENLTRANSMAN (which require reference to the issuing authority before execution of transfer directives involving payment of a second dislocation allowance in a fiscal year) was accomplished solely through an administrative error by this command and not for the purpose of avoiding cancellation of the transfer directive."

G. TURNER
LCDR, USN, Personnel Officer

In the event the former commanding officer cannot forward certification, a detailed report of the circumstances must be submitted to COMNAVPERSCOM by endorsement. Such report must clearly indicate the reasons for apparent failure to comply with instructions contained in this chapter, in view of the legal requirement that the Secretary of the Navy must certify a finding that any transfer involving payment of a second DLA in a fiscal year is required by an exigency of the service. Certifications or detailed reports submitted in accordance with the above will be signed only by the commanding officer or the executive officer.

CHAPTER 16

REASSIGNMENTS FOR HUMANITARIAN REASONS

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REASSIGNMENTS FOR HUMANITARIAN REASONS

16.0 GENERAL INFORMATION.

Detailing authorities are aware of the hardships which confront Navy families and of the additional aggravation imposed by long absences of service members from their families. Emergency leave frequently provides sufficient time to alleviate such hardships. However, when an individual requires more time than leave can provide and has a chance of resolving the hardship within a reasonable time-frame, reassignment for humanitarian reasons may be requested. Prior to considering HUMS reassignment for personnel assigned overseas, ensure that Overseas Screening Deficiency Report/Request for Early Return, IAW ENLTRANSMAN Chapter 4, Figure 4D would not be a more appropriate course of action.

If time is a significant factor in a member's hardship, the need for expeditious handling is evident. In this regard, commanding officers can render invaluable assistance by establishing an internal screening process to determine whether a request for humanitarian assignment is warranted. This screening process, tailored to the individual command's size, should include members such as chaplains, doctors, senior officers, and petty officers to evaluate the case, provide command assistance and recommend required action. If it is determined that a request for humanitarian assignment is warranted, the preparation of such requests must be screened for clarity, accuracy, and comprehensiveness in order to preclude unnecessary delays in administrative processing.

Upon receipt of a humanitarian assignment request within COMNAVPERSCOM, it is administratively controlled by the Humanitarian Assignment/Hardship Discharge Section COMNAVPERSCOM (PERS-40HH). All cases are reviewed by a board consisting of senior petty officers and officers and are considered on an individual basis and the final determination is based solely on the information/documentation submitted. A request for reassignment will not be disapproved because a member is needed in assigned duties. This chapter contains the general guidelines concerning application and assignment options available.

16.01 BASIC CRITERIA FOR DETERMINING HUMANITARIAN/HARDSHIP SITUATIONS.

The member's request must show that the hardship meets the following established criteria for eligibility for humanitarian reassignment:

- A severe hardship exists, not normally encountered and resolved by other members of the naval service.
- The hardship occurred or has been excessively aggravated since service member has been serving on active duty.
- The problem affects the service member's immediate family. Immediate family is defined as: spouse, son, daughter, step-child (if the step-child is in fact dependent upon the member), parent, brother, sister, step-parent or other person acting in loco parentis for a period of five years before the member became 21 years of age, or any bonafide family member to the service member. In-laws are not considered members of the immediate family solely by virtue of their relationship as in-laws.
- There are no other family members or relatives who are capable of providing necessary assistance.

- 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.
- If hardship involves illness of a dependent of the service member, enrollment in Exceptional Family Member Program (see Chapter 25) must be initiated prior to submission of humanitarian reassignment request.
- Member's presence is required for specific reasons other than for morale or financial purposes, alone.
- The hardship is resolvable within a reasonable time frame.

16.011 SPECIAL CONSIDERATION. The following circumstances, involving members of the applicant's family, normally warrant special consideration when it is established that the member's presence in a specific area is essential to alleviate problems resulting therefrom and it can be anticipated that the problem is solvable within a reasonable time frame: (This is not a conclusive listing).

- Death of applicant's spouse or child.
- Divorce, when the member has a final divorce decree, has court awarded physical custody of the children and the time is needed to make arrangements for their permanent care. Service member must be able to comply with OPNAV Instruction 1740.4(series).
- Severe illness (physical or mental), as a result of which the affected person has been hospitalized or is scheduled to be hospitalized.

16.02 HUMANITARIAN/HARDSHIP REASSIGNMENTS NOT CONSIDERED WITHIN THE PURVIEW OF THIS CHAPTER.

16.021 HUMANITARIAN REQUESTS. Requests based on the following reasons ONLY are not considered within the purview of this Chapter and will not be approved:

- For financial or business reasons (including the operation of family business).
- For settling of estates (use leave/liberty, other family members or a lawyer).
- For indebtedness.
- 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).
- For personal convenience.
- For purpose of attending to or assisting in-laws, grandparents, (other than loco-parentis) or other persons not identified as immediate family.
- For purpose of children in school (exception is made to children requiring

specialized education).

- For part-time employment of member/employment of spouse.
- Because the member has bought or owns a home.
- Because of the member's own physical or mental condition.

16.022 HARDSHIP REQUESTS. Requests based solely on the following are generally not sufficient to show a hardship:

- The death of a parent where other family members are surviving.
- The threatened separation or threatened divorce action or normal anxiety/depression due to military assignments.
- Normal pregnancy, threatened miscarriage, breech birth, caesarean section, or RH incompatibility.

16.03 ASSIGNMENT FLEXIBILITY TO AID MEMBERS WITH HUMANITARIAN/HARDSHIP PROBLEMS.

16.031 SHORT PERIOD HUMANITARIAN/HARDSHIP. When it is determined that emergency leave will not alleviate the problem, but that resolution of the hardship may be expected within a reasonable period of time (six months or less), a special temporary reassignment may be authorized. The following variance from assignment policy may be authorized depending on the member's eligibility and nature of the hardship:

16.0311 Members Serving on Sea Duty.

- If a member is within six months of completing his/her Prescribed Sea Tour (PST), early assignment to a normal tour of shore duty at the duty station he/she desires will be considered. If this is not feasible due to the non-availability of a billet in the area desired, the individual may be reassigned at the desired location in excess of billet requirements for a reasonable period of time, determined on a case basis, to Temporary Duty Humanitarian Assignment (TD HUMS). Upon completion of TD HUMS the individual will normally be reassigned to another activity where an authorized billet is available, for a normal tour of shore duty.
- If a member has more than six months remaining on his/her PST, the individual may be reassigned at the desired location in excess of billet requirements for a reasonable amount of time, determined on a case basis, to TD HUMS. Upon completion of TD HUMS the individual will then be reassigned either to a sea or shore duty activity. The decision as to the type of reassignment will be based on the amount of time the individual has remaining on PST, sea/shore requirements of the member's rating or NEC, etc. Sea Duty Commencement Date (SDCD) shall be adjusted for periods of humanitarian assignment.

16.0312 Members Serving on Shore Duty.

- If within six months of Projected Rotation Date (PRD), the individual may be reassigned to the desired location in excess of billet requirements for a reasonable amount of time, determined on a case basis, to TD HUMS. Upon completion of TD HUMS the individual will normally be reassigned to a sea duty activity.

- If more than six months from PRD, the individual may be reassigned to the desired location for completion of tour if an available billet exists for his/her rate, NEC, etc. If no billets exist, member may be assigned in excess of billet requirements for a reasonable amount of time, determined on a case basis, to TD HUMS. Upon completion of TD HUMS the individual will normally be reassigned to another shore duty activity, where an authorized billet is available, for the remainder of shore tour if sufficient time remains on his/her original PRD.

16.032 MEDIUM PERIOD HUMANITARIAN/HARDSHIP. In cases where there is evidence to indicate that a severe hardship will exist longer than twelve months, authorization of a cost transfer in approved cases will be dependent upon qualifications outlined in Article 16.11.

16.0321 Members Serving on Sea Duty.

- If within six months of completion of PST, an individual may be reassigned in the area desired for a normal tour of shore duty, provided there is an authorized billet available.
- If a member has more than six months remaining on PST, consideration may be given for assignment to a special tour for humanitarian reasons on a 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 that the hardship can be resolved in a reasonable period of time. Upon completion of the special tour the individual will be reassigned to either a sea or shore duty activity. The reassignment decision will be based on the amount of time the individual has remaining on PST, sea/shore requirements of the member's rating or NEC, etc. (SDCD shall be adjusted for period of humanitarian assignment.)

16.0322 Members Serving on Shore Duty.

- Consideration may be given for extension beyond the normal tour at the present duty station. Such extensions will be determined on a case basis but will not normally exceed six months.
- 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.

16.0323 Inter/Intra-fleet Transfers.

- If an individual 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 humanitarian assignment.

16.033 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 the individual to perform his/her duties in a proficient manner, the individual should consider requesting hardship discharge or release from active duty in accordance with MILPERSMAN 1910-110.

16.0331 Assignment procedures and resources available to members whose family members require continued access to specialized treatment or educational facilities are contained in OPNAVINST 1754.2 (Exceptional Family Member

Program).

16.034 HUMANITARIAN REASSIGNMENT BEYOND EAOS. Humanitarian reassignments may not be approved beyond the service member's EAOS.

16.035 HUMANITARIAN REASSIGNMENT WHILE IN LIMITED DUTY (LIMDU) STATUS. Humanitarian reassignments will not be approved for individuals while in ACC 105 LIMDU status.

16.04 SUBMISSION OF REQUESTS.

Requests for humanitarian reassignment from all enlisted personnel, will be addressed to COMNAVPERSCOM (PERS-40HH) with a copy (less enclosures) to Enlisted Placement Management Center (EPMAC). Requests from all enlisted TAR personnel shall be forwarded to COMNAVPERSCOM (PERS-40HH) with a copy (less enclosures) to Naval Reserve Personnel Center (NAVRESPERSSEN). The via addressee is the command assisting the service member submit his/her request.

16.05 PROCEDURES FOR URGENT HARDSHIP CASES.

16.051 EMERGENCY LEAVE. Emergency leave will normally be authorized for all hardship cases of an urgent nature. When granting emergency leave, especially from overseas, commanding officers should ensure that members are aware of the contents of this Chapter and that in the event they subsequently desire to request humanitarian reassignment, they may contact any naval activity in the area of their leave address in accordance with the provisions of Article 16.053.

16.052 MESSAGE REQUESTS. 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 member via the naval activity nearest the member's leave address. Commands located overseas should review JFTR Chapter 7, Part H and Chapter 5, Part C; MILPERSMAN 1050-130 AND OPNAVINST 4650.15) in conjunction with emergency leave; and JFTR U5240-D, U5370-D and U5455-A and OPNAVINST 4650.15 in connection with early return of family members, household goods and POV.

16.053 SUBMISSION OF REQUESTS WHILE IN A LEAVE STATUS. Requests will be submitted to COMNAVPERSCOM (PERS-40HH) via the commanding officer of any naval activity in the vicinity of the leave address. Information copies (less enclosures) will be submitted to the individual's commanding officer and EPMAC or NAVRESPERSSEN as applicable. Commanding officers of member's parent command are encouraged to endorse request, message endorsements are acceptable, using format Figure 16B.

16.0531 Formats for requests and endorsements will be as set forth in Articles 16.14 and 16.15. Since service records will not normally be available in these cases, necessary information usually obtained therefrom must be obtained insofar as possible by interviewing the individual involved and so stated in the endorsement.

16.0532 If the amount of leave granted is insufficient to enable submission of a request for humanitarian assignment, the assisting activity should direct a request for extension of leave to the individual's parent command or, in applicable cases, to the next intermediate reporting station as directed in the individual's leave authorization or Standard Transfer Order (STO); DO NOT request leave extensions from COMNAVPERSCOM. In those cases where an assisting command feels that a bonafide emergency hardship exists which meets

the criteria of this chapter for reassignment and where insufficient time remains to request extension of leave, or when 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 his/her remaining obligated service) the assisting command shall send a message to the member's parent command with a brief, meaningful explanation of the hardship and state "unless otherwise directed, the member will be retained onboard 15 days in no-cost Temporary Additional Duty (TEMADD) status pending decision of COMNAVPERSCOM." Also give effective time and date of retention. The final determination of a member's retention at an assisting command rests solely with the member's commanding officer at his/her permanent duty station. If retention is authorized, the member shall be issued TEMADD orders or an endorsement of his/her present orders which will include the statement contained in Article 16.0121 concerning NO-COST-TO-THE-GOVERNMENT. (This does not preclude the use of space available travel in a leave status.) This period of TEMADD shall not exceed 15 days. Every effort shall be made by the member and assisting command to ensure that the member's 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 TAD awaiting decision. If applicant does not have Service, Health and Dental Record in his/her possession, DO NOT request from the parent command prior to receiving disposition of the request. Arrangements may be made to have the member's checks mailed to his/her leave address. This Article is not authorization for a commanding officer to issue TEMADD or Temporary Duty (TEM DU) orders to an individual for the purpose of proceeding to the area of a hardship and gathering documentation for submitting a request. A member must utilize leave for that purpose.

16.0533 In case of a disapproved request, the individual shall be detached in a leave status within three working days to return to his/her parent command or to report to his/her new duty station. If immediate detachment is not possible (i.e., port-calls, etc.), notify all concerned by message of the reason member is not being detached.

16.054 REQUEST FOR RECONSIDERATION. If service member desires reconsideration of a disapproved request, a formal letter request from member, with command endorsement and additional substantiating documentation is required. Disapproved requests will be on file in COMNAVPERSCOM (PERS-40HH) 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 from disapproval of request, the request for reconsideration must contain a copy of original request as an enclosure.

16.06 EXTENSION OF TD HUMS.

Requests for extension of TD HUMS will be granted on a case basis. Such requests must be submitted at least one month prior to expiration of current TD HUMS assignment and shall utilize the same format prescribed in Articles 16.14 and 16.15. They shall be forwarded by the command to which the member is attached for TD HUMS to COMNAVPERSCOM (PERS-40HH). It is essential that included substantiation be current (less than two months old). An availability report will be enclosed with extension request. As a general rule HUMS extensions will not be approved for persons enrolled in the Exceptional Family Member Program as follow-on assignments must be made IAW that program.

16.07 SPECIAL INSTRUCTIONS FOR ADMINISTRATION OF MEMBERS ON TD HUMS.

16.071 ENTERING ON ACTIVITY DIARY. Activities receiving members on board for TD HUMS will enter them immediately on the personnel diary in accordance with

the PAYPERSMAN 90612.h in a TEMDU status.

16.072 REPORTING WHEN HARDSHIP IS ALLEVIATED OR CEASES TO EXIST PRIOR TO EXPIRATION OF TEMDU. 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 TD HUMS shall promptly submit an availability report, in accordance with Chapter 18, to the Assignment Control Authority (ACA) which originally assigned the member to TD HUMS COMNAVPERSCOM (PERS-40HH) or NAVRESPERSSEN, as applicable.

16.073 REENLISTMENT/VOLUNTARY EXTENSION OF ENLISTMENT AND RESTRICTION OF REENLISTMENT. Members serving on TD HUMS will not be allowed to reenlist or voluntarily extend their enlistment unless specifically authorized by COMNAVPERSCOM. This restriction is applicable to members whose enlistment, or enlistment as extended, expires within six months after PRD of TD HUMS assignment. Prior to obligating for further assignment, such members must be authorized in accordance with the following:

- Members who desire to reenlist or extend their enlistment shall forward their requests to COMNAVPERSCOM (PERS-40HH), via their commanding officer, six weeks prior to completion of assignment. Such requests shall use the same format prescribed in Article 16.14 and 16.15, unless the hardship which generated the TD HUMS has been alleviated or has ceased to exist, reenlistment or extension will normally not be authorized.
- First term personnel will have encore approval prior to reenlistment. Extension requests will be forwarded to PERS-814 for consideration.

16.074 SERVICE RECORD ENTRY. When COMNAVPERSCOM has directed the commanding officer to make a page 13 entry stating that an individual's record is to be flagged and that the member is not to be reenlisted or extended on active duty without prior COMNAVPERSCOM (PERS-40HH) approval, the following applies:

- Such an entry does not automatically preclude the individual's reenlistment, but is intended to require COMNAVPERSCOM to reevaluate those cases which involve hardships of sufficient duration to jeopardize the member's future assignability.
- If the member desires reenlistment, he/she may submit his/her request to COMNAVPERSCOM (PERS-40HH) via his/her commanding officer. Such requests shall contain documentation verifying the alleviation or cessation of hardship and an immediate availability for reassignment prepared in accordance with Chapter 18.
- If the member does not desire reenlistment and is separated at EAOS, commanding officers shall ensure that RE-4 reenlistment code is issued unless otherwise directed by COMNAVPERSCOM.

16.08 REASSIGNMENT OF MEMBER AT EXPIRATION OF TD HUMS.

Members on TD HUMS will be considered for reassignment approximately one month prior to the scheduled completion of their temporary assignment. Six weeks prior to the member's PRD, activities having such members on board shall interview member to determine if hardship has been resolved before submitting an availability report in accordance with Chapter 18 to the ACA who assigned the TD HUMS (See Article 16.072).

16.09 ORDER WRITING REQUIREMENTS.

TD HUMS. Since assignment to TD HUMS is at the member's request and is for his/her own convenience, orders to TD HUMS are on a permissive (NO-COST-TO-THE-GOVERNMENT) basis. The following applies to the issuance of TD HUMS orders:

- No dislocation allowance is authorized.
- Family Member travel will be at the member's expense, not subject to reimbursement.
- Orders will not authorize the individual to ship household goods at government expense.
- Transfers must be effected during a period of leave and no proceed or travel time is authorized.
- Members serving on TD HUMS will not be authorized per diem at their TEMDU station. Orders must contain the statement, "NO PER DIEM AUTHORIZED".
- All STOs for TD HUMS will contain the following statement:

Date : "I understand that if my request for transfer by reason of exchange of duty 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 POC shipment) and government transportation, including the use of Military Airlift 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

16.10 NO COST PERMANENT CHANGE OF STATION (PCS) TRAVEL AUTHORIZATIONS.

Members who receive reassignment on a PCS basis under the provisions of this Chapter, but who do not qualify for directive (cost) orders per Article 16.11 will be issued NO-COST PCS travel authorization in accordance with the procedures set forth in Chapter 16.

16.11 ASSIGNMENT PROCEDURES FOR MEMBERS ISSUED DIRECTIVE (COST) ORDERS.

Directive (cost) orders will be issued when an individual is being permanently reassigned and the following conditions are met:

- The individual is being assigned to a vacant available billet requiring his/her rate, rating, or NEC.
- The individual has been assigned at his current duty station one year or more.

16.12 SUPPORTING STATEMENTS REQUIRED FOR BASIC REQUEST (LETTER).

Prior to initiating a request for humanitarian reassignment, the individual shall obtain the following statements which shall be used as enclosures to the

basic request:

- 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.
- Statements from all immediate family members stating what assistance they can/are providing or reason assistance is unavailable.
- Statements from one or more responsible citizens who have personal knowledge of the situation.
- If illness is involved, a current (within two 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 both the diagnosis and prognosis and, if hospitalization is involved, the probable length of hospitalization. If applicable, the specific length of the life expectancy of the family member concerned should also be included. If mental illness is involved, the physician's statement should also include as much pertinent background information as possible concerning the patient's mental health and the possibility/probability of recurrence at a later date. Allergies suffered by members of the family due to climatic conditions normally will not constitute a basis for a change of assignment. Evaluation will include consideration of the following:
 - Current morbidity and mortality trends for the disease or medical condition.
 - Prognosis for recovery from the disease or solution of the medical condition.
 - Expected results to be achieved from the assignment, and whether the problem can be satisfactorily resolved without assignment.
- If the request is based upon a physical or mentally handicapped family member, the sponsor shall 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 HBCs can work with the attending physician(s) to determine where the type of treatment or special schooling prescribed is obtainable. In all such cases a statement from the HBC shall also be included. (It is to be noted by commands that personnel shall be briefed that HBCs are available to assist them.) Additionally, OPNAVINST 1754.2 provides guidance as to long term problems involving handicapped family members.
- 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.
- If hardship discharge consideration is requested, a statement or statements of prospective employment and current financial statement shall be included.
- Statements from law enforcement agencies, social workers, chaplains, clergy, school officials, lawyers, etc., shall be included as the request warrants.

- 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.

16.13 ENCLOSURES TO BE FORWARDED WITH BASIC REQUEST (LETTER).

In addition to the statements indicated in Article 16.12, the following enclosures will be attached to the basic request: (If member is in a leave status and his/her 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.)

- An up-to-date Dependency Application/Record of Emergency Data (NAVPERS 1070/602).
- A copy of History of Assignments (NAVPERS 1070/605).
- A copy of the STO, if member is presently under orders.
- Complete copies with all enclosures of any previous requests submitted for humanitarian reassignment or hardship discharge. See Article 16.054.

16.14 CONTENTS OF BASIC REQUEST (LETTER).

The basic request shall be submitted in Naval letter format (see Figure 16A).

Extra copies for COMNAVPERSCOM are not desired. The paragraph and subparagraph headings will be included in all cases. If information is not available or not applicable, indicate accordingly under the appropriate heading. Preprinted request forms or NAVPERS 1306/7 shall not be utilized. 16.141 REQUIRED INFORMATION. The basic request must contain the following information:

- The locality where the assignment is requested and type of assignment being requested.
- A description of the hardship/humanitarian problem.
- A detailed description of what has been done to alleviate this hardship/humanitarian problem, prior to submission of this request.
- A brief statement outlining how reassignment of the member will either alleviate or resolve the hardship/humanitarian problem.
- The names, addresses, and ages of the service member and member's family members.
- The names, addresses, ages, and relationship of all other immediate family members. (This includes parents, brothers and sisters regardless of location).
- The location of household goods and rough estimate of total weight.
- The attending physician's name, area code and telephone number.
- The dates of any previous requests for reassignment for humanitarian reasons and/or hardship discharge.
- A statement as to whether or not a hardship discharge is requested in the

event the request for humanitarian reassignment is not approved. Ensure that member is briefed on the provisions of MILPERSMAN 1910-110. If service member does desire consideration for a hardship discharge and the problem is determined to be of long term nature, a discharge will be directed to be effected within ten days of receiving the answer from COMNAVPERSCOM (PERS-40HH).

- Location of records and personal effects.
- Telephone number where member can be contacted.

16.15 COMMANDING OFFICER'S ENDORSEMENT.

The Commanding Officer's endorsement must contain the following information: (see Figure 16B)

- A definite recommendation, i.e., approval, disapproval, for consideration, etc.; or, if in the commanding officer's opinion, assignment to TD HUMS and/or assignment for humanitarian reasons is not the answer to the problem, his/her recommendation as to the proper course of action. The individual's performance of duty should not be the basis for recommending approval/disapproval nor is that factor considered by the board.
- A brief synopsis of applicant's case and any new information not contained in the applicant's request that the Commanding Officer has learned by 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, HBC, Navy Wives Club, Navy Relief, American Red Cross. Ensure that these agencies, when appropriate, have been contacted to give assistance. Additionally, provide information if member has required previous special consideration/leave, etc., due to this problem or similar circumstances.
- Applicants disciplinary status or pending disciplinary action. Cases of members awaiting disciplinary action will be held in abeyance by COMNAVPERSCOM (PERS-40HH) until disciplinary action has been resolved.
- 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.
- Miscellaneous personal data: Date individual reported on board present duty station, date reported aboard assisting command (if applicable), EAOS, ADSD, PRD, and SDCD or SHDCD. If service record not available, obtain data by interviewing individual involved and so indicate in this paragraph.
- 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 applicant may be reached, whether or not leave extension requested, and status of request. If applicant is not on leave, but granting leave is anticipated, include the above data. Additionally, provide statement of current leave balance.
- Information concerning obligated service remaining as a result of advancement, school, etc., if any.
- Homeport or permanent duty station.

- Activity dates such as dates of forthcoming deployments, completion of deployment, etc. Do not classify endorsement, use approximate dates if necessary.
- Separation activities. Whether or not the command assisting in the submission of request has facilities to effect separation of member, and if not, the nearest separation activity that could effect separation.
- If applicant desires consideration for hardship discharge, include a breakdown of earnings and withholdings from current pay record.
- Point of contact. Name and telephone number (AUTOVON/Commercial with area code).

Requests which are incomplete or contain insufficient information on which to base a decision will be returned for proper submission.

SAMPLE OF BASIC LETTER
(Review entire chapter prior to preparing letter)

From:
To: Bureau of Naval Personnel (PERS-40HH)
Via: (1) Commanding Officer, _____ (Article 16.04)
Subj: REASSIGNMENT/EXTENSION FOR HUMANITARIAN REASONS; REQUEST FOR
Ref: (a) ENLTRANSMAN Chap 16
Encl: (1) Copy of Dependency Application/Record of Emergency Data
(2) Copy of History of Assignments
(3) Copy of Standard Transfer Order (Article 16.13)

(List all letter/documents as individual enclosures, see Article 16.141 for required enclosures)

1. Request: It is requested that I be assigned/extended in the area of (See Article 16.141) for (TD HUMS/normal tour of shore duty/special shore tour/inter/intra-fleet transfer/ completion of tour/extension of 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. (See Article 16.141)

c. How applicant expects to alleviate or resolve the hardship if request is approved.

2. Necessary information to facilitate decision:

a. Names, addresses, and ages of enlisted member and family member.

b. Names, addresses, and ages of all other immediate family members (parents, brothers, sisters, spouses and immediate family members).

c. Location of household effects and rough estimate of total weight.

d. Member's work and home area code and telephone numbers.

e. Physician's name, area code and telephone number.

f. Dates of any previous requests for reassignment for humanitarian reasons and/or hardship discharge.

g. "I understand that if my request for TD HUMS is granted, my assignment will be effected at no-cost-to-the-government and I am aware of the restrictions stated in Article 16.09 of the Enlisted Transfer Manual."

FIGURE 16A-1

h. Hardship discharge: "Having been briefed on the contents of MILPERSMAN 1910-110, I desire/do not desire consideration for hardship discharge should this request for reassignment/extension for humanitarian reasons be denied." (If member has sufficient military service that would allow transfer to the Fleet Reserve, or is within six months of eligibility for transfer to Fleet Reserve, include statement: "I desire/do not desire consideration for transfer to the Fleet Reserve should this request for reassignment/extension be denied." Include Application for Transfer to the Fleet Reserve (NAVPERS 1830/1) as an enclosure if member desires consideration.)

i. Location of records and personal effects.

3. PRIVACY ACT STATEMENT.

The authority to request this information is derived from 5 USC 301, 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 the inability to process the request and the member would not be able to receive the requested status.

Member's signature

Copy to: (Commanding Officer if request submitted while in a leave or TAD status).

FIGURE 16A-2

SAMPLE OF COMMANDING OFFICER'S ENDORSEMENT
(Review entire chapter prior to preparation of endorsement)

FIRST ENDORSEMENT on (Basic Letter - completely identified)

From: Commanding Officer,
To: Bureau of Naval Personnel (PERS-40HH)

Subj: REASSIGNMENT/EXTENSION FOR HUMANITARIAN REASONS; REQUEST FOR

1. Commanding Officer's recommendation.
2. Commanding Officer's synopsis, assistance provided thus far, and other pertinent information.
3. Applicant's disciplinary status or pending disciplinary action.
4. Applicant's current duty status.
5. Miscellaneous personal data. (Obtain from service record if available; if not, obtain from interview).
 - a. Permanent duty station, UIC, message PLAD and date applicant reported on board, date applicant terminated leave on board assisting command (if applicable). Activity long title, message PLAD and UIC of assisting command (if applicable).
 - b. EAOS:
 - c. ADSD:
 - d. PRD:
 - e. PST: (Prescribed Sea Tour (months), See Chapter 3).
 - f. SDCD or SHDCD:
 - g. Leave data (leave balance as of req date).
 - h. Obligated service (as extended).
 - i. Homeport or permanent duty station of ship or unit.
 - j. Activity data. (If applicable, provide dates of forthcoming deployments or completion of deployments, changes in homeports, etc.) Do not classify endorsement, use approximate dates if necessary.
 - k. Separation activities.
 - l. Financial statement.

FIGURE 16B-1

m. Point of Contact. (Name and telephone, commercial and AUTOVON)

COPY TO: EPMAC (see Article 16.04)
NAVRESPERSCEN (see Article 16.04)
MBR COMMANDING OFFICER (see Article 16.053)

NOTE: SEE ARTICLE 16.15 FOR DETAILS ON COMPLETING ENDORSEMENT.

FIGURE 16B-2

CHAPTER 17

HOSPITALIZATION OF ENLISTED PERSONNEL

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HOSPITALIZATION OF ENLISTED PERSONNEL

17.0 GENERAL INFORMATION.

The purpose of this chapter is to provide standard procedures for ordering, accounting, and transferring records of members hospitalized while assigned to a permanent duty station or Temporary Duty (TEM DU) station, while in a leave or liberty status, or while traveling under Permanent Change of Station (PCS) orders.

17.01 DEFINITION OF TERMS USED IN THIS CHAPTER.

NAVAL MEDICAL TREATMENT FACILITY (MTF). An activity of the Naval establishment assigned the primary mission of providing medical care. Examples: Naval Hospitals, Branch Hospitals, Clinics, Branch Clinics.

NON-NAVAL MEDICAL TREATMENT FACILITY (non-naval MTF). A medical treatment facility, foreign or domestic, federal or civilian, not falling within the definition of "Naval Medical Treatment Facility".

OUTPATIENT MEDICAL BOARD. The Manual of Medical Department provides for medical boards to be completed on an outpatient basis. This applies only to those personnel who have not been admitted to the Naval Hospital in a TEMADD or TEMDU status.

HOSPITALIZATION. Admission to any medical facility for inpatient treatment or admission to a resident treatment program at a Navy Drug Rehabilitation Center, Alcohol Rehabilitation Center or Alcohol Rehabilitation Service.

DUTY STATION. The activity to which the member was attached at the time of hospitalization regardless of whether assigned for Permanent Duty (DUTY), Temporary Duty (TEM DU), or Temporary Additional Duty (TEMADD). If the member is in a transient status at the time of hospitalization then the next activity to which the member has been ordered to report for TEMDU or DUTY is the member's duty station. The duty station of an absentee is the activity to which the member was administratively assigned for accounting purposes at the time the member was reported absent or declared a deserter (MILPERSMAN 1600-010 through 1600-030).

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 Chapter 18 of the Manual of the Medical Department, U.S. Navy.

17.02 HOSPITALIZATION IN A NAVAL MEDICAL FACILITY.

Commanding Officers shall issue individual orders for each member transferred to a Naval medical facility. These orders shall be prepared prior to effecting the transfer or as soon as circumstances permit. When a member in a leave or liberty status is hospitalized, the medical facility shall report the circumstances as soon as possible to the member's Commanding Officer so that orders may be issued. This report should be transmitted to ensure receipt by

the member's Commanding Officer prior to the normal expiration of the member's leave or liberty. When a member in a transient status is hospitalized, the medical facility shall report the circumstances to the Commanding Officer of the next duty station to which the member was ordered to report and to the assignment control authority (COMNAVPERSCOM Pers-40, EPMAC Code 47, or NAVRESPERSHEN Code 30).

17.021 TEMPORARY ADDITIONAL DUTY (TEMADD) UNDER TREATMENT. The Commanding Officer of a member's duty station shall prepare TEMADD under treatment orders (TEMADD TRAVEL ORDER - NAVPERS 1320/16) under the following circumstances:

- Member is transferred to a resident treatment program at a Drug Rehabilitation Center, Alcohol Rehabilitation Center, or Alcohol Rehabilitation Service. Time limits in this article do not apply to these programs. For complete information consult OPNAVINST 5350.4.
- Member is serving on sea duty (Type 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. For the purpose of this article, an extended period is defined as deployment of more than 60 days. MTF shall advise the Commanding Officer as soon as possible if MBR is expected to remain under treatment longer than 60 days. After 30 days; the Commanding Officer has the option to assign member TEMDU to the MTF.
- Member is serving on shore duty (Type 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, DUINS, TEMDU, and TEMDUINS.
- Member is performing hazardous duty or diving duty, is receiving incentive pay as authorized by the DOD Directive 7000.14-R, and is hospitalized as a result of injury or incapacitation incurred during the performance of such duty. Personnel in this category shall remain under TEMADD orders until one of the following occurs, whichever comes first:
 - Treatment is completed and member returns to permanent duty station.
 - Member is found unfit for duty by appropriate medical authority.
 - Three calendar months elapse as defined by the DOD Directive 7000.14-R.

17.0211 Content of TEMADD under Treatment Travel Authorizations. TEMADD under treatment orders shall permit only one round trip and must cite appropriate TEMADD accounting data. In cases where TEMADD accounting data must be requested from an administrative commander and it can not be cited at the time of transfer, Commanding Officers may issue TEMADD under treatment orders containing a statement that the accounting data will be forwarded to the naval medical facility by separate action as soon as possible. Except as noted below, members will not be transferred to medical facilities under "no-cost" orders.

- When members are transferred to a medical facility within the vicinity of their permanent duty station (as defined in JFTR, Volume 1, Appendix J) and government transportation to and from the medical facility is directed, 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."

17.0212 Endorsement of TEMADD Under Treatment Orders. The Officer-in-Charge of the PERSUPPDET 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.

17.0213 Change of Status from TEMADD to TEMDU under treatment. The Commanding Officer of a Center/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 PERSUPPDET (Figure 17A refers) when:

- Personnel serving on sea duty (Type 2 or 4) being processed by an outpatient medical board, and the opinion of the medical board that the individual is not fit for duty.
- If 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 station and the assignment control authority.
- The period of hospitalization will exceed the time limits set by Article 17.021.
- The member exceeds, or is expected to exceed, the timeframe established in Article 17.021.
- A determination is made that the 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.
- 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 medical treatment facility.

17.022 TEMPORARY DUTY (TEMDU) UNDER TREATMENT. Upon receipt of notification from MTF that a member's status has changed, the Commanding Officer of the parent command or the supporting PERSUPPDET, as appropriate, shall prepare TEMDU under treatment orders (STO) and detaching endorsement. The orders, detaching endorsement, service, medical, dental, and pay records, and transfer evaluation shall be forwarded to the PERSUPPDET servicing the MTF not later than five working day after receipt of notification.

17.0221 Content of TEMDU Under Treatment Orders. TEMDU under treatment orders shall direct transfer to the MTF for TEMDU (UNTREAT) ACC 370. TEMDU under treatment orders must cite appropriate accounting data from the Financial Management Guide for Permanent Change of Station (PCS) Travel (NAVMILPERSCOMINST 7040.1). Members will not be transferred to medical facilities for TEMDU under treatment at "no-cost."

17.0222 Endorsement of TEMDU Under Treatment Orders. The Officer-in-Charge of the PERSUPPDET supporting the MTF where a member is hospitalized shall use NAVCOMPT Forms 3068 and 3067 or the appropriate SDS event to endorse TEMDU

under treatment orders with time and date of admission and release from the MTF.

17.0223 Hospitalization of Transient Personnel. When a member is hospitalized while en route to a temporary or permanent duty station, the Officer In Charge of the PERSUPPDET supporting the MTF where the member is hospitalized shall use NAVCOMPT Form 3068 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. 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. In the event the unexecuted portion of the member's PCS order is cancelled by the assignment control authority, an entry in the remarks section of NAVCOMPT Form 3068 shall so state and cite the authority for the order cancellation.

17.03 HOSPITALIZATION IN A NON-NAVAL MEDICAL FACILITY.

17.031 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, Illinois, phone number (AV) 792-3957 or (Comm) (312) 688-3957. The responsibilities of the OMA are defined in NAVMEDCOMINST 6320.1. The OMA will:

- Notify all commands concerned of the members status;
- Designate the Naval Hospital with a patient account responsible for the member;
- Designate the nearest naval activity with a medical department responsible for personal contact and liaison with the member; and
- Direct appropriate orders, endorsements, records and accounts be forwarded to the PERSUPPDET servicing the Naval Hospital.

The designated Naval Hospital will:

- 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.
- Ensure command functions necessary for proper administration of the member are performed (for example: line of duty investigations).
- Coordinate with the non-naval MTF to ensure timely release and transfer to the appropriate MTF or VA hospital.
- Notify the PERSUPPDET servicing the Naval Hospital when member is released from the non-naval MTF and advise the PERSUPPDET of the disposition of the member following hospitalization in the non-naval MTF.
- Designate the MTF responsible for the member.
- Notify all commands concerned of the member's status, and
- Direct that service, pay, and health records be forwarded to the PERSUPPDET supporting the responsible MTF.
- See MILPERSMAN Art 1050-050 regarding leave while SIQ or hospitalized by

civilian physician.

17.0311 Content of Orders. Commanding Officers shall prepare and forward individual orders as set forth in Article 17.02. Orders shall direct transfer to the responsible MTF for TEMADD under treatment, TEMDU under treatment at a non-military medical facility (ACC 372), or TEMDU under treatment at other uniformed service medical facility (ACC 373).

17.0312 Records and Accounts. A member's records and accounts shall be maintained by the PERSUPPET supporting the Naval Hospital. The PERSUPPET 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.

17.032 NON-NAVY U.S. MILITARY MEDICAL FACILITIES OVERSEAS.

Commanding Officers shall prepare and forward individual orders as set forth in Article 17.02. Orders shall direct transfer to the responsible Navy Overseas Area Commander for TEMADD under treatment or TEMDU under treatment at a uniformed service medical facility (ACC 373).

17.0321 Records and Accounts. A member's records and accounts shall be maintained by the PERSUPPET supporting the responsible Navy Overseas Area Commander.

17.0322 Liaison. The Navy Overseas Area Commander will:

- Maintain liaison with the non-naval MTF and the member.
- Notify the member's parent command of hospitalization, when appropriate.
- Ensure command functions necessary for proper administration of the member are performed (for example: line of duty investigations).
- Notify the supporting PERSUPPET when the member is released from the treatment facility.

The responsible Navy Overseas Area Commander may request another Navy activity that is nearer to the N-MTF to perform these liaison functions.

17.033 Foreign Medical Facilities. When a member is hospitalized in a foreign medical facility, Commanding Officers shall transfer the member to the United States Consul for accountability and inform BUMED Code 331 by message. This message must include all known facts and an estimate of the duration of the hospitalization. The United States Consul and the Navy Overseas Area Commander must be included as information addressees on this message report.

17.0331 Content of Orders. Commanding Officers shall prepare and forward individual orders as set forth in Article 17.02. Orders shall direct transfer to the United States Consul for TEMADD under treatment or TEMDU under treatment at a non-military medical facility (ACC 372).

17.0332 Records and Accounts. A member's records and accounts shall be retained by the unit or activity to which the member is assigned. When a unit is about to depart the area where the member is hospitalized, records shall be forwarded to the nearest United States Consul. The United States 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.

17.04 ASSIGNMENT OF PERSONNEL UPON COMPLETION OF HOSPITALIZATION/TREATMENT.

While TEMADD personnel will be returned to their parent command by the PERSUPPDET servicing the Naval Hospital, the disposition of TEMDU personnel will be resolved under the provisions provided in this article.

In view of the MTF's limited quarters for staff, patients, and Medical Holding Company personnel, individuals may, but are not required to, be assigned to the nearest TPU/Others activity in a TEMADD status while awaiting medical board processing or other appropriate disposition upon completion of hospitalization. These TEMADD assignments do not shift the management responsibility from the Naval Hospital to the TPU/Others activity who may berth and employ these individuals. The MTF shall advise the servicing PERSUPPDET of status changes of personnel upon occurrence and shall provide the servicing PERSUPPDET with a copy of the medical board immediately upon being signed by the convening authority.

Commanding Officers of MTFs authorize separation of a member who has less than three months remaining obligated service who indicates he/she doesn't desire to reenlist. Cite MILPERSMAN 1910-102 as authority in effecting such separation. The PERSUPPDET servicing the Naval Hospital will change the member's status to ACC 380 and effect the discharge within seven days.

The PERSUPPDET 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. The PERSUPPDET servicing the TPU/Others activity will receive the member in ACC 320 and submit the availability report on the date of receipt. Per the Manual of Medical Department, the established time frame for processing a medical board is 20 calendar days. To ensure this timeliness is observed, Commanding Officer of MTFs will retain personnel on board pending completion of local medical board processing. The PERSUPPDET 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 PERS-821, BUMED Code 311, and TRANSMONUNIT if medical board is not received within 25 days from effective date of status and every 10 days thereafter. 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:

- If the medical board authorized discharge of the individual due to physical disability existing prior to entry and does not require approval of higher authority, the PERSUPPDET servicing the Naval Hospital will change the member's status to ACC 380 and effect the discharge within seven days.
- If the medical board approved a first period of Limited Duty for six months or less, the PERSUPPDET servicing the Naval Hospital will effect the transfer of the member to the nearest TPU/Others activity. The PERSUPPDET servicing the TPU/Others activity will receive the member in ACC 320 and submit the availability report on the date of receipt.
- If the signed medical board recommended Departmental Review or Physical Evaluation Board proceedings, the PERSUPPDET servicing the Naval Hospital will effect the transfer of the member to the nearest TPU/Others activity. The PERSUPPDET servicing the TPU/Others activity will receive the member in ACC 355.

The transfer stipulated above does not apply to those individuals who are not in an ambulatory status, in need of nursing procedures, dietary care, or special treatment not normally available outside the Naval Hospital. Should an individual report to the TPU/Others activity whose apparent condition is questionable, the Commanding Officer of the TPU/Others activity shall immediately contact the Head, Patient Administration Department of the Naval Hospital. The Head, Patient Administration Department will resolve questionable cases within the best interests of the individual concerned, the TPU/Others activity and the Naval Hospital. 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 PERSUPDET servicing the Naval Hospital will take appropriate actions regarding ACC change and availability submission.

17.05 TRANSFER OF PATIENTS BETWEEN NAVAL HOSPITALS AND FROM A NAVAL HOSPITAL TO ANOTHER ARMED FORCES HOSPITAL.

17.051 Cost Transfer. The Manual of the Medical Department, Article 11-50 provides for transfer of patients between Naval Hospitals and other armed forces hospitals. Patients may be transferred between Armed Forces medical facilities to facilitate recovery or to effectively use available bed space. Such transfers shall be effected at government expense.

17.052 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 Commanding Officer 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 in accordance with the criteria set forth below:

- If the transfer is between Naval Hospitals located in the same geographical area, the request shall be submitted to the Personnel Support Activity Detachment (PSD) via the receiving Commanding Officer.
- 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 COMNAVPERSCOM (Pers-40) via the Commanding Officer of the Naval Hospital, supporting PSD, and BUMED Code 331. Approved requests in the case of non-designated SN/FN/AN will be forwarded by COMNAVPERSCOM to EPMAC for assignment.
- The forwarding endorsement by the Commanding Officer of the Naval Hospital shall make a specific recommendation regarding approval/disapproval, estimate the remaining period of hospitalization, address humanitarian considerations of the requested transfer and whether the transfer would alleviate the conditions.
- A statement that the 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 Military Airlift 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."

17.06 DISPOSITION OF RECORDS.

Commanding Officers effecting transfer of personnel to a Naval Hospital or non-Naval Hospital will effect disposition of their records in accordance with MILPERSMAN 1070-120.

17.07 OUT-PATIENT MEDICAL BOARDS.

17.071 Personnel being processed by an Outpatient Medical Board. Outpatient Medical Boards applies only to those personnel who have not been admitted to the MTF in a TEMADD or TEMDU status.

Personnel 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:

- When it is of the opinion of the medical board that the individual is not fit for full duty;
- Individual is permanently attached to a command classified as Arduous Sea Duty (Type 2) or Accompanied/Unaccompanied Non-Rotated Sea Duty (Type 4);
- Individual 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 and
- Medical condition does not warrant Convalescent Leave. (Convalescent Leave will not be granted en route to the TPU/Others activity.)
- Berthing is not available at the MTF.

The following guidelines apply:

- The MTF will issue memorandum orders directing the individual to report to the TPU/Others activity nearest the MTF to await medical board and availability processing. If member reported with funded TEMADD orders for the purpose of travel reimbursement, the MTF will prepare a memorandum endorsement to the orders;
- 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 PERSUPPDET servicing the TPU/Others activity with TEMDU orders and endorsements. Format provided in Figure 17B will be used.
- The parent command will comply with the transfer of the individual within five working days to ensure expeditious processing of personnel 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.

17.072 Personnel Found Not Fit For Full Duty By An Outpatient Medical Board Who Will Be Retained By The MTF.

An individual permanently attached to a command classified as Arduous Sea Duty (Type 2) or Accompanied/Unaccompanied Non-Rotated Sea Duty (Type 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:

- Individual is not in an ambulatory status, is in need of nursing procedures, dietary care, or special treatment not available outside the Naval Hospital; or
- Medical condition warrants Convalescent Leave. (Convalescent Leave will not be granted en route to the TPU/Others activity.)
- Berthing is available at the MTF. (In this case the member should be transferred to the nearest TPU/Others only after the Medical Board has been signed.)
- Personnel assigned to sea duty commands at Naval Weapons Station, Charleston 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.

17.073 Additional Actions Required Upon Notification of Medical Board Proceedings.

- The parent command will submit the diary loss entry or appropriate SDS entry and comply with ENLTRANSMAN Chapter 23, Enlisted Manning Inquiry Report (EMIR), is warranted.
- The PERSUPDET 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 ten days after member reports with follow-up tracers initiated weekly. Ensure appropriate information addressees (parent command, ISIC, NAVHOSP and TRANSMOUNT) are advised of failure of the parent command to comply with the guidelines herein.
- The Naval Hospital will ensure medical boards are received by the PERSUPDET servicing the TPU/Others activity within 20 calendar days as specified by the Manual of the Medical Department.
- The PERSUPDET servicing the TPU/Others activity will establish a tickler and advise the Naval Hospital by message with information copies to PERS-821, BUMED Code 311, and TRANSMONUNIT if medical board is not received within 25 days after member reports on board and every 10 days thereafter.
- For personnel whose Medical Board has been referred for Physical Evaluation Board (PEB) review, and no findings have been received within 60 calendar days of the Convening Authorities' (CA) signature, submit tracer action to the Disability Evaluation System Counselor (DESC) at the Naval Medical Center/Naval Hospital where the medical board was originated. In cases of Non-Naval Medical Boards, submit tracer action to the DESC at the Naval Medical Center/Naval Hospital having cognizance. If no response is received within 30 days, contact the Department of the Navy, Disability Evaluation System (DIRNCPB), by message requesting assistance in obtaining the required information.

17.074 Chief Petty Officers (E7-E9) Found Not Fit For Full Duty. To ensure that Chief Petty Officers are assigned to positions commensurate with their pay grade while awaiting the results of a medical board, the following requirements, in addition to the guidelines prescribed in Article 17.071, should be followed:

- Naval Hospital will request the previous Commanding Officer to provide a recommendation for the work assignment of a Chief Petty Officer by message

simultaneous upon transfer to the TPU/Others activity. This work assignment may be the member's previous duty station ISIC, administrative commander, or other shore duty component of their chain of command. 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. 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.

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CHANGE OF STATUS FROM TEMADD TO TEMDU UNDER TREATMENT
(SAMPLE MESSAGE)

FROM: NAVMEDCEN PORTSMOUTH VA//JJJ//
TO: USS OBANNON
INFO: COMNAVPERSCOM MILLINGTON TN//P271//
EPMAC NEW ORLEANS LA//JJJ//
PERSUPP DET PORTSMOUTH VA//JJJ//

UNCLAS //N06000//

SUBJ: TEMDU FOR TREATMENT TRF ICO ET2 JOHN P. JONES, USN, 123-45-6789

MSGID/GENADMIN/CMD PLA//

REF/A/DOC/COMNAVPERSCOM/01JAN90//

AMPN/NAVPERS 15909D/ENLTRANSMAN CHAP 17, ART 17.02//

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.

FIGURE 17A

MTF MODIFICATION OF TRANSFER

(SAMPLE MESSAGE)

FROM: NAVMEDCEN PORTSMOUTH VA//JJJ//
TO: USS OBANNON
INFO: COMNAVPERSCOM WASHINGTON DC//P271//
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/COMNAVPERSCOM/01JAN90//

AMPN/NAVPERS 15909D/ENLTRANSMAN CHAP 17 ART 17.071//

REF/B/DOC/COMNAVPERSCOM/01JAN90//

NARR/REF B IS ENLTRANSMAN CHAPTER 17 ART 17.074 (USE FOR E7-E9
PERSONNEL ONLY)//

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.

FIGURE 17B-1

- 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 FIVE 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 E7-E9 PERSONNEL ONLY) PROVIDE TPU NORFOLK WITH REC FOR MEMBER'S WORK ASSIGNMENT PER REF B.//

FIGURE 17B-2

CHAPTER 18

AVAILABILITY PROCESSING

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AVAILABILITY PROCESSING

18.0 GENERAL INFORMATION.

All Naval commands are responsible for prompt and accurate submission of availability reports on personnel who are available for assignment or reassignment. The procedures outlined in this Chapter 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. 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.

18.01 GLOSSARY OF TERMS.

- ASSIGNMENT CONTROL AUTHORITY (ACA): Organization responsible for personnel assignments, as follows; Rated/Designated Enlisted Personnel (Excluding TAR) - COMNAVPERSCOM; Non-Rated/Non-Designated Enlisted Personnel - EPMAC; TAR - Naval Reserve Personnel Center, New Orleans, LA.
- ASSIGNMENT DIRECTIVE: A document issued by COMNAVPERSCOM or Enlisted Placement Management Center (EPMAC) containing a TC number (authority) indicating specific assignment information and instructions pertaining to the transfer of an individual.
- AVAILABILITY DATE: The earliest date on which the individual can be transferred or change duty status.
- AVAILABILITY REPORT: A formatted report which contains the necessary information for assigning/reassigning an individual.
 - Immediate Availability Report: An availability report submitted on personnel whose availability date is less than 21 days in the future.
 - Regular Availability Report: An availability report submitted on personnel whose availability date is 21 days or more in the future.
 - 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. Member must have full strength record before submitting accession of availability report. For PSD, first complete SDS exception gain event then follow by G18. For units not serviced by PSD, submit exception gain report via naval message, include accession availability report, submit message to PERS-312G and PERS-40A3/EPMAC (Code 47).
- PAPER AVAIL (HARD COPY): A printed, paper, copy of the Enlisted Availability is produced when an availability is processed. The Hard Copy is forwarded to the appropriate detailer for assignment decision and order writing.

- Member must have full strength record before submitting accession of availability report. For PSD, first complete SDS exception gain event then, follow by G18. For units not serviced by PSD, submit exception gain report via naval message, include accession availability report, submit message to: PERS-312G, PERS-452C, and PERS 40A3/EPMAC (Code 47).

18.02 SPECIAL INSTRUCTIONS.

18.021 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.

18.022 EXCESS PERSONNEL. DO NOT SUBMIT Availability Reports on personnel excess. Action to assign personnel in excess or make excesses available for reassignment will be initiated by the cognizant Manning Control Authority (MCA), his agent, or EPMAC.

18.023 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:

- Those who have no active duty obligation remaining and who do not volunteer for active duty shall be released from active duty.
- Those electing enlistment/reenlistment in the Navy or Naval Reserve or are retained on active duty, after completion of classification and outfitting will be:
 - Transferred to nearest Naval Training Center 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
 - Retained on board current duty station and made available to the appropriate ACA for assignment.

18.024 FORMER OFFICER CANDIDATES (OC). OCs dropped from the training program prior to commissioning will be processed as follows:

- Those whose disenrollment has been approved and who will not be retained on active duty will be separated from the Naval service.
- Those retained on active duty, upon completion of classification and outfitting, will be retained on board Naval Education Training Center, Newport, RI and made available to the appropriate ACA for assignment.

18.025 PERSONNEL DISENROLLED FROM OTHER OFFICER PROGRAMS:

- U.S. Naval Academy Midshipmen: Refer to MILPERSMAN 1531-020.
- Other service academies: Refer to MILPERSMAN 1910-184 through 1910-186.
- Reserve Officer Candidates: Refer to Commander, Naval Surface Reserve directives.

- Aviation Reserve Officer Candidates: Refer to Commander, Naval Air Reserve directives.

18.03 AVAILABILITY SUBMISSIONS.

An Availability Report is the communication to the 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.

18.031 TRANSMISSION OF AVAILABILITY REPORTS.

Submit all availability reports to "EPMAC DIARY NEW ORLEANS LA" per reporting procedures outlined in the DMRSMAN section 2 and using the formats in the DMRSMAN section 15, except for the following:

- "F" (Accessions) and "DZ" Class Availabilities - Submit via msg refer to Article 18.04, 18.05, and 18.06.
- "DG" Class Availabilities - Submit all "DG" (Submarine disqualification) Class Availabilities via Naval message to COMNAVPERSCOM (PERS-403F).
- TAR avails - Submit all Availability Reports on Training and Administration of Reserve (TAR) personnel to NAVRESPERSCEN (CODE 30).
- ADSW avails - DO NOT SUBMIT Availability Reports on Active Duty for Special Work (ADSW) personnel. Contact COMNAVPERSCOM ADSW liaison (4010E) for further information.
- MEMBERS IN RECEIPT OF ORDERS, MEMBERS IN A TEMDU STATUS UNDER ORDERS WITH AN ULTIMATE (FOLLOW ON) DUTY ASSIGNMENT - If a member in this category becomes Available, Availability Report MUST be submitted via message to the appropriate ACA. (NOTE: If member is a travel status (ACC 400), they MUST be reported onboard for DUTY/TEMDU prior to Avail submission).

18.032 TRANSMISSION METHODS FOR AVAILABILITY REPORTS.

The primary means of transmitting Availability Reports are; DMRS and On-line electronic submissions (i.e., ARTM). Listed below are alternative means, for transmitting Availability Reports to the appropriate ACA, to be used for certain class Avails or when use of primary method(s) is not possible or will not meet specific criteria of the Avail.

- COMNAVPERSCOM (PERS-40A3; INFO PERS-452C):
 - Naval Message
 - Telecopy - FAX# (A) 882-2647 (C) 901-874-2647, verification (A) 882-3539 (C) 901-874-3539
 - PERSGRAM
 - Letter
- EPMAC (Code 47):
 - Naval Message
 - Telecopy - FAX# (A) 678-1122 (C) 504-678-1122, verification (A) 678-1781 (C) 504-678-1781
 - PERSGRAM
 - Letter

- NAVRESPERSCEN (Code 30):

Naval Message

Telecopy - FAX# (A) 678-6211 (C) 504-678-6211, verification (A) 678-1216 (C) 504-678-1216

PERSGRAM

Letter

COMNAVPERSCOMINST 5410.1A

18.04 CLASSES OF AVAILABILITIES.

CLASS "D" - NOMINATIONS

Applicability: Personnel who are made available for reassignment as a result of disqualification from serving in a type duty, activity draw-down, inactivation or decommissioning. ENSURE that a COMPLETE EXPLANATION is contained in the remarks section of the availability report.

Report submissions:

- Availabilities on personnel attached to commands scheduled for decommissioning/deactivation will be submitted four to five months prior to the individual's loss month, in accordance with Chapter 12 or as directed by COMNAVPERSCOM/EPMAC.
- For individuals with less than 24 months OBLISERV, include in the availability remarks section the member's OBLISERV intentions.

Examples:

- Will OBLISERV for _____ months.
- Will not OBLISERV.

<u>CODE</u>	<u>DESCRIPTION</u>
DA	E-1 through E-3 personnel who are not designated strikers and are not school guaranteed or school recommended. State reason for disqualification in remarks section.
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, 4, 5, and 8
DF	Disestablishment of activity with Type Duty Codes 1, 6, and 7.
DG	Submarine Disqualification. State reason in remarks section and include statement of qualification concerning retention on submarine-related duty (Refer to paragraph 18.031 for submission method).

DM Member marries member. To be used only when two members stationed onboard 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. Submit DM Class Avails, via naval message ONLY, to PERS-40A3. Include avail items one through nine (refer to article 18.05), remarks section MUST contain spouse rate, name, and SSN of member not being made available. Also provide date of marriage.

CODE DESCRIPTION

DN Surface Nuclear Disqualification. State reason in remarks section.

DP Pregnant personnel that, due to their pregnancy, are disqualified from present duty assignment. 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 (OPNAVINST 6000.1A refers).

DR Recruiter/Recruit Company Commander Disqualification. Submit ONLY WHEN directed by PERS-4010. Reference COMNAVPERSCOM authority, include a brief synopsis in the remarks section. If submitted via Naval Message, info PERS-40A3.

DX Utilize ONLY WHEN directed by cognizant COMNAVPERSCOM Code. Reference COMNAVPERSCOM authority and include a brief synopsis in the remarks section. If submitted via Naval Message, info PERS-40A3.

DZ Utilize ONLY WHEN directed by the cognizant Availabilities Section as follows; COMNAVPERSCOM - PERS-40A3; EPMAC - Code 47; NRPC - Code 30. DZ Avails may NOT be submitted via DMRS or On-line electronic submission. Primary method for submitting DZ Avails is via Naval Message, include Availability Items one (1) through nine (9) (Refer to Article 18.05).

Note: DR, DX and DZ Avails submitted without proper authorization will be considered invalid.

CLASS "F" - ACCESSIONS

Applicability: Personnel who are accessions and are not covered under the Computer Assisted Assignment System (COMPASS) program.

Report submissions:

- Class "F" availabilities are considered immediate and should be submitted as soon as individual arrives at the Naval Receiving Station/Recruit Training Center.

- Class "F" availability reports must include availability items 1 through 19 (refer to Article 18.05).

<u>CODE</u>	<u>DESCRIPTION</u>
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).

<u>CODE</u>	<u>DESCRIPTION</u>
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).
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. Complete explanation is required in remarks section.

CLASS "H" - HUMANITARIAN TOUR RELEASES

Applicability: Personnel who are completing humanitarian assignment.

Report submissions:

- Submit 6 weeks prior to HUMS completion.
- Class "H" availability reports must include Availability Items one (1) through nine (9) (Refer to Article 18.05).

- For individuals with less than 24 months OBLISERV, include in the availability remarks section the member's OBLISERV intentions.

Examples:

- Will OBLISERV for _____ months.
- Will not OBLISERV.

CODE DESCRIPTION

HA E-1 through E-3 personnel who are not designated strikers and are not school guaranteed or school recommended.

HD All other personnel.

CLASS "J" - "A" SCHOOL GRADUATES

Applicability: Personnel who are available for assignment as a result of graduation from Class "A" school. Personnel attending "A" school enroute to a duty station already designated in their orders or onboard in a temporary additional duty under instruction (TEMADDINS) status, will NOT be made available for assignment since next duty station is known.

Report submissions:

- Where length of school is eight weeks or less, availabilities should be submitted during the first week of training.
- Where length of school is more than eight weeks, availabilities should be submitted should be submitted eight weeks prior to graduation.
- Where school is under "Self-Pace" program, submit availability as above, with the availability date based on average completion time for the course. Specify class convening date in the remarks section.
- Class "J" availability reports must include availability items 1 through 9 (refer to Article 18.05).

CODE DESCRIPTION

JD Graduate, STAR/SCORE program.

JE Graduate, honor student.

JF Graduate, no further school recommended.

JG Graduate, recommended for further school (specify in remarks).

JH Graduate, submarine school candidate.

JI Graduate, diver/EOD candidate.

CLASS "K" - "C" SCHOOL GRADUATES

Applicability: Personnel who are available for assignment as a result of graduation from Class "C" school. Personnel attending "C" school enroute to a duty station already designated in their orders, or onboard in a TEMADDINS status, will NOT be made available for assignment since next duty station is known.

Report submissions:

- Where length of school is eight weeks or less, availabilities should be submitted during the first week of training.
- Where length of school is more than eight weeks, availabilities should be submitted eight weeks prior to graduation.
- Where school is under "Self-Pace" program, submit availability as above, with the availability date based on average completion time for the course. Specify class convening date in the remarks section.
- Class "K" availability reports must include availability items 1 through 9 (refer Article 18.05).

<u>CODE</u>	<u>DESCRIPTION</u>
KA	Graduate, E-1 through E-3, not designated strikers, not within the criteria of any other Class "K" availability (explanation is required in the remarks section).
KC	Graduate, Rated/Designated, not within the criteria of any other Class "K" availability (explanation is required in the remarks section).
KD	Graduate, no further school recommended.
KE	Graduate, recommended for further school (specify in remarks).
KF	Graduate, honor student.

CLASS "L" - OTHER SCHOOL GRADUATES

Applicability: Personnel who are available for assignment as a result of graduation from a school other than Class "A" or "C". Personnel attending these schools enroute to a duty station already designated in their orders or onboard in a TEMADDINS status, will NOT be made available for assignment since next duty station is known.

Report submissions:

- Where length of school is eight weeks or less, availabilities should be submitted during the first week of training.
- Where length of school is more than eight weeks, availabilities should be submitted eight weeks prior to graduation.

- Where school is under "Self-Pace" program, submit availability as above, with the availability date based on average completion time for the course. Specify class convening date in the remarks section.
- Class "L" availability reports must include availability items 1 through 9 (refer to Article 18.05).

<u>CODE</u>	<u>DESCRIPTION</u>
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 (explanation is required in the remarks section).
LD	Graduate, Nuclear Power School.
LE	Graduate, Diving/EOD School.
LF	Graduate, recommended for further school (specify in remarks).

<u>CODE</u>	<u>DESCRIPTION</u>
LG	Graduate, Nuclear Power School and recommended for further school.
LH	Graduate, no further school recommended.
LI	Graduate, Submarine School and Nuclear Power qualified.
LJ	Graduate, Submarine School, rated/designated personnel only.
LK	Graduate, Submarine School, E1 through E3, not designated strikers, recommended for further school (specify in remarks).
LM	Completed FRAMP. Specify type of FRAMP in remarks.
LO	Availabilities for EEAP students are required to be submitted 180 days prior to date of graduation.

CLASS "N" - NON-GRADUATES

Applicability: Personnel who are available for assignment as a result of non-graduation from any school.

Report submissions:

- Availability reports on personnel in this class 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.

- Availability reports on personnel in this class who are considered appropriate candidates for reclassification should be submitted on the same day reclassification is completed, and not later than three working days from the drop from a course of instruction.
- Class "N" availability reports must include availability items 1 through 9 (refer to Article 18.05) and must specify the reason for non-graduation (academic, disciplinary, etc) in remarks section.

<u>CODE</u>	<u>DESCRIPTION</u>
NA	Non-graduate, E1 through E3, not designated strikers, not within the criteria of any other Class "N" availability (explanation is required in the remarks section).
NB	Non-graduate, Submarine School, non-rated/non-designated.
NC	Non-graduate, Rated/Designated, not within the criteria of any other Class "N" availability (explanation is required in the remarks section).
ND	Non-graduate, Submarine School, rated/designated.
NE	Non-graduate, Submarine School, Nuclear Power qualified.
NF	Non-graduate, Nuclear Power School.
NG	Non-graduate, Diver/EOD School (see Class NP below).
<u>CODE</u>	<u>DESCRIPTION</u>
NH	Non-graduate, Instructor or Recruiter School.
NI	Non-graduate, recommended for another school (specify in remarks).
NJ	Non-graduate, Weapons System School.
NK	Non-graduate, Preparatory School.
NL	Non-graduate, EEAP Program.
NM	Non-graduate, STAR/SCORE Program.
NN	Non-graduate, Class "C" School.
NP	Non-graduate, advanced Diver/EOD School, qualified to remain in diving program.
NR	Aircrew Drop/Disqualification.
NX	Non-enrollees. Specify school and reason for non-enrollment in the remarks section.

Specific guidelines concerning Nuclear Power non-graduates:

- DO NOT submit availability reports on personnel who are non-grads and have through orders (this is orders to an ultimate duty station). Send order modification (ORDMOD) request via message to the appropriate detailing section at COMNAVPERSCOM. Ensure reason for non-grad and date member is available for transfer is included.
- For students who report, but are not enrolled, or are non-graduates of Nuclear Power Schools (NPS) and Nuclear Power Training Units (NPTU), 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.).
- Nuclear Power non-graduates will be transferred to commands indicated below:

<u>TRAINING SITE</u>	<u>ACTIVITY TRANSFERRED TO</u>
NPS ORLANDO	NTS ORLANDO OTH (UIC 32943)
NUFLDASCOL	NTS ORLANDO OTH (UIC 32943)
NPTU WINDSOR	SUBASE NEW LONDON OTH (UIC 31752)
NPTU BALLSTON SPA	SUBASE NEW LONDON OTH (UIC 31752)
NPTU CHARLESTON	NAS JACKSONVILLE OTH (UIC 31916)

- Students who are disenrolled and transferred for disciplinary/medical reasons will not be made available by the NPS/NPTU. The NPS/NPTU will submit a PERSGRAM report, containing the student's name, rate, SSN, class, reason for disenrollment and activity to which transferred, to COMNAVPERSCOM (PERS-403C). The activity to which the disenrollee is transferred is responsible for submitting the actual availability report.

CLASS "R" - RECRUIT GRADUATES

Applicability: Personnel who are available for assignment as a result of completion of recruit training. Availability reports for recruit graduates are submitted through the use of COMPASS in accordance with procedures promulgated in separate correspondence. If unable to process an availability through COMPASS submit a Class "F" availability and include adequate remarks.

Report submissions:

- Availability reports on personnel in this class are submitted four (4) weeks prior to graduation.

<u>CODE</u>	<u>DESCRIPTION</u>
RA	Non-designated strikers, not within the criteria of any other Class "R" availability.
RC	Non-designated strikers selected for assignment by COMNAVPERSCOM.

- 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).

CLASS "X" - BRIG/DISCIPLINARY RELEASES

Applicability: Personnel who are completing confinement, or other disciplinary action, of 31 days or more (Refer to MILPERSMAN Article 1640-060 through 1640-100) and who are available for assignment. For individuals confined while en route to a new duty station, specify activity name in the remarks section. DO NOT SUBMIT AN AVAILABILITY REPORT IF THE INDIVIDUAL IS TO BE DISCHARGED. DO NOT SUBMIT AN AVAILABILITY REPORT IF THE INDIVIDUAL IS TO BE RETURNED TO LAST DUTY STATION (CONFINED 30 DAYS OR LESS).

Report submissions:

- Availability reports on personnel in this class should be submitted at least three (3) weeks prior to completion of confinement or disciplinary action.
- Class "X" availability reports must include availability items 1 through 9 (refer to Article 18.05) and must indicate last permanent duty station and new EAOS in remarks section.
- Class XB and XD - Availability Report MUST indicate period of confinement and date time group of message, from appropriate ACA, that approves command's request for member not to be returned to last permanent duty station (Refer to Article 3.25).
- For individuals with less than 24 months OBLISERV, include in the availability remarks section the member's OBLISERV intentions.

Examples:

- Will OBLISERV for _____ months.
- Will not OBLISERV.

<u>CODE</u>	<u>DESCRIPTION</u>
XA	Brig release, E-1 through E-3 personnel, who are not designated strikers and who are to be returned to previous duty station in accordance with 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 will be recommended for further service/assignment. 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 ORLANDO TO CV-12, SPCM AWARDED 45 DAYS, VIOL ART 80).
- 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. 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 ORLANDO TO CV-12, NJP AWARDED 15 DAYS, VIOL ART 92).
- 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.

CLASS "Y" - MEDICAL RELEASES

Applicability: Personnel who are available for assignment as the result of being hospitalized, placed on LIMDU, completing hospitalization, or who have appeared before a medical board.

Report submissions:

- Class "Y" availability reports should 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 (Block 15 NAVMED 6100/1).
- For personnel recommended for initial period of Limited Duty greater than 12 months or, subsequent period of Limited Duty resulting in, over 12 months cumulative Limited Duty within the last 24 months, await COMNAVPERSCOM (PERS-821) direction BEFORE submitting availability report.
- Personnel hospitalized while undergoing a course of instruction at a naval training activity. Return these personnel to the naval training activity from which received, provided hospitalization has not been for a period in excess of four months. All student personnel requiring limited duty assignment must be made available.
- Class "Y" availability reports must include Availability Items one (1) through nine (9), (Refer to Article 18.05).

- YH availability reports on nuclear trained personnel (NEC 335X, 336X, 338X, 339X) will be followed up with a copy of the medical board (NAVMED 6100/1) to N133D.
- For individuals, returning to full duty, with less than 24 months OBLISERV, include in the availability remarks section the member's OBLISERV intentions.

Examples:

- Will OBLISERV for _____ months.
- Will not OBLISERV.

DO NOT SUBMIT AN AVAILABILITY REPORT FOR:

- Personnel who are found fit for full duty and who are either awaiting discharge or have less than three months active obligated service. Refer to MILPERSMAN 1910-102. Inform COMNAVPERSCOM (PERS-821) and (PERS-40) by message.
- Personnel recommended for retention to complete 20 or more years service. (Await direction/instructions from COMNAVPERSCOM PERS-821)
- 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).
- Personnel referred to Central Physical Evaluation Board (CPEB) for final disposition. (Await direction/instructions from COMNAVPERSCOM PERS-821)
- Personnel assigned to shore duty (SSC-1) - PSD will no longer submit an Availability Report for enlisted members going to or from a TLD (Temporary Limited Duty - ACC 105). If the member's PRD does not provide sufficient time to cover the entire TLD period, the PSD will submit a message to the appropriate ACA, info COMNAVPERSCOM (PERS-821), requesting PRD adjustment (Article 24.04 refers). 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 - submit appropriate "Y" Class Avail and include following in remarks "Member within 90 days of PRD".
- Personnel assigned to overseas shore duty (SSC 3 and 6) - The member's command/PSD will submit a narrative message report to the appropriate ACA, info COMNAVPERSCOM (PERS-821), indicating 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. Final determination, as to whether member will remain at current duty station or be returned to CONUS, will be made by the appropriate ACA.

<u>CODE</u>	<u>DESCRIPTION</u>
YA	E1 through E3 non-rated/non-designated personnel not within the criteria of any other Class "Y" availability.

<u>CODE</u>	<u>DESCRIPTION</u>
YC	E1 through E3 non-rated/non-designated personnel who were under direct assignment control of COMNAVPERSCOM prior to hospitalization, i. e., Ceremonial Guard, etc.
YD	Rated/designated personnel not within the criteria of any other Class "Y" availability (Explanation is required in remarks section).
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 Limited Duty, not requiring COMNAVPERSCOM/BUMED approval action (personnel may be placed on LIMDU for a period of up to 12 months without COMNAVPERSCOM/BUMED approval action). State in remarks section number of months LIMDU specified in medical board, layman's description of member's physical condition (ICD codes may be used), physical limitations, geographical limitation, availability/nonavailability of medical facility/treatment. Also include location of dependents if applicable. Member is to be made available from the date of the Medical Board (Block 15, NAVMED 6100/1). DMRS submissions only allow for two limited lines of remarks. Known/accepted abbreviations, ICD codes, three 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/ For nuclear trained personnel (NECs 335X, 336X, 338X, 339X) forward a copy of the initial medical board (NAVMED 6100/1) to N133D when it becomes available.
YI	For use only when specifically directed by COMNAVPERSCOM PERS-821. Recommended for full duty which required COMNAVPERSCOM/BUMED/CPEB approval action (Reference the COMNAVPERSCOM PERS-821, authorization in remarks section).
YJ	Full duty not requiring COMNAVPERSCOM/BUMED approval action. To be submitted by the PSD having cognizance of the member's service record. Submit upon decision of the attending physician to return an enlisted member to full duty at the conclusion of the TLD period, or anytime prior to conclusion, by recording on an SF 600 the findings. 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 COMNAVPERSCOM 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, geographical limitations and reference MILPERSMAN 1306-020 and the COMNAVPERSCOM PERS-821, authorization. Submit availability only if one or more of the following conditions exist; (a) Member is not on Type 1 (one) duty, (b) Member is in ACC 3xxx, (c) There is a valid medical reason (Explanation must be included in remarks) to transfer member.
- YN Assigned to nuclear trained personnel (NECs 335X, 336X, 338X, 339X) who required additional screening by BUMED Code 21 and N133D, and have completed their required LIMDU period, have been found physically fit for submarine duty and/or occupational exposure to ionizing radiation (see MANMED ch 18), and have been screened by N133D. COMNAVPERSCOM PERS-403, will direct submission when screening is complete.
- YO For use only when specifically directed by COMNAVPERSCOM PERS-821. Recommended for second, subsequent or extended period of LIMDU which required COMNAVPERSCOM/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 COMNAVPERSCOM PERS-821, authorization. MEMBER IS TO BE MADE AVAILABLE FROM THE DATE OF THE MEDICAL BOARD.

18.05 DEFINITION OF AVAILABILITY ITEMS.

1. SSN - Social Security Number - Example: SSN: 111 11 1111.
2. NAME - Last name, first name, middle name - Example: NAME: DOE, John Hopkins
3. UIC - Unit Identification Code - 5 position element. Reference: NAVCOMPT Manual Vol 2, Chapter 5, Example: UIC: 03135. Ensure the UIC matches the activity name to which the individual will be attached while awaiting the transfer directive.
4. AVAIL RATE - Availability rate - Example: RATE: PNSN. In reporting school graduates, indicate the rate obtained by successful completion of the course, e.g., a 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".
5. ENEC - Expected Navy Enlisted Classification Code. Enter additional 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.

6. ASC - Avail Source Code - 3 position numeric element. Enter the three position numeric code for the PSD corresponding to the avail UIC. Precede the PSD 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 PSD, leave blank.

7. AVAIL DATE - Availability date - The date the individual will be available for transfer to a new duty station. In the case of assignment to Limited duty, the availability date will be the date of the medical board (Block 15, NAVMED 6100/1). In the case of personnel found fit for full duty, the availability date will be the date in block 25, NAVMED 6100/1.

8. CLASS AVAIL - Class of availability. Example: CL AVAIL: LD.

9. ACTIVITY NAME - The activity to which the individual will be attached while awaiting the transfer directive. Use short title for activity, not to exceed 16 positions. Example: ACT NAME: NAVSTA NORVA OTH. Ensure the short title matches the UIC specified in item 3 above.

NOTE: Below items for use on Accession (Class "F") Avails ONLY.

10. MILITARY SPOUSE - List pertinent information as follows:

- If no spouse or spouse is not ACTIVE DUTY military - leave blank.
- If spouse is NAVY ENLISTED - E plus spouse's SSN
- If spouse is NAVY OFFICER - O plus spouse's SSN
- If spouse is OTHER SERVICE - E or O plus USA, USMC, USAF or USCG

Example: MILITARY SPOUSE: OUSMC or MILITARY SPOUSE: E123-45-6789

11. BR/CL - Branch and Class of service. Enter appropriate code:

<u>CODE</u>	<u>ABBR</u>	<u>DESCRIPTION</u>
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

Example: BR/CL: 11.

12. DEPN - Primary Dependency Code. Enter appropriate code:

<u>CODE</u>	<u>DESCRIPTION</u>
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

Example: DEPN: 2 or DEPN: B.

13. CITZ - Citizenship Code - Enter the DOD code from the following descriptions:

<u>CODE</u>	<u>DESCRIPTION</u>
CA	US citizen by birth
CB	US citizen by naturalization (Derivative)
CC	US citizen by birth (Derivative)
CD	US citizen by naturalization
AY	US National
NY	An alien
ZZ	Citizenship unknown

Example: CITZ: CA.

14. CLEAR - Security Code - Enter the code which indicates the results of security investigation.

<u>CODE</u>	<u>DESCRIPTION</u>
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.

Example: CLEAR: G.

15. SEX - Indicate "F" for female and "M" for male. Example: SEX: F.

16. LIMDU - Limited Duty Code - REF MILPERSMAN 1306-020. Enter appropriate code:

<u>CODE</u>	<u>DESCRIPTION</u>
Blank	None/Unknown
1	Foreign National Restriction prescribed by COMNAVPERSCOM.
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, flying 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 US 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.

Example: LIMDU: 1.

17. DESIG - Enlisted Designator Code - Enter appropriate code:

<u>CODE</u>	<u>DESCRIPTION</u>
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 COMNAVPERSCOM.

- 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 COMNAVPERSCOM.
- 9 (AP) Qualified as Aviation Pilot.
- A (AW) Designated as "Enlisted Aviation Warfare Specialist" (EAWS).
- S (SW) Designated as "Enlisted Surface Warfare Specialist" (ESWS).

Example: DESIG: 1.

18. NEW EAOS/OBLISERV - This must be included in Class X and Y availability reports. Provide member's new EAOS, if applicable, or advise the detailee if the member will OBLISERV for orders. Examples: New EAOS: 1099 or OBLISERV 36 MOS.

19. ADSD - Active Duty Service Date - Compute and enter the two position month and two position year from which total active duty service may be computed. Example: ADSD: 1277 (indicates ADSD of December 1977).

20. NEC - Navy Enlisted Classification Code - Enter the primary and secondary NEC's even if they are 0000/0000. Example: NEC: 3502/0000.

21. ADDITIONAL REMARKS/INFORMATION. It is essential that this section of the availability report be used to the fullest extent. Commands submitting availability reports can rarely provide too much additional information in the report. The information submitted in this section is used by COMNAVPERSCOM/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, when applicable:

- NQ OSEA or NQ NCON - not qualified for assignment to overseas duty or new construction. This must be included in all availability reports when applicable. EXAMPLE: NQ NCON or EXAMPLE: NQ OSEA/NQ NCON.
- LPDS/ACC - Last Permanent Duty Station/Account Category Code. This MUST be included in all Class "X" and "Y" availability reports. Enter the name and month/year member detached from last permanent duty station or duty under instruction. Enter two position month and two position year. Example: Date TRF 1087 (Indicates TRF date of Oct 87). 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.
- NEW EAOS - This MUST be included in all Class "X" availability reports. EXAMPLE: NEW EAOS: 1099.
- HHG/DEPN - Present location of household goods and dependents. Locality and homeport codes are available online through your Command Career Counselor at <http://www.bupersaccess.navy.mil>. Example: HHG/DEPN: FNO.

- Submit member's duty preferences in coded form using codes available online through your Command Career Counselor at <http://www.bupersaccess.navy.mil> and any other information or remarks which are pertinent.
- For AT, AX, AD, AO, AE and AM ratings: State whether the member is a volunteer (VOL) or non-volunteer (NON-VOL) for flying duties. 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. If no facilities exist for conducting a flight physical examination or if time limitations preclude a flight physical examination prior to submission of the availability report, indicate (NO PHY EXAM). For volunteers, if security clearance eligibility is unknown, initiate a request for NAC or BI as necessary to grant a secret clearance. All "A" school identified non-swimmers, indicate (NONSWIM).
- For MS personnel: 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).
- 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.

22. All Availability reports submitted to Enlisted Placement Management Center (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. BUPERS online at <http://www.bupersaccess.navy.mil> should be used in obtaining location of homeports and activity codes. Availabilities submitted without this information will not be processed, and commands will be notified to resubmit.

18.06 FORMATS OF MESSAGE REPORTS.

18.061 MESSAGE AVAILABILITY FORMAT. Availability reports must be prepared using the items listed in Article 18.05. Accession availability reports must be prepared using, in order, items 1 through 21. Non-accession availability reports must be prepared using, in order, items 1 through 9. Example formats for availability messages are as follows:

EXAMPLE OF NON-ACCESSION AVAILABILITY

UNCLAS //N01306//

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.

EXAMPLE OF ACCESSION AVAILABILITY

UNCLAS //N01306//

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.

18.062 CORRECTION OF AVAILABILITY REPORTS. An availability report cannot be modified after it has been processed. Any correction to the report requires resubmission of the complete availability. Reference the original report and clearly indicate in the remarks section the title of the data element(s) being corrected and the reasons. EXAMPLE: ADDIT REMARKS: Avail date change from 121282 to 170183. Academic setback. Original avail 162359Z OCT 82.

18.063 CANCELLATION OF AVAILABILITY REPORTS. Reference the original report, full identification of the individual and reason for cancellation. EXAMPLE: Cancel YH AVAIL Report 172359Z OCT 82 ICO AZ3 JOHN P. JONES, USN, 555-55-5555. Readmitted to hospital.

18.064 TRACER ACTION ON AVAILABILITY REPORTS. Timely tracer action on availabilities is the responsibility of the servicing PERSUPPDET and/or command to which the individual is attached while awaiting orders. Submit tracer action to the appropriate ACA. Tracer must include availability items one(1) through nine(9), refer to article 18.05.

FOR IMMEDIATE AVAILABILITIES:

- If assignment directive is not received within 15 working days after the date the availability report was SUBMITTED, submit tracer. Submit second and/or subsequent tracers/adtakes every 10 days starting from the date of original tracer. All tracer/adtakes should be addressed to PERS-40A3 and info respective detailer. INCLUDE TRANSIENT MONITORING UNIT (TMU) as an info addee to all tracer/adtakes.

FOR NON-IMMEDIATE AVAILABILITIES:

- If an assignment directive is not received within 15 working days prior to the availability date, submit tracer.

AVAILABILITY PROCESS COMNAVPERSCOM/EPMAC

<u>AVAIL SUBMISSION FROM FIELD COMMAND VIA</u>	<u>AVAIL RECEIVED</u>	<u>BUPERS/EPMAC</u>	<u>DETAILER ACTION</u>	<u>RESPONSE ON AVAIL TO FIELD COMMAND</u>
MESSAGE These are submitted to COMNAVPERSCOM (NOTE (1)).	Once received at COMNAVPERSCOM Data provided Will be processed and AVAIL report provided to PERS-40 for Distribution.	Avails are then distributed to appropriate detailer (NOTE (2)).	Detailer will receive avail report approx. 48-72 hours from the time of submission from field command. Detailer will take for action(i.e. write orders or adjust PRD.	After detailer has taken appropriate action, he will then forward response to field command via message or EPAD.

NOTES - (1) Ensure when submitting an Availability Report that COMNAVPERSCOM (PERS-40G1)/EPMAC (Code 47), as appropriate, is included at the end of subject line.

(2) Any inquiry into the status of an availability should be direct to COMNAVPERSCOM (PERS-40A3) or EPMAC (Code 47), as appropriate, (NOT TO THE DETAILER) by message or phone (AUTOVON) 882-3539 or Commercial (901) 874-3539.

(3) Ensure all LIMDU (YH) and pregnancy (DP) avails are submitted to EPMAC (Code 48). After personnel have been found fit for full duty, the availability should be submitted to the member's normal detailer.

Correct submission of Availability Data is essential in processing the avail in a timely manner. Numerous availabilities are received, by COMNAVPERSCOM (PERS-40A3) and EPMAC (Code 47), with incorrect or insufficient data. This can add three to seven days to the process as the error must be researched. Some of the common errors are:

Incorrect rate, name or SSN - This can be avoided if the information provided is verified against the Enlisted contract.

Incorrect or insufficient AVAIL Data - Class AVAIL incorrect or insufficient data provided (ie. YH instead of YI, or LIMDU limitations not provided).

AVAIL submitted to detailer desk code - All Availabilities are to be submitted to COMNAVPERSCOM (PERS-40A3) or EPMAC (Code 47), as appropriate (Refer to figure 18B for TAR Personnel).

If the above procedures are followed it will improve the processing of availabilities and substantially reduce the turn around time in receiving orders for personnel.

FIGURE 18A

AVAILABILITY PROCESS (TAR)

<u>AVAIL SUBMISSION FROM FIELD COMMAND VIA</u>	<u>AVAIL RECEIVED</u>	<u>BUPERS/EPMAC</u>	<u>DETAILER ACTION</u>	<u>RESPONSE ON AVAIL TO FIELD COMMAND</u>
<p align="center">MESSAGE</p> <p>These are submitted to COMNAVPERSCOM (NOTE (1)).</p>	<p>Once received at COMNAVPERSCOM Data provided Will be processed and AVAIL report provided to NRPC (Code 30) for Distribution.</p>	<p>Avails are then distributed to appropriate detailer (Note (2)).</p>	<p>Detailer will receive avail report approx. 48-72 hours from the time of submission from field command. Detailer will take for action(i.e. write orders or adjust PRD.</p>	<p>After detailer has taken appropriate action, he will then forward response to field command via message or EPAD.</p>

- NOTES - (1) Ensure when submitting an availability that the NRPC (Code 30) is at the end of subject line.
- (2) Any inquiry into the status of an availability should be direct to NRPC (Code 32) (NOT TO THE DETAILER) by message or phone (AUTOVON) 363-1217 or Commercial (504) 948-1217.

FIGURE 18B

CHAPTER 19

ORDERS TO ACTIVE DUTY FOR NAVAL RESERVISTS

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ORDERS TO ACTIVE DUTY FOR ENLISTED NAVAL RESERVISTS

19.0 GENERAL INFORMATION.

This Chapter sets forth eligibility requirements and procedures for ordering to active duty those Fleet Reservists and all other Enlisted Naval Reservists (including Sea and Air Mariners, formerly 4 x 10), who do not have an active duty obligation, but desire voluntary recall to active duty. This Chapter does not apply to mobilization of Naval Reservists, recall to Active Duty for Special Work (ADSW), or recall to active duty in the Training Administration Reserve (TAR) Program. This Chapter also set forth the procedures necessary to request continuation on active duty (USNR) or Reenlistment USN for personnel currently on voluntary recall orders outlined by this chapter, recalled SAM's (voluntary and involuntarily), drilling reservists recalled for missed drills and NROTC candidates dropped from the rolls who desire to remain on active duty.

Request for general assignment/recall to active duty by Naval Reservists, Fleet Reservists, Canvasser Recruiters, TAR, ADSW Personnel will be submitted to COMNAVPERSCOM (PERS-812) for approval. Members who have not completed apprenticeship training (Split Trainers) are not eligible for SAM recall.

19.01 ELIGIBILITY REQUIREMENTS.

19.011 ASSIGNMENT TO ACTIVE DUTY. Naval Reservists will meet the following eligibility requirements in order to be considered for assignment to active duty:

- 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.
- Physical Examination. A copy of completed physical examination forms (SF Forms 88 and 93) will be forwarded with the application for recall. The physical examination must be administered within 12 months of the application for recall and must include Human Immunodeficiency Virus (HIV) screening within 12 months. Any change in status since last examination should be annotated and evaluated by a physician.
- Physical Readiness qualifications. Applicants must meet the physical readiness standards outlined in OPNAVINST 6110.1F. No waivers to established standards will be granted.
- Proficiency. Personnel in pay grades E-4 and above must have maintained proficiency in their rating through satisfactory participation as a member of a drilling reserve unit. 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 COMNAVPERSCOM (PERS-812) for determination. In evaluating a member's proficiency, factors such as similar civilian employment, extended active duty, active duty for training, such requests for recall and general assignment must be referred to COMNAVPERSCOM (PERS-812) for determination. In evaluating a member's proficiency, factors such as similar civilian employment, extended active duty, active duty for training, or participation in inactive duty training may be considered.
- Temporarily Advanced Pay Grade Personnel. Members enlisted under the

provisions of the Advanced Pay Grade (APG) Program of the Reenlistment Pay Grade Incentive Program who were advanced to a temporary pay grade must have completed all requirements and be permanently advanced prior to applying for recall.

- 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 below...

<u>Period of Broken Service</u>	<u>Required USNR Service</u>
Less than 4 years	1 year drill status
4 years or more	2 years drill status

- Obligated Service. All Naval Reservists who volunteer for recall to active duty agree to serve a minimum of 24 months active duty.
- Dependency. In order to be considered for general assignment with the Regular Navy, the following applies:

- Married Personnel - May not have more than two dependents (or be contributing to the support of no more than two persons) if they are in pay grades E-3 or below. There is no dependency restriction for volunteers for recall to active duty in pay grades E-4 and above; however, it is desired that all prospective recall 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.

- 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.

19.012 INELIGIBLE MEMBERS. The following are ineligible for voluntary recall to active duty:

- Retired members.
- Reservists who are "Not recommended for reenlistment" from previous enlistment.
- Non-drilling Reservists.
- Prior officer who hold enlisted status.
- Members who exceed active duty or reserve high year tenure per OPNAVINST 1160.5 and OPNAVINST 1160.7 series.

19.02 PROCEDURES FOR REQUESTING RECALL TO ACTIVE DUTY.

19.021 Canvasser Recruiters volunteering for general assignment with the Regular Navy will submit requests for recall to COMNAVPERSCOM (PERS-812) via their commanding officer; (as appropriate) Commander, Navy Recruiting Command; and CNAVRES/NAVRESREDCOM.

19.022 ADSW Personnel volunteering for general assignment with the Regular

Navy will submit requests for recall to COMNAVPERSCOM (PERS-812) via their commanding officer and CNAVRES/NAVRESREDCOM (as appropriate).

19.023 TAR Personnel - See Chapter 20.

19.024 SAMs on active duty. The following information will be forwarded:

- NAVPERS 1306/7 with endorsement(s).
- Physical Readiness Test Results (last 3 cycles).
- Last four evaluations.
- NAVPERS 1070/613 Administrative Remarks per figure 19D
- Any non-judicial punishment (NJP's), courts-martial or civil infractions in last 48 months.

19.0241 Sea and Air Mariners requesting assignment to active duty who have not graduated from a Class "A" School and who are not designated strikers may request a change in apprenticeship in order to facilitate their active duty assignment in USNR (Active) (e.g., Constructionman to Seaman). Such requests shall be forwarded to COMNAVPERSCOM (PERS-812) via (as appropriate) CNAVRES/NAVRESREDCOM). SAM members involuntarily recalled to USNR active recall because of unsatisfactory drill attendance must receive prior approval from COMNAVPERSCOM (PERS-812) to continue on active duty beyond initial period of recall (i.e. extend on active duty USNR or reenlist USN).

19.0242 Rated Sea and Air Mariners requesting assignment to active duty will be processed in accordance with instructions for eligibility requirements contained in Article 19.01.

19.026 Drilling Reservists volunteering for recall to active duty will submit requests for recall to COMNAVPERSCOM (PERS-812) via (as appropriate) CNAVRES/NAVRESREDCOM/NAS/NARCEN/NAF/NAVRESCEN/NAVRESREDCEN. Any information which is not applicable or available should be annotated as such. The following information should be forwarded:

- See Eligibility Criteria
- Copy of signed and witnessed Administrative Remarks (NAVPERS 1070/613 per Figure 19D.
- Verification of NEC authorization.
- Physical Readiness Test Results (last 3 cycles).
- NAVPERS 1306/7 with endorsement(s).
- Copy of current enlistment contract (if member reenlisted within 6 months of date of request).
- Address of current service record holder.
- Copy of completed physical examination forms, completed within twelve months of date of request (include body fat percentage).
- Copy of report of Separation from Active Duty (DD 214).

- Last four evaluations.
- AFQT score.
- Date of advancement in current paygrade.
- Any non-judicial punishment (NJP's), courts-martial or civil infractions in last 48 months (when applicable).

19.03 PRIVACY ACT STATEMENT

19.031 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 Chapter 5, United States Code, Section 301, Departmental Regulations. 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.

19.04 ACTIVE DUTY ORDERS.

- Fleet Reservists. The Personnel Support Detachment (PERSUPPDET) that processes a Fleet Reserve Recall must prepare a Fleet Reserve Recall Statement of Agreement (Page 13 entry, Figure 19A) for the recallee's signature. Active duty orders (Figure 19B) are to be prepared by the PERSUPPDET to direct the recallee to report to the TPU MEPS, Recruiting Station, or Reserve Center (as directed by COMNAVPERSCOM (PERS-812)) for outfitting, classification, indoctrination and further assignment. The authority for recall (as authorized by COMNAVPERSCOM (PERS-812)) will be mailed to the PERSUPPDET nearest the recallee's home address. The Fleet Reserve Recall Statement of Agreement and Recall orders may be prepared and mailed to the cognizant gaining command.
- Drilling Reservists. The command holding the member's service record will issue active duty orders, (Figure 19B) to personnel to report to the Transient Personnel Unit (TPU) directed by COMNAVPERSCOM (PERS-812) for outfitting, classification, indoctrination and further assignment and (if appropriate) execute Reserve Recall Statement of Agreement (See Figure 19D). The authority for recall (as authorized by COMNAVPERSCOM (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 Readiness Command.

19.042 Recruit Training Command: Member will be assigned to:

ACTIVITY

Recruit Training Command, Orlando, FL

19.043 AVAILABILITY REPORT. An accession availability report will be submitted by the receiving activity, after execution of orders and completion of NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty) in accordance with the format contained in Chapter 18. The receiving activity will forward the availability report to COMNAVPERSCOM (PERS-453) with a copy to PERS-812.

19.05 MEDICAL EXAMINATION/QUALIFICATION/PROCEDURES.

19.051 PHYSICAL EXAMINATION. If approved for recall, applicants must meet the same physical requirements as personnel reporting to initial active duty.

The SF93, Report of Medical History and SF88, Report of Medical Examination must state member is qualified for active duty under enlistment standards defined in Manual of Medical Department and must include Human Immunodeficiency Virus (HIV) screening results. A copy of the SF88, SF93, and HIV results will be forwarded with the application for recall. The SF88, SF93, and any consultations must be current within 18 months. HIV results must be current within 12 months. Any change in status since last examination should be annotated and evaluated by a physician.

19.052 RETURN TO HOME. The original and one copy of the completed Standard Form 88 and the original of Standard Form 93 will be forwarded to 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, it is incumbent upon the service record holder to inform the non-naval medical facility of the above requirements. Additionally, any records (service, health, and dental) in the possession of the Reservist will be returned to the appropriate activity upon return of the Reservist to his/her home. If the records have been forwarded to a Naval Station/Naval Support Activity, appropriate action should be taken by service record holder to have the records returned.

NOTE: IF AT ANY TIME AFTER ACTIVE DUTY ORDERS HAVE BEEN ISSUED, IT IS DETERMINED THAT A RESERVIST WILL NOT MEET HIS/HER ACTIVE DUTY DATE, CNAVRES/NAVRESREDCOM/NAS/NARCEN/NAF/NAVRESNEN/NAVRESREDCEN (AS APPROPRIATE) SHALL TAKE THE FOLLOWING ACTION:

(1) CANCEL ACTIVE DUTY ORDERS IF MORE THAN 30 DAYS WILL ELAPSE BEFORE REPORTING FOR ACTIVE DUTY.

(2) MODIFY THE ACTIVE DUTY ORDERS IF REPORTING FOR ACTIVE DUTY WILL BE ACCOMPLISHED IN LESS THAN 30 DAYS.

19.053 ACCOUNTING DATA. Accounting data for active duty orders issued by the service record holder is to be in accordance with procedures contained in the Financial Management Guide for Permanent Change of Station (PCS) Travel (BUPERSINST 7040.1).

19.054 REPORTING DATE. Reservists will not normally be directed to report for active duty during the period 18 December through 10 January.

19.055 DELIVERY OF ORDERS. Active duty orders issued to reservists are to be forwarded to the Commanding Officer of their unit for delivery. A copy of prepared recall orders may be mailed to the recallee's home address. The commanding officer of the unit will make sure that the recallee acknowledges receipt of Active Duty Orders by preparing an Administrative Remarks, Page 13 (See Figure 19E). Acknowledgement of Active Duty Orders is to be accomplished by letter (See Figure 19F).

19.056 SOCIAL SECURITY NUMBER (SSN) CARD AND SERVICE RECORD. All members must have a SSN Card and Service Record (NAVPERS 1070/600) in their possession prior to reporting for active duty.

19.06 REPORTING FOR ACTIVE DUTY.

The command processing a reservist for initial active duty will:

- Issue an Armed Forces Identification Card (DD Form 2N).

- Issue Uniformed Services Identification and Privilege Card (DD Form 1173) for recalllee's dependent(s) (if applicable).

- Prepare personnel diary entry in accordance with DMRS Manual.

- Complete an Agreement to Recall or Extend Active Duty, NAVPERS 1070/622.

- Complete NAVPERS 1070/602 Emergency Data.

- Submit an availability report in accordance with Chapter 18 to COMNAVPERSCOM (PERS-453).

- Open Personal Financial Record (PFR).

- Ensure member's Naval Reserve Contract contains sufficient obligated service for the authorized recall to active duty.

FLEET RESERVE RECALL STATEMENT OF AGREEMENT
(Executed on Administrative Remarks page 13)

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 COMNAVPERSCOM six months prior to my Projected Rotation Date (PRD) and understand that I must receive authority from COMNAVPERSCOM 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 COMNAVPERSCOM.

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 pay grade to become eligible for recall to active duty, I understand that a subsequent release from active duty will be at the current pay grade held. I have read, understand, and agree to the above conditions.

Members signature

WITNESSED:

Name
Rank/Rate & Branch/Class
Title

FIGURE 19A

ACTIVE DUTY ORDERS

Identification symbol:
Order Number:
Date Prepared:

FROM:

TO: Command Delivering Orders:
EOS:
PEBD:

Reference (a) TRANSMAN, Chapter 19 Unit Assigned:
(b)
(c) TYCOM:

1. In accordance with 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 Account Card. If you are married and/or have dependents(s), have in your possession photostatic copies of your marriage certificate and/or 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. 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 the Chief, Bureau of Medicine and Surgery, and the Deputy, Chief of Naval Personnel.

4. If certified physically qualified for active Naval service, you will commence travel and report to RTC as directed by 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 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)
Activity indicated in para 4.

FIGURE 19B

CERTIFICATE OF PHYSICAL EXAMINATION

1. Certification of Physical Examination

ACTION PLACE	DATE	HOUR	SIGNATURE
IS/IS NOT CERTIFIED PHYSICALLY QUALIFIED FOR ACTIVE DUTY.			MEDICAL OFF/REPRESENTATIVE
DEPARTED FOR ACTIVE DUTY			RESERVIST

2. TRAVEL INFORMATION (Record here any information concerning issuance of Government TKS, NMTs, Class of Transportation, Schedule.

3. ENDORSEMENTS (Intermediate reporting, etc.)

4. REPORTING - ULTIMATE DESTINATION

REPORTED (ACTIVITY)	DATE - HOUR	SIGNATURE (CO to whom reporting
---------------------	-------------	---------------------------------

FIGURE 19C

RESERVE RECALL STATEMENT OF AGREEMENT
(Execute on Administrative Remarks, Page 13)

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 COMNAVPERSCOM (PERS-812) six months prior to my Expiration of Active Obligated Service and understand that I must receive authority from COMNAVPERSCOM (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 MILPERSMAN 3860520, I must be able to complete 20 years of qualifying service prior to age 60. I also understand that the last eight (8) qualifying years must be obtained as a member of a reserve component.



I have read, understand, and agree to the above conditions.

(Signature)

Witnessed: NAME
RANK/RATE AND BRANCH/CLASS
TITLE

FIGURE 19D

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CHAPTER 20

TRAINING AND ADMINISTRATION OF RESERVE (TAR) PROGRAM

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TRAINING AND ADMINISTRATION OF RESERVE (TAR) PROGRAM

20.0 GENERAL INFORMATION.

The purpose of the TAR program is to train and administer the Naval Reserve. The program is open to both male and female personnel. Enlisted TAR personnel serve in demanding billets at sea and ashore providing the support necessary to prepare Naval Reservists to conduct prompt and sustained operations in support of U.S. national interests. Enlisted TAR personnel may be assigned to operational units (e.g. Naval Reserve Force ships and Naval Reserve Force air squadrons), shore activities (e.g. naval reserve centers and naval air stations) and major shore commands (e.g. OPNAV, CNPC, and COMNAVRESFOR).

TAR enlisted personnel are accessed via the TAR Enlistment Program (TEP), conversion of USN and USNR personnel on active duty, and Selected Reserve (SELRES) recall to active duty. TEP provides for first term TAR enlistment and is authorized by 10 USC 510(c) and 511(a). Members of this program are guaranteed "A" school training after recruit training. They incur an eight-year obligation of which 48 months are normally served on continuous active duty. Conversion and recall members also incur a minimum four-year enlistment for active duty obligation. Specific guidance for conversion and recall is contained in this chapter.

Career opportunities exist in the enlisted TAR program for personnel in the following ratings: AC, AD, AE, AK, AME, AMH, AMS, AO, AS, ASM, AT, AW, AZ, BM, DC, DK, EM, EN, ET, HM, HT, IC, IT, MR, MS, NC, PN, PR, SK, and YN. Conversion and recall to active duty in the TAR program is normally restricted to pay grade E5 and below.

20.01 SELECTION CRITERIA. The TAR community is small and opportunities for accession are limited. Manpower requirements (paygrade, rating, and NEC) and sustained professional performance are the primary considerations for selection.

20.02 OBLIGATED SERVICE REQUIREMENTS FOR REASSIGNMENT. Obligated service requirements for reassignment for TAR personnel are contained in Chapter 3.

20.03 CHANGE OF RATE WITH CONVERSION OR RECALL TO ACTIVE DUTY. Changes of rate requests are considered on a case-by-case basis. Personnel in ratings not listed in article 20.0 may request a change of rate in conjunction with conversion or recall to active duty. PERS-913 will forward requests for change of rate to PERS-862 for adjudication. If approved PERS-862 will provide the member, and servicing PSD with written procedures for effecting the change of rate. For information on change of rate requirements see BUPERINST 1430.16 and the MILPERSMAN. If approved, the change of rate letter and TAR recall/conversion letter will be issued simultaneously.

20.04 CONVERSION AND RECALL TO ACTIVE DUTY APPROVAL AUTHORITY. Commander, Navy Personnel Command (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 PERS-913 via their commanding officer at any time. PERS-913 selects members for TAR conversion and recall to active duty on a monthly basis providing quotas are available.

20.1 ELIGIBILITY REQUIREMENTS FOR CONVERSION AND RECALL TO ACTIVE DUTY.

20.11 ELIGIBILITY REQUIREMENTS FOR RECALL TO ACTIVE DUTY IN THE TAR PROGRAM.

Applicant must:

- Be a member of the SELRES at the time of application for TAR recall. Retired members and members of the Individual Ready Reserve are not eligible for TAR recall to active duty.
- Have satisfactory drill participation.
- Be designated. Non-designated personnel are not eligible for TAR recall to active duty.
- 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) program, e. g. advanced paygrade (APG).
- Have completed all requirements to make rate permanent if enlisted in the Naval Reserve in a prior service program (e.g. OSVET, NAVET, and CBVET) with a temporary rate.
- Be able to complete 20 years active service before reaching age 55.
- Meet the physical readiness standards in OPNAVINST 6110.1.
- Meet the MANMED requirements for enlistment.
- Meet the reenlistment quality control standards in OPNAVINST 1160.5.

20.12 ELIGIBILITY REQUIREMENTS FOR CONVERSION TO USNR(TAR).

Applicant must:

- Be designated. Non-designated personnel are not eligible.
- 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 has been completed.
- Have completed a minimum of 24 months onboard current command before submission of application.
- Not be in receipt of permanent change of station (PCS) orders.
- Meet the reenlistment quality control standards in OPNAVINST 1160.5.
- Be within 12 months of projected rotation date (PRD) and expiration of active obligated service (EAOS).

Note: If EAOS and PRD don't match recommend applicant submit a request to the appropriate detailer to align PRD and EAOS before submitting application.

- Meet the MANMED requirements for enlistment.
- Meet the physical readiness standards in OPNAVINST 6110.1.

20.2 APPLICATION PROCEDURES.

22.21 REQUIRED DOCUMENTATION.

- Member submits an Enlisted Personnel Action Request (NAVPERS 1306/7) to CNPC (PERS-913) via the commanding officer. In the "Reason for Request/Amplifying information/Other Request" block of the 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.

- Command endorses the application (see figure 20A) and forwards with the following enclosures:
- Copies of applicable Service Record Page 4s (NAVPERS 1070/604s).
- Copies of applicant's performance evaluations for the last three years.
- Copy of applicant's DD-214s (if applicable).
- Copy of current Physical Readiness Folder (OPNAV 6110/2).
- Naval Reserve recruiters may forward applications in lieu of the commanding officer for individuals not currently serving onboard an active duty command (e.g. terminal leave or TEMDU for separation) if the applicant meets the requirements in paragraph 20.12. Naval Reserve recruiters may assist other active duty members with their request for TAR conversion. However, such requests must still be submitted to CNPC via the applicant's commanding officer.

20.22 APPROVAL OR DISAPPROVAL OF TAR REQUEST.

- PERS-913 will notify applicant of adjudication in writing via member's command officer.
- 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.

22.23 ORDER WRITING AUTHORITY. Enlisted TAR detailing, NAVRESPERSCEN (Code 4), is the order writing authority for members approved for conversion or recall to active duty in the TAR Program. Member should contact the appropriate TAR detailer for discussion of assignments after receiving a letter of approval.

20.24 DECLINING CONVERSION OR RECALL TO ACTIVE DUTY. Active duty command will report declining of conversion by active duty applicants to PERS-913. Supporting reserve activity will report declining of recall to active duty by reserve applicants to PERS-913.

20.3 PROCESSING PROCEDURES. Applicants who accept conversion or recall to active duty in the TAR program will be processed as follows:

- Members who convert to USNR (TAR) will be reenlisted for 4 years per article 20.0.
- SELRES personnel who have more than 48 months remaining on their current enlistment contract will complete sections 1 and 2 of Agreement to Recall or Extend Active Duty (NAVPERS 1070/622) for the entire period of obligated service indicated on the recall authorization.
- 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. Effect an Immediate Reenlistment Contract (NAVPERS 1060/601) for 4 years, completing the Reserve Active Duty Obligation (RADO) block to reflect 48 months.

2. Effect an Agreement to Extend Enlistment (NAVPERS 1070/621) 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 an Agreement to Recall or Extend Active Duty (NAVPERS 1070/622) to equal 48 months from the date of recall to active duty. This document will create an EAOS.

The commanding officer of the supporting reserve activity or the officer in charge of the PSD will issue initial orders to personnel recalled to active duty in the TAR Program. Supporting reserve activity or PSD must include the appropriate NAVRESREDCOM, NAVRESCRUITCOM DET, and NAVRESPERSCEN (Code 4) as copy to addressees on recall to active duty orders.

20.31 TAR DESIGNATION. While serving in a TAR status, enlisted TAR personnel will be identified as USNR (TAR) (e.g. Rate, Name, USNR (TAR), 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 service record Administrative Remarks (NAVPERS 1070/613) entry removing the TAR designation. Further use of the TAR designation will be discontinued.

20.32 ADMINISTRATIVE REDUCTION IN RATE. Service record holders will advise members who voluntarily accept an administrative reduction in rate of the guidance provided in paragraph 301.12.13 of the Manual of Advancement (BUPERSINST 1430.16). Members will sign a servicerecord Administrative Remarks (NAVPERS 1070/613) entry (see figure 20B) acknowledging their reduction in rate.

20.33 AVAILABILITY PROCESSING FOR TAR PERSONNEL. Enlisted TAR personnel will be made available for orders to NAVRESPERSCEN (Code 4) per the applicable article in Chapter 18. Orders will not be issued until the member's command or the processing activity submits a complete availability report.

20.34 ASSIGNMENTS. Assignments are dependent upon the needs of the Navy and the member's desires. Enlisted TAR personnel will submit an Enlisted Duty Preference Form (NAVPERS 1306/63) using the instructions in article 20.39.

20.35 TAR SEA/SHORE ROTATION.

- TAR sea/shore rotation tour lengths are determined by rating. See current NAVADMIN for TAR sea/shore rotation tour lengths.

- First term TAR personnel (TEP) with four years initial obligated service will normally be assigned to a sea or shore tour to coincide with their EAOS. Initial sea/shore tour and PRD will be re-computed upon reenlistment. Member will then be reassigned based on normal rotation.

20.36 REENLISTMENT INCENTIVE. TAR personnel may request assignment under the Guard 2000 program. See article 8.01 for details.

20.37 HOSPITAL ORDERS. Personnel who are hospitalized will be issued temporary duty under treatment orders per Chapter 17. 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 (Code 4). Notify NAVRESPERSCEN (Code 4) and last permanent duty station of final disposition if discharged or released.

20.38 DUTY INVOLVING FLYING AIRCREW PERSONNEL (DIFCREW) ORDERS. DIFCREW orders assign qualified aircrew personnel to aircrew billets, see article 9.09

and BUPERSINST 1326.4. Personnel who desire duty as a TAR aircrewman and meet the requirements of article 9.09 and BUPERSINST 1326.4 should submit a request for orders for duty involving flying on an Enlisted Personnel Action Request (NAVPERS 1306/7) to NAVRESPERSCEN (Code 4) via their commanding officer.

20.39 DUTY PREFERENCE FORM SUBMISSION INSTRUCTIONS.

- The Enlisted Duty Preference form (NAVPERS 1306/63) contains explicit instructions for completion. Chapter 2 contains procedures necessary to complete the form.
- Enter the designator "TAR" in the first three spaces of the remarks section.
- YN/PN/SK/HM personnel who desire an overseas assignment, less Hawaii, must complete the overseas preference section of the NAVPERS 1306/63.
- Personnel who desire to identify additional CONUS shore duty assignments may use the overseas preference section or the remarks section to list additional duty choices.

20.4 GENERAL ASSIGNMENT WITH THE REGULAR NAVY AND REMOVAL OF TAR DESIGNATOR.

- Enlisted TAR personnel may request general assignment with the regular Navy. Member must first be approved for release from the TAR community by PERS-913 before adjudication of general assignment recall request by PERS-812. PERS-913 will notify the member in writing giving the reason for disapproval if disapproved for release from the TAR program.
- If approved for general assignment recall by PERS-812 member will become USNR (Active), the TAR designator will be removed, and member will be detailed by PERS-4.
- TAR personnel will not be authorized to remove the TAR designator or reenlist USN without release approval by PERS-913 and an approved request for general assignment recall by PERS-812.
- Member must sign a service record Administrative Remarks (NAVPERS 1070/613) entry (see figure 20C) agreeing to remain on active duty contingent upon release from the TAR program.

20.41 GENERAL ASSIGNMENT RECALL ELIGIBILITY REQUIREMENTS.

- Applicants must be within 9 months of their PRD and EAOS.
- 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 PCS orders. Personnel approved for general assignment are normally required to remain at their present duty station until PRD.

20.42 GENERAL ASSIGNMENT RECALL REQUEST APPLICATION.

- Member submits an Enlisted Personnel Action Request (NAVPERS 1306/7) to PERS-913 via member's commanding officer. In the "Reason for Request/Amplifying information/Other Request" block of the NAVPERS 1306/7, indicate that the request is for general assignment recall. Also indicate in this block any change of rate request as applicable.
- Command endorses the application (see figure 20D) and forwards with the following enclosures:

- Copies of applicable Service Record Page 4s (NAVPERS 1070/604s).
 - Copies of performance evaluations for the last four years.
 - Copy of the applicant's DD-214s (if applicable).
 - Copy of Physical Readiness Folder (OPNAV 6110/2).
 - Physical examination (SF88 and SF96); must have been completed within the last 12 months.
 - HIV results; must have been completed within the last 12 months, per Ch.21 article 21.011.
 - Copy of service record Administrative Remarks (NAVPERS 1070/613) entry agreeing to remain on active duty (see figure 20C).
- Note: Include complete address to which recall authority will be mailed and name, telephone number, fax number, and e-mail address of the activity's point of contact in the endorsement.

20.43 SPECIFIC DUTY ASSIGNMENT. General assignment requests should not be submitted under conditional terms. Specific duty assignments can't be guaranteed.

20.44 REENLISTMENT IN THE REGULAR NAVY. Personnel who have been approved for general assignment recall may reenlist in the regular Navy after reporting onboard their ultimate general assignment duty station.

20.45 REQUEST FOR OFFICER COMMISSIONING PROGRAMS AND SPECIAL PROGRAMS. Requests for officer commissioning programs and special programs (e.g. SCORE, RESCORE, STAR, Lateral Conversion, EOD, UDT, New Construction, and Operation Deep Freeze) will be submitted to 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.

20.46 REMOVAL OF TAR DESIGNATION. A service record Administrative Remarks (NAVPERS 1070/613) entry (see figure 20C) agreeing to remain on active duty will be completed as appropriate and a copy attached to the general assignment request 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 the distribution control of the regular Navy.

20.47 REINSTATEMENT OF TAR DESIGNATION. TAR personnel who are approved for general assignment are made available to regular Navy detailing for assignment and lose their TAR designation. TAR personnel who are selected for an officer commissioning program or a special program and disenroll, either voluntarily or involuntarily, are also made available to regular Navy detailing for assignment and lose their TAR designation. Personnel who desire reinstatement of their TAR designation must request TAR conversion as outlined in article 20.2. 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.

20.5 ENLISTED MANNING INQUIRY REPORT (EMIR).

Commanding officers and officers in charge of units with enlisted TAR personnel assigned will submit Enlisted Manning Inquiry Reports (EMIR) as applicable for enlisted TAR personnel per Chapter 24.

Enlisted Personnel Action Request - Commanding Officer's Endorsement

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) ENLTRANSMAN Chapter 20

Encl: (1) Copies of service record Page 4s (NAVPERS 1070/604s)
(2) Copies of performance evaluations
(3) Copies of DD-214s
(4) Copy of Physical Readiness Folder (OPNAV 6110/2)

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, 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. Member's selected for advancement may not be eligible for advancement as USNR (TAR). Contact PERS-862 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 SELRES personnel receiving SRBs contact COMNAVRESFOR for recoupment.)
 - i. Date last released from active service:
 - j. Reenlistment code:
 - k. Date of USNR-R affiliation:

FIGURE 20A-1

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, fax number, and e-mail address of point of contact.

SIGNATRUE

Note: Not all paragraphs may be applicable. Mark paragraphs that are not applicable N/A.

FIGURE 20A-2

REDUCTION IN RATE STATEMENT OF AGREEMENT
(Administrative Remarks Page 13)

Date: I voluntarily accept reduction to pay grade _____ this date for the purpose of qualifying for (conversion/recall to active duty) in the TAR program. I understand that future advancements will be in strict accord 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

FIGURE 20B

GENERAL ASSIGNMENT STATEMENT OF AGREEMENT
(Administrative Remarks Page 13)

Date: I _____, hereby voluntarily agree to remain on active duty for _____ months general assignment with the regular Navy. This agreement is contingent upon my release from the enlisted TAR Program.

I understand that upon approval of my request for general assignment by CNPC, 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

FIGURE 20C

Enlisted Personnel Action Request - Commanding Officer's Endorsement

From: Commanding Officer,
To: Commander, Navy Personnel Command (PERS-913)

Subj: FIRST ENDORSEMENT ON GENERAL ASSIGNMENT REQUEST ICO

Ref: (a) ENLTRANSMAN Chapter 20

Encl: (1) Copies of service record Page 4s (NAVPERS 1070/604s)
(2) Copies of performance evaluations
(3) Copies of DD-214s
(4) Copy of Physical Readiness Folder (OPNAV 6110/2)
(5) Physical examination (SF88 and SF96)
(6) Copy of service record Administrative Remarks entry (NAVPERS 1070/613)
(7) HIV Results

1. Per reference (a) enclosures (1) through (5) are provided.
2. (Commanding Officer comments.)
3. (Complete mailing address to which recall authority should be mailed and name, telephone number, fax number, and e-mail address of point of contact.)

SIGNATRUE

FIGURE 20D

CHAPTER 21

TRANSFER ORDERS

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TRANSFER ORDERS

21.0 WRITTEN ORDERS USED FOR TRANSFERRING ENLISTED PERSONNEL.

21.01 USE OF TRANSFER ORDERS.

The Enlisted Permanent Change of Station Transfer (PCSTO) Order will normally be used for PCS orders issued by the Bureau of Naval Personnel (COMNAVPERSCOM), Enlisted Personnel Management Center (EPMAC), and Naval Reserve Placement Center (NRPC) and any other agency granted order issuing authority by CHNAVPERS or DCNP. A local command endorsement shall be prepared after receipt of the transfer directive. The member shall be furnished with copies as required by this article.

NOTE: STO may be used when Permanent Change of Station Transfers Orders (PCSTO) are not provided.

The Standard Transfer Order (STO) (NAVCOMPT 536/NAVPERS 1326/11) will be used for:

- Local command initiated transfers.
- All enlisted personnel permanent change of station transfer orders prepared in the field when the PCSTO is not used. The STO shall be prepared after receipt of the transfer directive. The member shall be furnished with copies as required by this article.

Standard Transfer Directive (STD) is an automated transfer order designed for individual enlisted Navy Permanent Change of Station (PCS) transfers from the major Chief of Naval Education and Training (CNET) activities having automated data processing (ADP) capability.

Temporary Additional Duty Travel Order (NAVPERS 1320/16) will normally be used for temporary additional duty (TEMADD). The STO may be used in the event use of a NAVPERS 1320/16 would not be applicable. Navy order-writing activities will refrain from using DD Form 1610 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.

Letter-Type Orders. Letter-Type Orders may be prepared in connection with TEMADD when the STO or NAVPERS 1320/16 will not suffice. If letter-type orders are prepared for TEMADD, all pertinent information which would normally be shown on a NAVPERS 1320/16 or STO must be included.

Orders for Transfer for Separation. When it is necessary that the member be separated at an activity other than his permanent duty station, see MILPERSMAN 1910-812 and Article 21.05 of this manual.

Orders for Separation. For members being released to inactive duty, transferred to the Fleet Reserve or the Retired List (for Regular Navy and Naval Reserve personnel, including Fleet Reservists), see MILPERSMAN 3640430, and ENLTRANSMAN, Addendum (Figure A2).



21.011 TYPES OF ENDORSEMENT TO ORDERS.

Whenever a member detaches or reports in connection with TEMADD and he/she is in possession of his/her Personal Financial Record (PFR)(NAVCOMPT 3071), the TEMADD period (regardless of length) shall be accounted for by using the

Reporting (Arrival) Endorsement to Orders (NAVCOMPT Form 3068) and the Detaching (Departing) Endorsement to Orders (NAVCOMPT Form 3067). See PAYPERSMAN 90426 and 90427. Duty at TEMADD stations performed by members not in possession of PFR shall be accounted for by endorsements on the reverse side of the STO or NAVPERS 1320/16. If necessary, endorsements will be placed on a separate piece of paper, which will be securely stapled to the basic orders and will be considered a part thereof. The issuance of new TEMADD orders at TEMADD stations is prohibited.

When traveling under PCS orders, temporary duty (TEM DU) (regardless of length) at intermediate stations will be accounted for by using the Reporting (Arrival) Endorsement to Orders (NAVCOMPT Form 3068) and the Detaching (Departing) Endorsement to Orders (NAVCOMPT Form 3067).

The Reporting (Arrival) Endorsement to Orders (NAVCOMPT Form 3068) will be used as the final endorsement when member reports for duty on PCS orders and when member returns to permanent duty station from TEMADD with his/her PFR.

21.012 GENERAL INFORMATION ON TRANSFERS.

- Customer Identification Code (CIC). All PCS transfer directives must contain a CIC in order to be executed. For this purpose, the following are considered PCS moves:
 - PCS transfers, including assignment to TEM DU;
 - Initial enlistments;
 - Change in homeport of a vessel or mobile unit;
 - Reserve personnel ordered to active duty;
 - Fleet Reservist (including temporary disability retirement) recalled to active duty;
 - And separations.

Detailed instructions for the use of the CIC are contained in the Financial Management Guide for Permanent Change of Station Travel (BUPERSINST 7040.6).

- Status of Members Under Orders. Members traveling under orders are considered to be attached to the command to which next ordered to report. (See MILPERSMAN 1320-140).
- 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.
- Certified original orders. All activities to which the service member is ordered, the service member's current command, their supporting PASS offices, and all additional activities designated to receive a copy directly from the order issuing authority. The PASS office supporting the detaching activity will receive the original letter/message order or be an action addressee on the letter/message order. The PASS office will make the necessary number of copies and stamp one copy "Certified Original Orders".
- Activities shall provide sufficient copies of the orders to the member being transferred in order to meet requirements for shipping activities

(regarding household goods and privately owned motor vehicles (if applicable) and transportation activities (regarding personal travel, dependent travel, dislocation allowance, and trailer allowance). Normally, four copies including one certified copy of the orders are required by the shipping activity for each transportation, three copies for issuance of transportation requests, two copies for each transportation activity transporting dependents, two copies for reimbursement of Dislocation Allowance, and two copies for reimbursement of Family Separation Allowance. NORMALLY NOT MORE THAN TWENTY COPIES SHOULD BE DELIVERED TO THE MEMBER.

- Indicating Old Duty Station on New Orders. In order to eliminate delays and personal hardship to the member concerned regarding shipment of household goods, when personnel are received at an activity, such as a receiving station, for further assignment or for further transfer, and the activity endorsing the transfer order, the name of the last permanent duty station to which the member was attached will be indicated.
- Correction to Orders. In general, the terms of orders cannot be changed after travel has commenced. However, in certain circumstances, 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, this information is essential to the proper settlement of the claim involved.
- Early Reporting. It is the policy of the Department of Defense that members should not be paid per diem incident to early reporting for TEMDU or TEMADD except as specified in MILPERSMAN 1320-140. (See DOD INST 1327.5.)
- Transportation in Connection with PCS Orders. PCS orders will direct the use of government air OUTUS. Requests to "authorize" vice "direct" the use of government air OUTUS must be completely justified in detail to COMNAVPERSCOM (PERS-4). If circuitous travel is involved, the complete en route travel itinerary must be included in the justification. CNO N-413 previously COMNAVPERSCOM (PERS-332) does not direct a specific means or mode of transportation. This authority has been delegated to Navy Passenger Transportation Offices (NAVPTOs) who will determine the availability or non-availability of government air and make complete transportation arrangements using commercial carriers as necessary to meet mission requirements. See NAVMILPERSCOMINST 4650.2, paragraphs I. C. and VI. A. regarding transportation policies and procedures.

Normal mode of PCS travel overseas is by air except when travel by air is medically contraindicated. Refer to NAVMILPERSCOMINST 4650.2.

The member may elect the mode of travel inside CONUS. If the member elects 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 United States is reduced to one day. Air travel is sometimes directed in the United States simply to limit travel time (e.g., for round trips between east and west coast, or vice versa, to perform TEMDU in

conjunction with PCS orders).

It is recognized that TEMDU or TEMADD from ships coincident with arrival in or departure from various ports present special problems. (See Article 24.03.)

21.013 BRIEFING OF MEMBERS PRIOR TO TRANSFER.

Transferring commands will brief members prior to transfer on the following:

- That records and accounts are handed to the member for safe delivery to member's new Commanding Officer. That the member's personal effects are in the member's possession, if indicated in command endorsement to PCSTO. That it is the member's responsibility to report to new station with records, accounts, and personal effects.
- That personnel 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. That, 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.
- That members ordered to a command which is listed in Figure 24J as being part of the Personnel Administrative Support System (PASS) shall be informed as to their ultimate duty station and which Personnel Support Detachment (PSD) they should check into for Administrative/Accounting purposes.
- Personnel must be advised that TRICARE-Family Member Dental Plan treatment is not available to family members accompanying sponsor assigned to other than the fifty United States, U.S. Virgin Islands, Puerto Rico, Guam Or Canada (Covered Areas). Though not required, Personnel are encouraged to remain enrolled. Routine and essential-only specialty dental care for family members is provided on a space-required basis at oversea 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.
- Personnel who are not enrolled in the TRICARE - Family Member Dental Plan (FMDFP), returning from an accompanied assignment (other than the fifty United States, U.S. Virgin Islands, Puerto Rico, Guam or Canada (Covered Area) must be advised of the availability of the TRICARE-FMDFP. The sponsor must elect enrollment, if desired, since participation is not automatic and have at least twelve months of active duty remaining at time of transfer to a Covered Area.
- That in the case of illness or accident, the member should notify the nearest known Naval activity immediately and request instructions.
- That, if leave is granted, the member is responsible for receiving any communications forwarded to the leave address in block 4e of the memorandum endorsement. That, if leave is canceled, member must return immediately.
- That the contents of orders and whereabouts of ships and personnel must not be divulged to unauthorized persons.
- That a copy of local endorsement to PCSTO is being mailed direct to the

ultimate destination.

- That personnel must cooperate with Shore Patrol and Armed Services Police at all times. Misconduct will be cause for disciplinary action.
- That current regulations do not authorize transportation of dependents to intermediate locations at government expense, and where TEMDU/Temporary Duty Under Instruction (TEMDUINS) has been directed, that personnel 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.
- That personnel 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 individual'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.
- That personnel 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, 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.
- The recent series of terrorist hijackings provide clear evidence that DOD personnel are being singled out as targets for attack. CNO WASHINGTON DC 312248Z AUG 85 NAVOP 111/85 provides travel security policy guidance for Navy personnel and their dependents when traveling overseas. Although the chance of becoming a victim of terrorism is remote, personnel traveling to or through a high threat area/airport should be briefed on required and recommended precautionary measures.
- Personnel 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.
- Personnel under orders to a deployed unit are responsible for the support and welfare of their dependents while deployed. They should as a minimum:
 - 1) Register an allotment or ensure alternate means of adequate support for dependents during absence.
 - 2) Ensure dependents' identification cards will remain valid until the sponsor's return; or leave the completed applications for renewal with the dependents prior to departure.
 - 3) Consider execution of special powers of attorney for any specific items which require resolution by a dependent during absence.

4) Personnel must be advised that TRICARE-Family Member Dental Plan treatment is not available to family members accompanying sponsor assigned to other than the fifty United States, U.S. Virgin Islands, Puerto Rico, Guam or Canada (Covered Areas). Though not required, personnel 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.

5) Personnel who are not enrolled in the TRICARE - Family Member Dental Plan (FMDDP), returning from an accompanied assignment (other than the fifty United States, U. S. Virgin Islands, Puerto Rico, Guam or Canada (Covered Area) must be advised of the availability of the TRICARE-FMDDP. The sponsor must elect enrollment, if desired, since participation is not automatic and have at least twelve months of active duty remaining at time of transfer to a Covered Area.

- Personnel must be advised that dependents accompanying sponsor on an overseas assignment (other than U.S. Virgin Islands, Puerto Rico or Guam) are to be disenrolled from the Dependent Dental Plan (DDP), because DDP is not available overseas and dental care is provided on a space available basis at overseas military dental treatment facilities. Procedures available in PAYPERSMAN and OPNAVINST 1751.
- Personnel returning from an accompanied overseas assignment (other than U.S. Virgin Islands, Puerto Rico and Guam) must be advised of the availability of the Dependent Dental Plan and informed that the sponsor must elect enrollment since participation is not automatic. Procedures provided in PAYPERSMAN and OPNAVINST 1751.

21.014 DURATION OF TEMPORARY ASSIGNMENTS EXCEPT FOR COURSES OF INSTRUCTION.

The Joint Federal Travel Regulations, Volume 1, par. U2145 implementing various Comptroller General decisions, limits TEMDU or TEMADD assignments to periods not in excess of six months except in certain circumstances. Orders issued in violation of this restriction will jeopardize members' entitlement to temporary duty allowances. Therefore, order issuing authorities will ensure that TEMDU or TEMADD orders are not issued when the contemplated duration is in excess of six months, except as provided for in JFTR. Orders issued in violation of this restriction are not considered competent for the purpose of per diem payment.

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 that the duty involved will require the same member or different members' service in excess of six months. PCS orders are required in these circumstances, unless the Deputy Chief of Naval Personnel (DCNP) expressly authorized the issuance of TEMADD orders.

Approval of periods over six months. When an order issuing authority desires to effect a temporary assignment in excess of six months, under conditions where it would be impracticable or uneconomical to effect a PCS, authority will be requested for the issuance of such orders in accordance with the JFTR, par. U2145-B. Requests will be submitted to COMNAVPERSCOM (PERS-463C) for approval by the Chief of Naval Personnel. When approval is granted, orders which are issued will specifically reference such approval.

It is recognized that there are many instances when a temporary assignment will be contemplated to be of less than six months duration but bonafide extensions will cause the actual duration to extend beyond six months. Such extensions are limited to those 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. See NTI 3002.

Approval from COMNAVPERSCOM is not required in these instances. However, an anticipated requirement of an additional six months remains, action will be taken to fulfill the requirement through PCS action or approval of an extension.

Extensions of TEMDU or TEMADD. An endorsement indicating extension is required on orders when periods of TEMDU or TEMADD is extended beyond that contemplated in the basic orders. For orders involving TEMADD, See Article 21.045.

21.015 DURATION OF TEMPORARY ASSIGNMENT (COURSES OF INSTRUCTION).

For determining factors in duration of temporary assignments refer to Chapter 7 and the JFTR U2145 /Navy Travel Instruction (NTI) 3002.

21.02 THE STANDARD TRANSFER ORDER.

21.021 GENERAL INSTRUCTIONS.

- Multiple Address Orders. The STO shall be addressed to the senior member in charge followed by "and (number) personnel as per attached list".
- Group Travel. When orders are issued to three or more members traveling together from the same point of origin, to the same destination, on either PCS, TEMDU, or 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.

When personnel are traveling in draft or group movement, the attached list of names shall contain information required by Article 21.22 regarding Blocks (6), (7), (8), (9), and (10).

- Restrictions of Use of Group Orders. Order writing activities will utilize group travel to the fullest extent possible. Group travel orders will not be issued to a member when:
 - Exigencies of the service actually prevent the member from traveling with a group.
 - It is necessary that the member accompany dependents traveling at the same time incident to a permanent change of station.
 - The member is granted delay en route to count as leave.
 - 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.
 - The commander directing the travel determines that individual travel is in the best interests of the individual and the government.

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 COMNAVPERSCOM shall be made by government expense, unless specific instructions to the contrary are directed.

Dissemination of information regarding anticipated movements of government vessels and intelligent use of this information by Commanding Officers will result in appreciable economy in the expenditure of funds for transportation.

When Commanding Officers receive orders to transfer a draft to a vessel, they will, if practicable, communicate with the Commanding Officer of that vessel and arrange for transfer to the point involving lowest transportation costs, taking into consideration the needs of the vessel and the time when the transfers can be made.

For further details covering passenger transportation see NAVMILPERSCOMINST 4650.2.

Commanding Officers who are transferring personnel to mobile units must ensure that the port to which the member is proceeding is clearly indicated. Copies of the PCSTO sent to the new command will include estimated reporting dates. In order to eliminate unnecessary travel between ports by personnel reporting to mobile units, Commanding Officers of mobile units must review the PCSTO of all enlisted personnel who are reporting to their command. Every effort must be made to ensure that the individual is proceeding to the correct port. If member is not, the Commanding Officer must advise the distributor that made the ultimate assignment or transferring command, by message, of the full particulars, including the individual's name, social security number, 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.

21.022 DETAILED INSTRUCTIONS FOR PREPARATION OF THE STO.

Strict adherence to the action required in compliance with NAVMILPERSCOMINST 4650.2 is directed when applicable. Detailed instructions for the entry of data on the STO are given below. For guide to block numbers, see sample STO (Figure 21A).

BLOCK 1 - Name and Location of Transferring Ship or Station: 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.

In cases where an order writing activity, such as a naval station, has received personnel for further assignment or for further transfer, the complete name of the last permanent duty station 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 personnel.)
Example: Naval Station, San Francisco, California: (Last Perm. Duty Sta: U.S. Naval Air Station, Agana, Guam.)

BLOCK 2 - Number: Enter the individual activity's transfer serial number. (STO's will be numbered consecutively by calendar year. Example: 1-77, 2-77, etc.)

BLOCK 3 - Date: Enter the date the orders are prepared. Example: "(PREPARED) 1 June 1977."

BLOCK 4 - Authority: Enter the authority for the transfer, including the full title of the originator, file and serial number, date and/or the date and time group and the month in the case of a message, and the "TC" number as appropriate, e.g., BUEPRS "TC" B1820/G2.

BLOCK 5 - Travel Class Code: Enter the CIC.

BLOCK 6 - Name in Full: Enter each member's last name (in capital letters), first name, middle name, and if applicable, Junior (Jr.), Senior (Sr.), Second (II), etc. If an individual 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".

Note: In block 6 on line 2 enter the phrase "AND NO OTHERS". If group travel is involved, enter "See attached list" on this line.

Note: Immediately following the last line of typing (use blocks 7 through 10) FOR MEMBERS IN PAY GRADE E-4 WITH MORE THAN 2 YEARS SERVICE enter "E-4 with more than 2 years service."

BLOCK 7 - Social Security Number (SSN): Enter each member's SSN opposite his/her name with hyphens after the third and fifth digits. Example: 123-45-6789

BLOCK 8 - Pay Grade, Rate, and NEC: Enter the appropriate pay grade, rating abbreviation, and Navy Enlisted Classification Code number assigned each member. Example: E5-RM2(2361).

BLOCK 9 - Class: Enter the abbreviation of the branch and class of service for each member (USN, USNR, USN-RET, etc.).

BLOCK 10 - SR, HR, PR, and PE: 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. 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 11 - Intermediate station: 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. Include the "report not earlier than but not later than" entry furnished on the transfer directive (See Figure 21A). On TAD orders, the TAD station shall be shown here.

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. 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 personnel to an intermediate station when the sole purpose is to obtain a travel request.

Upon receipt of an 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. Upon receipt of any form of transfer directive other than EPAD (message, speedletter, etc.) issued by COMNAVPERSCOM, Enlisted Placement Management Center (EPMAC), or Naval Reserve Personnel Center (NAVRESPERS-CEN) CODE 30, transcribe the ACC, if present, from the transfer directive to the appropriate Intermediate block(s) of the STO.

If ACC's are not displayed in the transfer directive issued by COMNAVPERSCOM, EPMAC, or NAVRESPERSCOM, utilize appropriate ACC as indicated in the Navy Pay and Personnel Procedures Manual (PAYPERSMAN), NAVSO P-3050, Part 9, Chapter 6.

ACC 320, 350, 370, 371, 380, and 391 are to be utilized when transferring personnel as directed by a non-distribution authority (other than COMNAVPERSCOM, EPMAC, or NAVRESPERSCOM). ACCs are required to be displayed in each block of the STO containing an intermediate duty station.

Exceptions to ACC utilization are as follows:

- Personnel being transferred under TAD orders or Active Duty for Training (ACDUTRA) orders will not have an ACC included in the orders.

BLOCK 12 - Nature of duty: Enter in this block the reason member is reporting to the intermediate station. Abbreviations will not be used. Example: Temporary Duty Under Instruction for Further Transfer.

BLOCK 13 - Ultimate destination: 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.

Also, indicate port to which members are proceeding for reporting if ordered to a mobile unit, or overseas. Mobile unit receiving commands to which members are ordered to report should 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 that made the ultimate assignment, by message, of the full particulars including the individual'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.

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. When a member attends a course(s) of instruction at an installation with a cumulative duration of 20 weeks without interruption by TEMDU/TEMDUINS elsewhere, the geographic location of the installation becomes the member's permanent duty station.

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".
On TAD orders, the activity shown here will be the permanent duty station.

An individual 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 in such cases, members transferring should be advised of the homeport of their vessel in order to

avoid temporary or intermediate shipment which would prevent a later shipment to the homeport, or shipment to point of selection. Consult OPNAVINST 3111.14 for determination of homeport.

Upon receipt of an EPAD that contains an ACC in block 18, include the ACC in the Ultimate Destination block of the STO. Upon receipt of any other form of transfer directive other than EPAD (message, speedletter, etc.) issued by COMNAVPERSCOM, EPMAC, or NAVRESPERSSEN, transcribe the ACC (if present) from the transfer directive to the Ultimate Destination block of the STO.

If ACCs are not displayed in the transfer directive issued by COMNAVPERSCOM, EPMAC, or NAVRESPERSSEN, utilize appropriate ACCs as indicated in the PAYPERSMAN, Part 9, Chapter 6. ACCs 320, 350, 370, 371, 380, and 391 are to be utilized when transferring personnel as directed by a non-distribution authority (other than COMNAVPERSCOM, EPMAC, or NAVRESPERSSEN). ACCs are required to be displayed in the Ultimate Destination block of the STO.

Exceptions to the Accounting Category utilization are as follows:

- Personnel being transferred under TAD orders or ACDUTRA. Orders will not have an ACC included in the orders.

BLOCK 14 - Nature of Duty: Enter in this block the reason for which the STO has been originated; i.e., "for duty", "for temporary additional duty in connection with _____", "for separation", etc. 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.

Due to the fact that entitlements (movement of Household Goods (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.

BLOCK 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.

BLOCK 16 - Number of days travel/proceed time authorized: Enter the number of days travel time (MILPERSMAN 1320-100) and/or proceed time (MILPERSMAN 1320-090) authorized. Example: 03TT, 04PT. If neither travel nor proceed time is authorized, enter "None".

BLOCK 17 - Report not later than: Enter the hour and the date that members are due to report to the ultimate destination. (MILPERSMAN 1050-150).

When personnel are being transferred to mobile units (ships, aircraft squadrons), interview the individual concerned to determine if he/she plans 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.

Each intermediate station shall enter under "Supplemental Instructions" the hour and date that the individuals are due to report to 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.

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".

When personnel 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.

BLOCK 18 - Address while on leave: If applicable, enter the complete address where the member may be contacted while on leave, including the ZIP code and telephone number if available.

NOTE: Do not, under any circumstances, enter "En Route".

BLOCK 19 - Supplemental Instructions: Enter any supplemental instructions issued to the member. Each instruction shall be signed, in ink, by the commanding officer issuing the instruction or by the signatory authorized to sign in accordance with MILPERSMAN or U.S. Navy Regulations. The rank and title shall be entered, following the signature. In the case of personnel reporting early for TEMDU assignments, see MILPERSMAN 1320-080.

Personnel 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 permanent change of station is approved, enter "AUTH (NO.) MONTHS ADVANCE PAY". This endorsement will be signed by the commanding officer or an officer designated to sign "By direction of the Commanding Officer". 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 household goods. On PCS orders to a ship, shipment of household goods is authorized to the homeport of the vessel or to a place of selection (See SECNAVINST 4650.19) within the United States.

Enter correct mailing address of new duty station - the address shown in the Standard Navy Distribution List, Part I, or the Catalog of Naval Shore Activities: "New Duty Station Mailing Address - USS MIDWAY (CV 41), FPO San Francisco 96631". (This address to be used in preparing OPNAV Form 2700-5, "Notice of Change of Address" card. Refer to paragraph 9104, OPNAVINST 5112.6, Department of the Navy Postal Instructions.)

BLOCK 20 - PCS accounting data: When orders are issued authorizing the expenditure of government funds, accounting data which must appear in each set of orders will be determined as follows:

- For PCS (including TEMDU in connection with a PCS) utilize the accounting data furnished on the transfer directive. In those cases where accounting data is not furnished, refer to the Financial Management Guide for Permanent Change of Station (PCS) Travel (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.
- For TEMADD, enter the applicable accounting data in this block as determined by reference to NTI, par 3120 and NAVCOMPTINST 7300.99. In addition, the TANGO number assigned by the allottee will be shown immediately following the accounting data.
- 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."

- See JFTR, Volume 1, Chapter 7, Part G and MILPERSMAN 1050-130 about emergency leave.

To avoid crowding, the above entry may be typed in Block 19, Supplemental Instructions.

BLOCK 21 - TEMDUINS Per Diem Accounting Data: Utilize the TEMDUINS accounting data furnished on the transfer directive.

BLOCK 22 - Fiscal Data for Transportation Request: Enter fiscal data from PCS accounting data (BLOCK 20) as indicated.

BLOCK 23 - Transportation is authorized in accordance with the following: Enter an "X" in the appropriate box. When applicable, enter an "X" in both blocks "INDIVIDUAL" and "PRIVATELY OWNED CONVEYANCE".

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 JFTR, Volume 1 of obtaining transportation requests or performing travel at own expense subject to reimbursement.

Enter an "X" in the block marked "GROUP" if the order being prepared involves the MILPERSMAN 1050-130 about emergency leave.

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 the members should travel in a group travel status.

BLOCK 24 - Travel as indicated below is directed where available: Travel is directed when indicated in the order issued by the order issuing activity, i.e., COMNAVPERSCOM/EPMAC or by the various Navy Transportation Offices for transoceanic travel. Also refer to last bullet, article 21.013 of this manual.

Enter an "X" in the block marked "GOV'T AIRCRAFT" when this method of travel is directed.

Enter an "X" in the block marked "COMMERCIAL" when this mode of travel is directed.

BLOCK 25 - PRIORITY: Enter the description and number of any priority authorized when directed to travel by government aircraft. Refer to OPNAVINST 4630.18.

BLOCK 26 - FROM AND TO: Indicate the geographical locations between which travel is directed by either government or commercial aircraft.

BLOCK 27 - Transfer Code No.: Enter the hour and date member is authorized to depart from transferring command. Example: 0001, 2 APR 1977.

BLOCK 28 - Authenticating signature, rank, title: The signature, in permanent black or blue-black ink or ball point pen shall be that of the Commanding Officer of the transferring activity, or, when the Commanding Officer

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 Commanding Officer". Enter rank and title of signatory signing. The authenticating signature will be affixed only to the original order.

BLOCK 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.

BLOCK 30 - Enter date orders delivered to member or date member notified of orders. Example: "DELIVERED/NOTIFIED on 15 April 1977.

21.03 THE STANDARD TRANSFER DIRECTIVE (STD).

21.031 DESCRIPTION OF DATA CONTAINED ON THE STD.

For guide to item numbers, see sample STD (Figure 21B).

ITEM A Document identifying name.

ITEM B Type of orders and date prepared: ORIG ORDERS will appear when an STD is first prepared; MOD ORDERS will appear when the original STD has been modified. Date prepared format is YY MM DD.

ITEM C Authority: Title of the originator, "TC" number and desk code.

ITEM D Order Number: The transferring activity's transfer serial number (consecutively numbered by calendar year) followed by the last two digits of the year of transfer.

ITEM E Name of Transferee (Last, First, Middle), Pay Grade, Rate.

ITEM F SSN with dashes (-) between the third and fourth, and fifth and sixth digits.

ITEM G Primary/Secondary Navy Enlisted Classification Codes.

ITEM H Class of Service.

ITEM I Name and Location of Transferring Station (in block format) with UIC appearing as the bottom line.

ITEM J Pay Entry Base Date (PEBD), Expiration of Active Obligated Service (EAOS), Projected Rotation Date (PRD) at prospective ultimate duty station. PEBD and EAOS format is YY MM DD. PRD format is YY MM.

ITEM K Leave address: Street, city, state and zip code.

ITEM L Phone: Leave telephone number, including area code.

ITEM M Authorized: Days leave, travel, and proceed (00 will appear if none is authorized), and as applicable, Advance Leave Rations (ADV LVRATS) REQUESTED, ADV MILEAGE AUTH, (1, 2, 3) MONTHS ADV PAY AUTH and mode of travel (if applicable, Privately Owned Conveyance (POC) state and license number will appear).

ITEM N Statement of physical qualification for transfer.

ITEM O Accounting Data: PCS accounting data will appear on the STD and if applicable, TEMDUINS PER DIEM accounting data will appear directly beneath the PCS accounting data line.

ITEM P Self-explanatory instructions.

ITEM Q Reporting Station to Area: 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), (if applicable), and mailing address of each reporting station.

ITEM R Self-explanatory instructions.

ITEM S Additional Instructions: As specified by the Detailing Authority (COMNAVPERSCOM stored text).

ITEM T Comply With Items: No longer applicable.

ITEM U Transfer Code Number: This number consists of an optional transfer code prefix and the day, hour, month and year of transfer.

ITEM V Authenticating Name, Rank, and Title of the individual authorized to certify the orders. The original copy of the STD will be affixed with the authenticating signature.

ITEM W Self-explanatory transferee acknowledgment statement. Opposite "SR", "HR", "PR", "PE" enter a "1" to indicate the presence, or "0" to indicate the absence of the service record, health record, pay record and personal effects.

ITEM X Self-explanatory identification for transferee's signature.

ITEM Y Enter the following slogan on the STD form. "Support your local Recruiter. Call the Navy Recruiting Command's toll-free number (1-800-327-NAVY)."

ITEM Z Enter the member's security clearance.

ITEM ZZ Enter names, addresses, and telephone numbers if known of primary and secondary next of kin.

21.04 PERMANENT CHANGE OF STATION TRANSFER ORDERS (PCSTO).

21.041 DETAILED COMPOSITION OF THE ENLISTED PERMANENT CHANGE OF STATION TRANSFER
(PCSTO) ORDER.

HEADER SECTION:

- 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//

- For letter orders the header consists of the issuing command's letter head, the appropriate Standard Subject Identification Code (SSIC), issuing detailers organization code, issuing date and a complete mailing address for the activity receiving the order.

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON D.C. 20370-5000

ORIGINAL
PERS-405D
17 MAY 1987

TO: OFFICER IN CHARGE
PERSONNEL SUPPORT DETACHMENT
CRYSTAL CITY CM 3 RM 100
WASHINGTON DC 20371-5000

SUBJECT LINE:

- The order number, containing the issuing authority's short title, the julian date, order mod number (if any), member's Social Security Number, the member's rate and the desk code of the detailer issuing the order.

SUBJ: COMNAVPERSCOM ORDER: 1287-000-00-0000/AD1 (PERS-404DG)
CHANGE DUTY ORDERS FOR
SAILOR, JON Q

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 he/she is detaching will follow the formatted information and will end this section.

WHEN DIRECTED DETACH IN AUG 87	EDD: AUG 87
FROM T-ARC A J MEYER MILDEPT	UIC: 42031
HOMEPORT OAKLAND CA	
FROM DUTY	ACC: 100
PERSONNEL ACCOUNTING SUPPORT: COMSC PAC	UIC: 62383

INTERMEDIATE ACTIVITY SECTION:

- Identifies each activity to which the member is to report for temporary duty or temporary duty under instruction enroute 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 temporary duty, 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 87 BUT NLT 17 AUG 87
TO NUCWEAPTRAGRLANT UIC 63007
LOCATION: NORFOLK VA
FOR TEMDUINS ACC: 341
FOR APPROX 66 DAYS

ORDER CLASS FORMAT

TO ATTEND NAWA SUPVR CLASS: 8504
CONV: 18 AUG 87 GRAD: 24 OCT 87 ENEC: 0926
CDP: 5746

PERSONNEL ACCOUNTING SUPPORT: PSD NAVSTA NORFOLK VA
UIC 42574

UPON COMPLETION OF TEMDUINS AND WHEN DIRECTED, DETACH EDD OCT 87

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 87 EDA: 24 SEP 87
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

ACCOUNTING DATA SECTION:

- Customer Identification Code (CIC).
- MPN or RPN line of accounting data against which expenditures for household goods shipments, mileage, and temporary duty (TEMDU) per diem is to be charged.
- O&MN Line(s) of accounting data against which temporary duty under instruction (TEMDUINS) per diem is to be charged. Separate O&MN lines will be printed for each fiscal year TEMDUINS is chargeable.

CIC: ALMH7153
PCS ACCOUNTING DATA:
NMH7 1771453.2253 G 000022 AL MH71 1/S/3 MH7000000000

NOTE: Orders issued as a letter of intent will not contain accounting data (See Figure 21E).

SPECIAL INSTRUCTIONS

- Contains information of a directive or advisory nature that does not pertain to any of the other sections described above.

MASTER RECORD DATA

- Displays various items of information about the member as found on the Enlisted Master Record (EMR).

PEBD: 17 DEC 85 DESIG: PNEC 6401 --SCHOOL-- --CAREER
HISTORY--
ABBD: 03 SEP 76 SEX: M SNEC 8327 DATE CRS MO S/S
LOC TYPE
EAOS: 23 JAN 92 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

COPY TO INFORMATION

- Contains the names and/or COMNAVPERSCOM, EPMAC, and NRPC desk codes 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

21.05 TEMADD ORDERS.

21.051 AUTHORITY FOR ISSUING.

Commanding officers are authorized to issue TEMADD travel orders to places within and outside the continental limits of the United States for enlisted members of the Armed Forces under their jurisdiction, provided they are in receipt of allotments from appropriate funds to support the travel costs of orders, or have been specifically authorized in each case to charge the cost of travel to an appropriation which is administered by that activity issuing the authorization. It is mandatory that all commands authorized to issue TEMADD orders actively pursue minimization of monetary expenditures associated with such orders. In this regard the following restrictions are imposed:

- All proposed TEMADD Travel will be approved by an officer of flag rank or by the Commanding Officer of those order issuing activities not commanded by a flag officer.
- Government transportation (including government air), quarters and messing shall be utilized to the fullest extent practicable in the execution of all TEMADD orders.

In the past, higher authority has directed criticism at the various governmental agencies for permitting both civilian and military personnel to take leave in connection with TEMADD where it could be construed that the TEMADD was arranged, both as to time and place, in order to provide transportation of leave travel at government expense. Subject to these remarks, Commanding Officers/Officers in Charge are authorized to grant leave in connection with TEMADD orders issued to enlisted personnel as follows, provided no additional cost to the government is involved:

- Leave equal to earned leave plus advance leave, total not to exceed 30 days, regardless of duration of TEMADD ORDERS.

Strict compliance with MILPERSMAN 1320-080 is directed in regards to reporting early for TEMADD.

This authority for issuing TEMADD orders is subject to such additional instructions and limitations as the command's administrative commander may prescribe.

Reserve enlisted members recalled to or performing active duty for training can be issued TEMADD orders requiring travel away from the place of training duty.

- Attendance at professional meetings. Requests for attendance of enlisted personnel at meetings of scientific, professional, technical, or similar organizations sponsored or convened by non-federal societies or groups, shall be submitted to the Administrative Assistant to the Secretary of the Navy, in accordance with current directives.
- Travel limitations. Orders will involve only round-trip travel, and will prescribe a definite itinerary. Travel should be performed on one set of orders for the complete round-trip. No orders will be issued to enlisted members involving repeated travel. The orders must be dated on or prior to the day on which travel commences. Orders which are issued after the commencement of travel shall (1) state urgency of travel and reason for not issuing written orders, and (2) confirm verbal, telephone, or dispatch instructions.
- TRAHAB orders. "TRAHAB" is defined as training and/or rehabilitation ashore within the meaning and intent of Public Law 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". Attention is invited to the Navy Comptroller Manual and Navy Travel Instructions for details concerning entitlements.
- Security Clearance. In many instances personnel are transferred on TEMADD to attend a course of instruction which requires a certain degree of security clearance. Although Chapter 18, OPNAVINST 5510.1 series requires advance notification of the purpose of a visit when access to classified information is involved, and requires a statement of the security clearance held by the individual, commands often fail to furnish this advance notification and statement of security clearance. This results in costly delays in the course of instruction while the member's clearance is obtained.
- A statement certifying the degree of security clearance held by the individual, date of completion and investigating office shall be included on the STO, NAVPERS 1320/16, i.e., SECRET-NAC completed 6 DEC 62 DIO-5. This will afford ready assurance to the command to which the member reports for TEMADD that he/she is properly cleared, and will provide certification of clearance in situations when advance notification is not feasible.
- The recent series of terrorist hijackings provide clear evidence that DOD personnel are being singled out as targets for attack. CNO WASHINGTON DC 312248 AUG 85 NAVOP 111/85 provides travel security

policy guidance for Navy personnel and their dependents when traveling overseas. Although the chance of becoming a victim of terrorism is remote, personnel traveling to or through a high threat area/airport should be briefed on required and recommended precautionary measures.

21.052 TRANSPORTATION.

Commanding Officer determines mode of travel. Commanding officers are authorized to direct the mode of transportation to be utilized. Except when it is in the best interest of the government to direct the use of other modes of transportation, the orders will direct travel via government air, where available.

Availability of Government Air Transportation. Prior to issuing orders directing travel by government air, order writing activities must ensure that this means of transportation is normally available between the points involved. The use of government air transportation should be confined to those duty points within a reasonable distance and readily accessible to those points between which such aircraft operate.

In determining the availability of government air transportation for TEMADD travel, the possible availability of transport type aircraft in a transient status should receive no consideration except in those areas where such aircraft operate with considerable frequency and can be utilized locally. Under no circumstances should proficiency flights, combat aircraft, or flights en route for heavy maintenance, be taken into consideration.

Travel arrangements. When government air will only be available to an intermediate point, travel arrangements, including the issuance of transportation requests, will be completed prior to departure from the permanent or TEMADD station, as applicable.

Government air priority. Priorities for travel by government aircraft will be limited to priority classes two, three, or four, and will be assigned in accordance with current directives. (See OPNAVINST 4630.18)

Certificate of non-availability of Government Air. When transportation by government air, where available, is directed in orders and another mode of transportation is used because government air is not available, a certificate issued by competent authority stating that government air was not available must be obtained and attached to the original orders.

Per Diem for Group Travel. For personnel traveling under group travel orders with government air directed, see JFTR, Chapter 4 and 5 regarding per diem.

21.053 TRAVEL AND PROCEED TIME.

- Travel Time. See MILPERSMAN 1320-100.
- Proceed Time. See MILPERSMAN 1320-090. Proceed time shall not be authorized in connection with TEMADD orders.

21.054 TRAVEL BY PRIVATE CONVEYANCE ON TAD.

Travel by Private Conveyance. When government transportation is directed where available, member may be permitted to travel via private conveyance at his/her own expense not subject to reimbursement. If government transportation is directed the mode must be specified. The following paragraph must be included in TEMADD orders of this type:

"GOVERNMENT TRANSPORTATION VIA (Specify mode) IS DIRECTED WHERE AVAILABLE. AT YOUR REQUEST, TRAVEL VIA POC IS AUTHORIZED AT NO EXPENSE TO THE GOVERNMENT. AUTHORIZED TRAVEL TIME IN EXCESS OF THAT REQUIRED BY THE DIRECTED MODE OF GOVERNMENT TRANSPORTATION IS CHARGEABLE AS LEAVE."

When government transportation is not available, personnel may be permitted to travel by private conveyance, in lieu of available commercial transportation.

Granting DELREP as Leave. If either of the above is permitted, personnel should be granted sufficient delay by the command authorizing this mode of travel in reporting to count as leave (See MILPERSMAN 1320-100) when applicable, in order to allow adequate time to perform the travel safely. Delay to count as leave, to, from, or between stations may be authorized at no additional cost to the government, by the Commanding Officer of the member's permanent duty station.

Availability or Non-Availability of GOVAIR for TAD Travel. When delay in reporting is granted, the availability or non-availability of government air transportation should be determined as of the time (See Article 21.042) the members depart their permanent or TAD station, and the fact that delay may have been granted should be disregarded.

If air transportation is certified as available, such transportation must be utilized or member forfeits payment of monetary allowance in lieu of transportation.

Travel by Private Conveyance for Convenience of the Government. When considered to be more advantageous to the government, the administrative commander authorizing the orders may authorize travel to be performed by privately owned conveyance. Orders must contain the clause "Travel is authorized by privately owned conveyance as more advantageous to the government".

It is imperative that this authorization be included in orders only when required by the nature of the duty to be performed and never solely in the interest or convenience of individual.

21.055 ACCOUNTING DATA FOR TAD ORDERS.

Accounting information shall be entered on the STO as provided for in the instructions for block 20, Article 21.022.

Intermediate or TEMDU stations shall not modify orders which will involve expenditure of additional funds without first obtaining approval from the allottee or command directing travel, except in cases of emergency.

In such emergency cases, the allottee and/or command directing travel will be informed of full particulars at the earliest possible date. A senior in the echelon of command may modify orders issued by a junior in the same echelon command when such action is appropriate.

21.056 PER DIEM.

TAD travel involving expense to the government is normally on a per diem basis (see JFTR). Orders may not prescribe a lesser per diem except when specifically authorized by the Secretary of the Navy or COMNAVPERSCOM.

Commands to which allotments for TAD travel expenses have been granted shall

submit a report of obligations and expenditures to the allotting activity in accordance with the directives issued by the allocating activity.

21.057 TAD ORDERS ISSUED AT NO EXPENSE TO THE GOVERNMENT.

Issuance of TAD orders involving travel at no expense to the government will be governed by the provisions of MILPERSMAN 1320-080.

Commands are prohibited from inserting the statement "NO COST TO THE GOVERNMENT" or a similar statement in TAD orders. The Comptroller of the Navy has ruled that an entry of this nature is without effect and that settlement will be directed on claims submitted where this phraseology is used. Therefore, the statement contained in MILPERSMAN 1320-080 shall be used in all TAD orders issued at no expense to the government, except the statements for special categories contained elsewhere in ENLTRANSMAN.

21.058 TAD ORDERS ISSUED TO MEMBERS IN A TEMDU OR TEMADD DUTY STATUS.

When enlisted personnel are on temporary or TAD and further TAD orders are required, original orders must be endorsed to show the issuing command, the date, and tango number of the new additional duty orders. Also, the original orders must be similarly referenced in the new additional duty orders.

21.06 ORDERS FOR SEPARATION.

Appropriate Commanding Officers are the authority for issuing orders for separation when no orders are issued by COMNAVPERSCOM. 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, JFTR, paragraph 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.

21.061 PREPARATION OF STO FOR MEMBERS BEING SEPARATED.

Activities transferring personnel for separation shall prepare the STO in accordance with instructions contained in Article 21.022, modified as follows:

BLOCK 11 - Intermediate Station: (If stationed inside CONUS). Enter the name, designation, and geographical location of the separation activity to which the individual is being transferred for separation.

Order writing activities outside CONUS will enter, when applicable, the known intermediate station outside CONUS. In addition, enter the following statement:

"Transfer to the appropriate activity nearest to the port of debarkation in the United States in accordance with MILPERSMAN 1910-812." Do not enter a naval activity in CONUS for separation when preparing the STO; this activity will be determined at the port of debarkation.

In the case of Filipino nationals transferred to the Philippines for separation the provisions of MILPERSMAN 1910-812 apply.

BLOCK 13 - Ultimate Destination: 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. 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".

BLOCK 14 - Nature of Duty: Enter the words "For separation".

BLOCK 19 - In Supplemental Instructions, 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) (see MILPERSMAN 1000-100). You were accepted for enlistment at (or ordered to active duty from) (city and state)".

Orders for separation shall not normally be issued more than 6 months prior to effective date of separation. Exception: Orders may be issued without COMNAVPERSCOM approval up to 1 year prior to separation date for those members being separated as a result of decommissioning, command deactivation, base closure or homeport change provided the service member signs an administrative remarks (NAVPERS 1070/613) entry acknowledging any further movement of household goods and dependents will be at the service members cost and not at government's expense. This includes those members who subsequently elect retention and PCS transfer.

Orders for personnel transferring to the Fleet Reserve or retiring may be prepared upon receipt of the COMNAVPERSCOM' Fleet Reserve Authorization (NAVPERS 1830/2) or COMNAVPERSCOM' retirement letter authorization. These documents are the equivalent of a transfer directive.

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.

21.062 SEPARATION PROCESSING.

Activities transferring personnel for separation processing or performing separation processing shall comply with instructions contained in MILPERSMAN 1910-812.

21.07 ORDERS FOR HOSPITALIZATION.

When transferring personnel for hospitalization, activities shall prepare individual STOs or TAD Travel Order (NAVPERS 1320/16), as appropriate.

- STOs shall be prepared in accordance with Article 21.022.
- Enter in STO block 19 or the Additional Comments and Instructions block of the TAD Travel Order (NAVPERS 1320/16) the appropriate statement from the following list:

-- NO DISCIPLINARY ACTION AND NO ACTION ON AN ADMINISTRATIVE DISCHARGE PENDING.

- NO DISCIPLINARY ACTION PENDING BUT ACTION PENDING ON
(administrative type) DISCHARGE. AUTH: _____.
- DISCIPLINARY ACTION PENDING BUT NO ACTION ON AN ADMINISTRATIVE
DISCHARGE PENDING.
- DISCIPLINARY ACTION PENDING AND ACTION ON (administrative type)
DISCHARGE PENDING. AUTH: _____.

For complete information on transfers of personnel for hospitalization, see Chapter 17.

21.08 PERMANENT CHANGE OF STATION NO-COST ORDERS.

Under certain conditions, COMNAVPERSCOM authorizes the transfer of enlisted personnel at no cost to the government. This procedure is defined in detail in Chapter 16.

21.09 CHANGE OF DUTY STATUS.

The effective date of a duty status change will be determined in accordance with Article 90263, Navy Pay and Personnel Procedures Manual (PAYPERSMAN) (NAVSO P-3050).

21.10 FAMILY SERVICES CENTERS (FSCs).

Navy Family Service Centers (FSC) have been established at designated naval shore activities in both CONUS and OUTUS to provide comprehensive family-related information, programs and services for Navy families and single service members. The FSC network is designed to ensure a continuing awareness of the importance of the relationship between Navy families and Navy's overall combat readiness to execute its mission in our country's defense efficiently and effectively. Each FSC will promote and support ongoing efforts that will provide Navy personnel and Navy family units with opportunities to grow in their understanding of themselves and their families and to achieve a more satisfying life in the Navy. An integral portion of the FSC mission is to ensure the coordination and most efficient utilization of existing Navy and civilian family support services and resources.

21.101 SERVICES PROVIDED.

Each FSC will make available services in the following areas:

- Information and Referral. A comprehensive program will be established to provide information and referral concerning family related programs, services and resources which are available in the Navy and civilian communities.
- Coordination. The FSC staff will work to bring about closer coordination among existing Navy, Navy-related and community family support and assistance programs.
- Support of command efforts. The FSC will provide appropriate support/assistance to existing command sponsored efforts such as: the Navy Sponsor Program, Ombudsman Program, spouses organizations, etc.
- Counseling. All FSCs will carefully assess existing services and seek to develop close linkages to existing services (Career Information, CAAC, HRM

programs) so that efficient use is made of limited FSC resources. The services offered by the FSC should be complementary to existing Navy and civilian resources and should result in a more effective use of the existing Navy and civilian resources. Therefore, counseling at FSCs is intended to serve the following special purposes:

- To help the client (Navy service member or family member) assess the problem/distress/reason that brought him/her to the FSC.
- To inform the client about appropriate and available resources in the civilian and/or military communities.
- To link the client effectively with the other resources, if longer-term counseling is needed.
- To provide interim support to the client while he/she awaits the services to which he/she is referred.
- To help the client bridge over from the Navy resource to the civilian counseling resource, if needed.
- To assist clients, when feasible, on a short-term basis - approximately 1 to 8 visits.
- Exceptions to the foregoing are appropriate and may be required where other military or civilian resources are not available.
- Family Enrichment. The FSC staff will ensure the availability of the following types of programs or activities: marriage/family enrichment, parenting (for one and two parent families), couples communication, child development, individual development, etc. The foregoing is intended to be suggestive and does not preclude other appropriate programs or activities.
- Deployment Assistance. The FSC's staff will ensure the availability of pre, during and post-deployment assistance to Navy members and their families.
- Preventive Financial Planning. Navy FSC staffs will ensure the availability of preventive financial planning information and programs for Navy members and their families.
- Child and Spouse Abuse/Family Advocacy Program. The FSC has a key role in the Navy's Family Advocacy Program. The Center's staff will assist in the initial counseling and referral of Family Advocacy cases who are FSC clients.
- Special Needs Families. These include, but are not limited to, the following: single parents, families with handicapped children, foreign born spouses, etc. FSC staffs will endeavor to make relevant families aware of the availability of appropriate resources and will provide, as feasible, needed programs.
- Employment Assistance. Spouses are particularly concerned about employment following a move from one duty station to another. The FSC staff will ensure the availability of guidance and assistance to spouses seeking employment.
- Relocation Assistance. FSCs will ensure the availability of "Welcome Aboard" packets for incoming personnel. Also, each Center will maintain

on file current "Welcome Aboard" packets from other Navy commands. These will be available to Navy personnel and their families to use in gaining an understanding of the installation(s) to which they may be transferred.

-- Information Briefings. In addition, FSCs will provide, as directed by the command, information briefings and/or schools for all (married and single) newly arrived personnel and their families.

- Local Needs. Each FSC will develop and implement services related to local circumstances and needs. Examples of these are: citizenship classes for foreign born spouses, English as a second language classes, inter-cultural relations classes, inter-cultural marital counseling, nutritious meal planning and preparation, etc.

- Hospitality Kits. The FSC will provide hospitality kits, consisting of necessary household articles for the temporary use of transferring personnel and their dependents. These kits will be sufficient to enable incoming and transient personnel to live in partially furnished apartments or houses until arrival of their household goods.

21.102 FSC LOCATIONS

FSC's will be located as follows:

IN CONTINENTAL UNITED STATES (CONUS)

<u>STATE</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>	<u>FISCALYEAR</u>
<u>CALIFORNIA</u>			
ALAMEDA	Navy Family Service Center Naval Air Station Alameda, CA 94501	(415)263-3146 A/V 993-3146	82
LEMOORE	Navy Family Service Center Naval Air Station, Code 13000 Lemoore, CA 93245	(209) 998-4042/7 A/V 998-4040	83
LONG BEACH	Navy Family Service Center Code 11 Naval Station Long Beach, CA 90822	(213) 547-8220 A/V 360-8220	81
MARE ISLAND	Navy Family Service Center Naval Station, Code 70 Mare Island Vallejo, CA 94592-5000	(707) 646-2527/2188 A/V 253-2527/2188	84
MIRAMAR	Navy Family Service Center Naval Air Station Miramar, Code 230 San Diego, CA 92145	(619) 537-4099 A/V 577-4099	81

MOFFETT FIELD

Navy Family Service Center	(415) 404-8066	
Naval Air Station	A/V 494-8066	83
Moffett Field, CA 94035		
NORTH ISLAND		
Navy Family Service Center	(619) 545-6071	
Naval Air Station, North Is.	A/V 735-6071	81
San Diego, CA 92135		
BALLAST POINT		
Navy Family Service Center	(619) 553-7505	
Naval Submarine Base, BLDG 212	A/V 553-7505	
140 Sylvester Rd.		
San Diego, CA 92106		
POINT MUGU		
Navy Family Service Center	(805) 986-8146	
Naval Air Station, Code 6005-FSC	A/V 986-7906	
Point Mugu, CA 93042		
PORT HUENEME		
Navy Family Service Center	(805) 982-5037	
Naval Construction Battalion	A/V 551-5037	82
Center		
Port Hueneme, CA 93043		
SAN DIEGO		
Navy Family Service Center	(619) 556-7404	
Naval Station, Code 12	A/V 526-7404	81
San Diego, CA 92136-5216		
TREASURE ISLAND		
Navy Family Service Center	(415) 395-5176	
Naval Station	A/V 475-5176	82
Treasure Island		
San Francisco, CA 94130		
<u>CONNECTICUT</u>		
NEW LONDON		
Navy Family Service Center	(203) 449-4847	
Naval Submarine Base	A/V 241-4847	82
New London, Groton, CT 06439		
<u>DISTRICT OF COLUMBIA</u>		
WASHINGTON, DC		
Navy Family Service Center	(202) 433-6150	
Enterprise Hall (Bldg 72)	A/V 288-6150	82
Anacostia Naval Station		
Washington, DC 20374		

FLORIDA

CECIL FIELD

Navy Family Service Center (904) 860-5194
Naval Air Station A/V 860-5194 84
Cecil Field, CA 32215

KEY WEST

Navy Family Service Center (305) 292-3152
Naval Air Station, Box 9023 A/V 483-3152 84
Key West, FL 33040

JACKSONVILLE

Navy Family Service Center (904) 772-5706
Naval Air Station A/V 942-5706/2766 81
Jacksonville, FL 32212

MAYPORT

Navy Family Service Center (904) 270-6600
Naval Station A/V 960-5094 83
Mayport, FL 32228

ORLANDO

Navy Family Service Center (407) 646-4144
Naval Training Center A/V 791-4476 82
Bldg. 2010
Orlando, FL 32813

PENSACOLA

Navy Family Service Center (904) 452-5990
Naval Air Station, Bldg 25 A/V 922-5990 82
Pensacola, FL 32508

WHITING FIELD

Navy Family Service Center (904) 623-7177/7622
Naval Air Station, Whiting Fld. A/V 868-7177 84
Milton, FL 32570

GEORGIA

KING'S BAY

Navy Family Service Center (912) 673-4512
NAVSUBBASE (N1-D) A/V 860-4512 82
King's Bay, GA 31547

ILLINOIS

GREAT LAKES

Navy Family Service Center (312) 688-3603
Naval Training Center, A/V 792-3603 82
Bldg. 42
Great Lakes, IL 60088

LOUISIANA

NEW ORLEANS

Navy Family Service Center (504) 361-2558/2648
Naval Support Activity, Code N8 A/V 485-2647 83
New Orleans, LA 70142

MAINE

BRUNSWICK

Navy Family Service Center (207) 921-2273
Naval Air Station A/V 476-2273 83
Brunswick, ME 04011

MARYLAND

ANNAPOLIS

Navy Family Service Center (301) 267-2641
U. S. Naval Academy A/V 281-2641 84
Annapolis, MD 21402

PATUXENT RIVER

Navy Family Service Center (301) 863-4911 83
Naval Air Station A/V 326-4911
Patuxent River, MD 20670

MASSACHUSETTS

SOUTH WEYMOUTH

Navy Family Service Center (617) 786-2581/3
Naval Air Station A/V 955-2581/3 84
South Weymouth, MA 02190

MISSISSIPPI

GULFPORT Navy Family Service Center (601) 871-2581
Naval Construction Battalion A/V 868-2581 83
Center, Code 13, Bldg 85
Gulfport, MS 39501

MERIDIAN

Navy Family Service Center (601) 679-2360
Naval Air Station, Box 1 A/V 446-2360/2358 84
Meridian, MS 39309

NEW JERSEY

LAKEHURST

Navy Family Service Center (201) 323-1223
Chaplain's Office A/V 624-1223
Naval Air Engineering Center
Lakehurst, NJ 08733

NEW YORK

EAST MEADOW

Navy Family Service Center (516) 486-1922
Mitchel Manor, Bldg. 82B A/V 456-2266 84
East Meadow, NY 11554

STATEN ISLAND

Navy Family Service Center (718) 876-6235/6236
Naval Station, New York A/V NONE
Code - N004 FAX (718) 876-6500
355 Front Street
Staten Island, NY 10304-3848

PENNSYLVANIA

PHILADELPHIA

Navy Family Service Center (215) 897-5126/7
Bldg 888 A/V 443-5126/7 83
Naval Station, Code 6
Philadelphia, PA 19112

RHODE ISLAND

NEWPORT

Navy Family Service Center (401) 841-2283/4
Naval Education and Training A/V 948-2283/4 83
Center (NETC), Code 20F, Bldg 1268
Newport, RI 02840

SOUTH CAROLINA

CHARLESTON

Navy Family Service Center (803) 743-6250
Naval Base A/V 563-6250 81
Charleston, SC 29408

Navy Family Service Center (803) 764-7294
Weapons Station, Bldg 786 A/V 794-7294 83
Charleston, SC 29408

TENNESSEE

MILLINGTON

Navy Family Service Center (901) 873-5075
Naval Air Station, Admin A/V 966-5075 83
Bldg, N-763
Millington, TN 38054

TEXAS

CHASE FIELD

Navy Family Service Center (512) 354-5201
Naval Air Station, Chase Field A/V 861-5201 84
Beeville, TX 78103

CORPUS CHRISTI

Navy Family Service Center (512) 939-3722
Naval Air Station A/V 861-3722 84
Corpus Christi, TX 78419

DALLAS	Navy Family Service Center Building #12 Naval Air Station Dallas, TX 75211	(214) 266-6137 A/V 874-6137	84
KINGSVILLE	Management Services Office Navy Family Service Center Naval Air Station Kingsville, TX 78363	(512) 595-6333 A/V 861-6333	84
<u>VIRGINIA</u>			
DAHLGREN	Navy Family Service Center Naval Surface Warfare Center Bldg. 214 Dahlgren, VA 22448-5000	(703) 663-1839 A/V 249-1839	
LITTLE CREEK	Navy Family Service Center Naval Amphibious Base Little Creek, Norfolk, VA 23521	(804) 464-7563 A/V 680-7563	83
NORFOLK	Navy Family Service Center 8910 Hampton Blvd Norfolk, VA 23505-1299	(804) 444-2102 A/V 564-6289	81
OCEANA	Navy Family Service Center Naval Air Station, Oceana, Bldg 320 Virginia Beach, VA 23460	(804) 433-2912 A/V 433-2912	83
YORKTOWN	Navy Family Service Center Gate 3, Bldg. 799 Naval Weapons Station Yorktown, VA 23691-5000	(804) 887-4606 A/V 953-4606	
<u>WASHINGTON</u>			
BANGOR	Navy Family Service Center Naval Submarine Base, Bangor Bremerton, WA 98313	(206) 396-4115/4023 A/V 744-4115/4023	82
PUGET SOUND	Navy Family Service Center Code 810 Puget Sound Naval Shipyard Bremerton, WA 98314	(206) 526-3367 A/V 941-3367	83
WHIDBEY ISLAND	Navy Family Service Center Naval Air Station, Bldg 108	(206) 257-6289 A/V 820-2902	82

Whidbey Island
Oak Harbor, WA 98278

OUTSIDE CONTINENTAL UNITED STATES

ALASKA

ADAK

Navy Family Service Center (907) 592-8201
Box 1275 Code 017 (317) 692-8201/8357 83
Naval Station
FPO AP 96506-1275

BERMUDA

NAS

Navy Family Service Center (809) 293-6308/6627
Naval Air Station A/V 578-6308 84
PSC 1002
FPO AE 09727-5004

CUBA

GUANTANAMO BAY

Navy Family Service Center
Box 25 A/V 723-3960, X4141/4329 84
FBPO Norfolk, VA 23593

GUAM

AGANA

Navy Family Service Center A/V 564-4063, X4141/53 82
U. S. Naval Station
PSC 1005 Box 25
FPO AE 09593-1000

HAWAII

BARBERS POINT

Navy Family Service Center (808) 684-7198/7290
Naval Air Station A/V 684-7198/7290
Barbers Point, HI 96882

PEARL HARBOR

Personal Assistance (808) 474-4222
Naval Station, Box 9, Code 60 A/V 474-4222
Pearl Harbor, HI 96860

WAHIAWA

Navy Family Service Center (808) 653-0203 82
NAVCAMSEASTPAC
Wahiawa, HI 96786

ICELAND

KEFLAVIK Navy Family Service Center 011-354-25-4401 83
U. S. Naval Station A/V 450-4401
Box 45
FPO AE 09728

ITALY

GAETA

Navy Family Service Center 011-39-771-741-118 84
Naval Support Activity Det. A/V 625-7575
FPO New York 09522

LA MADDALENA

Navy Family Service Center A/V 726-2051 84
Naval Supply Office
FPO New York 09533

NAPLES

Navy Family Service Center 011-39-81-724-4808 82
U. S. Naval Support Activity A/V 625-4808
Box 53
FPO New York 09521

SIGONELLA

Navy Family Service Center 011-39-95-56-4291
PSC 824 A/V 624-4291
FPO AE 09627-0284

JAPAN

ATSUGI

Navy Family Service Center A/V 228-3241 83
U. S. Naval Air Facility
PSC 477
FPO AP 96306

SASEBO

Navy Family Service Center A/V 252-3604
Commander Fleet Activities (Operator Assistance)
FPO SEATTLE, WA 98766

YOKOSUKA

Navy Family Service Center A/V 234-6716 81
Commander Fleet Activities
Box 1
FPO Seattle 98762

PANAMA

Navy Family Service Center 011-507-83-5749
U. S. Naval Station, Bldg. 40 A/V 283-5749/4368
FPO Miami, FL 34061

PHILIPPINES

SUBIC BAY

Navy Family Service Center 011-63-47-384-3817 84
PSC 458, Box 2 A/V 384-6296
FPO AP 96451-0002

PUERTO RICO

ROOSEVELT ROADS

Navy Family Service Center A/V 831-4097/3369 83
PSC 1008, Box 3591
FPO AA 34051-3591

SPAIN

ROTA

Navy Family Service Center 011-34-56-82-3231 83
U. S. Naval Station, Box 57 A/V 272-3231
FPO AE 09645

21.11 PCS TRAVEL ENTITLEMENTS. This article provides information and implementing instructions pertaining to new PCS travel entitlements for members who execute PCS orders to or from a deployed ship, staff or mobile unit, or who execute PCS orders while performing TEMADD away from their permanent duty station and are summarized as follows:

- A member detached from his permanent duty station while performing TEMADD may be authorized travel to new permanent station via the old permanent station and any temporary duty station (TEM DUSTA) named in the PCS orders (JFTR, par. U5120-B & C.).
- A member ordered PCS when ship, staff or mobile unit to which member is assigned is deployed may be authorized travel to the new permanent duty station via the old homeport and any TEM DUSTA named in the PCS orders (JFTR, par. U5120-F2).
- A member ordered PCS to a ship, staff or mobile unit that is deployed away from its homeport or permanent station may be authorized travel to new permanent station or mobile unit via homeport or permanent station of the unit and any TEM DUSTA named in the PCS orders (JFTR, par. U5120-F3).
- When the homeport of a ship or afloat staff is changed while the ship or staff is away from its homeport, a member assigned to the ship or staff may be authorized travel from the ship or staff to the old homeport thence to the new homeport. This travel must be performed within one year of the effective date of the homeport change (JFTR U5120-F1).
- JFTR, Volume 1, Chapter 5, is to be used for determining the proper entitlements.

The travel entitlements described above may be authorized or approved when it is determined that it is necessary for the member to travel to either the old or new homeport(s) or permanent station(s), as applicable, to arrange for shipment of household goods, to pick up personal possessions, or to bring his or her privately owned vehicle to the new homeport or permanent station.

The proper authority to authorize this travel for Navy personnel is the Commanding Officer effecting transfer of the member. If, after interviewing the member, it is determined that the member has a requirement, as cited above, for travel via the old permanent station/ homeport and/or via the new homeport/permanent station under circumstances described above, the member's STO, original PCS orders or certificate of separation without orders will be endorsed as follows:

- Travel authorized from (insert location from which member is to commence PCS travel, this includes leave point, if applicable) to (insert ultimate destination named in member's PCS orders) via (insert location(s) of homeport(s), permanent station(s) to which travel is authorized in accordance with authority cited above) and TEM DUSTA(s) named in member's PCS orders in accordance with JFTR (insert appropriate JFTR reference(s) cited above) is to be signed by Commanding Officer.

- In order to receive these entitlements, the member must perform travel to the old or new homeport(s)/permanent station(s). Travel to a destination(s) other than as described above is not authorized at government expense. The member is considered to be in travel status for all travel via direct routing to the authorized points. Travel time is computed in accordance with JFTR, Volume 1, chapter 5, part B. Time spent at the old homeport or new homeport/permanent station for the purposes described above, is chargeable as leave. Travel to the authorized destination and from the authorized destination is treated as separate legs of the journey as described in JFTR. Per diem is not payable while at the authorized destination. If the member is directed to travel to the old or new homeport/permanent station in the PCS orders for official business (TEMDU) other than as described above, the time spent performing TEMDU is not chargeable as leave and the member may be granted per diem if otherwise entitled.

Request for passenger transportation to the authorized destinations should be submitted IAW NAVMILPERSCOMINST 4650.2 (PERS-332) and implementing procedures promulgated by overseas commands. The passenger reservation request must indicate the destination(s) to which travel is authorized and cite the appropriate JFTR reference.

In the event that the command effecting the member's transfer fails to comply with the above, the PCS order issuing authority COMNAVPERSCOM (PERS-332) may subsequently approve the travel performed in accordance with instructions above. If necessary, such requests should be submitted by message or letter citing the destination to which travel was performed in accordance with instructions above, the rationale for the travel in accordance with instructions above, and include the Commanding Officer's endorsement/recommendation. A copy will be forwarded to the command which effected the transfer.

Personnel who are to be separated or relieved from active duty under honorable conditions, are to be transferred to the Fleet Reserve or retired, are considered to be performing a PCS. When it is necessary for the member to return to the old homeport or permanent station in accordance with instructions above, separation processing may be accomplished at the separation activity nearest the member's old homeport or permanent station.

If travel is to be performed in accordance with a homeport change as described above, the Commanding Officer is to issue the member a travel authorization (certificate) in the format described above. Here insertion of appropriate JFTR reference is necessary, add Chief of Naval Operations message date-time-group announcing homeport change. Add additional paragraph with appropriate homeport change accounting data. Travel certificate is to be signed by the Commanding Officer. Travel is authorized from ship or staff to old homeport to new homeport. Therefore, travel should be timed to allow member's return to ship at the new homeport.

FIGURE 21A-1

SAMPLE OF COMPLETED STANDARD TRANSFER DIRECTIVE (STD)

A --- STANDARD TRANSFER DIRECTIVE
B --- ORIG ORDERS 77 APR 21
C --- AUTHORITY: COMNAVPERSCOM TC B1057/E3 D --- ORDER NUMBER 00008-77

E --- WILLIAMS JOHN GEORGE E-2 AMSAA NATTC
F --- 123-45-6789 G --- (0000/0000) H --- USN I --- NAS MEMPHIS
MILLINGTON, TN
38054
UIC 30459
J PEBD: 76 MAR 25 EAOS: 80 OCT 31 PRD: 80 OCT
K --- LEAVE ADDRESS L --- PHONE
4188 ARLINGTON MEMPHIS, TN 38128 800-123-4567
M --- AUTHORIZED: 04 DAYS LEAVE ADV LVRATS REQUESTED AUTH POC AUTO (PA)
02 DAYS TRAVEL ADV MILEAGE AUTH POC STATE/LICENSE#
04 DAYS PROCEED 2 MONTHS ADV PAY AUTH VA BZK-768
N --- PHY QUAL FOR TRANS IAW MILPERSMAN 6120-010

O --- ACCOUNTING DATA:
PCS: NAK7 1771453.2250 B 000022 AV AK7/6/8/F AK7274585507
TEMDUINS PER DIEM: 1771804.2280 000 00022/1 000022 2D 000000 6E274585507

P --- TRANS ACTIVITY ASSURE LOCATION OF MOBILE UNIT PRIOR TO MEMBER'S
TRANSFER. PROCEED AS DIRECTED AND REPORT TO THE FOLLOWING STATIONS IN THE
ORDER NAMED.
Q --- UIC 65553 RPT NET 77 MAY 24 RPT NLT 77 MAY 25 2400
STU CRAW/CRAG VA 174 341-TEMPORARY DUTY UNDER INSTRUCTION
HOMEPORT-CITY JACKSONVILLE, FL AT: NAS JACKSONVILLE, FL
06 DYS LV FOL TEMDUINS CRS CLASS CLCVN 77 MAY 26
COMPLY ITEMS: 16 21 48 137 47
MAILING ADDR: COMMANDING OFFICER (STUDENT)
ATTACK SQUADRON 174
NAVAL AIR STATION
CECIL FIELD, FL 32215
UIC 09221 RPT NLT 77 AUG 04
VA 81 100-FOR DUTY
HOMEPORT-CITY: JACKSONVILLE, FL AT: NAS JACKSONVILLE, FL
COMPLY ITEMS: 9 140 165-A 21 48 137 47
MAILING ADDR: COMMANDING OFFICER
ATTACK SQUADRON 81
FPO NEW YORK 09501
STANDARD TRANSFER DIRECTIVE ORIG ORDERS 77
APR 1 AUTHORITY: COMNAVPERSCOM TC B1057/E3 ORDER NUMBER 00008-77

FIGURE 21B-1

WILLIAMS JOHN GEORGE E-2 AMSAA
123-45-6789 (0000/0000) USN

NATTC
NAS MEMPHIS
MILLINGTON, TN

38054

R --- DISBURSING OFFICER IS HEREBY AUTHORIZED AND DIRECTED TO FURNISH SUCH
TRANSPORTATION/SUBSISTENCE AS MAY BE REQUIRED IN THE EXECUTION OF THESE
ORDERS.

S --- ADDITIONAL INSTRUCTIONS:

RPT NET 24 MAY 77.

TO ATTEND 11 WKS A7 FRAMP

PROCEED TO PORT IN WHICH NEW CMD MAY BE LOCATED WHEN REPORTING. MBR

INFO

NEW CMD ON ANY CHANGES TO STO LEAVE ADDRESS. ASGN IAW MBR DUPREFS

STATED

IN AVAIL RPT DTD APR 77

T --- N/A

STANDARD TR## NATTC
123-45-6789 (0000/0000) USN

NAS MEMPHIS
MILLINGTON, TN 38054
UIC 30459

U --- TRANSFER CODE NO:

15/0800/MAY/77

V --- M. K. DOTE, LT, USN
STU PERS OFF BY DIR.

W --- I HAVE READ AND UNDERSTAND THESE ORDERS AND INSTRUCTIONS AND I HAVE
RECEIVED THE RECORDS AND ACCOUNTS AS INDICATED. SR HR PR

X --- SIGNATURE OF TRANSFEREE.

Y --- "SUPPORT YOUR LOCAL RECRUITER". CALL THE NAVY RECRUITING COMMAND'S
TOLL- FREE NUMBER (1-800-327-NAVY).

Z --- IT IS CERTIFIED THAT YOU HOLD A ___ BASIS ___ COMPLETED ___ BY ___ +
YEARS SERVICE.

ZZ--- NAMES, ADDRESSES, OF PRIMARY AND SECONDARY NEXT OF KIN, INCLUDING
TELEPHONE NUMBERS (IF KNOWN).

FIGURE 21B-2

SAMPLE PCSTO ORDER

DEPARTMENT OF DEFENSE
NAVAL PERSONNEL COMMAND
MILLINGTON, TN 38054

ORIGINAL
COMNAVPERSCOM-

404DG

12 MAY 1991

TO: COMMANDER
MILITARY SEALIFT COMMAND PAC
NAVAL SUPPLY CENTER
OAKLAND, CA 94625-5010

SUBJ: COMNAVPERSCOM ORDER: 1287 000-00-0000/AD1 (COMNAVPERSCOM-404DG)
CHANGE DUTY ORDER FOR
SAILOR JON Q, USN

***** DETACHING ACTIVITY INFORMATION *****

WHEN DIRECTED DETACH IN MAY 91 EDD: MAY 91
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 TRAVEL INFORMATION FORM REQUIRED BY NAVMILPERSCOMINST 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 IAW CHAPTER 4 OF THIS MANUAL AND BUPERINST 1300.26 SERIES 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.

FIGURE 21C-1

SUBJ: COMNAVPERSCOM ORDER: 1287 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. (DUPLICATE AND USE FIGURE 4B-1 THRU 4B-4 ONLY AS SOURCE FOR OVERSEAS SCREEN).

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 87 EDA: 24 SEP 87
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 DAT *****

CIC: ALMH71S3
PCS ACCOUNTING DATA:
NMH7 17714533.2253 G 000022 AL MH7/1/S/3 MGH7000000000

FIGURE 21C-2

SUBJ: COMNAVPERSCOM ORDER: 1287 00-00-000/AD1 (PERS-404DG)
CHANGE DUTY ORDERS FOR
SAILOR JON Q, USN

***** ENLISTED MASTER RECORD DATA *****

PEBD: 17 DEC 75	DESIG: PNEC 6401	-- SCHOOL --	-CAREER HISTORY
ABBD: 03 SEP 76	SEX: M	SNEC 8327	DATE COURSE
EAOS: 23 JAN 92		TNEC	AUG 82 472S
EXT-SCH:	DEP-P: 3	QANEC	AUG 83 032H
EXT-OTH:	DEP-P: 0	QANEC	AUG 82 032H
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

FIGURE 21C-3

SUBJ: COMNAVPERSCOM ORDER: _____ - ____ - ____ / ____ (_____)
CHANGE DUTY ORDERS FOR _____ , _____

----- INTERMEDIATE (01) ACTIVITY -----

REPORT NLT: _____ BUT NET: _____ EDA: _____
TO: _____ UIC: _____
LOCATION: _____
FOR TEMPORARY DUTY - _____ ACC: _____
FOR APPROXIMATELY ____ DAY(S)

TO INCLUDE ____ DAY(S) AT

CLASS: _____ CONV: _____ GRAD: _____ ENEC: _____ CDP: _____

UPON COMPLETION OF TEMPORARY DUTY _____
AND WHEN DIRECTED, DETACH.

PERSONNEL ACCOUNTING SUPPORT: _____ UIC: _____

FAMILIARIZE YOUR SELF WITH MILPERSMAN ARTICLE 1320-080 (PERDIEM FOR PERSONNEL REPORTING EARLY FOR TEMPORARY DUTY).

=====

ALL NORMAL INTERMEDIATE TEXT

=====

----- ULTIMATE ACTIVITY -----

REPORT NOT LATER THAN: _____ EDA: _____
TO: _____ UIC: _____
HOMEPORT: _____
FOR DUTY ACC: _____
ASSIGNED RATE: _____ DNEC1: _____ DNEC2: _____ PRD: _____

PERSONNEL ACCOUNTING SUPPORT _____ UIC: _____

YOU ARE DIRECTED TO REPORT TO THE APPROPRIATE HOUSING REFERRAL OFFICE PRIOR TO _____

=====

ALL NORMAL ULTIMATE TEXT

=====

VERTICAL DASHES INDICATE AREA OF CHANGES FROM NORMAL ORDERS

FIGURE 21D-2

SUBJ: COMNAVPERSCOM ORDER: _____ - ____ - ____ / ____ (_____)
CHANGE DUTY ORDERS FOR _____ , _____

THIS IS WHERE THE ACCOUNTING DATA WOULD HAVE NORMALLY BEEN

----- SPECIAL INSTRUCTIONS -----

COMMAND DELIVERING ORDERS: PRIOR TO TRANSFER, ENSURE MEMBER HAS A COMPLETED AND DOCUMENTED HIV TEST WITHIN SIX MONTHS OF EDD. TEST RESULTS MUST BE RECORDED IN MEDICAL/DENTAL RECORDS PRIOR TO RELEASE.

= = = = =
= = = = =

ALL NORMAL SPECIAL INSTRUCTIONS TEXT

= = = = =
= = = = =

NAVY

F. R. DONOVAN
REAR ADMIRAL, U.S.

DEPUTY CHIEF OF NAVAL
PERSONNEL

----- COPY TO INFORMATION -----

PERS-XXXX

PERS-XXXX

PERS-XXXX

VERTICAL DASHES INDICATE AREA OF CHANGES FROM NORMAL ORDERS

FIGURE 21D-3

SAMPLE MEMORANDUM OF ENDORSEMENT TO PCSTO

1306
Ser: PSDCC:001-87
7 August 1987

MEMORANDUM ENDORSEMENT

From: Officer in Charge
To: YN1 Peter J. Roskopf, USN, 111-22-3344
Subj: DELIVERY OF PERMANENT CHANGE OF STATION ORDERS (PCSTO)
Encl: (1) COMNAVPERSCOM TC-B2177/Y9

1. Enclosure (1) is delivered for compliance this date.
2. You are directed to report to USS MOUNT GLORY (LPO-651) no later than 2400, 7 September 1987 for duty.
3. Your service record, pay and health (medical and dental) records are all in your possession for safe delivery to your new commanding officer. Your personal effects are in your possession as well.
4. The following additional information concerning your transfer acquired through service record review and/or personal interview is as follows:
 - a. SECNAVFIND NOT REQUIRED
 - b. POV, MOV 527 VA
 - c. 30 days
 - d. Plus 40 days
 - e. 2405 Kentucky Rd, Dallas TX 23456. Tele: 404-4457545
 - f. Mr. Joseph Roskopf (Father, 3456 Redskins Court, Vienna, VA 22245
 - g. Secret clearance based on NAC completed 5 Jan 75 by DODNACC

D. B. SAILOR

I have read and understand these orders and instructions and I have received the records and accounts as indicated.

(Signature of Member)

Copy to:
PSD
UNTDEST
INTERMEDIATE DEST

FIGURE 21E

CHAPTER 22

TRANSFER AND TRAVEL AUTHORITY
ENLISTED PERSONNEL ACTION DOCUMENT

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22.02	AUTHORITY FOR TRANSFER	22-1
22.03	TRANSFER DATE	22-1
22.031	Change in Transfer Date	22-1
22.04	DELAY IN REPORTING	22-2
22.05	ACTION REQUIRED UPON RECEIPT OF ENLISTED PERSONNEL ACTION DOCUMENT, OTHER ASSIGNMENT DIRECTIVE, OR MODIFICATION	22-2
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TRANSFER AND TRAVEL AUTHORITY
ENLISTED PERSONNEL ACTION DOCUMENT

22.0 GENERAL INFORMATION.

Once a decision has been made to reassign an individual, information such as ultimate duty station, authorized delay to count as leave, transfer month and new tour date must be conveyed to the member's current duty station in order to facilitate the actual transfer.

The COMNAVPERSCOM and EPMAC document for the transmission of authority for the transfer of enlisted personnel is either the Enlisted Personnel Action Document (EPAD) (NAVPERS 1306/55) or Standard Transfer Directive (STD) or in urgent situations such information may be conveyed by message. EPMAC orders are normally issued by message, STD or NAVGRAM vice EPAD.

22.01 EPAD UTILIZATION.

In addition to the transfer or modification authority contained in an EPAD, this "Action Document" may be utilized by COMNAVPERSCOM to indicate approval of a PRD extension, adjustment of Sea Duty Commencement Date, and acknowledgment of receipt of an individual's application for transfer to the Fleet Reserve.

A complete description of the Enlisted Personnel Action Document is contained in Figure 22A and samples are shown in Figures 22B through 22G.

22.02 AUTHORITY FOR TRANSFER.

Within the EPAD is the Transmission Code (TC) which includes a letter identification for the originator of the directive, the consecutive day of the year (Julian Date, the calendar year in which the TC was originated) and a two digit Desk Code that identifies the COMNAVPERSCOM Code/Rate-Rating-NEC office of the originator, e. g. TC - B0036/A2. The appropriate TC including Desk Code shall be used when referring to the authority for a transfer. EPMAC orders utilize a "P" source, e. g. TC - P2806.

22.03 TRANSFER DATE.

The transfer directive/EPAD contains the month and may include the actual day the transfer is to be executed. If a specific transfer day is not directed, the transfer date within the month is at the discretion of the transferring command for personnel in a "FOR DUTY" status (ACC 1XX). Personnel transferring from the Transient, Patient, Prisoner and Holdee (TPP&H) and Student Pipelines or as the result of an immediate graduation, or brig availability report shall be transferred on the date of graduation from training, or 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 no more than two working days after completion of these screenings or receipt of portcalls.

22.031 CHANGE IN TRANSFER DATE. Commands may change month of transfer specified by the assignment directive, to a subsequent month, for only those personnel assigned in a "FOR DUTY" status (ACC 1XX), provided that the individuals meets the "Report not later than" dates specified in the transfer directive. If a modification would result in a change to a "Report not later than" date or a change in the fiscal year, a modification may only be authorized by the originator of the EPAD/transfer directive in the form of order modification.

22.0311 A school assignment directs an individual to report for TEMDU, TEMDUINS, or DUINS and specifies a reporting date at the school. In this situation, the transfer date may be at the discretion of the transferring command, providing the reporting date to the school is met. The transfer date shall be computed from the date specified in the assignment document considering travel time, proceed time, and authorized delay in reporting to count as leave which the individual intends to take. Personnel shall not be ordered to report earlier than the date specified in the assignment document except in the case of personnel graduating early from a course of instruction under the "Self-Pace" program and ordered to an additional TEMDU/TEMDUINS assignment at another activity. In this case, the transferring activity will request permission from COMNAVPERSCOM to modify the specified report "Not Later Than" date. The report "Not Earlier Than" date specified in the original assignment document will then be changed to read one day prior to the newly established report NLT date.

22.0312 In no case shall orders be modified for transfer in a different Fiscal Year or earlier than the month of transfer specified by assignment directive without the approval of COMNAVPERSCOM or EPMAC.

22.0313 When orders are modified, the transferring command shall insure that the appropriate revised accounting data is reflected in all documents pertaining to the move. Of particular note is the requirement to provide the appropriate HHG shipping office with the revised accounting data so that costs associated with shipment of HHG may be accounted for in the proper Fiscal Year.

22.04 DELAY IN REPORTING.

The transfer directive/EPAD contains the number of days the individual is authorized to delay in reporting, such delay to count as leave, provided no excess leave is involved. This is the maximum number of days which may be authorized by the commanding officer of the transferring command, such amount to be authorized when preparing the Standard Transfer Order and entered thereon. The member should be made aware of the provisions of MILPERSMAN 1050-150. Requests for modification of transfer directive/EPAD for additional leave shall be sent to the prospective ultimate command. CO, EPMAC may modify DELREP of personnel made available to them who are ultimately assigned to overseas duty to allow up to 30 days delay in reporting which provides a reasonable visitation period prior to departure for an extended overseas tour.

22.05 ACTION REQUIRED UPON RECEIPT OF ENLISTED PERSONNEL ACTION DOCUMENT, OTHER ASSIGNMENT DIRECTIVE OR MODIFICATION.

22.051 COMMAND ACTION. Upon receipt of an EPAD, other assignment directive or modification, the commanding officer shall ensure that the following minimum guidance is followed:

- Personal information concerning the individual shall be reviewed to ensure accuracy and, if errors appear, notify originator.
- Notify the member concerned, explaining the directive completely.
- Ensure individual and/or command compliance with appropriate instructions/requirements as listed in the directive which may include narrative instructions and/or numbered "comply with" instructions. It is mandatory to present member with a transcription of numbered items for his/her information. A specific comment relative to necessity of acquiring additional obligated service must be stated to the individual, if applicable.
- When non-compliance with a transfer directive is expected, notify

originator and those concerned within 72 hours, stating reason for non-compliance.

- If a transfer directive is received from another assignment control authority after receipt of a transfer directive and member has not departed, notify both ACAs indicating both TCs and ultimate activities, requesting disposition.
- Transfer directive modification received after transfer (departure) of member. Explain modification by telegram and notify member at leave address. Advise all commands concerned that member has been transferred and that modification has been forwarded to member at leave address.
 - If member's ASSIGN RATE indicates a possible misassignment, notify originator requesting disposition.
 - If the present NEC, rating/rate indicate the possibility of a misassignment, notify originator indicating suspected reason for misassignment, requesting disposition.
 - If member has disciplinary action pending and final disposition cannot be completed prior to required date of transfer comply with Article 3.024.

22.06 ACCOUNTABILITY OF TRANSIENT PERSONNEL.

Procedures set forth herein and the associated accounting procedures employed within MAPTIS provide for the accountability of transient enlisted personnel.

When an assignment directive is issued, the original (action addressee, if a message) is sent to the transferring command with copies sent to ultimate destination and any intermediate activities named in the directive. Action is taken to indicate a prospective gain on the receiving command's EDVR and as a prospective loss to the transferring command's EDVR.

22.061 MINIMUM COMMAND ACTION TO ASSIST IN THE ACCOUNTABILITY OF TRANSIENT PERSONNEL. In an effort to increase the effectiveness of the accounting for transient personnel, all commands will adopt the following minimum procedures:

- The command issuing the Standard Transfer Order (prepared IAW Chapter 21) furnishes the ultimate duty station and intermediate reporting activities with copies of the STO immediately after preparation of STO.

NOTE: RTC PERSUPPDETs transferring recruits to follow-on "A" school training are not required to forward copies of the STO to the gaining PERSUPPDET/school.

- The command to which the member is to report shall review the EDVR to ensure an assignment directive has been received for every prospective gain. If an assignment directive has not been received, request cognizant detailing authority to forward a copy of the assignment directive. The command shall then review the assignment directive to ensure that an advance copy of the STO is received prior to the first of the month following the indicated transfer month. If a copy of the STO is not received on time, request a copy of the STO from the transferring command.
- Comply with MILPERSMAN 1600-040 in all cases when member fails to report as ordered.

22.07 DISTRIBUTION CONTROL AUTHORITY PROCEDURES.

EPMAC Transfer Directive - COMNAVPERSCOM distributes non-designated SN/FN/AN personnel to EPMAC for reassignment within a specified MCA. An Information EPAD will be sent to the transferring command simultaneous to the transmission of the distribution information to EPMAC. However, EPMAC will issue the assignment directive in these cases and notify all concerned.

22.071 Non-Receipt of an Assignment Directive. If an activity, having made a member available for assignment, has not received an assignment directive within the time frame specified in Chapter 18, that activity should:

- Notify COMNAVPERSCOM for those personnel who are rated or designated strikers.
- Notify COMNAVPERSCOM, with info copy to EPMAC, for those non-designated SN/FN/AN that have not been identified by an Information EPAD as being distributed to EPMAC.
- Notify EPMAC, with info copy to COMNAVPERSCOM, for those non-designated SN/FN/AN that have been identified by an Information EPAD as being distributed for assignment. In these cases, be sure to reference the COMNAVPERSCOM TC authority cited on the EPAD.

22.072 TRANSMISSION OF RECRUIT ASSIGNMENT DATA. The transmission of general detail recruit assignment data is currently accomplished by AUTODIN/MITRON between EPMAC and the RTCs. The format of information contained in the advance transmission has been developed by mutual agreement between EPMAC and the RTCs. This advance information is followed up by NAVGRAM orders from EPMAC.

22.08 ORDER TEXT.

The NMPDS Order Text File supports the requirements of the enlisted PCS transfer orders written by COMNAVPERSCOM, EPMAC, and NRPC. The text file is managed by the Distribution Support Division (PERS-47), COMNAVPERSCOM.

All requests for additions or changes to the NMPDS Text File must be in writing and forwarded to COMNAVPERSCOM (PERS-47) via the requestor's division director. All requests for text file additions or changes must include the following information:

- Copies of references specifically requesting or requiring the text file action (e.g., specific request from the fleet, new instruction or policy) if appropriate and available, or a statement justifying the requested text action.
- Suggested wording of the new or changed text including guidance on use of fill-ins, if appropriate.
- Guidance on the suggested or required use of the text (i.e., transfer situations, UICs or geographic areas, categories of servicemembers or types of orders for which the text applies and is to be used).

FIGURE 22A-1

DESCRIPTION OF THE ENLISTED PERSONNEL ACTION DOCUMENT
(EPAD) (NAVPERS 1306/55 [7-81])

The following describes the information which may be displayed on the EPAD. (Figure 22A). Numbers not listed are reserved for future use.

- 1 TO - The address where the original copy of the directive will be mailed.
- 1A DESK CODE - This identification symbol serves as a reference in correspondence. It identifies the detailer originating the action. (See Figure 22H).
- 1B SSN - The Social Security Number of the member that action is being taken upon.
- 1C TC - Transaction Date. The date action was authorized expressed in Julian date and year.
- 1D DATE - The Calendar date in DA-MO-YR in which the action was authorized.
- 1E UIC - The UIC where the original copy of the directive will be mailed.
- SUBJECT - Identification of the member.
- 2 RATE - Present rate of the member.
- 2A NAME - The name of the member.
- 2B SSN - The SSN of the member.
- 2C SEX - The sex of the member.
- 2D BR/CL - The Branch/Class of service of the member.
- 4 TYPE ACTION DIRECTED FOR SNM - The type action directed by the detailer will be indicated in this block.
 - "ASSIGNMENT" - Member has been assigned by COMNAVPERSCOM. Information concerning the transfer will be filled in the appropriate blocks.
 - "MODIFICATION" - A modification EPAD represents a change to a member's original assignment, only the modified portion is displayed. Asterisks indicate the portion of the original EPAD which has been deleted. Always compare the original EPAD with the MOD EPAD, as the combination constitutes the orders.
 - "CANCELLATION" - Will be used to cancel a previous assignment including modification.
 - "EXTENSION" - Present activity tour extended.
 - "CANCEL EXTENSION" - Previous extension of activity tour cancelled.
 - "Type action directed section blank" - An EPAD blank in the "TYPE ACTION DIRECTED" section will be utilized as an information rather than an action document. Proposed uses are to inform member of receipt within COMNAVPERSCOM of member's Fleet Reserve Request, SWAPs Request, etc.

FIGURE 22A-2

- 4A COMNAVPERSCOM AUTH TC - The COMNAVPERSCOM TC to be used as the authority for the action taken.
- 4B CIC - The Customer Identification Code to be used for financial accounting of the assignment transaction.
- 4C Narrative - This section shall be used to include any additional narrative that will amplify the type action directed, or information to be passed on to the member, such as, receipt within COMNAVPERSCOM of member's Fleet Reserve Request, SWAPS request, report not earlier than date, etc.
- Accounting Data - When orders are issued authorizing the expenditure of government funds, the accounting data shall be transcribed to the STO (prepared IAW Chapter 21) as indicated.
- 5 Activity Attached - The activity name where the member is presently attached as recorded on the COMNAVPERSCOM Master Tape.
- 5A IDENT. NO. - Unit Identification Code (UIC) of the activity where member is attached.
- 5B DETACH DA-MO-YR - This will be the latest date that the member may be transferred from his/her current activity. If the day is not specified, the transfer date within the month directed, is at the discretion of the transferring command. See Art 22.031 for change in transfer date. However, the last day of the month shall be the latest date that the member may be transferred.
- 5C DELAY REA - The number of days delay in reporting, chargeable as leave, and the reason for the type of leave authorized. (See Figure 22I).
- 6 FIRST INTERMEDIATE ACTIVITY TO - The activity to which the member is directed to report for non-permanent duty.
- 6A IDENT NO. - The Unit Identification Code (UIC) of the 1st Intermediate Duty Station.
- 6B ASSIGN RATE - The assignment rate of the member as determined by the detailee.
- 6C REPORT DA-MO-YR - The latest reporting date that the member is directed to report to the first intermediate duty station. If the day is not specified, it shall be the last day of the month. If a report not earlier than date is required it will be specified in the narrative section.
- 6D ACCOUNTING CATEGORY CODE - The accounting category code of the activity to which the member is directed to report for non-permanent duty.
- 6F COURSE - The school course code which relates to the course of instruction that the member will attend, if applicable. (See BUPERS online at <http://www.bupersaccess.navy.mil> for codes).
- 6G CLASS - The class number to which the member is assigned, if applicable.
- 6H CLCVN DA-MO-YR - The class convening date for the course of instruction, if applicable.
- 6I GRAD DA-MO-YR - The graduation date for the course of instruction, if applicable.

FIGURE 22A-3

- 6J TYPE ASSIGNMENT - Nature of duty at this activity. (TEMDU, TEMDUINS, TEMDU LIMDU FOR DUTY CFO i.e., New Construction and Fitting Out). The terms FOR DUTY SEA, FOR DUTY SHORE, FOR DUTY PREFERRED OVERSEAS SHORE shall not be transcribed on the STO. Consult Joint Federal Travel Regulations and U.S. Navy Travel Instructions for determination regarding sea/shore related entitlements including dislocation allowance, BAQ, transportation of dependents, and shipment of household goods.
- 6K HP/CITY - The area city location code of the activity assigned. (See BUPERS online at <http://www.bupersaccess.navy.mil> for codes).
- 6L PDS - The Permanent Duty Station area City Location Code of the activity assigned. (See BUPERS online at <http://www.bupersaccess.navy.mil> for codes).
- 6N COMPLY WITH INSTRUCTIONS - Instructions to be carried out by the member in the execution of orders. Code numbers which refer to additional instructions/requirements as listed in Figure 22J. Commanding Officers shall ensure compliance with appropriate instructions/requirements and will also ensure member is apprised of these additional instructions/requirements.
- 7-8N "2nd and 3rd Intermediate Activity To" - Second and third intermediate activity areas will contain information as described in 6 through 6N above.
- If no intermediate activities are listed, member will be transferred directly to the ultimate assignment, with appropriate leave en route.
- 9 ULTIMATE ACTIVITY TO - The activity to which member is directed to report for duty.
- 9A IDENT NO. - Unit Identification Code (UIC) of the ultimate duty station.
- 9B REQUISITION NUMBER - The Number from the Fleet/COMNAVPERSCOM Requisition Report which relates to the vacant billet being filled. (FOR COMNAVPERSCOM/EPMAC internal use).
- 9C DESK SPECAT - Desk Code of the COMNAVPERSCOM Detailer who originated the orders. (See Figure 22H).
- 9D ACCOUNTING CATEGORY CODE - The accounting category code of the activity to which the member is directed to report for duty.
- 9F TYPE ASSIGNMENT - Nature of duty at this activity. (FOR DUTY, FOR DUTY LIMDU, FOR DUTY CFO, i.e., New Construction and Fitting Out, FOR DUTY HUMS). The terms FOR DUTY SEA, FOR DUTY SHORE, FOR DUTY PREFERRED OVERSEAS SHORE shall not be transcribed to the STO. For the member's information, a supplementary item, defining the new activity's duty classification for rotation purposes, will be included in the narrative section of the EPAD. It is emphasized that this information shall not be transcribed on the STO. Consult Joint Federal Travel Regulations and U.S. Navy Travel Instructions for determination regarding sea/shore related entitlements including dislocation allowance, BAQ, transportation of dependents, and shipment of household goods.

FIGURE 22A-4

- 9G REPORT DA-MO-YR - The latest reporting date that member is directed to report to the ultimate duty station. If day is not specified, it shall be the last day of the month. This will not necessarily be the same as the date used on the STO as the member may not desire to take all the delay authorized in the orders. In this case the date on the STO will be an earlier date than the one in this block. Unless a modification is received from COMNAVPERSCOM, the reporting date on the STO shall not be later than the date indicated in this block. If a report not earlier than date is required it will be specified in the narrative section.
- 9H HP/CITY - The area city location code of the activity assigned. (See BUPERS online at <http://www.bupersaccess.navy.mil> for codes).
- 9I PDS - The Permanent Duty Station area City Location Code of the activity assigned. (See BUPERS online at <http://www.bupersaccess.navy.mil> for codes).
- 9M ASSIGN RATE REA - The assignment rate utilized to associate a member with a specific requirement in a manpower authorization as determined by the detailer. The Assignment Rate may or may not agree with the member's actual rate.
- The reason code is a two position alpha-numeric code amplifying the reason why the assignment rate was chosen and is for detailers use only.
- 9N &Distribution Navy Enlisted Classification (DNEC) Code as determined by the billet and
- 9O assigned by the detailer to align the member with a skill (NEC) to the billet requirement. DNEC may or may not agree with the member's previously acquired NEC but will be in accordance with NAVPERS 18068F Volume II.
- 9P PRD MO-YR REA - Projected Rotation Date is a two position month and two position year the member is tentatively due to rotate from this assignment. Reason is an alpha-numeric code used to report the reason for a particular PRD and is for detailers use only.
- 9V COMPLY WITH INSTRUCTIONS - Instructions to be carried out by the member in the execution of the orders. Code numbers which refer to additional instructions/ requirements as listed in Article 22J. Commanding officers shall ensure compliance with appropriate instructions/requirements and will also ensure member is apprised of these additional instructions/requirements.
- 10 ENCL - List of enclosures included with the Enlisted Personnel Action Document.
- 11 SIGNATURE - Signature of the official in COMNAVPERSCOM authorized to sign Enlisted Personnel Action Documents.
- 12 PEBD - Pay Entry Base Date.
- 13 ADSD - Active Duty Service Date.
- 14 EAOS - Expiration of Active Obligated Service.
- 15 EXT - Extensions.
- 15A SCH - Extensions for School.

FIGURE 22A-5

- 15B OTH - Extensions for other reasons (i.e., advancement, PRD, etc.).
- 15C INVOL - Extensions.
- 16 CADD - Current Active Duty Date.
- 18 BIRTH - Date of Birth.
- 19 CITZ - Citizenship Code. - 2 character alpha code identifying the member's citizenship (See Figure 22I).
- 20 EDUC - Education Codes. (See Figure 22I).
- 21 PNEC - Primary Navy Enlisted Classification Code.
- 22 SNEC - Secondary Navy Enlisted Classification Code.
- 23 TNEC - Tertiary Navy Enlisted Classification Code.
- 24 QANEC - Quadrinary Navy Enlisted Classification Code.
- 25 QINEC - Quinary Navy Enlisted Classification Code.
- 26 GCT - General Classification Test Score.
- 27 ARI - Arithmetic Test Score.
- 28 MECH - Mechanical Test Score.
- 29 CLER - Clerical Aptitude Test Score.
- 30 DEP - P & S - The Primary and Secondary Dependency Status Codes. (REFER PAYPERSMAN)
- 31 DESIG - Enlisted Designator Code.
- 32 LIMDU - Limited Duty Code.
- 33 SEC - Security Clearance Code.
- 36 COPIES TO - The activity name and unit identification code (UIC) of the activities to receive copies of this EPAD: Courtesy or other information copies will be displayed in this block. Those activities to which the member was ordered (items 6, 7, 8, and 9) will automatically receive a copy but will not be displayed in the distribution list.
- 37 SCHOOL HISTORY - A set of elements which identifies the individual's naval schools history. The most current listed in column (1) and preceding history in respective subsequent areas.
- 37A MO/YR - The month and year the course was completed.
- 37B CODE - The numeric school course code number which identifies the course of instruction completed. (See BUPERS online at <http://www.bupersaccess.navy.mil> for codes).
- 38 CAREER HISTORY - A set of elements which identifies the individual's Naval Career History (See Figure 22I). The most current listed in line (1) and preceding history in respective sequence.

FIGURE 22A-6

- 38A MOS - The number of months served on board the activity.
- 38B S/S - If shore duty (U.S. or overseas), code for the general type of duty (Figure 22I) performed at the activity, or, if shipboard or an aviation unit classified as sea duty, the homeport code. (See Figure 22I).
- 38C LOC - Geographic location or type activity code. (See BUPERS online at <http://www.bupersaccess.navy.mil> for codes).

FIGURE 22A-7

FIGURE 22B

FIGURE 22C

FIGURE 22D

FIGURE 22E

FIGURE 22F

FIGURE 22G

(1) DESK CODE/BUPERS NUMBER TABLE

DESK SPE- CODE	CAT	BUPERS	RATING/NEC
A7		291	AN
A7		291	SN
A7		291	FN
A7		291	SCHOOL ASSIGNMENTS
B0		403C	MM/IC
B1	G	403D	SWS, ET - NEC'S 332X-3336, 3343/3344 FTB, MT, FTCS/FTCM - NEC 3301-3317, 3341/42 & ALL NEC 3349
B2		403E	ET(SS), MM(SS), MS(SS), QM(SS), RM(SS) SK(SS), CHIEF OF THE BOAT (9579)
B3		403D	DS(SS), FTG(SS), FTCS/ FTCM(SS), IC(SS), TM(SS), STS(SS)
B4	Q	403C	NUC PWR INSTR: ET, IC, EM, MM - NEC'S 335X-339X
B5	Q	403C	ET, IC, EM, MM - NECS 335X-339X
B6		403F	NUC PWR TRAINING (PROTOTYPE) NEC 9901
B7		403F	NUC PWR TRAINING (NUPWRSCOL) NEC 9901
B8		403F	SUBMARINE SCHOOL
B9		403B	YN/PN(SS)DEEP SUBMERGENCE/ SPECIAL PROJECT, SSN/SSBN (TRIDENT) NEW CONSTRUCTION POLARIS/POSEIDON TRNG
C0		401C	CU
C1		401C	EA
C2		401C	CE
C3		401C	EQ
C4		401C	EO
C5		401C	CM
C6		401C	BU
C7		401C	SW
C8		401C	UT
C9		401C	CN
D1		404C	AE
D2		404C	AX
D3		404C	AT
D4		404C	AQ
D5		404C	AV/AF
D9		404C	AVIATION NEW CONSTRUCTION

(1) DESK CODE/BUPERS NUMBER TABLE

DESK SPE- CODE	CAT	BUPERS	RATING/NEC
E1		404E	AME
E2		404D	AD
E3		404E	AM
E4		404D	PH
E5		404D	AZ
F1		404D	AB
F2		404C	AO
F3		404D	AS
F4		404D	PR
G1		405C	YN
G2		405C	PN
H		405C	PN-NEC 26XX
G3		405D	LI
G4		405C	PC
G5		405C	JO
G6		405C	LN
G7		405C	DM
G8		405C	NC
G9		405C	IS
G0		405C	RP
H1		405D	DK
H2		405D	SK
H3		405D	AK
H4		405D	MS
H6		405D	SH
I1 & I2		402DI	DC/48XX
JO		405E	MA
J1		405E	SM
J2		405E	QM
J3		405E	BM
J4		407C	HM, HN
J5		407C	DT, DN
J6		407	HM
J7		407	HM
J8		407	HM
J9		407	HM
K1		402CD	MM
K3		402BC	BT

FIGURE 22H-1

(1) DESK CODE/BUPERS NUMBER TABLE

DESK SPE- CODE	CAT	BUPERS	RATING/NEC
L1		402CD	EM
L4		402CD	IC
L6		402DE	PM,ML,PI,MR,IM,OM
M1		402DF	HT/49XX
M5		402DH	GS
M6		402DG	EN
N1		406C	FC
N2		406C	GM
P1		406C	ST
P2		406C	TM
P3		406C	MN
P4		406C	OT,OTA,OTM
Q1		406D	ET
Q2		406D	DS
R1		406C	OS
R2		406C	EW
S1		406D	RM
T1	3	401D	UDT/SEAL TEAM,EOD
DIVERS			SNEC - 53XX (LESS
5345)			
T2		4010C	SPECIAL PLACEMENT
W1		45	
W2		451	
W4		165	
W7		47	
W9		40F	COMMAND MASTER CHIEF
X6		47	
X8	EAIS		

DESK CODE/BUPERS NUMBER TABLE

DESK SPE- CODE	CAT	BUPERS	RATING/NEC
Y0		8	PERFORMANCE REVIEW
Y1		291	SPIRIT
Y2		273	FLEET RESERVE
Y3		40HH	HUMS ASSIGNMENT
Y4		4010C	RECRUITERS-TEMACS
Y5		4010C	SPECIAL PROJECTS
Y6		409C	NEW CONSTRUCTION
Y7		481	NEC CHANGES
Y8		4010D	WASHINGTON PLACEMENT
Y9		451D	ENLISTED PROCEDURES
Z0	4	4010E	TEMACS
Z1		408	CT
Z2		114	MU
Z3		404C	TD
Z4		406D	DP
Z5		404D	AC
Z6		404D	AG
Z7	P	404E	AW
Z8	T	913	TAR
Z8	U	913	TAR AIRCREWMAN, DNEC - 78XX/82XX
Z9	P	404E	AIRCREWMAN - DNEC 82XX
31	T	NRPC TAR	E-8/E-9
32	T	NRPC TAR	AD,AE
33	T	NRPC TAR	AM,AS,PR
34	T	NRPC TAR	AO,AQ,AT,AX NON-DESIGNATED AN
35	T	NRPC TAR	AC,JO,PN
36	T	NRPC TAR	YN, NON-DESIGNATED SN
37	T	NRPC TAR	AK,HM,SK
38	U	NRPC TAR	AW,AZ,AIRCREW, DNEC 78XX,82XX
38	T	NRPC TAR	AZ,PH
39	T	NRPC TAR	BM,BT,DC,EM,EN,ET, HT,IC,MM,MR, AND NON-DESIGNATED FN

FIGURE 22H-2

(2) RATING SEQUENCE

RATING	DESK		CAT	RATING	DESK		SPEC-
	CODE	BUPERS			CODE	BUPERS	
AB	F1	404D		EA	C1	401C	
AC	Z5	404D		EM	L1	402D	
AD	E2	404E		EN	M6	402E	
AE	D1	404C		EO	C4	401C	
AF	E1	404C		EQ	C3	401C	
AG	Z6	404D		ET	Q1	406D	
AIRCREWMAN		Z9	404E	ET-NECS 332X,			
AK	H3	405D		333X,	B2	403D	
AM	E3	404E		EW	R2	406C	
AME	F4	404E					
AO	F2	404D		FC	N1	406C	
AQ	Z3	404C		FTB	B1	403D	G
AS	F3	404D		FTG	B3	403D	
AT	D3	404C		FTCS, FTCM,			
AV	D5	404C		NECS 330X,			
AVIATION INST/ NEC 9502	D6	404C		331X	B1	406D	G
AW	Z7	404E		GM	N2	406C	
AX	D2	404C		GS	M5	402E	
AZ	E5	404D					
				HM	J4	407C	
BM	J3	405E		HN	J4	407C	
BT	K3	402C		HT	M1	402D	
BU	C6	401C					
				IC	L4	402D	
CE	C2	401C		IM	L6	402D	
CM	C5	401C		IS	G9	405C	
CN	C9	401C					
CT	Z1	408		JO	G5	405C	
CU	C0	401C					
				LI	G3	405C	
DEEP SUBMER-				LN	G6	405C	
GENCE	B3	403D		MA	JO	405E	
DIVERS	T1	401D		ML	L6	402D	
DC	I1 & I2	402D		MM	K1	402C	
DK	H1	405D		MN	P3	406C	
DM	G7	405C		MR	L6	402D	
DN	J5	407C		MS	H4	405D	
DP	Z4	406D		MT	B1	403D	G
DS	Q2	406D		MU	Z2	654	
DT	J5	407C					

FIGURE 22H-3

(2) RATING SEQUENCE

RATING	DESK CODE	BUPERS	SPEC-CAT
NC	G8	405C	
NUC PWR INSTR		B4	403C
NUC PWR INSTR		B5	403C
NUC PWR TRNG			
(PROTOTYPE)	B6	403E	Q
NUC PWR TRNG			
(NUPWRSCOL)	B7	403E	Q
OM	L6	402D	
OS	R1	406C	
OT	P4	406C	
PC	G4	405C	
PH	F4	404E	
PI	L6	402D	
PN	G2	405C	
PN - NEC 26XX		G2	405C
PR	F4	404D	
POLARIS/ POSEIDON TRNG		B9	403B
QM	J2	405E	
RM	S1	406D	
SH	H6	405D	
SK	H2	405D	
SM	J1	405E	
SPECIAL PROJ	T2	4010C	
SSN NEW CONSTR		B9	403D
SUB SCHOOL	B8	403D	
ST,STG,ST(SS), STS,	P1	406C	
SW	C7	401C	
TD	Z3	404C	4
TEMACS	Z0	4010E	4
TM	P2	406C	
TM(SS)	B2	403D	G
UT	C8	401C	
YN,YN(SS)	G1	405C	

(2) RATING SEQUENCE

RATING	DESK CODE	BUPERS	SPEC-CAT
<u>TAR RATINGS</u>			
AC	35	NRPC	T
AD	32	NRPC	T
AE	32	NRPC	T
AK	37	NRPC	T
AM	33	NRPC	T
AO	34	NRPC	T
AQ	34	NRPC	T
AS	33	NRPC	T
AT	34	NRPC	T
AW	38	NRPC	U
AX	34	NRPC	T
AZ	38	NRPC	T/U
BM	39	NRPC	T
BT	39	NRPC	T
E-8/9	31	NRPC	T
EM	39	NRPC	T
EN	39	NRPC	T
ET	39	NRPC	T
HM	37	NRPC	T
HT	39	NRPC	T
IC	39	NRPC	T
JO	35	NRPC	T
MM	39	NRPC	T
MR	39	NRPC	T
NONDESIG AN	34	NRPC	T
NONDESIG FN	39	NRPC	T
NONDESIG SN	36	NRPC	T
PH	38	NRPC	T
PN	35	NRPC	T
PR	33	NRPC	T
SK	37	NRPC	T
TAR AIR-CREWMAN	38	NRPC	U
TAR AIR-CREWMAN	Z8	913	U
TARS	Z8	913	T
YN	36	NRPC	T

FIGURE 22H-4

(3) SPECAT TABLE

SPECAT	BUPERS	DESK CODE	RATING	NEC	DESCRIPTION
A	4010C	OF RATING	ANY	9585 9588 9589	RECRUITERS AND CAREER COUNSELORS
B	4010D	OF RATING	ANY		WASHINGTON DEPARTMENTAL ACTIVITIES, PQMS, FLAG MESSES ASHORE, OTHER PROGRAMS AND PROJECTS ASSIGNED (PRIMARILY IN THE WASHINGTON, D.C. AREA)
D	4010C	Y5	ANY SPECIALIST	9515	EQUAL OPPORTUNITY PROGRAM
G	403D	B1	FTCS, FTCM	330X 331X	FIRE CONTROL TECHNICIAN
		B1	FTB MT		FIRE CONTROL TECHNICIAN (B) MISSILE TECHNICIAN RATING
		B2	TM ET	330X 334X	FLEET BALLISTIC MISSILE WEAPONS SYSTEM PERSONNEL
		B3	ANY		SUBMARINE ORIENTED DEEP SUBMERGENCE SPECIAL PROJECTS AND SUBMARINE SUPPORT
H	405C	G2	PN	26XX	ENLISTED CLASSIFICATION PROGRAM
I	4010C	Y5	ANY SPECIALIST	9528 SPECIALIST 9519	ORGANIZATIONAL EFFECTIVENESS ALCOHOLIC REHABILITATION
N	404	Z7 (AW), Z9 (82XX)	ANY	9522 82XX AW- 78XX	DRUG ABUSE COUNSELOR SPECIAL USN/USNR PERSONNEL ASSIGNMENTS WHERE CREW MEMBER FLIGHT PAY IS PROHIBITED.
	(DNEC)	BUPERSINST 1326.3	(SERIES)	REFERS.	THIS SPECAT MAY ONLY BE AUTHORIZED BY COMNAVPERSCOM.
P	404 (82XX) 78XX	Z7, (AW), Z9 AW	ANY AW	82XX IN AW-FLIGHT	ACTIVE AIRCREW PERSONNEL ASSIGNED STATUS, CREW MEMBER (DNEC) QUALIFICATION OF BUPERSINST 1326.3 THIS SPECAT MAY ONLY BE BY COMNAVPERSCOM.
		78XX	FLIGHT PAY AUTHORIZED UPON		
					UNDER THE PROVISIONS (SERIES). AUTHORIZED
Q	403E	B4	EN,IC, EN,BT,		NUCLEAR PROPULSION PLANT OPERATORS (INSTRUCTORS)
		B5	EM,MM		NUCLEAR PROPULSION PLANT OPERATORS (FLEET ASSIGNMENTS)

FIGURE 22H-5

(3) SPECAT TABLE

SPECAT BUPERS	DESK CODE	RATING	NEC	DESCRIPTION
			3351-3356	SUBMARINE (E3-9)
			336L-3366	SUBMARINE (E6-9)
			3383-3386	SURFACE (E3-E9)
			3393-3396	SURFACE (E6-E9)
	4010C	Y5	ANY	SERE, DEEP FREEZE
T	NRPC CODE	32 300	E-8/E-9 33 34	TAR PERSONNEL TAR PERSONNEL TAR PERSONNEL
			AD,AM,AO,PR AE,AQ,AT,AW AX	
			35	TAR PERSONNEL
			AC,AS,AZ, JO,PH,PN	
		36	YN	TAR PERSONNEL
		37		TAR PERSONNEL
	9L3	Z8	AK,HM,SK	TAR PERSONNEL
U	NRPC	34	ANY	82XX, TAR PERSONNEL IN COMNAVPERSCOM CONTROLLED BILLETS, CREW MEMBER
		CODE 30	AW-78XX	FLIGHT PAY AUTHORIZED UPON
		9L34 Z8	ANY	QUALIFICATION UNDER THE PROVISIONS OF BUPERSINST 1326.3 (SERIES).
				THIS SPECAT MAY ONLY BE AUTHORIZED BY COMNAVPERSCOM/NRPC.
W	OF	OF RATING	ANY	ASSIGNED TO BILLETS INVOLVING THE RATING SUPERVISION, TRAINING, AND RECRUITMENT OF ENLISTED WOMEN.
		NOT ASSIGNED TO PERSONNEL FILLING		THESE
				BILLETS.
1	401D	T1	ANY	530X UDT/SEAL TEAM, EOD, OR DIVER TRAINING PIPELINE - AWAITING TRAINING.
2	406E	OF RATING	ANY	SECURITY GROUP PERSONNEL
3	401D	T1	ANY	53XX DIVERS, EXPLOSIVE ORDNANCE
		LESS 5345	DISPOSAL UNDERWATER DEMOLITION	
		TEAM, SEA-AIR-LAND (SEAL) TEAM.		
4	4010E	ZO	ANY	TEMAC
7	404D	OF RATING	ANY GROUP IX RATING	AVIATION INSTRUCTORS
8	4010D	OF RATING	ANY	ATTACHES, MAAGS, MISSIONS, JOINT AND COMBINED MISSIONS, JOINT AND COMBINED STAFFS, DEFENSE COMMUNICATIONS AGENCIES (OVERSEAS), AND NATO ACTIVITIES
9	4010C	Y5	ANY	PERSONNEL ASSIGNED TO PETTY OFFICER COMMUNITY BILLETS

FIGURE 22H-6

(4) EPMAC DESK CODES

DESK CODE	EPMAC CODE	RATING/NEC PROJECT
01	EP471A	NON-DESIGNATED LEAD DETAILER
02	EP471B	NON-DESIGNATED SPECIAL PROGRAM SUPERVISOR
03	EP471C	NON-DESIGNATED NROTC/USNA/PRECOM/DECOM DETAILER
04	EP471D	NON-DESIGNATED WOMEN AT SEA DETAILER
05	EP471E	NON-DESIGNATED SN DETAILER
06	EP471F	NON-DESIGNATED FN DETAILER
07	EP471G	NON-DESIGNATED AN DETAILER
08	EP471H	NON-DESIGNATED SN DETAILER
09	EP471J	NON-DESIGNATED FN DETAILER
10	EP471K	NON-DESIGNATED AN DETAILER
11	EP472A	NON-DESIGNATED IMMEDIATE AVAIL CONTROL PROCESSOR
12	EP472B	NON-DESIGNATED SN/FN/AN IMMED AVAIL DETAILER
13	EP472C	NON-DESIGNATED SN/FN/AN IMMED AVAIL DETAILER
14	EP472D	NON-DESIGNATED SN/FN/AN IMMED AVAIL DETAILER
15	EP472E	NON-DESIGNATED SN/FN/AN SUB IMMED AVAIL DETAILER
16	EP472F	NON-DESIGNATED SN/FN/AN IMMED AVAIL DETAILER
17	EP472G	NON-DESIGNATED SN/FN/AM IMMED AVAIL DETAILER
18		
19	-----	NON-DESIGNATED SN/AN/FN ARTM AVAIL (MACHINE GENERATED)
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30	NRPC	TAR COMMUNITY (NAVAL RESERVE PERSONNEL CENTER)

FIGURE 22H-7

DESK CODE	EPMAC CODE	RATING/NEC PROJECT
31	NRPC	TAR COMMUNITY (NAVAL RESERVE PERSONNEL CENTER)
32	NRPC	TAR COMMUNITY (NAVAL RESERVE PERSONNEL CENTER)
33	NRPC	TAR COMMUNITY (NAVAL RESERVE PERSONNEL CENTER)
34	NRPC	TAR COMMUNITY (NAVAL RESERVE PERSONNEL CENTER)
35	NRPC	TAR COMMUNITY (NAVAL RESERVE PERSONNEL CENTER)
36	NRPC	TAR COMMUNITY (NAVAL RESERVE PERSONNEL CENTER)
37	NRPC	TAR COMMUNITY (NAVAL RESERVE PERSONNEL CENTER)
38	NRPC	TAR COMMUNITY (NAVAL RESERVE PERSONNEL CENTER)
39	NRPC	TAR COMMUNITY (NAVAL RESERVE PERSONNEL CENTER)
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50	EP40B	RATING SPECIALIST
51	EP40P	SENIOR PLACEMENT OFFICER
52	EP41	ENLISTED SURFACE PLACEMENT
53	EP42	ENLISTED SUBMARINE PLACEMENTN ESSENTIAL MONITOR
54	EP43	ENLISTED AVIATION PLACEMENT
55	E944	ENLISTED SPECIAL PROGRAMS PLACEMENT
56	EP45	ENLISTED SHORE PLACEMENT
57	EP46	MCA READINESS
58	EP48	TRANSIENT, PRISONER, PATIENT, HOLDEE PROGRAM MANAGEMENT
59	EP49	NEC MANAGEMENT
60		
61		
62		

FIGURE 22H-8

DESK CODE	EPMAC CODE	RATING/NEC	PROJECT
63			
64			
65			
66			
67			
68			
69			
70	EP47	NON-DESIGNATED	SN/FN/AN ASSIGNMENT DIRECTOR
71	EP471	NON-DESIGNATED	SN/FN/AN DIVISION DIRECTOR
72	EP472	NON-DESIGNATED	SN/FN/AN DIVISION DIRECTOR IMMEDIATE AVAILS
73	EP47A	NON-DESIGNATED	SN/FN/AN ASSIGNMENT DEPUTY DIR
74	EP47B	NON-DESIGNATED	SN/FN/AN BUDGET/PROGRAM ANALYST
75			
76			
77			
78			
79			
80			
81			
82			
83			
84			
85			
86			
87			
88			
89			
90			
91			
92			
93			
94			

FIGURE 22H-9

DESK CODE	EPMAC CODE	RATING/NEC	PROJECT
95			
96			
97			
98			
99			

FIGURE 22H-10

CODES UTILIZED ON EPAD

SEX CODE:

M - Male
F - Female
Blank - Unknown

DELAY REASON:

CODE DESCRIPTION

Blank Provided no excess leave involved, authorized to delay (number of days or until date specified) in reporting to count as leave.

A Delay en route authorized as ordinary leave provided it does not interfere with reporting date specified and providing individual has sufficient accrued leave.

000 No leave en route is granted.

EXTENSION TYPE CODE: These codes reflect a detailing decision by a COMNAVPERSCOM Detailer.

CODE TYPE

1-A Shore
2-B Sea
3-C Overseas
5-E Activity (Changes PRD)

Numeric codes indicate non-requested extensions; alphabetic codes indicate requested extensions.

CITIZENSHIP: 2 digit alphabetic code identifying member's citizenship.

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

EDUCATIONAL CODES:

CODE GRADE COMPLETED

08 8
09 9
10 10
11 11
12 12
13-16 13 - 16
17 Master's Degree
18 Doctor's Degree

FIGURE 22I-1

CODE DESCRIPTION

CAREER HISTORY ELEMENT - Shore Duty (U.S. or overseas). Code for the general type of duty performed at the activity:

A Recruiting Duty
C Instructor Duty
G General Duty
H Classification Duty
P Nuclear Type Duty
S Special Weapons Duty
Z Guided Missile Duty
O Inactive Status

CAREER HISTORY ELEMENT - Shipboard duty or an aviation unit, classified as sea duty. Code for homeport Atlantic/Pacific:

CODE DESCRIPTION

A ANY PORT, ATLANTIC FLEET
B NEW CONSTRUCTION, ATLANTIC FLEET
C BOSTON, MA. INCLUDES: PORTSMOUTH, NH.
D NEW LONDON, CONN.
E NEWPORT, RI INCLUDES: QUONSET POINT, DAVISVILLE, AND PROVIDENCE, RI; AND FALL RIVER, MA.
F NEW YORK, NY. INCLUDES: JAMAICA AND FORT SCHUYLER, NY.; PERTH AMBOY AND PORT NEWARK, NJ.
G PHILADELPHIA, PA. INCLUDES: ATLANTIC CITY, TRENTON, AND LAKEHURST, NJ.
H WASHINGTON, D.C. INCLUDES: PATUXENT RIVER, MD. AND BALTIMORE, MD.
I NORFOLK, VA. INCLUDES: NEWPORT NEWS, DAM NECK, LITTLE CREEK, OCEANA AND FT STORY, VA. YORKTOWN, VA. INCLUDES: CHINCOTEAGUE, VA.
K CHARLESTON, SC. INCLUDES: BEAUFORT, SC.; WILMINGTON AND CHERRY POINT, NC.
L JACKSONVILLE, FL. INCLUDES: MAYPORT, GRN COVE SPRINGS, CECIL FLD, CAPE CANAVERAL, AND SANFORD, FL.; GLYNCO AND ALBANY, GA.
M BRUNSWICK, ME. INCLUDES: PORTLAND, ME
N NEW ORLEANS, LA. INCLUDES: PENSACOLA, ST. PETERSBURG, AND PANAMA CITY, FL.; MOBILE, AL.; HOUSTON AND GALVESTON, TX.; PASCAGOULA, MS.
O NO PREFERENCE, EITHER FLEET, ANY PORT.
P MIAMI, FL. INCLUDES: PORT EVERGLADES AND KEY WEST, FL.
Q CHICAGO, IL. INCLUDES: GREAT LAKES, IL., MILWAUKEE AND SHEBOYGAN, WI.; DETROIT AND BENTON HARBOR, MI.; TOLEDO, OHIO; AND ROCHESTER, NY.
R OVERSEAS ATLANTIC. INCLUDES: ANY HOMEPORT OVERSEAS IN ATLANTIC OCEAN OR MED. SEA
S OVERSEAS PACIFIC. INCLUDES: ANY HOMEPORT OVERSEAS IN PACIFIC OR INDIAN OCEANS
T ANY PORT, PACIFIC FLEET
U NEW CONSTRUCTION, PACIFIC FLEET
V SEATTLE, WA. INCLUDES: PUGET SOUND, EVERETT, AND WHIDBEY ISLAND, WA.; ASTORIA, PORTLAND, AND TONGUE POINT, OR.
W SAN FRANCISCO, CA. INCLUDES: MARE ISLAND, VALLEJO, ALAMEDA, MOFFETT FIELD, AND STOCKTON, CA.
X LONG BEACH, CA. INCLUDES: SAN PEDRO, POINT MUGU, PORT HUENEME AND LOS ALAMITOS, CA.
Y SAN DIEGO, CA. INCLUDES: NORTH ISLAND, MIRAMAR, IMPERIAL BEACH, CA.
Z PEARL HARBOR, HAWAII. INCLUDES: BARBERS POINT, HAWAII

FIGURE 22I-2

P-CODES

Comply-with instructions for commands serviced by the Pay/Personnel Administrative Support System (PASS) will be contained on transfer directives and will be identified as P-Codes. The P-Codes give the location of the Personnel Support Detachment (PSD) to which a member must report for personnel purposes.

Orders for personnel in which the transfer directive contains a P-Code shall contain the following statement and shall be explained to the member prior to transfer:

- "REPORT FOR PERSONNEL ACCOUNTING TO (the address of the PSD which corresponds to the P-Code found below) and REPORT FOR DUTY TO (for administrative purposes to command to which assigned for duty)."

The PSD shall be included as an INFO ADDRESSEE on all message traffic concerning the transfer directive and shall be sent copies of all correspondence sent by mail including an advanced copy of the STO.

PASS offices which support commands that are geographically separated from the PASS office, non-Naval training facilities or commands with unusual reporting requirements may have agreements with these commands which permit a member to report directly to the ultimate command without reporting first to the PASS office. In these cases, it is the responsibility of the PASS office, upon receipt of the transfer directive, to notify the transferring command of the correct reporting procedures.

Information concerning PASS can be found in OPNAVINST 1000.23 (PASS Consolidation Manual).

PASS Program Manager
Naval Personnel Command
(NPC-331)
Millington, TN 38054

Telephone: AUTOVON: 223-3001/3064/3080
COMM: (703) 693-3001/3064/3080

The above is in accordance with MILPERSMAN 1320-140.

<u>Inst. Number</u>	<u>UIC</u>	<u>Mailing Address</u>	<u>Plain Language Address</u>
P01	42557	Officer in Charge Personnel Support Activity Detachment Anacostia 2701 S Capital Street SW Washington, DC 20374-0922	PERSUPP DET ANACOSTIA WASHINGTON DC
P02	42539	Officer in Charge Personnel Support Activity Detachment NAF 1 San Diego Loop Bldg 3282 Washington, DC 20396-5504	PERSUPP DET NAF WASHINGTON DC

FIGURE 22J-1

<u>Inst Number</u>	<u>UIC</u>	<u>Mailing Address</u>	<u>Plain Language Address</u>
P03	42559	Officer in Charge Personnel Support Activity Detachment Annapolis 251 Wood Road Annapolis, MD 21402-5051	PERSUPP DET ANNAPOLIS MD
P04	42554	Officer in Charge Personnel Support Activity Detachment 8901 Wisconsin Avenue Bethesda, MD 20889-5610	PERSUPP DET BETHESDA MD
P05	42555	Officer in Charge Personnel Support Activity Detachment Crystal City Crystal Mall 3, Room 100 1931 Jefferson Davis Hwy Arlington, VA 22241-5366	PERSUPP DET CRYSTAL CITY WASHINGTON DC
P07	42558	Officer in Charge Personnel Support Activity Detachment NSGA Bldg 9805 FT Meade, MD 20755-5285	PERSUPP DET FT MEADE MD
P10	42325	Officer in Charge Personnel Support Activity Detachment Bldg 409 Patuxent River, MD 20670-5409	PERSUPP DET PATUXENT RIVER MD
P12	42816	Officer in Charge Personnel Support Activity Detachment NTC 32182 Dewey Road Suite 100 San Diego, CA 92133-1450	PERSUPP DET NTC SAN DIEGO CA
P14	42217	Officer in Charge Personnel Support Activity Detachment FLEASWTRACENPAC 32444 Echo Lane Suite 132 San Diego, CA 92147-5195	PERSUPP DET FLEASWTRACENPAC SAN DIEGO CA
P15	68548	Officer in Charge Personnel Support Activity Detachment Dam Neck 432 Tartar Avenue Virginia Beach, VA 23461-1998	PERSUPP DET DAM NECK VA
P16	68550	Officer in Charge Personnel Support Activity Detachment Oceana Bldg 326 Virginia Beach, VA 23460-5170	PERSUPP DET OCEANA VA

FIGURE 22J-2

<u>Inst. Number</u>	<u>UIC</u>	<u>Mailing Address</u>	<u>Plain Language Address</u>
P17	68551	Officer in Charge Personnel Support Activity Detachment 1099 Holcomb Road Suite 154 Portsmouth, VA 23708-5150	PERSUPP DET PORTSMOUTH VA
P18	68549	Officer in Charge Personnel Support Activity Detachment Naval Weapons Station Yorktown, VA 23691-5041	PERSUPP DET YORKTOWN VA
P19	42572	Officer in Charge Personnel Support Activity Detachment LANTFLT 1452 Blandy Road Suite 100 Norfolk, VA 23511-2593	PERSUPP DET LANTFLT NORFOLK VA
P20	42575	Officer in Charge Personnel Support Activity Detachment Little Creek 1155 Nider Blvd Norfolk, VA 23521-2732	PERSUPP DET LITTLE CREEK VA
P21	42573	Officer in Charge Personnel Support Activity Detachment NAS 1278 Franklin Street Norfolk, VA 23511-2493	PERSUPP DET NAS NORFOLK VA
P22	42574	Officer in Charge Personnel Support Activity Detachment NAVSTA 1755 Powhattan Street Suite 100 Norfolk, VA 23511-2984	PERSUPP DET NAVSTA NORFOLK VA
P23	68557	Officer in Charge Personnel Support Activity Detachment Miramar 45667 Regulus Road San Diego, CA 92145-5898	CSD MIRAMAR CA
P24	68556	Officer in Charge Personnel Support Activity Detachment NAVSTA 3395 Sturtevant St Box 368204 San Diego, CA 92136-5075	PERSUPP DET NAVSTA SAN DIEGO
P25	68555	Officer in Charge Personnel Support Activity Detachment Balboa 34520 Bob Wilson Dr., Suite 5 San Diego, CA 92134-5173	PERSUPP DET BALBOA CA

FIGURE 22J-3

<u>Inst. Number</u>	<u>UIC</u>	<u>Mailing Address</u>	<u>Plain Language Address</u>
P26	68554	Officer in Charge Personnel Support Activity Detachment Point Loma 140 Sylvester Road San Diego, CA 92106-3599	PERSUPP DET PT LOMA SAN DIEGO CA
P27	42827	Officer in Charge Personnel Support Activity Detachment North Island P. O. Box 357052 San Diego, CA 92135-7052	PERSUPP DET NORTH ISLAND CA
P28	42828	Officer in Charge Personnel Support Activity Detachment Coronado 3324 Guadalcanal Road San Diego, CA 92155-5094	PERSUPP DET CORONADO CA
P29	43043	Officer in Charge Personnel Support Activity Detachment Box 72 Naval Air Station Jacksonville, FL 32212-0072	PERSUPP DET JACKSONVILLE FL
P30	42975	Officer in Charge Personnel Support Activity Detachment Box 280008 Naval Station Mayport, FL 32228-0008	PERSUPP DET MAYPORT FL
P31	43044	Officer in Charge Personnel Support Activity Detachment Box 121, Naval Air Station Cecil Field, FL 32215-0121	PERSUPP DET CECIL FIELD FL
P33	42976	Officer in Charge Personnel Support Activity Detachment 922 USS James Madison Road Rm 538 Kings Bay, GA 31547-2540	PERSUPP DET KINGS BAY GA
P34	43064	Officer in Charge Personnel Support Activity Detachment NTC 1751 Grace Hopper Ave Suite 13 Orlando, FL 32813-8314	PERSUPP DET NTC ORLANDO FL
P35		RESERVED FOR FUTURE USE.	

FIGURE 22J-4

<u>Inst. Number</u>	<u>UIC</u>	<u>Mailing Address</u>	<u>Plain Language Address</u>
P36	43105	Officer in Charge Personnel Support Activity Detachment 2300 General Meyer Avenue New Orleans, LA 70142-5450	PERSUPP DET NAVSUPPACT NEW ORLEANS LA
P37	43014	Officer in Charge Personnel Support Activity Detachment NAS 400 Russell Avenue Naval Air Station New Orleans, LA 70143-5600	PERSUPP DET NAS NEW ORLEANS LA
P38	43104	Officer in Charge Personnel Support Activity Detachment Bldg 453K, P.O. Box 304 Pearl Harbor, HI 96860-6700	PERSUPP DET PEARL HARBOR HI
P39	43057	Officer in Charge Personnel Support Activity Detachment Naval Air Station, Bldg 50 Barbers Point, HI 96862-0454	CSD BARBERS POINT HI
P40	43058	Officer in Charge Personnel Support Activity Detachment Bldg 10 Wahiawa HI 96786-3050	CSD WAHIAWA HI
P43	43081	Officer in Charge Personnel Support Activity Detachment 421 Saufley Street Suite B Pensacola, FL 32508-5202	PERSUPP DET PENSACOLA FL
P44	43082	Officer in Charge Personnel Support Activity Detachment Corry Station 640 Roberts Ave Rm 102 Pensacola, FL 32511-5142	PERSUPP DET CORRY STATION PENSACOLA FL
P45	43083	Officer in Charge Personnel Support Activity Detachment 7501 USS Enterprise Street Milton, FL 32570-6012	CSD MILTON FL
P46	43084	Officer in Charge Personnel Support Activity Detachment 4801 Marvin Shields Blvd Bldg 118 Gulfport, MS 39501-5004	PERSUPP DET GULFPORT MS

FIGURE 22J-5

<u>Inst Number</u>	<u>UIC</u>	<u>Mailing Address</u>	<u>Plain Language Address</u>
P47	43085	Officer in Charge Personnel Support Activity Detachment COASYSSTA DAHL DIV 6703 W HWY 98 Suite 386 Panama City, FL 32407-7001	PERSUPP DET PANAMA CITY FL
P48	43099	Officer in Charge Personnel Support Activity Detachment 61 Capodanno Drive Bldg K61 Newport, RI 02841-1511	PERSUPP DET NEWPORT RI
P49	43079	RESERVED FOR FUTURE USE.	
P50	43100	Officer in Charge Personnel Support Activity Detachment 10461 D Street Suite 107 Corpus Christi, TX 78419-5017	PERSUPP DET CORPUS CHRISTI TX
P52	43096	RESERVED FOR FUTURE USE.	
P53	44395	Chief Petty Officer In Charge Personnel Support Activity Detachment MacDill Air Force Base Tampa, FL 33621-5000	PERSUPP DET TAMPA FL
P54	43094	Officer in Charge Personnel Support Activity Detachment Bldg 10230 Lackland AFB 1500 Shaw Drive Suite 2 San Antonio, TX 78236-5427	PERSUPP DET SAN ANTONIO TX
P55	43095	Officer in Charge Personnel Support Activity Detachment Albuquerque 2050 Second Street SE Kirtland AFB NM 87117-5000	PERSUPP DET ALBUQUERQUE NM
P56	43103	RESERVED FOR FUTURE USE.	
P57	43074	RESERVED FOR FUTURE USE.	
P58	43075	Officer in Charge Personnel Support Activity Detachment Naval Air Station, Bldg 307 Fallon, NV 89406-5000	PERSUPP DET FALLON NV

FIGURE 22J-6

<u>Inst. Number</u>	<u>UIC</u>	<u>Mailing Address</u>	<u>Plain Language Address</u>
P60	43076	Officer in Charge Personnel Support Activity Detachment Santa Clara 23 South Akron Mountain View, CA 94035-5002	PERSUPP DET SANTA CLARA CA
P61	43073	Officer in Charge Personnel Support Activity Detachment 1588 Cunningham Road Rm E120 Monterey, CA 93943-5210	PERSUPP DET MONTEREY CA
P63	43077	Officer in Charge Personnel Support Activity Detachment Naval Air Station, Bldg 736 Lemoore, CA 93246-5007	PERSUPP DET LEMOORE CA
P64	43078	RESERVED FOR FUTURE USE.	
P65	43150	Officer in Charge Personnel Support Activity Detachment Bangor 1101 Tautog Circle Suite 106 Silverdale, WA 98315-1089	PERSUPP DET BANGOR WA
P66	43141	RESERVED FOR FUTURE USE.	
P67	43137	Officer in Charge Personnel Support Activity Detachment 215 U Street Bremerton, WA 98314-5305	PERSUPP DET BREMERTON WA
P68	43140	RESERVED FOR FUTURE USE.	
P70	43136	Officer in Charge Personnel Support Activity Detachment 2000 West Marine View Drive Everett, WA 98207-1400	PERSUPP DET EVERETT WA
P71	43138	Officer in Charge Personnel Support Activity Detachment Whidbey Island 1155 W Lexington Street Oak Harbor, WA 98278-5800	PERSUPP DET WHIDBEY ISLAND WA

FIGURE 22J-7

<u>Inst. Number</u>	<u>UIC</u>	<u>Mailing Address</u>	<u>Plain Language Address</u>
P72	43106	Officer in Charge Personnel Support Activity Detachment NTC 2701 Sheridan Road Bldg 2C Great Lakes, IL 60088-5521	PERSUPP DET NTC GREAT LAKES IL
P74	43101	Officer in Charge Personnel Support Activity Detachment Naval Hospital, Bldg 38H Great Lakes, IL 60088-5523	PERSUPP DET NAVHOSP GREAT LAKES IL
P76	43050	RESERVED FOR FUTURE USE.	
P77	43051	Officer in Charge Personnel Support Activity Detachment 3201 62nd Street Minneapolis, MN 55450-2800	PERSUPP DET MINNEAPOLIS MN
P78	43052	Officer in Charge Personnel Support Activity Detachment Omaha 513 Sac Blvd Suite 101 Offutt AFB NE 68113-2090	PERSUPP DET OMAHA NE
P79	43053	Officer in Charge Personnel Support Activity Detachment Denver 13750 E Rice Place Aurora CO 80015-1059	PERSUPP DET DENVER CO
P81	43142	RESERVED FOR FUTURE USE.	
P83	43146	Officer in Charge Personnel Support Activity Detachment 2251 Pacific Road, Suite 1 Port Hueneme, CA 93043-4331	PERSUPP DET PORT HUENEME CA
P84	43145	Officer in Charge Personnel Support Activity Detachment 521 9th Street Point Mugu, CA 93042-5030	PERSUPP DET PT MUGU CA
P85	43144	Officer in Charge Personnel Support Activity Detachment 1 Administration Circle China Lake CA 93555-6001	PERSUPP DET CHINA LAKE CA

FIGURE 22J-8

<u>Inst. Number</u>	<u>UIC</u>	<u>Mailing Address</u>	<u>Plain Language Address</u>
P86	43339	Officer in Charge Personnel Support Activity Detachment New London Box 88 Groton, CT 06349-5088	PERSUPP DET NEW LONDON CT
P87	43530	Chief Petty Officer in Charge U.S. Naval Personnel Support Activity Detachment PSC 816, Box 1865 FPO AE 09612-0065 <u>Actual Location</u> La Maddalena, Sardinia, Italy	PERSUPP DET LA MADDALENA IT
P89	43344	Officer in Charge Personnel Support Activity Detachment Box 2031, Naval Shipyard Portsmouth, NH 03801-2031	PERSUPP DET PORTSMOUTH NH
P91	43341	Officer in Charge Personnel Support Activity Detachment 1 Amsterdam Road Scotia, NY 12302-9460	PERSUPP DET SCOTIA NY
P92	43343	Officer in Charge Personnel Support Activity Detachment Box 31 Brunswick, ME 04011-5000	PERSUPP DET BRUNSWICK ME
P93	43346	RESERVED FOR FUTURE USE.	
P94	43345	Officer in Charge Personnel Support Activity Detachment Bldg 10 Winter Harbor, ME 04693-0010	PERSUPP DET WINTER HARBOR ME
P97	43389	RESERVED FOR FUTURE USE.	
P98	43390	RESERVED FOR FUTURE USE.	
P99	43388	RESERVED FOR FUTURE USE.	
P100	43391	RESERVED FOR FUTURE USE.	
P101	43312	RESERVED FOR FUTURE USE.	

FIGURE 22J-9

<u>Inst. Number</u>	<u>UIC</u>	<u>Mailing Address</u>	<u>Plain Language Address</u>
P102	43315	Officer in Charge Personnel Support Activity Detachment Box 33 Bldg 677 Willow Grove, PA 19090-5033	PERSUPP DET WILLOW GROVE PA
P103	43314	Officer in Charge Personnel Support Activity Detachment Navy Ships Parts Control Center Box 2020, Bldg 307 Mechanicsburg, PA 17055-0788	PERSUPP DET MECHANICSBURG PA
P104	43313	RESERVED FOR FUTURE USE.	
P105	43348	RESERVED FOR FUTURE USE.	
P107	43350	Officer in Charge Personnel Support Activity Detachment WPNSTA Charleston 2120 Quality Circle Goose Creek, SC 29445-8611	PERSUPP DET WPNSTA CHARLESTON SC
P108	43353	Officer in Charge Personnel Support Activity Detachment 1 Pinckney Blvd Beaufort, SC 29902-6148	PERSUPP DET BEAUFORT SC
P109	43355	Officer in Charge Personnel Support Activity Detachment PSC Box 8012 Cherry Point NC 28533-0012	CSD CHERRY PT NC
P110	43354	Officer in Charge Personnel Support Activity Detachment Bldg H-1 Camp Lejeune NC 28542-5008	PERSUPP DET CAMP LEJEUNE NC
P111	43351	Officer in Charge Personnel Support Activity Detachment Atlanta NAS Atlanta Bldg 3 Marietta, GA 30060-5099	PERSUPP DET ATLANTA GA
P112	43352	Officer in Charge Personnel Support Activity Detachment 1425 Prince Avenue Athens, GA 30606-2205	PERSUPP DET ATHENS GA

FIGURE 22J-10

<u>Inst. Number</u>	<u>UIC</u>	<u>Mailing Address</u>	<u>Plain Language Address</u>
P113	43356	Officer in Charge U. S. Navy Personnel Support Activity Detachment PSC 61, Box 2034 FPO AA 34061-1600 <u>Actual location</u> Naval Station Panama Canal, Canal Zone	PERSUPP DET PANAMA RODMAN PM
P114	43322	Officer in Charge Personnel Support Activity Detachment NAS Memphis 7800 Third Avenue Millington TN 38054-5099	PERSUPP DET NAS MEMPHIS TN
P116	43324	Officer in Charge Personnel Support Activity Detachment 1155 Rosenbaum Avenue Suite 91 Meridian MS 39309-5002	PERSUPP DET MERIDIAN MS
P117	43333	RESERVED FOR FUTURE USE.	
P118	43332	Officer in Charge Personnel Support Activity Detachment PSC 1005 Box 95 FPO AE 09593-0095 <u>Actual Location</u> Naval Base Guantanamo Bay Cuba	PERSUPP DET GUANTANAMO BAY CU
P119	43331	Officer in Charge Personnel Support Activity Detachment PSC 1003 Box 36 Bldg 740 FPO AE 09728-0336 <u>Actual Location</u> Naval Station Keflavik, Iceland	PERSUPP DET KEFLAVIK IC
P120	43330	Officer in Charge Personnel Support Activity Detachment Northwest 1320 Northwest Blvd Suite 101 Chesapeake VA 23322-4092	CSD NORTHWEST VA
P121	43334	Officer in Charge Personnel Support Activity Detachment PSC 1008, Box 3011 FPO AA 34051-8600 <u>Actual Location</u> Naval Station Roosevelt Roads, Puerto Rico	PERSUPP DET ROOSEVELT ROADS RQ

FIGURE 22J-11

<u>Inst. Number</u>	<u>UIC</u>	<u>Mailing Address</u>	<u>Plain Language Address</u>
P122	43307	Officer in Charge Personnel Support Activity Detachment Bldg 214 C Street El Centro, CA 92243-5001	PERSUPP DET EL CENTRO CA
P123	43337	Officer in Charge Personnel Support Activity Detachment P.O. Box 9015 Key West, FL 33040-9015	PERSUPP DET KEY WEST FL
P125	43118	Officer in Charge Personnel Support Activity Detachment Box 555191 Camp Pendleton CA 92055-5191	PERSUPP DET CAMP PENDLETON CA
P126	43335	Officer in Charge U.S. Navy Personnel Support Activity Detachment PSC 1009 Box 4 FPO AA 34053-2000 <u>Actual Location</u> Naval Security Group Activity Sabana Seca, Puerto Rico	CSD SABANA SECA RQ
P128	43382	Officer in Charge Personnel Support Activity Detachment PSC 477, Box 6 FPO AP 96306-1706 <u>Actual Location</u> Naval Air Facility Atsugi, Japan	PERSUPP DET ATSUGI JA
P129	43383	Officer in Charge U.S. Navy Personnel Support Activity Detachment Unit No. 15601 APO AP 96205-0573 <u>Actual Location</u> Seoul, Korea	PERSUPP DET SEOUL KOR
P130	43384	Officer in Charge Personnel Support Activity Detachment Unit 5054 APO AP 96319-5054 <u>Actual Location</u> Misawa, Japan	PERSUPP DET MISAWA JA

FIGURE 22J-12

<u>Inst. Number</u>	<u>UIC</u>	<u>Mailing Address</u>	<u>Plain Language Address</u>
P131	43385	Officer in Charge Personnel Support Activity Detachment PSC 480 FPO AP 96370-1700 <u>Actual Location</u> Naval Air Facility Kadena, Okinawa	PERSUPP DET OKINAWA KADENA JA
P132	43386	Officer in Charge U.S. Navy Personnel Support Activity Detachment PSC 476, Box 1700 FPO AP 96322-1700 <u>Actual Location</u> Naval Ordnance Facility Sasebo, Japan	PERSUPP DET SASEBO JA
P133	43387	Officer in Charge U.S. Navy Personnel Support Activity Detachment PSC 473, Box 19 FPO AP 96349-1700 <u>Actual Location</u> Yokosuka, Japan	PERSUPP DET YOKOSUKA JA
P134	43609	Officer in Charge Personnel Support Activity Detachment HQ EUCOM Unit 30400 Box 1000 APO AE 09128-0178 <u>Actual Location</u> Vaihingen, Germany	USN PERSUPP DET VAIHINGEN GE
P135	43590	RESERVED FOR FUTURE USE.	
P136	43623	RESERVED FOR FUTURE USE.	
P138	43459	Officer in Charge Personnel Support Activity Detachment PSC 802, Box 96 FPO AE 09499-2700 <u>Actual Location</u> London, United Kingdom	PERSUPP DET LONDON UK
P139	43604	Officer in Charge Personnel Support Activity Detachment Shape CMR 450 P.O. Box 5600 APO AE 09705-5600 <u>Actual Location</u> Brussels, Belgium	USNMR PERSUPP DET SHAPE BE

FIGURE 22J-13

<u>Inst. Number</u>	<u>UIC</u>	<u>Mailing Address</u>	<u>Plain Language Address</u>
P141	43496	Officer in Charge Personnel Support Activity Detachment PSC 810, Box 4 FPO AE 09619-0300 <u>Actual Location</u> Naples, Italy	PERSUPP DET NAPLES IT
P142	43498	Officer in Charge Personnel Support Activity Detachment PSC 819, Box 48 FPO AE 09645-3900 <u>Actual Location</u> Rota, Spain	PERSUPP DET ROTA SP
P143	43497	Officer in Charge Personnel Support Activity Detachment PSC 812 Box 3500 FPO AE 09627-3500 <u>Actual Location</u> Sigonella, Italy	PERSUPP DET SIGONELLA IT
P147	43469	Officer in Charge Personnel Support Activity Detachment PSC 466 Box 1 FPO AP 96464-1701 <u>Actual Location</u> Diego Garcia, British Indian Ocean Territories	PERSUPP DET DIEGO GARCIA
P152	43462	Officer in Charge Personnel Support Activity Detachment NAVSTA PSC 455, Box 172 FPO AP 96540-1723 <u>Actual Location</u> Naval Station, Guam	PERSUPP DET NAVSTA GQ
P154	44283	RESERVED FOR FUTURE USE.	
P155	44014	RESERVED FOR FUTURE USE.	
P156	43093	Officer in Charge Personnel Support Activity Detachment 8100 W Jefferson Blvd Bldg 12 NAS Dallas TX 75211-9510	PERSUPP DET FORT WORTH, TX

FIGURE 22J-14

<u>Inst</u> <u>Number</u>	<u>UIC</u>	<u>Mailing Address</u>	<u>Plain Language Address</u>
P157	44175	Chief Petty Officer in Charge Personnel Support Activity Detachment Bldg 230 Code T01 Dahlgren VA 22448-5000	PERSUPP DET DAHLGREN VA
P158	46767	RESERVED FOR FUTURE USE.	
P159	46997	RESERVED FOR FUTURE USE.	
P160	44013	Officer in Charge Personnel Support Activity Detachment PSC 814, Box 2 FPO AE 09865-0103 <u>Actual Location</u> Souda Bay, Crete, Greece	PERSUPP DET SOUDA BAY GR
P161	49331	Chief Petty Officer in Charge Personnel Support Activity Detachment Bldg 100 1455 Ticonderoga Road Suite W103 Ingleside TX 78362-5012	PERSUPP DET INGLESIDE TX
P162	49330	Officer in Charge Personnel Support Activity Detachment Oklahoma 7641 Mercury Road Bldg 830 Tinker AFB OK 73145-8706	PERSUPP DET OKLAHOMA CITY
P163	48100	Officer in Charge Personnel Support Activity Detachment SUBS 1962 D Avenue Norfolk VA 23511-3792	CSD SUBS NORFOLK VA
P164	49332	Chief Petty Officer in Charge Personnel Support Activity Detachment Naval Station Pascagoula MS 39567-5000	CSD PASCAGOULA MS
P165	49076	Officer in Charge U.S. Navy Personnel Support Activity Detachment PSC 803 FPO AE 09415 <u>Actual Location</u> ST. Mawgan, England	PERSUPP DET ST MAWGAN UK

FIGURE 22J-15

Below is a listing of all Customer Service Desk (CSD) with Mailing Addresses, Cognizant PERSUPPDET's and Claimants.

<u>UIC</u>	<u>CSD/Mailing Address</u>	<u>Cognizant PSD</u>	<u>Claimant</u>
	GAETA Officer in Charge PERSUPPDET Naples PSC 810 Box 4 FPO AE 09619-0300	PSD Naples	PSA EUROPE
	SAN VITO Officer in Charge PERSUPPDET Naples PSC 810 Box 4 FPO AE 09619-0300	PSD Naples	PSA EUROPE
44011	LISBON Officer in Charge PERSUPPDET Rota PSC 819 Box 48 FPO AE 09645-3900	PSD Rota	PSA EUROPE
	IWAKUNI Officer in Charge PERSUPPDET Sasebo PSC 476 Box 1700	PSD Sasebo	PSA FAR EAST
49700	SINAPORE Officer in Charge PERSUPPDET Yokosuka PSC 473 Box 19 FPO AP 96349-1700	PSD Yokosuka	PSA FAR EAST
43602	Yokota Officer in Charge PERSUPPDET Yokosuka PSC 473 Box 19 FPO AP 96349-1700	PSD Yokosuka	PSA FAR EAST
48444	PAFB Seps U.S. Navy CSD PAFB Bldg 860, Shop 48 Colorado Springs CO 80914	PSD Colorado Springs	PSA GREAT LAKES
45018	Bay St. Louis Code BPSD, Bldg 1002A Room 127, Stennis Space Center, MS 39522-5001	PSD Gulfport	PSA JACKSONVILLE

FIGURE 22J-16

<u>UIC</u> <u>Claimant</u>	<u>CSD/Mailing Address</u>	<u>Cognizant PSD</u>
43495 PSA JACKSONVILLE	Cape Canaveral Naval Ordnance Test Unit P.O. Box 1623 Cape Canaveral FL 32920-1623	PSD Orlando
43531 PSA JACKSONVILLE	Fort Gordon Customer Service Desk Navy Detachment Fort Gordon GA 30905-5688	PSD Athens
43532 PSA JACKSONVILLE	FT Mccllellan Customer Service Desk Naval Construction Training Center P.O. Box 5069 Fort Mccllelan AL 36205-5069	PSD Athens
45678 PSA JACKSONVILLE	Houston Customer Service Desk 1902 Old Spanish Trail Houston TX 77054-2097	PSD Corpus Christi
49677 PSA JACKSONVILLE	Keesler AFB Customer Service Desk Naval Technical Training Unit 711 Meadows Drive Suite 201 Keesler AFB MS 39534-2498	PSD Gulfport
PSA JACKSONVILLE	Lackland AFB Customer Service Desk Bldg 3620 Fort Sam Houston 3837 Binz-Englemann Road San Antonio TX 78919-2296	PSD San Antonio
43336 PSA NEW LONDON	Antigua Customer Service Desk PSC 1010 FPO AA 34054	PSD Roosevelt Roads
PSA NEW LONDON	Ballston Spa Customer Service Desk Ballston Spa Naval Nuclear Power Training Unit P.O. Box 300 Ballston Spa NY 12020-0300	PSD Scotia

FIGURE 22J-17

<u>UIC</u> <u>Claimant</u>	<u>CSD/Mailing Address</u>	<u>Cognizant PSD</u>
43313 PSA NEW LONDON	Earle NJ Customer Service Desk Weapons Station Earle RT 34, Bldg C3 Code: 66 Colts Neck NJ 07722	PSD Lakehurst
43315 PSA NEW LONDON	Warminster Officer in Charge Personnel Support Activity Detachment Box 33 Bldg 677 Willow Grove PA 19090-5033	PSD Willow Grove
43591 PSA PUGET	Anchorage Personnel Support Activity Detachment Seattle/CSD Anchorage 2900 9th Street Elmendorf AFB 99506-2430	PSD Everett
46712 PSA PUGET	Concord Customer Service Desk Naval Weapons Station Concord CA 94520-5000	PSD Treasure Island
43676 PSA PUGET	Kauai Customer Service Desk Personnel Office Pacific Missile Range Facility Hawaiian Area Barking Sands Kekaha Kauai HI 96752	PSD Pearl Harbor
43072 PSA PUGET	Oakland Customer Service Desk Naval Hospital Bldg 131 Oakland CA 94627-5075	PSD Treasure Island
43139 PSA PUGET	Portland Customer Service Desk 6735 N. Basin Avenue Portland OR 97217-3998	PSD Bremerton
46713 PSA PUGET	Stockton Customer Service Desk Stockton Bldg 217 Rough & Ready Island Stockton CA 95203-5000	PSD Treasure Island

FIGURE 22J-18

<u>UIC</u> <u>Claimant</u>	<u>CSD/Mailing Address</u>	<u>Cognizant PSD</u>
49756 PSA SAN DIEGO	Fort Huachuca Master Petty Officer in Charge NTTC Detachment USAISC, Blvd 80405 FT Huachuca AZ 85613-5000	PSD NTC San Diego
46797 PSA SAN DIEGO	MCAS EL Toro Officer in Charge NRMC Branch Clinic MCAS EL Toro Santa Ana CA 92709-5730	PSD NAVHOSP Long Beach
44584 PSA SAN DIEGO	MCAS Yuma AZ Petty Officer in Charge Navy Personnel Support Activity Detachment Box 99125 Yuma AZ 85369-9125	PSD EL Centro
45091 PSA SAN DIEGO	29 Palms Chief Petty Officer in Charge Personnel Support Activity Detachment Customer Service Desk NAVHOSP Box 788250 Twenty Nine Palms CA 92278-8250	PSD Camp Pendleton
49675 PSA WASHINGTON	Wallops Island Customer Service Desk AEGIS Combat Systems Center Wallops Island VA 23337	PSD Annapolis
44543 PSA WASHINGTON	Sugar Grove Customer Service Desk Sugar Grove, West Virginia	PSD Bethesda

FIGURE 22J-19

RESERVED FOR FUTURE USE.

FIGURE 22K

**RESERVED FOR FUTURE
USE.**

FIGURE 22L

CHAPTER 23

ENLISTED MANNING INQUIRY REPORT (EMIR)

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23.01	APPLICABILITY	23-1
23.02	POLICY AND PROCEDURES	23-1
23.03	ACTION REQUIRED	23-2
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ENLISTED MANNING INQUIRY REPORT (EMIR)

23.0 GENERAL INFORMATION.

This chapter establishes a Navy-wide Enlisted Manning Inquiry Report (EMIR) for those personnel shortages having a significant effect on unit readiness. Using personnel information available in the Enlisted Distribution and Verification Report (EDVR), the Navy Manning Plan (NMP), the COMNAVPERSCOM personnel projection, and various other enlisted manning reports, Enlisted Placement Management Center (EPMAC), as the Manning Control Authority (MCA) agent for CINCLANTFLT, CINCPACFLT, COMNAVPERSCOM and COMNAVRESFOR according to the policies established by the four MCAs, evaluates the manning status and generates appropriate enlisted personnel requisitions to meet the manpower requirements of all Navy activities. 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.

23.01 APPLICABILITY.

The EMIR is applicable to all Navy activities with enlisted billets authorized except submarines and submarine support staffs. Submarines and submarine support staffs, sea and shore, will report personnel deficiencies per fleet and force commanders directives.

23.02 POLICY AND PROCEDURES.

The following policies and procedures are applicable to the EMIR:

- The EMIR notifies EPMAC (enlisted placement) of a unit's concern regarding significant enlisted personnel shortages.
- To qualify for submission as an EMIR the personnel shortage should meet one of the following criteria:
 - COB Manning or POB Manning in the applicable rating or closed loop/transitory NEC is below NMP or BA, whichever is less. (See Figure 1G, Chapter 1 for the current list of closed loop and transitory NECs).
 - Personnel in the following categories: Careerist not reenlisting, personnel being administratively separated, death, humanitarian reassignment, non-vols removed from duty involved with flying, diving, EOD, disquals, pregnancy, HIV etc. (Immed Avails.)
 - In the opinion of the commanding officer, the personnel shortage has a significant effect on unit readiness.
- 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. 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) or the Source Data System (SDS) to initiate appropriate personnel requisition action.

- 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 five months out (POB5) and will be based on the best information available at that time. The actual assignment of a replacement is subject to the availability of personnel assets and will be consistent with established MCA manning priorities.

23.03 ACTION REQUIRED.

All activities, except submarines and submarine support staffs, will submit a message report to EPMAC in the format of Figure 23A on the occasion of an enlisted personnel manning concern meeting the criteria as outlined in Article 23.02.

During minimize submit reports by message (minimize considered) utilizing format outlined in Figure 23A.

EPMAC will acknowledge receipt of all EMIRs and provide a summary of your requisition status.

ENLISTED MANNING INQUIRY REPORT (EMIR) MESSAGE FORMAT

Action Addressee: EPMAC NEW ORLEANS LA/**//
* (Enter the proper Code from the list provided below):

- 111 for SURFLANT units
- 112 for AIRLANT units
- 121 for SURFPAC units
- 122 for AIRPAC units
- 13 for New Construction/Aviation Transition Commands
- 20 for Deployed Naval forces, SSC4 (Regardless of Fleet)
- 60 for Tender/IMA Commands
- 91 for Medical/Dental, FMF Personnel
- 92 for Seabees
- 93 for EOD, Divers, Special Warfare
- 94 for MA Rating, Security Personnel, Navy Brigs, Corrections

Info Addressee: COMNAVPERSCOM MILLINGTON TN//NPC-40/**//
* (Enter the proper three digit Code)

- NPC-22 for Appropriate Enlisted Community Manager
- NPC-401 for Seabee/SEAL/EOD/Fleet Divers
- NPC-402 for Engineering/Hull Ratings
- NPC-403 for Surface/Nuclear Ratings
- NPC-404 for Aviation Ratings/Aviation Transition
- NPC-405 for Admin/Deck/Supply Support Ratings
- NPC-406 for Technical Ratings
- NPC-407 for Medical/Dental Ratings
- NPC-408 for CT, IS Ratings
- NPC-409 for Sea Special Programs Assignment i.e., New Construction, DECOMS, Homeport Changes, Women in Ships

FIGURE 23A-1

NPC-4010 for Shore Special Programs Assignment

NPC-453 COMNAVPERSCOM Manning Control Authority (as appropriate)

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)

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:

ALFA: 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 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 commands 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) or Source Data System (SDS) loss entry or other references (i.e., desertion reports, casualty reports, immediate availabilities etc.).

DELTA: Comments the Commanding Officer considers pertinent regarding the manning of this rating.

FIGURE 23A-2

SAMPLE ENLISTED MANNING INQUIRY REPORT

FROM: USS JONES
TO: EPMAC NEW ORLEANS LA//11/ //
INFO: COMNAVPERSCOM MILLINGTON TN//NPC-40/405//
CINCLANTFLT NORFOLK VA // //
COMNAVSURFLANT NORFOLK VA// //
COMCRUDESGRU _____
COMDESRON
NAVRESPERSCEN NEW ORLEANS LA (for enlisted TAR personnel only)

UNCLAS //N01306//

COMNAVPERSCOM 1306-172

ENLISTED MANNING INQUIRY REPORT (EMIR) (57024)

ALFA: SM MANNING

BRAVO:	<u>RATE</u>	<u>BA</u>	<u>NMP</u>	<u>COB</u>	<u>ACOB</u>	<u>POB4</u>	<u>POB9</u>
	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 91038, 121600Z DEC 91)

SM3: SM3 RILEY PG JUL 91 - REPORTED 10 JUL 91 (DMRS 91036, 100000Z DEC 91)

DELTA: THE LACK OF AN SM1 FILL WILL SIGNIFICANTLY IMPACT VISUAL COMMUNICATIONS CAPABILITY DURING FORTHCOMING DEPLOYMENT.

FIGURE 23A-3

GLOSSARY OF TERMS

- (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 nine months in the future.
- (3) "P9NMP" (Navy Manning Plan) Projected nine 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 four months from current month.) Projected on board figures at P-4 includes all prospective gains and losses through the next four months.
- (7) "POB9" (Projected on Board nine months from current month.) Projected on board figures at P-9 includes all prospective gains and losses through -the next nine months.

FIGURE 23A-4

CHAPTER 24

LIMITED DUTY

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CHAPTER 24

LIMITED DUTY

24.0 GENERAL INFORMATION.

This chapter standardizes procedures for the assignment, accountability, reevaluation, and disposition of enlisted personnel to/from a limited duty (LIMDU) status for medical reasons.

24.01 DEFINITIONS.

MEDICAL BOARD REPORT (NAVMED 6100/15) - A medical administrative document that reports on the present state of health of a member, and which provides a considered clinical opinion regarding a member's physical fitness for duty. (Reference Chapter 18, MANMED.)

ABBREVIATED LIMITED DUTY MEDICAL BOARD REPORT (NAVMED 6100/15) - An abbreviated version of NAVMED 6100/15 to be used to assign members who have an uncomplicated injury/illness to temporary limited duty.

LIMITED DUTY (LIMDU) - The assignment of a member in a duty status, following medical board action, for a specified period of time with certain medical limitations/restrictions concerning the duties that the member may perform.

PERMANENT LIMITED DUTY (PLD) - Assignment authorized by COMNAVPERSCOM to a LIMDU status to complete 20 years day-for-day or remain on active duty until a specific date. They will be placed in a FOR DUTY LIMDU (ACC 105) with their PRD and reevaluation date established at three months prior to the Estimated Date of Loss to the Navy (EDLN). PERS-821 will establish EDLN at the same time they approve a LIMDU designator of L-4/L-5 (MILPERSMAN 1306-020). Once placed in an L-5 status and transferred to an area where the required medical care is available, the member shall remain in that area for the remainder of his naval service.

TEMPORARY LIMITED DUTY (TLD) - Assignment of a member to a LIMDU status when medical authorities expect the member to return to a fit for full duty status in a reasonable period of time. COMNAVPERSCOM (PERS-821) will perform a departmental review of all cases which result in a LIMDU period greater than 8 months consecutively or cumulatively. The maximum time a member may be assigned to a LIMDU status is 16 months consecutively or cumulatively before referral to the Physical Evaluation Board (PEB).

LIMDU COORDINATOR - The single point of contact (at each command with LIMDU personnel assigned, PERSUPPDET/Personnel Office, and Medical Treatment Facility) responsible for tracking and counseling LIMDU members and coordinating with the other commands involved in processing the LIMDU population.

24.02 LIMDU AVAILABILITY PROCEDURES.

The Naval Medical Treatment Facility (MTF) shall immediately advise the member's parent command and servicing PERSUPPDET/Personnel Office upon determination a member is to be processed for LIMDU. Immediately upon completion of medical board processing, the MTF will provide a copy of the medical board to the servicing PERSUPPDET/Personnel Office of the member. The PERSUPPDET/Personnel Office shall:

- Upon receiving information that a member is being processed for medical board action, review the status of the member and take the following

action:

- Personnel assigned to Sea Duty (Type 2 and 4) shall be transferred PCS TEMDU AWAITING RESULTS OF MEDICAL BOARD (ACC 355) to the patient account of the MTF initiating medical board action (or the nearest TPU/"Others" activity only if berthing is not available at the MTF).
- All other personnel assigned FOR DUTY (ACC 100) shall be retained on board pending completion of medical board processing. The status of these personnel shall not be changed to TEMDU (ACC 3XX).
- Personnel in a TEMDU (ACC 3XX) status shall be tracked and accounted for per ENLTRANSMAN (Chapter 17).
- Upon receipt of the signed Medical Board Report, take the following action. (The member's current status will determine the procedure to follow.)
 - Personnel assigned to a patient account shall be transferred to the nearest TPU/"Others" activity provided the provisions of Chapter 17 apply.
 - If the signed Medical Board approved a first period of LIMDU for a period equal to or less than 8 months, comply with the following:
 - Personnel assigned to Shore Duty (Type Duty 1): Do not submit an availability for enlisted members assigned from shore duty to a TLD status unless the required medical care is not available in close proximity to their current duty station, in which case submit an immediate availability report (ENLTRANSMAN Chapter 18).
 - If the member's existing PRD is beyond the recommended period of TLD, change the member's accounting category code (ACC) to 105 via SDS/DMRS and incorporate the member in the SDS Transient-Tracking File, and/or local tracking files.
 - If the member's existing PRD expires before the period of TLD, change the member's ACC to 105 via SDS/DMRS, incorporate the member into the SDS LIMDU ADHOC Report/local tracking file and request a PRD adjustment via the 10th of the month LIMDU STATUS UPDATE Message. Monitor SDS/MAPTIS to ensure the PRD is correctly reflected.
 - Personnel assigned to Sea Duty (Type Duty 2 and 4): Submit an immediate availability report (ENLTRANSMAN Chapter 18). The availability date shall coincide with the date the Medical Board Report was signed.
 - Personnel assigned to Overseas Duty (Type Duty 3 and 6): Submit a message report to the appropriate ACA info PERS-821 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 and;
 - If the required medical care is available and the member's current condition does not prevent being used productively

on board during the period of TLD, comply with those procedures identified for personnel assigned to Shore Duty (Type Duty 1), or;

---- If required medical care is not available or member's current condition prevents effective use on board during the period of TLD, submit an immediate availability report per ENLTRANSMAN Chapter 18.

-- If the signed Medical Board recommended Departmental Review/PEB action, track the status to ensure review is completed in a timely manner. Upon receipt of COMNAVPERSCOM authority, take appropriate action as directed.

24.03 LIMDU ASSIGNMENT POLICY.

EPMAC (Code-48) is the central coordinator for the placement and assignment of LIMDU personnel. The major function of this central coordination point is to more equitably spread LIMDU personnel throughout a geographical area. Upon receipt of each LIMDU availability, the ACA will contact EPMAC for placement and assignment. A member assigned to LIMDU will be placed in a valid requisition provided by EPMAC and based on the following guidelines:

- 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.
- Members are assigned in close proximity to an MTF capable of providing the required follow-up care and reevaluation.
- In order to satisfy Permanent Change of Station (PCS) cost constraints as well as personnel requirements, other factors are also considered in making assignments including the location of dependents, the member's past type duty, and the physical restrictions imposed by the medical board.

24.04 TRANSFER TO LIMDU.

Upon receipt of orders for transfer of personnel for LIMDU the PERSUPPDET/Personnel Office will review the orders to ensure assignment has been directed per Article 24.03, within the restrictions set forth by the medical board, and in close proximity to a MTF where the member may receive follow-up care and reevaluation. Should any factor(s) exist precluding assignment of the member to the duty station or to the geographical area specified in the transfer directive, the PERSUPPDET/Personnel Office will immediately advise the Assignment Control Authority, EPMAC (Code 48), COMNAVPERSCOM (PERS-821), the member's parent command, and the ultimate duty station by message and hold the LIMDU assignment in abeyance pending further guidance. Otherwise, personnel assigned LIMDU per Article 24.03 will be transferred immediately upon receipt of orders for assignment to LIMDU.

24.05 LIMDU TRACKING PROCEDURES.

Upon receipt of personnel for LIMDU, or upon changing an individual's ACC from 100 to 105, the PERSUPPDET/Personnel Office will verify the PRD established in MAPTIS. For personnel whose ACC is being changed from 100 to 105, comply with provisions of Article 24.02. For personnel ordered PCS for a period of

limited duty, if the PRD is not in agreement with the medical board, the PERSUPPDET/Personnel Office will advise COMNAVPERSCOM (PERS-821) via individual message or via the STATUS UPDATE OF LIMDU PERSONNEL message as required by Article 24.09. The PERSUPPDET/Personnel Office will closely track the status of LIMDU/L4-L5 personnel using the SDS LIMDU ADHOC report. If SDS is not available, a tickler card system must be used.

- If SDS ADHOC report is used: Figure 24A is an ADHOC report developed for use by SDS activities which, when used in conjunction with M93 events, will produce a LIMDU report and eliminate the need to use and/or retain the Limited Duty Tickler card. Some parameters and miscellaneous fields may need adjustment to meet the individual needs of a particular activity. Figure 24B discusses the specific uses of each field in the M93 process and Figure 24C is a sample of the completed report.
- If the tickler card system is used: Upon receipt of personnel for LIMDU, the PERSUPPDET/Personnel Office will prepare a 5x8 tickler card in the format of Figure 24D to monitor and track all personnel in a TLD and PLD (L4/L5) status. These tickler cards shall be filed alphabetically, by LIMDU expiration month, with expired LIMDUs in front in the same manner. Tickler cards shall be annotated to include a complete chronological history of any information relative to the individual's LIMDU status such as, the date of request for LIMDU reevaluation, date of medical board, recommendation of medical board, date medical board report was forwarded for Departmental Review/PEB action, date found fit for full duty, date of submission of availability report, and disposition of member upon completion of LIMDU. The reverse of these cards shall be left blank to be used for continuation of LIMDU notes.
- Upon transfer/discharge or change of status to FOR DUTY (ACC 100) either:
 - Remove the Medical Board, related SDS M93 events and any additional information filed in the service record and place in a retained file, along with a copy of the SDS M24 (ACC) event or DMRS message for one year or;
 - Annotate the final disposition on the tickler card, remove from the active file, and retain on file for one year.
- SDS ADHOC Reports or Tickler Cards maintained per the guidelines set forth in this chapter will provide the PERSUPPDET/Personnel Office with; a method of tracking required actions, documentation of an accurate account of the reevaluation process, a source of information to be used in submission of required reports, and a reduction of the number of expired LIMDU periods to assist in returning valuable personnel to the fleet.
- In order 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."

24.06 NUCLEAR TRAINED AND SUBMARINE PERSONNEL ON LIMITED DUTY.

Nuclear trained surface, nuclear trained submarine, and non-nuclear trained submarine personnel require additional screening and administrative processing for assignment to/from a LIMDU status. To eliminate delays in returning these members to full duty they must be immediately identified and meticulously tracked to ensure the additional requirements are completed in a timely manner.

- All nuclear trained surface and submarine personnel 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 NEC change request, if required, via the appropriate chain of command to N133D for nuclear trained surface and nuclear trained submarine personnel; PERS-403F for non nuclear trained submarine personnel).
- The servicing PERSUPPET/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, with enclosures, to N133D by separate correspondence.
- The servicing PERSUPPET/Personnel Office of a member assigned to LIMDU will ensure that the member and his/her command are aware of all required physical examinations/screening in time to be completed prior to the expiration of the LIMDU period. (MANMED CH 18)
- The member's command will ensure that the member completes all medical requirements needed to determine his fitness for duty in submarines and/or fitness for duty involving exposure to ionizing radiation and that the documentation is forwarded to the servicing PERSUPPET/Personnel Office.
- Prior to being made available from LIMDU, non-nuclear trained submarine personnel will be screened for return to submarine duty by an Underseas Medical Officer. A YJ availability report shall be submitted per ENLTRANSMAN Chapter 18 and shall include the following remarks, modified as appropriate:

"Member has been found fit for duty in submarines by Dr. _____,
(Title).

- Nuclear trained surface and nuclear trained submarine personnel shall not be made available from LIMDU until screened by N133D. Once screening is completed N133D will direct the PERSUPPET/Personnel Office to submit an availability. The following documentation must be submitted to N133D prior to the expiration of the member's LIMDU period.
 - Medical Board Report cover sheet which assigned the member to LIMDU with all supporting documentation.
 - Report of Medical Examination (SF-88) with qualified or not qualified recommendations in block 77 for:
 - Fitness for full duty

---Fitness for duty involving occupational exposure to ionizing radiation.

---Fitness for submarine duty if a nuclear trained submariner.
(Must be signed by an Underseas Medical Officer.)

(A Chronological Record of Medical Care (SF 600) 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.)

-- If LIMDU was based on a psychological problem, documentation shall include:

--- A thorough history of the problem (Stress reaction, personality disorder, suicidal ideation etc.)

--- Treatment

--- Resolution

- Request for disqualification and/or waivers of disqualification shall be submitted via the appropriate chain of command and BUMED (BUMED-21) to PERS-403F for nuclear and non nuclear trained submarine personnel and to N133D for nuclear trained surface personnel. Submarine medical disqualification requests for nuclear trained submarine personnel shall include a recommendation regarding qualification to receive exposure to ionizing radiation. (See MANMED Articles 15 and 18 for additional information).

- Inquiries related to screening status/requirements of all nuclear trained enlisted personnel should be directed to N133D.

24.07 LIMDU REEVALUATIONS.

Each component of the LIMDU reevaluation system (the member, the member's parent command, the servicing PERSUPPDET/Personnel Office and the cognizant Naval Medical Treatment Facility) shall assist in ensuring that the medical reevaluation is promptly completed and the required reports are expeditiously processed. The most efficient and successful geographical LIMDU programs occur when the managers of the LIMDU population meet to discuss issues on a regular basis. Therefore, the LIMDU coordinators from the MTF, PERSUPPDET and commands with LIMDU personnel assigned shall meet at a minimum of once a month to resolve problems and analyze the process. Suggestions for improvement in the LIMDU population management process should be submitted to COMNAVPERSCOM (PERS-821 attention LIMDU QMB) as soon as possible.

24.071 MEMBERS. Members assigned to LIMDU shall:

- Be personally responsible for adhering to medical advice to ensure rehabilitation during the LIMDU period;
- Strictly comply with the procedures directed by the PERSUPPDET/Personnel Office and the MTF for reevaluation processing.
- Report for follow-up care as scheduled and the reevaluation appointment no later than 60 days prior to the expiration of the LIMDU period; and
- Immediately advise their parent command LIMDU coordinator of the results of any follow up/reevaluation appointments and changes in their

status.

24.072 COMMANDS. Commands with LIMDU personnel assigned shall:

- Designate a single point of contact LIMDU coordinator to track and monitor personnel assigned to LIMDU.
- Provide the LIMDU coordinator's name and telephone number to the servicing PERSUPPDET/Personnel Office.
- Ensure LIMDU personnel remain available to receive follow-up care and reevaluation;
- Ensure the member is notified of and reports for the reevaluation appointment.
- Ensure the PERSUPPDET/Personnel Office is informed of the results of all LIMDU follow up and reevaluation appointments within 24 hours of their completion.
- Ensure the member reports to the servicing PERSUPPDET/Personnel Office when required for LIMDU update, status change, and/or submission of availability report, if indicated.
- Investigate instances where members fail to report for scheduled appointments, initiate disciplinary action where appropriate, and coordinate with the PERSUPPDET/Personnel Office and MTF in arranging an immediate make up appointment.

24.073 PERSUPPDET/PERSONNEL OFFICE. The servicing PERSUPPDET/Personnel Office shall:

- Designate a single point of contact LIMDU coordinator.
- Maintain a current list of the single points of contact at the MTF and the serviced commands which have LIMDU personnel assigned and provide a copy to PERS-821.
- SDS users will enter the appropriate TTC via the M93 event on all personnel gained or changed to a LIMDU status (ACC 105). If the SDS ADHOC report is used for tracking LIMDU personnel, input appropriate changes as they occur. (Per Figure 24B).
- Request reevaluation appointments for the cognizant Naval Medical Treatment Facility, info the member's parent command via message no later than 90 days prior to expiration of the LIMDU period; (Figure 24F is a sample of the appointment request) and;
- When notified of reevaluation appointments by the MTF, issue letter orders (Figure 24E) to the LIMDU member via the member's parent command directing the member to report to the medical board section of the MTF's Patient Administrative Office at least 30 minutes prior to the appointment with all appropriate medical records.
- Submit a Monthly Status Update Of LIMDU Personnel message (see 24.09). Submit tracer action per ENLTRANSMAN Chapter 18.
- Change the member's status (ACC) and/or submit an availability report in accordance with ENLTRANSMAN 24.08 and Chapter 18, if appropriate, when the member is found fit for full duty.

- Ensure member's PRD is correctly adjusted if the MTF assigns an additional period of LIMDU as a result of the reevaluation appointment (the MONTHLY STATUS UPDATE OF LIMDU PERSONNEL message can be used).
- Verify PRDs for all personnel on limited duty and take appropriate action as required by Article 24.05.
- Mail the expired PRD portion of the SDS LIMDU ADHOC Report to the Transient Monitoring Unit (TMU) in sufficient time to allow receipt by the 10th of each month.
- Track the status of FORDU (ACC 100) personnel awaiting final disposition of PEB or Department Review.
- Ensure service record/case files contain copy of Medical Board cover sheet, messages requesting additional LIMDU period and copies of M93/M92 SDS events documenting the complete chronological history of LIMDU status.
- For PRDs requiring adjustment backward, submit separate correction request message to the assignment control authority.

24.074 COGNIZANT CONTROL NAVAL MEDICAL TREATMENT FACILITY. The cognizant Naval MTF shall:

- Designate a single point of contact to coordinate and schedule LIMDU reevaluations;
- Establish procedures to provide LIMDU reevaluation appointments on a priority basis.
- LIMDU Coordinators at MTFs will hold monthly meetings with area LIMDU Coordinators to review and discuss potential problems.
- Maintain medical records, for LIMDU personnel, separately to assist in identification and processing. Flag medical records for Aviation, Submarine and other Special Duty personnel assigned to LIMDU, to further assist in identification and processing.
- Per MANMED, Chapter 18, advise COMNAVPERSCOM (PERS-821), BUMED (33), EPMAC (TMU), the member's parent command, and the servicing PERSUPPDET/Personnel Office via a weekly message of the status of all LIMDU reevaluations conducted during the previous week. This message shall be released each Friday. (Figure 24H is a sample of a weekly LIMDU REEVALUATION DISPOSITION message).
- Provide the Member's Command, info the servicing PERSUPPDET/Personnel Office, with the requested reevaluation appointments by message within 10 working days from the receipt of the request for reevaluations. Provide complete justification should the reevaluation appointment not be scheduled at least 60 days prior to the expiration of the LIMDU period; (Figure 24G is a sample of the message response):
- Complete the reevaluation no later than 60 days prior to the expiration of the LIMDU to ensure one of the following actions is completed prior to the end of the member's LIMDU period:
 - The member is found fit for full duty.
- Establish local procedures to ensure the member reports to the Patient

Administrative Department immediately before and after all follow up and reevaluation appointments.

24.08 DISPOSITION AND ACCOUNTING OF PERSONNEL UPON COMPLETION OF LIMDU.

Personnel will not be retained in ACC 105 upon completion of limited duty. Once found fit for full duty by the attending physician, the PERSUPPET/Personnel Office shall take action as follows:

- For personnel whose ACC was changed from 100 to 105:
 - If PRD is more than 90 days beyond their TLD period, change ACC to 100.
 - If PRD is less than 90 days beyond their TLD period, change ACC to 100 and submit a message to the ACA indicating the member's availability for reassignment at PRD.
 - If the PRD was adjusted, to complete the period of TLD, change ACC to 320 and submit a class YJ availability report per Chapter 18.
- For personnel ordered to a new duty station for limited duty (i.e. PCS orders issued by the ACA) and,
 - Member is not pending an ENCORE request, change ACC to 320 and submit a Class YJ availability per Chapter 18.
 - Member submits or is pending an ENCORE request, change ACC to 350 and track to ensure timely response to ENCORE request. Upon receipt, take appropriate action.
- For personnel awaiting subsequent medical board action, continue to account for in ACC 105.
- Personnel authorized to proceed home awaiting orders per MILPERSMAN 1910-900, to await PEB proceedings, will be accounted for in ACC 381 utilizing procedures established in the SDSROMAN.
- In case of enlisted personnel found fit for full duty and who is 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 PERS-821 regarding execution of previously approved retirement or Fleet Reserve authorization.

24.081 ASSIGNMENT OF PERSONNEL FOUND FIT FOR FULL DUTY. The type duty to which members will be assigned by the ACA after being found fit for full duty by a medical board will be determined as follows:

- Personnel being assigned to or are currently on Type Duty 1 who are released from LIMDU status will have the period of LIMDU applied to their Normal Shore Tour (NST). Whatever time remains on 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. The Decision Logic Table of Figure 24I with availability month as basis for computation is germane.
- Personnel on Type Duty 2, 3, 4, 5 or 6 who are placed in a LIMDU status will normally be assigned in accordance with the Decision Logic Table

REFERENCE; IF REEVALUATION WAS NOT COMPLETED AS REQUIRED, PROVIDE A DETAILED EXPLANATION FOR NON-COMPLIANCE WITH ESTABLISHED PROCEDURES; AND DISPOSITION OF MEMBER UPON COMPLETION OF THE LIMDU ASSIGNMENT.

NOTE: If member's medical board has been previously forwarded for Departmental Review/PEB action and results are not received, the PERSUPPDET/Personnel Office will research all available means (medical Board Section/LIMDU Coordinator at the cognizant Naval MTF) prior to forwarding the most current information.

- Report the current status of all personnel pending Departmental Review/PEB action on a medical board that have not been placed in a LIMDU status (ACC 105). The following complete information shall be submitted:

NAME SSN UIC PRD (according to current EDVR) DATE OF LIMDU EVALUATION REQUESTED; DATE OF MEDICAL BOARD/PHYSICAL EVALUATION BOARD; RECOMMENDATION OF MEDICAL BOARD; DISPOSITION OF BOARD (FORWARDED FOR DEPARTMENTAL REVIEW/PEB ACTION AND DATE FORWARDED); DATE OF AVAILABILITY (IF APPLICABLE) AND REFERENCE; IF REEVALUATION WASN'T COMPLETED AS REQUIRED, PROVIDE A DETAILED EXPLANATION FOR NON-COMPLIANCE WITH ESTABLISHED PROCEDURES; AND DISPOSITION OF MEMBER UPON COMPLETION OF LIMDU ASSIGNMENT.

- Report all personnel who have been found fit for full duty and have been made available but who are not in receipt of orders.

NAME SSN UIC PRD (according to current EDVR) Date/Method avail submitted.

SDS ADHOC LIMDU REPORT

```
ASSIGN LOCKOPTION=OFF
B=PERnn.DATABASE.PSDnn
QUERY
5
JOIN MINI-MASTER.SSN @ TO TRANSIENT-TRACK.SSN
MULTIFIND MINI-MASTER.ACC=105 AND RSC=110,111,210,OR &
    TRANSIENT-TRACK.ACC=105 AND TRANSIENT-TRACK.TRANS-TRACK-CODE=61E
REPORT
0=LP
LINES=56
H1,"*THE DATA CONTAINED HEREIN IS PROTECTED BY THE",46
H1,"PRIVACY ACT OF 1974. ALL MEASURES REQUIRED TO",93
H1,"PROTECT THIS REPORT SHOULD BE TAKEN.*",131,SPACE A
H2,"DATE:",6
H2,DATE,15
H2,"LIMITED DUTY PERSONNEL",78
H2,"PAGE:",127
H2,PAGENO,130,SPACE A1
D1,"NAME:",5
D1,MINI-MASTER.NAME,34
D1,"RATE:",45
D1,MINI-MASTER.RATE-ABBR,52
D1,"PAY GRADE:",67
D1,MINI-MASTER.GRADE-CONV,72
D1,"-",70
D1,"SSN:",83
D1,MINI-MASTER.SSN,95,E1
D1,"UIC:",112
D1,MINI-MASTER.UIC,119,SPACE A
D2,"MINI-MASTER RECORD INFO",35
D2,"TRANSIENT-TRACKING INFO",81
D3,"RSC:",13
D3,MINI-MASTER.RSC,18
D3,"REPT DT:",29
D3,MINI-MASTER.RPT-DATE,38,E2
D3,"TRACK CD:",60
D3,TRANSIENT-TRACK.TRANS-TRACK-CODE,65
D3,"TRANS TR ACC:",86
D3,TRANSIENT-TRACK.ACC,91
D3,"DT OF MEDBD:",115
D3,TRANSIENT-TRACK.MISC-TEN,130,E2
D4,"DSC:",13
D4,MINI-MASTER.DSC,17
D4,"DSC EFF:",29
D4,MINI-MASTER.DSC-EFF-DATE,38,E2
D4,"REPT DT:",59
D4,TRANSIENT-TRACK.RPT-DATE,69,E2
D4,"PROJ LOSS DT:",86
D4,TRANSIENT-TRACK.PROJ-LOSS-DATE,95,E2
D4,"PD OF LIMDU FIRST:",121
D4,TRANSIENT-TRACK.MISC-FOUR,124
D5,"ACC:",13
D5,MINI-MASTER.ACC,18
```

FIGURE 24A-1

D5, "EAOS: ", 26
D5, MINI-MASTER.EAOS, 38, E2
D5, MINI-MASTER.EAOS-IND, 41
D5, "REVAL DT: ", 60
D5, TRANSIENT-TRACK.LIMDU-REVAL-DATE, 69, E2
D5, "STATUS CH DT: ", 86
D5, TRANSIENT-TRACK.STATUS-CHG-DATE, 95, E2
D5, "SECOND: ", 121
D5, TRANSIENT-TRACK.MISC-FIVE, 124
D6, "PRD: ", 13
D6, MINI-MASTER.PRD, 19, E3
D6, "EXTS: ", 26
D6, MINI-MASTER.EXT-MOS-SCH, 32
D6, "/", 34
D6, MINI-MASTER.EXT-MOS-OTH, 37
D6, MINI-MASTER.SKEL-REC-IND, 41
D6, "AVAIL DT: ", 60
D6, TRANSIENT-TRACK.DT-AVAIL-SUBMIT, 69, E2
D6, "ADTAKE DATE: ", 85
D6, TRANSIENT-TRACK.ADTAKE-DATE, 95, E2
D6, "DT FWD PEB: ", 114
D6, TRANSIENT-TRACK.MISC-ELEVEN, 130, E2
D7, "REBUTTED PEB: ", 116
D7, TRANSIENT-TRACK.MISC-ONE, 124
D8, "REMARKS: ", 8
D9, TRANSIENT-TRACK.ADDRESS, 132, E4, SPACE A3

E1, "XXX-XX-XXXX"
E2, "XX-XX-XX"
E3, "XX-XX"
E4, "XX&
XX&
XX"
S1, MINI-MASTER.NAME
S2, MINI-MASTER.PRD
TF, "TOTAL LIMDU PERS: ", 90, SPACE B5
TF, MINI-MASTER.SSN, 100, COUNT
END

FIGURE 24A-2

BLOCK DESCRIPTION

ITEMS CONTAINED IN THE MINI-MASTER ARE AUTOMATICALLY DOWNLOADED FROM THE FIELD HOST PROCESSOR AND CANNOT BE CHANGED IN THE M93 PROCESS. UTILIZE THE APPLICABLE BLOCKS IN THE M93 EVENT AS FOLLOWS:

<u>BLOCK NAME</u>	<u>DESCRIPTION</u>
TRANS-TRACK-CODE	ENTER 61E
LIMDU-REVAL-DATE	ENTER THE 1ST DAY OF THE MONTH THREE MONTHS PRECEDING THE PROJ-LOSS-DATE (I.E., LIMDU PROJ-LOSS-DATE IS 9205, SET THE LIMDU-EVAL-DATE AT 920201.) ON THE 1ST DAY OF EACH MONTH, THE SDS LIMDU AVAIL RPT WILL AUTOMATICALLY GIVE A LIST OF PERSONNEL REQUIRING REEVAL APPOINTMENTS FOR THE MONTH. UPON RECEIPT OF THE REEVAL DATE FROM THE MTF, ENTER DATE OF REEVAL APPT. ENTER DATE AVAIL SUBMITTED
DT-AVAIL-SUBMIT TO COMNAVPERSCOM OR EPMAC. STATUS-CHG-DATE PREPARED/UPDATED. PROJ-LOSS-DATE	ENTER DATE THE M93 IS
ADTAKE-DATE	ENTER THE PROJECTED COMPLETION OF LIMDU.
MISC-ONE	ENTER THE DATE AVAIL SUBMITTED TO COMNAVPERSCOM OR EPMAC WAS ADTAKED.
MISC-FOUR	ENTER "Y" OR "N" TO INDICATE WHETHER MBR REBUTTED FINDINGS OF PEB. (LEAVE BLANK IF MEDBD NOT REFERRED TO PEB.)
MISC-FIVE	ENTER THE NUMBER OF MOS FOR FIRST PERIOD OF LIMDU (I.E., 06).
	ENTER THE NUMBER OF MOS FOR SECOND/SUBSEQUENT PERIOD OF LIMDU (I.E., 06). THE TOTAL NUMBER OF MOS OF LIMDU WITHOUT REFERRAL TO COMNAVPERSCOM FOR DEPT REVIEW IS 12 MONTHS.
MISC-TEN	ENTER THE DATE OF MEDBD.
MISC-ELEVEN ADDRESS	ENTER THE DATE OF MEDBD FWD TO PEB. ENTER THE CLINIC AND DRs NAME FOLLOWED BY ANY REMARKS AS NECESSARY TO FACILITATE THE TRACKING OF LIMITED DUTY PERSONNEL. THIS FIELD IS DESIGNED TO ONLY REFLECT THE "MOST CURRENT" INFORMATION ON LIMDU PERSONNEL VICE A COMPLETE HISTORY SINCE DATE OF RECEIPT FOR LIMDU.

AS M93 EVENTS ARE PREPARED/UPDATED, THEY SHOULD BE PRINTED, WITH A COPY FILED IN THE FIELD SERVICE RECORD IN CHRONOLOGICAL ORDER, ABOVE THE MEDICAL BOARD, TO FACILITATE A COMPLETE HISTORY OF LIMDU PERSONNEL TRACKING.

FIGURE 24B

THE DATA CONTAINED HEREIN IS PROTECTED BY THE PRIVACY ACT OF 1974. ALL MEASURES REQUIRED TO PROTECT THIS REPORT SHOULD BE TAKEN

DATE: 05/18/92

LIMITED DUTY PERSONNEL

NAME: COOK, BRUCE ERIC RATE: MSCS AY GRADE: E-8 SSN:
123-45-6789 UIC: 62733

MINI-MASTER RECORD INFO		TRANSIENT-TRACKING INFO	
RSC: 210	REPT DT: 79-03-24	TRACK CD: 61E	TRANS TR ACC:
105	DT OF MEDBD: 91-10-16		
DSC: 00	DSC EFF: -	REPT DT: 79-03-24	PROJ LOSS DT:
92-10-15	PD OF LIMDU FIRST: 12	REVAL DT: 92-07-15	STATUS CH DT:
ACC: 105	EAOS: 91-05-17		
92-05-18	SECOND: -	AVAIL DT: - -	ADTAKE DATE:
PRD: 92-04	EXTS: /		
- -	DT FWD PEB: - -		

RE

BUTTED PEB:
REMARKS: ORTHO/DR SMITH

SA
MP
LE
SD

NAME: FLY, DONALD JOHN RATE: ABH3 PAY GRADE: E-4
SSN: 234-56-7892 UIC: 33355

S
AD
HO
C
RE
PO
RT

MINI-MASTER RECORD INFO		TRANSIENT-TRACKING INFO	
RSC: 110	REPT DT: 92-01-06	TRACK CD: 61E	TRANS TR ACC:
105	DT OF MEDBD: 92-04-24		
DSC: 00	DSC EFF: -	REPT DT: 92-01-06	PROJ LOSS DT:
92-10-23	PD OF LIMDU FIRST: 06	REVAL DT: 92-07-23	STATUS CH DT:
ACC: 105	EAOS: 92-05-26		
92-05-18	SECOND: -	AVAIL DT: - -	ADTAKE DATE:
PRD: 92-10	EXTS: /		
- -	DT FWD PEB: - -		

RE

BUTTED PEB:
REMARKS:

NAME: JONES, JOHN PAUL RATE: ET3 PAY GRADE: E-4 SSN:
987-65-4321 UIC: 63165

MINI-MASTER RECORD INFO		TRANSIENT-TRACKING INFO	
RSC: 110	REPT DT: 90-07-10	TRACK CD: 61E	TRANS TR ACC:
105	DT OF MEDBD: 91-12-20		
DSC: 00	DSC EFF: -	REPT DT: 90-07-10	PROJ LOSS DT:
92-11-14	PD OF LIMDU FIRST: 06	REVAL DT: - -	STATUS CH DT:
ACC: 105	EAOS: 93-01-29		
- -	SECOND: 06	AVAIL DT: - -	ADTAKE DATE:
PRD: 91-11	EXTS: 24 /		
- -	DT FWD PEB: 92-02-23		

RE

BUTTED PEB:
REMARKS:

NAME: SAILOR, SALLY ANN RATE: AN PAY GRADE: E-3
SSN: 402-99-8889 UIC: 42557

MINI-MASTER RECORD INFO		TRANSIENT-TRACKING INFO		
RSC: 110	REPT DT: 92-02-26	TRACK CD: 61E	TRANS TR ACC: 105	DT OF MEDBD:
DSC: 00	DSC EFF: -	REPT DT: 92-02-26	PROJ LOSS DT: 92-	
11-20	PD OF LIMDU FIRST: 06	REVAL DT: 92-08-20	STATUS CH DT: 92-	
ACC: 105	EAOS: 92-08-30			
05-13	SECOND: -	AVAIL DT: - -	ADTAKE DATE: -	
PRD: 92-05	EXTS: /			
- -	DT FWD PEB: - -			

REBUTTE

D PEB:
REMARKS:

SAMPLE LIMDU TICKLER

PRD: _____
NAME: _____ RATE: _____ SSN: _____ DT
RECVE: _____
COMMAND/UIC: _____/_____ PHONE: _____
MEDBD DATE: _____ REEVAL (MM/YY): _____ DT BD FWD TO
PEB: _____
TYPE AVAIL/DE SUB: _____/_____ EAOS: _____
EXTENSIONS: _____
1ST PD OF LIMDU (MOS): _____ 2ND PD OF LIMDU (MOS): _____
REBUTTED FINDINGS: YES NO REBUTTAL FWD TO PEB: _____
LIMITATIONS:

COMMENTS:

880915: REPORTED FOR LIMDU
881215: REEVAL REQ SUB WIA NAVGFAM DTD 881215
890115: REEVAL SKED 890131 PER NH NAVGRAM DTD 890105
890131: APPROVED FOR 6 MOS LIMDU EXT VIA SF600 TO 8908. PRD CHG REQ BY NH
MSG 310131ZJAN89.
890308: PRD STILL IN ERROR. PRD CORRECTION REQ 081400ZMAR89.
890328: PRD ADJ TO 8908.
890527: REEVAL REQ SUB VIA NAVGRAM DTD 890927.
890605: REEVAL SKED 890629 PER NH NAVGRAM DTD 890605
890629: NOTIFIED MEDBD DICTATED TO BE REFERRED TO PEB. REF: NH 290334ZJUN89.
890724: CONTACTED NH REGARDING STATUS OF MEDBD. ADVISED MEDBD TO BE FWD
WITHIN ONE WEEK
890730: MEDBD REC DTD 890629. FWD PEB 890726.
890825: FOUND UNFIT FOR DUTY BY PEB, MBR ACCEPTED FINDINGS OF 20%
890826: MBR SENT HOM AWAITING ORDERS. RPT SUB TO PERS 23/24 PER MPM 3860360
891025: TRACER ACTION INITIATED TO PERS 23 INFO PERS 24 PER MPM 3860360
891125: REC AUTH FOR DISCH NLT 891201
891201: DISCHARGED THIS DATE.

(NOTE: The LIMDU tracking card shown above shall be filled out completely. All information concerning the member's reevaluation, status change and other information pertaining to his/her LIMDU status shall be annotated. Additionally, these cards shall be filed alphabetically by PRD month with expired PRDs in the front in the same manner. The reverse of the tickler card shall be left blank to provide space for continuation of comments.

FIGURE 24D

LIMITED DUTY REEVALUATION CHECK SHEET

(NAME/RATE)

(DEPARTED COMMAND)

ARRIVED NAVHOSP MEDICAL BOARDS SECTION

THE PURPOSE OF THIS DOCUMENT IS TO ASSIST IN MONITORING THE LIMITED DUTY STATUS OF INDIVIDUALS REQUIRING REEVALUATION.

ENDORSEMENT TO BE COMPLETED BY DOCTOR (MUST SIGN APPROPRIATE BLOCK)

REEVALUATION COMPLETED AND MEMBER FOUND FIT FOR FULL DUTY

MEMBER FOUND FIT FOR FULL DUTY AND MAY BE MADE AVAILABLE IMMEDIATELY

MEMBER WILL BE FIT FOR FULL DUTY UPON COMPLETION OF CURRENT LIMITED DUTY AND MAY BE MADE AVAILABLE FOR TRANSFER AT PRD.

REEVALUATION COMPLETED AND MEMBER FOUND NOT FIT FOR FULL DUTY

MONTHS ADDITIONAL LIMITED DUTY RECOMMENDED (TOTAL LIMDU DOES NOT EXCEED 12 MONTHS)

MONTHS ADDITIONAL LIMITED DUTY RECOMMENDED MEDICAL BOARD TO BE DICTATED FOR DEPARTMENTAL REVIEW (TOTAL LIMDU EXCEEDS 12 MONTHS)

MEDICAL BOARD TO BE DICTATED REFERRING MEMBER'S CASE TO THE PHYSICAL EVALUATION BOARD

THE COMPLETED MEDICAL BOARD REPORT MUST BE FORWARDED WITHIN 10 DAYS TO THE SERVICING PERSUPPDET/PERSONNEL OFFICE.

IF REEVALUATION WAS NOT COMPLETED AS REQUIRED BY MANMED CHAPTER 18, INCLUDE COMPLETE JUSTIFICATION FOR NON-COMPLIANCE TO BE REPORTING TO COMNAVMECOM, YOUR MEDICAL REGIONAL COMMAND, AND COMNAVPERSCOM:

DOCTOR'S SIGNATURE

DEPARTED NAVHOSP MEDICAL BOARDS SECTION

REPORTED COMMAND

FIGURE 24E-2

SAMPLE REEVALUATION APPOINTMENT REQUEST MESSAGE

FROM: PERSUPPDET/PERSONNEL OFFICE
 TO: NAVHOSP // //
 INFO: PARENT COMMANDS (LIST ALL CMD W/LIMDU PERS FOR WHICH APPOINTMENT REQUESTED)

UNCLAS //N06320//
 SUBJ: REQUEST FOR LIMDU PERS REEVAL APPOINTMENTS
 MSGID/GENADMIN/(PERSUPPDET/PERSONNEL OFFICE/-/-//
 REF/A/DOC/ENLTRANSMAN//
 REF/B/RMG/(PERSUPPDET/PERSONNEL OFFICE/000000ZNOV91/-/NOTAL//
 NARR/REF A ENLTRANSMAN CHAP 24. REF B IS MY REQ FOR LIMDU REEVAL APPTS//
 RMKS/1. FOL PERS HAVE LIMDU PRD _____. PER REF A REQ SKED REEVAL APPT.

NAME	RATE	SSN	CLINIC/DR	UIC/COMD
SMITH, R. B.	SN	000-00-0000	ORTHO/PETERS	00207/NAS JAX
JONES, A.J.	MM3	000-00-0001	PSHYCO/WOOD	00204/NAS CECIL
MATT, D. NMN	SK2	000-00-0002	ORTHO/PETERS	55467/NTC ORL
WILLIAMS, J.D.	BM3	000-00-0003	INTMED/JONES	00000/NSB KSBAY

2. FOL PERS HAVE LIMDU PRD PRIOR TO _____. REQ SKED REEVAL APPT. REF B IS MY PREVIOUS REQUEST FOR LIMDU REEVAL APPT.

NAME	RATE	SSN	CLINIC/DR	UIC/COMD	PRD
HORNBLOWER, H.	DP2	000-00-0004	ORTHO/PETERS	00207/NAS JAX	8907
FISHER, E.G.	PNC	000-00-0005	INTMED/JONES	00207/NAS JAX	8911
FELDERS, L.U.	AT2	000-00-0006	ORTHO/PETERS	00207/NAS JAZ	

8912//

FIGURE 24F

SAMPLE REEVALUATION APPOINTMENT NOTIFICATION MESSAGE

FROM: NSBHODP _____//--//
 TO: PARENT COMMANDS (LIST ALL CMD W/LIMDU PERS FOR WHICH APPOINTMENT
 REQUESTED)
 INFO: PERSUPPDET/PERSONNEL OFFICER REQUESTING REEVAL APPOINTMENT
 BT
 UNCLAS //N06320//
 SUBJ: REEVAL APPT LIMDU PERS
 MSGIG/GENADMIN/NAVHOSP _____/-/-//
 REF/A/RMG/(PERSUPPDET/PERSONNEL OFFICE)000000Z MONTH YR//
 AMPN/REF A IS PSD/PERSONNEL OFFICER REQ FOR LIMDU REEVAL APPT//
 RMKS/1. ADVISE PERS LISTED BELOW DATE/TIME LIMDU REEVAL APPT IS SCHED.

NAME	RATE	SSN	CLINIC/DR	UIC/CMD	TIME/DATE
SMITH, R.B.	SN	000-00-0000	ORTHO/PETERS	00207/NAS JAX	1400/92MAR23
JONES, A.J.	MM3	000-00-0001	PSHYCO/WOOD	00204/NAS CECIL	1300/92MAR22
MATT, D. NMN	SK2	000-00-0002	ORTHO/PETERS	55467/NTC ORL	1430/92MAR23
WILLIAMS, J.D.	BM3	000-00-0003	INTMED/JONES	00000/NSB KSBAY	1230/92MAR15
HORNBLOWER, H.	DP2	000-00-0004	ORTHO/PETERS	00207/NAS JAX	1500/92MAR23
FISHER, E.G.	PNC	000-00-0005	INTMED/JONES	00207/NAS JAX	1330/92MAR15
FELDERS, L.U.	AT2	000-00-0006	ORTHO/PETERS	00207/NAS JAX	1330/92MAR23

2. PERS ARE REQUIRED TO REPORT IN THE UNIFORM OF THE DAY, IN POSSESSION OF APPROPRIATE RECORDS TO INCLUDE LAB WORK, X-RAYS, ETC., TO PATIENT ADMINISTRATION OFFICE, LICATED _____, NAVHOSP _____, BRIEF. UPON COMPLETION OF REEVAL, MBR WILL BE DIRECTED TO RETURN TO THE PATIENT ADMINISTRATION OFFICE FOR STATUS UPDATE.
3. REMIND PERS THAT FAILURE TO COMPLY WITH REEVAL PROCEDURES IS A VIOL UCMJ ARTS 86 AND 92. QUESTIONS SHOULD BE DIRECTED TO EACH MBRS LIMDU COORDINATOR.
4. POC HMC(SS) B.T. PERSON, PATIENT ADMIN (A) 942-7777.//

FIGURE 24G

SAMPLE WEEKLY LIMDU REEVALUATION DISPOSITION MESSAGE

FM NAVHOSP
 TO COMNAVPERSCOM MILLINGTON TN//PERS-821//
 PARENT COMMAND(S) OF MEMBER(S)
 INFO BUMED WASHINGTON DC//331//
 EPAC NEW ORLEANS LA//142C//

BT
 UNCLAS //N06320//
 MSGID/GENADMIN/NAVHOSP _____/-/-//
 SUBJ: WEEKLY LIMDU REEVALUATION DISPOSITION
 REF/A/DOC/MANMED, CHAP 18//
 REF/B/GENADMIN/COMNAVPERSCOM MILLINGTON TN/211500Z0CT88//
 REF/C/GENADMIN/COMNAVPERSCOM MILLINGTON TN/280001ZNOV88//
 RMKS/1. PER REFS A THROUGH C, FOL IS IMMEDIATE UPDATE OF LIMDU PERS FOR THE
 PERIOD _____ TO _____.

A. FOL PERS EVALUATED AND FOUND FIT FOR FULL DUTY OR FIT FOR FULL DUTY AT EXPIRATION OF CURRENT LIMDU PERIOD. SERVICING PERSUPPDET/PERSONNEL OFFICE SHOULD SUBMIT AVAIL IAW CHAP 20, ENLTRANSMAN AND/OR CHANGE ACC TO 100 AS APPROPRIATE.

NAME	RATE	SSN	CLINIC/DR	UIC/CMD	AVAIL DATE
SMITH, R.B.	SN	000-00-0000	ORTHO/PETERS	00207/NAS JAX	92MAR23
JONES, A.J.	MM3	000-00-0001	PSHYCO/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 PERS-821, REQ ADJ LIMDU EXPIRATION DATE.

NAME	RATE	SSN	CLINIC/DR	UIC/CMD	NEW LIMDU EXP DATE
MATT, D. NMN	SK2	000-00-0002	ORTHO/PETERS	55467/NTC ORL	92JUL18
WILLIAMS, J.F.	BM3	000-00-0003	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-821 MEDBD TO BE SUBMITTED FOR DEPARTMENTAL REVIEW.

NAME	RATE	SSN	CLINIC/DR	UIC/CMD	MEDBD DATE
MEADE, D. L.	PN1	000-00-0004	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	000-00-0005	ORTHO/PETERS	00207/NAS JAX	92MAR23

E. FOL PERS FAILED TO REPORT FOR SCHEDULED LIMDU REEVALUATION:

NAME	RATE	SSN	CLINIC/DR	UIC/CMD	NEW APPT
FELDERS, L.U.	AT2	000-00-0006	ORTHO/PETERS	00207/NAS JAX	1300/92APR06

2. POC HMC(SS) B.T. PERSON, PATIENT ADMIN (A) 942-7777.//

FIGURE 24H

DECISION LOGIC TABLE FOR ASSIGNMENT OF PERSONNEL FOUND
 FIT FOR FULL DUTY AFTER ASSIGNMENT TO LIMDU FROM TYPE DUTY 1 AND 6
 $NST - (\text{completed NST} + \text{LIMDU period}) = \text{Months remaining on NST.}$

RULE	If months remaining on NST	Member will	PRD set
a.	Is greater than 0	remain at current duty	To complete NST
b.	Is less than (no time remaining)	be assigned to Sea Duty	To PST

FIGURE 24I

DECISION LOGIC TABLE FOR ASSIGNMENT OF PERSONNEL FOUND
FIT FOR FULL DUTY AFTER ASSIGNMENT
TO LIMDU FROM TYPE DUTY 2, 3, OR 4

RULE	A	B	C	D
	If member has	Member will be assigned to	with PRD established	Provided
1.	0-6 months remaining on	Shore Duty	To NST shore tour	OBLISERV Note 1,2
2.	Greater than 6 months remaining on PST	Sea Duty	To complete PST or See notes 1 and 2. However, Mbr's will not be required to do more than 12 months beyond their PST. (See Examples)	

Note 1: Career personnel (See Article 3.08, ENLTRANSMAN) will be assigned without regard to OBLISERV.

Note 2: Non-career personnel (See Art. 3.08, ENLTRANSMAN) must have, or agree to acquire, a minimum 24 months obligated service (OBLISERV) to be eligible for assignment ashore. Non-career personnel who do not desire to acquire necessary OBLISERV will remain at current duty station and/or may request early separation (see 24.081). Non-career personnel nearing their EAOS or with an expired EAOS must request reenlistment via ENCORE.

Example (1): MBR's who have 12 months remaining on PST will be assigned to a 24 month tour.

Example (2): MBR's who have 9 months remaining on PST will be required to complete a 21 month tour.

FIGURE 24J

SAMPLE MESSAGE STATUS UPDATE OF LIMDU PERSONNEL

FM (PERSUPPDET/PARENT COMMAND IF NOT SERVICED BY PERSUPPDET)
 TO COMNAVPERSCOM MILLINGTON TN//PERS-821//
 INFO BUMED WASHINGTON DC//331//
 EPMAC NEW ORLEANS LA//142C//
 (COGNIZANT MEDICAL TREATMENT FACILITY)
 UNCLAS//N06320//
 MSGID/GENADMIN/(PERSUPPDET/PARENT COMMAND IF NOT SERVICED BY PERSUPPDET)//
 SUBJ: STATUS UPDATE OF LIMDU PERS (DEC89)
 RMKS/1. REQ PRD CHANGES ICO FOL LIMDU PERS:
 RATE NAME SSN UIC PRD
 PN1 SMITH, TOM T 123-45-6789 00001 9005
 DATE OF MDBD: 900106. SIX MOS. REQ PRD CHG TO 9006
 YN1 DOE, JOHN J 000-00-0000 00003 9005
 DATE OF MDBD: 891130, 24 MOS PER CHNAVPER'S THIRD ENDORSEMENT PERS-821/XXXXX
 OF 891215, REQ PRD CHG TO 9111
 2. FOL INFO PROVIDED FOR IMMEDIATE UPDATE OF LIMDU PERS WITH EXPIRED LIMDU:
 RATE NAME SSN UIC PRD
 RM3 SMITH, TED A 222-22-2222 00001 8908
 REEVAL REQ 890501. REEVAL COMPL 890615 INDICATED PEB BD TO BE DICTATED, MDBD
 SECTION NAVHOSP_____ CONTACTED 890715, 890810, 890905, 891002, 891102
 WITH NEGATIVE RESULTS, NAVHOSP_____ POC:_____, A/V_____,
 ATTENDING PHYSICIAN:_____, A/V:_____.
 SN JONES, SEAN A 000-00-0001 00001 8910
 REEVAL REQ 890628. REEVAL REQ RESUB 890725. REEVALU COMPL 890915. MDBD DTD
 891110. FWD PEB 891202.
 BM1 EDGAR, BILL E 000-00-0002 00001 8911
 REEVAL REQ 890725. REEVAL COMPL 890828. FOUND FIT FOR FULL DUTY. AVAIL SUB
 890829 AND TRACER ACTION INITIATED, NO RESPONSE TO DATE.
 ENFN THOMAS, JOE T 000-00-0003 00001 8911
 REEVAL REQ 890725. REEVAL COMPL 890901. PEB BD DTD 890901. FWD PEB 890915. MBR
 ACCEPTED FINDINGS _____% 891120. AWAITING SEP AUTH FROM COMNAVPERSCOM.
 3. FOL INFO PROVIDED ON PERS IN A STATUS OTHER THAN LIMDU:
 RATE NAME SSN UIC PRD ACC
 JO2 JOHNSON, JOEY R 000-00-0004 00004 9012 100
 MED BD 891102. FWD PEB 891120.
 FR WILSON, SCOTT L 000-00-0005 00004 N/A 355
 MED BD 891201. FED DEPT REVIEW 891204 REC 24 MOS LIMDU.
 BT1 WOODROW, DON H 000-00-0006 00004 N/A 381
 PEB BD DTD 890915. FWD PEB 890930. MBR ACCEPTED FINDINGS _____% 891115. MBR
 SENT HOM 891115. AWAITING SEP AUTH FROM COMNAVPERSCOM.
 SM1 FRANCIS, HARVEY J 000-00-0007 00004 9302 100
 MED BD 891115. RECMD 8 MOS LIMDU. ACC CHG TO 105 EFF: 891115. LIMDU PRD 9007.
 HM1 ABLE, CHARLES F 000-00-0008 00004 9003 100
 MED BD 891120. RECMD 6 MOS LIMDU. ACC CHG TO 105 EFF: 891120. LIMDU PRD
 9005. REQ ADJ PRD TO 9005.
 4. FOLLING PERS FOUND FIT FOR FULL DUTY, AVAIL SUBMITTED, NOT IN RECEIPT OF
 ORDERS.
 RATE NAME SSN UIC PRD
 BM1 EDGAR, BILL E 000-00-0002 00001 8911
 AVAIL DATE/METHOD: 890829/ARTM WITH 2 ADTAKES
 AD2 WRENCH, IAN G 000-00-0009 00001 9001
 AVAIL DATE/METHOD: 891130/MSG
 5. LIMDU COORDINATOR YNC JONES ATVN 000-1000; COMM (100) 111-1000.//

FIGURE 24K

CHAPTER 25

EXCEPTIONAL FAMILY MEMBER PROGRAM

ARTICLE	TITLE	PAGE
25.0	GENERAL INFORMATION	25-1
25.01	EXCEPTIONAL FAMILY MEMBER PROGRAM	25-1
25.02	ENROLLMENT IN THE EXCEPTIONAL FAMILY MEMBER (EFM) PROGRAM	25-1
25.03	EXCEPTIONAL FAMILY MEMBERS IDENTIFIED AFTER ISSUANCE OF ORDERS	25-3
25.04	EXCEPTIONAL FAMILY MEMBERS REQUIRING EARLY RETURN FROM OVERSEAS	25-3
FIGURE 25A	INSTRUCTIONS FOR ENROLLMENT IN THE EFM PROGRAM	25-4
FIGURE 25B	EXCEPTIONAL FAMILY MEMBER (EFM) PROGRAM APPLICATION	25-5
FIGURE 25C	EXCEPTIONAL FAMILY MEMBER PROGRAM SPECIAL EDUCATION WORKSHEET RELEASE AUTHORIZATION	25-10

EXCEPTIONAL FAMILY MEMBER PROGRAM

25.0 GENERAL INFORMATION.

Detailing authorities have long been aware of the hardships that confront Navy families, and the difficulties imposed by the long absence of service members from their families. Emergency leave frequently provides sufficient time to alleviate family hardships. However, when an individual requires more time than leave can provide and has a chance of resolving the hardship within a reasonable time-frame reassignment for humanitarian reasons may be requested.

When the problem cannot be resolved in a reasonable time frame due to a long term medical or special education need of a family member, the service member will be enrolled in the EFM Program. If an individual has an authorized family, residing with the sponsor, with a physical, intellectual or emotional disability, or long-term chronic medical condition, and requires special medical or educational services, enrollment in the EFM Program would ensure the availability of required medical and educational services within future assignment areas.

25.01 EXCEPTIONAL FAMILY MEMBER PROGRAM.

The Exceptional Family Member (EFM) Program was established to ensure that the Navy and Department of Defense Dependent Schools (DoDDS) are in full compliance with Public Law 94-142, Public Law 95-561 and DoD Instruction 1010.13 which state that handicapped children are entitled to receive a free public school education. The initial goal was to identify sponsors of school age children with handicapping conditions who would be attending DoD Schools overseas.

In September 1988, the EFM Program was expanded by the Navy to include all authorized family members (spouse, child, stepchild, adopted child, foster child, or dependent parent), residing with the sponsor, who possess a physical, intellectual or emotional disability and require special medical or educational services. Enrollment in the EFM Program ensures confirmation of the availability of services, medical or educational, at overseas locations; ensures availability of medical services at isolated Continental United States (CONUS) locations; identifies sponsors requiring assignment to CONUS facilities adjacent to major medical facilities; and identifies sponsors eligible for homesteading.

The location and timing of an assignment of an EFM sponsor will be given careful consideration. Officer and enlisted detailers will work with the Navy member to develop a career path which permits normal sea/shore rotation. While it might not always be possible, every conceivable attempt will be made to meet career and special family needs.

25.02 ENROLLMENT IN THE EXCEPTIONAL FAMILY MEMBER (EFM) PROGRAM

Enrollment in the EFM Program is mandatory per OPNAVINST 1754.2 to identify long term medical and special education needs of authorized family members prior to sponsor's projected date of rotation.

NOTE: The EFM Program does not preclude service members from sea duty, normal sea/shore rotation or accepting unaccompanied tours.

- Sponsors shall enroll using the forms in this chapter. Forms are also available from the command point of contact or the EFM Coordinator

located at the Medical Treatment Facility (MTF), who will assist the member with the enrollment process. Sponsors must review forms prior to signature to ensure accuracy and correctness and must retain a copy for future update requirements (every three years, upon completion of diagnostic evaluations or when conditions change). Sponsors must also update when family status changes, i.e., divorce, legal separation or place of residence. Procedures for completion of forms are as follows:

- NAVPERS 1754/1, EFM Program Application. This page is completed and signed by the EFM sponsor or spouse, should the sponsor be unavailable. (See FIGURE 25A.)
- NAVPERS 1754/3, EFM Program Functional Medical Summary. The first page is completed and signed by the EFM sponsor or spouse authorizing release of medical information by the primary physician (civilian or military) to the EFM Program officials. Subsequent pages are completed by the physician. The sponsor or spouse signs the last page after completion by the physician. If the physician wishes, additional correspondence may be included. NAVPERS 1754/3 must be submitted for all children ages 0-17. (See FIGURE 25B.)
- NAVPERS 1754/4, EFM Program Special Education Worksheet. The first page is completed and signed by the EFM sponsor or spouse authorizing release of educational information by the EFM's school official to the EFM program officials. Subsequent pages are completed by the school official. A copy of the current Individual Education Plan (IEP) must be attached. Enrollment is not required for special education needs less than 20% of school time. (See FIGURE 25C.)

NOTE: FIGURES 25A THROUGH 25C MAY BE REPRODUCED.

- If the sponsor is stationed within an area serviced by a MTF, the EFM coordinator at the MTF will forward the forms and accompanying documents, after reviewing them for consistency and completeness, to the appropriate Central Screening Committee.
 - If the sponsor 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 Central Screening Committee.
- Procedures for submission of EFM forms are as follows:
- The applications for those EFMs who reside East of the Mississippi; in the European, Middle Eastern, and African areas; and in the Atlantic/Caribbean region shall be forwarded to:

EFM Central Screening Committee
Naval Hospital, Code 0505A
Portsmouth, VA 23708-5000
 - The applications for those EFMs who reside West of the Mississippi; in Central America; in the Pacific basin; and in the Orient shall be forwarded to:

EFM Central Screening Committee
Naval Hospital, Code 481
San Diego, CA 92134-5000

- All MTFs, upon identification of a potential EFM through the provision of medical care or the overseas/isolated area screening process, shall ensure completion of NAVPERS Forms 1754/1/3/4 and forward completed applications to the appropriate screening committee.
- The Central Screening Committee shall promptly review the EFM applications, make recommendations for enrollment/non-enrollment, and forward them to the EFM Program Manager (NPC-662D8) for final action.
- Further program guidance and general information can be obtained by contacting the EFM Program Manager at the following address and phone numbers:

Bureau of Naval Personnel
EFM Program (NPC-662D8)
Washington, DC 20370-5000
Autovon: 224-1480, 223-3308/09/10
Commercial: 703-693-3308/09/10
Toll Free: 1-800-527-8830

25.03 EXCEPTIONAL FAMILY MEMBERS IDENTIFIED AFTER ISSUANCE OF ORDERS.

If COMNAVPERSCOM orders have already been issued, overseas/isolated area screening must continue even though enrollment in the EFM Program is warranted. If the screening cannot be completed prior to transfer of the sponsor, the sponsor's command shall notify COMNAVPERSCOM (NPC-4, NPC-40, appropriate detailee and NPC-662) by message and request that the orders be held in abeyance pending completion of overseas/isolated area screening. The message will indicate whether or not EFM application has been submitted and status of the enrollment package.

25.04 EXCEPTIONAL FAMILY MEMBERS REQUIRING EARLY RETURN FROM OVERSEAS.

When an EFM is identified overseas, requests for early return of sponsor and their family must be initiated if the medical condition exceeds the ready availability of care/services at the overseas/isolated duty assignment area. Refer to Chapter 4 FIGURE 4D of this manual for additional information.