

## **POST-DEPARTMENT HEAD DETAILING PROCESS (UPDATED September 2016)**

In response to fleet distribution needs and significant fleet feedback, PERS-411 has revised the Post-Department Head detailing process. We strive to continually improve this process in the interest of fairness and transparency as we fill priority billets around the world. The aim of this update is to provide the latest information and reduce ambiguity for Officers transitioning to their Post-Department Head tours.

### **What to Expect:**

1. Reconciliation is not a "SLATE," where the number of Officers and billets are equal. Reconciliation is a competitive process for distributing a limited number of Officers to fill available billets. Current control grade shortfalls mean that not all available billets will be filled at the end of each month. Reconciliation is a more involved process for determining what is best for your career and ensuring you remain on track for your next milestone screening. Post-Department Head detailing is very different from what you have experienced before. One on one engagement with your detailer will determine the best fit job for you, recognizing that may not always be exactly aligned with your initial preferences. Our job is to best prepare you for milestone screening.
2. After completing Department Head requirements, Officers should expect two, 24-month assignments (sea or shore) as required by career/Navy needs (MILPERSMAN 1301-110).
3. Officers are referred to as Non-Due Course (NDC) when they fail to screen for an administrative milestone. Those Officers continue on a 1-1 sea/shore rotation.

### **Detailing Window:**

1. Start reviewing the Downstream Fills (DSF) list (updated monthly) approximately 10 months from your PRD. If you are interested in attending a war college, inform your Detailer as soon as possible. Contact your Detailer ~9 months before your PRD to begin communication.
2. The notional assignment window is 5-7 months prior to your PRD. You should submit your first list of preferences 7 months prior to your PRD.
3. You may terminate shore duty at any time to compete for an overseas or sea duty assignment, regardless of PRD. You may also request a GSA billet at any time, regardless of your PRD.

**\*\*\* ATTN: 2<sup>nd</sup> TOUR DEPARTMENT HEADS. Your detailing window depends significantly on the timing of your relief as it is our policy to not gap DH billets. Contact your Detailer to determine your estimated detailing window. \*\*\***

### **Reconciliation Process:**

1. Your PERS-411 Detailers conduct a reconciliation board on a monthly basis (normally the last full week of the month).
2. Beginning 7 months prior to your PRD, we will compete you for all of your billet preferences. You will be detailed based on your career needs, previous experience and performance, needs of the Navy (priority/hot fill billets) and your personal preferences.
3. After reconciliation each month, your Detailer will inform you either of your next assignment or that you will be considered for reconciliation the following month. In the end, finding the proper billet fit (Officers with the skill sets needed to succeed in that billet) will take precedence over filling a billet with any available Officer.
4. In the interest of fairness to all Officers competing for billets, we do not reconcile billets with fill dates greater than 7 months from the current reconciliation month (see table below).

Reconciliation Month	Officers Eligible to Compete for Billets (Target PRD window)	Filling Billets
January	June, July, August	Now through August
February	July, August, September	Now through September
March	August, September, October	Now through October
April	September, October, November	Now through November
May	October, November, December	Now through December
June	November, December, January	Now through January
July	December, January, February	Now through February
August	January, February, March	Now through March
September	February, March, April	Now through April
October	March, April, May	Now through May
November	April, May, June	Now through June
December	May, June, July	Now through July

### Shaping Your Preference List:

1. We strongly recommend that you contact your Detailer before you submit your first list of preferences. Understanding that comms are limited, email may be easier but a follow-up phone call is incredibly helpful for you and your detailer. Submitting your preference list early gives you the maximum opportunity to compete for billets. You should update your list each month until you are reconciled into a billet and make sure your Detailer has several ways to contact you (work/personal emails and phone numbers).

2. Your preference list must contain a minimum of 5 billets to include at least 1 GSA and 1 Hot Fill billet.

**\*\*\*ALL HOT FILLS WILL BE FILLED AT THE CURRENT MONTH'S RECONCILIATION.\*\*\***

3. LCDRs can select jobs on the O4 and O5 lists, although not all commands will accept an O4. For example, NROTC units will not accept an O4 for XO billets. CDRs (not PCCs) and CDR (sel)s must pick jobs from the O5 list only.

4. Joint duty should normally be deferred until after an Officer has screened for command or is NDC.

5. For non-due course Officers, your preferences must take into account your sea/shore rotation. For the purpose of this rotation, we count overseas billets as sea duty.

6. Submit your preferences, in priority order, in the body of an email (do not use attachments or HTML). Include the fill date, UIC and BSC as per the example below:

1	201601	42795	15777	ECRC FWD NORFOLK	COMBAT SYSTEMS / WEAPONS	NORVA
2	NOW	00011	21310	OPNAV	OPS ANAL/N2N6F2B OPS ANAL/PPBE	ARLING
3	201512	30733	73060	ATG NORFOLK	SHP ENG GASTBN	NORVA
4	201512	57091	70030	NAMDC	STF REDI WEP/BMD TRNG & ASSESSMENT	DAHGRN
5	201512	55333	00480	COMESTRKGGRU 2	STF REDI GEN	NORVA

7. Include in your email any amplifying information that could affect your next assignment. The more your detailer knows about your personal needs, the better we can serve you.

### Final Key Takeaways:

1. Know your sea/shore rotation and ensure the preference list you provide is reflective. NDC Officers on CONUS shore duty should expect to rotate to a sea/overseas assignment.

2. If you intend to retire or separate, you must declare your intentions before you are within 6 months of your PRD or you will be considered available for orders. If you begin to negotiate assignments with your detailer without clearly stating your intent to retire, you are obligated to fulfill the assignment to which you are slated. In general, PERS-8 requires 9-12 months to process separation or retirement orders.

3. We occasionally get requests by Placement to fill short-fuse/nominative billets. If you are interested in competing for these contact your Detailer.

4. No assignment is official until orders are transmitted.