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COMUSFLTFORCOM/COMNAVPERSCOMINST 1300.1A  
N00/PERS-4013  
25 Jul 2014

COMUSFLTFORCOM/NAVPERSCOM INSTRUCTION 1300.1A

Subj: ENLISTED MANNING POLICY AND PROCEDURES

Ref: (a) NAVPERS 15560D  
(b) OPNAVINST 1000.16K CH-1  
(c) OPNAVINST 3501.360  
(d) BUPERSINST 1080.53 CH-2  
(e) SECNAVINST 1000.10A  
(f) OPNAVINST 6000.1C  
(g) COMSUBLANT/COMSUBPACINST 1306.1A CH-1  
(h) NAVPERS 18068F  
(i) SECNAV M-5214.1

Encl: (1) Format for PERSMAR Initial Report  
(2) Format for PERSMAR SITREP  
(3) Format for SEAOPDET PERSMAR Report and  
Format for HSC/HM/HSM/HSL/VPU/VQ/VANOPDET PERSMAR  
Report  
(4) Format for Overseas Expeditionary Units (Det,  
Platoon, Company, Team Deployers) PERSMAR Report  
(5) Format for Continental United States (CONUS)  
Expeditionary Units (Det, Platoon, Company, Team  
Deployers) PERSMAR Report

1. Purpose. To promulgate enlisted manning policy and procedures for U.S. Navy activities.

2. Cancellation. COMUSFLTFORCOM/COMNAVPERSCOMINST 1300.1.

3. Discussion. General policy regarding the distribution and assignment of enlisted personnel is contained in reference (a). This instruction is intended to augment reference (a) and provides supplementary policies and procedures designed to ensure the effective use of personnel resources and the maintenance of Fleet personnel readiness. This additional guidance is necessary for U.S. Fleet Forces Command (USFF) and

Navy Personnel Command (NAVPERSCOM) to discharge their duties and responsibilities as manning control authorities (MCAs). In this document, MCA USFF will be referred to as Manning Control Authority Fleet (MCAF) and MCA NAVPERSCOM will be referred to as Manning Control Authority Bureau (MCAB).

4. Policy. This instruction provides policies and procedures to NAVPERSCOM, Enlisted Placement Management Branch (PERS-4013), Fleet Type Commanders (TYCOMs), budget submitting offices (BSOs), regional commanders and other immediate superiors in command (ISICs) for executing the placement and associated manning functions for USFF and NAVPERSCOM activities. PERS-4013, as part of the NAVPERSCOM, Career Management (PERS-4) department, executes MCA directed actions as described within this instruction and its references.

5. MCA's Agent. PERS-4013 is designated the agent for the MCAs and is responsible for directing and evaluating assignments and personnel actions to fill vacancies per established MCA policies and direction. Individuals are considered assets of the respective MCA from the date orders are issued until the Sailor enters the negotiation window. All order modifications and/or cancellations require the approval of the respective MCA. Specifically, detailers are directed to ensure any changes in reporting command, reporting dates, en route courses of instructions or other significant changes are directed to PERS-4013 to gain MCA concurrence in advance of order modification processing. TYCOMs, BSOs, etc. shall direct any communications dealing with the distribution, placement, qualifications, or skills of individuals to PERS-4013 for action with an information copy to the respective MCA. Manning issues that cross MCA lines will be communicated to the gaining and losing MCA. PERS-4013 shall refer situations not covered in this policy to MCAF or MCAB, as appropriate, for guidance.

a. Navy Manning Plan (NMP). USFF and NAVPERSCOM enlisted personnel manning policy is executed based on a system of "fair share" manning known as NMP. NMP is managed by PERS-4013 under the direction of the MCAs. Personnel assets are first allocated to the two MCAs in each rate, rating, and closed-loop Navy enlisted classification (NEC) code based on projected personnel inventory available for distribution in 9-months (P9). This projected inventory is distributed to the command level as a percentage of projected inventories in each rate, rating, and closed-loop NEC. NMP is a "target" manning level that does not guarantee personnel resources will be available. The dynamics of billet authorizations (BA) and inventory levels create

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constant changes in available projected inventory, which cause associated fluctuations in NMP. Consequently, manning below or above NMP may occur when personnel inventory projections are less than, or greater than, P9NMP. NMP is continuously monitored and adjusted as needed. Exceptions to "fair share" manning (i.e., raising a command's NMP above "fair share" levels) must be approved by MCAF or MCAB, as appropriate, and will normally require corresponding unencumbered quantity and/or quality compensation from within the same TYCOM or BSO. To accommodate surges in apprentice manning, sea duty apprentice NMP may be set up to 107 percent of BA. Forward Deployed Navy Forces (FDNF) apprentice NMP may only be set to 100 percent of BA. Any increase higher than these percentages requires MCAF approval. Priority manning policy, which may increase NMP above "fair share" is governed by reference (b), article 805, and may only be authorized by Chief of Naval Personnel, MCAF or MCAB, as appropriate.

b. Command vacancies are determined by measuring personnel projected to be onboard at P9 (POB9) against P9NMP. Vacancies result in requisitions that are generated once a month for assignment control authority (ACA) (detailer) action via the Career Management System - Interactive Detailing (CMS-ID) system. CMS-ID is managed by PERS-4013 (as the MCA's agent) and requisitions displayed will be those directed by the MCAs.

6. Placement. PERS-4013, as the representative of the command, plays an integral role in the assignment process and in achieving and maintaining activity personnel readiness. The objective of MCAF and MCAB is to maintain personnel readiness through the timely assignment of qualified personnel to support the mission of the command. PERS-4013, through interaction with the ACA (detailers) and as agent for the MCAs, must balance the needs of the activity with current and projected distributable personnel assets.

7. Measures of Readiness. To ensure the most efficient use of personnel assets in meeting MCA priorities, the following policies and procedures apply:

a. The overarching priority of enlisted personnel manning on sea duty shall be deploying commands, FDNF and then all other sea activities.

b. Per reference (c), the Department of Defense's Defense Readiness Reporting System - Navy (DRRS-N) is the Navy's authoritative readiness reporting system for all Navy commands

including shore installations. DRRS-N guidance, user information, and current system status will be posted on the USFF Web site at <https://www.portal.navy.mil/drrs-n/default.aspx>.

c. In addition to DRRS-N personnel readiness reporting requirements, USFF in coordination with the TYCOMs and NAVPERSCOM, developed a common, more refined metric to assess Fleet personnel manning levels and measure how well a unit's total manpower requirements are being met. Under this process, measures of Fleet manning are known as "Fit" and "Fill." The goal is 100 percent rating and NEC manning; however, minimum target levels may be set and approved by USFF. USFF maintains the current listing of approved targets.

(1) Rating Fill. All hands onboard versus billets authorized.

(2) Rating Fit. Skill (rating) + Experience (pay band) versus billets authorized.

(3) Notes for Rating Fill and Fit

(a) Includes active duty and full time support.

(b) Pay bands equate to pay grades with similar experience levels. The supervisor pay band includes E7-E9 pay grades, journeyman pay band includes E5-E6 pay grades, and the apprentice pay band includes E1-E4 pay grades.

(c) For Fit calculations only, an excess supervisor (E7-E9) may fill a journeyman (E5-E6) gap. Excess journeyman may fill an apprentice (E1-E4) gap. Bodies may "roll down," but not up. If there is an excess supervisor and no gap or excess journeyman, yet an apprentice gap, the excess supervisor "rolls down" to the apprentice gap.

(d) Any portion of a rating, supervisor/journeyman/apprentice (SJA) pay band manned above 100% in the aggregate is not included in the Fit computation. Each rating/closed loop NEC is capped at 100 percent to prevent masking shortages in other ratings.

(e) Closed Loop NECs are considered a rating.

(f) Fit excludes Aviation, Engineering and Surface Professional Apprentice Career Track Sailors (PACT) (A-PACT, E-

PACT, and S-PACT) as well as the 0054 and 90GS NECs; Fill does not.

(g) In CONUS, temporary additional duty (TEMADD) personnel are included in the Fit and Fill of the receiving activity, for the duration of the TEMADD assignment as provided by the TYCOM.

(h) In some instances, particularly after advancement cycles, Rating Fit may exceed Fill in all but the Supervisor pay band.

(4) NEC Fill. Skill (rating) + NEC (held in inventory) vs. NECs authorized for the rating.

(5) NEC Fit. Skill (rating) + NEC (distributed NEC (DNEC) and held in inventory) vs. NECs authorized for the rating.

(6) Notes for NEC Fill and Fit

(a) DNEC'd Sailors are those distributed to a unit identification code (UIC) to perform the functions of the NEC.

(b) Total NEC requirements are used instead of BA because some billets have more than one NEC assigned.

(c) Closed loop NECs that are considered in the rating metrics are not considered in NEC Fit or Fill metrics.

(d) Any portion of NEC or rating manned above 100 percent is not included in the computation.

(7) Critical NEC Fit. Is a subset of NEC Fit. A critical NEC is an NEC skill where there is a high probability that combat or combat support mission essential task performance cannot be sustained without adequate manning of that skill. TYCOMs designate Critical NECs in DRRS-N Personnel Figure of Merit by responsible organization (or type/class unit).

d. As the MCA for all "operational" (sea duty) forces, USFF conducts monthly in-depth analysis of Fleet manning and personnel readiness. A report of personnel readiness will be provided to the Office of the Chief of Naval Operations (OPNAV) staff, Commander, U.S. Pacific Fleet (COMPACFLT), TYCOMs and NAVPERSCOM. As personnel manning deficiencies are identified, action will be taken by MCAF or assigned to the appropriate authority as necessary to solve those issues. To avoid

potentially critical manning deficiencies that could result in extraordinary manning actions, PERS-4013 will monitor unit activity manning status early in the deployment cycle to provide additional information to MCAF to support attainment of deployment standards.

e. When NMP is insufficient to meet USFF defined deployment standards, PERS-4013 will notify MCAF and request guidance. Degraded personnel readiness of operational forces caused by NMP shortages should also be identified by the command in the initial Personnel Manning Report (PERSMAR), enclosure (1). If inventory does not support the existing P9NMP, the NMP will be evaluated for possible rewrite and MCAF advised. MCAF will make the final decision regarding NMP in these situations and address the question of inventory shortfalls to OPNAV, Manpower and Personnel Plans and Policy (N13).

f. Some enlisted permanent change of station (PCS) transfers result in Sailors reporting without required training due to lack of quotas or temporary duty under instruction (TEMDUINS or TDI) funding. In all cases where Sailors under consideration for orders to a deploying command do not hold the required NEC and en route training cannot be provided, PERS-4013 will assess the readiness impact of gapping the NEC requirement. When the proposed action creates a gap in a critical NEC, the MCA will be the final approval authority. When dictated by reduced readiness, PERS-4013, in conjunction with the appropriate detailer, will identify alternate detailing actions to fill the rating and critical NEC requirement. The following additional responsibilities are assigned:

(1) The gaining command is responsible for ensuring Sailors ordered to its command either possess the necessary skills and hold required NEC(s) or have the correct training en route. Commands are required to screen orders of incoming Sailors to ensure required training is included. When not included, the command is to notify its PERS-4013 placement coordinator by either Naval message or e-mail.

(2) Detailers shall assign en route training based on the following priorities:

(a) Overseas homeported deployable commands.

(b) Deployers scheduled to enter the basic phase of the fleet readiness training plan (FRTP).

(c) Commands recently returned from deployment and designated as "surgeable".

(d) All non-FDNEF overseas activities.

(e) Activities where NEC training is not co-located.

(f) All others.

(3) PERS-4013 rating specialists shall ensure the following actions are taken before orders are issued without required training:

(a) Review previously assigned quotas and substitute an FDNEF, deployer, or overseas-bound Sailor for an individual reporting to a non-deployer or other type of duty.

(b) Cancelled quotas shall be rescheduled for a later class convening date, as available, using NAVPERSCOM's training quota and financial support.

8. Urgent/Critical Manning Situations. Actions to correct manning deficiencies that degrade a command's mission capability may be initiated by Pers-4013, MCAs, or TYCOMs/BSOs. Four basic options exist to meet urgent operational requirements that cannot be satisfied by normal personnel distribution practices. These options, in order of desirability, are PRD adjustment, PCS divert, PCS crossdeck/completion of tour (COMPTOUR) and TEMADD assist. A fifth and less desirable option, operational hold (OPHOLD), is discussed separately in paragraph (9) below. All requests for divert, crossdeck, or COMPTOUR shall be submitted using the PERS-4013 managed Web Enabled Placement Portal (WEPP) system.

a. PRD Adjustment. To minimize personnel turbulence and improve manning stability for the duration of a deployment, overhaul, or special mission, and to provide the distribution system time to resolve a specific manning deficiency, the adjustment of a Sailor's PRD is an appropriate management action. During the pre-deployment Enlisted Distribution Verification Report (EDVR) review, PERS-4013 will screen PRDs of Sailors onboard and where applicable, recommend that commands request PRD adjustment(s) ranging from minus 3-months for early transfer to plus 4-months to retain a Sailor onboard present command. Additionally, deploying commands are required to screen PRDs and request adjustments as needed to ensure crew stability throughout deployment. Commands experiencing senior petty

officer (E6 and above) losses in a rating or in related ratings, with PRDs falling within proximity of each other, should submit PRD adjustment recommendations per reference (a) to PERS-4013, with an information copy provided to the appropriate MCA, TYCOM, and NAVPERSCOM (detailer). Whenever possible, recommendations should be submitted a minimum of 12-months prior to the appropriate Sailor's PRD. Requests for changes to PRDs for Sailors already under orders will not be considered.

b. PCS Divert. When it becomes necessary to divert a prospective gain (PG) to resolve a manning deficiency of a different command, it is preferred that the old and new activity be from the same type duty (e.g., sea to sea or shore to shore) and in the same homeport or geographic location. If the proposed divert results in a change of geographic location, the Sailor's current command will be contacted by PERS-4013 to determine if the action will impose an undue hardship on the Sailor and the Sailor's rating detailer will be contacted to determine if sufficient PCS/TDI funds are available. If the divert action crosses MCA lines of authority, concurrence of the losing MCA must be obtained.

c. Crossdeck/COMPTOUR. When a significant mission capability of a command is degraded or other significant manning issues develop and there are no PGs that can be diverted to solve that manning deficiency, PERS-4013 will:

(1) Screen activities in the same geographic location to identify Sailors onboard in excess of BA or NMP, whichever is lower, and submit a crossdeck/COMPTOUR recommendation to either the BSO, TYCOM, or MCA as appropriate.

(2) Crossdecks/COMPTOURS will be affected only within the same type duty, e.g., sea to sea or shore to shore. An effort will be made to identify a crossdeck/COMPTOUR within the same TYCOM, homeport, or geographic location. When a crossdeck or COMPTOUR is required from outside the same geographic area requiring cost orders, PERS-4013 will liaise with the appropriate detailer to ensure such transfer can be supported/funded. If the proposed crossdeck/COMPTOUR results in a change of geographic location, the Sailor's current command will be contacted by PERS-4013 to determine if the action will impose an undue hardship on the Sailor. If the proposed action crosses MCA lines, concurrence of the losing MCA must be obtained.



(3) For crossdeck actions, deployment schedules for both commands will be reviewed to prevent back-to-back deployments for individual Sailors. No action will be taken which will impose consecutive deployments or otherwise violate personnel tempo (PERSTEMPO) (amount of time spent away from homeport), unless the individual is a volunteer. An individual shall have a one-to-one ratio of deployed versus non deployed time (for example a 6-month deployment should be followed by a nominal 6-month non-deployed period). However, because of the nature of Fleet Ballistic Submarine, Nuclear (SSBN), Guided-Missile Submarine, Nuclear (SSGN), and Attack Submarine, Nuclear (SSN) operations, a minimum of 30 days in an off-crew status between patrols is required for Sailors crossdecked from one SSBN/SSGN to another and 6-months between deployments for SSNs.

d. TEMADD Assistance. TEMADD assistance is a short-term additional duty assignment (179 days or less) directed and executed by TYCOM/BSO to temporarily mitigate a manning degradation. The cost of TEMADD will normally be incurred by the gaining command.

(1) TEMADD assistance will be utilized only as an interim measure to fill critical manning deficiencies until resolution can be accomplished through normal detailer action, divert of a PG, or a crossdeck/COMPTOUR.

(2) Every effort shall be made to use TEMADD assistance from commands in the same locality or geographic location. TEMADD assistance shall not violate PERSTEMPO, unless the Sailor is a volunteer.

(3) When there are no volunteers or activities with manning in excess of NMP, the TYCOM/BSO will recommend TEMADD tasking from the command best able to provide.

(4) For MCAF activities, the USFF Fleet Personnel Readiness Officer (N1P143) and MCAF will be kept informed of all TEMADD tasking and actions to find a permanent solution to the deficiency. TYCOMs and BSOs are required to mitigate personnel manning issues at the lowest level. When TYCOMs and BSOs are unable to resolve a manning shortfall, a request for TEMADD assistance may be submitted to USFF Fleet Personnel Readiness Officer. TYCOMs/BSOs should only request assistance after exhausting all means to mitigate the manning deficiency using existing TYCOM assets. At a minimum, each TEMADD request will provide detailed analysis of all resources in the problem skill set and include the impact on the unit caused by the gapped

position, the current manning structure (to include whether or not the NEC is designated as critical), identify prospective gains if applicable, identify what has been done internally by the TYCOM to try and resolve the problem, and what is the projected long term fix to ultimately correct the manning deficiency. As a policy, MCAF will not coordinate TEMADD requests to meet internally established TYCOM thresholds.

e. For divert, crossdeck, or COMPTOUR requests initiated by a TYCOM/BSO that cross other TYCOM/BSO lines, advance liaison among all parties is required and must occur before the action is submitted in WEPP. TYCOMs/BSOs may still submit a WEPP proposal in situations of non-concurrence by the other TYCOM/BSO; however, advance liaison is still required. Conflicts between TYCOMs/BSOs and/or PERS-4013 recommendations will be referred to the MCA for resolution. The two MCAs will resolve any disagreements when proposals cross MCA lines. In the event that the two MCAs (MCAF and MCAB) are unable to come to an agreement regarding personnel manning actions that cross MCA boundaries, the issue will be adjudicated by NAVPERSCOM, Enlisted Distribution Division (PERS-40). No action will be taken by Detailing or Placement until a mutually agreed upon solution is reached. In time sensitive situations, actions to resolve the deficiency can be accomplished via email, and PERS-4013 will enter a quick kill WEPP entry.

9. OPHOLDS. An OPHOLD is a personnel action which impacts a Sailor under orders from a sea duty command. It shall be reserved for extraordinary circumstances at sea duty commands only. OPHOLDS can significantly disrupt the lives of Sailors and the efficiency of the distribution system. Per reference (a), MILPERSMAN 1306-120, OPHOLD requests shall be sent by Naval message to PERS-4013 info the command ISIC, TYCOM, BSO, MCAF, and Sailor's prospective command. OPHOLD requests for Type 4 duty (overseas sea duty) shall not extend more than 2-months beyond the Department of Defense (DoD) area tour applicable to the Sailor. OPHOLD request messages will be of routine precedence and contain only unclassified content. PERS-4013 and the appropriate TYCOM/BSO will review all OPHOLD requests for alternate solutions and submit comments/recommendations to MCAF. If an OPHOLD request crosses MCA boundaries, MCAF will liaise with MCAB. If the MCAs can't reach an agreement, the issue will be adjudicated by PERS-40. OPHOLD requests must be submitted in time for a decision prior to the point when the Sailor must execute orders. Based on MCAF direction, PERS-4013 will notify the command of final action on the OPHOLD request by message. Regardless of the status of an OPHOLD request, commanding

officers (COs) are not authorized to hold orders in abeyance pending an OP HOLD decision and must allow the Sailor to comply with reporting instructions and class convening dates outlined in orders.

10. Management of Excess Manning to BA/NMP. Manning of an activity in excess of authorized billets is not normally authorized, unless Navy-wide excesses exist in a specific community. At the same time, redistribution of Sailors prior to their normal PRD creates turbulence, is detrimental to morale and command cohesiveness and may increase PCS costs. Per reference (a), MILPERSMAN 1306-100, re-assignment of personnel prior to their established PRD will not be made solely for the purpose of "leveling", where excesses have been created as a result of advancements. However, personnel shortages and good human resource management may preclude maintaining or assigning Sailors in excess of BA or NMP when shortages in other activities impact Fleet readiness. To affect the best use of excess/projected excess personnel within these opposing constraints, the following policies will govern the management of Sailors in excess of BA or NMP. Recommendations for diverts or crossdecks/COMPTOURS under this paragraph will be processed via WEPP using guidelines in paragraph (8) above.

a. For Sailors projected to be in excess of P9BA or P9NMP, the activity manning profile must be examined to ensure that a proposed action does not result in a near term manning shortfall in leadership, rating, or NEC. Sailors in compressed ratings will not normally be approved for crossdeck unless all other branches of the rating are fully manned. The following additional criteria must be considered:

(1) Sailors should have at least one year of service remaining in their present rotation (sea or shore).

(2) Transfer should be affected within the same geographic area and type duty using a valid requisition. A transfer out of the geographic area may be affected with approval of the appropriate rating detailer.

(3) PERSTEMPO restrictions in paragraph (8) above apply.

(4) Losing commands will have the opportunity to nominate an individual in the rate and rating in excess. Volunteers should be solicited. In the case of annual CPO re-distribution, commands may request another CPO be reassigned.

(5) Consideration will be given to valid detailer guarantees and hardship on the individual.

b. Degraded readiness. In order to resolve critical readiness deficiencies or leadership shortfalls, PGs will be considered for divert and Sailors onboard may be considered for crossdeck or COMPTOUR when either are in excess of P9BA or P9NMP. Readiness deficiencies are generally defined as a shortage to P9BA or a critical NEC deficiency in deploying commands. Diverts or crossdeck/COMPTOUR actions of excess Sailors to meet minimum Fit/Fill targets will only be made at MCA direction and are generally reserved for deploying units. Shore duty PGs who are projected to be in excess should only be diverted after consultation with the appropriate MCA.

c. Supervisor Selectees. In order to maximize Fleet readiness, MCAF directs an annual review of supervisor (E7-E9) selectees at sea for possible reassignment to other sea activities to fill gapped requirements. In an environment of scarce resources, MCAF will not normally support an excess supervisor assignment unless there is no placement available elsewhere. After release of the selection board results, PERS-4013 will generate excess lists that identify selectees considered to be in excess at sea. A Sailor is considered excess when he or she is onboard in excess of supervisor BA or are filling a BA requirement of a lower pay grade due to advancement, and has 12-months or more until PRD/expiration of active obligated service (EAOS) (for orders in the same geographic area) or 24-months or more until PRD/EAOS (for orders outside the geographic area). MCAF will forward the excess list to the appropriate TYCOM/BSO for review and action. All supervisor re-distribution actions and decisions will be processed via WEPP. PERS-4013 will enter all sea-shore code (SSC) 2 and 4 excess supervisors into WEPP, ensuring that the action begins with the TYCOMs and that MCAF has the final action. PERS-4013 will ensure electronic notification to the detailers after receipt of approved WEPP action. In addition to these general policies, MCAF will issue more detailed supervisor redistribution guidance annually.

#### 11. Other assignment/distribution tools

a. Additional Requisition (ADREQ). An ADREQ is a manually generated requisition for a rating/closed-loop NEC in an activity. ADREQs may result in manning in excess to P9NMP and contribute to inefficient distribution of Sailors. ADREQs will

not normally be approved unless unique circumstances dictate the assignment of Sailors in excess of P9NMP. The MCA is the sole approval authority for all ADREQs for E5 and above that are above P9NMP. PERS-4013 is authorized to approve ADREQs for E4 and below in accordance with paragraph (5) above. Requests for ADREQs will be submitted via WEPP.

b. Pay Grade Substitution (PAYSUB). A PAYSUB is the assignment of personnel in a paygrade not equal to the requisition paygrade. PAYSUBs can degrade a command's experience level of a particular rating or NEC and must be carefully reviewed to ensure approval will not significantly impact readiness. PAYSUBs should remain within the appropriate SJA payband to support and maintain approved Fit target levels. All PAYSUB requests that cross payband boundaries must be submitted via WEPP and approved by the MCA.

c. Distribution Rate Assignment (D-Rating). D-rating, also referred to as D-RATE, is the assignment of personnel in a "distribution rating" that is not the same as the actual or prospective rating of the Sailor, (i.e. assigning a personnel specialist to a yeoman billet). D-rating results in personnel inventory inaccuracies and leads to false projections in the enlisted distribution system. D-rating will not normally be approved; however, if there is valid justification, a request can be submitted via WEPP for MCA approval.

d. Distribution Navy Enlisted Classification Code (DNEC). A DNEC is a management tool used to match an individual to a command's authorization for a NEC. The enlisted detailer is responsible for all modifications to DNEC assignment while the individual is in a PG status. Once an individual has reported for duty, the PERS-4013 Placement Coordinator is responsible for modifications. While detailers and placement coordinators have a role in NEC management, COs are ultimately responsible for correcting DNECs as part of the EDVR review process. Reference (d) contains additional instructions for verification of DNECs/NECs and instructions for requesting changes to an individual's DNEC. Commands are required to ensure Sailors are correctly DNEC'd. Incorrect data will impact NECs displayed on future requisitions and will adversely impact NEC Fit/Fill reporting.

e. Enlisted Manning Inquiry Reports (EMIRs). EMIRs are the CO's tool for reporting personnel shortages and unplanned losses that have a significant effect on unit personnel readiness to

their placement coordinator in PERS-4013. Detailed EMIR procedures and submission guidelines are outlined in reference (a), MILPERSMAN 1306-108. Ensure an information copy is provided to the appropriate MCA, TYCOM, BSO, and other appropriate ISICs.

f. Leadership Flag. A "Leadership flag" prevents a Sailor from receiving orders until a contact relief is identified. Deploying commands may request a "leadership flag" be placed on Sailors who are deemed mission critical (i.e. the only khaki on board, one-of-one position, holds a one for one critical NEC). The Sailor in question cannot be under orders and must already have sufficient obligated service. If the Sailor is under orders, refer to paragraph (9) regarding OPHOLD processing. The flag is removed when a relief is identified in time to make the deployment. If there is no relief, then the member will remain onboard until one month after return from deployment. Leadership flags must be approved by the MCA.

## 12. Assignment of Limited Duty (LIMDU) and pregnant Sailors

a. LIMDU. Sailors will be assigned per reference (a) and the following guidelines:

(1) Whenever possible, LIMDU Sailors will be assigned to activities with valid BA for their rating. The total number of LIMDU personnel (ACC 105 plus ACC 355 personnel) assigned to an activity will normally not exceed the following cap based on the command's total P9BA using POB3 as the baseline measure (POB3/P9BA).

Command P9BA	Assignment Cap
<49	20%
50-500	25%
>500	30%

For example, a command with a BA of 300 should have no more than 75 LIMDU personnel assigned at any one time based on LIMDU Sailors projected to be onboard in 3-months.

(2) The goal is to minimize the impact of short-term personnel assignments while still retaining the flexibility to accommodate the assignment of potentially large numbers of LIMDU Sailors. The number of LIMDU Sailors available in a major homeport area may exceed the number that can be assigned within the above guidelines. In such cases, PERS-4013, as the MCA's

agent, may authorize assignment of LIMDU Sailors beyond the caps outlined above.

b. Pregnant Sailors. Pregnant Sailors will be assigned per references (e) and (f) and the following guidelines:

(1) When Sailors assigned to sea duty become pregnant, the parent command will make them available for reassignment to shore duty via PERS-4013. Pregnant Service members will normally not remain onboard a sea duty command past the 20<sup>th</sup> week of pregnancy. Waivers to this policy may be submitted per reference (f).

(2) PERS-4013 will make every effort to place pregnant Sailors in a shore activity with valid BA for their rating. The total number of externally assigned pregnant Sailors at an activity will normally not exceed the following cap based on the command's total P9BA using POB3 as the baseline measure (POB3/P9BA). These caps do not include Sailors on shore duty assignments that become pregnant during their normal shore duty tour.

Command P9BA	Assignment Cap
<49	20%
50-500	25%
>500	30%

For example, a command with a BA of 35 should have no more than seven pregnant Sailors from sea duty assigned at any one time, based on pregnant Sailors from sea duty projected to be onboard in 3-months.

(3) When making the assignment, the detailer will assign a DNEC of 0054 for tracking purposes. This tracking NEC will ensure pregnant Sailors will not count against an activity's manning or Fit.

(4) Pregnant Sailors serving on a normal tour of shore duty, whose pregnancy or post-partum operational deferment will exceed their designated PRD, shall be made available in accordance with reference (a), MILPERSMAN 1306-1704, to PERS-4013 for PRD adjustment. The availability should be submitted by the parent command prior to the member's entry into the orders negotiation window, preferably 10-months prior to the current PRD. Members who become pregnant within 10-months of a designated PRD should be made available for PRD adjustment as soon as the command is notified of the pregnancy. These Sailors

will normally remain onboard their current command for the duration of their operational deferment, be assigned the 0054 tracking DNEC, and will count against the pregnancy assignment limits.

c. Although LIMDU and pregnant personnel have specific medical limitations and restrictions concerning the duties the member may perform, they may still contribute to a command's mission and perform viable work. The Navy's reduced shore footprint has made assignment of these Sailors increasingly difficult and it is imperative that all commands manage their fair share of LIMDU and pregnant Sailors. To assist in the management of the fair share assignments, the command needs to ensure all LIMDU or pregnant personnel are correctly reflected in the personnel systems to include managing PRDs. Assignment caps for LIMDU personnel and pregnant Sailors are not inclusive. A command with a BA of 800 may be assigned 240 LIMDU Sailors and 240 DNEC 0054 Sailors based on the caps defined above. Commands are encouraged to use senior LIMDU and pregnant Sailors to help manage their LIMDU/pregnant Sailor population; however, they shall not be assigned as the command's LIMDU Coordinator, per reference (a), MILPERSMAN 1306-1200. Requests to exempt commands from assignment of LIMDU/pregnant personnel will not normally be approved; however, if a command has a valid justification, such as workplace assignment restrictions outlined in reference (f) as determined by an industrial hygiene site survey, it can submit a request to their respective MCA for consideration.

### 13. Enlisted Individual Augmentation (IA)

a. Reference (a), MILPERSMAN 1300-318, provides an overview of policies and procedures for management of all enlisted IA assignments, including overseas contingency operations support assignments (OSA) and individual augmentation manpower management (IAMM) assignments. The OSA process allows for Sailors between PCS tours to select voluntary assignments to support stable enlisted individual augmentation requirements, and IAMM allows for mid-tour TEMADD assignments to support emergent or short duration IA requirements.

b. USFF will ensure IA requirements approved by OPNAV are tasked for sourcing and filled as appropriate.

c. Enlisted IAs will be tasked to either MCAF or MCAB. Allocation will be based on the relative numbers of assets in the required rate, rating, NEC, or other skill resident within



each MCA. There may be occasional exceptions to satisfy specific skill sets or "by name requests". MCAF and MCAB will subtask these requirements to the appropriate BSO or TYCOM. BSO/TYCOMs will source assigned requirements from their own manpower resources.

d. USFF and COMPACFLT will fill IA requirements tasked by their individual combatant commanders from their own manpower resources. When USFF and COMPACFLT, as Navy component commanders, cannot source the requirements, they will inform the tasking combatant commander and the requirements may be referred to the Joint Staff for resolution.

e. USFF and COMPACFLT will make reasonable efforts to fill exercise requirements by tasking TYCOMs, regional commanders and other commands located in the general geographic area of the exercise. For this purpose, the local geographic area may include all regions of the east coast for exercises staged out of Norfolk, VA or Mayport, FL areas; and all regions of the west coast to fill requirements for exercises staged out of San Diego, CA or Bremerton, WA areas.

#### 14. New Construction/Aircraft Transition

a. Surface and Submarines. Manning of new construction ships is the responsibility of NAVPERSCOM, Sea Special Programs Assignment Branch (PERS-409) and Submarine/Nuclear Assignments Branch (PERS-403) per Chief of Naval Operations (CNO) manning directives. Liaison among MCAF, the TYCOM, and PERS-4013 shall be maintained to ensure manning is per CNO phasing plans and within authorized NMP.

b. Aviation. Manning of new construction aviation squadrons or squadrons undergoing aircraft transition is the responsibility of NAVPERSCOM (PERS-404) per CNO manning directives. Liaison among MCAF, the TYCOM, and PERS-4013 shall be maintained to ensure manning is per CNO phasing plans and within authorized NMP.

c. Personnel Stability. To afford maximum stability, all Sailors assigned to a new construction ship/squadron or a squadron transitioning to another type aircraft, are not normally eligible for transfer until completion of 24-months onboard after commissioning or delivery of aircraft. In those cases where Sailors are onboard in excess of both rating and NEC, MCAF will consider requests for early transfer to fill urgent

manning deficiencies in other activities. Such transfers will be coordinated with the appropriate TYCOM.

15. Activities Scheduled for Deactivation or Change of Homeport. PERS-409 is responsible for detailing personnel assigned to and from these activities per reference (a), MILPERSMAN articles 1306-412 and 1306-802.

a. Decommissioning, Deactivation, or Disestablishment

(1) Upon announcement by CNO that an activity is scheduled for decommissioning, deactivation, or disestablishment, PERS-40 will schedule a manning conference to determine final disposition of the activity's crew/staff. PERS-4013 will attend conferences as the MCA representative. In the event that a manning conference is not feasible, PERS-409 will work with the MCA, TYCOM, and command to support the crew/staff reassignment to other commands.

(2) PERS-4013 will inform MCAF/MCAB of any action by Navy Manpower Analysis Center to remove BA from an activity as part of the decommissioning, deactivation, or disestablishment process. The MCA will notify the TYCOM/BSO and normally direct removal of NMP 9-months prior to the command's scheduled deactivation, decommissioning, or disestablishment date.

(3) The reassignment or separation of Sailors assigned to activities scheduled for decommissioning, deactivation, disestablishment, or any other type of phasing out/closing down of a sea or shore based activity will be administered per reference (a), MILPERSMAN 1306-412.

(4) Manning needed to accomplish any remaining operational or other requirement will be as directed by the MCA.

b. Change of Homeport. Activities scheduled for change of homeport will be administered per reference (a), MILPERSMAN 1306-1800.

16. Reassignment of Sailors Disqualified by Reason of Drug/Alcohol Abuse. Every effort will be made to assign Sailors disqualified from duty due to drug or alcohol abuse to another command within the same TYCOM unless administrative separation (ADSEP) is indicated. Sailors not recommended for retention should remain aboard the parent command until ADSEP processing has been initiated, then reassigned to a Transit Personnel Unit,

Naval Station, or ISIC as appropriate pending NAVPERSCOM approval of the ADSEP.

17. Manning of Ships in Overhaul

a. Commander, Naval Sea Systems Command will provide a manpower, personnel, and training (MPT) plan, highlighting manpower and training requirements generated by newly installed/modified equipment. MPT plan must be submitted to Naval Education and Training Command, PERS-4013, TYCOM(s), and info to MCAF. TYCOMs, in conjunction with the activity, will review the MPT plan, and submit billet change request (BCR) necessary to remove obsolete requirements and to add the new ones upon completion of the activity's overhaul period.

b. TYCOMs will monitor manning and training metrics of Sailors on board the activity receiving the new equipment and make recommendations for NMP adjustments to MCAF to align with the new BA/NEC requirements. PERS-4013 will review new BA/NEC requirements and coordinate with the activity to identify Sailors onboard to attend the appropriate school on a TEMADD basis. When the activity does not have qualified Sailors to attend required training, PERS-4013 will coordinate with detailers to fill NEC training requirements. All Sailors with required training are to be onboard as recommended in the MPT plan at the completion of the activity's overhaul period. When Sailors are not onboard in the time frame specified, PERS-4013 will advise MCAF and appropriate TYCOM of barriers preventing the arrival of the Sailor(s), efforts to remove those barriers, and the approximate time of arrival to the activity.

c. Manning increases for submarines scheduled for maintenance availabilities shall be per reference (g).

18. Diary Reporting. The personnel diary is a chronological record of personnel attached to an activity for duty or temporary duty. It provides current and accurate information used in preparation of management reports throughout the Navy. More importantly, submission of the personnel diary impacts the manning posture of individual activities, making prompt reporting and submission of personnel actions vital. Submission of personnel diaries is the sole responsibility of individual commands and will be accomplished via Navy Standard Integrated Personnel System (NSIPS). Additionally, every command is required to verify its EDVR monthly to ensure NSIPS transactions are accurately posted.

19. EDVR Review. Manning and assignment decisions are based upon information contained in the EDVR. Therefore, it is extremely important that each activity conduct timely, proper, and accurate validations of its EDVR - reporting personnel events as they occur and correcting errors when identified. Commands should review the EDVR per reference (d) at the beginning of each month to ensure:

a. Action has been taken to rectify all expired PLs, PGs, and EAOS dates contained in sections (1), (2), and (3) of the EDVR.

b. The EDVR reflects DNEC and NEC codes for which Sailors are qualified as a result of either a formal course of instruction, on-the-job training, or factory training. Reconcile and validate all NECs held by both onboard personnel and PGs per reference (d) and this instruction. Preparatory to this action, a review should be conducted of the introductory section of reference (h) to gain a better understanding of the NEC structure and actions required to ensure that billets and personnel are accurately identified with appropriate NEC codes. DNEC, primary NEC (PNEC) and secondary NEC (SNEC) terminology and how each is assigned are discussed below and should be referred to when assessing skill shortages and training requirements. The following comments are applicable in assessing command skill shortages and training requirements:

(1) The DNEC designation conforms to NEC BA reflected in the activity's manpower document (AMD). An exception may occur where new equipment has been/will be installed but the NEC(s) are not yet reflected in the AMD.

(2) A DNEC assignment does not always mean that a Sailor actually possesses the NEC. A DNEC (DNEC1/DNEC2) identifies a NEC authorization an individual is filling in one of the following conditions:

(a) NEC has been previously awarded to a Sailor prior to transfer.

(b) NEC will be obtained via training en route to the gaining command.

(c) A component skill code of an authorized principle NEC was assigned.

(d) An onboard Sailor who has been granted a returnable (TEMADD) quota and will attend the NEC producing school.

(3) Reenlistment intentions of all Sailors in pay grades E4 and above who have completed their first enlistment and have either reenlisted or executed an extension of enlistment, whose EAOS falls within the next 10-months have been reviewed. If appropriate, submit PRD changes (via NAVPERS 1306/7 Enlisted Personnel Action Request to the appropriate detailer) for those not electing to reenlist onboard. This action is essential to ensure a demand signal is provided to PERS-4013 to account for the pending loss of a Sailor, previously projected to remain on board for his or her full prescribed sea tour (PST).

(4) Any known or anticipated losses not reflected in the EDVR are identified and proper NSIPS action is submitted without delay.

(5) All PRDs coincide with the PST or EAOS. Review PRDs of functionally related chief petty officers, senior petty officers, and departmental petty officers to ensure PRDs are phased over a substantial time period. Submit PRD change requests to PERS-4013 where PRDs require adjustment to provide continuity of leadership. Procedures for adjusting PRDs to stagger PLs are outlined in paragraph (8) above.

20. PERSMAR Program. The PERSMAR program was developed to provide a means for exchanging information between personnel managers and activities scheduled for deployment. The objective of this exchange is to enhance the enlisted personnel readiness of deploying commands and to keep the operational and administrative commanders advised of manning shortfalls and actions being taken to resolve them.

a. The provisions of this program apply to all mobile operating forces under MCAF (less submarines) scheduled for a deployment of 120 days or more or other operational commands with an established FRTP cycle.

b. TYCOMs require submission of modified PERSMARs annually in October from aviation squadrons, ships, or other commands that are homeported overseas, permanently deployed, or employ a detachment concept of operations.

c. Commander, U.S. Submarine Force monitors and evaluates enlisted manning levels of submarines and submarine groups and

squadrons per reference (g).

21. PERSMAR Process and Timeline. The PERSMAR provides a standardized format for the command personnel management action plan. It formalizes the lines of communication among PERS-4013, NAVPERSCOM, TYCOM, and MCAF. This exchange of enlisted manning information takes the form of a series of reports starting with PERS-4013's pre-deployment "EDVR scrub" message to commands 30 to 60 days before their initial PERSMAR due date. Commands will include actions being taken to resolve discrepancies and recommendations from the EDVR review in their initial report. PERSMARs will be submitted at the 12 and 6-month points, based on deployment statistic, prior to when a command is scheduled to deploy. The reports will advise all concerned of the progress in the command's personnel management action plan, enabling PERS-4013 and MCAF to take appropriate action to resolve deployment manning deficiencies.

a. PERS-4013 Pre-Deployment EDVR Review. To assist commands with the preparation of their initial PERSMAR, PERS-4013 will review command manning and conduct a pre-deployment EDVR review for each deploying command. The EDVR review will be conducted 13-14-months prior to deployment. The EDVR review will identify:

- (1) Sailors with expired EAOS dates.
- (2) Sailors in an expired PG or expired prospective loss (PL) status.
- (3) Sailors who appear to have an incorrect PRD based on sea duty commencement date and prescribed sea tour.
- (4) Sailors with distributed rating (D-Rating) that differs from their actual rating (A-Rating).
- (5) Sailors assigned as TEMADD in excess of 180 days.
- (6) Sailors who are DNEC'd and do not hold the NEC.
- (7) Sailors who have an NEC in their inventory and are not DNEC'd to vacant NEC requirements onboard.
- (8) Sailors recommended to be considered for a "leadership flag" to fill gaps in leadership and readiness manning shortfalls for the deployment. The flag alerts the

detailer not to issue orders on the individual until a contact relief is available.

b. Workshops. PERS-4013, as MCAF's agent, will initiate an Expeditionary Strike Force (ESF)/Carrier Strike Group (CSG)/Expeditionary Strike Group (ESG)/Amphibious Ready Group (ARG) deployment manning plan of action & milestones message to all deployers, to include a guide for planning and addressing command personnel manning issues and information regarding the ESF/CSG/ESG/ARG Manning Workshop. The manning workshop will be hosted by PERS-4013 12 to 13-months before the command's projected date of deployment. PERS-4013 will coordinate with the ESF/CSG/ESG/ARG commanders to arrange a suitable time and place and announce the workshop by message to all concerned.

c. Initial PERSMAR Report. Twelve months prior to deployment, commands will submit an initial PERSMAR report using the format shown in enclosure (1). Commands shall accomplish the following actions:

(1) Review the PERS-4013 pre-deployment EDVR review message and take appropriate action to update personnel and manning information in the EDVR. Consider manning actions recommended by the PERS-4013 placement coordinator to stabilize manning and help alleviate NEC shortfalls.

(2) Review the most recent EDVR to ensure BA and NECs listed properly reflect requirements to maintain and operate installed equipment. An AMD change request must be submitted per reference (b) to revise personnel requirements and/or NEC skills resulting from changes in the command's equipment, armaments, or weapons systems. Failure of the command to take timely corrective measures will result in the command either not receiving appropriately trained individuals or gaining Sailors with incorrect NECs or skills.

(3) Ensure maximum resolution of NEC manning problems through the use of returnable school quotas. If a command is manned at or above NMP in ratings where NEC deficiencies occur, a rating/NEC requisition will not generate. In this situation, a command is normally expected to "grow their own" through TEMADD under instruction and/or on-the-job training. Report any remaining NEC manning shortfalls in paragraph (5) of the initial PERSMAR.

(4) Maintain an aggressive command retention program aimed at the reenlistment or extension of enlistment to complete

deployment for those with near-term EAOS dates. Reference (a), MILPERSMAN 1160-040, contains information regarding extension of enlistment to complete deployments.

d. PERS-4013 will review the initial PERSMAR and initiate actions required to ensure optimum manning of the command and provide a message response within 20 working days of receipt of command initial PERSMAR reports (25 working days for CVNs). This response will cover actions planned or taken and other comments as appropriate.

e. PERSMAR Situation Report (SITREP). 6-months prior to deployment, a "PERSMAR SITREP" message will be prepared in the format contained in enclosure (2). The command will identify and report personnel shortages below NMP by rate, rating, or NEC that are critical and/or essential for deployment, and identify Sailors being considered for OPHOLD per the procedures contained in reference (a). OPHOLD intentions addressed in the PERSMAR alert PERS-4013 that the situation is critical and must be resolved. To execute the actual OPHOLD, commands are required to submit a message per reference (a), MILPERSMAN 1306-120. Upon evaluation of the PERSMAR SITREP, PERS-4013 will provide a response within 15 working days (21 for CVNs) of receipt that will identify personnel and estimated fill dates for essential shortages and other comments as appropriate.

f. Unplanned Losses. Essential losses occurring after submission of the "PERSMAR SITREP" and any time prior to deployment or during surge/sustainment phase are to be submitted as an EMIR per reference (a), MILPERSMAN 1306-108. This manning inquiry message should include the date time group of the "PERSMAR SITREP" and an assessment of impact. The EMIR message alerts the chain of command that a loss has occurred, but will not generate a requisition until the loss is reported by NSIPS and the database is updated.

g. Sea Operational Detachments. PERSMARs will be submitted within the first 10 days of January each year. The format for this special PERSMAR report is contained in enclosure (3).

h. HSC/HM/HSL/HSM/VQ/VPU/VANOPDET Squadrons. PERSMARs will be submitted semiannually, within the first 10 days of January and June. The format for this PERSMAR report is contained in enclosure (3). Each detachment whose deployment commencement date is within 12-months will be reported. Forward-deployed detachments that support FDNF ships will be identified in the parent squadron's PERSMAR.



i. Expeditionary commands. Commands that fall under Navy Expeditionary Combat Command (NECC), and do not deploy as an entire unit, but as detachments, teams, platoons, companies, etc., will submit reports as contained in enclosure (4) for overseas units and enclosure (5) for continental United States CONUS-based units. Report submission will be semi-annually for overseas units and annually for CONUS-based units unless specifically modified by NECC with USFF Fleet Personnel Allocation and Readiness (N1P) approval.

j. Berthing Constraints. As the MCA's representative, PERS-4013 is responsible for the proper qualitative and quantitative manning of commands and for ensuring that assigned personnel do not exceed the command's berthing capacity. While manning levels can be determined by PERS-4013, they cannot determine changes to the berthing configuration of individual commands. To ensure berthing capacity is not exceeded, the most current berthing data will be included in the PERSMAR. In addition, commands configured for women may submit requests for bunk changes to the TYCOM as changes occur. Upon TYCOM approval, the information will be forwarded via MCAF to PERS-4013 for entry into the personnel system. Timely, advanced liaison with embarking staffs and activity commanders is required to provide up-to-date berthing information prior to deployment. For the purposes of berthing capacity reporting, the following definitions will be used:

(1) Bunking Accommodations. Total installed bunks, categorized as officer, male and female chief petty officer, male E1-E6, and female E1-E6. Only ships which are flag and/or troop configured will report a separate number of installed bunks for staff/troops. CVNs will report air wing and embarked staff accommodations. CVNs are responsible for advance liaison with embarked staffs and wings to review berthing requirements to ensure adequate space is provided to support the entire male/female complement during deployment. All others will report ship's company only. Amphibious commands will not report surge capacity in troop accommodations.

(2) Bunking Utilization. Ships will report anticipated use of bunks by crew, helicopter detachment, destroyer squadron /CVN staff, augment support, explosive ordnance disposal detachment, embarked civilians, etc., for each category of installed bunks. The total of the utilization plan must not exceed the total of ship's installed bunks. Constant monitoring of personnel orders and early identification of Sailors which exceed berthing limits is necessary. Personnel actions

necessary to resolve potential berthing problems must be closely evaluated to ensure that recommended actions will not degrade readiness status to an unacceptable level. Upon receipt of the PERSMAR, PERS-4013 will recommend, to the appropriate TYCOM/MCAF, corrective actions to relieve berthing constraints. These recommendations may include reduction of NMP to match BA, early rotation of Sailors with less than 6-months remaining on PST, divert of PGs to other commands, and lateral transfer of personnel. NEC skills will be considered prior to initiation of any divert/lateral transfer recommendations. In all cases where NMP is reduced by the MCA due to berthing constraints, all requisitions for that command will be annotated with a detailing remark to ensure Sailors report onboard not earlier than a specific take-up month.

k. Classification. PERSMAR transmissions will be of routine precedence and unclassified.

22. Records Management. Records created as a result of this instruction, regardless of format or media, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.


23. Forms and Reports


a. The following forms may be obtained from  
<http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/Pages/default.aspx>

(1) NAVPERS 1221/6 Navy Enlisted Classification Change Request

(2) NAVPERS 1306/7 Enlisted Personnel Action Request

b. Per reference (i), USFF Report Control Symbol 1306-1 is assigned to the PERSMAR/PERSMAR SITREP.

  
D. F. STEINDL  
Commander

  
N. W. TYSON  
Deputy Commander

Distribution:  
Electronic only, via BUPERS Web site and  
Navy Forces Online Portal  
<http://www.npc.navy.mil>  
<https://usff.portal.navy.mil/sites/hq>

**FORMAT FOR PERSMAR INITIAL REPORT**

(To be submitted 12 months prior to DSTAT date)

FM USS DEPLOYER  
TO COMNAVPERSCOM MILLINGTON TN//PERS4013//  
INFO COMUSFLTFORCOM NORFOLK VA//N1/N14//  
COMPACFLT PEARL HARBOR HI//N1/N13// (for PACFLT units)  
APPROPRIATE TYPE COMMANDER  
ISIC  
APPROPRIATE TYPE WING COMMANDER// (for aviation squadrons)  
APPROPRIATE CVW COMMANDER// (for aviation squadrons)  
COMNAVSURFLANT NORFOLK VA (for all LANTFLT surface ships)  
COMNAVSURFPAC SAN DIEGO CA (for all PACFLT surface ships)  
UNCLAS //N01306//  
MSGID/GENADMIN/USS DEPLOYER//  
SUBJ/PERSMAR INITIAL REPORT (COMMAND UIC)  
REF/A/DOC/USFLTFORCOM-NAVPERSCOM/DATE//  
REF/B/MSG/COMNAVPERSCOM/DTG//  
NARR/REF A USFLTFORCOM AND NAVPERSCOMINST 1300.1A; ENLISTED  
MANNING POLICY AND PROCEDURES. REF B IS PERS-4013 PRE-  
DEPLOYMENT EDVR REVIEW.//  
RMKS/1. THIS UNIT IS SCHEDULED TO DEPLOY (state month/year).

2. PER REFERENCES A AND B, OUR COMMAND EDVR HAS BEEN REVIEWED  
AND THE FOLLOWING ACTIONS TAKEN:

A. CORRECTIVE ACTIONS CONCERNING EXPIRED EAOSS, PGS, AND  
PLS FOR THE FOLLOWING PERSONNEL HAVE BEEN COMPLETED PER  
REFERENCE B:

RATE	NAME	LETTER	DATE/MSG	DTG
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B. THE FOLLOWING PERSONNEL WITH EAOSS WITHIN 2 MONTHS PRIOR  
AND 2 MONTHS AFTER DEPLOYMENT DATE HAVE BEEN INTERVIEWED WITH  
THE FOLLOWING RESULTS:

RATE	NAME	INTENTIONS*
		* Separating/Undecided/REEN for orders/ REEN remain ONBD/Extend for deployment.

C. THE FOLLOWING PERSONNEL HAVE PRDS LESS THAN THEIR PRESCRIBED SEA TOURS. REQUEST PRD ADJUSTMENT(S) AS INDICATED:

RATE	NAME	PRD FROM	PRD TO	SDCD	PRD CHANGE REASON (E.G., COINCIDE WITH PST/EAOS)
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D. THE FOLLOWING PERSONNEL WERE IDENTIFIED IN REFERENCE B AS HAVING INCORRECT PRDS, BUT ARE NOT RECOMMENDED FOR PRD ADJUSTMENT FOR REASON INDICATED:

RATE	NAME	CURRENT PRD	REASON FOR NO CHANGE
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E. THE FOLLOWING PERSONNEL ARE QUALIFIED FOR THE NEC(S) INDICATED. NAVPERS 1221/6 NAVY ENLISTED CLASSIFICATION CHANGE REQUEST HAS BEEN SUBMITTED. (In cases where this NEC qualification requires a DNEC change, indicate the DNEC change requested in subparagraph G.)

RATE	NAME	NEC	GRAD/OJT DATE	DATE 1221/6 SUBMITTED
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F. THE FOLLOWING PERSONNEL CURRENTLY HOLD AN NEC FOR WHICH THEY ARE NO LONGER ELIGIBLE. A NAVPERS 1221/6 HAS BEEN SUBMITTED WITH JUSTIFICATION TO REMOVE THE NEC. (In cases where this NEC removal requires a DNEC change, indicate the DNEC change in subparagraph G.)

RATE	NAME	CURRENT DNEC	RECOMMENDED DNEC
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G. THE FOLLOWING PERSONNEL ARE CURRENTLY ASSIGNED AN INCORRECT DNEC. REQUEST TO CHANGE THE DNEC AS INDICATED BELOW:

RATE	NAME	CURRENT DNEC	RECOMMENDED DNEC
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3. THE FOLLOWING EQUIPMENT HAS BEEN INSTALLED/REMOVED DURING THE LAST 12 MONTHS OR WILL BE INSTALLED/REMOVED PRIOR TO DEPLOYMENT WHICH RESULTS IN THE FOLLOWING NEC REQUIREMENT CHANGES:

SYSTEM	STATUS	PERMANENT/ TEMPORARY	NEC RQMT (EXAMPLE)	AMD CHANGE SUBMITTED	DATE OF SUBMISSION
NC-2	DELETED	P	2345	YES	JUN 11
JOTS	ADDED	T	FACTORY	NO	N/A

4. ACTIONS PLANNED OR IN PROGRESS TO ALLEVIATE NEC SHORTAGES THROUGH FORMAL SCHOOL TRAINING AND OJT PROGRAMS:

		EXPECTED
RATE	NAME	COMPLETION DATE

5. CONTINGENT UPON THOSE PERSONNEL LISTED IN PARAGRAPH (9) SUCCESSFULLY COMPLETING COI/OJT, THE FOLLOWING NEC(S) REMAIN DEFICIENT (LISTED IN ORDER OF CRITICALITY):

6. THE FOLLOWING PERSONNEL ARE BEING PROCESSED FOR ADMIN SEPARATION:

	DATE LETTER MAILED/
RATE	NAME

7. REQUEST LEADERSHIP FLAGS BE APPLIED TO THE PERSONNEL ADDRESSED IN REFERENCE B EXCEPT FOR THE FOLLOWING:

RATE	NAME	REASON FOR NON-FLAG/REMARKS
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8. BERTHING SITUATION

A. TOTAL INSTALLED BUNKS:

	OFF	MALE CPO	FEMALE CPO	MALE E1-E6	FEMALE E1-E6	TOTAL EL-E9
SHIP'S COMPANY	___	___	___	___	___	___
EMBARKED STAFF/ TROOPS	___	___	___	___	___	___
AIR WING	___	___	___	___	___	___

**NOTE:** Figures provided above will reflect total officer/enlisted berthing capacity of the unit. CVNs will report ship's company, embarked staff, and total AIR WING berthing capacity.

B. BUNKING UTILIZATION:

	OFF	MALE CPO	FEMALE CPO	MALE E1-E6	FEMALE E1-E6	TOTAL EL-E9
SHIP'S COMPANY	___	___	___	___	___	___
DESRON	___	___	___	___	___	___
SEAOPDET	___	___	___	___	___	___
ETC. **	___	___	___	___	___	___
TOTAL SHIP'S COMPLEMENT	___	___	___	___	___	___

\*\* All other embarked DETS berthed in ship's company bunks.

AIR WING (LIST CVW STAFF AND ALL EMBARKED SQUADRONS (EXAMPLE):

VFA XX	_____	_____	_____	_____	_____	_____
ETC.	_____	_____	_____	_____	_____	_____
TOTAL AIR WING	_____	_____	_____	_____	_____	_____
TOTAL BERTHING	_____	_____	_____	_____	_____	_____

**NOTE:** Figures provided above should reflect anticipated use of installed bunks reported in paragraph (8a) above. The total of the utilization plan must not exceed the total of ship's company installed bunks.

9. COMMENTS: (Include anticipated special detachment embarkations, numbers of personnel involved, and to what extent embarkation may impact ship's force berthing capability, if appropriate.)

**FORMAT FOR PERSMAR SITREP**

(To be submitted 6 months prior to deployment)

FM USS DEPLOYER  
TO COMNAVPERSCOM MILLINGTON TN//PERS4013//  
INFO COMUSFLTFORCOM NORFOLK VA//N1/N14//  
COMPACFLT PEARL HARBOR HI//N1/N13// (for PACFLT units)  
APPROPRIATE TYPE COMMANDER  
ISIC  
APPROPRIATE TYPE WING COMMANDER// (for aviation squadrons)  
APPROPRIATE CVW COMMANDER// (for aviation squadrons)  
UNCLAS //N01306//  
MSGID/GENADMIN/USS DEPLOYER//  
SUBJ/PERSMAR SITREP (COMMAND UIC)  
REF/A/DOC/USFLTFORCOM-NAVPERSCOM/DATED//  
REF/B/MSG/USS DEPLOYER/DTG//  
NARR/REF A IS USFLTFORCOM-NAVPERSCOMINST 1300.1A; ENLISTED  
MANNING POLICY AND PROCEDURES. REF B IS PERSMAR INITIAL  
REPORT.//  
RMKS/1. PER REFERENCE A, THE FOLLOWING REPORT IS SUBMITTED TO  
REFLECT AN UPDATE OF COMMAND PERSONNEL MANAGEMENT ACTIONS SINCE  
SUBMISSION OF REFERENCE B: (NOTE 1)

A. SUMMARY OF SIGNIFICANT MANNING CHANGES:

B. STATUS OF ACTIONS TO ALLEVIATE NEC SHORTAGES THROUGH  
COI/OJT:

RATE	NAME	NEC	ANTICIPATED COMPLETION DATE
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C. STATUS OF UNIT FUNDED TRAINING/OJT NEC CHANGES:

RATE	NAME	NEC	GRAD/OJ DATE	DATE 1221/6 SUBMITTED	RECOMMENDED DNEC
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D. THE FOLLOWING ADDITIONAL PERSONNEL ONBOARD HAVE BEEN  
IDENTIFIED WITH INCORRECT DNECS. REQUEST TO CHANGE THE DNEC AS  
INDICATED:

RATE	NAME	CURRENT DNEC	RECOMMENDED DNEC
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E. THE FOLLOWING ADDITIONAL PERSONNEL HAVE BEEN IDENTIFIED WITH INCORRECT PRDS:

RATE	NAME	PRD FROM	PRD TO	REASON*
				(*E.G., IN ORDER TO COINCIDE WITH PST/EAOS)

F. THE FOLLOWING ADDITIONAL PERSONNEL ARE BEING PROCESSED FOR ADMIN SEPARATION:

RATE	NAME	DATE LTR MAILED/DTG OF MSG
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G. SUMMARY OF OPHOLD INTENTIONS:  
(\*INDIVIDUAL OPHOLD MUST STILL BE SUBMITTED VIA SEPCOR)

H. STATUS OF NEAR-TERM EAOS PERSONNEL: (CHANGES ONLY)

I. STATUS OF PROGRAMMED GAINS/LOSSES: (CHANGES ONLY)

J. THE FOLLOWING REQUIREMENTS ARE CONSIDERED ESSENTIAL AND NEED ASSISTANCE:

K. SUMMARY OF TEMPORARY PERSONNEL ONBOARD:

RATE	NAME	UNIT TEMADD FROM	DATE TEMADD BEGAN	ESTIMATED END DATE	REASON TAD
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2. BERTHING CAPABILITY: (Include updated information on possible berthing problems which may develop, as well as numbers of bunks which will be added, if any, to accommodate assigned personnel.)

NOTE 1: The status of each action listed in the initial PERSMAR must be included.



**FORMAT FOR SEAOPDET PERSMAR REPORT**

(To be submitted annually in January)  
and

**FORMAT FOR HSC/HM/HSM/HSL/VPU/VQ/VANOPDET PERSMAR REPORT**

(To be submitted semi-annually in January and June)

FM UNIT

TO COMNAVPERSCOM MILLINGTON TN//PERS4013//  
INFO COMUSFLTFORCOM NORFOLK VA//N1/N14//  
COMPACFLT PEARL HARBOR HI//N1/N13// (for PACFLT units)  
APPROPRIATE TYPE COMMANDER  
APPROPRIATE ISIC  
APPROPRIATE CV/CVN'S  
APPROPRIATE CVW'S  
APPROPRIATE SHIPS  
UNCLAS //N01306//  
MSGID/GENADMIN/NAS//  
SUBJ/SEAOPDET PERSMAR (COMMAND UIC)  
REF/A/DOC/USFLTFORCOM-NAVPERSCOM/DATED//  
REF/B/DOC/BUPERS/15MAY09//  
NARR/REF A IS USFLTFORCOM-NAVPERSCOMINST 1300.1A; ENLISTED  
MANNING POLICY AND PROCEDURES. REF B IS BUPERSINST 1080.53;  
EDVRMAN.//  
RMKS/1. THIS UNIT HAS DETACHMENTS SCHEDULED FOR DEPLOYMENTS  
OVER THE NEXT 12 MONTHS AS FOLLOWS:

CVN MONTH/YR OF DEPLOYMENT

2. PER REFERENCES A AND B, THE SEAOPDET EDVR HAS BEEN REVIEWED  
AND THE FOLLOWING ACTIONS TAKEN:

A. CORRECTIVE ACTIONS CONCERNING EXPIRED EAOS, PGS, AND  
PLS FOR FOLLOWING PERSONNEL COMPLETED IAW REFERENCE B:

RATE	NAME	CVN DET	LTR DATE/MSG DATE
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B. THE FOLLOWING PERSONNEL WITH EAOS WITHIN 2 MONTHS PRIOR  
AND 2 MONTHS AFTER DEPLOYMENT DATE HAVE BEEN INTERVIEWED WITH  
THE FOLLOWING RESULTS:

RATE	NAME	CVN DET	INTENTIONS**
			** Separating/undecided/REEN for orders/REEN remain ONBD/extend for deployment.

C. THE FOLLOWING PERSONNEL HAVE INCORRECT PRDS OR PRDS LESS THAN THE PRESCRIBED SEA TOUR. REQUEST THE FOLLOWING PRD ADJUSTMENT(S) AS INDICATED:

RATE	NAME	CVN DET	PRD FROM	PRD TO	SDCD	CHANGE REASON
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D. THE FOLLOWING PERSONNEL ARE QUALIFIED FOR THE NEC(S) INDICATED. NAVPERS 1221/6 HAS BEEN SUBMITTED. (In cases, where this NEC qualification requires a DNEC change, indicate the DNEC change requested in subparagraph (F).)

RATE	NAME	CVN DET	NEC	GRAD/OJT DATE	DATE 1221/6 MAILED
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E. THE FOLLOWING PERSONNEL CURRENTLY HOLD AN NEC FOR WHICH THEY ARE NO LONGER ELIGIBLE. NAVPERS 1221/6 HAS BEEN SUBMITTED WITH JUSTIFICATION TO REMOVE THE NEC. (In cases where this NEC removal requires a DNEC change, indicate the DNEC change in subparagraph (F).)

RATE	NAME	CVN DET	CURRENT NEC	DNEC	RECOMMENDED DNEC
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F. THE FOLLOWING PERSONNEL ARE CURRENTLY ASSIGNED AN INCORRECT DNEC. REQUEST CHANGE THE DNEC AS INDICATED BELOW:

RATE	NAME	CURRENT DNEC	RECOMMENDED DNEC
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3. ACTIONS PLANNED OR IN PROGRESS TO ALLEVIATE NEC SHORTAGES THROUGH FORMAL SCHOOL TRAINING AND OJT PROGRAMS:

RATE	NAME	NEC	EXPECTED COMPLETION DATE
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4. CONTINGENT UPON THOSE PERSONNEL LISTED IN PARAGRAPH (3) SUCCESSFULLY COMPLETING COI/OJT, THE FOLLOWING NEC(S) REMAIN DEFICIENT (Listed in order of criticality):

CVN DET	DEFICIENT NEC(S)
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5. SUMMARY OF OPHOLD INTENTIONS:

6. EXPECTED BERTHING REQUIREMENTS FOR EACH CV/CVN DET LISTED IN  
PARAGRAPH (1) ABOVE:

CV/CVN DET	MALE CPO	FEMALE CPO	MALE E1-E6	FEMALE E1-E6
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7. ADDITIONAL COMMENTS.//

**FORMAT FOR OVERSEAS EXPEDITIONARY UNIT (DET, PLATOON, COMPANY,  
TEAM DEPLOYERS) PERSMAR REPORT**  
(To be submitted semi-annually)

FM UNIT  
TO COMNAVPERSCOM MILLINGTON TN//PERS4013//  
INFO COMUSFLTFORCOM NORFOLK VA//N1/N14//  
COMPACFLT PEARL HARBOR HI//N1/N13// (for PACFLT units) COMNECC  
LITTLE CREEK VA/N14//  
COMNECCPAC PEARL HARBOR HI//N1// (for PACFLT units)  
ISIC  
UNCLAS //N01306//  
MSGID/GENADMIN/CMD//  
SUBJ/PERSMAR (COMMAND UIC)  
REF/A/DOC/USFLTFORCOM-NAVPERSCOM/DATED//  
REF/B/MSG/COMNAVPERSCOM/DTG//  
NARR/REF A IS USFLTFORCOM-NAVPERSCOMINST 1300.1A; ENLISTED  
MANNING POLICY AND PROCEDURES. REF B IS PERS 4013 EDVR REVIEW//  
RMKS/1. THIS UNIT IS HOMEPORTED OVERSEAS WITH CONTINUOUS  
DETACHMENT MISSION REQUIREMENTS OVER THE NEXT 6 MONTHS:

2. PER REFERENCES A AND B, THE COMMAND EDVR HAS BEEN REVIEWED  
AND THE FOLLOWING ACTIONS TAKEN:

A. CORRECTIVE ACTIONS CONCERNING EXPIRED EAOS DATES, PGS,  
AND PLS FOR THE FOLLOWING PERSONNEL COMPLETED PER REFERENCE B:

RATE	NAME	LTR DATE/MSG DATE
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B. THE FOLLOWING PERSONNEL HAVE INDICATED THEIR INTENTION  
NOT TO REENLIST ONBOARD. REQUEST PRD ADJUSTMENTS AS INDICATED:

RATE	NAME	CURRENT PRD	EAOS	REVISED PRD
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C. THE FOLLOWING PERSONNEL WITH EAOS WITHIN THE NEXT 12  
MONTHS HAVE BEEN INTERVIEWED WITH THE FOLLOWING RESULTS:

RATE	NAME	INTENTIONS**
		** Separating/undecided/REEN for orders/ REEN remain ONBD/extend.

D. THE FOLLOWING PERSONNEL HAVE PRDS LESS THAN THE REQUIRED DOD TOUR LENGTH. REQUEST PRD ADJUSTMENT AS INDICATED:

RATE	NAME	CURRENT PRD	REVISED PRD
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E. THE FOLLOWING PERSONNEL ARE QUALIFIED FOR THE NEC(S) INDICATED. NAVPERS 1221/6 HAS BEEN SUBMITTED. (In cases where this NEC qualification requires a DNEC change, indicate the DNEC change requested in subparagraph H below).

RATE	NAME	NEC	GRAD/OJT DATE	DATE 1221/6 SUBMITTED
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F. THE FOLLOWING PERSONNEL CURRENTLY HOLD AN NEC FOR WHICH THEY ARE NO LONGER ELIGIBLE. NAVPERS 1221/6 HAS BEEN SUBMITTED WITH JUSTIFICATION TO REMOVE THE NEC. (In cases where this NEC removal requires a DNEC change, indicate the DNEC change in subparagraph H below).

RATE	NAME	CURRENT DNEC	NEC BEING REMOVED
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G. THE FOLLOWING PERSONNEL ARE CURRENTLY ASSIGNED AN INCORRECT DNEC. REQUEST THE DNEC BE CHANGED AS INDICATED BELOW:

RATE	NAME	CURRENT DNEC	RECOMMENDED DNEC
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3. THE FOLLOWING EQUIPMENT HAS BEEN REMOVED/RECEIVED DURING THE LAST 12 MONTHS OR WILL BE REMOVED/RECEIVED IN THE NEXT 12 MONTHS WHICH RESULTS IN THE FOLLOWING NEC REQUIREMENT CHANGES:

SYSTEM	STATUS	PERMANENT/ TEMPORARY	NEC RQMT (EXAMPLE)	AMD CHANGE SUBMITTED	DATE OF SUBMISSION
NC-2	REMOVED	P	2345	YES	MAR 12
JOTS	ADDED	T	1111	YES	MAR 12

4. ACTIONS PLANNED OR IN PROGRESS TO ALLEVIATE NEC SHORTAGES THROUGH FORMAL SCHOOL TRAINING AND OJT PROGRAMS:

RATE	NAME	NEC	EXPECTED COMPLETION DATE
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5. CONTINGENT UPON THOSE PERSONNEL LISTED IN PARAGRAPH 4 SUCCESSFULLY COMPLETING COI/OJT, THE FOLLOWING NEC(S) REMAIN DEFICIENT (Listed in order of criticality):

6. THE FOLLOWING PERSONNEL ARE BEING PROCESSED FOR ADMIN SEPARATION:

RATE	NAME	DATE LTR MAILED/DTG OF MSG
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7. REQUEST LEADERSHIP FLAGS BE APPLIED TO THE PERSONNEL ADDRESSED IN REFERENCE B EXCEPT FOR THE FOLLOWING:

RATE	NAME	REASON FOR NON-FLAG/REMARKS
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8. COMMENTS. Discuss specific requirements that are essential and require assistance.

**FORMAT FOR CONUS EXPEDITIONARY UNITS (DET, PLATOON, COMPANY,  
TEAM DEPLOYERS) PERSMAR REPORT**  
(To be submitted annually)

FM UNIT  
TO COMNAVPERSCOM MILLINGTON TN//PERS4013//  
INFO COMUSFLTFORCOM NORFOLK VA//N1/N14//  
COMPACFLT PEARL HARBOR HI//N1/N13// (for PACFLT units)  
COMNECC LITTLE CREEK VA/N14//  
COMNECCPAC PEARL HARBOR HI//N1// (for PACFLT units)  
ISIC  
UNCLAS //N01306//  
MSGID/GENADMIN/DEPLOYER//  
SUBJ/PERSMAR (COMMAND UIC)  
REF/A/DOC/USFLTFORCOM-NAVPERSCOM/DATED//  
REF/B/MSG/COMNAVPERSCOM/DTG//  
NARR/REF A IS USFLTFORCOM-NAVPERSCOMINST 1300.1A; ENLISTED  
MANNING POLICY AND PROCEDURES. REF B IS PERS 4013 EDVR REVIEW//  
RMKS/1. THIS CONUS-BASED UNIT HAS NUMEROUS DETACHMENT  
DEPLOYMENTS ON A RECURRING BASIS.

2. PER REFERENCES A AND B, THE COMMAND EDVR HAS BEEN REVIEWED  
AND THE FOLLOWING ACTIONS TAKEN:

A. CORRECTIVE ACTION CONCERNING EXPIRED EAOS DATES, PGS,  
AND PLS FOR THE FOLLOWING PERSONNEL HAS BEEN COMPLETED PER  
REFERENCE B:

RATE	NAME	LTR DATE/MSG DATE
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B. THE FOLLOWING PERSONNEL HAVE INDICATED THEIR INTENTION  
NOT TO REENLIST ONBOARD. REQUEST PRD ADJUSTMENTS AS INDICATED:

RATE	NAME	CURRENT PRD	EAOS	REVISED PRD
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C. THE FOLLOWING PERSONNEL WITH EAOS DATES WITHIN 2 MONTHS  
PRIOR AND 2 MONTHS AFTER DEPLOYMENT DATE HAVE BEEN INTERVIEWED  
WITH THE FOLLOWING RESULTS:

RATE	NAME	INTENTIONS**
		** Separating/undecided/REEN for orders/ REEN remain ONBD/extend.

D. THE FOLLOWING PERSONNEL HAVE INCORRECT PRDS OR PRDS LESS  
THAN THEIR PRESCRIBED SEA TOUR. REQUEST PRD ADJUSTMENT(S) AS  
INDICATED:

RATE	NAME	PRD FROM	PRD TO	SDCD	REASON (E.G.; COINCIDE WITH SSF/EAOS)
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E. THE FOLLOWING PERSONNEL WERE IDENTIFIED IN REFERENCE B AS HAVING INCORRECT PRDS, BUT ARE NOT RECOMMEND FOR PRD ADJUSTMENT FOR REASON INDICATED:

RATE	NAME	CURRENT PRD	REASON FOR NO CHANGE
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F. THE FOLLOWING PERSONNEL ARE QUALIFIED FOR THE NEC(S) INDICATED. NAVPERS 1221/6 HAS BEEN SUBMITTED. (In cases where this NEC qualification requires a DNEC change, indicate the DNEC change requested in subparagraph H below).

RATE	NAME	NEC	GRAD/OJT DATE	DATE 1221/6 SUBMITTED
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G. THE FOLLOWING PERSONNEL CURRENTLY HOLD AN NEC FOR WHICH THEY ARE NO LONGER ELIGIBLE. NAVPERS 1221/6 HAS BEEN SUBMITTED WITH JUSTIFICATION TO REMOVE THE NEC. (In cases where this NEC removal requires a DNEC change, indicate the DNEC change in subparagraph H below).

RATE	NAME	CURRENT DNEC	NEC BEING REMOVED
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H. THE FOLLOWING PERSONNEL ARE CURRENTLY ASSIGNED AN INCORRECT DNEC. REQUEST THE DNEC BE CHANGED AS INDICATED BELOW:

RATE	NAME	CURRENT DNEC	RECOMMENDED DNEC
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3. THE FOLLOWING EQUIPMENT HAS BEEN REMOVED/RECEIVED DURING THE LAST 12 MONTHS OR WILL BE REMOVED/RECEIVED IN THE NEXT 12 MONTHS WHICH RESULTS IN THE FOLLOWING NEC REQUIREMENT CHANGES:

SYSTEM	STATUS	PERMANENT/ TEMPORARY	NEC RQMT	AMD CHANGE SUBMITTED	DATE OF SUBMISSION
			(EXAMPLE)		
NC-2	REMOVED	P	2345	YES	MAR 12
JOTS	ADDED	T	1111	YES	MAR 12

4. ACTIONS PLANNED OR IN PROGRESS TO ALLEVIATE NEC SHORTAGES THROUGH FORMAL SCHOOL TRAINING AND OJT PROGRAMS:

RATE	NAME	NEC	EXPECTED COMPLETION DATE
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5. CONTINGENT UPON THOSE PERSONNEL LISTED IN PARAGRAPH 4 SUCCESSFULLY COMPLETING COI/OJT, THE FOLLOWING NEC(S) REMAIN DEFICIENT (Listed in order of criticality):

6. THE FOLLOWING PERSONNEL ARE BEING PROCESSED FOR ADMIN SEPARATION:

RATE	NAME	DATE LTR MAILED/DTG OF MSG
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7. REQUEST LEADERSHIP FLAGS BE APPLIED TO THE PERSONNEL ADDRESSED IN REFERENCE B EXCEPT FOR THE FOLLOWING:

RATE	NAME	REASON FOR NON-FLAG/REMARKS
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8. COMMENTS. Discuss specific requirements that are essential and require assistance.