



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 7220.8  
PERS-4  
27 Jul 2005

OPNAV INSTRUCTION 7220.8

Subj: SURFACE WARFARE OFFICER CONTINUATION PAY

Ref: (a) 37 U.S.C. 319  
(b) Defense Joint Military Pay System Procedures  
Training Guide, Part One, Chapter 12

Encl: (1) Sample Application Format for Surface Warfare Officer  
Continuation Pay

1. Purpose. To promulgate policies, procedures, and guidance for the administration of continuation pay as authorized by reference (a).

2. Background. Reference (a) authorizes Surface Warfare Officer Continuation Pay for eligible officers who obligate themselves to remain on active duty to complete one or more tours of duty to which officers may be ordered as afloat department heads.

3. Policy. The Department of the Navy authorizes Surface Warfare Officer Continuation Pay to meet specific afloat billet requirements. The qualification, payment, and recoupment policies set forth below are designed to retain worthy officers, and fully support the current and projected afloat department head manning requirements.

4. Authority. Commander, Navy Personnel Command (COMNAVPERSCOM), Director, Surface Officer Distribution Division (PERS-41) is delegated authority to:

a. Evaluate eligibility of candidates for Surface Warfare Officer Continuation Pay.

b. Accept written agreements by Surface Warfare Officers to remain on active duty for the specified period to meet requirements in return for Surface Warfare Officer Continuation Pay.

c. Administer the Surface Warfare Officer Continuation Pay program under this instruction.

5. General

a. Surface Warfare Officers became eligible to receive Surface Warfare Officer Continuation Pay on 1 October 1999.

b. Surface Warfare Officer Continuation Pay is designed to be an incentive, paying a Surface Warfare Officer up to a total of \$50,000, to stay in the community to complete the full afloat department head requirement. See paragraph 9 for payment details.

c. Surface Warfare Officer Continuation Pay agreements will be made available each year in numbers sufficient to meet the need for Surface Department Heads. These agreements will be distributed among officers selected for Surface Warfare Officer Department Head School. Officers who commit early have the best chance of obtaining a seat at the school and qualifying for an agreement. Officers who delay in applying place themselves at some risk of all seats being filled.

d. The effective date of a Surface Warfare Officer Continuation Pay agreement will be the date of acceptance of the officer's application by COMNAVPERSCOM (PERS-41). All contracts terminate upon completion of the second department head tour or the single longer tour identified as a two-tour equivalent by COMNAVPERSCOM (PERS-41).

e. The obligation incurred by a Surface Warfare Officer Continuation Pay agreement will run concurrent with any other obligated service applicable to that officer (with the exception that, as provided in paragraph 6c, no officer is eligible for the Surface Warfare Officer Continuation Pay until they have completed any service obligation incurred through the officer's original commissioning program).

6. Eligibility. To apply, an officer must be an officer of the Regular Navy or Navy Reserve on active duty who:

a. Is qualified and serving as a Surface Warfare Officer (designation 111X).

b. Has been selected for assignment as a department head on a surface vessel and offered a contract by COMNAVPERSCOM (PERS-41), in conjunction with a department head or special screening board.

c. Has completed any service commitment incurred through the officer's original commissioning program.

d. Is able to complete the afloat department head tours or a single longer tour as assigned by COMNAVPERSCOM (PERS-41).

e. Is designated to fill department head sequencing plan billets. This does not apply to officers in follow-on (third tour) billets.

f. Applies prior to graduation from Department Head School. Officers will be ineligible for Surface Warfare Officer Continuation Pay if they do not apply prior to graduation.

7. Applications. Using the format of enclosure (1) and once notified of screening by COMNAVPERSCOM (PERS-41), an eligible officer may apply for Surface Warfare Officer Continuation Pay via their commanding officer. This will normally occur in the fourth year of commissioned service, once the officer has successfully screened to be a department head.

a. An eligible Reserve officer not presently on active duty may apply for Surface Warfare Officer Continuation Pay upon reporting for active duty. The officer must meet the requirements discussed above.

b. An officer who has a request for resignation pending, or has a resignation already approved by the Secretary of the Navy, must first submit a resignation withdrawal request. An application for Surface Warfare Officer Continuation Pay will not be processed until the request for withdrawal of resignation has been approved.

c. Submission and acceptance of a Surface Warfare Officer Continuation Pay agreement by a Reserve officer extends the period of required active service which the officer agrees to serve to cover the required department head tour or tours.

8. Approval Process. All applications for Surface Warfare Officer Continuation Pay will be administratively reviewed and approved by COMNAVPERSCOM (PERS-41).

9. Payment

a. Eligible officers may apply for Surface Warfare Officer Continuation Pay using enclosure (1). Those officers are eligible to receive \$10,000 upon acceptance of the written agreement. Then at the start of Department Head School, or the start of the department head tour (whichever is earlier), those officers will receive the first of four \$10,000 annual installments. The remaining three annual payments will be made on the anniversary date of their Department Head School or department head tour report date (date diaried on board ultimate duty station).

b. Officers may not apply for Surface Warfare Officer Continuation Pay until completing their Minimum Service Requirement. For officers who start the department head tour still within their Minimum Service Requirement and then apply once it is completed, payments will begin upon application approval. Payment amounts will be dependent on the number of years the officer has remaining in the tours and will total the allotted \$50,000.

10. Recoupment

a. In the event an officer receiving Surface Warfare Officer Continuation Pay fails to maintain eligibility for this special pay or fails to complete the full period of additional obligated service, no further payments shall be made. A pro rata recoupment of the bonus shall be required under the procedures established in reference (b). Situations requiring recoupment include but are not limited to:

(1) Approved request for voluntary release from the written agreement if, due to unusual circumstances, it is determined by COMNAVPERSCOM that such release would be clearly in the best interests of both the Navy and the officer concerned.

(2) Approved voluntary request for relief.

(3) Refusal to accept orders to a department head billet.

(4) Disability resulting from misconduct, willful neglect, or incurred during a period of unauthorized absence.

(5) Misconduct.

(6) Approved detachment for cause.

(7) Failure to complete Department Head School.

(8) Separation by reason of weight control or physical readiness test failures.

b. If, for any of the following reasons, the officer fails to maintain eligibility for Surface Warfare Officer Continuation Pay, no further payments will be made, but recoupment of payments already made will not be required:

(1) Disability not the result of misconduct or willful neglect, or not incurred during a period of unauthorized absence.

(2) Separation from the Naval Service by operation of laws independent of misconduct.

(3) Where COMNAVPERSCOM determines that waiving the requirement to recoup payments is clearly in the best interests of the United States.

c. When an officer serving under a Surface Warfare Officer Continuation Pay service agreement dies before receiving the full amount of the bonus due, the remaining unpaid balance is payable as a lump sum for inclusion in the settlement of the deceased officer's final military pay account.

11. Lateral Transfer from Surface Warfare. Officers receiving Surface Warfare Officer Continuation Pay may not actually transfer from the Surface Community until completing the

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entire department head requirement; however, an officer may apply and be accepted for lateral transfer without penalty.

/s/  
G. L. HOEWING  
Vice Admiral, U.S. Navy  
Deputy Chief of Naval Operations  
(Manpower, Personnel, Training,  
and Education)

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**SAMPLE APPLICATION FORMAT FOR SWOCP  
FOR OFFICIAL USE ONLY (When Filled In)**

Date

From: (Eligible Officer)(Name, SSN, designator)  
To: Commander, Navy Personnel Command (PERS-41)  
Via: Commanding Officer, USS UNDERRWAY (DD XXX)

Subj: REQUEST FOR SURFACE WARFARE OFFICER CONTINUATION PAY

Ref: (a) OPNAVINST 7220.8  
(b) 37 U.S.C. 319

1. I have read and understand the provisions of reference (a), including all provisions relating to termination of payments to be made under this agreement and the circumstances under which recoupment by the government of sums paid may be required, to which I agree. I hereby apply for the special pay authorized by reference (b).

2. (Regular officer) Contingent upon acceptance of my application for this special pay, I agree not to tender a resignation which will be effective prior to the completion of two department head tours or one tour equivalent as determined by Commander, Navy Personnel Command (PERS-41). I understand that, upon acceptance, this application is binding; and there upon I shall be eligible to receive the special pay discussed in reference (a).

3. (Reserve officer) Contingent upon acceptance of my application for this special pay, I consent to serve on active duty through the completion of two department head tours or one tour equivalent as determined by Commander, Navy Personnel Command (PERS-41). I further agree to accept Indefinite Release from Active Duty status, under which I must notify Commander, Navy Personnel Command not less than 6 months prior to expiration of active duty. I understand that, upon acceptance, this application is binding, and that thereupon I shall be eligible to receive payments discussed in reference (a).

(Signature of Officer)  
**FOR OFFICIAL USE ONLY (When Filled In)**

Enclosure (1)