



Commanding Officer's Quick Guide For Enlisted Detailing (10 March 2016)



<u>PERS 403</u> Enlisted Sub/Surf Nuclear Detailers	<u>PERS 4013</u> Enlisted Placement	<u>BUPERS 322</u> Non-nuclear Submarine Enlisted Community Manager	<u>OPNAV N133D</u> Nuclear Enlisted Community Manager
<ul style="list-style-type: none"> • PRD adjustments • Assign Sailors to VALID billets based on billet priority • Sea Duty Incentive Pay (SDIP) for eligible Sailors • Determine nuclear billet priority 	<ul style="list-style-type: none"> • Determine non-nuclear billet priority • Pick jobs to display on CMS-ID 	<ul style="list-style-type: none"> • C-way quotas (reenlist, conversion) for non-nuclear Sailors • Non-nuclear Sailor retirement requests • SRB for non-nuclear Sailors • Non-nuclear incentive pays 	<ul style="list-style-type: none"> • Nuclear NEC management • Nuclear retirement requests • C-way quotas for nuclear Sailors • SRB/ESRP for nuclear Sailors • SUBPAY manager (nuclear and non-nuclear) • Nuclear incentive pays (SDAP) • Instructor Screening • PFA Readiness Waivers

Enlisted Manning TELCON

- Conducted in conjunction with wardroom planning TELCON
- Goal is at least annually
- Primarily CPOs but will discuss any enlisted manning issue the command desires

PRD Adjustments

- MILPERSMAN 1306-104/124/126
- PRD adjustment is not required if Sailor is going to transfer within normal detailing window (+/- 6 months of PRD)
- Made 12-18 months before Sailor's PRD
- 1306/7 signed by Sailor and endorsed by Command or a naval message
- New PRD cannot exceed 60 months at sea without a 1306/7 from Sailor endorsed by the command
- PRD will not be adjusted to cause the Sailor to be in Needs of the Navy Window (<7 months from PRD)
- PRD will not be adjusted to give Sailor another look on CMS-ID or to cancel orders

Matching PRD to SEAOS

- MILPERSMAN 1306-124
- Request is signal of "INTENT TO SEPARATE"
 - Record flag
 - Loss of C-WAY quota to transfer/reenlist
 - Needs of Navy orders (possible) if Sailor later changes their mind
- Should be requested via 1306/7 12-18 months PRIOR TO EAOS or PRD (whichever is earlier)
 - Failure to request at least 12 months prior could result in a manning gap
- Naval message if within 12 months of SEAOS
- **PERS 403 details Sailors based on PRD not SEAOS**

Failure to OBLISERV

- MILPERSMAN 1306-106
- Sailor must OBLISERV within 30 days of receipt of orders
 - Sailor can sign a PG13 if extension will cause a loss of money (SRB)
- Command should transmit a Failure to OBLISERV message to PERS 403 ASAP
- Failure to OBLISERV will result in Needs of the Navy orders
- Record Flag for intent to separate

CPO Redistribution

- Provide duty preferences and first available transfer date ASAP after selects are announced to Squadron and PERS 403
- CPO(S) will typically commence transfer beginning in late OCT depending on boat schedules and required schools
- Changes to approved plan must be approved by ISIC/TYCOM N1
- LYN, ANAV, Corpsman, LELT will usually remain in place if advanced
- Overseas/special duty screening may be required

Distributable Inventory (DI)

- Reviewed every six months based on projected available inventory
- Set for every rate and paygrade on a submarine
- Requisitions are based on shortages to DI and not BA (Billets Authorized)
- Priority for personnel is based on shortages to DI and ship's planned operations (deployment, shipyard, etc...)

CMS-ID

- NAVADMIN 226/12 (261710Z JUL 12)
- <https://www.cmsid.navy.mil/jass/Index.action>
- Requires account and CAC reader
- A new display every month of available jobs
- CMS-ID window is 7-9 months prior to PRD
- Detailers can only assign Sailors to jobs posted on CMS-ID
- **Contact PERS 403 PRIOR TO GOING TO SEA if a Sailor is underway during their negotiating window**

Unplanned Loss

- Inform PERS 403 as soon as Sailor leaves the ship
- Requisition will not generate until the Sailor is transferred to NSSC/Squadron/Group
- PERS 403 "turning radius"
 - 4-6 months for first term Sailor
 - 6-9 months for sea returnee
- **ISIC/TYCOM N1 action is required to fill an unplanned loss within PERS 403 turning radius**

OTEIP

- NAVADMIN 1306-300
- Request OTEIP no less than 18 no more than 24 months aboard (12 months prior to completion of 36 months)
 - Minimum 12 month extension required
 - PRD will be adjusted to match Prescribed Sea Tour

OVER-COMMUNICATE WITH PERS 403 EARLY AND OFTEN