



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

OPNAVINST 1300.15A
N130
29 Dec 06

OPNAV INSTRUCTION 1300.15A

From: Chief of Naval Operations

Subj: NAVY MILITARY PERSONNEL ASSIGNMENT POLICY

Ref: (a) DOD Directive 1315.7 of 12 Jan 05
(b) DOD Instruction 1315.18 of 12 Jan 05
(c) Naval Military Personnel Manual
(d) Joint Federal Travel Regulations, Volume 1
(e) DOD Instruction 1010.13 of 28 Aug 86
(f) DOD Directive 1327.5 of 29 Nov 04
(g) OPNAVINST 1300.14C

Encl: (1) Definitions

1. Purpose. To revise policy guidance for assignment and permanent change of station (PCS) for active duty Navy personnel and to implement references (a) and (b). This is a complete revision of previous policy and should be reviewed in its entirety.

a. This instruction establishes policies to develop and maintain the force at a high degree of operational readiness, to provide equitable personnel rotation, to provide a sustainable base for sea duty and overseas tours of duty, to achieve personal stability and to enhance career development.

b. This instruction establishes Navy policies on the selection of individuals for permanent change of station assignments in the contiguous 48 states (CONUS) and overseas, tour length worldwide, and assignment to designated hostile fire or imminent danger areas (except during periods of war or national emergency declared by the Congress or the President).

c. Navy tour lengths. Per reference (b), the Secretary of the Navy (SECNAV) shall manage afloat tour lengths for afloat duty at sea and hardship duty with deployment-designated USMC Fleet Marine Force (FMF) units. This authority has been delegated to the Chief of Naval Operations (CNO) (N13) for afloat tours.

2. Cancellation. OPNAVINST 1300.15.

a. All Navy commands shall disseminate the provisions of this instruction to all personnel and ensure compliance.

b. Commander, Navy Personnel Command (COMNAVPERSCOM) (PERS-4) shall issue implementing instructions, establish assignment procedures to ensure compliance with this instruction, and maintain records of waivers and assignment actions made in exception to these policies. Appropriate data will be maintained to assess the operational and cost effectiveness of described programs, (i.e., time-on-station (TOS), overseas tour lengths, "homebasing", voluntary and involuntary tour extensions, etc.)

4. Applicability. This instruction applies to all active duty Navy personnel on a permanent duty assignment INCONUS and overseas except:

a. Members assigned to activities outside of the Department of Defense (DOD) and its supporting non-DOD activities.

b. Naval Attaché personnel whose assignments and tour lengths (normally 36 months) are prescribed by the Defense Intelligence Agency.

c. Members assigned to activities governed by inter-government contracts such as the Personnel Exchange Program (PEP), who will serve tour lengths specified by contract.

d. Members assigned to Technical Assistance Field Teams (TAFTs) who serve the tour lengths assigned by DOD.

e. Members assigned to Security Assistance Organizations (SAOs) (see reference (b)).

f. Members assigned to the Office of the Secretary of Defense (OSD), Joint Chiefs of Staff (JCS), or other activity for which the terms of assignment are prescribed by reference (b).

g. Members assigned to OSD, JCS, and the Defense Agencies under the DOD program for military-civilian staffing of management positions in the support activities.

h. Members assigned to defense agencies for whom tenure is limited by statute.

5. Definitions. Terms used in this instruction are defined in enclosure (1).

6. Policy. Navy assignment policy is to:

a. Make only PCS moves that are necessary for national security or to ensure equitable treatment of Navy members. Unless specifically authorized by this instruction, no member shall be denied any of the entitlements associated with the permanent change of station (PCS) movement of a service member from one duty station to another.

b. Make individual assignments based primarily on the professional military qualifications required to productively perform the duties of the billet. Other factors such as volunteer status, time-on-station (TOS), and PCS costs are secondary.

c. Use sea/shore rotation as the basis for CONUS PCS moves and, to the extent practicable, to home base members in fleet concentration areas to promote stability for members and their families. However, the existence of a valid requirement and not TOS or home basing will determine the need to execute a move.

d. Select the member with the longest TOS when there is a need to fill a requirement in CONUS and more than one service member meets the assignment qualifications. TOS should not be considered when a requirement has been authorized Assignment Incentive Pay (AIP). In all PCS moves, the TOS requirement must be met by the departure month, unless a waiver is approved. Waivers, when required, shall be granted before the service member's departure.

e. Make CONUS assignments based on least cost to the government where other considerations are not overriding. In addition, both cost and suitability of dependents living overseas will be considered when making overseas assignments.

f. Assign members to sea duty afloat for their initial permanent duty stations, to the maximum extent possible.

g. Consider qualified volunteers first for all assignments. Volunteers who have not met TOS requirements will not be selected before non-volunteers who are qualified for the assignment and meet the TOS requirements.

h. Maintain assignment procedures which permit members to complete prescribed tours, and when possible, allow them to extend assignments voluntarily beyond the prescribed tour.

i. Not require service-wide equitable assignment policy as established in reference (b) for unit moves.

j. Ensure PCS reassignment procedures do not create unnecessary inconvenience or hardship for the member or dependents, or cause the member to bear out-of-pocket expenses, which should be funded by the government.

k. Approve voluntary assignment extension requests beyond prescribed tour lengths, when the requests are received prior to designation of relief and slating of member for subsequent assignment, and when the requests are consistent with the needs of the Navy.

l. Ensure equitable distribution of sea and overseas duty assignments within given occupational specialties. Periods of forced family separation and the adverse effects of extended overseas service encountered by military personnel and their command-sponsored dependents should be minimized. Personnel can expect to be assigned to overseas tours at either preferred or isolated stations or both according to their rating or designator.

m. Consolidate sequential training activities to the maximum extent practicable.

n. Not make PCS moves solely because of promotion or demotion to higher or lower rank through the grade O-5 for officers and E-8 for enlisted members.

o. Not make reassignments solely for the purpose of retirement.

p. Reassign members within a reasonable length of time to another installation or unit at the same permanent duty station, location, or homeport, or the nearest installation capable of using their skills, when they become excess to the number of authorized billets as a result of:

(1) Unit inactivation.

(2) Base closure, realignment or consolidation.

(3) Organization or staffing standard change or civilian substitution for the billet.

(4) Reclassification or other action changing the occupational specialty or skill designator of a member.

(5) Disqualification for duty as a result of loss of security clearance, professional or nuclear certification or medical qualification, or relief from duty for cause.

(6) Promotion to O-6 or E-9.

q. Consider the reassignment of members within the period starting 60 days before completion of the overseas area tour as having completed the prescribed tour.

r. Not make assignments in excess of authorized manning levels.

s. Screen all members for operational suitability per article 1300-800 of reference (d) and screen all members and their dependents for suitability for overseas assignment prior to the member executing PCS orders per article 1300-304 of reference (d).

t. Provide members the opportunity and encourage them to elect "home basing" options upon completion of a dependent-restricted overseas assignment.

u. Notify members of their follow-on assignments as early as possible if they choose to participate in "home basing."

v. Normally assign flag officers for two years. With the exception of the policy and procedures pertaining to major defense acquisition program managers, overseas tour lengths, and assignments to OSD, the JCS and the Defense Agencies, the remaining policies of this instruction do not apply to these officers.

w. Assign all members without regard to color, race, religious preference (except chaplains), ethnic background, national origin, age, marital status (except for military couples), or gender (except where prohibited by statute and limitation of facilities) consistent with requirements for physical capabilities. This policy applies equally to both PCS and temporary duty assignment actions.

x. Transfer members who have dependent children in primary or secondary schools during school breaks, to the maximum extent practicable, to reduce disruption of the school schedule.

y. Allow for completion of the adoption proceedings, or avoid its disruption, when practicable, within operational and other military requirements when transferring a member who is in the process of adopting an unrelated child under 18 years of age.

z. Not curtail a member's tour or require flag officer waiver of TOS when a member conducts a Low Cost Move (LCM). The original tour completion date does not need to be adjusted, nor do members need retainability beyond the original tour completion date. Consecutive Overseas Tour (COT) entitlement is not authorized for members reassigned under LCM.

aa. Apply the above policies for making PCS moves and determining required tour lengths per the procedures described in sections 7 through 10 of this instruction and in accordance with references (a), (b) and (d).

7. First Term Member Assignments

a. First term enlisted members will not be assigned ashore outside the United States and its territories or possessions until they have completed basic training and initial apprentice training, which shall not be less than 12 weeks.

b. First term enlisted members on active duty for three years or less may not be assigned to more than one permanent duty station before expiration of active obligated service (EAOS) following initial basic and skill training, unless required to serve in an unaccompanied isolated tour overseas. If assigned to an unaccompanied isolated tour overseas, they may not be assigned to more than two different geographic locations.

c. First term enlisted members who are on active duty for more than three years but less than four years of obligated service may not be assigned to more than one CONUS location before EAOS, following initial basic and skill training. They may have two assignments if one is at an overseas location.

d. First term enlisted members on active duty for more than four years, but less than five years of obligated service may not be assigned to more than two different locations before EAOS, following initial basic and skill training, regardless of tour length or location.

e. First term enlisted members serving on active duty for more than five years of obligated service will not be given more than three assignments in different locations, provided one is an overseas location before EAOS following initial basic and skill training, regardless of tour length.

f. COMNAVPERSCOM (PERS-4) may waive the criteria listed in paragraph 7(a) through (e) for first term service members.

g. The following reassignments are not subject to the limitations outlined above:

(1) Member is reassigned to a different duty station to attend training or upon completion of training, based on the needs of the Navy.

(2) Joint Spouse Assignments.

(3) Member is reassigned under the Exceptional Family Member Program (EFMP), or for humanitarian reasons.

(4) Member becomes disqualified for duty as a result of losing security clearance, or professional, nuclear or medical qualification.

(5) Member is reassigned to or from patient or prisoner status.

(6) Member is rendered in excess in accordance with paragraph 6(p) of this instruction.

8. Retainability Requirements

a. CONUS-to-CONUS. Normally requires retainability for a minimum of two years military obligated service (OBLISERV) after arrival at the gaining installation. Service members who are assigned from shore duty to sea duty, sea duty to sea duty, or who are changing occupational specialty or skill designator as a result of retraining must have a minimum of one year service retainability.

b. CONUS-to-Overseas and Overseas-to-Overseas. Except when otherwise authorized in this instruction, service members shall not depart the CONUS or other departure ports unless they have obtained the obligated service retainability for the prescribed overseas area tour either accompanied or unaccompanied as appropriate.

c. Overseas-to-CONUS. Requires a minimum one year military service retainability. Service members stationed overseas who are scheduled to return to the CONUS, and have more than one month but less than 12 months obligated military service retainability before their date of separation, may not receive an early separation from the Navy, unless their separation is in conjunction with an approved early-release program authorized by SECNAV, or the service member is surplus to the Navy's requirements. To better employ those members with limited retainability, the Navy is authorized to extend the service member's overseas tour involuntarily under the following conditions:

(1) Service members within 11 months of separating and assigned to a duty station where an accompanied tour is authorized may be retained at that duty station until they are returned to CONUS for separation.

(2) Service members within six months of separating and assigned to a dependent-restricted duty station may be retained at that duty station until they are returned to CONUS for separation.

d. Exceptional Moves. Members reassigned CONUS-to-CONUS or overseas-to-CONUS as a result of: EFMP, humanitarian reasons, assignments to and from confinement for prisoners, reassignment for the purpose of standing trial, reassignment from patient status (for members who cannot effectively be used at, or in the vicinity of the duty station) and members returning from operational contingencies overseas (operations in hostile environments) should have a minimum of six months service retainability at the gaining installation.

9. Time-on-Station (TOS) Requirements. TOS requirements are established to enhance operational readiness by stabilizing members in units, reducing PCS costs and improving quality of life by reducing personal and/or family turbulence. When all other factors are equal, TOS is the primary consideration in selecting service members for reassignment unless the requirement is authorized AIP. TOS is computed from the month of arrival to the month of departure, inclusive. (Paragraph 6(q) of this instruction deals with overseas exceptions.)

a. TOS for duty at sea is established by CNO (N13) and hardship duty with deployment-designated FMF units follows guidance set forth in reference (b). Tour length for duty at sea requires the same justification and policy management as other tours, regardless of the unit's location.

b. TOS for overseas assignments is discussed in paragraph 10 of this instruction.

c. The minimum TOS requirement for all assignments within, or from the CONUS shall be 36 months. Waivers are authorized on a case-by-case basis if the individual under consideration is the most qualified person available. COMNAVPERSCOM (PERS-4) O-6 level approval is required when members have less than three, but more than two years TOS. COMNAVPERSCOM (PERS-4) flag officer approval is required when members have less than two years TOS.

d. The Navy may reassign members within or from the CONUS before completing the minimum TOS requirements under certain circumstances and despite the limitations outlined above. Authorized assignment exceptions are outlined below.

(1) A CONUS shore stationed member reassigned to an overseas, sea, or deployment-designated Fleet Marine Force (FMF) unit tour.

(2) A member in a rating with a sea shore rotation of 48:36 or greater, assigned from shore to sea duty, in which case a minimum of two years TOS is required.

(3) A member accessed, reassigned to a different duty station for initial skill training, or separated.

(4) A member reassigned to a different duty station for training or educational purposes.

(5) A reassignment, which results from a major weapon system change, unit conversion, homeport or permanent duty station location change, or overhaul. Moves associated with replacing a member selected for a new weapon system or unit, are not covered by this exception.

(6) A member permitted the option to retrain under the Selective Conversion and Reenlistment (SCORE) program for a new specialty in conjunction with reenlistment. A one year minimum applies. A one year minimum is also required for officers before voluntary designator changes.

(7) A member selects another location as a condition to reenlistment. A one year TOS minimum is required before reassignment to the chosen location.

(8) A member requests another location in conjunction with an established program to keep uniformed service couples together. A one year minimum applies.

(9) A member assigned to OSD, the Office of the Chairman of the Joint Chiefs of Staff, or a billet assigned to the Defense Agency where the tenure is limited to a shorter tour by statute or other directives.

(10) A member serving under a DOD program, which prescribes different assignments for staffing management positions in support activities.

(11) A member reassigned under EFMP or for humanitarian reasons.

(12) A member reassigned to a different duty station in preparation for a unit deployment/move.

(13) A member being considered for reassignment is a first-term Sailor.

(14) A member in a specialized skill, such as a doctor, serving in an assignment listed in article 1301-110 of reference (d) for the purpose of validating credentials or for developing expertise before being assigned to independent duty without supervision. Any medical specialized skill not listed in article 1301-110 of reference (d) must be approved by SECNAV.

(15) A member disqualified for a specific duty as a result of losing a security clearance or professional, nuclear, or medical qualification to perform, and where it has been determined that no vacant position exists within the same geographical location in which the member may serve pending requalification or recertification.

(16) A member reassigned as a prisoner, including assignment to and from confinement or reassignment for the purpose of standing trial.

(17) A member reassigned from patient status.

(18) Member curtailed due to the travel restriction for pregnancy of the member or spouse, or reassigned for the purpose of receiving adequate medical care, including curtailments of female members from unaccompanied tours due to lack of adequate obstetric care.

(19) Member involved in incidents that cause serious adverse publicity or embarrassments to the U.S. Government that may jeopardize the mission or that indicate the member is a potential defector.

(20) Member or dependents are threatened with bodily harm or death and circumstances are such that military and civilian authorities are unable to provide for their continued safety. Naval Criminal Investigative Service (NCIS) and the Judge Advocate's office shall verify the threats and circumstances.

(21) Member completes or is eliminated from a training or education program.

(22) Member reassigned using a LCM.

(23) The Secretary of Defense waives completion of a full tour of duty in a joint assignment, and the action would otherwise require waiver of a TOS requirement.

(24) Member rendered in excess in accordance with paragraph 6(p) of this instruction.

e. SECNAV may waive TOS requirements on a limited case-by-case basis for assignments other than those listed above in 9(d)(1) through (24). COMNAVPERSCOM (PERS-4) has waiver authority for assignment within or from the CONUS (including assignments from shore duty to sea duty) and waiver authority for the curtailment of overseas tours in accordance with reference (b).

10. Overseas Duty

a. Overseas tour lengths. Tour length requirements overseas are prescribed by DOD and found in reference (c) Appendix Q and reference (d) article 1300-308. No distinction will be made between officers and enlisted members in assigning overseas tour lengths. Prescribed overseas tour lengths reflect the general desirability of each location as well as force protection and anti-terrorism considerations. Overseas sea duty tours afloat are prescribed by SECNAV and will generally conform to the DOD prescribed shore tour except where strong evidence dictates that the sea tour length should differ.

b. Tour length changes. Recommended additions or changes to overseas tour lengths will take into account the full range of facilities both on and off base. SECNAV or the Combatant Commander (COCOM) concerned shall submit such requests in accordance with enclosure (3) of reference (b). Requests for changes to tour lengths managed solely by the Navy should be submitted to Chief of Naval Operations (N130). Requests must be fully justified based on the guidelines established in enclosure (6) of reference (b). Additionally, requests must include a completed tour-length data sheet (enclosure (7) of reference (b)).

c. Alaska and Hawaii. Members assigned to Alaska and Hawaii shall serve a minimum tour of 36 months unless otherwise indicated in references (c) and (d). No maximum tour length is set for Alaska or Hawaii.

d. Medical Exception. An exception to the overseas tour length is made for medical officers with a service obligation of two years who are assigned to certain shortage specialties, as determined by SECNAV in consultation with the Surgeon General of the Navy. They are authorized to serve two year accompanied tours in long-tour areas. Movement of dependents overseas shall be contingent upon the officers being entitled otherwise to travel and transportation of dependents and shipment of household goods (HHG) at government expense.

e. Key billets. Officers or warrant officers assigned to designated key billets must serve the accompanied tour length, regardless of accompanied status. Key billet designation shall be reserved for short tour areas and only those positions where the continued presence of an officer or a warrant officer is determined to be absolutely essential to the mission of the activity or the unit, or to the U.S. presence in that area. Key billet designation is limited to overseas duty stations where the accompanied tour is at least 24 months.

(1) Because of the duties involved and the mandatory requirement to serve the accompanied tour length, requests to designate an overseas billet or position as a key billet shall be submitted in writing by the theater or Combatant Commander via the Chairman of the JCS to the approval authority listed below. Inclusion of such requests in changes to manpower documents is inappropriate. Final approval authority for key billet designations shall be as follows:

(a) The JCS for Joint Staff and other activities under its cognizance.

(b) The Principal Deputy Under Secretary of Defense (Personnel and Readiness) (PDUSD) (P&R) for Joint Staffs and activities under OSD cognizance.

(c) SECNAV (delegated to CNO (N130)), when subparagraphs (a) and (b) above do not apply.

(2) The position of Chief, Security Assistance Officer (SAO), shall be designated as a key billet, unless circumstances dictate otherwise or if command sponsored dependents are not authorized.

(3) A position may not be designated as a key billet unless all of the following apply (exceptions may be authorized by the PDUSD(P&R)):

(a) Position is an authorized commissioned or warrant officer assignment.

(b) Government-furnished family quarters are available.

(c) Concurrent travel of dependents is authorized.

(d) An accompanied tour of at least 24 months is authorized for the specific location.

(4) As an exception to policy Senior Enlisted Advisor (SEA) billets can be designated as key billets. SEA designation as a key billet must be approved by PDUSD(P&R).

f. Computation of overseas duty. Overseas duty time is computed in the following manner:

(1) Time creditable as overseas duty for PCS begins with the day departed from, and ends with the day of return to a CONUS port.

(2) Authorized leave taken in the CONUS while en route from one overseas duty station to another overseas duty station shall be excluded from the computation.

(3) Authorized leave taken overseas en route to an overseas duty station shall be excluded from the computation.

(4) Members with educationally handicapped children enrolled in EFMP, who are reassigned from overseas under the conditions outlined in reference (e), shall be credited with having completed the overseas tour.

g. Determination of Type of Overseas Tour.

(1) Members assigned overseas who are accompanied by command-sponsored dependents will serve the prescribed accompanied tour. Members later joined by command-sponsored dependents must serve the prescribed accompanied tour or an additional 12 months after approval of command sponsorship, whichever is longer. Family members must be command-sponsored to qualify for a funded PCS move. Members shall be given the opportunity to extend their obligated military service to qualify for command sponsorship and serve the full accompanied tour duration.

(2) Members who acquire dependents while on duty in an overseas area must agree to serve the equivalent of the TOS requirements for the prescribed accompanied tour or an additional 12 months after approval of command sponsorship, whichever is longer, in order to acquire command sponsorship for the dependents.

(3) Members serving a dependent restricted tour will serve the prescribed unaccompanied tour. If the dependent restriction is removed after the service member's arrival, the service member will be given the opportunity to serve the accompanied tour and request command sponsorship.

When the service member is eligible to serve the accompanied tour and is approved for command sponsorship the member's dependents will be provided government transportation to the service member's duty station, regardless of whether they were previously relocated to a designated place. The member shall serve the full, accompanied tour starting when the dependents are command-sponsored.

(4) Members without dependents or members with dependents who, for either voluntary or involuntary reasons, are not accompanied or joined by command-sponsored dependents shall serve the prescribed unaccompanied tour when assigned overseas. The following exception to this policy is authorized: career service members who have no dependents in their household, are not married to another service member, and are assigned to long-tour areas overseas will serve a minimum of the unaccompanied tour.

(5) Members married to other military members shall serve tour lengths as follows:

(a) Married members accompanied or joined by command-sponsored dependents shall serve the accompanied tour length.

(b) Married members assigned to the same overseas location shall each serve the accompanied tour length when such a tour is prescribed for the location. The lack of concurrent travel, for whatever reason, does not alter that requirement. The projected rotation date (PRD) of the first member who arrives at the location may be adjusted to coincide with the PRD of the member arriving later so that both members will serve at least the prescribed accompanied tour.

(c) Married members assigned to different locations shall serve the unaccompanied tour; however, if these members establish a joint domicile (e.g., reside together in government approved family housing), they shall serve the accompanied tour for their respective assigned locations.

(d) If a member marries another member while both are assigned overseas their original tours shall be maintained. Exceptions to this policy include members who voluntarily agree to serve the longer (accompanied) tour at that location. If

dependent command sponsorship is involved, the provisions of paragraph 10(g)(3) apply.

h. Tour Elections. A service member selected for and assigned to an overseas duty station where the accompanied tour is authorized and who is eligible for government funded travel and transportation of dependents and shipment of HHG may agree to voluntarily serve either the accompanied or unaccompanied tour. There is an exception to this policy for officers assigned to key billets. Service members eligible to elect either tour length must be counseled upon notification of their assignment to choose the unaccompanied tour unless certain that travel of their dependents and/or shipment of HHG to the new overseas duty location is not presently desired and shall not be desired before the service member's reassignment from the overseas duty station. The associated entitlements to move HHG and dependents are reflected in reference (c).

i. Consecutive Overseas Tour (COT). The Navy encourages eligible service members to volunteer for COTs. It is preferred that COTs be voluntary; however, involuntary consecutive overseas tours (ICOTs) may be directed. To maximize the benefits realized from COTs, members must meet prior tour obligations before reassignment. The Navy realizes that the exigencies of naval service may result in the early reassignment of a member; however, such actions shall be minimized. The medical needs of family members shall be reviewed prior to granting approval of any accompanied COT.

(1) In Place Consecutive Overseas Tours (IPCOT). Members serving on either an accompanied or unaccompanied tour may, upon completion of the initial tour, including voluntary extensions of that tour, request an IPCOT. By doing so, the member agrees to serve another complete tour at the same location, either for an accompanied or unaccompanied tour. Regardless of the member's initial tour obligation or the tour length that he or she subsequently elects to serve, he or she must serve the minimum prescribed tour length.

(2) Intra or Intertheater Consecutive Overseas Tours.

(a) These types of assignments require the PCS movement of the member and his or her family, if accompanied. When reassigned on these types of COTs, members will be given

the opportunity to serve either the accompanied tour, if authorized at the new duty station, or the unaccompanied tour. Members reassigned on intra or intertheater COTs must serve the prescribed tour lengths at both duty stations.

(b) For members assigned on intertheater COTs, SECNAV may grant an exception to the requirement for serving the prescribed tour lengths at both duty stations on a case-by-case basis. Authority to grant waivers is delegated to COMNAVPERSCOM (PERS-4) who may approve only those exceptions that result in the member serving at least the equivalent of two unaccompanied tours prior to being reassigned from the theater. For Alaska and Hawaii, the equivalent of two unaccompanied tours when moving between 36 month minimum tour locations is defined as 48 months. For COTs involving a 36 month minimum tour and another tour length location in either Alaska or Hawaii, the equivalent of two unaccompanied tours is defined as 24 months for the 36 month minimum tour location plus the length of an unaccompanied tour for the other location. Only SECNAV may approve exceptions that would allow a member to serve less than the equivalent of two unaccompanied tours.

(c) Members rendered in excess of manning requirements at their duty station may retain their original tour-completion date as long as initial tour elections (accompanied or unaccompanied) are not changed and they have at least 12 months in theater retainability after arrival at the new duty station.

j. Consecutive Overseas Tours for SAO Personnel. Consecutive overseas tours of duty in a Chief SAO, position shall be subject to approval of the Director, Defense Security Cooperation Agency (DSCA). Both the Navy and the responsible COCOM must review such reassignments.

k. Leave Travel in Connection with Consecutive Overseas Assignments.

(1) References (d) and (f) stipulates that members stationed outside the CONUS who are ordered to an IPCOT or who are reassigned PCS to another overseas duty station may be paid travel and transportation allowances in connection with authorized leave from their last duty station. These allowances may also be paid for the member's dependents. Travel allowances

shall not exceed those authorized by reference (c). Both tours of duty, whether at the same duty station or a new duty station, must be tours prescribed in references (c) or (d).

(2) The requirements to be eligible for COT are:

(a) Members serving in an IPCOT shall complete their initial tour, to include voluntary extensions. They must agree to serve the prescribed tour length elected and be approved by COMNAVPERSCOM (PERS-4).

(b) Members serving in an IPCOT or reassigned to an accompanied tour for member's dependents eligibility for allowances in reference (c). Command sponsorship of dependents is required.

(c) Member shall have sufficient retainability for IPCOT or PCS move to a new overseas duty station.

(3) To receive travel and transportation allowances authorized in reference (c) a member reassigned PCS to another overseas duty station shall serve the prescribed tour as stated in subparagraph i(1) and (2) above.

1. COT tour elections (dependents/HHG). Members stationed overseas who are selected to serve in a COT shall have the following tour-election options:

(1) Unaccompanied to Unaccompanied Tour. SECNAV approval is required to relocate dependents and/or HHGs from a previously approved designated place, for which dependents were provided funded travel, to a new designated place, which requires funded travel. This authority shall not be delegated. Submit requests via CNO (N130).

(2) Unaccompanied to Accompanied Tour. Relocating dependents and/or HHGs from a previously approved designated place, to the member's new duty station (current duty station for those selected for an IPCOT) shall be approved only if dependents are screened as suitable for overseas duty as required by reference (g), and granted dependent entry approval.

(3) Accompanied to Unaccompanied Tour. Members either electing or required (reassigned to a dependent-restricted tour)

to serve an unaccompanied tour when reassigned PCS or selected for an IPCOT shall be given the opportunity to relocate their dependents and/or HHGs to a designated place within the United States, the commonwealth of Puerto Rico, a territory or possession of the United States, or another overseas area if authorized by references (b) or (c) or within this instruction.

(4) Accompanied to Accompanied Tour. Members electing or required (assigned to a key billet) to serve the accompanied tour when reassigned PCS or selected for an IPCOT shall have the opportunity to relocate their dependents and/or HHG to the new duty station. Relocation of family members shall be approved only if they are screened as suitable for the overseas duty, per reference (g), and granted dependent entry approval. Members assigned to key billets may elect to serve without their dependents and relocate their dependents and/or HHGs to a designated place within the United States, the commonwealth of Puerto Rico, a territory or possession of the United States, or another overseas area if authorized by references (b) or (c) or within this instruction. The member must serve the accompanied tour. Members being reassigned PCS on a COT under this option (accompanied to accompanied tour) must be authorized concurrent travel.

m. Members stationed overseas and acquiring dependents after their assignment may be authorized to serve the accompanied tour if their dependents are eligible for and approved for command sponsorship.

n. Curtailment of Overseas Tours. To enhance stability for the member and activity, and to offset the costs associated with overseas assignments, members shall serve the tour lengths for which they are assigned. While the needs of the Navy may require reassigning members before they complete prescribed tours, such decisions must be kept to the absolute minimum. A curtailment may be granted on an individual case-by-case basis if it is the only recourse available, and if it is in the best interest of the Navy. Requests must originate at the O-6 level and shall be approved by COMNAVPERSCOM (PERS-4). Curtailment of SAO Chiefs requires Director, DSCA approval. Other SAO positions require concurrence of the COCOM concerned.

o. Early Return. Members, whose dependents are furnished early return transportation from overseas under provisions of

reference (c), will normally be required to complete the prescribed accompanied tour. Tour adjustments may be approved by COMNAVPERSCOM (PERS-4) only for bona-fide hardships. Requests for such adjustments will include all pertinent information, including the reasons for early return of dependents.

p. Overseas tour extensions

(1) Voluntary extensions. The Navy encourages members to extend overseas tours voluntarily. Longer tours provide a high degree of continuity in the unit of assignment, increase the stability of the member, and family when accompanied, and reduce PCS costs by eliminating the moves of both the member and his or her replacement. Attainment of these objectives is not the only reason for approval of an extension. Each request must stand on its individual merits, and approval or disapproval is based on whether the best interests of the Government are served by retaining the service member overseas.

(2) Statutory Limitations. While there are no statutory limitations on the amount of time a member may remain overseas, the Navy may establish limitations on the total length of time a member may extend an original tour length at a specific duty station. Except for entitlements available to certain enlisted members (see subparagraph (3) below) and members extending their overseas tours to obtain command sponsorship of their dependents, there are no entitlements for extending overseas tours.

(3) Overseas Tour Extension Incentive Program (OTEIP). Under the authority of 10 U.S.C. 705 and 37 U.S.C. 314, the Secretary of the Navy may offer specific entitlements to certain enlisted service members for extending their overseas tours by one year. Eligibility requirements are contained in reference (d) article 1306-300.

(4) Involuntary Extensions. The Navy may retain members in an overseas area beyond their original PRD for investigation or trial by U.S. military or foreign authorities or for completion of administrative actions such as non judicial punishment, separation processing, or compliance with host-country customs regulations, or when they lack the required military service retainability. COMNAVPERSCOM (PERS-4) will

make such decisions on an individual case-by-case basis. COMNAVPERSCOM (PERS-4) may also involuntarily extend members up to 180 days under the following circumstances, and on a case-by-case basis:

(a) Member's presence is required to meet critical and immediate operational needs.

(b) Member has been selected for training or education and the class start date does not reasonably coincide with the member's tour completion date.

(c) Member is assigned to a unit being deactivated or a base that is closing.

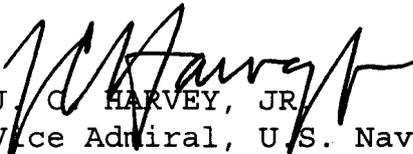
(5) The Director, DSCA will have approval authority over voluntary or involuntary extension of members serving overseas tours of duty in Chief, SAO positions. For other SAO positions, approval will be obtained from the COCOM.

q. Sole Surviving Son or Daughter. A sole surviving son and/or daughter may not be assigned to a PCS, a TAD or duties involving actual combat with the enemy if he or she, or one of his or her parents, or spouse submits a written request for non-combat duty. On approval of such a request, a sole surviving son and/or daughter shall not be assigned to any overseas area designated as a hostile-fire or imminent danger area or to duties that regularly may subject him or her to combat with the enemy. Policies concerning assignments, assignment restrictions, eligibility criteria and waivers for sole surviving son and/or daughter designation are contained in reference (b).

r. Assignment to Duty in designated Hostile-fire or Imminent-danger Areas. Assignment to duty in a hostile-fire or imminent-danger area as specified by reference (b), must be shared equally by all similarly qualified members. Exceptions for assignment to duty in a designated hostile-fire area or imminent danger area are located in reference (b).

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11. Conflicting Directives. When provisions of reference (d) and other Navy directives appear to conflict with this instruction, submit a request for clarification to CNO (N130).


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DEFINITIONS

1. Accompanied Tour. The longest designated tour length, for a service member accompanied by command-sponsored dependents. Also referred to as an accompanied-by-dependents tour.
2. Active Duty. Full-time duty in the active service of a Uniformed Service, and includes full-time training duty, annual training duty, and attendance, while in the active Military Service, at a school designated as Service school by law or by the Secretary of the Military Department concerned. Such term does not include full-time National Guard duty.
3. Career Service Members.
 - a. Enlisted. Service members who are serving under second or subsequent enlistment contracts.
 - b. Officers. Grades O-3 and above, all warrant officers, and all limited-duty officers.
4. Combatant Command (COCOM). A command with a broad and continuing mission under a single commander, composed of significant assigned components of two or more Military Departments.
5. Completion of Training. Completion of all recruit training or technical (known also as occupational specialty) training, or both, received before arrival at the first permanent duty station or assignment.
6. Consecutive Overseas Tour (COT). The PCS reassignment of a service member from one overseas duty station to another overseas duty station.
7. Continental United States (CONUS). The contiguous 48 states and the District of Columbia.
8. Date of Separation. The date a member shall leave the active force, to include mandatory separation or approved retirement date, mandatory release date, expiration of service agreement, or completion of enlistment.

9. Dependency Status

a. Acquired Dependent. A service member's dependent acquired through marriage, adoption, or other action during the course of a service member's current overseas tour of duty. This term does not include those individuals dependent upon the service member or children born of a marriage that existed before commencement of the current overseas tour.

b. Command-sponsored Dependents. Dependents of a service member residing with the service member at his or her duty station outside the CONUS, where the accompanied tour is authorized and the service member is authorized to serve said tour, and where dependents meet the following conditions:

(1) Authorized by the appropriate authority to be at the service member's duty station.

(2) As a result of their residence in the vicinity of the service member's duty station, authorize said service member to Cost of Living Allowance (COLA) and Temporary Lodging Allowance (TLA) at the "with dependents" rate.

c. Noncommand-sponsored Dependents. Dependents of a service member residing with the service member at his or her duty station outside CONUS, where an accompanied tour may or may not be authorized. These dependents shall not be entitled to transportation to and from the service member's overseas duty station at Government expense. Their presence shall not authorize the service member to COLA and TLA at the "with dependents" rate. These dependents may be either "acquired dependents" or "individually sponsored by the service member" into the command without endorsement by the appropriate authority. Depending on individual Status of Forces Agreements (SOFAs), U.S. statutes, congressional guidance, DoD policy, or Military Service regulations, these dependents may be denied access to certain dependent support facilities.

10. Dependent. Under this Instruction, the service member's "dependent" is defined by 37 U.S.C. 401. A spouse of a service member who is also a service member will not be considered a dependent for the purposes of this instruction.

11. Dependent-restricted Tour. Any overseas duty station with an established tour that does not permit command-sponsored dependents. Also referred to as unaccompanied hardship overseas tour or remote tour. Also includes stations where command-sponsored dependents may be authorized, but where the member is not eligible to serve the accompanied tour, as in Korea.

12. Designated Location Move (DLM). Entitlement that allows members to designate a location to which dependents will be moved at government expense while the member is serving an unaccompanied tour at a dependent-restricted location or unusually arduous sea duty. DLMs outside the United States or its territories and possessions are normally authorized only for members whose spouse's native country is other than the United States.

13. Designated Place. A location in the United States, the Commonwealths of Puerto Rico and the Northern Marianas Islands, Guam, or a territory or possession of the United States named by service members or their dependents as the place where the service member's dependents shall establish a residence until further Government transportation of dependents is authorized. Designated place options also include the member's previous OCONUS Permanent Duty Station (PDS), future OCONUS PDS or a foreign-born spouse's native country, if specifically authorized in this instruction.

14. Expiration of Active Obligated Service (EAOS). The date a Navy member completes the military service required by an enlistment contract; referred to as Expiration of Term of Service (ETS) by DOD.

15. First-Term Member. Any member not included as a career service member (See definition 3).

16. Follow-on Assignment. The practice of providing service members with their subsequent assignment before assigning them to an unaccompanied hardship overseas tour or Service-designated sea duty.

17. Flag Officer. Officer in the paygrade of O-7 through O-10. To request and/or approve certain actions outlined in this instruction that require flag officer action, the officer approving or requesting must actually be serving in a flag officer grade or an equivalent Federal civilian grade including officers of the Foreign Service of the Department of State.

18. Hardship Tour. Properly called a "dependent-restricted" tour (See definition 11).

19. Home basing. The practice of returning service members to their previous permanent duty station or location after completing an unaccompanied hardship overseas tour or Service-designated sea duty.

20. Household. The service member and those dependents, as defined by 37 U.S.C., who reside with the service member or are dependent on the service member for over one-half of their financial support.

21. Household Goods (HHG). Items associated with the home and personal effects belonging to a service member and the service member's dependents on the effective date of the service member's permanent or temporary change-of-station orders that can be legally accepted and transported as HHG by an authorized commercial carrier. Further clarification is contained within reference (c).

22. Immediate Family. This term includes the categories described in paragraph E3.11.4 of reference (b).

23. In-place Consecutive Overseas Tour (IPCOT). A prescribed tour following the completion of an initial overseas tour (including voluntary extensions) that a member agrees to serve at the same PDS. No PCS movement is involved for a service member. However, dependents and HHG can be transported at government expense. Curtailment of the initial overseas tour is not authorized.

24. Inter-theater Consecutive Overseas Tour. A PCS reassignment between theaters (e.g., from the Pacific to the European theater).

25. Intra-theater Consecutive Overseas Tour. A PCS reassignment within a particular theater (e.g., from Germany to Spain).
26. Joint Spouse Assignment. Assignments made expressly to allow military members to establish joint household with a spouse who is also a military member.
27. Key Billet. An overseas position (officer or warrant officer only) of extremely unusual responsibility, where the continued presence of an officer is absolutely essential to the mission of the activity or unit or to the United States' presence in that area. Designation as a key billet requires the member to serve at least a 24-month tour, whether serving accompanied or unaccompanied.
28. Low Cost Move (LCM). A PCS for which the total expected cost, including the member's travel and transportation allowances and DLA, if applicable, does not exceed \$1,000. LCMs are not curtailments and do not require flag officer waiver of time-on-station (TOS) that may be required for other moves. It is not necessary to adjust the member's original tour completion date, nor for the member to have service retainability beyond the original tour completion date.
29. Member. A commissioned officer, commissioned warrant officer, warrant officer, or an enlisted person of the Uniformed Services.
30. Military Couple. Members married to each other, both of whom are on active duty in any of the Armed Forces of the United States.
31. Military Services. Under this instruction, the term "Military Services" refers to the Army, the Navy, the Marine Corps, and the Air Force.
32. Missing Status. Includes missing, missing in action (MIA), interned in a foreign country, captured, beleaguered, besieged by a hostile force, or detained in a foreign country against a service member's will.
33. Overseas. Any area of the world other than the CONUS.

a. Overseas Long Tour. A tour of duty in an overseas location where the tour length is equal to or greater than the 36-month accompanied tour and the 24-month unaccompanied tour.

b. Overseas Short Tour. A tour of duty in an overseas location where the tour length is less than the 36-month accompanied tour or the 24-month unaccompanied tour.

34 Permanent Change of Assignment (PCA). A transfer between permanent assignment for which entitlement to move household goods or entitlement to travel payment does not exist. This also defines a no-cost move.

35. Permanent Change of Station (PCS). See reference (c).

36. Permanent Duty Station. See reference (c).

37. Prescribed Tour length. The period of time established for tours in specific geographic locations in the CONUS, overseas, or at sea.

38. Sea Duty. A tour of duty afloat or at a shore location for which sea duty credit is accrued, as authorized by reference (d).

39. Single Member. A member who has no dependents in his or her household and is not married.

40. Sole Surviving Son and/or Daughter. A sole surviving son and/or daughter is the only remaining son and/or daughter in a family where the father, or mother (or one or more sons or daughters), served in the Armed Forces of the United States and because of hazards with such military service was:

- a. Killed,
- b. Died as a result of wounds, accident, or disease,
- c. Is in a captured or missing-in-action (MIA) status, or
- d. Is permanently 100-percent physically disabled (including 100-percent mental disability), as determined by the Veterans Administration or one of the Military Services.

41. Temporary Additional Duty (TAD). Duty at one or more locations, other than the permanent station, where a service member performs temporary additional duty under orders providing for further assignment, or pending further assignment to a new permanent station or pending return to the old permanent station after completing the temporary duty.

42. Theater. The geographical area OCONUS for which a Commander of a Combatant Command has been assigned military responsibility.

43. Time-On-Station (TOS) Requirement. Synonymous with "prescribed tour." The period of time established for tours in specific geographical locations, INCONUS, overseas, or at sea.

44. Tour of Duty. Military duty when assigned to a military installation or activity permanently located at a land station either INCONUS or overseas. Military duty when assigned to a ship or unit during a prescribed sea tour.

45. Unaccompanied Hardship Overseas Tour. Properly called a dependent-restricted tour.

46. Unaccompanied Tour. The authorized tour length at a specific overseas duty station for service members who are not accompanied by command-sponsored dependents. A tour at a location with only an unaccompanied tour authorized is considered to be a dependent restricted tour.

47. United States. Refers to the 50 states and the District of Columbia.