

## MILPERSMAN 1306-921

### PERSONNEL EXCHANGE PROGRAM (PEP)

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<b>Reference</b>	(a) OPNAVINST 5700.7H
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1. **Background.** Per reference (a), the Personnel Exchange Program (PEP) provides for an equivalent one-for-one exchange between United States (U.S.) Navy officers or career-designated petty officers, and personnel from other military services, including foreign services. The program objective is to integrate participants into the host organization as though they belonged to the service to which they are assigned, while adhering to applicable technology transfer and classified information disclosure restrictions.

2. **Billets.** A list of authorized billets, broken down by rank/designator or rate/rank and country, may be obtained by contacting Navy Personnel Command (NAVPERSCOM),

- Foreign Area Officer (FAO) Placement Branch (PERS-461) (for **officer** personnel), or
- Shore Special Programs Assignment Branch (PERS-4010) (for **enlisted** personnel).

3. **Tour Length.** Tour length for PEP duty is usually 24 months, based on the date that members report to their ultimate command. One-year tour extensions may be authorized.

4. **Requirements/Qualifications**

a. Applicants for foreign PEP billets must be able to demonstrate cultural sensitivity and serve as military ambassadors of the U.S.

b. The nature of the PEP is to share professional knowledge with members from other services (and nations); therefore, applicants must be able to serve as subject matter experts in their designator or rate.

c. Applicants desiring to serve in a country whose native language is not English must

- test at a minimum 2/2/1+ (listening/reading/speaking) level on the Defense Language Proficiency Test (DLPT); otherwise,
- they must achieve a qualifying score on the Defense Language Aptitude Battery (DLAB), and
- receive training at the Defense Language Institute Foreign Language Center (DLIFLC) prior to reporting overseas.

Family members may receive language training on a space-available basis.

d. If a security clearance is required, participants are expected to report to their foreign command with a security clearance valid for the duration of the tour.

e. Participants must report with official passports, as they may be required to travel to countries that do not recognize NATO orders.

f. Participants in the PEP will be required to wear their U.S. Navy uniforms unless Force Protection requirements dictate otherwise.

g. Required obligated service (OBLISERV) for this program is 24 months.

5. **Administrative support.** Upon arriving overseas, personnel must report to their assigned administrative command for an in-processing period of 3 days temporary duty (TEMDU) prior to reporting to their ultimate duty stations. Frequently remote

from the PEP duty station, the administrative command is available to assist participants with

- fitness reports/evaluations,
- pay,
- advancements,
- examinations,
- leave,
- security clearances, and
- other related issues.

The command is also available to provide guidance on Physical Fitness Assessment (PFA), DLPT, and flight physical requirements.

6. **Pay and Allowances**. PEP members receive normal pay and allowances by the U.S. Government and may be entitled to special allowances based on location, such as

- Overseas Housing Allowance,
- Cost of Living Allowance,
- Hardship Duty Pay, and
- Foreign Language Proficiency Bonus.

Participants are not entitled to bonus pay from the host nation. Travel costs and allowances for travel ordered or required by the host nation will be funded by the host nation. Travel costs and allowances for travel ordered or required by the parent service will be funded by the parent service.

## 7. **Application**

a. **Officers**. Interested officers should contact their detailer in order to compete for a PEP billet.

b. **Enlisted**. Interested enlisted personnel should complete sections A, B, C, and D of **NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form**, Exhibit 1 of MILPERSMAN 1306-900, and submit the form as directed by NAVPERSCOM (PERS-4010). Enlisted personnel will also be required to provide to their administrative command copies of their last four evaluations/fitness reports (FITREPs), a summary of qualifications, as well as details about dependents.