



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAV NOTICE 1300

From: Chief of Naval Operations

Subj: ADMINISTRATIVE SUPPORT FOR NAVAL PERSONNEL ASSIGNED TO
OUTSIDE DEPARTMENT OF DEFENSE ACTIVITIES

1. Purpose. To publish and assign overall administrative support for Navy personnel assigned to duty outside Department of Defense (DoD) agencies and activities. Administrative support is defined as, but not limited to: permanent change of station (PCS) travel claim liquidation; pay and personnel support; evaluation and fitness report processing; physical readiness program administration; urinalysis program administration; records management; leave authorization; Defense Travel System processing and approval; security clearance processing; career counseling; Navy college authorizations; general military training; career progression processing (promotions, advancements, retirements, separations); government travel credit card program management; Navy Family Accountability System (NFAAS) management; and nonjudicial punishment and discipline and casualty assistance.

2. Policy. Administrative support responsibilities are assigned to the nearest Navy region where Navy personnel are assigned to non-DoD activities.

3. Responsibilities

a. Navy Personnel Command (NAVPERSCOM). NAVPERSCOM shall annotate PCS orders for Navy personnel assigned to non-DoD activities with administrative support arrangements to include points of contact for the respective Navy region and any additional offices providing support services within the Navy region assigned.

b. Navy Regions. Navy regions shall be responsible for providing administrative support to Navy personnel serving at non-DoD agencies within their geographical area.

c. Naval District Washington (NDW). NDW shall provide administrative support for personnel assigned to outside DoD activities in the National Capital Region.

4. Timeline. The following is the timeline for establishing administrative support procedures:

1 Dec 2012 All new orders detailing Navy personnel to outside DoD agencies will include updated language to reflect the appropriate Navy region and any additional offices responsible for providing administrative support services within the geographic area.

5. Records Management. Records created as a result of this notice shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.



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